

USC Staff Assembly General Assembly Meeting Minutes

Date: June 1, 2006

Location: UPC – SSL 150

Present: Evelyn Alva, Steve Barnhart, Ingrid DeCook, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Erika Jimenez, Michelle Jones, Dawn Kita, BaShai Lagarde, Linda Lewis, Jackie Mardrossian, Ellen Miyasaki, Lou Nieto, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria Reyes, Marty Ruggles, Rick Scott, Lori Suarez, Rosemarie Tellez, Wyman Thomas, Mary Trujillo, Pamela Wallace-Thompson, Denise Wiegel, and Amy Yung

Absent: Noemi Adalin, Octavio Avila, Jane Bartlett, Denise Campbell, Delfina Candelaria, Wendy Cook, Bob Cuthill, Betty Davis, Paul Flores, Lisa Gallegos, Shirley Johnson, Irene Ortiz, Chris Schweska, Ruth Scott-Williams, Christopher Stephan, Wade Thompson-Harper, Melvin Walker, and Carolyn Ward

Call to Order: With a quorum present, President Michelle Jones called the meeting to order at 9:09 a.m.

Approval of May 4, 2006, General Assembly Minutes: On motion by Ingrid DeCook and seconded by Rita Gonzales, the minutes of the May Staff Assembly meeting were approved with amendments.

Staff Monthly Recognition Award: There are two awards being given today.

The recipient of the March Staff Monthly Recognition Award is Claire Snow, Administrative Services Coordinator, in University Advancement. Claire was introduced by Jeannie Ow, Director of Development – Parents Programs, with University Advancement. Jeannie thanked those present who also wrote nominations for Claire. She continued to say Claire always has a sunny disposition and takes on any task. Jeannie stated Claire has a heart of gold and is most worthy of this award. President Michelle Jones presented Claire with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel presented her with a check for \$100 on behalf of the Staff Club. Claire stated she looks forward to coming to work every day, and said it is all of us that make this University.

The recipient of the June Staff Monthly Recognition Award is Lisa Escobar, Director – Administrative Services, in the Law School. She was introduced by Michelle Jones. Michelle stated Lisa was the first person she met when she came to the Law School and is the “morale” person in the Law School. Steve Barnhart presented Lisa with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel presented her with a check for \$100 on behalf of the Staff Club. Lisa stated it is a pleasure to be at USC.

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

Personnel Council Report, Awilda Bregand: Ms. Bregand was unable to attend the Assembly meeting this month.

President's Report, Michelle Jones: Michelle announced she attended the Baccalaureate Dinner and Commencement on behalf of the Staff.

Committee Reports:

Compensation and Benefits - Evelyn Alva: The committee met on May 16th. They updated the spreadsheets on the medical benefits for retirement. Bob Cuthill and Paul Flores will update the spreadsheets for the committee members. Stan Henderson reported to the committee that he met someone who is interested in their project and wants to come to their meeting to learn more about it. The committee also asked the status of the committee on retirement plans lead by Debbie Fabanish. Evelyn stated that both her and Bob sit on that committee, but they have not had a meeting in some time. Evelyn received a couple of e-mails from staff members who are requesting Commencement day off as part of the holiday package, stating this will allow for more parking. The committee feels parking will no longer be a problem with the new parking structures. Another issue was regarding the tuition assistance letter for staff that has completed 15 years of service at USC. It was suggested for the letter to go out automatically instead of the employee needing to make a request for the letter. The program changed in 1995, and the policy states that staff members are entitled to whatever tuition assistance policy is in place at that time. Their next meeting is June 8th or 12th in UGB 110. Evelyn will e-mail her committee with the correct date.

Rules and Elections – Steven Barnhart: Steve welcomed new member Lou Nieto. Lou will serve on the transportation committee. The committee is working on filling other vacant seats on the Staff Assembly. They selected the July recipient of the Staff Monthly Recognition Award, although needs one more piece of documentation on the individual, and have the October recipient that will be given on HSC. Steve encouraged members to nominate individuals in order to have a good pool to choose from. The committee identified individuals for the next election cycle. The election process begins in September. Steve encouraged people to start thinking of individuals who they can nominate for the Staff Assembly. Their next meeting will be on June 5th or the following Monday. Steve will get in touch with his committee with the correct date.

