

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER**

Thursday, October 3, 2019

1:15-2:45 P.M.

CSU 203

Present: Melissa Iverson, Marilyn Wells, David Jones, Steve Barrett, Rick Straka, Lynn Akey, Sheri Sargent, Mark Johnson, Brian Martensen, Rachel Tanquist, Debra Schulz, Amanda Weister, Gina Maahs-Zurbey, Sarah Frazier, Marie Slotemaker

Meeting Chair – Melissa Iverson, MSUAASF President

I. Information Items

A. Review of Notes

- No changes noted. If changes are needed, they can be recommended to the MSUAASF President

B. MSU President's Report (D. Jones on behalf of R. Davenport)

- R Davenport is currently being honored with an alumni award at the University of Nebraska at Kearney. He will be back in time for homecoming festivities on Saturday.
- We are celebrating homecoming week and anxiously watching the weather for Saturday. Depending on the weather, a cancellation noticed could be sent out at 3pm tomorrow or 7am Saturday morning.
- Monday is MNSU's Founder's Day celebration. Everyone is invited to the event at noon at the Lincoln Lounge. Cupcakes will be served, and the Maverick Machine will be playing. The new academic programs will be highlighted.

C. MSUAASF President's Report (M. Iverson)

- We similarly celebrated our Founder's Day on Monday (MSUAASF founding was on Sept 29, 1975).
- Our state ASF President, Tracy Rahim, came to recognize Rich Wheeler for his years of service for local and state ASF. Dunkin Doughnuts donated to the celebration.
- We're kicking off the EnRICHment Award as a monthly recognition to our members who go above and beyond.
- Our members are busy with homecoming efforts and working the National College Fair.
- The Board of Trustees Award process will be starting soon. It is due a month earlier than it has been in the past.
- We're welcoming Sarah Frazier to our Meet and Confer team as our co-membership committee chair.

D. Vice President Student Affairs & Enrollment Management Report (D. Jones)

- We recently put on an emergency training exercise with our local partners. We learned great lessons and it gave our first responders the ability to practice in the event of a mass casualty incident. The lessons learned will spur additional conversations and procedures.
- We as a university maintained a high standard for our security officers since we require a bachelor's degree and EMT or first responder training, which means that our security officers may have different expertise than local police since they have different training requirements.
- M Iverson asked for some of the lessons learned or takeaways from the training exercise. D. Jones answered that they learned lessons about how to increase effectiveness with communication and the chain of command both on the university and the city side of the training.
- The first responders used a triage color system to code victims based on the severity of injuries. The first responders that it is hard to track everyone with the large numbers.
- The highest-level trauma center in the Twin Cities can only handle 6 critical patients. Since we have a smaller community ours can handle 2-3, which means they could be quickly overwhelmed by patients.

- S. Sargent also added that the training exercise also brought to light the importance of complying with HIPAA since we are unable to share the status of an individual to outside family members, friends, etc.
- Medical staff also learned that they need a process for tracking patients once they've been transferred to other ERs.
- A positive takeaway is that our local facilities have resources to help the city in case of emergency, such as blockades to close off streets for emergency vehicles.
- D. Schulz asked where we should direct people calling in to if there is an emergency. D. Jones answered that it would be different people depending on if it were media vs. family and friends. We have two call centers, (one in admissions and one in advancement) which could work as early decision trees to provide information.
- M. Johnson added that IT has sets of equipment they can deploy for phone banks and command centers.
- Part of an emergency plan needs to be where we have friends and family go while they wait for information.
- M. Iverson asked if this will be a continuing effort. D. Jones answered absolutely. University Security is looking to become an accredited program, and this is a part of the accreditation process. This won't be an every year event, but we may have an event like this every couple of years.
- D. Schulz asked who oversees these events. S. Schoenberg responds to D. Jones. A lot of people take part and have different responsibilities.
- Enrollment update. As of 9/25/19, we have 14197 students enrolled, which is 1.2% higher than last year on this date. This is our 22nd largest enrollment.
- Overall, we are 34 FYE down, or .5% compared to last year. Bemidji is down 118 FYE (5.9%), Moorhead is down 31 FYE (1.3%), St. Cloud is down 397 FYE (7.8%), Winona is down 79 FYE (2.3%), Southwest is down 79 FYE (5.3%) and Metro is down 61 FYE. These numbers are just for fall, not including spring.
- The Purple and Gold Gala happened on the 25th and recognized the great donors and supporters of the university
- Our incoming class is the 10th largest class in MNSU's history. 9 of the 10 largest classes have all happened under R. Davenport.
- Our student body is 17% students of color and 9% international students. We have students from all 50 states and Puerto Rico.
- The first-year class average high school class rank was 60.6%, the average GPA was 3.4 (42% of students have a GPA of 3.5 or better), the average ACT score is 22. There were 50 NEF with an ACT score of 30+, one with perfect 36 score.
- We have 1,268 international students from 90 different countries. The top five are Nepal, Saudi Arabia, South Korea, Ethiopia, and the Ivory Coast.
- October is College Awareness Month. MNSU is waiving the application fee for the entire month.
- So far admissions have stronger numbers than last year on applications. D. Jones thanks our members for all that they do to help.

