

Culverhouse Staff Forum

Meeting Minutes

March 28, 2017

Members Present:

Linda Cox (Executive MBA)

Alan Hill (APC)

Katie Howard (CBER)

Jason Johns (Student Services)

Mariel Knight (Culverhouse School of Accounting / Culverhouse LIFT)

Gary Ward (Graduate Career Services)

Members Absent:

Beth Adams (Career Center)

Heather Ammons (Student Services)

Meeting called to order by Gary Ward at 2:08 p.m.

Agenda Items:

1. Scheduling CSF Meetings through July
 2. Staff Survey Results Review
 3. Professional Development Event Details
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- Gary recapped his correspondence with Dean Palan.
 - Discussed the details of adding a ninth member to the Culverhouse Staff Forum.
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- 1. Scheduling CSF Meetings through July**
 - a. Monday, April 24 at 2:00 p.m.
 - b. Monday, May 15 at 8:30 a.m.
 - c. Wednesday, June 7 at 8:30 a.m.
 - d. Monday, July 10 at 8:30 a.m.
 - e. Katie and Gary will work together to put together Doodle Poll to schedule meetings beginning in August.
 - 2. Staff Survey Results Review**
 - a. Mariel will provide access to Qualtrix results.
 - b. Katie will send out another notice (to go out with this meeting's minutes) and link to survey for those who we not able to complete and request that all results be in by Tuesday, April 18th.

3. Professional Development Event

- a. Details discussed regarding the planning of a Professional Development event at the end of the month.

Tabled for Future Meetings:

- Possible professional development incentives.
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CSF Agenda Items for Next Meeting

The next CSF meeting is scheduled for Monday, April 24, 2017 at 2:00-4:00 p.m. in Alston 160.

1. Staff Survey Final Results Review

Meeting adjourned at 3:42 p.m.

Deliverables for Next Meeting:

1. Come with any questions/ideas you may have after reviewing the first wave of survey results.