



**ASSEMBLY MEETING  
December 11, 2014**

**Welcome:** The meeting was called to order at 3:00 pm by Dee Cook, President. Dee welcomed everyone to the meeting.

**Roll Call:** Roll was taken via sign-in. 14 representatives and 1 visitor were present for the General Assembly meeting.

**Minutes Approved with no changes:**

- A motion was made to approve the November 13, 2014 minutes. The motion was seconded. The assembly unanimously approved the November minutes.

**Dee Cook** introduced and welcomed our speakers:

**Speaker: Teresa Faulkner, UA HR Development**

**Teresa Faulkner** gave a presentation on time management and organization in the workplace and in personal lives. She spoke about the importance of creating processes to help prioritize responsibilities and deadlines. Creating to-do lists can be a great way to stay on top of deadlines. It's also important to recognize the varying energy levels of individuals. If you are a morning person, it might be helpful to schedule your most arduous tasks first thing in the morning.

Technology can both aid and distract from good time management. Teresa recommended that employees practice turning off email on computers or personal phones for periods of time to help them focus on more important tasks. HR Development offers assistance to employees to help them better understand and utilize technology in the workplace. Employees can request training to better understand programs such as Microsoft Outlook to help create calendars and to-do lists.

Teresa provided handouts to the assembly, and she promised to provide additional resources via email.

For more information about the HR Development workshops visit <http://hr.ua.edu/learning-development>.

**Introduction of Visitors:**

We had one visitor: Susan Noble from Metallurgical Engineering, and she will be requesting to become a member.

## Old Business:

Tide for Tusks Resolution – Tide for Tusks has received votes of support from various areas on campus, including the Professional Staff Assembly and President Judy Bonner. **Todd Hester** read the resolution for the OCTSA to officially support Tide for Tusks. This resolution was previously approved by vote of the Steering Committee. Todd reported that the website for Tide for Tusks is now available to view: <http://www.tidefortusks.org/>. There is also a Facebook page available: <https://www.facebook.com/tidefortusks>.

Service Projects for 2014-2015 – **Lynnette Scales** reported that the OCTSA raised \$703 for the Alabama REACH gift card program. A total \$2,758 was raised campus wide. 52 REACH students received \$50 gift cards at a reception on December 12.

Donations for the Coat Drive are still being accepted. The deadline is December 13. OCTSA members who still wish to donate can contact Dee Cook. Donations can include all types of outerwear, including: coats, sweaters, gloves, hats, scarves, etc.

Parking Update – **Alesia Darling** reported on the Parking Fee project. She contacted Patty Highland, Manager of Parking at Rutgers to ask questions about their parking fee system. The Staff Life and Steering Committee plan to come up with additional questions for Alesia to ask Patty Highland. Alesia inquired to see if anyone in the assembly had any ideas for additional questions to add to the list. Dee hopes that we will be ready to present our plan to Dr. Linda Gilbert in January.

## UA Standing Committees Report:

- Committee on University Committees: No report
- Campus Master Plan: No report
- Equal Opportunity: No report
- Faculty and Staff Benefit: No report
- Information Technology: **Lacee Nisbett** reported that the committee is continuing research on UA's options for a standardized ePortfolio system for students, faculty, and staff. The committee reviewed the first draft of new Social Media Guidelines. It was decided that work needed to be done to separate guidelines and policies for personal social media and UA Department run social media.
- Intercollegiate Athletics: No report
- International Education: No report
- Libraries: No report
- Parking: No report
- Professional Staff Assembly: **Dee** reported that the PSA had two guest speakers at their last assembly meeting: Ronnie Robertson from Parking Services and a representative from Continuing Studies.
- Safety and Security: No report
- Student and Campus Life: No report
- Student Health Community: No report

- Tobacco Strategic Health Team: No report
- Undergraduate Programs: No report
- University Recreation: No report

**OCTSA Committee Reports:**

**Staff Life Committee-**

- The Staff Life Committee is still working on the Parking Fee Project and Direct Deposit for Staff Meal Plans.

**Communications & Public Relations Committee-**

- **Allyson Holliday** announced that OCTSA's Twitter account and Facebook page are live, and she encourages everyone to check them out. She also reported that the donation link for Alabama REACH will remain on the OCTSA website.

**Professional Development Committee-**

- **Leslie Davis** reported that the committee is working on an idea for a mentoring blog/discussion site to provide additional resources to UA Staff.

**Service/Outreach Committee-**

- Announcements about current service projects have already been made.

**Ad Hoc Committee**

- No report

**Steering Committee**

- See report listed under Staff Life Committee

Dee thanked everyone for attending meeting today.

Meeting dismissed.

**Next Meeting: 1/15/15**