

## **USC Staff Assembly General Assembly Meeting Minutes**

**Date: February 2, 2006**

**Location: UPC, SSL 150**

**Present:** Noemi Adalin, Evelyn Alva, Octavio Avila, Steven Barnhart, Jane Bartlett, Denise Campbell, Delfina Candelaria, Bob Cuthill, Rita Gonzales, Stanly Henderson, Shannon Hinojosa, Erika Jimenez, Ruth A. Johnson, Michelle Jones, Dawn Kita, Ba Shai Lagarde, Linda Lewis, Jackie Mardrossian, Ellen Miyasaki, Lois Nishimoto, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria Reyes, Marty Ruggles, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Wyman Thomas, Wade Thompson Harper, Mary Trujillo, Pamela Wallace-Thompson, Denise Wiegel, Amy Yung

**Absent:** Josie Amescua, Corliss Bennett, Timothy Boston, Wendy Cook, Betty Davis, Ingrid DeCook, Paul Flores, Shirley Johnson, Ardell Nolan, Chris Schweska, Ana Serrano, Rosie Tellez, James Vasquez, Melvin Walker, Carolyn Ward, Steve Wilson

**Call to Order:** President Michelle Jones called the meeting to order at 9:08 a.m.

**President's Report, Michelle Jones:** Michelle represented the Staff at the Family Initiatives meeting on January 25th. They discussed statistics from the Tuition Exchange Program, where as 125 applications were received and 45 of the applicants received scholarships.

**Approval of January 5, 2006 General Assembly Minutes:** With a quorum present, and with a motion by Jane Bartlett and a second by Denise Wiegel, the minutes of the January Staff Assembly minutes were approved with minor corrections.

### **Committee Reports:**

#### **Communications - Rita Gonzales**

Rita greeted everyone with a Happy New Year in Chinese. Rita reported that the articles for The Assembled Voice are due today by 5 pm. A date has not been set yet for the release of The Assembled Voice. Their next meeting is Thursday, February 9<sup>th</sup> at noon. Location is to be determined, however it most likely will be held at the Community House on the corner of Hoover and 28<sup>th</sup> streets. All Staff Assembly members are invited to attend.

#### **Compensation and Benefits - Evelyn Alva**

The committee met on January 18 in VKC 10. The committee will focus on retirement plans for staff and will compare it with other Universities. The University has a Retirement Plan Task Force and Veronica Pete and Bob Cuthill will be attending those meetings. Their next meeting is Wednesday, February 8<sup>th</sup> in VKC 329. A committee member thanked Evelyn for providing lunch at the last committee meeting.

#### **Environment - Joyce Perez**

Joyce presented the resolution for the Galen Center that will open this summer on the corner of Figueroa and Jefferson streets, which will increase the flow of pedestrian traffic. After an amendment to the motion, it was passed with 36 Staff Assembly members in favor and 0 members opposing the motion.

Joyce also reported on the Environment Fair which will be held on UPC on April 19<sup>th</sup>. Joyce stated the committee is collaborating with several student organizations to increase participation in the Fair. Joyce distributed a volunteer sign-up sheet. Joyce and Mary Trujillo distributed information on the selling of T-shirts. T-shirt orders are due March 7<sup>th</sup>.

### **Rules and Elections – Steve Barnhart**

The committee has not formally met. Steve reported that the pool of nominees for the Staff Recognition Award are slim and provided a personal nomination form to all Staff Assembly members. Past recipients are listed on the Staff Assembly and Staff Club websites. Their next meeting date, time, and location are to be determined.

### **Rights and Responsibilities - Ruth Scott Williams**

The committee met on January 17<sup>th</sup> in LUC 201. Melvin Walker is Vice Chair. Ruth thanked the committee's secretary for reserving the meeting room. The committee discussed issues and concerns with the UPC Child Care Center, and will provide more details in the next meeting. Their next meeting is February 21 in LUC 201.

### **Transportation - Wade Thompson-Harper**

The committee met on January 12<sup>th</sup> without Wade. Wade thanked his vice-chair for running the meeting in his absence. The committee will be working on issues such as bike safety (all bikes on campus must be registered), parking/ parking structures, ride share. There is a new Director of Transportation, Ian Sephton. Wade will ask Tom Kenna to introduce Ian at their next committee meeting. Wade encouraged everyone to e-mail any transportation concerns/issues to him at [wharper@usc.edu](mailto:wharper@usc.edu). Their next meeting is February 9<sup>th</sup> in JEF 124.

**Associate Sr. Vice President for Administration, Janis McEldowney** – Janis introduced Michelle White, the new project coordinator in her office. Michelle is working on the Staff Appreciation Days and is taking lead on for the President's Award for Staff Achievement.

Steve expressed gratitude for their work on expanding the 2005 PPA expenditures to March 15, 2006. Janis stated they are working on a FAQ sheet for Conexis.

**Personnel Council Report, Awilda Bregand** – No report given due to Awilda attending a Personnel Council meeting.

**Guest Speaker** – Mollie MacDonald, Director of Special Projects for the Comptroller's Office and Executive Director of Payroll Services demonstrated the features of the new OTiS timekeeping system to the Assembly including how non-exempt employees will record their time through the Web-punch and In/Out Template methods. Ms. MacDonald also took questions from members.

**New Business** – Gloria Reyes informed the Assembly members about information placed on the table regarding the Emeriti Center and the Staff Retirement Association.

**Next Meeting** – Our next General Assembly Meeting will be **Thursday, March 2, 2006 – 9 – 10:30 am, on UPC, SSL 150.**

**Adjournment of the February Staff Assembly** – Without objection on motion by Wade Thompson Harper and second by Pam Wallace-Thompson, the meeting was adjourned at 10:49am.

**Minutes submitted by:** Jackie Mardirossian and Steve Barnhart