



**ASSEMBLY MEETING  
September 13th, 2012**

The meeting was called to order at 3:00pm by Allyson Holliday, President.

**Roll Call:** Roll was taken via sign-in. Thirty representatives were present for the General Assembly meeting.

**Minutes Approved from August 9th, 2012:**

- A motion was made to approve the August 9th, 2012 minutes as emailed to all assembly members. The motion was seconded. The assembly unanimously approved the minutes.

**The University of Alabama Retirees Association (Dianne Teague):**

Dianne Teague, VP for Membership, attended to discuss TULARA. Anyone within 5 yrs of retirement can join. The association provides a great deal of information. Once retired, retirees no longer have a relationship with the University, but with the Alabama State Retiree Association. The members that they can recruit will result in TULARA having a bigger voice in Montgomery to protect our retiree benefits. The dues are \$20/yr and this covers you and your spouse. There are events throughout the year which includes tickets to Hilaritas, a spring riverboat cruise, and a general meeting/luncheon in the summer that is hosted by the UA President. TULARA has a fund raiser that is the Robert E Witt First Generation Book Scholarship. They award \$250 scholarships to 2-4 students per semester.

**Questions to HR (Amy Heatherly):**

Via invitation, Amy Heatherly attended our meeting to answer HR related questions.

Evaluation Form- The structured form is the original form and the shorter form was created years later. There is not a wrong or right form. The shorter form is to go along with specific goals and objectives scenarios, and the long form with no specific objectives. The general guideline to supervisors is to use the same form for all employees in a category. The short form is usually used for professional staff and the long form for hourly staff. Evaluations are not mandatory and the decision is made by upper administration. About 75% of areas complete evaluations. There is hope to make evaluations online. The 6 month evaluation is currently online.

Merit Raises- The distribution of merit salary increases are determined by department. They should be tied to the performance evaluation, but this is not enforced. Deans, etc. are given guidelines in merit raise distribution.

Breaks/Lunch Breaks- There is no federal or state legal requirement to provide these so they are dictated by department. There are managers within the same department that handle breaks differently.

Hiring at \$10/hr- The goal is to start all state funded positions at minimum of \$10/hr. Currently \$20,000 annual salary for family of four is poverty level and want to adjust salary to be at or above poverty level. Though the minimums for the salary lines have not been getting adjusted as quickly, the midpoints and maximums have been moving. The midpoint of a salary line is equivalent to market.

Position Descriptions- Departments should periodically review and submit for changes when needed. They need to post what is added or changed. There is currently no holds on doing reclassifications or hiring at this time.

### **UA Standing Committees Report:**

Student Health Committee- Discussed sex education, drug & alcohol education. There is a department that is a rehab center for students (30+ days). Also, they discussed peer-related mental health program. Handouts were provided for a PRIDE survey. This is a community based program and the survey will be used in trying to obtain a grant for drug education in public schools.

Intercollegiate Athletic Committee- Discussed the Penn State issue and not having children under the age of 16 at any overnights. Also, had a presentation about the UA All American athletes, etc.

Recreation Center Committee- Update was given of the master plan. A new dorm and rec center are planned. This will have minimal parking so they are encouraging it to be a freshman center. There are also plans to build a new aquatic center adjacent to the current rec center.

Undergraduate Program Committee- Discussed ways to help freshmen, the existing Compass programs and providing better tutoring opportunities through DegreeWorks.

### **OCTSA Committee Reports:**

#### **Service/Outreach Committee-**

- Met at the Ancillary Bldg and separated the school supplies. Too much there to count! The movers transported the supplies to the schools, who are very appreciative. Pictures were taken and will be sent to the Communications & Public Relations Committee.

#### **Staff Life Committee-**

- There were not many committee members at the last meeting.
- They have collected the Smoking Ban survey questions from both the PSA and the Faculty Senate.

#### **Professional Development Committee-**

- Waiting to hear the results of their survey questions so that they can identify areas to work on.

#### **Communications & Public Relations Committee-**

- The co-chairs were the only ones in attendance at the last meeting.

- The OCTSA website is linked on the Faculty Staff webpage now.
- They will start planning on a newsletter.

**Staff Survey Committee (ad hoc)-**

- Still waiting on survey questions from the committees. Need now!
- Will meet the last week of September to compile questions and present to the Steering Committee meeting on 10/1/12.

**Soliciting interest in OCTSA representatives:**

- Show of hands of four visitors attending the meeting.
- Renae will compile information of those interested in being a representative.
- This will be presented at the next Steering Committee and a vote will take place at the October Assembly meeting.

**Next Meeting:** October 11th, 2012