

**Scholarship Hall Strategic Planning Committee Meeting Minutes  
December 7, 2018**

Present: Kyle Berkley, Diana Carlin, Robert Girard, Ashley Grande, Stephen Hass, Alex Hyler, Katie Keenan, Amy Robbins, Sara Vancil, Levi Wakeman, Aramis Watson, Phillip Wrigley

Absent: Christian Espinosa, Jessica Small, Randee Wisdom

**I. Updates on items from previous meeting**

- If committee members have questions regarding marketing or application process, please let Amy know and they will be addressed.

**II. Meeting topic – Katie Keenan – current staffing structure overview**

- Katie reviewed staffing. We are currently hiring for Food Board Manager and Proctors. Applications begin this week until January 28. Aramis will get the number of applicants to share with committee.
- There are 6 scholarship hall directors overseeing the 12 buildings. The SHDs live in one hall but have an office in the other hall.
- Position descriptions were reviewed. There were some questions regarding compensation. Graduate positions are very competitive and KU has raised their compensation since tuition costs are not waived. Graduate students are able to pay in-state tuition rates.
- Specific scholarship hall training is held in August. Vendors (Cisco, U.S. Foods) come in to train on ordering. Beginning next year training by Facilities Services will include information on disposing grease and keeping kitchens clean.
- Facilities Services come in three times a year to deep clean the halls.
- Aramis explained we have moved away from hiring by hall. Now we hire for the department then student employees are placed.
- Halls do their own scheduling of shifts. There was discussion about not listing as many required shift hours on the website. Aramis said that's possible after the videos go up around the end of January.
- Most SHDs stay 2 years. Most food board managers and proctors are sophomores and juniors who stay for 2 years.

**III. Next meeting topics/discussion items**

- **December 14<sup>th</sup>** –Introduction of assessment data
- **December 21<sup>st</sup>** – Review of assessment data (no meeting)
  
- **Preparation for upcoming meetings**
  - Assessment data has been sent out. Please do an initial review of the information to be familiar with the data collected by December 14<sup>th</sup>. Communicate with partner and make 3-4 notes under categories.
  - Scholarship Hall Strategic Planning Committee SWOT Analysis Worksheet due date may be pushed back.