The meeting was called to order at 3:10 p.m. by Allan Guenther, President.

Minutes Approved from November 2012:
John Chambers made a motion to approve the November minutes as written. Julie Elmore seconded the motion to approve the minutes. The assembly unanimously approved the minutes.

Officer Reports:

President: Allan Guenther
- There will be no business meeting for the General Assembly in December. In its place, we will have a social at the Gorgas House. Allan thanked Randy Mecrede for his offer to provide refreshments.
- David Wilson, Alumni Association, has expressed interest in serving PSA in an at-large position. David’s appointment was affirmed by a voice vote. His term will expire after the March 2013 meeting.
- There was a discussion on the role of the PSA in regard to the upcoming changes to on-campus parking policies. It was decided that we will try to invite a speaker from Parking to the February meeting. An interest was also expressed in inviting a speaker from the Bus System.

President-elect: Sonya Dunkin -- Absent

Past-President: Tom McLeod -- Absent

Secretary: Gayle Howell -- No report

Treasurer: John Chambers
- We have not spent any money, again this month.
- Allan thanked John for his role in the Brewer Porch funds transfer, which went very smoothly.

Parliamentarian: David Brown -- No report

Historian: Randy Mecrede -- No report
Committee Reports:

Nominations and Elections: Curt Ward & Mukesha Voltz
- Mukesha provided a handout on the Nominations and Elections Committee timeline and a handout of proposed verbiage for messages that the Committee and the Communications and Public Relations Committee will send out.
- Allan thanked the members of the Committee for their work and organization.

Assembly Operations: David Brown -- No report

Communications and Public Relations: Jackie Howell & Latasha Watters
Both Co-Chairs were absent. Allan did report that Jackie will retire on January 11, 2013 so we will need a new co-chair.

Professional Development: Rachel Frazier & Lynn Tobola
- The Committee sent out the training interests survey campus-wide. They received 659 responses. The Committee will share the survey results with Theresa Faulkner in HR. The number one interest identified was training on cloud computing. Training on that topic is already in the planning stage for the last week in February. Rachel asked if refreshments could be served to those taking the training. Allan will ask Dr. Gilbert if funding is available.
- The sponsors for the Outstanding Professional Awards have been secured. Lynn Tobola has contacted the office staff of Dr. Bonner and Dr. Gilbert to check their availability for the award ceremony.

Service and Outreach: Julie Elmore & Mary Thornton
- To date, 75 coats and 26 telephones have been collected. Residents of Capstone Village and members of the Women’s Resource Center and Transportation Services contributed to this year’s collections. The phone drive is still underway.
- The Brewer Porch donations totaled $1,760, which will be matched by Alabama One Credit Union for a total of $3,520 going to the children. The drawing for prizes for the donors will be held on December 17 or 18.
- A blood drive is being planned for the spring.
- Beth Fuller shared with the members that children in Foster Care could use used suitcases.

Staff Life: Amy Ratliff
- The Committee has had in-depth discussions about the return of the policy that allows employees to share their accrued sick leave. Amy researched and discovered that the Administration does not support this concept.
- There are now two lactation rooms on campus; Shelby Hall and Martha Parham.
- Nursing Mothers’ Rooms (Lactation rooms) to be opened in January 2013:
  - Shelby - room #1437
  - Alston – renovating 4th floor lounge to have a separate Nursing Mothers’ Room
  - Martha Parham - Room #540
  - Rec Center- Family changing room converted
Still working on locating the exact space, but hoping to also have a room in either Gordon Palmer or Russell Hall.

The Ferguson Expansion will include a lactation room ready in 2014.

- The **New Babysitting and Tutoring Networks** are a great way for Faculty and Staff to find UA student babysitters and tutors. In the near future, the Committee plans to expand the networks to also include services such as pet sitting, lawn care, geek squad, house cleaning, etc. Currently, UA students apply online to be either a babysitter or tutor. They complete a thorough application and then are confirmed as a student. Once approved, their application is posted into an online pool that faculty and staff parents can access to find a sitter or tutor. Faculty and Staff parents contact the sitter or tutor they prefer just like they would another sitter or tutor. The Network acts like a UA specific Craig’s List that is meant to help connect faculty and staff who are looking for a sitter or tutor (and later, other services) with UA students who want to find part-time work offering those services.

**Web and Technology:** Donald Malone -- Absent

**Announcements:**
- Steering Committee: January 10, 3:00 p.m. 216A Lloyd Hall
- PSA General Meeting: December 20, 3:00 p.m. Gorgas House

Adjourned at 4:05 p.m.