

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

**Date: April 5, 2007**

**Location: HSC – PSC 104**

**Present:** Steven Barnhart, Jane Bartlett, Tim Boston, Ingrid DeCook, Valerie Fitzgerald, Gloria Gamboa, Rita Gonzales, Michael Grabarsky, Michelle Jones, Ba Shai Lagarde, Linda Lewis, Jackie Mardirossian, Tony Mazza, Kathleen Neal, Lou Nieto, Georgina Nutall, Veronica Pete, Richard Pinder, Janet Prince, Gloria Reyes, Lillian Rivera, Marty Ruggles, Joshua Schmidt, Chris Schweska, Rick Scott, Ruth Scott-Williams, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Pamela Wallace-Thompson, Tina Walsh, Amy Yung

**Absent:** Evelyn Alva, Josie Amescua, Steven Bryant, Denise Campbell, Delfina Candelaria, Latreace Cox, Lisa Escobar, Claudia Gonzalez, Roshonda Harrison, Stanley Henderson, Josie Herrera, Shannon Hinojosa, Erika Jimenez, Dawn Kita, James Lynn, Yolanda Mora, Dolores Morales-Medina, Ardell Nolan, Bryan Ortiz, Joyce Perez, Marian Purcell, Anthony Rodriguez, Cristi Shinn, Rosie Tellez, Yvonne Unger, Carolyn Ward

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

**Staff Monthly Recognition Award:** The Monthly Staff Recognition Award was presented to Kathy Jung, Accountant I in Preventive Medicine, who was introduced by Georgia Kinne, Assistant Manager – HSC Operations in University Payroll Services. Georgia stated she has known Kathy for 11 years and she is a fabulous home department coordinator. She added that Kathy is tenacious in making sure everyone is paid on time, and has the energy of 20 four year old kids. Kathleen Neal presented Kathy with a booklet of notes that her co-workers wrote. Kathy thanked the Assembly for the award and thanked her co-workers for supporting her over the years. President Rick Scott presented Kathy with the Staff Recognition Award plaque and Wade Thompson-Harper, President of the Staff Club, presented a check for \$150 to Kathy on behalf of the Staff Club.

**Approval of March 2007 General Assembly Minutes:** On motion by Marty Ruggles and seconded by Wade Thompson-Harper, the minutes of the March 1, 2007 meeting of the Staff Assembly were approved with minor corrections.

**Associate Sr. Vice President for Administration, Janis McEldowney:**

Ms. McEldowney reported there was a recent e-mail from Sharon Haymond announcing a new University Leave Coordinator, Leticia Molina. Leticia's job is to focus on assisting people to navigate the leave process. She is also coordinating military leaves. Ms. McEldowney also stated that Todd Dickey completed reading the early retirement resolution/binder and he is impressed with the content and the number of hours involved with this project. A cost analysis is now in progress. He wants to look at incentives for

employees to stay, not leave. In addition, Ms. McEldowney reported that in the next week there will be communications sent out regarding changes to the University retirement plan. Beginning July 1, 2007, both exempt and non-exempt employees will have the same retirement plan, so that non-exempt employees will be allowed to contribute into the defined contribution plan.

**Personnel Council Report, Awilda Bregand:**

Ms. Bregand stated some employees perceive the changes in the retirement plan as a loss of something. Information sessions will be scheduled. In addition, educational materials will accompany the enrollment forms to non-exempt employees, which will be sent out on April 16<sup>th</sup>. Ms. Bregand also reported that 136 employees will be issued a revised W2 due to not submitting the necessary paperwork/receipts on the old PPA program. She also stated all but one vendor receives benefit enrollment forms electronically. Lastly, she announced an e-mail will go out soon on the annual Transitions Retirement program which will be held on 4/23 at HSC and 4/30 at UPC.

**President's Report:**

Rick Scott announced he attended the Awards Convocation, Trustee's Conference, and the annual retirement association luncheon. He discussed the staff retirement benefits resolution with as many of the trustees as would listen at the Trustee's Conference. At the retirement luncheon he was told that several letters in support of the retirement benefits resolution were being prepared and sent on behalf of various retirement organizations.

**Committee Reports:**

**Communications - Amy Yung:**

The committee met on March 5 at 1 pm in STU 311. The committee worked on the final draft of the *Assembled Voice* which will be published in color, thanks to the generosity of Administration. There is a delay with the printer at this time, and hopefully the newsletter will be distributed in the next few days. Please let Amy know if you need extra copies. The next issue will be in the fall. Amy also reported the webpage changes were submitted to the webmaster. The committee continues to look for ideas on possible open forums. The next committee meeting will be on April 9<sup>th</sup> at 1 pm in the FMS trailer.

