

USC Staff Assembly General Assembly Meeting Minutes

Date: March 2, 2006

Location: UPC – SSL 150

Present: Josie Amescua, Noemi Adalin, Evelyn Alva, Steve Barnhart, Jane Bartlett, Denise Campbell, Bob Cuthill, Ingrid DeCook, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Erika Jimenez, Ruth A. Johnson, Michelle Jones, BaShai Lagarde, Linda Lewis, Ellen Miyasaki, Ardell Nolan, Georgina Nuttall, Bryan Ortiz, Joyce Perez, Gloria M. Reyes, Marty Ruggles, Chris Schweska, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Rosemarie Tellez, Wyman Thomas, Wade Thompson-Harper, Mary Trujillo, Pamela Wallace-Thompson, Denise Wiegel, and Amy Yung

Absent: Octavio Avila, Corliss Bennett, Delfina Candelaria, Wendy Cook, Betty Davis, Paul Flores, Lisa Gallegos, Shirley Johnson, Dawn Kita, Jackie Mardirossian, Lois Nishimoto, Claudia Ortega, Irene Ortiz, Veronica Pete, Ana Serrano, James Vasquez, Melvin Walker, Carolyn Ward, and Steve Wilson

Call to Order: A quorum being present, President Michelle Jones called the meeting to order at 9:10a.m.

Approval of February 2, 2006, General Assembly Minutes: On motion by Jane Bartlett seconded by Marty Ruggles, the minutes of the February 2, 2006, meeting of the Staff Assembly were approved with minor corrections.

Staff Monthly Recognition Award: As the recipient of the March 2006 Staff Monthly Recognition Award was not able to be present, the award will be presented at the May 2006 meeting of the Assembly.

Associate Sr. Vice President for Administration, Janis McEldowney: Ms. McEldowney had a meeting conflict and was unable to attend the Assembly meeting this month.

Personnel Council Report, Awilda Bregand: Ms. Bregand also had a meeting conflict and was unable to attend this month's Assembly meeting.

President's Report, Michelle Jones: Michelle reminded everyone of the nomination process for the President's Award for Staff Achievement which will be presented at the Staff Recognition Luncheon on April 18, 2006. Michelle White is coordinating this activity for Administrative Operations. Michelle has appointed Joyce Perez and Denise Wiegel to serve on the nomination committee as the Staff Assembly representatives. Michelle has also attended the Employee Benefits Advisory Committee meeting which is chaired by James Manegold from the Leventhal School of Accounting and includes both staff and faculty representation. There are several issues which are of concern to both staff and faculty members which should receive some attention.

Committee Reports:

Communications - Rita Gonzales: Rita showed the Assembly the draft copy of the next edition of *The Assembled Voice* which the committee is expecting to send to the printer on Monday, March 6, 2006. The next meeting of the committee is tentatively set for March 9, 2006. The committee will investigate the possibility of publishing future editions of *The Assembled Voice* in color and/or on recycled paper.

Compensation and Benefits - Evelyn Alva: Evelyn reported that two of her committee members, Bob Cuthill and Veronica Pete, attended the first meeting of the Retirement Plan Review Task Force which is headed by Debra Fabanish of Retirement Plan Administration. The committee will continue work on their major issue, which is not something being addressed by the Task Force. Their next meeting will be on March 8, 2006.

Environment - Joyce Perez: Joyce reminded everyone of the Environment Fair scheduled for April 19, 2006, on the University Park Campus. The committee, in conjunction with the student groups, is contacting the vendors and other groups to confirm their participation. Only 30 T-shirts have been sold so far, which is half of last year's total. Joyce encouraged members to get their orders in – the deadline is March 7, 2006. Mary Trujillo passed out order forms earlier in the meeting. Joyce also informed the Assembly that more individuals are needed to volunteer. She showed the membership a mock-up of the flyer advertising the fair. The next meeting of the committee is scheduled for March 10, 2006.

Rules and Elections – Steven Barnhart: Steve reported that the committee selected the March 2006 recipient of the Staff Monthly Recognition Award at its February meeting. As the recipient was unable to attend this meeting, the award will be presented at the May 2006 Assembly meeting along with the May Award. The committee reviewed the selection criteria for the award and noted that the Assembly's Standard Operating Procedures were amended in 2004 allowing individuals to receive the award only once in their university career. The committee voted unanimously to maintain this limitation and will encourage those who nominate individuals for multiple awards to instead nominate the person for the annual President's Award for Staff Achievement. Steve thanked members Denise Campbell, Dawn Kita, and Jackie Mardirossian for nominating colleagues for the Staff Monthly Recognition Award and indicated that more nominations have starting being received. The committee plans to have the nomination form for this year's Assembly election finalized at the end of April and has committed to having the election results finalized before the November 2006 Assembly meeting. The next committee meeting will be on March 6, 2006.

Rights and Responsibilities - Ruth Scott-Williams: Ruth reported that the committee held a e-mail meeting in February. Ruth spoke to Lara Ross, the Director of the USC Child Care Program, about issues raised by several parents in a November 2005 memo. These issues included nutrition, use of television, loss of staff, and the use of outside vendors for some elements of the program – often for an additional cost. Ms. Ross informed Ruth that there is an advisory task force looking into the issues and that some of them may take some time. Ruth reported that the parents are feeling that their concerns are not being listened to or addressed. The committee will continue to be involved in this issue and will hold its next meeting on March 21, 2006.

Transportation - Wade Thompson-Harper: Wade reported that since he missed the January meeting of the committee, the first part of its February meeting was spent making introductions. Rather than trying to do everything himself, Wade has delegated certain areas of interest to other members of the committee. Ellen Miyazaki will handle Campus Cruiser issues; Georgina Nutall, citations and the Citation Review Board; Ruth A. Johnson, Ridesharing. Marty Ruggles will help Wade oversee all the areas. Wade encouraged Assembly members to e-mail any issues or concerns to him as soon as they come up so that he can get with the Transportation Services department quickly. The committee will be looking into the situation with the DASH which was supposed to be free to USC employees this year by their using their Employee ID when boarding. DASH riders have reported that this is not yet happening. Wade received information from an Assembly member about problems with the after-hours service one of the vanpools experienced recently which the committee will investigate after the incident details have been received by e-mail. The next meeting of the committee is scheduled for March 9, 2006. The April, July, and October meetings of the committee will take place on the Health Sciences Campus.

Guest Speaker: William Regensburger, Director of Fire Safety & Emergency Planning in Career & Protective Services was introduced by Steve Barnhart. Mr. Regensburger discussed emergency and disaster preparedness at the university. He indicated while some of our sister institutions such as Pepperdine need to deal with fires, floods, and landslides, USC is primarily concerned with the aftereffects of earthquakes. To that end, he is developing emergency preparedness teams in each building on campus. The administration has also approved the purchase of a trailer stocked with emergency supplies for personnel at the university to use. He ended his presentation by taking questions from the Assembly and encouraging those interested in this issue to get involved by contacting his office.

Next Meeting: Michelle announced that the next meeting will be held on Thursday, April 6, 2006 at a location to be announced later on the Health Sciences Campus.

Adjournment: Without objections on motion by Pam Wallace-Thompson seconded by Marty Ruggles, the Assembly meeting was adjourned at 10:37 a.m..

Minutes submitted by: Steven Barnhart (Parliamentarian) in Secretary Jackie Mardirossian's absence