II. Discussion Items

A. Budget (R. Straka)

- Not a lot of change since last month
- We have a 4 million structural deficit with 1 million in investments, so we need to find where to cover the 5 million. We don't yet have the final allocation of reductions.
- Our budget comes in two-year cycles. Inflation and compensation are a two-year cycle.
- We will break even with the 2.4 million in appropriations and 2.9 million in tuition increases since we have 5 million in inflation.
- Next year the entire system was only given 3 million in appropriations by the legislature. This means that MNSU only gets \$230,000 in new state appropriations for next year. We are looking to increase the tuition rate again.

- The classified staff contract backloaded salary increases which means our revenue base will be lower. There will be a 2 million dollar deficit for next year. Schools across the system are in a similar position. We have a 20 million dollar structural deficit across the system.
- S. Barrett asked if the 2 million dollar deficit includes any investments. R. Straka answered that it does not include any money we put towards investments.
- L. Akey added that there are a lot of unknown variables, including enrollment.
- R. Straka is hopeful that the remaining bargaining units are moving closer to agreements. He will have a better idea of our budget once the costs are finalized. The November forecast will also give us a better idea of what's happening.
- The stock market and tariffs are currently a wild ride. The odds of a recession seem to be inching up. We're in as good of shape as anyone to get through this.
- Try to figure out how we spend money must be in conjunction with how we get money.
- Legislature used to give us a 33/66 budget split, whereas they now give closer to 50/50.
- M. Iverson asked in the MinnState allocation model is helping or hurting us. R. Straka answered that we have the lowest allocation per student of the seven universities. One area that is hurting us is the revenue buy down, since it counts over revenues outside of tuition.
- How the state and board have handled the two-year college tuition freeze has also hurt us. 8 million dollars came right off state appropriations and went to the two-year colleges. There is a shift of funds from four-year universities to two-year colleges.
- St. Cloud and Mankato have the lowest tuition of seven state universities. If we're able to charge the same as our colleagues we'd generate between 2-6 million additional tuition dollars per year. Right now we're serving our students with the lowest tuition and lowest appropriation per student.
- R. Straka doesn't see significant increases coming from state appropriations. There are also pressures regarding tuition increases. There was an emotional and contentious board meeting regarding tuition increases between the students and the board.
- M. Iverson asked why St. Cloud and we have lowest tuition. R. Straka answered that the state legislature and Board of Trustees only look at a percentage increase compared year-over-year instead of where we stand compared to our peers. We are stuck with the differential tuition decision we made in the 90s and are unable to catch up.
- M. Iverson asked how is NextGen playing into this. R. Straka said he will bring more information on NextGen next month. The plan is to use our assessments over the next six years and to take the funding out of the general reserve and not our operating funds. Other institutions may not be able to do this.
- They will have a better idea of NextGen costs (upfront costs and ongoing expenses) after the RFPs and once the contract is chosen and signed.
- NextGen will likely have an ongoing cost. M. Johnson added that we may see some levelling of the cost with central staffing adjustments.
- We will also need to consider the cost of the transition. Will we need to increase staffing to help us work through the transition or will we be able to work with existing staff.
- Our members and staff are used to going through software changes and there will be long term benefits to this software.
- M. Johnson added that there will be some functions with our homegrown system that we may lose with the new system. However, the student focused side will be much better. We're going to have to change some business practices to meet the software.
- We'll know which vendor is selected by March. Since we're buying a pre-made system, we know it's going to work.
- Everyone that R. Straka has talked to says that going through the transition is worth it. The reporting capabilities will be great.
- L. Akey is on RFP team. There will be product demonstrations in November into December. We have representation on each RFP team.

B. HR Topics (S. Barrett)

- Human Resource Vacancies
 - Handout attached. Please direct any questions to S. Barrett.
 - Our vacancy rate is at 2.85%. Last year we were at 4%. We had a lot of new hires in August and September.
 - The statewide vacancy rate is at 5-6%. Employers are not attracting good candidates for open positions.
- Human Resources Investigations
 - We have had a couple good months where we haven't had any investigations.
 - There have been a few complaints that have come into HR but they were passed to Equal Opportunity and Title IX with L. Alvarez. Any outstanding cases were ones that came in within the last academic year in late June.
 - Trying to keep timeline to 30 days.

C. Legislative Update (R. Straka)

- Legislative opportunity is the Armstrong replacement project.
- We're requesting 6 million from the legislature, including construction money for the lower level of the clinical science building.
- Capital investment committee will visit MNSU soon.
- AFSCME/MAPE/MMA tentative agreements will be reviewed soon.

