

**OCTSA Steering Committee Meeting**  
**May 31, 2013**

**E-mail recipients:** Allyson Holliday, Kevin Ray, Sherry Phillips, Leslie Davis, Vivian Liveoak, Vera Johnson, Carolyn Fulmer, Heath Nails

**Members present:** Allyson Holliday, Kevin Ray, Sherry Phillips, Dee Cook, Heath Nails, Leslie Davis, Carolyn Fulmer

**Members absent:** Vera Johnson and Vivian Liveoak

**Sherry Phillips** welcomed new members to the Steering Committee.

Minutes from April 1, 2013 meeting were reviewed, amended, with a motion to approve as amended.

**Sherry** advised that she had scheduled the Steering Committee meetings for 1<sup>st</sup> Monday of the month starting in October. September meeting moved to 2<sup>nd</sup> Monday due to Labor Day holiday. Meetings will be in 213 AIME Building at 3pm. No summer meetings scheduled.

**Sherry** mentioned the following as possible speakers/programs for the 2013-14 academic year:

- Janice Palmer – SkillSoft
- Capstone International Center
- Shooter Program (separate from Emergency Preparedness presentation)
- Benefits update – HR changes
- Counseling Center – Recognizing Distressed Students
- Wellness Stress - Reduction Program
- Dr. Bonner – vision for UA
- George Brown – new Recreation Center and opportunities
- College of Continuing Studies – Degree and Non-degree opportunities
- Mental Health Outreach Partnership

She will send an e-mail to membership requesting additional speaker/program suggestions.

Newsletter went out to all – looks good. Special Thanks to Allyson.

Discussion was held regarding the need for another survey. Staff Life Committee would like to have feedback on meal plans for Staff and other possible projects. Survey will be prepared and sent out in September. This survey will be more focused on specific topics, not broad as the last survey.

**Allyson** reported that there were no updates on the Tobacco Strategic Health Committee. Sherry will attend the meetings next year for this committee. Nothing has been finalized on the tobacco-free campus issue. **Carolyn** advised that she would follow up with the SGA President, Jimmy Taylor, regarding survey results.

**PSA – Heath** will be the OCTSA representative at PSA meetings next year.

**Sherry** offered an opportunity to Faculty/Senate to send a representative to our OCT SA meeting and in return Sherry would attend their meeting. There has been no response to her email.

Most OCTSA members wanted to stay on the same Standing Committees as last year. **Sherry** signed up for the Health and International Education Committees since there was no representative listed on those committees. The new list of Standing Committee representatives will be updated with Administration (June 1<sup>st</sup>) and on the OCTSA website.

#### **COMMITTEE REPORTS:**

- **Service and Outreach Committee** – Angela Mills has resigned. **Sherry** suggested the OCT adopt a “special project” such as Alabama Reach that will be in effect throughout the year. The committee was in agreement. Alabama Reach representative will be invited to speak again to the Assembly in September. Suggestions to make the project successful were: – Ask members to bring one item of choice, or suggested item to monthly meetings; Gift Card Drive in November/December. The mission of Alabama Reach is to minister to students who are in the Foster Care Program as well as Orphans and Homeless students. A recommendation was made regarding the need for creating a flyer to be e-mailed to all departments for display. **Sherry** will contact Vera regarding this project.
- **Communications and Public Relations Committee** –Need to decide on logo for publications. **Allyson** will send out logos this afternoon to Steering Committee for email vote.
- **Professional Development Committee** – Committee was commended for doing a great job on the awards ceremony. Several suggestions for next year’s ceremony were made, such as recognition of all nominees, creating a more user friendly nomination form, and submitting article reporting winners to Dialog (anything sent to Dialog should be cleared with **Sherry**). Additional discussion of Aramark issues and tardiness of food set up. Leslie to make complaint to Bama Dining. **Kevin/Leslie** will go ahead and book 205

Gorgas for next year's ceremony to be held on May 8, 2014 in place of the regularly scheduled OCTSA meeting.

- **Staff Life Committee** – **Dee** informed group of status of Parking Permit proposal. She has forwarded proposal voted by Assembly to the PSA Staff Life Committee chair Jennifer Clark. Hopefully, PSA will join with us in presenting this proposal to Transportation Services. Will probably not get a response before August.
- **Carolyn** gave a Treasury Report balance of \$1,264.87 as of May 31, 2013; however, this money will disappear on September 30th. Starting in October, the OCTSA will be allotted another \$2,000 for expenses.

**Sherry** will offer opportunity for OCTSA members to sign up for OCTSA committees again in September. All Committees need more members.

Meeting adjourned.

Minutes submitted by Dee Cook.