**Compensation and Benefits – Veronica Pete:**

Veronica thanked Gloria Reyes for hosting the lunch at last month's meeting. Sharon Haymond and Kathy Muché attended the meeting to address concerns raised by staff regarding the recent changes to the Staff Compensation Administration Guidelines, the lack of Staff Assembly input when changes are needed, and informing the entire USC staff population of the new guidelines. They talked about the need for change and highlighted some of the changes such as generic job titles vs working/internal job titles; position based salary/wage recommendations based on cross-university comparisons, review of compensation within departments, and external market; customized job descriptions; and job posting. Haymond and Muché were not opposed to having Staff Assembly involvement with future considerations and to informing the entire staff

population of the guideline changes. The committee's next meeting is on April 13<sup>th</sup> at noon in PED 104, hosted by Pamela Wallace-Thompson. Veronica also thanked Janis and Rick for their support on the resolution.

**Environment - Jane Bartlett:**

The Environment Fair will be on Wednesday, April 25 from 10 am – 2 pm on UPC and the E-waste collection will be the following Friday. They currently have 29 vendors for the Environment Fair. The committee is looking for volunteers to assist the vendors as needed (sign up form circulated). The committee is working with Facilities on the recycling programs on UPC and HSC. Students are urging the Administration to do something about environmental issues as part of a new push for “sustainability”. A UN report aptly defines sustainability as “meeting the needs of the present generations without compromising the needs of the future generations.” The term encompasses economic, environmental and social contexts.

Jane mentioned that recent DT and LA Times articles reported on a “D Grade” given to USC in a report released January 2007 from the Sustainable Endowments Institute, sponsored by the Rockefeller Philanthropy Advisors. The report has been used to garner attention to USC's lack of a coordinated sustainability effort. She explained that the report centered on the institutions' endowment investments, and USC does not publicly disclose that information. USC is not required to make investment information public; in fact, publicizing such information may not be in the university's best interest. On environmental issues, many university departments are separately making strides toward good environmental goals, but the efforts are unreported and unmeasured. The Environment Committee is considering proposing a resolution to encourage a centralized sustainability effort. The next committee meeting will be today following this meeting.

**Rights and Responsibilities – Ingrid DeCook:**

The committee met on March 14<sup>th</sup> in UGB 110. The committee collected information on peer and peer aspirant institutions regarding severance plans. They will continue to work on this project. They have a brief Professional Development survey in the *Assembled Voice*. The committee will contact Mary Campbell, Judy Diaz and Lynn Goodnight to look into combining classes. Their next meeting is April 10<sup>th</sup> in UGB 110 at 11:45 am.

**Rules and Elections – Linda Lewis:**

The committee met on March 21 via conference call. Committee updates include: Selection of the April, May, June and October recipients for the Staff Monthly Recognition Award; The committee also replaced three members who have left the assembly. The newly selected members are Veronica Villa, Valerie Fitzgerald and Christopher Newman. All have accepted membership into the assembly except for Christopher Newman; Linda reminded members to sign in at the beginning of each meeting; Janis McEldowney was asked to follow up on the Assembly's request for Todd Dickey to send a letter to all staff asking for Staff Monthly Recognition Award nominations. The next committee meeting will be on April 18 in ADM 360.

**Transportation – Marty Ruggles:**

The committee met on March 8<sup>th</sup> in UGB 110, hosted by Lou and Evelyn. The committee discussed the following issues: diagonal crossing at McClintock and Jefferson and putting an ad in DT; Andre Gaines to look into correcting the Exposition Parking Structure's access strip; Yolanda and Lou attended the citation review on February 23<sup>rd</sup> and reviewed 21 citations – including citations given on move-in day; Service road between EPS and Radisson will be signed as one-way, except for delivery trucks; Requested more bike racks in residential buildings; Claudia and Tony are working on getting tram schedules posted on all trams. The committee hopes to have Ian Sephton, Executive Director of Transportation, to attend a future General meeting. Their next meeting is April 12 at noon in UGB 110.

**Guest Speaker: Katie Salles-Jordan, OTD, OTR/L from the USC Occupational Therapy Faculty Practice**

Katie provided an overview of occupational therapy and the services provided at their facilities. The services/programs include: Lifestyle Redesign Weight Loss Program; Executive Health Lifestyle Risk Assessment; Pain Management; Lifestyle Redesign for the College Student; Student Wellness, and Optimal Living with Multiple Sclerosis. Katie provided in-depth information on the weight loss program. For more information please visit [www.usc.edu/otfp](http://www.usc.edu/otfp) or call 323-442-3340. Katie also stated to look for upcoming articles in the *Assembled Voice* and *HSC Health Now*.

**Next Meeting:** Thursday, May 5, 2007, 9 a.m. – 10:30 a.m., location TBA.

**Adjournment:** A motion to adjourn was made by Marty Ruggles and was seconded by Jane Bartlett. Without objection, the meeting was adjourned at 10:36 a.m.

**Minutes submitted by:** Jackie Mardirossian

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