

OCTSA Steering Committee Meeting

Monday, October 1, 2012

213 AIME

Attendees: Sherry Phillips, Renae Sullivan, Alesia Darling, Leslie Davis, Vivian Liveoak, Stacy Coats, Vera Johnson, Darlene Burkhalter, Kevin Ray.

Absent: Allyson Holliday, Angelia Mills, Nancy Boyd.

Treasurer, Budget:

Alesia Darling discussed the basic budget procedure as it currently stands. The OCTSA treasurer will present a budget to Charlotte Harris in April for coming year. The fiscal year runs from October 1 to September 30. As of October 1, OCTSA's budget started over at \$2,000.

Committee chairs should request funds from the treasurer, who will present the request to the steering committee for approval. If approved, the treasurer sends the request to Angie Dickey in human resources. At every general assembly meeting the treasurer should give a report on the budget balance, at which time questions may be asked. The assembly then votes on the expenditures (which will most likely have already occurred at that point).

Leslie Davis asked what happens to unspent money. Alesia responded that we do not actually have money, but we can spend up to \$2,000 per year. This amount can be used by the assembly for various expenses, but state funds cannot be used for anything that would benefit, or appear to benefit, the members of the assembly or other staff.

Renae mentioned that we should consider using some of the money for thank you cards for such things as speakers who have been invited to present at the assembly and for the movers who helped deliver school supplies after the "Stuff the Bus" Drive.

Those present were asked to provide a list of possible expenditures at the next steering committee meeting, which Alesia would take to Charlotte Harris for Approval.

Alesia will give the treasurer's report at the general assembly meeting on October 11.

Potential New Members:

Four candidates for membership in OCTSA were submitted for a vote. The candidates are: Linda Cox, Executive MBA Program; Kim Vickery, Facilities; Sonja Kilpatrick, Payroll; Deborah Parr, Alumni Office.

Leslie Davis made a motion to accept all four. The motion was seconded by Sherry Phillips and approved by voice vote of the committee.

Assembly Agenda:

The following items were approved for the agenda for the general assembly meeting to be held on October 11, 2012:

Cori Perdue will speak on the topic of child care

Kevin Ray will speak on the topic of parliamentary procedure

Christa Morris will present the results of the smoking survey

Renae Sullivan will present the smoking survey results

New members will be voted on by the assembly

Treasurer's report
Standing committee reports
OCTSA committee reports

Committee Reports:

Staff Life: The Staff Life Committee has the results of the smoke free campus survey and Christa Morris will give a report on the survey to the assembly. Renae stated that the Faculty Senate president wants to meet with Allyson about the smoke free campus initiative and that Allyson would like to receive a report on the smoking survey before meeting with him.

Communication: The Communications and Public Relations Committee is looking for a template to use for the newsletter. They asked who would approve the information that will go into the newsletter. Renae said the steering committee would probably approve the information. They also asked that other committees submit information for the newsletter to them.

Professional Development: The Professional Development Committee is waiting on the results from the campus wide staff survey which should be going out soon. They need the results so that they can begin planning for professional development sessions.

Survey Committee: Renae Sullivan had the questions for the campus wide staff survey. There was some concern about having another survey so soon after the smoking survey, but it was decided that it should be sent out as soon as possible. Some of the survey questions were amended, and others were added. After the questions have been finalized Renae will email them to the members of the steering committee and if there are no further concerns the survey committee will proceed with getting the questions into Survey Monkey. The communications committee will put a notice about the survey in Dialog.

Additional Business:

Budget: The treasurer asked about changing the date that we submit our budget, from April to August or September. This would allow new officers and committee chairs time to make plans during the summer before submitting a budget to human resources. There was some discussion of the matter and it was decided that we should present the budget by the first week in September.

Staff Awards: If we decide to do staff awards, the Professional Development Committee will be responsible for overseeing this.

Adjourn:

A motion to adjourn was made by Renae Sullivan, seconded by Vivian Liveoak, and approved by voice vote.

Submitted by:

Kevin Ray