Culverhouse Staff Forum
Meeting Minutes
March 28, 2017

Members Present:
Beth Adams (Career Center)
Heather Ammons (Student Services)
Linda Cox (Executive MBA)
Katie Howard (CBER)
Jason Johns (Student Services)
Mariel Knight (Culverhouse School of Accounting / Culverhouse LIFT)
Gary Ward (Graduate Career Services)

Members Absent:
Alan Hill (APC)

Meeting called to order by Gary Ward at 2:02 p.m.

Agenda Items:
1. By-Law Draft Review and Final Edits
2. Staff Survey Review and Final Edits
3. Professional Development Ideas

- Gary began meeting by following up on his meeting with Dean Palan regarding a few questions we had from our previous meeting.

- It was suggested by members of CSF that 9th member be added to the forum.

- The motion to add a 9th member to the Culverhouse Staff Forum was voted on and passed.

1. By-Law Draft Review
   a. Final edits were made to the by-laws.
   b. Addition edits to language and/or an amendment will be made to Article V. (Membership) at the next CSF meeting regarding a 9th member and his/her nomination/selection process.
   c. By-laws will be finalized at the next CSF meeting and Gary will present to Dean Palan.
2. **Staff Survey Review**
   a. Edits were made to survey language and additions were made such as a “Additional comments” box under each section in the survey, additional answer options for certain questions, etc...
   b. Heather and Mariel will make edits to the survey and send out to CSF for review.
   c. Final edits will need to be done by Friday, March 31.
   d. Gary is working on a cover letter to go out with survey and will then send it out to CSF members for review. Cover letter and final survey will go to Dean Palan for review.
   e. Staff Survey will go out to all Culverhouse Staff the first week of April.

3. **Professional Development Ideas**
   a. Gary suggested that CSF brainstorm a professional development activity to offer staff before the end of the academic year.
   b. Ideas suggested:
      i. Project Management/Productivity
      ii. Time Management/Organization
      iii. How to use Google Mail & Apps Efficiently
   c. Gary, Linda & Beth will act as sub-committee and seek out resources that can be available quickly covering one of these three topics. CSF Members are leaning towards Time Management/Organization theme considering the short time frame we are working with.

- Gary will speak with Dean Palan to see what CSF’s involvement with the Staff Salute on April 13th can be.

**Tabled for Future Meetings:**
- Possible professional development incentives.

**CSF Agenda Items for Next Meeting**
The next CSF meeting is scheduled for Tuesday, April 11, 2017 at 2:00-4:00 p.m. in Alston 360.
1. Finalize by-laws
2. Survey Results
3. Possible Professional Development Event

Meeting adjourned at 3:35 p.m.

**Deliverables for Next Meeting:**
1. Ideas regarding logistics of professional development event.