

**Student Affairs Director Meeting
November 16, 2023**

Minutes

Present – Kayla Hickel, Misty Graham, David Bollig, Karen McCullough, Kathleen Cook, Chantelle Arnold, Joey Linn, Craig Karlin, Kim Cebula, Brett Meyer, Jon Armstrong, Dennis King, and Chris gist

Special Guests – Jill Arensdorf and Shannon Lindsey

Traveling Trophy

- The Division of Student Affairs traveling trophy was presented to Shannon Lindsey, Director of Human Resources.
- Joey thanked Shannon and her staff for everything they do for the division and university.

Move to Market

- The Executive Leadership Team approved to move forward with Phase II of the Move to Market plan.
- Compensation study was completed with an outside vendor to assess salaries.
- During the week of November 27, faculty and staff will receive an email of their salary and how their salary falls on the scale. If their salary is below market value, the email will indicate their new salary.
- Changes will then be made in Workday, which will go into effect December 24, 2023.
- Staff receiving a move to market salary increase will then receive a task in Workday to acknowledge.
- Questions should be directed to AVPs.

Academic Affairs Update

- The Academic Advising is in its third of the new model. On January 29 and 30, 2024, two consultants with NACADA will be on campus conducting a review of our advising model. Meetings will be set up for the consultants to meet with staff and students during their visit.
- If students are unable to contact their advisor, please advise them to reach out to their home department. The home department can help them connect to their academic advisor or faculty mentor. Faculty mentors are not supposed to help students with registering in classes. A definition of a faculty mentor will be posted on the FHSU website.
- Jill will be speaking to SGA after fall break about academic advising.
- Students will be able to complete an evaluation regarding their advising experience.
 - November 27 – Students will receive a Blue notification and an engagement/email in Workday.

- November 28 – Email from their academic advisor to encourage their advisees to complete the evaluation.
- December 4 – Blue notification if evaluation is not completed
- December 6 – Last Blue notification if evaluation is not completed

VPSA Update

- MIAA CSAO Meeting
 - MIAA meeting discussed food services at institutions and the challenges institutions have been experiencing.
 - Staffing at institutions and requirements to hire employees was also discussed.
 - Enrollment at schools have dropped and discussed why students are not pursuing a higher ed degree.
- Board of Regents/CSAO Meeting Update
 - AI and ChatGBT was discussed and where does Student Affairs go with it?
 - First reading of housing rates were presented at the KBOR meeting. Regents have asked for more data. FHSU is requesting a 3.5 percent increase for room and board. Second reading will be at the December KBOR meeting.
 - Affiliation was approved at the regent level. Now goes through approval with HLC.

Enrollment Leadership Update

- Enrollment
 - Fall reporting is almost completed. Spring 2023 registration is ahead of where we were last year.
- Wrike
 - Orientation form is being worked on. Web app is being rewritten to clean up the issues we have had in the past. Form should be ready to go by the first SRP in January.
- Free Apps
 - FHSU received 1,034 applications in the three days of free apps. We have received more applications to date this year than we had last year.

Student Employee Think Tank

- MDC training for student employees was conducted on November 13. Students had the opportunity to attend two sessions:
 - First Class Tigers: A Customer Service Approach to Creating a First-Class Experience
 - Helpful Tigers: Business Communication on the Frontline
- We had 107 students attend, with 30 of those students attending both sessions. Twenty-five supervisors also attended sessions. The students who attended both sessions will receive a certificate from MDC.
- A supervisor wrap-up session was held at the end of the day. MDC over the next 3-4 months will randomly be visiting offices in the Division of Students Affairs and will

be providing the committee with their feedback of their interactions in offices in our division.

Student Engagement

- Annual Christmas Tree Lighting
 - November 28 from 5-8 pm Beach Schmidt
 - Carriage rides, cookie decorating, and carolers. Homecoming king and queen will host the event.
- Spring Events due to Student Engagement by December 15.

Residential Life

- Final Feeding Frenzy
 - Sunday, December 10 from 9 to 10:30 am McMIndes Café
 - UCC will be serving eggs, sausage, potatoes, biscuits and gravy.
 - Sign-up will be sent out soon.
- Housing applications for 2024-25 opened on Tuesday, November 14. Res Life received 330 applications on Tuesday compared to 294 last year.

Search Updates

- Financial Aid
 - Candidate for the verification position turned down the offer. The position will be reopened.
- Retention
 - Still accepting applications for the Assistant Director position.
- FHSU Online
 - Plan to wrap up the search next week for the Assistant Director
- Memorial Union
 - Administrative Specialist new hire, Amy Wasinger, will begin on Monday, November 27.
 - Custodial position is still pending reference checks.
- Admissions
 - Admissions Counselor position will be posted soon.

For the Good of the Order

- Financial Aid
 - FASFA for 2024-25 will open December 31, 2023. Financial Aid Offices will not receive information until the end January 2024. Goal is to send award letters by March 2024.
- Admissions
 - The 2024 SRP schedule is finalized and will be sent out to the campus community.
 - Ten SRPs have been scheduled with academic representatives and three smaller sessions will be hosted by Admissions.
- Gradfest is being held today, November 16 for Fall 2023 graduates.

The next Student Affairs Director meeting is scheduled for Thursday, November 30, 2023 at 1:30 pm in the Stouffer Lounge.