

Culverhouse Staff Forum
Meeting Minutes
September 12, 2017

Members Present:

Jeff Clark (Student Services)
Linda Cox (Executive MBA)
Alan Hill (APC)
Katie Howard (CBER)
Mariel Knight (Culverhouse School of Accountancy / Culverhouse LIFT)
Gary Ward (Graduate Career Services)
Phillip White (Technology)
Sam Young (Student Services)

Members Absent:

Beth Adams (Career Center)

Meeting called to order by Gary Ward at 10:15 a.m.

Introductions were made to the new members of the Forum, Jeff Clark and Sam Young. Clark and Young, both representing Student Services, are replacing the vacant spots left by Jason Johns and Heather Ammons last month.

Agenda Items:

1. September Social Event
2. New Staff Orientation
3. September Newsletter

1. September Social Event

- a. Invitations have gone out and as of meeting time we have has 17 RSVPs. The event will be listed in twice in the Sept. Newsletter with two opportunities to RSVP.
- b. A reminder invitation will go out on Thursday, Sept. 14.
- c. Mariel needs number of attendees by Monday, Sept. 18.

2. New Staff Orientation

- a. CSF members need to be there at 10:15 a.m.
- b. Gary will draft a formal invite email to go out to all new hires and their department heads that will be sent out through the CSF email. This will include directions to Gorgas 205.

- c. Gary will take over Jason's duty of Q&A Facilitator and Katie will record all questions that are not able to be answered by present CSF members / speakers.
- d. Katie will work on signage for the event.

3. September Staff Newsletter

- a. Adding the Marilyn Hewson Gift Announcement to Culverhouse Event List
- b. Highlight September Staff Social
- c. Save the Date Section - October Professional Development Event
 - i. Friday, October 13, 8:00-9:00 a.m.
 - ii. Breakfast + Presentation on Tech Security (Shawn Gendle)

In discussing providing the by-laws and other forum materials to the new members, it was decided that setting up a Culverhouse Staff Forum folder in UA BOX would be the best way to house and disseminate CSF information and documents. Katie will populate and share said box folder with current CSF members.

Tabled for Future Meetings:

- Proxy attendance policies

CSF Agenda Items for Next Meeting

The next CSF meeting is Tuesday, October 10 at 10:00 a.m. in Alston 360.

- 1. Details for October Professional Development event.
- 2. New Staff Orientation Survey Results (Katie & Mariel)
- 3. New Culverhouse Resource Map

Meeting adjourned at 10:52 p.m.