



**ASSEMBLY MEETING  
September 12, 2013**

**Welcome:** The meeting was called to order at 3:00 pm by Sherry Phillips, President.

**Roll Call:** Roll was taken via sign-in. 19 representatives and 0 alternates were present for the General Assembly meeting.

**Minutes Approved from August 8, 2013:**

- A motion was made to approve the August 8, 2013 minutes as emailed to all assembly members. The motion was seconded. The assembly unanimously approved the Minutes.

**Active Shooter/Emergency Preparedness (Sergeant John Hooks, UA Police Department):** Sergeant Hooks narrated a video showing ways to respond in an active shooter situation. He strongly encouraged devising a plan of response to prevent panicking. Examine office design and map an escape route. It is extremely important to get UAPD on the way. When 911 is dialed from campus landline phones, all calls will go to the UAPD dispatcher. If someone on campus dials 911 from cell phone, then calls will go to Tuscaloosa Police.

Video presented 3 methods for response to an active shooter:

- **Run** – attempt to escape or evacuate, leave belongings, help others escape, prevent others from entering the area.
- **Hide** – Lock or blockade the door, silence cell phone, hide behind large objects, remain quiet.
- **Fight** – Be committed to the effort, attempt to incapacitate the shooter, act with physical aggression, improvise weapons

**Role of OCTSA Committees –**

- Committees come together to voice suggestions/concerns for issues they would like addressed. If survey results are available, they are also used to generate ideas.
- The chair of committee then brings suggestions/ideas to the Steering Committee for further discussion.
- Steering Committee will approve projects/proposals and decide if proposal needs to be brought before the Staff Assembly for a vote.

**Announcements (Sherry Phillips):**

Sherry advised

- Tobacco Strategic Committee – formulating a letter to Dr. Bonner to move toward a tobacco/smoke free campus. They are wanting a “yes” or “no” on this issue.
- Staff Resource Fair for OCT Staff members on November 12, 2013 from 11:00-2:00 p.m. in the Heritage Room (Ferguson). Staff will be on hand to answer questions.

- Fall Faculty/Staff Meeting will be November 13, 2013 in the Rast Room of the Bryant Conference Center.

Carolyn Fulmer gave the Treasurer's Report: The annual OCTSA budget is \$2,000. To date, OCTSA has spent \$735.13 with a remaining balance of \$1,264.87.

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

Student Health: No report

Parking: No report

Intercollegiate Athletics: no report

Rec Center: No report

Faculty Staff Benefits: No report.

### **OCTSA Committee Reports:**

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

- Back to School supply drive for Alabama Reach successful. This can and will be an ongoing outreach as we will continue to collect items at every OCTSA and when departments would like to make donations. Raised \$3,000 in Book Scholarships which allowed Alabama Reach to award each student \$100.

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

- Parking Proposal still in the works. Sherry is writing a cover letter for the proposal. Steering Committee will invite Faculty Senate President, PSA President, and Maintenance/Facilities Representative to stand with us at meeting with Transportation Services. We will invite Ronnie Robertson, Chris D'esposito, and Jenna Johnson to discuss the parking issue.
- Committee will again look at the Childcare issue and join others on campus who are already working toward this service for staff. Also considering a proposal for a Maternity Leave Policy for staff.
- Will send survey questions to Ad Hoc Committee for survey about a \$5 Bama Dining meal plan for staff.

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

- Recap of last year and looking at professional development opportunities for staff in the coming months.

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

- Getting a quote for a smaller quantity of brochures to put in HR packets for new employees. Website has been updated. Alabama Reach now has a link on our home page that will take you directly to their page.

**Ad Hoc Committee** established – only meets when needing something resolved. Stephanie Hicks, Dixie Hamner, and Cindy Elliot volunteered to set on this committee. Steering Committee will be a backup for this committee.

**Next Meeting: October 10, 2013.**