

**USC Staff Assembly
General Assembly Meeting Minutes
April 3, 2008
PSC 104, Health Sciences Campus**

Present: Steve Arbuckle, Steve Barnhart, Tim Boston, George-Ann Cleary, Ingrid DeCook, Dianne Flores, Gloria Gamboa, Bill Givens, Tessie Jamanila, Michelle Jones, Tracy Kerr, Rachel Levy, Barbara Lewis, Jackie Mardirossian, Naomi Martinez, Tony Mazza, Ellen Miyasaki, Kathy Neal, Lou Nieto, Bryan Ortiz, Veronica Pete, Richard Pinder, Gloria Reyes, Lillian Rivera, Carrie Robinson, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Rosie Tellez, Lorna Tureaud, Veronica Villa, Susan Wiedem, and Victoria Young.

Absent: Josie Amescua, Anthony Bailey, Linda Bazilian, Jennifer Brown, Delfina Candelaria, Giovanna Carrera, Wendy Cook, Lisa Escobar, Valerie Fitzgerald, Stan Henderson, Sam Hinojosa, Dawn Kita, Alan Kita, Yolanda Mora, Paige Myers, Si Nguyen, Georgina Nuttall, Janet Prince, Irma Quintana, Anthony Rodriguez, Patricia Sanchez, Bill Singleton, Lydia Vazquez, Pamela Wallace-Thompson, and Carol Williams.

Call to Order:

With a quorum present, President Michelle Jones called the meeting to order at 9:07 am.

Staff Recognition Award

The monthly Staff Recognition Award was presented to Tony Rivera, Courier with USC Care Administration and Finance in the Keck School of Medicine. Tony was introduced by Paul McCabe, Facilities Manager with USC Care in the Keck School of Medicine. Mr. McCabe stated that Tony has been at USC for almost seventeen years and is always willing to take on new roles on a last minute's notice. Mr. McCabe stated Tony is flexible and he is fortunate to have Tony work with him. President Michelle Jones presented Tony with a plaque on behalf of the Staff, Faculty, and Students of the University, and Veronica Pete presented him with a check for \$150 on behalf of the Staff Club. Tony said he feels glad to work for such a great institution.

Approval of March 6, 2008 General Assembly Minutes

On a motion by Ruth Scott-Williams, and seconded by Steve Barnhart, the minutes of the March 6, 2008 meeting of the Staff Assembly were approved without corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney announced Milton Young, Animal Laboratory Supervisor, as the winner of the President's Staff Award. Mr. Young has worked for the University since 1969. She also announced the Center for Work & Family Life won the California Psychology Association's Psychologically Workplace Award. The University applied for the Chronicle of Higher Education's Great Colleges to Work for Award. There is a random sampling of 600 faculty and staff, and the award will possibly be announced in May.

Mr. Barnhart inquired on the progress of the Health Care Benefits for Retirees under the age of 65 proposal. Ms. McEldowney stated she will follow-up on it. She also added a childcare needs assessment survey will soon go out to employees. The survey will also include questions on elder

care and the neighborhood home owner program. An e-mail will go out sometime next week and the link will be available between April 30 and May 15, 2008.

Personnel Council Report - Awilda Bregand

Ms. Bregand reported that Sharon Haymond is working out the logistics with the severance plan, with a goal to have the plan effective on July 1, 2008. Ms. Bregand also reported on a pilot meeting with President Sample and senior administration on Medicare. Sessions will be available for faculty and staff who are 65 years and older. This is not to be confused with Transitions, which is retirement planning for faculty and staff who are 55 years and older. The next Transitions meeting are April 25th on HSC (40 enrollees), and May 2nd on UPC (65 enrollees).

Ms. Bregand reported that John Hancock long term care insurance is now available with presentations happening this week. There will be two webinars on April 9th and April 14th. Lastly, Ms. Bregand announced Carol Mauch is officially the University's General Counsel.

