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:
   a. New Staff Hire
      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.