

**OCTSA Steering Committee Minutes
2/4/2013-2/8/2013 email meeting(s)**

Email Recipients: Allyson Holliday, Kevin Ray, Sherry Phillips, Leslie Davis, Alesia Darling, Nancy Boyd, Renae Sullivan, Angelia Mills, Vivian Liveoak, Christa Morris, Vera Johnson, Stacy Coats

Minutes from January 10th meeting were reviewed and approved.

Resignation: Nancy Boyd has resigned as co-chair of the Communication & Public Relations Committee. She will continue serving as a committee member.

OCTSA Newsletter – The first edition (spring 2013) of the OCTSA newsletter was sent to all OCT staff employees on January 24th, 2013. Mail Chimp stats: As of 2/3/13, 44% of those who received the email opened it. 3.2% of the email addresses bounced. An updated email list may need to be acquired.

VOTING/NOMINATION INFORMATION

Thanks to Renae for pulling this all together and being a Survey Monkey wizard!

<u>Division</u>	<u>Have</u>	<u>Need</u>	<u>Required</u>
Community, Pres, Research	1	0	1
Academic Affairs	18	18	36
Advancement	3	-2	1
Athletics	0	1	1
Financial Affairs	2	7	9
Student Affairs	3	-1	2
	27	23	50

The negatives are where we have more than we need for those Divisions with current reps – but we will keep them all. Also, in the email going out for the nominations we will indicate which Divisions that we need reps from and then Renae will set up Survey Monkey so those Divisions are the only ones that will make nominations.

Nancy will send the nomination announcement that should go in the Dialog when we have a firm date set – sometime next week. It will be something like “The OCT Staff Assembly is seeking nominations for 2013/2014 representatives for openings in these divisions: Academic Affairs, Athletics, and Financial Affairs...Nominations will be emailed to eligible staff members on [date] ... “

Committee Reports – Email meetings/discussions are perfectly appropriate if not enough committee members are able to attend a meeting in person. The focus should be on moving ideas/information gathering/goals forward each month as much as possible.

Service and Outreach

Continue working on spring projects (Alabama REACH pantry, Box Tops for Education, Easter egg/candy drive)

Staff Life

No report. No January meeting. This committee is asked to provide spring goals at the March 4th steering committee meeting. Choose up to 3 topics to pursue/investigate further.

Communication & Public Relations

OCTSA letterhead and envelopes have been ordered by Vivian. Announcements to Dialog about nominations and voting will be sent from this committee. The OCTSA website platform may switch from Word Press to Weebly.

Professional Development

Continue to work on the Outstanding Staff Member Awards Ceremony for OCTSA which will be presented on May 16th, 2013 at 3:00 pm in room 205 Gorgas.

Agenda Items for future OCTSA assembly meetings:

Parking Services will attend the Feb. 14th meeting to do a presentation on parking changes.

Allyson will try to set up “Emergency Preparedness” training for the March or April OCTSA meeting.

Submitted by Allyson Holliday