D. Common Bell and Coordinated Scheduling Update (L. Akey/R. Straka)

- Ended last year with recommendations. The recommendations are now being adopted and we are moving towards implementation.
- They are working with schedulers to establish fall 2020 common bell schedules.
- They are currently a month ahead of schedule.
- The framework proposal adopted allows departments to ask for an exception if they can't in fit the common bell. The form and process are expected to be available Oct. 15th.
- There will be a common framework for room scheduling, space, and course offerings.
- There will be college-based meetings and follow up meetings with departments from October to January.
- The schedule development is expected to be available November 4th. Input will be completed by February 10th so that the fall 2020 schedule can be completed by Feb 24th.
- B. Martensen will lead the subgroup on space. They will review how we use space and ongoing improvements for space utilization.
- Room scheduling subgroup is led by D. Marzoff and L. Akey. They are moving towards a centralized process that is student focused so that we can best match student enrollment numbers with space.
- They are also planning a centralized room changing/holding practice.
- They will also look at course offerings so we can match our courses to what our students need for timely completion.
- L. Akey will provide workgroup recommendations and consultation at the April and May Meet and Confers.
- M. Iverson thanked L. Akey for keeping the bargaining units informed.
- M. Iverson asked what the communication plan is for students. L. Akey met with the student government president and vice-president and will be meeting with the student senate. The entire student body will also see the change once the course schedule is published in February.
- Most of the support is directed towards departments, department chairs, and deans since each unit is slightly different. Some departments already fit within common bell parameters whereas other departments will have a more major transition and need more support.

- M. Weister asked how the department reactions have been. L. Akey answered that overall it has been a good reception since we are all focused towards student success. We may not like or enjoy the change, but the need for change is understood.
- M. Iverson asked how the common bell framework will change registration help scheduling in computer labs and other events such as that. L. Akey, answered that it is on their radar.
- They are also thinking of facilities employees and how they can maintain and clean spaces that are more tightly booked.
- They will likely uncover more things as they go along.
- If our members think of something that may be impacted by common bell they can contact L. Akey or R. Straka directly.

FY20 Meeting Dates

October 31, 2019
December 5, 2019
January 30, 2020
March 5, 2020
April 2, 2020
May 7, 2020



