



March 23, 2017
GENERAL ASSEMBLY MEETING

The meeting was called to order at by Darrell Hargreaves, President.

Roll Call: Roll was taken via sign-in forty-one members were present for the General Assembly meeting.

Minutes: The minutes for the February General Assembly meeting could not be approved, quorum was not met.

Officer Reports:

President: Darrell Hargreaves-

- The search for VP/Associate Provost for DEI is continuing this week. The third candidate is on campus today, and the fourth one will be here tomorrow. This will wrap up the search. The Committee will give its recommendations on Monday. Each candidate in the search saw our PSA Diversity Resolution, which gave Darrell the opportunity to talk to them about faculty and staff diversity on our campus.
- Habitat for Humanity Build has been pushed until August.
- There are 4 at large positions that need to be filled at the end of the year.
- On behalf of Athletics, thank you for attending the faculty/staff athletic events.

Past-President: Jennifer Clark- absent

President-elect: Robert Baxter-no report

Secretary: Emili Alexander- no report

Treasurer: John Chambers-absent

Historian: Julie Elmore- no report

Parliamentarian: position vacant

Committee Reports:

Assembly Operations: Scott Sharp- no report

Communications: Rebecca Royen – no report

Nominations and Elections: Cori Perdue- Holly Grof –

- We had record high votes this year in elections with 499. The Committee is contacting departments for write in nominations that didn't have initial nominations.

Professional Development: Amy LeePard – Nominations for the Outstanding Professional Award are due March 27th at 5pm. Be sure to nominate anyone you feel worthy of this award

Service and Outreach: Daphne Wright –

- The Easter festival for Brewer Porch will be April 14th. That is a school county holiday, so we may have to change the date. If so, an email will be sent out. If you would like to donate prize eggs, or volunteer please let Daphne know. We got a huge donation of candy from the Tuscaloosa Civenettes, so we want to send a big thank you to them.

Staff Life: Danielle Clark- no report

Technology and Web: Kim Smalley- no report

Standing Committee Reports:

- **Campus Master Plan** – Lynn Heard- no report
- **Committee on University Committees** – Lyndell McDonald
 - We assigned almost everyone that did the survey for university committees the Thursday before spring break, with hope that everyone is informed of their committee in April. We had to assign 70 plus positions throughout the committees and luckily 70 plus faculty/staff filled out the survey which was down compared to previous years, staff positions particularly. So with that being said we need to have a better turn out next year of staff wanting to be a part of committees. Obviously PSA have appointed positions but each university committee have guidelines of how many staff positions are needed for each committee so we need to make sure we can fill all those needs in the future and keep our voices being heard. Not sure of what kind of plan we need to implement to get more staff involved.
- **Equal Opportunity** – Camisha Adams- no report
- **Faculty Senate**- Stephanie Linard-
 - Linda Bonnin, VP for Strategic Communications, is working on new guidelines and standards for the UA brand. If you have any concerns or

feedback, let her know. The new style guide will be available by the end of the year.

- Dr. Linda Gilbert is retiring. There is already a committee in place for the search.
- University Medical Center has a contract if you are buying a controlled substance. The form is being revised, so if you already have one on file you will be required to sign another one.
- **Faculty/Staff Benefits** – Rebecca Royen
 - The committee met on February 28. We discussed the dependent eligibility audit, which should be complete at this point. If you were hired before 2011 and received a notice in the mail or by email, you should have complied with it by this point. Reminder letters were sent to those that were not in compliance by the first week of March, with the paperwork due by March 31. If you've failed to comply, there is a chance that your dependents will be dropped from your benefits; you will be notified one more time before this happens.
 - The childcare subcommittee gave a report regarding possible future childcare options for University employees. Basically the options are to provide a space to an outside vendor to set up a facility on campus, for UA to set up and staff their own facility, and for the CDRC to expand to accommodate more students. In-depth research is being conducted on all of these options.
 - The work/life balance subcommittee presented on a proposed paid parental leave policy that would essentially provide 2 paid time off weeks of the current FMLA period of 12 weeks. The committee is drafting a formal proposal for presentation to the committee in the coming months.
 - Our next meeting is March 28. If you have any concerns or questions about the issues just reported on or other issues applicable to faculty and staff, please contact me at 348-5146 or Rebecca.royen@ua.edu
- **Information Technology** – Craig Graves- no report
- **Intercollegiate Athletics** – Scott Sharp- no report
- **International Education** – Gayle Howell
 - The Committee met last month and discussed the impact that the presidential sanction will have on UA's International students and the 5 year plan for international students and faculty.
- **Libraries** – Jackie Northrup- no report
- **OCTSA** – Danielle Clark- no report
- **Parking and Transportation** – Linda Johnson- no report
- **Safety and Security** – Terry Davis- no report
- **Student and Campus Life** – Helen Smith
 - Last month we met with the VP of SGA and talked about areas where he thought we can contribute. One thing that came up with our disabled

student population and how they can better service them and how we can help.

