The meeting was called to order at 3:37 p.m. by Robert Baxter, President.

Roll Call: Roll was taken via sign-in. 53 members were present for General Assembly meeting.

Minutes Approved from August 17, 2017: The August minutes were unanimously approved as written by the assembly.

Guest speaker Andy Rainey, Director of Web Communications from Strategic Communications spoke to the Assembly regarding new content management system coming to UA. Historically each college/department has been responsible for its own website, meaning the process has been very decentralized. There are recommended standards, tools, and resources available, but very little policy governing websites.

In past UA has used Open Source and Word Press for website design. However with new system, UA will have a platform to better unify our brand by providing web templates for teams to build on instead of having to create from the ground up.

The benefits of OU Campus will be:
- Brand Consistency
- Consistent user experience
- Enhanced security
- Enhanced accessibility and compliance
- Administrative capabilities
- Enable many types of users to effectively build and manage websites

OU Campus is built for higher education and there are more than 75,000 users at this time, including major universities like Vanderbilt. The system will allow website owners to see how many people are utilizing their site and also allow tracking of social media. Currently we have more than 8,000 websites with an extension of “ua.edu” and many sites we have no clue who they are. One such example is https://tater.ua.edu/.

At this time we are about 60% of the way to implementation. There will be accessibility tests and quality assurance evaluations during the process. Also there will be formal training such as 2 day seminars, online help, and a help desk. We expect to begin the roll-out by early November and hopefully platform opened across campus by January. We do realize that it will take years to fully migrate to the new system, but it is our desire for everyone to move to this system.

The next steps are as follows:
- Implementation
- Communication
- Training
- Support
- Governance
Officer Reports:

President: Robert Baxter – advised that he and Dee Cook had met with Travis Railsback, Director of Human Resources to review proposed changes in the Staff Handbook. Most of the changes were in formatting and language but there were some new federal regulations. Handbook will become a digital format. It is being presented to the Board of Trustees for final approval. He announced the Fall Campus Assembly will be Tuesday, October 17, 2017 in the Ferguson Ballroom. There will be great speakers from PSA, OCTSA, and Faculty Senate along with Dr. Bell. Robert also advised that CAPS helped us get the Outstanding Professional Award video completed and Jason is getting it setup on the website. Robert mentioned that he sent out an update on former PSA member Heather Clayton and her family, who were impacted by Hurricane Harvey. The family has now been relocated to Chicago and waiting for news of their next location. Please keep them in your thoughts and prayers.

Past-President: Darrell Hargreaves — reported that we still need some spots filled for the Habitat Build project. Also waivers need to be signed and returned to him. Darrell is leading the committee for re-writing/updating the PSA Bylaws and it will be very important for everyone to be in attendance at PSA meetings as we vote on the changes. We need a full quorum to make this happen.

President-elect: Camisha Adams - absent

Secretary: Dee Cook-no report

Treasurer: Alyson Baxter – advised that we received the funding for the Mark G. Foster reception this afternoon.

Historian: Julie Elmore – No report

Parliamentarian: Helen Smith – No report

Committee Reports:

Ad hoc Scholarship:

Assembly Operations: Lynn Heard – advised that she is working on members with 4 or more absences. Notifications have been sent and one has been appealed with approval to remain on the PSA. Attendance is being kept and the policy for PSA is quite lenient, so please keep this in mind.

Communications: Jessica Aguilar- absent
Nominations and Elections: Holly Grof—recommended timeline to move elections to be held earlier, asking for nominations to be presented right after Christmas break. This will allow committee chairs to recruit committee members more timely. With regard to spots needing to be filled for the Assembly, we have sent emails to vice presidents and deans in those areas. If you know someone in those areas that would like to serve, please let us know. We have openings for representatives in Academic Affairs, Athletics, College of Arts & Sciences, College of Communications, Information Sciences, College of Continuing Studies, Culverhouse College of Commerce, Financial Affairs excluding HR, plus an HR seat, Office of Research and Economic Development and School of Law. Robert advised that he will work with Jason Miller to get this information out on the website.

