



**ASSEMBLY MEETING
December 12, 2013**

Welcome: The meeting was called to order at 3:00 pm by Sherry Phillips, President. Sherry thanked everyone for coming.

Roll Call: Roll was taken via sign-in. 18 representatives and 3 guests were present for the General Assembly meeting.

Minutes Approved with a date change from August to September:

- A motion was made to approve the November 14, 2013 minutes as submitted. The motion was seconded. The assembly unanimously approved the Minutes.

Sherry Phillips, President introduced and welcomed our speakers:

Speakers: Janice Palmer and Melissa Green from Human Resources:

Janice shared what HR offers in the way of Professional Development for UA employees:

- The 7 Habits of Highly Effective People
- Crucial Conversations – deals with dialogue involving emotional or risky topics
- Manage Elite – topics for better for managers
- Library of Materials including books, DVDs, and training activities
- Employee Assistance Program – articles, tips, self-assessment
- Skillsoft Training Academy – mandatory compliance training
- Skillport Online Training – desktop skills
- Go System – time management program

Melissa gave an overview of Skillport and eLearning opportunities. Skillport is available 24 hours a day, 7 days a week for all UA employees to access and learn about desktop programs. Skillport offers courses in Microsoft Office such as Word, Excel, and PowerPoint at beginning and advanced levels. Departments may purchase additional licenses to access Business and IT Professional courses and resources. Website for additional information: <http://hr.ua.edu/learning-development>.

Sherry Phillips, President introduced and welcome our guests from the Staff Resource Fair.

Vera Johnson

Leslie Davis did presentation on Professional Development for OCTSA. She stated that after reviewing survey from last year and talking to Teresa Faulkner in HR, the committee has realized that most suggestions for PD are already being offered by HR. The committee has decided to ask OCT members to indicate topics that interest them and have round table discussions. The PD committee is asking everyone to return information regarding job title,

duties, and topics of interest so that those in a particular field may get together and discuss helpful tips that may make one's job a little easier or faster. Leslie also asked members to indicate a good time for the round table discussions.

Announcements (Sherry Phillips):

Sherry advised

- Tobacco Strategic Committee – no meeting

UA Standing Committees Report:

- Committee on University Committees: Next meeting will be February 2014.
- Campus Master Plan: No report
- Student Health: No report
- Equal Opportunity: No report
- Parking: No report
- Intercollegiate Athletics: No report
- Information Technology: No report
- International Education: No report
- Rec Center: no report
- Faculty Staff Benefits: No report.
- Professional Staff Assembly: No report
- Safety and Security: No report
- Libraries: No report
- Student and Campus Life: Dealt with bicycle safety and how to educate students regarding rules for bicycles.
- Undergraduate Programs: No report
- Faculty and Staff Benefit: No report

OCTSA Committee Reports:

Service/Outreach Committee-

- OCT along with Faculty Senate raised funds to give each student in the Alabama Reach program a \$50 gift card.
- Coat Drive ends tomorrow, December 13th.

Staff Life Committee-

- Sent request to Parking Services with regard to the number of reserved parking spaces sold for 2013-2014. Waiting for result of Survey questions regarding childcare, summer day camp programs, and Bama Dining.
- Joining with PSA in gathering research regarding supervisors who may not be supportive of employees furthering education.

Professional Development Committee-

- Round Table questionnaire on back burner.

- Working on awards for next year, getting information on things that can be improved. Nominators have suggested a web-based nomination form possibly on the OCTSA website.
- Still needing more feedback on survey from last month.

Communications & Public Relations Committee-

- Having issues getting the notecards printed.
- Allyson still needs committee reports to finalize the OCTSA newsletter. Newsletter will go out in the next few days.

Ad Hoc Committee-

- Revised survey questions – now have 15 questions with 4 sub-titles. Trying to setup Qualtrix for survey.

Meeting dismissed.

Next Meeting: January 9, 2014