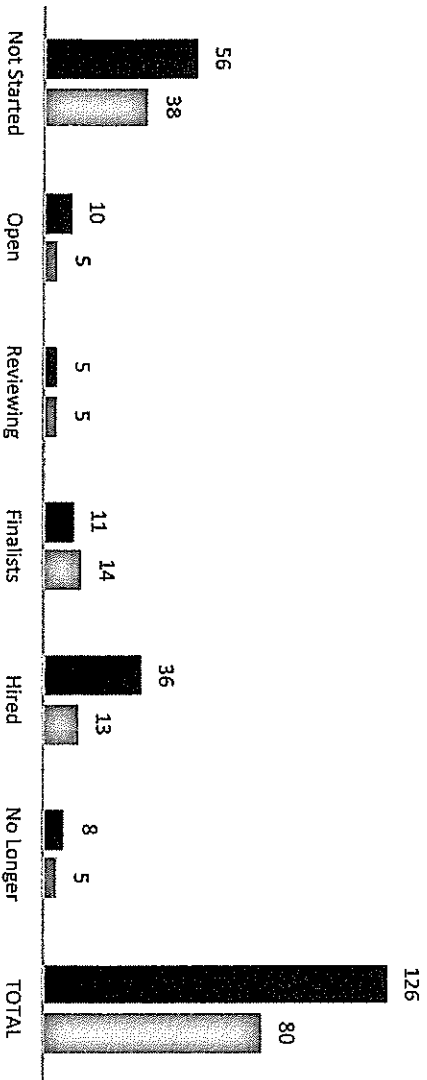
Human Resources

**SERVICE FACULTY
Meet-and-Confer
Information Packet**
Thursday, October 5, 2019

Vacancy Dashboard - October 2019

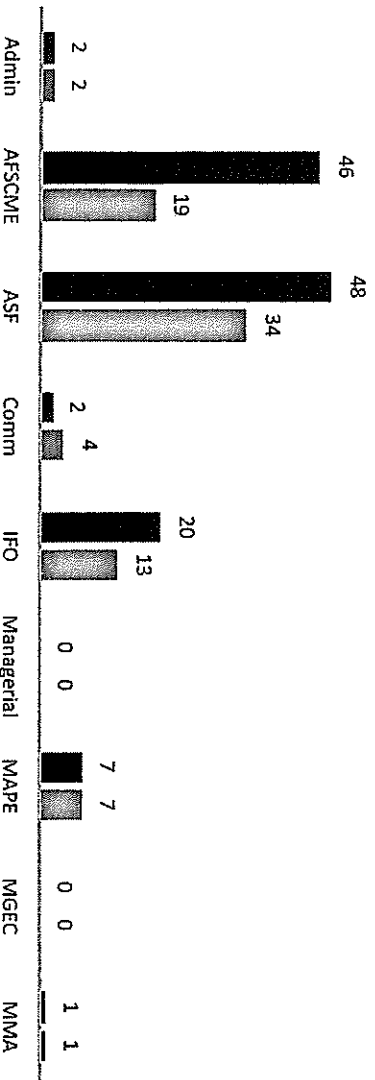
VACANCIES BY SEARCH STATUS

OCT 2018
 OCT 2019



VACANCIES BY EMPLOYEE GROUP

OCT 2018
 OCT 2019



MSUAASF (211) Fixed Term

NAME	TITLE	DEPARTMENT	JOB ENTRY DATE	ASSIGNMENT BEGIN DATE	ASSIGNMENT END DATE
Castelo Loyo, Adriana Lucia	Customized English Language Trainer	Global Education	08/05/2019	08/05/2019	05/08/2020
Chelstrom, Jennifer Dawn	Interim Assoc Dir of Graduate Recruitment &	Graduate Studies and Research, Coll.	07/24/2018	07/01/2019	06/30/2020
Cobb, Rosalin Ashleigh	Interim Recruitment & Retention Advisor	Opp Access Success Intercultural Serv	09/04/2018	07/01/2019	06/30/2020
Duley, Erika S	Interim International Student Advisor	International Student & Scholar Servic	06/20/2019	07/01/2019	06/30/2020
Eggmann, Corissa Jaye	Director of Public Relations	Theatre and Dance	01/09/2019	07/01/2019	06/30/2020
Ferber, Annika	Assistant Athletic Trainer	Intercollegiate Athletics	09/03/2019	09/03/2019	06/30/2020
Granberg-Rademacker, Sarah	Interim Director of Academic Advising	University Advising	11/28/2018	07/01/2019	11/27/2019
Hausladen, Sara Elaine	Interim Academic Advisor	Science, Engineering & Tech. College	08/05/2019	08/05/2019	05/11/2020
Johnson, Amanda Michelle	Interim Bldg Events Coordinator	Centennial Student Union	09/09/2019	09/09/2019	06/30/2020
Lee, Pakou	Interim Recruitment & Retention Advisor	Institutional Diversity	08/15/2018	07/01/2019	06/30/2020
Matthews, Brice J	Acting Associate Director	Residential Life	01/02/2019	01/02/2019	12/20/2019
Morson, Alissa Marie	Interim Programming & Retention Advisor	Elizabeth & Wynn Kearney Intl Cente	06/12/2017	07/01/2019	06/30/2020
Pomerrenke, William Alan	Acting Assistant Director for Academic Advisin	New Student and Family Programs	01/25/2019	07/01/2019	10/01/2019
Sadusky, Matthias Elyjah	Customized English Language Trainer	Center for English Language Programs	08/19/2019	08/19/2019	12/13/2019
Stanley, Hollie Lynn	Director of Initiatives & Effectiveness	Office of Student Success	06/14/2019	07/01/2019	06/30/2020

Position Vacancies by Bargaining Unit/Employee Group
OCTOBER 2019

Administrators

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Consultant -ABET Preparation	AA19235	NEW	EXISTING	GENERAL	AT WILL	NOT YET STARTED	CSET Dean's Office	9		06/03/19
U	Assoc VP for Undergraduate Education	AA20160	EXISTING	EXISTING	GENERAL	AT WILL	HIRED	Office of the Provost	8	Jennifer Veltsos	09/03/19

AFSCME

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Administrative Assistant - Student Services Specialist	AA20140	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	COB Student Center	OAS INT		8/26/19
C	Office Coordinator	AA20149	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Theatre & Dance	OAS SR	Beverly Gruenzner	09/18/19
C	Administrative Assistant	AA20151	EXISTING	EXISTING	GENERAL	SEAS	HIRED	Military Science & Leadership	OAS INT	Brianna Rosenau	09/16/19
C	CTRL Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	Center for Transportation Research and Implementation	OAS INT		10/16/19
C	Office and Administrative Specialist	AA20166	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Accessibility Resources Strategic	OAS Int		9/16/2019
C	Admin. Asst to the Assoc. Vice President of Strategic Partnerships	AA20172	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Business, Education & Regional Partnerships	OAS SR		10/01/19
C	Administrative Assistant	AA20173	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	History	OAS INT		9/25/19
C	Groundskeeper Intermediate	FA19066	EXISTING	EXISTING	GENERAL	TEMP	ON HOLD	Grounds	GRDS INT		3/1/19

C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW		
C	General Maintenance Worker	FA19079	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW		
C	General Maintenance Worker	FA19080	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW		
C	Groundskeeper Intermediate	FA19082	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Grounds	GRDS INT		4/15/19
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Intercollegiate Athletics	OAS SR		4/15/19
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	UNLIM	REVIEWING APPLICATIONS	Office Support Services	OAS INT		6/11/19
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	Building Services	GMW		6/17/19
C	Cashier	FA20026	EXISTING	EXISTING	BOTH	UNLIM	OFFEREE APPROVED	Cashier's Office	CSHR		10/01/2019
C	Groundskeeper Intermediate	FA20029	EXISTING	EXISTING	GENERAL	SEAS	REVIEWING APPLICATIONS	Grounds	GRDSK PR INT		9/15/19
C	University Test Center Coordinator	SA19029	NEW	NEW	GENERAL	UNLIM	NO LONGER BEING FILLED	New Student & Family Programs	OAS SR		5/1/19
C	Painter	SA19048	NEW	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Physical Plant	PAINTER		6/17/19

