

**USC Staff Assembly  
General Assembly Meeting Minutes  
June 7, 2007  
SSL 150, UPC**

**Present:** Evelyn Alva, Josie Amescua, Jane Bartlett, Steven Barnhart, Tim Boston, Ingrid DeCook, Lisa Escobar, William Givens, Rita Gonzales, Claudia Gonzalez, Michael Grabarsky, Roshanda Harrison, Shannon Hinojosa, Erica Jimenez, Dawn Kita, Ba Shai Lagarde, Linda Lewis, Jackie Mardirossian, Tony Marza, Kathleen Neal, Lou Nieto, Ardell Nolan, Georgina Nutall, Bryan Ortiz, Joyce Perez, Veronica Pete, Denise Porter, Janet Prince, Gloria Reyes, Anthony Rodriguez, Marty Ruggles, Joshua Schmidt, Chris Schweska, Sonya Sears, Cristi Shinn, Sylvia Stafford, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Yvonne Unger, Lydia Vazquez, Veronica Villa, Pamela Wallace-Thompson, Tina Walsh, Carolyn Ward, Annie Willis, Amy Yung

**Absent:** Delfina Candelaria, Valerie Fitzgerald, Gloria Gamboa, Stanley Henderson, Michelle Jones, Yolanda Mora, Delores Morales-Medina, Josie Nieto, Richard Pinder, Marian Purcell, Lillian Rivera, Ruth Scott-Williams

**Call to Order**

Vice-President Jackie Mardirossian called the meeting to order at 9:00 A.M.

**Staff Monthly Recognition Award**

The Staff Monthly Recognition Award was presented to Julie Andaya, Senior Associate Director, Financial Aid Office, Enrollment Services Division. Julie was introduced by Guy Hunter, Senior Associate Director of Financial Aid. Guy humorously chronicled Julie's employment before arriving at USC. Julie has worked at USC since 1992. Guy noted three things that impress him about Julie: She is always pleasant, she is very hard working, and she always protects her staff.

Julie thanked everyone for acknowledging her. She thanked the Financial Aid Office staff and she stated she accepted the award on behalf of all the hard working staff in the Financial Aid Office. Several staff members from the Financial Aid Office were present as Julie received the award.

Jackie Mardirossian presented Julie with a plaque from the Assembly; Wade Thompson-Harper presented a check for \$150 from the Staff Club.

**Approval of May 2007 General Assembly Minutes**

On a motion by Carolyn Ward, and seconded by Tim Boston, the minutes of the May 3, 2007 meeting of the Staff Assembly were approved with corrections.

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

Janis was unable to attend the meeting

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

Awilda reported updates from the last Personnel Council meeting:

The Payroll Office is investigating the possibility of discontinuing the distribution of paper advice slips since information is available on eTrac. Employees will have the option of continuing to receive paper advice slips.

Only 400 of the 2720 new retirement enrollment forms were received to date. If eligible employees do not enroll, their retirement contribution will default to 5% employee/10% university in a Vanguard Target Retirement fund. Enrollment Fairs will be held June 13 at HSC and June 14 at UPC. There was a discussion regarding the Home Department Coordinators' role in getting the word out to employees regarding the new retirement plan. Awilda stated that the employees should be referred to the Benefits Office.

2008 goals were discussed. 12,000 active employee benefits files have been scanned. Paperless FSA's on eTrac affecting 2500-4000 enrollees, changing beneficiaries on eTrac, and supplemental life application online were discussed.

The target date for the completion of the Benefits Office's move to the new Credit Union Building is July 2, 2007.

### **Election of President**

Rick Scott, former Assembly president, resigned from USC; therefore, there was an election for a new president. Lorna Tureaud, parliamentarian and co-chair of the Rules and Elections Committee presided over the election.

Steve Barnhart had declared his candidacy; his Statement of Candidacy was submitted to the Rules and Elections Committee. Wade Thompson-Harper nominated Jackie Mardirossian from the floor. On a motion by Carolyn Ward, seconded by Wade Thompson-Harper, the nominations were closed and the election was held. The ballots were tallied by the Rules and Elections Committee. Steve Barnhart received the majority of the votes and he was elected president of the Assembly.

### **Election of Secretary**

Josie Herrera, former Assembly secretary, resigned from USC; therefore, there was an election for a new secretary. Jackie Mardirossian nominated Mary Trujillo from the floor. Since there were no other nominations, Steve Barnhart motioned that the nomination be closed. It was seconded by Lorna Tureaud. Mary Trujillo was elected secretary by acclamation.

### **Committee Reports**

#### **Communications Report – Amy Yung**

Amy reported that they did not meet in May. Instead they had a virtual discussion by e-mail. She reported that her committee received two advertisement requests. After they discussed this issue, it was decided that they would accept announcements only, e.g. Credit Union is moving, ITS has moved. Veronica Villa and Valerie Fitzgerald are the two new committee members. The committee

is seeking new volunteers to work on the *Assembled Voice* for next year. Their next meeting is on June 11 at FMS Trailer.

