

Culverhouse Staff Forum

Meeting Minutes
October 10, 2017

Members Present:

Beth Adams (Career Center)
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)

Meeting called to order by Gary Ward at 10:03 a.m.

Agenda Items:

1. Staff Survey Results:
 - o New Staff Hire
 - o Staff Social
 2. Discussion of Proxys
 3. Professional Development Session Details
 4. February New Hire Orientation
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- 1. Staff Survey Results**
 - a. New Staff Hire Session
 - i. Good feedback, attendees wanted less focus on students and more info on resource map
 - ii. Time of day worked for all attendees
 - b. Staff Social
 - i. CSF needs to reiterate to supervisors that if attendees use their lunch hour for the staff social it does not count against them
 - 2. Discussion of Proxys**
 - a. Katie and Mariel will need to find subs while they are out on maternity leave.
 - b. Subs will be submitted to Gary who will then submit to Dean Palan
 - 3. Professional Development Session Details**
 - a. CSF Members arrive at 7:45
 - b. Gary had food/beverage covered
 - c. Mariel providing name-tags

4. February New Hire Orientation

- a. Tentivley scheduled for Feb 16 (10:00am-12:00pm)
- b. Gorgas 205 – Gary booking
- c. Same structure as last orientation with a few new additions:
 - i. Teresa King (Staff Interaction)
 - ii. Dr. Sam Addy (Research Centers)

The next CSF meeting is Monday, November 20 at 10:00 a.m. in Alston 160.

Meeting adjourned at 11:01 a.m.