

USC Staff Assembly General Assembly Meeting Minutes

Date: January 11, 2007

Location: UPC – Social Sciences Building, Room B44

Present: Steve Barnhart, Jane Bartlett, Denise Campbell, Delfina Candelaria, Latreace Cox, Ingrid DeCook, Lisa Escobar, Lisa Gallegos, Gloria Gamboa, Rita Gonzales, Claudia Gonzalez, Grabarsky Michael, Stan Henderson, Josephine Herrera, Shannon Hinojosa, Michelle Jones, Dawn Kita, BaShai Lagarde, Linda Lewis, Jackie Mardirossian, Tony Mazza, Yolanda Mora, Dolores Morales-Medina, Kathleen Neal, Lou Nieto, Ardell Nolan, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Richard Pinder, Marian Purcell, Gloria Reyes, Lillian Rivera, Anthony Rodriguez, Marty Ruggles, Joshua Schmidt, Chris Schweska, Rick Scott, Cristi Shinn, Mary Trujillo, Lorna Tureaud, Yvonne Unger, Lydia Vazquez, Pamela Wallace-Thompson, Tina Walsh, and Carolyn Ward.

Absent: Evelyn Alva, Josie Amescua, Timothy Boston, Steven Bryant, Roshonda Harrison, Erika Jimenez, James Lynn, Janet Prince, Ruth Scott-Williams, Bill Singleton, Rosie Tellez, Wade Thompson-Harper, and Amy Yung.

Call to Order: President Rick Scott called the meeting to order at 9:07 a.m.

Approval of Standard Operating Procedures 2004 (Adopted 7/15/04): With a quorum present, the Standard Operating Procedures were approved on a motion by Lorna Tureaud which was seconded by Steve Barnhart.

Approval of December 14, 2006 General Assembly Minutes: With a quorum present, the minutes were approved on a motion by Veronica Pete which was seconded by Jackie Mardirossian after one minor correction was made.

USC Center for Work and Family Life, Andrea Cruickshank: Andrea introduced Joanie Weiss, Program Manager for the center. The Center recently sent out a brochure which lists all of the available services offered. She announced the expanded services offered for 2007. Weight Watchers will be holding two information sessions, one at UPC and one at HSC. A six-week stress reduction workshop, held on the University Park Campus, will also be offered beginning January 24th. Anyone interested in receiving more information can subscribe to the Center's e-mail list. The brochure and some flyers with more information were distributed.

Associate Sr. Vice President for Administration, Janis McEldowney: Janis announced that there is a call for the President's Annual Award for Staff Achievement. Veronica Pete received the award last year. Anyone can nominate the staff, including faculty, students and people within the community. Nominations close at the end of February. The award will be given out during the Staff Recognition Luncheon on April 11th. Janis also reminded everyone that Staff Appreciation Day ticket orders will be

taken starting Friday, January 12th. The information was sent out a little early, before the website was ready. There are a number of game dates from which to choose. There will be a total of 2,000 tickets available for staff at the Galen Center. For ticket orders in excess of the four free tickets per staff member, additional tickets to the Men's games will be \$15 and the Women's will be \$5. Janis was asked if tickets could be split, 2 tickets for each of two games and she said 'yes'. No tickets will be distributed at HSC, only UPC and the Galen box office. Anyone who attempted to place his/her ticket order before January 12th should verify with Janis whether the order was successfully submitted.

Personnel Council Report, Awilda Bregand: Awilda reminded everyone that in order to pick up Staff Appreciation tickets on the day of the game, an employee must present and show an employee ID card. Electronic W-2's will be available on 1/19/07; paper W-2's will be available shortly thereafter. For open enrollment, it was planned that information was to be sent electronically to vendors, however, paper forms had to be printed on 12/21/06 and sent overnight to the vendors. The electronic upload only worked for one vendor. Cards are late being sent out due to this problem. New enrollees and anyone switching plans will be receive cards later than originally planned. One employee who signed up via E-trac had his information completely disappear. Awilda asked that anyone with problems please call (213)740-6027 to let her office know.

President's Report, Rick Scott: Rick reminded everyone to make sure they attend the Staff Assembly meetings. The General Assembly meetings will be held the first Thursday of every month. Steve Barnhart added that the General Meetings are posted on the web site. It was suggested that the web site be updated. An e-mail reminder will be sent out with the date and location a couple of days before the meeting.

Introduction of Chairpersons: Rick Scott announced the following:

Communications - Rita Gonzales for Amy Yung who was absent today

Compensation and Benefits – Veronica Pete

Rules and Elections – Steven Barnhart

Rights and Responsibilities - Ruth Scott-Williams

Transportation - Wade Thompson-Harper

Environment - Joyce Perez

Members Introductions: Chairpersons took turns announcing the names of the members of their committees. Members introduced themselves, including the department and numbers of years with USC. Linda Lewis has the most years at USC with 34.

Executive Committee Introductions: Rick introduced himself and the executive committee members: Jackie Mardirossian, Vice President; Cristi Shinn, Secretary; Lorna Tureaud, Parliamentarian.

Next Meeting: Thursday, February 1, 2007, 9 a.m. – 10:30 a.m., location TBA

Adjournment: A motion to adjourn to individual committees was made by Steve Barnhart, and was seconded by Joyce Perez. Without objection, the meeting was adjourned at 9:58 a.m. Committee chairpersons should now meet with respective committee members.

Minutes submitted by: Cristi Shinn

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Staff Assembly Web page address: <http://www.usc.edu/org/staffassembly/>