



**ASSEMBLY MEETING**  
**March 14th, 2013**

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

**Roll Call:** Roll was taken via sign-in. 22 representatives were present for the General Assembly meeting.

**Emergency Preparedness (Donald Keith):**

Allyson will send the list of Assembly members present today to Human Resources as this presentation can be counted toward official HR training.

Presentation included what to do in an emergency, the goals of this office, how to get information, and resources that are available on campus during an emergency. Emergencies can range from weather to bomb threats, active shooter, hazardous materials, civil unrest, fire, infectious disease, to power outages, and infrastructure issues. The University does have an emergency plan and the primary source of information can be found on [ua.edu](http://ua.edu) and [beready.ua.edu](http://beready.ua.edu).

To report an emergency on campus, please call UAPD – **348-5454** as this will allow for a quicker response time. UAPD is fully accredited and has jurisdiction on all UA properties and leased properties.

UA is like a small city as it consists of approximately 1800 acres with the Bryce property, has its own police force, small medical facility, mail service, 300 buildings, more than 5,000 employees, and over 33,000 students. University Boulevard is a state highway that runs through the middle of campus and is maintained by the state. UA does depend on the Tuscaloosa Fire Department to handle fire emergencies on campus.

UA and City of Tuscaloosa do share resources as needed and work together. Example of this was the April 27<sup>th</sup> tornado when communities surrounding campus were devastated. New terminology is “best available refuge area.” Everyone on campus should be familiar with their building and where they would need to shelter in all kinds of emergencies.

See website listed above for more detailed information.

**Minutes Approved from February 14, 2013:**

- A motion was made to approve the February 14, 2013 minutes as emailed to all assembly members. The motion was seconded. The assembly unanimously approved the Minutes.

**Nominations/elections (Allyson Holliday):**

Only 9 nominations were received and 3 were already members, so 6 nominations were approved by the Assembly with a unanimous vote. There was also an absentee vote taken for those not able to attend today’s meeting. The 6 nominations were from Academic Affairs, bringing our total for OCTSA to 33. We are allowed 50 members, so Allyson encouraged everyone to recruit as this would help the Assembly to have efficient committees and less demand on current staff. We currently need by Division:

12 – Academic Affairs

7 – Financial Affairs

## 1 – Intercollegiate Athletics

### **Announcements (Allyson Holliday):**

Allyson attended the Tobacco Strategic Initiative in March and reported that the Provost has heard from all groups on campus except the students. A survey was sent to the students with 57% of those returned stating they were in favor of a smoke free campus. However, survey involved questions other than the tobacco issue and SGA is trying to send a better survey before the new SGA officers take office. The new survey will deal strictly with the tobacco issue.

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

Student Health: No report

Parking: No report

Intercollegiate Athletics: Freshman will now be required to sit in the Upper Deck at the stadium.

Rec Center: No report

Faculty Staff Benefits: No report.

### **OCTSA Committee Reports:**

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

- Easter Egg and Candy Drive in partnership with FOCUS for Senior Citizens will be extended until next Tuesday, March 19th.
- Continuing to receive supplies for Alabama Reach pantry and Boxtops for Education.

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

- Reported they now have 5 proposals for Parking Services to review regarding parking permit costs. This is the committee's major concern; however, also looking to present a proposal to Bama Dining regarding Faculty/Staff meals.

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

- They are working on the Outstanding OCT Staff member recognition event that will take place on May 16, 2013 at the Gorgas Library. Nominations will close tomorrow, March 15<sup>th</sup>.

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

- Committee will be presenting 3 logos to the Steering Committee. Logo will be utilized on all correspondence and the OCTSA website. Also committee is working on ways to get information about OCTSA out to the UA Campus. One suggestion has been to include our information in the New Employee Orientation, and create flyers.

### **In Closing:**

Allyson reported that Staff would like to receive the OCT Newsletter quarterly and she will take care of this one more time as she leaves office. She also advised that Sherry Phillips will take over as President of The Assembly in April. We will need a new Treasurer, Secretary, President-elect, and Parliamentarian. She encouraged us to consider these positions.

She thanked us all for our commitment and service to OCTSA and advised that we had a very successful first year. One of our major accomplishments this year was to organize and distribute the OCTSA newsletter.

**Next Meeting:** April 11, 2013 – Charlotte Harris will be our guest.