

**USC Staff Assembly  
General Assembly Meeting Minutes  
May 1, 2008  
SSL 150, University Park Campus**

**Present:** Anthony Bailey, Linda Bazilian, Tim Boston, Jennifer Brown, Giovanna Carrera, George-Ann Cleary, Wendy Cook, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Dianne Flores, Gloria Gamboa, Bill Givens, Stan Henderson, Tessie Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Dawn Kita, Rachel Levy, Barbara Lewis, Naomi Martinez, Tony Mazza, Ellen Miyasaki, Yolanda Mora, Kathy Neal, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Veronica Pete, Richard Pinder, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Carrie Robinson, Marty Ruggles, Chris Schweska, Lydia Vazquez, Veronica Villa, Pamela Wallace-Thompson, Susan Wiedem, Carol Williams, and Victoria Young.

**Absent:** Josie Amescua, Steve Arbuckle, Steve Barnhart, Sonya Black, Rosanna Cabrera, Delfina Candelaria, Sam Hinojosa, Phyllis Lemons, Jackie Mardirossian, Paige Myers, Si Nguyen, Anthony Rodriguez, Patricia Sanchez, Ruth Scott-Williams, Rosie Tellez, and Lorna Tureaud.

**Call to Order:**

With a quorum present, President Michelle Jones called the meeting to order at 9:05am.

**Staff Recognition Award**

The monthly Staff Recognition Award was presented to Ms. Priscilla Hernandez of the Marshall School of Business. Priscilla was introduced by Dr. Ed Lawler, Distinguished Professor of the Business Center for Effective Organization in the Marshall School of Business. According to Dr. Lawler, Priscilla has worked for the Marshall School of Business for five years and more specifically, for the Center for Effective Organization for three years, and is a diligent, innovative, and effective employee. President Michelle Jones presented Priscilla with a plaque on behalf of the Staff, Faculty, and Students of the University, and Wade Thompson-Harper presented her with a check for \$150 on behalf of the Staff Club.

**Approval of April 3, 2008 General Assembly Minutes**

On a motion by Chris Schweska, and seconded by Gloria Reyes, the minutes for the April 3, 2008 meeting of the Staff Assembly were approved with one correction.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Ms. McEldowney reported that email notification regarding an online childcare and overall support needs assessment survey had been sent to all benefits eligible faculty and staff.

Ms. McEldowney also reported that the University had entered into a letter of intent to purchase two hospitals. The transaction will be one of the biggest in the history of the University. The purchase will add approximately 1600 employees, a 20 percent staff increase to the payroll. Purchasing the hospitals is a strategic decision by the Board of Trustees, who feels the Keck School of Medicine cannot be of the highest quality without a place to practice quality hospital care.

### **Personnel Council Report - Awilda Bregand**

Ms. Bregand reported that John Hancock had approved 879 people with 113 applications pending for long term care insurance. The enrollment goal was 940, and the total active employee enrollment with CNA was 440.

Ms. Bregand reported that data was still being gathered for the leave donation proposal. A survey was sent to Pathfinders members through Hewitt Associates, a large HR consulting firm.

Ms. Bregand announced that the first Transitions retirement seminar had been held on April 25, 2008 at HSC and another would be held on May 2, 2008 at UPC.

Ms. Bregand announced that a pilot program to have a Social Security representative on campus would begin on May 8, 2008 and would be available on the first Thursday of every month for 30 minute appointments.

Ms. Bregand reported that work is still being completed on the retiree health resolution. Demographic information on the level of coverage for approximately 741 staff within the ages of 55 to 64 will be given to Erik Brink, University Controller, to determine the associated costs.

### **President's Report – Michelle Jones**

None.

### **Committee Reports**

#### **Compensation and Benefits –Veronica Pete**

The committee met on April 11, 2008. The committee decided to include more 'Did You Know' facts in the upcoming issue of the Assembled Voice. The Employee Benefits Advisory Committee cancelled its April meeting. The committee discovered that none of the 20 universities reviewed for vacation and sick time donation and buy back policies had a sick time donation policy and only two had a vacation donation policy. In addition, none of the 20 universities had a sick day buy back policy and only two had a vacation buy back policy. In comparing vacation time accrual, USC fared the same or better than other universities. The committee will continue to research sick time accrual policies.

#### **Rules and Elections – Kathy Neal for Lorna Tureaud**

The committee met on April 10, 2008. Two more monthly Staff Recognition Award recipients were selected. The committee reviewed the attendance and did not find any members in danger of being asked to resign. Six new members were announced: Giovanna Carrera, Rosie Tellez, Alan Kita, Sonya Black, Rosanna Cabrera, and Phyllis Lemons.

#### **Communications – Wendy Cook**

The committee met on April 10, 2008. The Assembled Voice had been distributed during the previous week, and another issue will be completed within a couple of weeks. Two computers were donated by Public Relations. Microsoft Word will be used to create the next issue of the Assembled Voice because of time constraints. Committee articles for the Assembled Voice should be submitted as soon as possible. The committee is working on how best to communicate to staff all of the resources available to them.

**Environment – George-Ann Cleary**

The committee met on April 9, 2008. In the wake of the Environment Fair, the committee plans to create a procedures book to provide more guidance for future committee members.

**Transportation – Lou Nieto**

The committee met on April 10, 2008. A tram was involved in an accident on April 4, 2008. No injuries occurred, and morning flow was not overly disrupted. A correction was made to the internal memo about parking at HSC with a UPC parking permit; parking is allowed in the Biggy lot. Transportation Services received a request from Keck students to add a new tram route from Monterey Hills to HSC. The cost is under review and would be absorbed by the school requesting the new route. The Citation Review Board is scheduled to meet during the following week.

**Rights and Responsibilities – Ingrid DeCook**

The committee met on April 9, 2008. The committee discussed the possibility of requesting that supervisors complete Employment Practices 1 and 2. Janis McEldowney and Awilda Bregand were thanked for their help with the severance policy.

**Guest Speaker:**

Veronica Pete introduced Dr. Ann Crigler, Chair of the Political Science Department and current President of the Faculty Senate and Dr. Mike Nichols, QSAD Centurion Professor of Pharmaceuticals, Economics, and Policy for the School of Pharmacy and current Vice President and incoming President of the Academic Senate. Dr. Crigler discussed the Academic Senate's focus on wellness and improving the work environment for faculty and staff. The Academic Senate recently passed a proposal on faculty/staff wellness that emphasized the following four areas: physical health, mental health, spiritual health, and a collaborative community building effort. Dr. Nichols' appointment as President will help to bridge the gap between the University Park and Health Sciences campuses. A collaborative community will be the emphasis for the upcoming year. Drs. Crigler and Nichols will be meeting with Janis McEldowney, Todd Dickey, and Dennis Dougherty to discuss how to get funding for the proposed faculty/staff wellness program.

**New Business:**

None.

**Next Meeting:**

Thursday, June 5, 2008 from 9:00-10:30am, LAW 103

**Adjournment:**

A motion to adjourn was made by Marty Ruggles and was seconded by Bryan Ortiz. The meeting adjourned at 10:08am.

Minutes submitted by Val Fitzgerald.

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