

OCTSA Steering Committee Minutes
12/3/12 3:00 pm 109 AIME

Attendees: Allyson Holliday, Stacy Coats, Sherry Phillips, Vera Johnson, Leslie Davis, Nancy Boyd, Renae Sullivan

Guest: Heath Nails (Parking and Traffic Regulations Committee – OCTSA representative)

Absent: Vivian Liveoak, Kevin Ray, Christa Morris, Alesia Darling, Angelia Mills

Minutes from November 5th meeting were reviewed and approved with no changes.

Parking Changes:

Heath stated that there was extensive discussion at the October Parking Traffic Regulations Committee meeting. There were lots of concerns about the elimination of the South Rose and SEC lots. The options offered to Reserve Lot participants were admittance to the South Ten Hour Reserve or Beville lot for the same price, switch to Green Faculty/Staff parking or switch to Campus Drive (only) for free for the remainder of the year. Several people on the OCTSA Steering committee voiced concerns for extended walking time taking up more of the lunch hour (or when you leave for outside appointments) with no concessions being made by supervisors. This is a concern for arriving on time in the mornings and leaving campus in the evenings as well - especially for employees who have other obligations such as dropping off and picking their children up. There were also concerns about not having adequate bus routes to service staff in a timely manner.

The aim of the Campus Master Plan is to make the core of the campus more pedestrian friendly. Heath is going to send an email to the committee requesting that they bring these concerns to UA administration.

Letterhead and Note Cards

Amounts and pricing were discussed and it was approved by the Steering Committee to purchase 1,000 letterhead and 100 notecards. Nancy Boyd is to request a proof of the items using a script “A” as the OCTSA logo. The Steering committee approved the usage of the “A” as an OCTSA logo for the time being.

Smoke Free Campus:

- Allyson states that the Maintenance Committee has heard about the smoke-free campus resolution but has not surveyed their staff. Allyson contacted the chair of the committee, Brandon Wilson. The topic will be discussed at their next committee meeting.
- Allyson reported that it was mentioned at the Tobacco Strategic Health Team meeting that the new policy at the University of Kentucky is not working. The smoke-free policy was instituted there in 2009. It was reported that UK smokers have designated their own areas for smoking rather than the campus making smoking areas available for smokers.
- Renae reported that the Faculty Staff Benefits Committee was providing 14 months for smokers to quit smoking before they are charged the tobacco surcharge. However, employees have only 2 months to quit tobacco or they will be within the 12 month violation period. The committee clarified that the “look back” period is a 12-month revolving period. The Certification form has not been introduced yet; however, the forms should be submitted during open enrollment period.
- There were also questions raised as to whether the surcharge would be deducted pre-tax or after-tax.
- It was also mentioned that someone found to be in violation of the certification could be denied health care coverage in the future.
- It was also clarified that the “policy” for smokers to remain 30-feet away from building entrances was NOT a UA policy. When the 30-foot rule was brought up, the implementation and enforcement of the rule was left up to the department deans and building supervisors. UAPD does not enforce this rule because it is not a state law.
- Allyson asked that Sherry Phillips attend the next Tobacco Strategic Health Team meeting on December 12th in her absence.

Work Life Programs

The OCSTA Steering committee voted to send a thank you (from the President of the OCTSA) to UA administration for creating the Work Life Programs office and the programs that they sponsor. An email will be sent to Dr. Judy Bonner and Charlotte Harris.

PSA Meeting

- Sherry Phillips reported that Dr. Gilbert spoke at the last meeting regarding the state of finances of UA.
- The next meeting will not be a business meeting, but rather a holiday reception at the Gorgas Home; it will be sponsored by UA museums.

Service and Outreach

- The next committee meeting is Friday. They will be discussing the spring project options. The Steering committee recommended that the project be an open ended time frame one with Alabama Reach for supplies, household items, etc. The committee would list in the Dialog and email the OCTSA to solicit participation by staff members.

Staff Life

- A suggestion was made that the committee contact UA administration regarding closing UA offices at Noon on the Wednesday before Thanksgiving due to the lack of calls and activity on campus. It was also suggested to do the same thing on the last day before Holiday break.
- There was also some discussion regarding possible effects of the new federal insurance programs put in place by President Obama's healthcare package.

Communication & Public Relations

- The committee met Friday.
- Allyson asked the comm. to place an announcement in the Dialog stating that the OCTSA survey results are on the OCTSA website.
- An OCTSA newsletter is in the works

Professional Development

- Survey results were discussed at the last meeting and it was determined that most of the professional development session requests were already being offered by the HR department at UA. It was suggested that the Emergency Preparedness Session be tweaked to include other areas of more interest to the group.

- Rachel Frazier is the PSA representative for Professional Development; Kevin Ray has spoken to her regarding the Outstanding PSA Awards program and reception. PSA give out 2 awards; they invite VIP guests, nominator and supervisor of nominee; all nominees receive a small token of appreciation. The Awards for OCTSA will be presented at the regular assembly meeting on May 9th, 2013 at 3:00 pm; therefore, preparation will begin shortly. We will invite VIPs to attend as well.
- At the January 7th Steering committee meeting, the professional Development Committee will host a workshop on “Conducting Effective Meetings”. The PSA Steering Committee will be invited to attend as well.
- Will set up an “Emergency Preparedness” training for an OCTSA meeting during the Spring.

Agenda Items for next OCTSA meeting:

- Tobacco Strategic Health Team
- Campus Master Plan overview – Michael Hester
- PSA Report – Sherry Phillips
- Standing Committee Reports

Meeting was adjourned at 4:41 pm

Submitted by Sherry Phillips