

Culverhouse Staff Forum

Meeting Minutes

December 11, 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)

Sam Young (Student Services)

Members Not Present:

Phillip White (Technology)

Special Guest:

Dean Kay M. Palan

Meeting called to order by Gary Ward at 10:04 a.m.

Agenda Items:

1. AACSB Board Review Visit – Dean Kay M. Palan
2. New Hire Orientation

1. AACSB Board Review Visit

- a. Dean Palan briefed CSF members on the AACSB review process, specifically the support staff review process and invited CSF members and any other Culverhouse staff members to attend an open discussion during the AACSB Review visit
- b. AACSB Open Discussion Session will be held on January 29 at 11:15 a.m. in Alston 40.
- c. This event will be added to the December & January Newsletters. There will also be a special invitation that goes out in January via CSF email.

2. New Hire Orientation

- a. Dr. Addy confirmed for line-up
- b. Suggestions were to add Zach Thomas to brief staff on marketing and comm. process and how best to utilize the marketing team.

The next CSF meeting is Monday, January 8 at 10:00 a.m. in Alston 160.

Meeting adjourned at 10:32 a.m.