



**ASSEMBLY MEETING
November 13, 2014**

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. 16 representatives and 5 visitors were present for the General Assembly meeting.

Minutes Approved with no changes:

- A motion was made to approve the October 9, 2014 minutes. The motion was seconded. The assembly unanimously approved the September minutes.

Dee Cook introduced and welcomed our speakers:

Speaker: Emily Marbutt, Assistant Manager in Human Resources and Hiron Stiell, Benefits Specialist in Human Resources

Emily Marbutt discussed “Other Benefits” available to UA employees.

Bama Perks is a benefit that provides discounts to UA employees from local business. By using an ACT Card or a discount code, employees can redeem discounts on automotive services, cellphone services, childcare services, fitness, restaurants, retail, and more. A QR code is available on the Bama Perks website, which can be scanned by smart devices for portable Bama Perks information. The Bama Perks program is always looking for new vendors, and there are forms available on the website for vendors to submit.

For more information about the Bama Perks program, visit <http://hr.ua.edu/benefits/other-benefits/bama-perks>.

Full-time, regular UA employees are eligible for the **Educational Benefit** which allows full tuition reimbursement for up to three (3) hours at the standard on-campus in-state tuition rate, and one-half tuition reimbursement for all other others, taken during an eligible enrollment period. Part-time UA employees are entitled to prorated amount of tuition reimbursement, taken during an eligible enrollment period.

Spouses and dependent children of eligible UA employees may receive 50% tuition grants for all courses taken. This benefit is prorated if the sponsoring faculty member is a regular part-time employee.

The Education Benefit does not apply towards professional development or certification courses from the College of Continuing Studies; however, there are discounts available to UA employees for CCS courses.

To take advantage of this benefit, UA employees need to submit the Educational Benefit form to your department for approval. An employee only needs to submit this form once an academic year. This form can be found on the HR website: <http://hr.ua.edu/policies-and-forms>.

For more information about the Educational Benefit, visit <http://hr.ua.edu/benefits/other-benefits>.

A new benefit available for eligible UA staff employees is **Compensation for Additional Degrees and Certifications/Licensures**. Regular staff members may be considered for a salary increase upon completion of additional job-related or job-enhancing degrees, certifications, and/or licensures from accredited colleges, universities, or certifying/licensing organizations. For consideration, employees must complete and submit the appropriate form to their supervisor prior to matriculation. This form can be found on the HR website in the HR Policy Manual. This benefit applies only to the attainment of the first degree/certification at each level.

For more information about the Compensation for Additional Degrees and Certifications/Licensures, visit <http://hr.ua.edu/hr-policy-manual>.

Hiron Stiell discussed benefits enrollment and the new **UA-Benefit Focus** site, which provides employees 24-7 access to health and life benefits information. This new system streamlines the HR process by eliminating the need for paper, automating information for vendors, and ensuring compliance regulations with the Affordable Health Care Act.

Employees can make changes to their benefits through UA-Benefit Focus site after a qualifying life change (marriage, birth of child, etc.) or during UA's **Open Enrollment** from November 1 – November 15.

Introduction of Visitors:

We had five visitors: Jill Anders and Wendy Grof from English Language Institute, Donna McGee from Human Environmental Sciences, Sue Nobel from Metallurgical & Materials Engineering, and Michele Tunaitis from English.

New Business:

UA Staff Career Fair – Dee reported that the assembly's participation in the career fair was successful. We were able to get the names and email addresses of non-exempt staff members interested in participating in the assembly.

Service Projects for 2014-2015 – **Lynette Scales** is still collecting donations for the Alabama REACH gift card drive. A total amount of donations raised will be given at the next assembly meeting.

Donations for the Coat Drive are still being accepted. OCTSA members can bring donations to the upcoming assembly meeting. Donations can include all types of outerwear, including: coats, sweaters, gloves, hats, scarves, etc.

Sign-up for Committees – Dee encouraged everyone to sign-up for a committee, if they have not already done so.