ASF

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	EXT FUNDED	NOT YET STARTED	Educational Talent Search	B		2/1/19
U	Interim Educational Advisor	AA19203	EXISTING	EXISTING	NON-GEN	EXT FUNDED	FINALISTS SELECTED	Educational Talent Search	B		2/1/19
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	International Student Services	C		1/15/19
U	Child Welfare Program Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	PROB	ON HOLD	Social Work	B		4/1/19

U	Academic Success Advisor	AA20098	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	University Undergraduate Advising Center	B		7/15/19
U	Academic Success Advisor	AA20100	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	University Undergraduate Advising Center	B		7/15/19
U	Laboratory Coordinator	AA20138	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Biological Sciences	C		8/19/19
U	Assistant Director	AA20139	EXISTING	EXISTING	GENERAL	PROB	HIRED	Office of Field & International Experience	C	Paulkani Gunderson	09/23/19
U	Customized English Language Trainer	AA20144	NEW	EXISTING	NON-GEN	INTMT	HIRED	Center for English Language Program	B	Thomas Tacheny	08/19/19
U	Customized English Language Trainer	AA20146	NEW	EXISTING	NON-GEN	INTMT	HIRED	Center for English Language Program	B	Katherine Schultz	08/19/19
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Graduate Studies Office	C		01/06/20
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	FIXED TERM	ON HOLD	Dean's Office	A		08/15/19
U	Customized English Language Trainer	AA20152	NEW	EXISTING	NON-GEN	INTMT	HIRED	Center for English Language Programs	B	Charlotte Harris-Hoffstrom	08/19/19
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	Kearney Center for ISS, Center for English Language Programs			8/15/19
U	Interim Education Abroad Advisor	AA20162	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Global Education Center for Education Abroad and Away	B		09/09/19
U	Acting Director - Center for Education Abroad and Away	AA20163	EXISTING	EXISTING	GENERAL	FIXED TERM	CALL OUT TO ASF	Center for Education Abroad and Away	D		08/26/2019

U	Interim Director of Student Success	AA20167	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	OASIS	C		11/01/19
U	Director, Latino and Multicultural Affairs	AA20169	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMEN T OPEN	Multicultural Center	C		1/1/20
U	Interim Diversity Recruitment & Retention Coord.	AA20170	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	OASIS	B		10/01/19
U	Interim Director, Asian American & Multicultural Affairs	AA20171	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Multicultural Center	C		10/01/19
U	Assistant Athletic Trainer	FA20016	EXISTING	EXISTING	GENERAL	PROB	HIRED	Intercollegiate Athletics	B	Anna Zelent	10/07/19
U	Assistant Athletic Trainer	FA20017	NEW	EXISTING	NON-GEN	EXT FUNDED	HIRED	Intercollegiate Athletics	B	Thomas Olson	09/03/19
U	Assistant Athletic Trainer	FA20018	NEW	EXISTING	NON-GEN	EXT FUNDED	HIRED	Intercollegiate Athletics	B	Annika Ferber	09/03/19
U	Assistant Athletic Trainer	FA20019	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Intercollegiate Athletics	B		7/1/19
U	Director of Marketing & Community Engagement	FA20022	EXISTING	EXISTING	GENERAL	PROB	HIRED	Intercollegiate Athletics	C	Scott Nelsen	09/30/19
U	Assistant Athletic Trainer	FA20023	EXISTING	EXISTING	GENERAL	PROB	HIRED	Intercollegiate Athletics	B	Kelly Alexander	09/25/19
U	Assistant Athletic Trainer	FA20025	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B		8/19/19
U	Assistant Athletic Trainer Intermittent	FA20027	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B		09/03/2019
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Student Conduct	B		8/1/19
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMEN T OPEN	New Student and Family Programs	C		10/01/2019
U	Event Building Coordinator	SA20007	EXISTING	EXISTING	NON-GEN	FIXED TERM	HIRED	Centennial Student Union	B	Amanda Johnson	09/09/19
C	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Residential Life	ASST DIR ENVR		01/13/2020

U	Student Success Coordinator and Conduct Officer	SA20009	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Student Conduct		9/24/19
U	Academic Advisor	SS20003	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	University Advising Center	B	09/19/2019

