

**Student Affairs Director Meeting
September 7, 2023**

Minutes

Present – Edie McCracken, Jess Albin, Brett Meyer, Taylor Kriley, RJ Schnack, David Bollig, Craig Karlin, Kayla Hickel, Joey Linn, Kathleen Cook, Dennis King, Jon Armstrong, Sherri Matlock, Chantelle Arnold, Graham Dixon and Chris Gist

Traveling Trophy

- The traveling trophy was presented to Dr. Angela Pool-Funai, Assistant Provost for Academic Programs and Dean of the Graduate School.
- Dr. Pool-Funai is the lead for FHSU's review with HLC in October.

Academic Affairs Update

- Jill encouraged everyone to watch the video she sent out to the campus community. She will be shooting additional videos to provide more insight into the academic priorities. She also encouraged staff to join the Conversation with Jill sessions, which are scheduled each month.
- Karen McCullough is serving on a generative artificial information think tank with discussion around AI. Magdalene Moy, Instructional Technologist is chairing the think tank. The think tank is charged with developing strategies, policies, procedures, and best practices to use AI across campus.
- Dr. Pool-Funai presented to SGA regarding the upcoming HLC visit. Academic Affairs would be available to present to areas in Student Affairs if any departments are interested. The assurance argument is due to HLC by September 29. After the assurance argument is submitted to HLC, FHSU will be asked for additional information. Jill and Angela will be reaching out for that information to departments. Jill asked that if information is needed from your area, to please respond immediately.
- The Board of Regents program reviews have been moved back by one month. Report is expected to be received by mid-October.

VPSA Update

- Affiliation Update
 - Dennis is leading the AIT #9 Recruitment and Marketing.
 - Committee is working on success indicators.
 - Committee met on the FHSU campus August 29, will meet on the Goodland campus, October 4 and the Beloit campus, November 8.
 - Committee's final report must be completed by January 28.
 - Advising/Retention will be kicked off soon.
 - Transcript and other academic initiatives are scheduled for down the road.
 - No project manager has been hired.
 - Full day retreat with the President's was held on August 25.

- Staff Member of the Month Award
 - Email was sent out by Hannah Hearld from Staff Senate. Joey highly encouraged that we submit nominations from Student Affairs.
- WorkFlex
 - Proposal was approved.
 - Employees from the Division of Student Affairs who are want to submit a WorkFlex request, need to visit with their director, who will then meet with their AVP, who will then bring the request to the Vice President for approval. If request is approved, the employee will submit request through Workday. Approved WorkFlex policy is attached to the minutes.
- Director Dinner
 - November 2 – Cancun @ 5 pm

Enrollment Leadership Update

- Enrollment
 - Fall 2022 enrollment was just over 13,000 students. Fall 2023 enrollment is just under 12,900 for a 140-student difference.
 - Fall 2023 on-campus enrollment is up 25 students. On-campus SEH is down 1.2 percent and down 1.8 percent overall.
 - Joey congratulated everyone in the division on a great job in getting the students here for the fall semester.
- RNL
 - Ruffalo Noel Levitz will be on campus, September 11 & 12. Meetings will evolve around the communication audit we completed. Ruffalo will meet with departments to revamp communication plans.
- Wrike
 - Moved some projects off the list to maintenance.
 - Progress has been made on the NLI and Defer to Later process.
 - New release of Workday is coming out.
- Change to Giving Day to Student Orgs
 - Foundation is changing the process for Giving Day for student orgs. Foundation will be limiting the number of student organizations to 50 for Giving Day and will be completed in the fall semester.
 - Projects need to be submitted by September 15.

Residential Life Update

- Students in the residence halls have expressed concern about mold in the halls. Hays Daily news is doing an article.
- Victor E and McMIndes are the two buildings Residential Life has received work orders for.
- Res Life has cleaned all vents, hallways and lobbies in these buildings. Answered every work order. In most cases, Residential Life is seeing more dust issues than mold.
- RJ is working individually with each student who has submitted a work order. If students have a concern, they need to complete a work order.

- Residential Life is looking at having an outside vendor test rooms through the residential life buildings.
- Food lines have improved in McMIndes. Working on having food items labeled and getting a menu for a month at a time to share with students.
- Tiger Pizza in Victor E is making 40-50 pizza's a night.

Student Engagement

- Forty Days at the Fort events have been going great.
 - Students who attend events will receive tiger swag.
 - Using a QR code system to take attendance.
- Family & Friends Day – September 16
 - Poster of events attached.
- Homecoming – September 30

HESA Update

- Taylor and Edie will be reaching out to GA's to educate them on the taxing of their flexi cash.
- Graham Dixon will be chairing the HESA Committee for 2023-24.
- Departments who have open position for Spring 2024 and Fall 2024 should let Taylor know.
- NASPA IV-West Conference – November 6-8 in Oklahoma City, Oklahoma.
- SAGA organization is being reinitiated for graduate and undergraduate students.

Student Think Tank

- Supervisors should be updating the shared spreadsheet and letting Chris know when students are added.
- Customer service training for student employees through MDC will be held during the fall semester. More information to come.

National Student Clearinghouse MOVEit Data Breach

- National data clearing house had a data breach of student information.
- The hackers got over 4,700 FHSU student names only. Fort Hays was not attached to the student's name.
- FHSU is determining if we need to reach out to the students.

Search Updates

- Student Affairs
 - Alissa Rehmert has accepted the Administrative Specialist position. She will start on Monday, September 11.
- Registrar's Office
 - Kelsi Broadway accepted the Assistant Registrar position. She will officially start on October 2.
- Financial Aid
 - Paige Carter, Financial Aid Assistant has accepted a position off-campus. The position will be searched.

- Admissions
 - Two Admissions Counselor positions are open.
- Memorial Union
 - Scheduling interviews for the Custodial position.
 - Administrative Specialist position will be posted soon.
- Student Engagement
 - Director search is being launched.

For the Good of the Order

- Registrar's Office
 - Students who have not been registered at FHSU since the fall of 2022 are being inactivated. KAMS/AMS students are excluded, along with non-degree seeking students and students who have deferred to a later date. Students will receive an email notifying them their account is being deactivated.
 - Onboarding for Spring 2024 kicks off next week.
- Career Services
 - Handouts attached to minutes.

The next Student Affairs Director meeting is scheduled for Thursday, September 21 at 1:30 pm in the Stouffer Lounge