

**Culverhouse Staff Forum**

Meeting Minutes

March 28, 2017

**Members Present:**

Beth Adams (Career Center)

Heather Ammons (Student Services)

Linda Cox (Executive MBA)

Katie Howard (CBER)

Jason Johns (Student Services)

Mariel Knight (Culverhouse School of Accounting / Culverhouse LIFT)

Gary Ward (Graduate Career Services)

**Members Absent:**

Alan Hill (APC)

Meeting called to order by Gary Ward at 2:02 p.m.

**Agenda Items:**

1. By-Law Draft Review and Final Edits
  2. Staff Survey Review and Final Edits
  3. Professional Development Ideas
- 
- Gary began meeting by following up on his meeting with Dean Palan regarding a few questions we had from our previous meeting.
  - It was suggested by members of CSF that 9th member be added to the forum.
  - The motion to add a 9th member to the Culverhouse Staff Forum was voted on and passed.
- 
1. **By-Law Draft Review**
    - a. Final edits were made to the by-laws.
    - b. Addition edits to language and/or an amendment will be made to Article V. (Membership) at the next CSF meeting regarding a 9th member and his/her nomination/selection process.
    - c. By-laws will be finalized at the next CSF meeting and Gary will present to Dean Palan.

## **2. Staff Survey Review**

- a. Edits were made to survey language and additions were made such as a “Additional comments” box under each section in the survey, additional answer options for certain questions, etc...
- b. Heather and Mariel will make edits to the survey and send out to CSF for review.
- c. Final edits will need to be done by Friday, March 31.
- d. Gary is working on a cover letter to go out with survey and will then send it out to CSF members for review. Cover letter and final survey will go to Dean Palan for review.
- e. Staff Survey will go out to all Culverhouse Staff the first week of April.

## **3. Professional Development Ideas**

- a. Gary suggested that CSF brainstorm a professional development activity to offer staff before the end of the academic year.
  - b. Ideas suggested:
    - i. Project Management/Productivity
    - ii. Time Management/Organization
    - iii. How to use Google Mail & Apps Efficiently
  - c. Gary, Linda & Beth will act as sub-committee and seek out resources that can be available quickly covering one of these three topics. CSF Members are leaning towards Time Management/Organization theme considering the short time frame we are working with.
- Gary will speak with Dean Palan to see what CSF’s involvement with the Staff Salute on April 13th can be.

### **Tabled for Future Meetings:**

- Possible professional development incentives.

### **CSF Agenda Items for Next Meeting**

The next CSF meeting is scheduled for Tuesday, April 11, 2017 at 2:00-4:00 p.m. in Alston 360.

1. Finalize by-laws
2. Survey Results
3. Possible Professional Development Event

Meeting adjourned at 3:35 p.m.

### **Deliverables for Next Meeting:**

1. Ideas regarding logistics of professional development event.