Commissioners Plan

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Dentist	AA20134	NEW	EXISTING	NON-GEN	INTMT	FINALISTS SELECTED	Dental Education	DENTIST		9/3/19
C	Dental Hygienist	AA20135	NEW	EXISTING	NON-GEN	INTMT	WRITTEN OFFER EXTENDED	Dental Education	DENTAL HYGIENI ST		9/3/19
C	Administrative Assistant	AA20161	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Office of the Provost	OAS SR		08/19/2019
C	Stationary Engineer Intermittent	FA20028	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Physical Plant	STNRY ENGR		10/02/2019

IFO

U	Associate or Assistant Professor	AA19123	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Human Performance	ASSOC/A SST PROF		8/20/18
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Dental Hygiene	ASST PROF		1/1/20
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	FIXED TERM	NOT YET STARTED	AMET	ASSOC / ASST PROFESS		8/19/19
U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	PROB	NOT YET STARTED	Human Performance- Athletic Training	ASSOC / ASST PROF		1/8/20
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Counseling & Student Personnel	ASSOC / ASST PROF		08/17/20

U	Assistant Professor	AA21002	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Elementary and Literacy Education	ASST PROF	08/17/20
U	Assistant Professor	AA21003	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Finance	ASST PROF	08/24/20
U	Associate/Assistant Professor	AA21004	NEW	NEW	GENERAL	PROB	NOT YET STARTED	Dental Hygiene	ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Social Work	ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Elementary & Literacy Education	ASST PROF	8/17/20

Managerial

None

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
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MAPE

C	Support and Training Specialist	AA20122	EXISTING	EXISTING	NON-GEN	UNLIM	FINALISTS SELECTED	PALS	ITS 3		9/1/19
C	Director of Communications and Events	AA20137	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	CAHN	OFFICER		8/1/19
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	IT Solutions - Application Development	ITS4		09/07/19

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Solutions Center Consultant	ITS20003	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	IT Solutions Center	ITS1		9/23/19
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	IT Solutions Center	ITS1		9/23/19
C	Assistant Director of Marketing and Campus Visits	SA20002	NEW	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Admissions	INFO OFFICER		9/1/19
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Residential Life	PRG ADMIN SR		8/5/19

MGEC

None

MMA

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Assistant Director of Printing Services	UA20001	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Printing Services	ASST DIR		09/25/2019

MONTH	TOTAL POSITIONS:	JUL 19	AUG 19	SEP 19	OCT 19
ADMINISTRATORS	209	246	246	80	
AFSCME	8	9	9	2	
ASF	52	59	59	19	
COMMISSIONERS PLAN	47	66	66	34	
I/O	6	8	8	4	
MANAGERIAL PLAN	81	85	85	13	
MAPE	1	1	1	0	
MGEC	13	17	17	7	
MMA	0	0	0	0	
	1	1	1	1	

Position Vacancies by Status
OCTOBER 2019

Search Not Started

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Associate or Assistant Professor	AA19123	EXISTING	EXISTING	GENERAL	IJO	FIXED TERM	Human Performance	ASSOC/ASST PROF		8/20/18
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B		2/1/19
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	International Student Services	C		1/15/19
C	Consultant -ABET Preparation	AA19235	NEW	EXISTING	GENERAL	ADMIN	AT WILL	CSET Dean's Office	9		06/03/19
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	IJO	PROB	Dental Hygiene	ASSOC/ASST PROF		1/1/20
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	ASF	PROB	Graduate Studies Office	C		01/06/20
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	IJO	FIXED TERM	AMET	ASSOC / ASST PROFESSOR		8/19/19
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	ASF	FIXED TERM	Kearney Center for ISS; Center for English Language Programs			8/15/19
U	Interim Education Abroad Advisor	AA20162	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Global Education	B		09/09/19

U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	IFO	PROB	Human Performance-Athletic Training	ASSOC/ASST PROF	1/8/20
C	CTRL Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	AFCSCME	UNLIM	Center for Transportation Research and Implementation	OAS INT	10/16/19
U	Interim Director of Student Success	AA20167	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	OASIS	C	11/01/19
U	Interim Diversity Recruitment & Retention Coord.	AA20170	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	OASIS	B	10/01/19
U	Interim Director, Asian American & Multicultural Affairs	AA20171	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Multicultural Center	C	10/01/19
C	Administrative Assistant	AA20173	EXISTING	EXISTING	GENERAL	AFCSCME	TEMP	History	OAS INT	9/25/19
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	GENERAL	IFO	PROB	Counseling & Student Personnel	ASSOC/ASST PROF	08/17/20
U	Assistant Professor	AA21002	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary and Literacy Education	ASST PROF	08/17/20
U	Assistant Professor	AA21003	EXISTING	EXISTING	GENERAL	IFO	PROB	Finance	ASST PROF	08/24/20
U	Associate/Assistant Professor	AA21004	NEW	NEW	GENERAL	IFO	PROB	Dental Hygiene	ASSOC/ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	IFO	PROB	School of Nursing	ASSOC/ASST PROF	8/17/20
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	IFO	PROB	Social Work	ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ASST PROF	8/17/20