Professional Development: Lynn Tobola – absent – Robert informed members that a recipient has been chosen for the Mark G. Foster scholarship. He recalled Mark’s dedication to UA students and staff and his service to The University and PSA. At the time of his death, Mark was the Assistant Director of Judicial Affairs at UA. There were 19 submissions for the scholarship and Jennifer Patrick from Contract Administration was chosen as this year’s recipient of the award. Jennifer is working on a degree in accounting and volunteer’s with a nonprofit organization. Robert read her application and the nomination by her supervisor. Mark’s brother, Darien Foster is with us today for the ceremony.

Service and Outreach: Daphne Wright – Daphne reported that the committee met in August and September and that they are collecting Target gift cards for the children at Brewer Porch. Committee will meet again next week to determine what they really need. The coat drive will be coming up soon, and we will be sending out information regarding that project. Then after the United Way Campaign is finished, we will go back to raising funds for children of Brewer Porch for Christmas.

Staff Life: Jackie Northrup - absent

Technology and Web: Jason Miller – Jason advised that he is going through the website to update and get all information correct and current. He asks that members send email with any corrections and updates that need to be made.

Standing Committee Reports

Campus Master Plan –

Committee on University Committees – Heather Pleasants – No report

Equal Opportunity – Vanessa Goepel – No report

Faculty Senate – Holly Grof – Holly reported that Beth Howard from Title IX spoke to the group. She also reported that Faculty Senate is working on a policy for maternity leave for someone not eligible for FMLA. Faculty Senate has made some governance
changes in their committees and they have also formed a Diversity Committee specifically tasked for working toward diversity and inclusion initiatives.

**Information Technology** – Craig Graves – absent

**Intercollegiate Athletics** – Camisha Adams – absent

**International Education** – Vacant

**Libraries** – Jackie Northrup – absent

**OCTA** – Dee Cook – The Assembly met last week and Shannon Hubbard from Alabama Reach was guest speaker for OCTSA. OCTSA has created a Membership Committee to act as a welcome group and to reach out to under-represented areas on campus. They have increased their membership from 40 to 65 members at present. Hourly staff is still dealing with eTime issues with the new clocking in and out policy, and they have met with Travis Railsback to address this issue. Also an OCTSA member has been denied compensation for obtaining a Bachelor’s degree after receiving prior approval to do this. Lastly, OCTSA has adopted a mile on Highway 11 at mile marker 88 and the sign has been installed.

**Parking and Traffic** – Julie Elmore – No report

**Safety and Security** – Tom Ksobiech – No report

**Student and Campus Life** – Helen Smith – No report

**Student Health** – Erica Williams – No report

**Undergraduate Programs** – Vacant

**University Recreation** – Daphne Wright – No report – she mentioned that she had not been contacted by UREC for a meeting. Darrell reported that the committee has not met.

**Old Business** – Darrell made a follow up comment to his report earlier and advised that he will send out the details for the Habitat Build with regard to what to wear and where we are going. Also if anyone in your department wants to help, they are welcome to come along.

**Old Business Continued** – Robert reported that the Assembly needs to make changes to the EEO code in our bylaws to be able to continue to include the Professional Non-exempt in the Assembly. Robert moved that we make the proposed change. Vote was called and unanimously passed.

Next Robert reviewed and called for a vote on the summer flex schedule policy that is being proposed to HR. Robert asked for any changes that needed to be made and none were reported. Vote was called and unanimously passed.
Next Robert called for a vote on adopting the resolution that will support the summer flex schedule policy. Vote was taken and unanimously passed.

**Jason will get this up to the website**

Robert read the resolution on domestic violence being presented by PSA declaring October as Domestic Violence Awareness month. Assembly voted and passed resolution.

**New Business - None**

**Announcements: - Upcoming United Way Campaign**

- PSA General Meeting: October 19, 2017 at 3:30 p.m. 1013 North Lawn Hall

Adjournered at 4:27 pm for the Mark G. Foster Reception