



**ASSEMBLY MEETING  
March 12, 2015**

**Welcome:** The meeting was called to order at 3:00 pm by Dee Cook, President. Dee welcomed everyone to the meeting.

**Roll Call:** Roll was taken via sign-in. 12 representatives and 8 visitors were present for the General Assembly meeting.

**Minutes Approved with no changes:**

- A motion was made to approve the February 12, 2015 minutes. The motion was seconded. The assembly unanimously approved the February minutes.

**Dee Cook** introduced and welcomed our speaker:

**Speaker: Mary Bess Paluzzi, Associate Dean for Special Collections, University Libraries**

**Mary Bess Paluzzi** gave a presentation on researching family histories using tools and software available to UA employees through the University Libraries. She offered helpful tips for those beginning their family history search. She recommends beginning the search at home by collecting pieces of information from scrapbooks, journals, newspaper clippings, certificates, baptismal records, or family Bibles. Mary Bess stressed the importance of keeping notes on findings throughout the process. Both for creating a digital family tree and keeping notes, FamilyTreeMaker.com and RootsMagic.com are good choices. For genealogy software reviews, GenSoftReviews.com provides helpful information.

UA provides free limited access to Ancestry.com to employees. Ancestry.com allows for users to discover family histories and start a family tree. It provides access to billions of genealogy records including Census, SSDI, and Military Records. Other ancestry databases and sites available free to use on the internet or through UA Libraries: Fold3.com (military draft records), FamilySearch.com, Library of Congress, ChroniclingAmerica.loc.gov, HathiTrust.org (pre-1500 through 21<sup>st</sup> century), JSTOR, and FindAGrave.com.

For more information on UA employee access to ancestry research services, visit [www.lib.ua.edu](http://www.lib.ua.edu) or schedule a research consultation with a UA librarian at [www.lib.ua.edu/forms/research](http://www.lib.ua.edu/forms/research).

**Introduction of Visitors:**

We had eight visitors: Marcia Black from Mathematics, Jamie Fowler from College of Continuing Studies, Kayla Hinton from the Budget Office, Latita Mayfield from the Registrar's Office, Mary Mock from Facilities & Grounds, Susan Noble from Metallurgical & Materials Engineering, Lynn Phillips from A&S Dean's Office, and Michele Tunaitis from the English Department.

## **New Business:**

Membership Vote – **Dee** reminded the assembly that a vote for new membership will take place at the assembly meeting on April 9. Anyone interested in joining the OCTSA can inform Secretary **Lacee Nisbett**.

Officer Elections – Only one nomination for each officer position was provided. **Dee** called for a motion to approve those nominations into office for the April 2015 – March 2016. The assembly unanimously approved the following OCTSA members into officer positions: Todd Hester, President; Lacee Nisbett, President-Elect; Diane Gilbert, Secretary; and Marina Klaric, Treasurer.

Award Ceremony – **Dee** reminded the assembly that the annual OCTSA award ceremony will be Thursday, May 7<sup>th</sup>.

LinkedIn – **Susan Noble** presented briefly on the Professional Development Committee’s new project to provide an online community for non-exempt UA staff to ask questions and receive advice on common work tasks. Using LinkedIn, Susan has created a group called “Ask Big Al,” which will be piloted by the assembly before opening to all non-exempt staff on campus. OCTSA members who are interested in participating in the pilot should create an LinkedIn account and request access to the group.

## **UA Standing Committees Report:**

- Committee on University Committees: No report
- Campus Master Plan: No report
- Equal Opportunity: No report
- Faculty and Staff Benefit: No report
- Information Technology: **Lacee Nisbett** reported that the committee is still working on UA’s guidelines for professional and personal social media accounts.
- Intercollegiate Athletics: **Dianne Gilbert** reported that the committee was able to tour the new Rowing Facility on the third floor of the new Rec Center. Coach Davis (UA Row Team) informed the committee that UA’s boat house was the best in the NCAA.
- International Education: **Cyndi Elliot** reported that the committee has been discussing concerns with scholarships for international students and housing issues for international visitors. The committee is also working on better protocols for Faculty/Staff that travel to countries that require special permission to enter or have travel warnings.
- Libraries: No report
- Parking: **Alesia Darling** reported that more road construction would be coming soon for the interstate and McFarland Blvd. The city plans to place several new U-turns on McFarland Blvd. this summer, and this may cause more traffic issues during football season. She also reported that construction on the bridge on University Blvd. heading towards Alberta is taking longer to complete than originally planned.
- Professional Staff Assembly: No report
- Safety and Security: No report

- Student and Campus Life: **Judy Carter** reported that the committee is currently working on a campus climate survey.
- Student Health Community: No report
- Tobacco Strategic Health Team: No report
- Undergraduate Programs: No report
- University Recreation: No report

## **OCTSA Committee Reports:**

### **Staff Life Committee-**

- The Staff Life Committee is still working on the Parking Fee Project and Direct Deposit for Staff Meal Plans. **Lacee** is working on a survey to assess the 2014 - 2015 parking issues on campus. **Alesia** is working on obtaining information from HR about salaries and paygrades for UA employees.

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

- No report

### **Professional Development Committee-**

- The Professional Development Committee reported issues with the OCTSA Award Nomination Request email. Angie Dickey in HR attempted to send the email to the university listserv, but the assembly reported that no one received the email. **Leslie Davis** will work with Angie Dickey on this. The committee is considering extending the nomination deadline to 4/10/15. The committee has also discussed reusing nominations from last year if there are too few nominations this year.

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

- **Dee** reminded the assembly that donations for the Alabama REACH Pantry are still being accepted and can be dropped off at our assembly meetings. A list of needed pantry items can be find on the home page of the OCTSA website.

### **Ad Hoc Committee**

- No report

### **Steering Committee**

- See report listed under Staff Life Committee

Dee thanked everyone for attending meeting today.

Meeting dismissed.

**Next Meeting: 4/9/15**