OCTSA February 2018 Assembly Minutes

Date: 2/13/18

Time: 3:00 p.m.

Location: AIME 110


Speaker: Dr. Michelle Hale from CHES, Lorne Kuffel/Travis Railsback, Daphne Wright and Holly Grof.

**Dr. Michelle Hale**

- Talked about their online program for interactive tech.
  - Average age of student in program is 40.
  - Program is a good idea to add program knowledge.
  - Now accepting applications for summer.
  - It’s a 30 hour program.
- Would like to have more staff enroll.
- Asked for questions.

**Lorne Kuffle/Travis Railsback**

- Talked about the upcoming staff survey
  - This survey addresses the 4th pillar of UA’s strategic plan: work-life balance.
  - Wants to know what’s working/not working and our needs/wants.
- Survey will go out to ALL employees on campus.
  - Dedicated lab time will be given to facilities/grounds/custodial.
- Will be administered by ModernThink and be around 60 questions plus 2 open-ended questions/20-25 minutes long.
  - This same company did a survey at UAB.
  - We will get an email from ModernThink with dedicated links so we can stop/start or go back.
  - Will be surveyed again in 3 years to check progress.
  - Findings will be benchmarked against other universities.
• This survey will be completely anonymous, so we are encouraged to be completely open and honest.
• Employees will be able to complete this at work.
  o Deans and VPs have been informed about survey and know that staff are to be allowed time to take the survey.
  o Please let Travis or Lorne know if you aren’t given the time to take the survey or are discouraged from taking it.
• Will run March 26 – April 13
• Asked for questions
  o Could info about the survey be put on TVs?
    ▪ There is a communication plan. We will get a message from the president (email), messages on TVs, and cards will be mailed out.
  o Will survey results be shared?
    ▪ There will be a public presentation and a dedicated website with results.
  o When will feedback be released?
    ▪ They are hopeful to have it out by May.
  o Is there a time table for implementation?
    ▪ “Pretty quickly”
    ▪ They are hopeful that the survey will give them direction.
      • Could possibly do more specific surveys or focus groups.

**Daphne Wright and Holly Grof**

• Lakeside will be remodeled after spring break.
• Some locations will be opened extended hours (Burke/Freshman Hall)
• Will reopen in August.

**Welcome by Jessica Richardson**

• Reiterated how important survey is.
• Talked about childcare resolution.
  o Passed OCTSA resolution of support.
• Todd talked about supporting the PSA on timely reimbursements- issue brought up in their meetings
  o People that travel aren’t getting reimbursed for their expenses quickly. They are going into debt waiting.
  o Decided that this was a Concur issue and no further action by OCTSA was needed
• Talked about the UA Standing Committee Preference survey
OCTSA has a representative on all Section I committees—let Jessie know if you want to rotate off your current assignment or are interested in serving for OCT.

- Can complete preference survey to be committee member at large on whatever committee you are assigned.

- OCTSA Survey
  - Need to work on getting data from other universities.
  - Jessie plans on meeting with divisions at the UA, already met with Student Life.

**Committee Reports**

- Service and Outreach
  - Collecting pantry items for Alabama Reach.

- Communications and Public Relations
  - Did annual review, will be edited and sent out.
  - Share about staff awards.

- Professional Development
  - Wants something done like a panel for concur.
  - Possibly available in the fall.
  - Staff awards are May 8th at 3 pm.

- Safety and Security
  - Talked about student care and well-being.
  - Meeting was mainly about the students.
  - There are resources for students (meal plan assistance, hygiene items, care basket, etc.)
  - Help line open 24/7, also visit bamacares.ua.edu.

- Parking and Transportation
  - Created a subcommittee to look at parking costs.
  - There are 57,000 riders on Tuscaloosa Transit’s University line that UA covers the cost in full.
    - No count on how many riders are faculty/staff/students—they are supposed to present ACT card to ride free.
  - Discussed tiered parking scale
    - Will go before full Parking and Transportation Committee.
    - Want to look at percentage of salary for parking fee.
  - Talked about enforcing parking until 6 pm as a way to make up costs.
  - Only 88% of faculty/staff pay for parking.
    - 12% could be night shift employees. Talked about custodial only paying for parking if they work day shift.
- Make night shift pay for few hours of parking to help offset discounted parking rates.
  - Approved December 2017 and January 2018 Minutes

**Meeting Adjourned at 4:37 p.m.**