

**Student Affairs Director Meeting
October 5, 2023**

Minutes

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

Traveling Trophy

- The Traveling Trophy was presented to the Student Engagement team - Brett Meyer, Isaac Wilson, Ali Colwell and Hannah Hearld in coordinating the Homecoming activities.

Academic Affairs Update

- FHSU will be receiving a list of programs from the Board of Regents that do not meet two of the four criteria KBOR laid out. A timeline has been created as reported in the Cabinet notes. Jill will be working with the programs that make the list. FHSU will make recommendations to the Board of Regents by April 2024.
- IR office submits multiple reports to the Kansas Board of Regents throughout the year. Reports are uploaded on the Board of Regents website - https://kansasregents.org/data/system_data
- Melissa Hunsicker-Walburn will serve a second year as the Interim Dean of the College of Business and Entrepreneurship. A national search will be conducted during the 2024-25 academic year.

VPSA Update

- Board of Regents
 - Room and Board rates for 2024-25 will be taken to the November KBOR meeting for first reading.
 - Reverse transfer meeting was rescheduled. Apply Kansas dates are November 7, 8, and 9. FHSU honors the month of October, as long as high school counselors send the Registrar's office a waiver form.
 - MIAA VP meeting will be held in Joplin, MO on November 9 on the Missouri Southern University campus. SGA would like to have an SGA MIAA meeting in the spring at the MIAA tournament in Kansas City.
- Kathleen will be the co-lead for the Navigate project, along with Angela Pool-Funai from Academic Affairs.
- FHSU has requested a legislative ask to fund an addition to Stroup Hall which will allow the Nursing Department to increase the number of students they can admit to their program.
 - FHSU is working with Colby Community College to develop a partnership with their nursing program.

Food Service RFP

- The RFP for food service is being reviewed by legal counsel and purchasing.
- RFP will be sent out the end of October. Bid will be out for 30 days. Bidders will be invited to the FHSU campus for a tour of our facilities.
- Bidders will then submit their bid. Dave estimates we will receive five to six bids. FHSU will review the bids and invite two to three vendors to campus separately for a one-day presentation.
- The decision for the vendor will be made by late January with a contract start date of July 1, 2024. The new vendor contract will be for five years.

Enrollment Leadership Update

- Fall 2023
 - Small increase in Hispanic population.
 - African American students also showed a small increase.
 - Pres release went out this past week.
 - Fall 2023 is down 108 students from Fall 2022

Tutoring

- Undergraduate and graduate students do have access to our online tutoring platform. On campus students need to use our on-campus tutoring services.
- We don't provide tutoring:
 - for major specific courses
 - graduate courses
 - via zoom

HESA

- Graham Dixon is leading our committee. The committee is meeting and working to refine our recruitment and retention plan.
- Taylor and Graham are happy to meet with you to discuss creating a HESA GA position for your area.
- Graham, Collin, and Taylor will be recruiting at [2023 NASPA Region IV-West Conference from November 6 - November 8, 2023](#) in Oklahoma City.
- The NASPA Region IV-W Awards Committee selected two Tiger rock stars to be recognized for our Region IV-W awards this year:
 - Cody Linn was selected as an Undergraduate Rising Star.
 - Diane Hernandez-Ramirez was selected as the Graduate Student Rising Star.
- Please [complete the HESA Recruitment form](#) by October 31.
 - Submit an updated 1-page position description. Please let Taylor know if you need help refining your description. Remove department information and a contact person (if you have this listed). We will have Graham listed as the point of contact.
 - <https://www.fhsu.edu/hesaga/descriptions/>
 - Let us know how many spring 2024 and fall 2024 positions are available in your area

- Indicate the point person from your department responsible for assisting with recruitment and interview processes.

Careers in Student Affairs Month Celebration

- Tuesday, October 24, 2023 – 4 to 5 pm Trails Room, Memorial Union
- October is Careers in Student Affairs month.
- Leaders into Higher Education student group is planning the event. Hope to invite undergraduate students to attend the event to learn more about Student Affairs.
- Plan to table in the Memorial Union to promote the event.

Student Employee/Supervisor Training

- Friday, November 10
- Email was sent out to the division about the training.
- Two sessions will be scheduled for each time block.
- 30 slots per session for students and 5 slots for supervisors to attend
- At the end of the day, MDC will do a debrief with supervisors.

Search Updates

- Memorial Union
 - Completing reference checks on candidates.
 - Administrative Specialist position is posted.
- Admissions
 - Two counselor positions are open. Conducted interviews and recommended one candidate to HR to make an offer. Working on how to cover the area that is still open
- FHSU Online
 - Assistant Director position should be posted soon.
- Retention & Persistence
 - Assistant Director position should be posted soon.
- Student Engagement
 - Priority deadline for applications for the Director position is October 20.
- Financial Aid
 - Verification position has been posted.

For the Good of the Order

- Gradfest is scheduled for November 16 in the Memorial Union.
- Admissions
 - Tiger Day is scheduled for October 14. At this time, there are 239 junior and senior high school students registered with 240 guests.
 - Upcoming College Days
 - Future Educator's Day is scheduled for October 16. At this time, 90 students have registered.
 - Health and Behavioral Day is scheduled for November 3 with 68 students currently signed up.

- Campus visits continue to bring in big numbers. Admissions conducts three sessions per day with 15 students and guests per session.
- Joey reminder everyone it is extremely important for us to make a difference for our students, but to remember to take care of ourselves and our families first.

The next Student Affairs Director meeting is scheduled for October 19 @ 1:30 pm in the Pioneer Room.