

Culverhouse Staff Forum
Meeting Minutes
May 23, 2017

Members Present:

Linda Cox (Executive MBA)
Katie Howard (CBER)
Mariel Knight (Culverhouse School of Accountancy / Culverhouse LIFT)
Jason Johns (Student Services)
Gary Ward (Graduate Career Services)
Phillip White (Technology)

Members Absent:

Beth Adams (Career Center)
Heather Ammons (Student Services)
Alan Hill (APC)

Special Guest

Dean Kay Palan

Meeting called to order by Gary Ward at 2:03 p.m.

Agenda Items:

1. Staff Survey Results Presentation to Dean Palan
2. CSF Social and Professional Development Fall Event Details
3. Newsletter
4. Culverhouse Resource Map

1. Staff Survey Results Presentation to Dean Palan

- a. Mariel presented the results of the staff survey to Dean Palan
- b. Dean Palan's top priorities:
 - i. Orientation/Onboarding of new employees, specific to Culverhouse
 - ii. Staff/Faculty resource web presence and communication channels
 - iii. Seminars/Professional development opportunities

2. CSF Social and Professional Development Fall Events

- a. Social Event
 - i. Late August/Early Sept.
 - ii. Lunch

- b. Professional Development Event
 - i. Late October
 - ii. Breakfast
 - iii. “Tech Security”

3. Newsletter

- a. Brainstormed ideas for content and how best to collect content from Culverhouse staff/departments/centers...
- b. Looking at MailChimp for dissemination

Tabled for Future Meetings:

- Possible CSF social media accounts
- Culverhouse orientation for new employee onboarding
- Culverhouse “ambassadors” for new employee onboarding

CSF Agenda Items for Next Meeting

The next CSF meeting is June 14, place TBD.

1. Finalizing CSF event dates for Fall 2017 semester.
2. Mock newsletter review
3. Culverhouse Resource Map

Meeting adjourned at 3:59 p.m.

Deliverables for Next Meeting:

1. Google spreadsheet for all professional development ideas
2. Staff newsletter content ideas
3. Ideas/specifics for Culverhouse Resource Map