

## **OCTSA Steering Committee**

**9/10/2012**

### **213 AIME**

Attendees: Allyson Holliday, Renae Sullivan, Alesia Darling, Kevin Ray, Angelia Mills, Nancy Boyd.

Absent: Sherry Phillips, Vera Johnson, Vivian Liveoak, Stacy Coats, Leslie Davis, Darlene Burkhalter, Christa Morris

**Parliamentarian:** Kevin Ray passed out copies of "The Basics of Parliamentary Procedures". It was decided that he will present this document to the general assembly in the October meeting.

**Staff Life:** No report.

**Professional Development (Kevin Ray):** They have compiled questions and submitted them to Renae Sullivan for the Staff Survey. Based on responses to the survey questions, they will proceed with ideas for training and professional development activities.

**Service & Outreach (Angelia Mills): Stuff the Bus** - The first OCTSA service project to gather school supplies for Holt and Alberta elementary schools was a big success! The supplies were delivered to the schools in late August. Pictures that were taken by committee members will be sent to Nancy Boyd to be added to the OCTSA website. The committee will submit questions for the staff survey to Renae as soon as they can. A suggestion for a question for the OCT staff survey about willingness to volunteer for service projects was made. Allyson suggested that the committee contact Julie Elmore for collaboration with the PSA on other projects this fall.

**Communication (Nancy Boyd):** The OCTSA website was not linked from the faculty/staff page on the UA website. Allyson emailed Charlotte Harris and it is now linked along with the PSA and Faculty Senate. Discussion ensued on an electronic newsletter to send to all OCT staff with news and activities of the OCTSA. Possible question for survey – how many newsletters would staff like to receive? Nancy requested more photographs for the website.

**Staff Survey: (Renae Sullivan)** Renae has only received survey questions from one committee and survey questions on a possible smoking ban on campus. Waiting to get questions from the other committees so that they can compile and get the survey created. Questions should be sent to Renae ASAP. The committee will draft a survey and share it with the Steering

Committee at the October meeting. The survey will go out to all OCT staff. Survey Monkey will be used to create the survey instrument and gather the responses.

**Treasurer:** Alesia Darling will check to see what the budget year is for OCTSA funds. Angelia Mills asked about disbursements to committees by request. It was decided that a committee shall submit a request to the steering committee for consideration.

**Recruitment of representatives:** This should be done by word of mouth to seek out employees who will actively participate in OCTSA. Once we have 10-12 recruits – the potential new members will be brought to an approval vote by the general assembly.

**Miscellaneous:** UA Standing Committee appointment letters should have been received by all members that volunteered to serve. The Staff Development Committee is in “sunset” status this year. Therefore, Allyson will not be representing OCTSA in this capacity.

Agenda for the September general assembly meeting was approved.

**Future agenda item:** Allyson will invite Cori Perdue to speak about childcare issues and opportunities at UA.

**Reminder:** We will have the Steering Committee meetings on the first Monday of every month. It will move to the second Monday, if it falls on a holiday. Our next meeting will be at 3:00 p.m. on October 1, 2012 at AIME 213. Steering Committee members will take turns creating minutes for the meetings.

Submitted by: Allyson Holliday