

## **OCTSA October 2017 Assembly Minutes**

Date: 10/10/17

Time: 3:00 p.m.

Location: Lloyd 324

Attendees: Tracy Barton, Marcia Black, Linda Bonner, Retia Boone, Lauren Creel, Leslie Davis, Michele Farley, Todd Hester, Angelia Kimbrell, Erica King, Marina Klaric, Jenna Lewis, Donna McCall, Gwen Montgomery, Bouran Mozayen, Stephannie Nixon, Kaila Nolen, Mansoor Omar, Azia Patrick, Clo Patton, Pamela Richardson, Jessica Richardson, Lynnette Scales, Darlene Smith, Vanessa Williams

Speaker: Cresynce Cottrell with Benefits

### **Guest speaker Cantrell**

- Cresynce spoke about open enrollment – a time when employees can make changes to their benefits.
- If you are adding dependents, you'll need documentation.
- The only time you can make changes outside of open enrollment is when there's a major life change:
  - Marriage
  - Birth
  - Changing childcare is considered major life event
- Rates are going up for medical. Vision and dental will remain the same.
- New rates will be released next week and will begin coming out of December paycheck.
- Talked about dependent spending accounts.

### **Welcome by Jessica Richardson**

- Survey has been sent out to steering committee.
- We cannot send it out to everyone in a mass email per HR, so we will have to send it out to coworkers and others at the UA that we know should take it.
- We went over survey questions.
- Reminded everyone that the survey is anonymous.
- Jessie will make a formal email with the survey for us to send out.
- We talked about the best ways to get the survey out to people.
- Starting in 2018 we will be getting memorial day off.
- The staff handbook has been updated, mainly with policies.

- There will not be printed versions of the staff handbook.
- Staff resource fair is 11/14. We need volunteers and will try to get promotional items.
- September minutes were approved.

### **Committee Reports**

- Service and Outreach
  - Gathering donations for Alabama Reach's pantry.
- Communications and Public Relations
  - Talked about year end review
  - Doing adopt a mile
- Intercollegiate Athletics
  - Met new baseball coach, Brad Bohanon
- Professional Staff Assembly
  - Met on 9/21 – Andy Rainey was the guest speaker
  - Talked about streamlining websites
  - Talked about brand consistency
  - Will eventually replace wordpress
  - Volunteers needed for Habitat for Humanity
  - Collecting gift cards for Brewer Porch
  - Changed some bylaws
  - Working on flex time
- Faculty/Staff Benefits
  - Proposal for parental leave and childcare facility discussed
  - Investigating cost of parental leave
  - Went over medical insurance information

**Meeting Adjourned at 4:20 p.m.**