- **Student Health** – Brian Pendley
 - The first meeting for the Student Health advisory committee was on 2/7. The focus was on catching up since there had not been a meeting for the past 6 months.
 - The student health center and pharmacy reports directly to Student Life effective fall 2016.
 - The SHC has updated their website and their Electronic Health Record that now includes a patient portal for students. This is accessed through the student my bama account. SHC also has a direct link to the portal accessible on the SHC web page. www.shc.ua.edu the portal allows student to book general health appointments. It also gives the students a way to cancel an appointment or to send and receive messages from the doctors at the SHC. The only exception is that students who need to book appointments for behavioral health or women's health issues (because they can be detailed) will still need to call the appointment line.
 - The SHC has implemented charging stations in the lobby for students to charge their laptops, phones and tablets. SHC has a charging station located on the tables in the lobby and they have two stand units that are being installed that also provide the wired connection for students who do not carry their charger.
 - The SHC administers two UA policies the first is the immunization policy for UA and the second is the Medical withdrawal policy. The medical withdrawal policy changed in fall 2016, it now requires a medical clearance for any student given medical withdrawal. Once a medical withdrawal is given a hold is placed on the students account in banner and they cannot register or pre-register for upcoming semesters until they have now been medically cleared to return.
 - The SHC has lobby renovations happening the first was to take the check in table that all students fill out paper work on and add an additional ADA compliance section making the table accessible for all. The second part will be to renovate the reception desk that will allow for 5 receptionists to better serve the volume of students the SHC is seeing.
 - Lastly was the summer fee charge that student have had to pay in the past in order to come to the SHC or continue to have their prescriptions at the pharmacy at SHC. Dr. Gilbert has waved the fee starting this summer. If a student was here in the spring and is coming back in the fall they no longer have to pay a fee to see the SHC in the summer they will now be permitted to use the SHC and Pharmacy.
 - The next Student Health and advisory committee will meet on April 11, 2017
- **Undergraduate Programs** – John Chambers- no report
- **University Recreation** – Wyant Boreson-
 - Ground breaking for the Adaptive Athletics building began early this month.
 - The faculty/staff intermural league had 4 softball teams make. Be sure to come out and support them.
- **United Way** – Julie Elmore- no report

Old Business:

- The VP/Associate Provost for DEI candidate videos can be viewed at <https://www.ua.edu/diversitysearch/>. If you have any input on the candidates, please let Darrell know, he is here to be our voice in this search.

New Business:

- Alabama Women's basketball needs your support Thursday.
- This may be the last meeting for some of you. You will get an email from Darrell confirming it is your last meeting, and if you are going into your second year, you will also get an email from Darrell.

Announcements:

- From Darrell: Thank you for allowing me to represent the PSA. It has been a privilege and an experience I will never forget. Thank you for attending meetings, thank you to all committee chairs and officers. We made tremendous strides this year; endowed the scholarship and put forth a Diversity Resolution. I loved getting to know each of you. Remain positive as we move forward to make our voices heard to upper administration. I am proud to pass the gavel to Robert Baxter; he will do a great job as your next president.
- From Robert: I am honored to serve. We have a big year ahead of us, and a lot left to discuss. Thank you Darrell for your service
- Elections will occur during the next meeting. If you would like to serve please let Robert know.
- Ashley Ewing and Meagan Bennett from the Office of Information Technology came to share some new information on DUO, and other updates from their office. There is new software, Adobe Creative Cloud, which is free for faculty and staff. You can find it on their website: <https://oit.ua.edu/category/software/>. A DUO video was shown to highlight the benefits of the new login option. If you would like more information about this you can visit their website www.duo.ua.edu, or email ITSD@ua.edu. There is a new function that will roll out that will allow it to remember you for thirty days. They also reminded us to not use our UA id and password for other sites, it causes security issues. Ashley also defined phishing and ransomware. Examples were also given on how to identify a "from" address that looks suspicious. Remember to always back up your computer and choose strong passwords, and don't repeat passwords for different sites. If you encounter a security incident be sure to call OIT or email security@ua.edu. If you have questions or comments, or know any other department who might benefit from this presentation please have them contact Ashley Ewing at aewing@ua.edu, 348-6524.

Adjourned at 4:20pm.

The next PSA General Assembly meeting will be held on April 20th at 3:30pm.