Guest Speaker – Teresa Faulkner (HR Development) will be the guest speaker for the next assembly meeting in December. She will be providing a short workshop on being organized.

UA Standing Committees Report:

- Committee on University Committees: **Anita Davidson** reported that the committee reviewed the function for each individual committee on campus, and each member of the committee was assigned a specific committee.
- Campus Master Plan: No report
- Equal Opportunity: No report
- Faculty and Staff Benefit: No report
- Information Technology: **Lacee Nisbett** reported that the committee is researching UA's options for a standardized ePortfolio system for students, faculty, and staff. The committee is also involved in advising on UA's new push for better online security. Staff should expect new policies and guidelines on passwords to be announced sometime in the future. This committee is also reviewing the first draft of UA's new Social Media Guidelines for both personal and UA maintained social media accounts. More information on this discussion will be provided at the next assembly meeting.
- Intercollegiate Athletics: No report
- International Education: **Cyndi Elliot** reported that the committee discussed the upcoming application dates for renewed and new programs. The committee also discussed the continued concern about diseases when traveling to other countries and the housing issues for international visitors on campus. A risk management committee may be looking into purchasing insurance to provide coverage to UA employees or students traveling internationally.
- Libraries: No report
- Parking: **Sherry Phillips** reported that a new deck next to Barnwell Hall will provide charging stations for electric vehicles. Parking Services announced that Faculty/Staff parking fees will increase \$20.00 every year over the next five years. It was also reported that sales for residential student parking and F/S parking went down a 2014-2015.
- Professional Staff Assembly: **Dee** reported that Hiron Steill from HR Benefits and Randy McCreedy from Tide for Tusks spoke at this past Professional Staff Assembly meeting.
- Safety and Security: **Lacee Nisbett** reported that this committee is taking steps to revise language in UA and city policies to include "skateboarders" or "longboarders." They plan to suggest more crosswalks in specific high-pedestrian traffic areas on campus. A discussion took place regarding the safety during and after the recent social media scare. The committee plans to continue to discuss ideas on how to integrate social media to benefit the University during a safety emergency.
- Student and Campus Life: No report
- Student Health Community: **Sherry Phillips** reported that three new Physicians and two new Health Educators have been hired. The committee reports that over 2,000 free flu shots were given on campus so far this year. The clinics have been full over the past month, seeing between 200-250 patients a day.
- Tobacco Strategic Health Team: No report
- Undergraduate Programs: No report

- University Recreation: **Marina Klaric** reported that the University's recreation department is dealing with budget issues. The new rec building's hours of operation are not long enough to cover demand for the facility.

OCTSA Committee Reports:

Staff Life Committee-

- The Staff Life and Steering Committees met with Kristina Hopton-Jones (Bama Dining) and Ronnie Robertson (Parking Services) to present the assembly's ideas for equitable parking fees and meal plans for staff employees. Ronnie Robertson gave a list of possible logistic issues with implementing a new parking fee system based on employee salaries. He suggested that the assembly gather more information on how to avoid logistical issues. Alesia Darling has agreed to contact Rutgers University to gather more information about their salary based parking fee system. It was also suggested that someone from the assembly meet with Dr. Linda Gilbert to assess her support of a new parking fee plan.

Kristina Hopton-Jones agreed to look into providing payroll deduct for staff members who are interested in purchasing a meal plan.

Communications & Public Relations Committee-

- **Allyson Holliday** is in the process of updating the website with the list of members, committees, and committee chairs. The newsletter will be emailed out soon. We are still missing a small blurb from Service and Outreach.

Professional Development Committee-

- **Leslie Davis** reported that the committee is working on some ideas and hopefully will be provide more information at the next meeting.

Service/Outreach Committee-

- Donations for the Alabama REACH Pantry will be collected at each general assembly meeting.
- Donations for the Coat Drive are still being accepted. OCTSA members can bring donations to the upcoming assembly meeting. Donations can include all types of outerwear, including: coats, sweaters, gloves, hats, scarves, etc.

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: 12/11/14