Communications - Rita Gonzales: Rita stated the committee did not meet in May. Their next meeting is June 8th in Alhambra to work on the content of the next *Assembled Voice* for distribution in August. Articles are due on July 20th, although you are encouraged to submit before the due date. Rita asked the Staff Assembly to let the committee know of any upcoming events that can be placed in the *Assembled Voice*.

Environment - Joyce Perez: The committee did not meet in May. Joyce announced the Crime Prevention Expo will be in October, possibly the third week. Their next meeting is scheduled for June 7th at noon on Olvera St.

Rights and Responsibilities – Rosemarie Tellez for Ruth Scott-Williams: The committee met on May 9th. Rosie reported that a payment plan was put in place for the employee with the problem with tuition remission and her paycheck. There continue to be issues with the Child Care, however the committee is not having calls returned. Ruth will continue to follow up with those issues. The committee will hold its next meeting on June 9th or 13th at noon in LUC 200. Ruth will e-mail the committee with the correct information.

Transportation – Marty Ruggles for Wade Thompson-Harper: Marty welcomed Lou Nieto. The committee met on May 16th in UGB 110. Their main discussion was on an employee taking a tram and getting to campus late. The outcome is the employee is taking a 7:40 am tram which is a courtesy tram (i.e. a tram from HSC to UPC who is stopping at Union Station in case there are people to pick up). Transportation has conflicting information on their website which will be updated. Tom Kenna stated the average tram ride is 22 minutes from Union Station to UPC. The committee recommended for tram drivers to take their posted routes. Marty also reported there are new vans for van pool riders. Rates have increased. Van drivers need to sign a new contract. Ardell Nolan reported a new agreement is in process. She also stated there are two reasons that Midway (supplying vans) will come back to the driver: criminal and gross negligence. Denise Wiegel asked if the subsidy will go up, and Steve Barnhart answered yes. Linda Lewis made a comment on how grateful she is for having a free shuttle from Union Station. The committee will meet on June 15th at noon in JEP 124.

Guest Speaker: Dr. Donna Benton, Director LA Caregiver Resource Center at the Leonard Davis School of Gerontology on UPC. Dr. Benton was introduced by Vice President Lois Nishimoto. Lois stated Dr. Benton is a research assistant professor and a licensed clinical psychologist. She has worked at USC for 15 years. Her topic is on Balancing Work and Caregiving.

- 1 in 4 households in US are caregiving households.
- 90% are being cared for by a family member. 25.8 million family caregivers.
- \$18 billion in which caregivers do not receive compensation.

Impact on caregivers:

- 72% of caregivers are females.
- Caregiving tasks often are done during work hours.
- 46% of caregivers are clinically depressed. 80% report emotional strain.

Tips for Balancing:

- Identify self as a caregiver and recognize your need of help.
- Put your needs first.
- Look into insurance coverage if applicable (long-term care).
- Plan ahead.

- Watch for signs of depression.
- Accept offers of help from others (make a wish list).
- Educate self about the condition/disease.
- Be willing to seek out other options/outside assistance.
- Respite. Set time aside for yourself each week.

Paid Family Leave – disability insurance (2002). It's flexible – e.g., can take 4 hours/week. This benefit renews every 12 months.

The Los Angeles Caregiver Resource Center helps families and communities master the challenges of caring for persons with brain impairing conditions, such as Alzheimer's disease, Parkinson's disease and traumatic brain injury. This is a free service in Los Angeles County. For more information: 1-800-540-4442; www.losangelescrc.org; 3715 McClintock Ave., Los Angeles, CA 90089.

Evelyn Alva stated she has felt very comfortable in using their services. Rita Gonzales stated she has received a lot of great resources through this service.

Dr. Benton concluded by disseminating information.

New Business: Gloria Reyes reported on upcoming Transitions Sessions and distributed flyers.

Next Meeting: Michelle announced that the next meeting will be held on Thursday, July 13, 2006 from 9 - 10:30 am in SSL 150 on UPC. .

Adjournment: Without objections on a motion by Pamela Wallace-Thompson and seconded by Steve Barnhart, the Assembly meeting was adjourned at 10:38 a.m.

Minutes submitted by: Jackie Mardirossian