OCTSA Steering Committee Meeting
January 12, 2015

Members present: Dee Cook, Leslie Davis, Alesia Darling, Lynette Scales, Todd Hester

Dee Cook thanked everyone for attending the meeting.

Minutes from December meeting were reviewed, and a motion to approve was received.

Dee welcomed Susan Noble (OCTSA member) who presented an idea that she is working on for Professional Networking. This would be a source for support staff across campus to get help with Banner and other related systems used on campus. The service would be a resource for asking questions and getting answers from those who have learned shortcuts and how to trouble shoot issues. Suggestions were to use a List-Serve, Facebook, or Twitter account. Discussion involved using FB and doing instant messaging or creating "By Invitation Only" group that would go out to those on campus who perform certain tasks. She is exploring options for how best to implement this resource as it would be a great service to all support staff across campus. It was decided that the next step would be to meet with Teresa Faulkner in HR Development and get her ideas on how to make this work. Susan will keep us updated.

Alesia gave an update following her conversation with Patty Highland who is the manager of parking at Rutgers University. Patty did not know how much T2Systems charged Rutgers for their service, but did advise the name of their contact for more information. T2Systems has been in place at Rutgers for more than 10 years and Patty did not know of problems in implementing the service on the Rutgers campus. The Steering Committee did look at the T2Systems website and found that the company services more than 400 clients and many of them are universities. It was decided by the Steering Committee that it was time to approach Dr. Gilbert with our proposal. Dee will contact Dr. Gilbert's office for a future meeting.

Dee reminded everyone of the OCTSA meeting on Thursday where Dr. Rebecca Kelly will be our guest speaker. Also we will continue with a supply drive for Alabama Reach.

- Committee was asked about putting an announcement in Dialog regarding OCTSA member recruitment. PSA does this, so committee agreed that OCTSA would do this as well.
- Reminder that ballots for the TRS Runoff Election are being mailed out. One candidate is from The University of Alabama and the other one is from Auburn University. We will not endorse either, but will encourage people to do their own research on how they should vote, if they choose to vote.

- Trying to finalize count for Coat Drive
- University Printing has been contacted for examples of Table Runners.
- Discussion for upcoming speakers. The following suggestions were made:
  - Have representatives from summer programs come in February to talk about the various summer programs available for school children and enrollment.
  - Dr. Alexa Chilcutt from School of Communication presents a wonderful program on public speaking.
  - Have someone from the Libraries come to present on the Ancestry.com service. There is a partial free membership available to UA staff.
- Reminder that we will start the process next month in the Steering Committee for the upcoming spring elections.

PSA – did not meet in December

COMMITTEE REPORTS:

- **Service and Outreach Committee** – will continue with Alabama Reach supply drive

- **Communications and Public Relations Committee** – OCTSA now has a Twitter account and Facebook. Committee suggested that Bylaws be amended to change term limits of OCTSA representatives since we don't have a full assembly yet.

- **Professional Development Committee** – Committee getting ready for awards ceremony. Ceremony will be May 7, 2015 in 205 Gorgas Library. Janice Palmer will speak again this year as she did an outstanding job last year. Committee is getting request for caterer. University Club will donate 2 – 6 month memberships as well as UREC. Trying to solicit gift cards from Bama Dining for nominees and will be getting a donation from Supply Store

- **Staff Life Committee** – see update above

Meeting adjourned.