



**ASSEMBLY MEETING  
April 10, 2014**

**Welcome:** The meeting was called to order at 3:00 pm by Sherry Phillips, Past President. Heath Nails, current president was out of town. Sherry thanked everyone for coming.

**Roll Call:** Roll was taken via sign-in. 26 representatives and 1 visitor was present for the General Assembly meeting.

**Minutes Approved with no changes:**

- A motion was made to approve the March 13, 2013 minutes as submitted. The motion was seconded. The assembly unanimously approved the February Minutes.

**Sherry Phillips** introduced and welcomed our speakers:

**Speaker: Laura Rice and Mike Butts – Campus Mail**

Ms. Rice and Mr. Butts led a very informative Question and Answer session on postal issues relating to Campus Mail and how the process works between Campus Mail and USPS, UPS, and other entities. Campus Mail may pick up your personal stamped mail in the department; however, they **cannot deliver personal mail to departments. All mail delivered by Campus Mail must be University business.** U.S. Postal Service delivers mail to Campus Mail around 7:30 Monday through Friday, where it is then delivered to more than 215 mailstops (box numbers) on campus by mid-morning. All mailstops start with 87 and is a 6 digit number. The zip code for campus is 35487. Tuscaloosa no longer has a processing center; therefore, all mail picked up by Campus Mail is sent to the Skyland Post Office and then shipped to Birmingham for processing.

Campus Mail has taken over the Paty Package Center and the Ferguson Post Office and is now referred to as the Ferguson Mail Center. This location can do everything the Post Office does except issue money orders. Every student registered at UA may have a package sent to the Ferguson Mail Center, even if they do not rent a mailbox. These students are assigned a unique number to receive packages; however, they cannot receive mail through this location. Only students who rent mail boxes may receive mail at the Ferguson Mail Center.

The Sustainability Program for Campus Mail provides resources such as binder clips, rubber bands, and paper clips at no charge to departments. Order from their website.

For more information: [campusmail.ua.edu](http://campusmail.ua.edu)

**Introduction of Visitors:**

We had one visitor, Debbie Snow from Culverhouse School of Business

**Announcement:** 2<sup>nd</sup> Annual OCTSA Outstanding Staff Awards Reception – May 8, 2014 at 3:00pm at 205 Gorgas Library.

**New Business:**

2014-2015 OCTSA Officer Nominations/Elections – Quorum of 26 needed to conduct elections. We had 27 in attendance.

- President-Elect:
  - Dee Cook 16 votes
  - Todd Hester 8 votes
- Secretary:
  - Lacey Nisbett
- Treasurer:
  - Lynnette Scales

**Sherry** gave report on the Tobacco Strategic Health Team – They did not get to make presentations for a Tobacco Free Campus on April 1<sup>st</sup>; however, students are being asked to sign postcards in support of a tobacco free campus and deliver them to the new SGA president, Hamilton Bloom. UA, Tennessee, South Carolina, Texas A & M are a few campuses that have not moved toward a tobacco free campus.

**UA Standing Committees Report:**

- Committee on University Committees: No report
- Campus Master Plan: No report
- Equal Opportunity: No report
- Parking: No report.
- Information Technology: No report
- International Education: No report
- Rec Center: Walk-through of the new REC Center near Presidential Village. New facility on schedule to open late July, early August.
- Faculty Staff Benefits: WellBama Presentation.
- Professional Staff Assembly: No report
- Safety and Security: No report
- Libraries: No report
- Undergraduate Programs: No report
- Faculty and Staff Benefit: Strep is the main illness being seen right now at Health Center. Bike Safety Committee is trying to reach out to 17,000 contacts to make aware of bike safety rules. 1600 have electronically signed for smoke free campus.
- Intercollegiate Athletics: Compliance Officers present
- Student and Campus Life: No report

**OCTSA Committee Reports:**

**Service/Outreach Committee-**

- Will take any donations for Alabama Reach project today and will not have any new projects until the fall.

**Staff Life Committee-**

- Finalizing Bama Dining proposal for UA Staff

**Professional Development Committee-**

- Finalizing details for Awards Ceremony on 5/8/2014 at 205 Gorgas Library. Have ordered the trophies, invitations, gifts to be presented and picked two winners. Working on centerpieces for tables as setup will be different than last year. Encouraging people to mix more with those attending and to promote OCT to non-members.

**Communications & Public Relations Committee-**

- No report

**Ad Hoc Committee-** No report

**Carolyn Fulmer gave Treasury Report:**

2013 Beginning Balance		\$2,000.00
Expenditures:		
OCTSA Brochures -	\$175.59	
Alabama Reach Reception -	<u>\$500.00</u>	
Total Expenditures		<u>\$375.59</u>
2014 Ending Balance		<u>\$1,324.41</u>

Sherry thanked everyone for attending meeting today.

Meeting dismissed.

**Next Meeting: May 8, 2014**