

Culverhouse Staff Forum

Meeting Minutes

February 28, 2017

Members Present:

Jason Johns (Student Services)

Katie Howard (CBER)

Beth Adams (Career Center)

Heather Ammons (Student Services)

Alan Hill (APC)

Gary Ward (Graduate Career Services)

Linda Cox (Executive MBA)

Mariel Knight (School of Accounting / Culverhouse LIFT)

Dean Palan called a meeting of the newly formed Culverhouse Staff Council, a group of representatives to support staff-related issues. Council was renamed, **Culverhouse Staff Forum (CSF)**, to align with our faculty constituents' group, Culverhouse Faculty Forum.

Three leading positions were formed to head the **CFS**:

Chair: Gary Ward

Co-Chair: Alan Hill

Communications Chair: Katie Howard

Members agreed that the CSF should meet on a monthly basis. It was suggested by Mariel that during this early formation phase we meet bi-weekly/as needed. All members agreed.

Members also worked together to identify and prioritize five key initiatives for the CSF to address both internally and externally:

Internal Needs:

1. **Foundation Documents** defining purpose, structure and roles, term limits within CSF
2. **Organizational Chart** mapping out college departments, programs, centers, etc.

External Needs:

3. **Staff Survey**
 - a. Dept. / Center / Program specific needs
 - b. Staff involvement outside CSF
4. **Internal Staff Newsletter** (Monthly)
 - a. Updates, Highlights, "Featured"

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- b. Connecting staff to internal resources, highlighting individual/program achievement

5. Professional Development / Career Ladder

- a. Continuing Education
- b. Dept. / Center / Program specific input

CSF Agenda Items:

The next CSF meeting is scheduled for Tuesday, March 7 at 2:00 p.m. in Bidgood 147 (CBER Conference Room).

Deliverables:

1. Prepared to discuss and develop foundation documents. Come with ideas.
2. Bring 1-3 (or more) questions / ideas for initial staff survey. (i.e., general suggestions, Dept./Program/Center specific)