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

Veronica reported that the committee met on May 18. Chris Schweska hosted the meeting. Meeting attendance was stressed. The Employee Benefits Advisory Committee meeting was re-scheduled from April 18 to June 20. Retirement Seminars (AKA Transitions) are scheduled for July 23 and July 25. Veronica mentioned a lively committee discussion that cannot be shared at this time. The next meeting is on June 8 at the Carol Little Building hosted by Roshonda Harrison.

### **Environment – Jane Bartlett**

Jane reported that after the committee's hard work on the Environment Fair, they did not meet in May. Denise Porter and Sylvia Stafford are the two new members of the Environment Committee.

### **Rights and Responsibilities – Ingrid DeCook**

Ingrid reported that the committee met on May 8. The meeting was hosted by BaShai Lagarde. The committee finished gathering severance pay policy data. The severance pay policies from the universities varied widely. The committee is working on recommendations to the university. The next committee meeting is on June 12, 11:45 in UGB 110.

### **Rules and Elections – Linda Lewis**

Linda reported that the committee met on May 16 in ADM 360. The committee selected the July Staff Monthly Recognition Award recipient. The committee was sad to lose member, Josie Herrera, who left USC to work for Tenet at University Hospital. Linda introduced new members Denise Porter (Environment), Sylvia Stafford (Environment), William Givens (Rights & Responsibilities), and Sonya Sears (Rules and Elections). Josie Nieto was unable to attend. There is one additional Assembly member vacancy. The next meeting is on Wednesday, June 20 at ADM 360 UPC.

### **Transportation – Marty Ruggles**

Marty reported that the committee met on May 10. Yolanda Mora hosted the meeting. The committee discussed some of the same issues. The diagonal crossing discussion was tabled. Tram riders must notify driver if they need to exit at CAL. There is an ongoing discussion regarding the kiosk at the Exposition structure. The Assembly was not represented on the Citation Review Board at their last meeting. New pricing is approved for the TAP Program; however, Marty did not have details. There is currently metered parking on the 2<sup>nd</sup> floor of UPX. Employees who previously parked on the 2<sup>nd</sup> floor were moved to the next floor. Concern was expressed regarding crossing now that employees work at the Carol Little Building. Transportation is working on enhancing efficiency at structure entrances.

### **Guest Speaker: Dr. Sigmund Abelson, Associate Professor of Clinical Dentistry & Associate Dean for Faculty Practices, School of Dentistry, UPC**

Dr. Abelson noted that the Occupational Therapy and the Physical Therapy Departments are now together with the Dental School. He discussed the mission which includes service to USC family of

faculty, staff and students and to the neighborhood community. Dental students are taken over and exposed to the business side of running a private practice. The center pays rent to USC. He discussed goals among which are to increase patient flow, train faculty in new technologies, provide lifelong learning opportunities and be a mentoring program for new faculty.

He discussed the four Centers of Oral Health:

1. The Oral Health Center is a state of the art facility located at University Village. Dr. Abelson presented slides of the facility. He discussed the services including General Dentistry, Orthodontics, Oral Surgery, Periodontics and Oral Facial Pain, etc. There are 25 practitioners, 7 hygienists, and 18 staff. They see 90-100 patients each day. Each faculty member sees an average of 8-15 patients each day; hygienists treat 7 patients each day. The center has a 92% collection rate. There is a goal to reach revenue of \$5 million dollars/year. A marketing person was recently hired to help the center reach their goal. 80% of patients are from USC.
2. The Center for Dental Technology is an integral part of the practice plan. Patients meet with a technologist. Outside dentists send their work to the center. Research of dental materials is conducted at the facility.
3. The Redmond Imaging Center offers 3-D radiographic imaging. Dr. Abelson presented slides of some of the imaging available there. Imaging is important in Orthodontics, dental implants, pathology, sinus airways, fractures/bone repair, localizing impacted teeth, etc.
4. The Microbiological Testing Center was discussed. Outside dentists use this service. Research is being done to make treatment less invasive, on bone loss and the possibility of placing a tip in the pocket where the bone loss has occurred, on testing of oral mouth fluids, monitoring effectiveness of treatments etc.

In closing, Dr. Abelson answered questions from the Assembly. He noted that there is a Special Patient Clinic at the Dental School. Dr. Abelson invited the audience to become patients.

**Next meeting: Thursday, July 12, 2007, 9:00 A.M., SSL 150, UPC.**

**Adjournment:**

A motion to adjourn was made by Lorna Tureaud and was seconded by Jackie Mardirossian. The meeting adjourned at 10:40 A.M.

Respectfully submitted by Linda L. Lewis

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