President's Report – Michelle Jones

President Jones announced that Tony Mazza planned to take a group picture immediately following the meeting.

President Jones also announced that she was now serving on the USC Neighborhood Outreach Grants committee.

Committee Reports

Compensation and Benefits –Veronica Pete

The committee met on March 14, 2008. The committee lost one member, Paula Salinas. The committee continued to work on the vacation and sick time accrual and donation proposal. A member posed a question on there being no salary ranges on the USC website. The University eliminated grade ranges and now market prices each range. One resource is salary.com. Their next meeting is Friday, April 4th at noon in CHP 147.

Rules and Elections – Lorna Tureaud

The committee met on March 13, 2008 with three members present. Staff monthly recognition award recipients were selected for all but four months in 2008. There are four Staff Assembly member replacements to be announced. They will notify members who are not meeting their attendance quota. They discussed the Staff Appreciation Luncheon where five year employees will receive a pin, but will not be invited to the luncheon on April 22nd. Their next meeting is on April 10th.

Ms. Bregand added the Staff Appreciation Day will not be a sporting event. Logistics for another event are in progress. President Michelle Jones will be notified when the details are completed.

Communications – Barbara Lewis (for Wendy Cook)

The committee met on March 13, 2008. The Assembled Voice was distributed and the committee received suggestions for articles. The committee planned their target dates for the upcoming Assembled Voice issues, which are the first week of May, September, and December. Barbara requested to get reports on time for the next Assembled Voice. Dawn Kita received a commitment for a donation for a computer and publishing software. The committee began a comparison chart to see how their committee compares with other educational institutions.

Environment – George-Ann Cleary

The committee met on March 12, 2008. There were two members absent. The Environment Fair is scheduled for April 28, 2008. Thirty-two tables will be available for vendors and two student groups to participate. Purchasing will do an Environment Fair on HSC on April 22nd. The flyers for UPC and HSC are being created by Giovanna Carrera and will be e-mailed to the President and Vice President for distribution. An E-Waste event will take place during both fairs. Their next meeting is on April 9th from 12 – 1 pm.

Transportation – Lou Nieto

The committee met on March 13, 2008. They have a new member, Alan Kita. There is now a city officer at the Jefferson and Hoover intersection dealing with diagonal pedestrian crossing. They tabled the Childcare issue. The Citation Review Board met last Friday with 26 cases. Twenty-one fines were upheld with two fines reduced. All Move-In Day citations were dismissed. Lot one on UPC is now accepting credit cards. UPC parking passes cannot be used in Biggy Parking Structure on HSC. UPC permits can park in Lot 71 or the South San Pablo Lot. Their next meeting is on HSC, location TBA.

Mr. Barnhart stated new transportation policies were not disseminated to employees. Ms. McEldowney added the University is looking into ways to send out new information via bulk e-mail or a monthly newsletter to employees.

Rights and Responsibilities – Ingrid DeCook

The committee met on March 12, 2008. The committee discussed the computer usage policies and has decided to back off that topic. There has been a personnel change in Professional Development and the survey will not go out at this time. Their summer classes have been determined, and registration begins April 21st. Their next meeting is on HSC in KAM 206 on April 9th at noon.

Guest Speaker:

Awilda Bregand introduced Maureen Schumann, USC's John Hancock representative. Ms. Schumann reviewed information from the presentation that is available to USC employees. Enrollment is via the web (<http://usc.jhancock.com>) or by enrollment form. The enrollment deadline is April 18, 2008 with the one time opportunity to enroll and receive guarantee acceptance (for employees only). Payments are made through payroll deduction. The insurance is portable.

New Business:

President Michelle Jones welcomed back Lillian Rivera.

Next Meeting:

Thursday, May 1, 2008 from 9:00-10:30am, SSL 150 on UPC.

Adjournment:

A motion to adjourn was made by Marty Ruggles and was seconded by Steve Barnhart. The meeting adjourned at 10:28am.

Minutes respectfully submitted by Jackie Mardirossian.

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