U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary & Literacy Education	ASST PROF	8/17/20
C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	General Maintenance Worker	FA19079	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	General Maintenance Worker	FA19080	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	Groundskeeper Intermediate	FA19082	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Grounds	GRDS INT	4/15/19
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Intercollegiate Athletics	OAS SR	4/15/19
U	Assistant Athletic Trainer	FA20019	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B	7/1/19
C	Solutions Center Consultant	ITS20003	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1	9/23/19
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1	9/23/19
C	Painter	SA19048	NEW	EXISTING	NON-GEN	AFSCME	UNLIM	Physical Plant	PAINTER	6/17/19
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	ASF	PROB	Student Conduct	B	8/1/19
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Residential Life	STATE PRG ADMIN SR	8/5/19
C	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	ASF	UNLIM	Residential Life	ASST DIR ENVR	01/13/2020
U	Student Success Coordinator and Conduct Officer	SA20009	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Student Conduct		9/24/19
U	Academic Advisor	SS20003	NEW	EXISTING	GENERAL	ASF	FIXED TERM	University Advising Center	B	09/19/2019

Open / Bidding

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Acting Director - Center for Education Abroad and Away	AA20163	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Center for Education Abroad and Away	D		08/26/2019
C	Office and Administrative Specialist	AA20166	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Accessibility Resources	OAS Int		9/16/2019
U	Director, Latino and Multicultural Affairs	AA20169	EXISTING	EXISTING	GENERAL	ASF	PROB	Multicultural Center	C		1/1/20
C	Admin. Asst to the Assoc. Vice President of Strategic Partnerships	AA20172	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Strategic Business, Education & Regional Partnerships	OAS SR		10/01/19
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	ASF	PROB	New Student and Family Programs	C		10/01/2019

Reviewing Applications

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Academic Success Advisor	AA20098	NEW	NEW	GENERAL	ASF	PROB	University Undergraduate Advising Center	B		7/15/19
U	Academic Success Advisor	AA20100	NEW	NEW	GENERAL	ASF	PROB	University Undergraduate Advising Center	B		7/15/19
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	AFSCME	UNLIM	Office Support Services	OAS INT		6/11/19
C	Groundskeeper Intermediate	FA20029	EXISTING	EXISTING	GENERAL	AFSCME	SEAS	Grounds	GRNDSKPR INT		9/15/19
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions - Application Development	ITS4		09/07/19

Finalists Selected / Offer Approvals

Work Experience Completed / Offer Extended

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Interim Educational Advisor	AA19203	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B		2/1/19
C	Support and Training Specialist	AA20122	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	PALS	ITS 3		9/1/19
C	Dentist	AA20134	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTIST		9/3/19
C	Dental Hygienist	AA20135	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTAL HYGIENIST		9/3/19
C	Director of Communications and Events	AA20137	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	CAHN	INFO OFFICER 3		8/1/19
U	Laboratory Coordinator	AA20138	EXISTING	EXISTING	GENERAL	ASF	PROB	Biological Sciences	C		8/19/19
C	Administrative Assistant - Student Services Specialist	AA20140	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	COB Student Center	OAS INT		8/26/19
C	Administrative Assistant	AA20161	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	Office of the Provost	OAS SR		08/19/2019
U	Assistant Athletic Trainer	FA20025	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B		8/19/19
C	Cashier	FA20026	EXISTING	EXISTING	BOTH	AFSCME	UNLIM	Cashier's Office	CSHR		10/01/2019
U	Assistant Athletic Trainer - Intermittent	FA20027	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B		09/03/2019
C	Stationary Engineer Intermittent	FA20028	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	Physical Plant	STNRY ENGR		10/02/2019
C	Assistant Director of Marketing and Campus Visits	SA20002	NEW	EXISTING	GENERAL	MAPE	UNLIM	Admissions	INFO OFFICER 2		9/1/19

C Assistant Director of Printing Services UUA20001 EXISTING EXISTING GENERAL MMA UNLIM ASST DIR 09/25/2019
Hired

