

**Culverhouse Staff Forum**

Meeting Minutes

November 20, 2017

**Members Present:**

Beth Adams (Career Center)  
Jeff Clark (Student Services)  
Linda Cox (Executive MBA)  
Alan Hill (APC)  
Katie Howard (CBER)  
Gary Ward (Graduate Career Services)  
Sam Young (Student Services)

**Members Not Present:**

Mariel Knight (Culverhouse School of Accountancy / Culverhouse LIFT)  
Phillip White (Technology)

Meeting called to order by Gary Ward at 10:07 a.m.

**Agenda Items:**

1. December & January Meeting Dates
2. Culverhouse Gifts
3. New Hire Orientation

**1. December & January Meeting Dates**

- a. December meeting set for December 11 at 10:00 a.m. – Alston 160
- b. January meeting set for January 8 at 10:00 a.m. – TBA Meeting Room

**2. Culverhouse Gifts**

- a. CSF Members chose top three gift ideas and submitted to Glenda

**3. New Hire Orientation**

- a. DATE CHANGED TO March 23 (10:00 a.m. – 12:00 p.m. in Gorgas 205)
- b. Lunch “Meet and Greet” to follow orientation
- c. Save the Date to go out in January Newsletter
- d. Formal Invitation to go out in February

The next CSF meeting is Monday, December 11 at 10:00 a.m. in Alston 160.

Meeting adjourned at 10:32 a.m.