

**OCTSA Steering Committee Meeting**  
**November 4<sup>th</sup>, 2013**

**Members present:** Allyson Holliday, Kevin Ray, Sherry Phillips, Vivian Liveoak, Dee Cook, Lynette Scales, Leslie Davis, Heath Nails

- Minutes from the October 7<sup>th</sup> steering comm. meeting were reviewed and approved.

**UA STAFF RESOURCE FAIR** – This will be held on November 12<sup>th</sup> from 11-2 in the Heritage Room of the Ferguson Center. Steering committee members will man the OCTSA booth to answer questions and help advertise the staff assembly. Sherry will have a display board and laptop to show the OCTSA website. Participating organizations include:

Admissions

Staff Recruitment Resources

Financial Aid

Employee Educational Benefit

HR Learning and Development

College of Continuing Studies

Graduate School

UA Benefits Department

Professional Staff Assembly

The Office, Clerical, and Technical Staff Assembly

HR Recruitment

Employee Assistance Program (EAP)

UA Recreation Center

UA Health Promotion & Wellness

New College Life Track

Higher Education Administration Program

**TOBACCO STRATEGIC HEALTH TEAM** – President Bonner has not yet responded to the request to move toward a smoke-free campus. The SGA needs to provide their stance on the issue – either for or against a smoke-free campus.

**NOVEMBER ASSEMBLY MEETING** – Sherry suggested that this will be a meeting for open discussion and brainstorming about the activities and direction of the OCTSA. There will not be a guest speaker. Ideas on how to recruit members, improve the function of the OCTSA, and get more members actively involved are welcomed. The professional development committee will discuss the possibility of having small groups or roundtable sessions for employees with similar job responsibilities to share best practices. They will survey members to determine shared job duties and areas of training/development interest.

**FALL FACULTY/STAFF MEETING** – This will be held on Wednesday, November 13<sup>th</sup> at 1:30 in the Rast Room at the Bryant Conference Center. Sherry will address the group on behalf of OCTSA and discuss our activities since the spring meeting.

**PSA** – Heath reported that they had a guest speaker to discuss the Rodgers Library 3-D printer and also a representative from the University Club to recruit members. No new business was discussed. The coat drive with the OCTSA is their current service project.

**OCSTA MEMBERSHIP** – Angelia Mills has resigned. We currently have 36 representatives – but three of those reps have not been actively attending assembly meetings. We need 14 more members to reach our full membership of 50 staff employees. Recruitment of OCT staff who would be interested in serving on the OCTSA is encouraged.

**OCTSA NEWSLETTER AND SURVEY** – Allyson requests that each committee submits an article to her for the quarterly newsletter by November 27<sup>th</sup>. Each committee should also submit questions for a staff survey to the Ad-hoc Committee by Friday, November 8<sup>th</sup>.

#### **COMMITTEE REPORTS:**

- **Service and Outreach Committee** – Current projects: Coat Drive with the PSA and Gift Card Drive for Alabama Reach with the Faculty Senate. All OCTSA reps are asked to please make donations and ask their co-workers/departments to participate as well.
- **Communications and Public Relations Committee** – Vivian is working on ordering notecards without a logo. The steering committee decided on a design so that the order may be placed once the draft is approved. The OCTSA informational flyer will be distributed at the staff resource fair. The committee will work on a flyer for the gift card drive for Alabama Reach and submit an announcement to Dialog extra. Quarterly newsletter will be sent to all OCT staff employees in December.

- **Professional Development Committee** – The OCTSA Outstanding Staff Awards reception will be held in Gorgas Library, room 205 on May 8<sup>th</sup>, 2014. They are working on the idea of roundtable discussions/small groups for staff employees.
  
- **Staff Life Committee** – The committee is currently looking at the following issues:
  - Parking Permit Costs – A two-tiered parking cost proposal has been submitted to Parking Services recommending an over/under \$50,000 price break.
  - Faculty/Staff Meal Plan – Investigating if a \$5 meal plan could be offered on a daily basis to faculty and staff
  - Childcare for Faculty/Staff

The committee has submitted draft survey questions to the Ad-hoc committee to be included in a staff survey later this fall.

Submitted by Allyson Holliday