

**OCTSA Steering Committee Meeting**  
**March 4, 2013**

**E-mail recipients:** Allyson Holliday, Kevin Ray, Sherry Phillips, Leslie Davis, Alesia Darling, Nancy Boyd  
Renaë Sullivan, Angelia Mills, Vivian Liveoak, Christa Morris, Vera Johnson, Stacy Coats

**Members present:** Allyson Holliday, Vera Johnson, Kevin Ray, Sherry Phillips, Alesia Darling,  
Vivian Liveoak, Dee Cook

Minutes from February 4<sup>th</sup> meeting were reviewed and approved.

**Renaë** reported that 9 nominations received for OCTSA 2013-2014; however, only 6 accepted to serve. These will be brought before the Assembly at the March meeting for a vote and approval. Renaë will e-mail list of nominees to Allyson.

**Allyson** advised that Donald Keith will speak on Emergency Preparedness at the March 14<sup>th</sup> meeting. Sherry and Renaë will not be at the March meeting; therefore, Alesia will be responsible for sign in sheet and taking notes. Allyson also suggested that Sherry, President elect, may want to appoint someone to attend future PSA meetings in her place.

Sherry will make call for new officers at kick off meeting April 11<sup>th</sup>. Officers can only be people who have served on the Staff Assembly this past year. Charlotte Harris will be at the April meeting. If President Bonner does not provide refreshments for the awards banquet, then we will not provide refreshments for the kick off meeting in April, as we will have to provide refreshments for the awards banquet. OCTSA budget is limited and very restrictive.

Allyson will be attending a meeting tonight with SGA, Faculty Staff Senate, and PSA. Discussion at meeting will be the tobacco free issue. Matt Calderone, President of SGA is leaning toward having designated areas for smoking. Allyson mentioned that editorial in The Crimson White reported that student survey regarding smoking issue was very biased. Only 1400 responses were returned, with 57 % favoring a smoke free campus. Fraternity and Sorority houses would not be subject to the tobacco free campus regulation.

Allyson suggested that going forward we mark all OCTSA correspondence as confidential if we do not want information forwarded to others. We will need to put at the end of the e-mail – CONFIDENTIAL FOR OCT OFFICERS or MEMBERS ONLY.

**PSA – Sherry** reported that PSA held professional development sessions on Cloud Computing. Good attendance for both sessions. Dr. Bonner will speak at PSA Awards Banquet. PSA Staff Life Committee re-visiting Bama Perks program.

## **COMMITTEE REPORTS:**

- **Service and Outreach Committee** – Vera stated committee is working on the Easter drive for FOCUS group. There was discussion regarding announcement in the Dialog e-mail and print versions. Apparently there was some confusion about the announcement for the Easter candy drive. Allyson recommended that each committee prepare their own announcement and then send to the Communications and Public Relations committee for distribution and publication in Dialog.
- **Communications and Public Relations Committee** – Vivian reported that letterhead and envelopes have been delivered to Allyson. The committee is still working on notecards with a logo. They hope to have 3 examples of a logo to the Steering Committee by next month. Todd is handling announcements to Dialog.
- **Professional Development Committee** – Kevin advised they have received 15-20 nominations for Outstanding Staff Member. Awards banquet will be in 205 Gorgas on May 16<sup>th</sup> at 3:00 p.m. Awards donated include 2 year membership to the Rec Center and two 6 month memberships to The University Club. Those attending awards banquet will be OCTSA members, person making the nomination, and award nominee. Bama Dining will be catering the event. All expenses are to be forwarded to Alesia for payment processing. Will need to invite UA photographer/reporter for press coverage.
- **Staff Life Committee** – Dee informed that the committee is looking at the following issues:
  - Parking Permit Costs
  - Faculty/Staff Meal Plan
  - Childcare for Faculty/Staff
  - Health Insurance – Employee +1
  - 40 hour work week for all hourly employees
  - Half day on Wednesday before Thanksgiving

Four proposals were presented regarding parking permit costs based on salary ranges. There are 6,034 UA employees; however, not all purchase a green decal. Alesia is requesting additional information from OIRA with regard to the number of faculty/staff who purchase parking permits by type and by salary levels. The committee anticipates having more definite numbers by the next Steering Committee meeting. Dee will contact Cori Perdue regarding any changes in the Childcare issue. Main focus of the committee will be parking and employee+1 issue as this was suggested by the OCT survey in fall.

Allyson advised that OCTSA website is changing platforms, moving from WordPress to Weebly.

Allyson sent out letters of appreciation to all those that served on OCTSA this past year. A special thanks was voiced to Renae Sullivan as she has worked very hard this past year in her role as secretary.