

**Culverhouse Staff Forum**

Meeting Minutes

March 7, 2017

**Members Present:**

Beth Adams (Career Center)

Heather Ammons (Student Services)

Linda Cox (Executive MBA)

Alan Hill (APC)

Katie Howard (CBER)

Mariel Knight (Culverhouse School of Accounting / Culverhouse LIFT)

Gary Ward (Graduate Career Services)

**Members Absent:**

Jason Johns (Student Services)

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

**Agenda Items:**

1. Formation Documents Specifics
2. Staff Survey Questions/Suggestions
3. Ideas for Professional Development

**Formation Documents Specifics:**

- Alan presented a DRAFT of the Culverhouse Staff Forum By-Laws, members reviewed and identified additions, edits and suggestions. It was determined that Katie would compose the by-laws in a Google document with sole editing rights and share with CSF who will be able to provide comments/suggestions.
- The following membership/terms limit specifics were discussed and voted on and will be reflected in the By-Laws:
  1. Members serve a term of two years.
  2. Officers serve a term of one year.
  3. No automatic roll for officers.
  4. Members can serve no more than 2 consecutive terms.
  5. CFS will have a staggered membership.
  6. Ad hoc committees can be formed by the forum on as-needed basis with approval by Dean.
- Items discussed that are particular to the initial formation of the CSF in regards to membership/term limits but that will not be included in the by-laws are as follows:

1. Official terms begin August 1, 2017, with the current member's terms beginning Feb. 28, 2017.
2. All current members will serve until July 31, 2019 when, at the end of the two-year term, members will make the decision to stay on for an additional year to being the staggered term pattern.

### **Staff Survey**

- Members discussed potential questions/ideas for the Staff Survey that covered following topics:
  - Beth - Meeting Logistics
  - Heather – Demographics / Survey Structure
  - Linda – Career Ladder
  - Alan- Communication, Career Ladder, Professional Development
  - Katie – Communication, Professional Development
  - Mariel – Onboarding/Training, General Staff Communication, Two-way communication between faculty & staff
  - Gary – Staff Wide Events, Social Meetings/Gatherings
- Heather and Mariel will put together a draft survey for CSF to review by Monday, March 20 and all CSF members should have their edits/suggestion to them no later than Friday, March 24.

### **Professional Development**

- Ran out of time. Discussion put on hold until next meeting.

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

The next CSF meeting is scheduled for Tuesday, March 28, 2017 at 2:00-4:00 p.m. in Alston 360.

1. Professional development
2. Finalize by-laws
3. Finalize survey

Meeting adjourned at 3:53 p.m.

### **Deliverables:**

1. Be prepared to discuss professional development ideas.