



ASSEMBLY MEETING October 11th, 2012

Welcome: The meeting was called to order at 3:00pm by Allyson Holliday, President. Information was shared on the reason that the OCTSA was not included in the agenda of the Fall Faculty/Staff Address. University Relations was not aware of our newly formed assembly, but will include us in the spring agenda.

Roll Call: Roll was taken via sign-in. Twenty representatives and four alternates were present for the General Assembly meeting.

Minutes Approved from September 13th, 2012:

- A motion was made to approve the September 13, 2012 minutes as emailed to all assembly members. The motion was seconded. The assembly unanimously approved the Minutes.

Childcare at UA (Cori Perdue):

Cori Perdue, Work Life Manager, attended the meeting share information related to childcare and other services provided to the faculty and staff. There are no immediate plans to make the existing childcare center larger. There are referral lists for childcare centers in Tuscaloosa, and there is contracting that is taking place to get UA discounts and priority for UA employees. Other benefits that are being put in place for UA families to utilize, and employ UA students, are a tutoring network, a babysitting network, a listserv for activity announcements, Acts of Kindness fund for emergencies, tools for Elder Care, and lactation rooms around campus.

Basics of Parliamentary Procedure (Kevin Ray):

Parliamentary Procedures are rules of governance over assemblies. The basics come from the British House of Commons. Brig. General Henry Martyn Robert presided over a meeting, did not approve of the process, so did some research and wrote a book "Robert's Rules of Order". It is based upon this book that we will run our assembly meetings. Once a person understands certain terms, they can then better understand the rules. Following the rules will allow a meeting to function more smoothly.

Treasurer Report (Alesia Darling):

The OCTSA has access to \$2,000 annually. Based on the process that the PSA has in place, The OCTSA Treasurer will submit a budget proposal to Charlotte Harris the first of September for the upcoming assembly year. The Steering Committee's approval is needed for expenditures, and the Treasurer reports expenditures made to the Assembly for approval. A motion was made and approved to delete the need for an Assembly approval when it takes place after the purchase is made.

Approval of New Representatives (Renaë Sullivan):

The following four OCT staff would like to become OCTSA representatives, effective immediately, to fill positions that have been recently vacated:

Linda Cox, EMBA
Kim Vickrey, Facilities
Deborah Parr, Alumni Affairs
Sonja Kilpatrick, Payroll

It was motioned and unanimously approved to accept these four as new representatives.

UA Standing Committees Report:

Faculty Staff Benefits Committee- Met on 9/19/12. A proposal was made to raise 2014 medical insurance premiums by 4% and to add a tobacco \$25 monthly surcharge. Any use of tobacco products in the previous 12 months will result in an employee being subjected to the surcharge. These were approved and will move to administration. The \$26,000 threshold for medical insurance premiums will be disappearing as the number of qualifying staff will diminish as the pay scales are increased. Discussion was made to cover human growth hormone drugs for children. In regards to a Tobacco Free Campus, the medical center will be completely tobacco free by 11/1/12 and a few other campus buildings soon will be as well.

OCTSA Committee Reports:

Service/Outreach Committee-

- The PSA Service/Outreach Committee proposed that there could be a challenge with the OCTSA for the Fall Coats Drive. This was declined but we can add the information to our website to endorse, but we will not play an active role.

Staff Life Committee-

- The results are back for the Smoking Ban Survey. There were 420 responses. Large percentage see individuals smoking less than the required 30ft from entrances, 60.7% want to have a smoke free campus, 32.9% of those that do not want a smoke free campus would like to see changes, and most of the comments related to enforcement.

Professional Development Committee-

- Met on 10/3/12. Found out in Steering Committee that they would be overseeing the OCT Staff awards. Kevin will be talking to Rachel Frazier of the PSA Professional Development Committee.

Communications & Public Relations Committee-

- They have come up with a template for the OCTSA newsletter and now are waiting on results of upcoming Staff Survey to move forward.

Staff Survey Committee (ad hoc)-

- Questions were reviewed by the Steering Committee and are now loaded into Survey Monkey.
- Met with Communications Committee and Allyson to get survey posted to the website and communication out in Dialog. An email will go out to the OCT staff on 10/19/12 with a link to our website to access the survey. The survey will be open until 11/2/12.

Next Meeting: November 8th, 2012