



ASSEMBLY MEETING
August 9th, 2012

The meeting was called to order at 3:00pm by Allyson Holliday, President.

Roll Call: Roll was taken via sign-in. Twenty-one members were present for General Assembly meeting.

Minutes Approved from June 14th, 2012:

- A motion was made to approve the June 14th, 2012 minutes as emailed to all assembly members. The motion was seconded. The assembly unanimously approved the minutes.

Website Update: Nancy Boyd

- Showed the website and went over upcoming changes.
- If you want to add or post something to the website you need to submit it to the Steering Committee or the OCTSA officers six weeks in advance.

Treasurer Report: Renae Sullivan

- Have a \$2,000 budget. We spent \$183.60 on refreshments for our first Assembly meeting so the balance is \$1,816.40.
- Alesia contacted the PSA Treasurer to find out the PSA budget procedures. Still needing to gain more information on who to contact to receive the monies and what the monies can be spent on.

Secretary Report: Renae Sullivan

- Referred to By-Laws, Article III, Section 3,D regarding the policy for Assembly meeting absenteeism. It is the responsibility of the representative to notify one of the OCTSA officers or email octstaff@bama.ua.edu if they are going to be absent and to provide the name of an alternate. The alternate does not have to be from the same department.
- Referred to By-Laws, Article III, Section 6, A that states a representative absent from four Assembly meetings within a 12 month period can be cause for removal from the Assembly. This being our first year, we are a little more lenient but we all need to be cognizant of these policies.
- Would like to compile a list of those that would like to serve as an alternate to provide for everyone.

Recruiting OCTSA Representatives: Sherry Phillips

- We have had some representatives resign due to job responsibilities, leaving UA, and upgrades to professional staff positions.
- We need additional representatives, especially in Academic Affairs, Financial Affairs and Intercollegiate Athletics. We need at least 10 more representatives.

- Please have those interested, email one of the OCTSA officers and we will vote at a future Assembly meeting on adding those representatives.

Yearly Evaluations/performance reviews: Allyson Holliday

- Out of the 21 in attendance, 14 received a performance evaluation this year. Nine people had their evaluation on a long form, 5 on the short form.
- Consensus is that we would like the same form to be used for everyone.
- Allyson is inviting HR to our next Assembly to explain the reason for two forms and how “Merit” raises work.

UA Standing Committee Assignments: Allyson Holliday

- Names for OCTSA representatives have been submitted and letters should be coming out shortly.
- Different reps advised that they have received their letters.

OCTSA Committee Reports:

Service/Outreach Committee- Vera Johnson

- “Stuff the Bus” campaign is happening. The committee was going to meet to decide if they should extend it. They will take money donations to buy supplies. There was a suggestion to contact the sororities to see if they want to participate.
- Will start collecting box tops for the “Box Tops for Education” program. Representatives can bring their box tops to the Assembly meetings.

Staff Life Committee- Allyson Holliday

- The PSA sent out a survey in regards to the “No Smoking on Campus” resolution by Faculty Senate. There were 400 that responded.
- They are also looking at Parking issues.

Professional Development Committee- Kevin Ray

- They have compiled their questions for the staff survey.

Communications & Public Relations Committee- Nancy Boyd

- The main item has been working on the website. Also, they would like people to submit pictures to put on the website. If the pictures are taken with a cell phone please make sure that they are taken in landscape and not portrait.

Staff Survey Committee (ad hoc)- Renae Sullivan

- An email was sent out to all committee chairs requesting questions that they would like to have on the survey. Only one committee has responded so far. Please get 3-5 questions submitted by the end of the month so that the survey can go out in September.

Future Agenda Items:

- A representative from the UA Retirees Association has requested to come speak at one of our assembly meetings.

Next Meeting: September 13th, 2012