

OCTSA Steering Committee Minutes
1/10/2013 2:00 pm 109 AIME

Attendees: Allyson Holliday, Kevin Ray, Sherry Phillips, Leslie Davis, Alesia Darling, Nancy Boyd, Renae Sullivan, Angelia Mills

Absent: Vivian Liveoak, Christa Morris, Vera Johnson, Stacy Coats

Minutes from December 3rd meeting were reviewed and approved after one change. Outstanding Staff award will be May 16 and not May 9.

Exiting Representatives:

It was decided that we would drop members from the list that have only come to one meeting and have not sent a representative in their place. It states in the bylaws "A representative's absence from four Assembly meetings during a twelve month period beginning April 1st without being represented by an alternate shall be cause for removal from the Assembly".

Numbers of Representatives Needed:

To comply with the bylaws we need one (1) OCT member for every 20 staff employees on campus. In April 2011, we needed 55 members. As of September 2012, we only need 50 OCT members. Renae gave a breakdown by division of the decrease in staff numbers. We currently have 37 OCT members. Renae will send an email to each member inquiring whether they are interested in staying on for a second year. We will then compile a list and see how many members we need in each division. We will go over this on Monday, February 4 at the steering committee meeting.

Nomination Solicitation:

To solicit nominations for new members, we can use HR's account with Survey Monkey. We discussed sending it out February 11th and having it due back February 22. The needs for elections will be discussed at the March meeting. We will publicize the nominations in several ways.

1) Nominations will be mentioned in the spring OCTSA newsletter.

2) Nancy will put a reminder in the UA Dialog for three consecutive weeks.

The first time that it appears will be to inform everyone that the nominations are coming up. The next time will be to remind them that they are going on and to get their nomination in and the last time will be to remind them of the deadline.

Once we get the nominations back and see who would like to stay on the assembly, we will have a better idea of how many new members we will need from each department.

Committee Spring Goals and Timelines

Service and Outreach

They have one main project in the spring and two on-going projects. Their main project will be an Easter egg drive for a local agency. They will ask University employees to donate plastic eggs and candy so that they can go to an agency like the Boys and Girls Club, Focus on Senior citizens, Oakdale and Sprayberry Elementary or United Cerebral Palsy. The committee would publicize this in the Dialog and email the OCTSA to solicit participation by staff members. The two ongoing projects would be to support Alabama Reach and Box Tops for Education. They are collecting Box Tops for Education to donate to area schools. They are also encouraging staff members to donate to the pantry at Alabama Reach for students that are in the foster care system.

Staff Life

No report. Co-chairs not present.

Communication & Public Relations

Nancy said that the committee meetings have been very poorly attended. She hasn't heard back from Vivian Liveoak about the letterhead.

Professional Development

- The Staff Member Awards for OCTSA will be presented on May 16th, 2013 at 3:00 pm; at 205 Gorgas.
- At the January 7th Steering committee meeting, the Professional Development Committee hosted a workshop on "Conducting Effective Meetings" led by Teresa Faulkner. The PSA Steering Committee was invited but only one person could attend.
- Will try to set up "Emergency Preparedness" training for an OCTSA meeting during the spring.

Agenda Items for next OCTSA meeting:

- Allyson asked that each committee chair send her information by January 18 for the OCTSA newsletter.

Meeting was adjourned at 2:55 pm – Submitted by Leslie Davis