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Assistant Director	AA20139	EXISTING	EXISTING	GENERAL	ASF	PROB	Office of Field & International Experience Center for English Language Program	C	Paulkani Gundersen	09/23/19
U	Customized English Language Trainer	AA20144	NEW	EXISTING	NON-GEN	ASF	INTMT	English Language Program Center for English Language Program	B	Thomas Tacheny	08/19/19
U	Customized English Language Trainer	AA20146	NEW	EXISTING	NON-GEN	ASF	INTMT	English Language Program Theatre & Dance	B	Katherine Schultz	08/19/19
C	Office Coordinator	AA20149	EXISTING	EXISTING	GENERAL	AFCSCME	UNLIM	Military Science & Leadership Center for English Language Programs	OAS SR	Beverly Gruenzner	09/18/19
C	Administrative Assistant	AA20151	EXISTING	EXISTING	GENERAL	AFCSCME	SEAS	Military Science & Leadership Center for English Language Programs	OAS INT	Brianna Rosenau	09/16/19
U	Customized English Language Trainer	AA20152	NEW	EXISTING	NON-GEN	ASF	INTMT	English Language Programs	B	Charlotte Harris-Hoffstrom	08/19/19
U	Assoc VP for Undergraduate Education	AA20160	EXISTING	EXISTING	GENERAL	ADMIN	ATWILL	Office of the Provost	8	Jennifer Veltsos	09/03/19
U	Assistant Athletic Trainer	FA20016	EXISTING	EXISTING	GENERAL	ASF	PROB	Intercollegiate Athletics	B	Anna Zelent	10/07/19
U	Assistant Athletic Trainer	FA20017	NEW	EXISTING	NON-GEN	ASF	EXT FUNDED	Intercollegiate Athletics	B	Thomas Olson	09/03/19
U	Assistant Athletic Trainer	FA20018	NEW	EXISTING	NON-GEN	ASF	EXT FUNDED	Intercollegiate Athletics	B	Annika Ferber	09/03/19
U	Director of Marketing & Community Engagement	FA20022	EXISTING	EXISTING	GENERAL	ASF	PROB	Intercollegiate Athletics	C	Scott Nelsen	09/30/19

On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Assistant Athletic Trainer	FA20023	EXISTING	EXISTING	GENERAL	ASF	PROB	Intercollegiate Athletics	B	Kelly Alexander	09/25/19
U	Event Building Coordinator	SA20007	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	Centennial Student Union	B	Amanda Johnson	09/09/19
U	Child Welfare Program Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	ASF	PROB	Social Work	B		4/1/19
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Dean's Office	A		08/15/19
C	Groundskeeper Intermediate	FA19066	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Grounds	GRDS INT		3/1/19
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Building Services	GMW		6/17/19
C	University Test Center Coordinator	SA19029	NEW	NEW	GENERAL	AFSCME	UNLIM	New Student & Family Programs	OAS SR		5/1/19

TOTAL POSITIONS:	209	246	246	80
TOTAL NOT STARTED	41	20	20	38
TOTAL OPEN	5	10	10	5
TOTAL REVIEWING APPLICANTS	14	9	9	5
TOTAL FINALISTS SELECTED	26	12	12	14
TOTAL HIRED	107	172	172	13
TOTAL ON HOLD/NOT FILLED	16	23	23	5

Common Bell and Coordinated Scheduling Implementation – Fall 2019 2019-2020 Implementation Actions

Common Bell Course Framework for Fall 2020 Course Schedule Development

Departments and College Schedulers are asked to use the Common Bell Course Framework to establish course offerings for Fall 2020 <https://www.mnsu.edu/planning/commonbell.html>.

- Common Bell Course Framework Exception Form will be available for use beginning Oct 15, 2019. The form will be available from the Registrar's Office and at <https://www.mnsu.edu/planning/commonbell.html>.
- Course room scheduling is to be completed using previously established procedures.
- As needed, assistance will be provided by the Registrar's Office to address space scheduling challenges throughout the schedule development process and adjust room scheduling/course space assignments.
- Activities to support this work:
 - Sept 24, 2019 from 9 – 11 a.m. Academic College Department Admins CSU 201
 - Oct 1, 2019 from 3 – 4 p.m. Common Bell Implementation Workshop CSU 201
 - Oct 2, 2019 from 9 – 10 a.m. Common Bell Implementation Workshop CSU 202
 - Donna Marzolf and Lynn Akey available to attend college leadership meetings in Oct/Nov:
 - College of Business – Oct 3
 - College of Education – Oct 15
 - College of Science, Engineering and Technology – Oct 17
 - Allied Health and Nursing – Oct 24
 - College of Social and Behavioral Sciences – TBD
 - College of Arts and Humanities – TBD
 - Donna Marzolf and Lynn Akey available to attend department meetings in Oct/Nov
- Schedule development timeline:
 - Schedule development initiation – by Nov 4, 2019
 - Schedule ready for Common Bell Review and Central Room Scheduling – Feb 10, 2020
 - Schedule published to the Web – Feb 24, 2020

Common Bell and Coordinated Scheduling Work Group Activities

The Common Bell and Coordinated Scheduling Work Group will continue meeting this academic year to advance recommendations for adoption in the following areas:

- **Space** – Recommend space classifications, inventory of existing space, and parameters of use and ongoing improvement of academic space.
- **Room Scheduling** – Recommend room scheduling procedures and practices using a course-based student focused methodology, parameters for student enrollment and space assignment, parameters for space type to instructional pedagogy, and room change/holding allowances.
- **Course Offerings** – Recommend practices and tools to support efficient and effective determination of offerings.

Timeline for Work Group recommendations on space, room scheduling, and course offerings:

- Recommendations available for campus feedback and consultation by Mar 1, 2020
- Meet and Confer information on Mar 5, 2020
- Meet and Confer consultation on Apr 2, 2020
- Meet and Confer consultation on May 7, 2020