

**USC Staff Assembly
General Assembly Meeting Minutes
June 5, 2008
Radisson Hotel Rose Room, University Park Campus**

Present: Steve Arbuckle, Anthony Bailey, Steve Barnhart, Linda Bazilian, Tim Boston, Rossana Cabrera, Giovanna Carrera, Wendy Cook, Ingrid DeCook, Lisa Escobar, Gloria Gamboa, Bill Givens, Stanley Henderson, Teresita Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Dawn Kita, Phyllis Lemons, Rachel Levy, Barbara Lewis, Jacalyn Mardrossian, Yolanda Mora, Kathleen Neal, Si Nguyen, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Veronica Pete, Janet Prince, Gloria Reyes, Lillian Rivera, Carrie Robinson, Marty Ruggles, Ruth Scott-Williams, Rose Tellez, Lorna Tureaud, Veronica Villa, Pamela Wallace-Thompson, Susan Weidem, Carol Williams and Victoria Young.

Absent: Josie Amescua, Sonya Black, Jennifer Brown, Delfina Candelaria, George-Ann Cleary, CharRita,Cox-Beaman, Dianne Flores, Sam Hinojosa II, Naomi Martinez, Tony Mazza, Ellen Miyaski, Richard Pinder, Artimese Porter, Irma Quintana, Anthony Rodriguez, Chris Schweska, Sonya Sears, Lydia Vazquez.

Call to Order:

With a quorum present, President Michelle Jones called the meeting to order at 9:03am.

Staff Recognition Award

The monthly Staff Recognition Award was presented to Mr. Joseph Chavira who is a tram driver in Transportation Services. Mr. Chavira was introduced by Robert Guier, Assistant Manager of Tram Services in Transportation Services. Mr. Guier spoke of Joe's 33 years of professional driving of which the most recent 11 have been at USC. He complemented Mr. Chavira's friendly demeanor and service orientation. President Michelle Jones presented Joe with a plaque on behalf of the Staff, Faculty, and Students of the University, and Wade Thompson-Harper presented him with a check for \$150 on behalf of the Staff Club. Mr. Chavira expressed his appreciation for the award and indicated that several of his colleagues were more deserving of it than he.

Approval of May 1, 2008 General Assembly Minutes

On a motion by Lorna Tureaud, and seconded by Linda Bazilian, the minutes for the May 1, 2008 meeting of the Staff Assembly were approved without corrections.

Associate Senior Vice President for Administration Report – Awilda Bregand

Ms. McEldowney was unable to attend the meeting due to another commitment related to the university's efforts to purchase the USC University Hospital and the Norris Cancer Center from Tenet Corporation. Ms. Bregand reported that the Child Care Survey has been completed with a response rate of 21-22% which is about our typical rate. It is anticipated that the survey results will be available by the July meeting of the Assembly. The proposed changes to the university's severance plan will be presented to the senior administration by the end of June, 2008.

Ms. Bregand also reported much of the Compensation information is being reworked to separate the guideline information from the procedural information with the hope that the division will be more useful to individuals and departments

Personnel Council Report - Awilda Bregand

Ms. Bregand reported that in response to the earthquake in China and its aftermath, the counselors in the Center for Work and Family Life are receiving training specifically for disaster response. Related to disaster response/preparedness, Administrative Information Systems (AIS) will be conducting a test of their disaster preparedness on June 13th switching to their computers in the alternate site in Arizona. This should be transparent to their users.

Ms. Bregand reported that 1,348 individuals signed up for the John Hancock Long-Term Care insurance program with 39 applications pending, 32 applications incomplete, 13 declined applications, and going through evidence of insurability. This was a tremendous success given that they were anticipating approximately 900 individuals to sign up. Approximately half of the current participants with CNA elected to remain with CNA.

The sessions run by the Social Security Administration have been very well received. The June session is full and the July session only has three spaces left.

Ms. Bregand reported that the next Transitions sessions will be July 24 on the Health Sciences Campus and July 31 on the University Park Campus.

Finally, Ms. Bregand reported that work is being done to allow sign-ups for both Supplemental Life and Accidental Death & Dismemberment Insurances on eTrac.

President's Report – Michelle Jones

President Jones reported that she attended the Employee Benefits Advisory Committee meeting in May which will be gone over in more depth in the Compensation & Benefits Committee report.

Committee Reports

Compensation and Benefits –Veronica Pete

The committee has almost completed its research of sick time and vacation time accrual policies at other universities. USC's vacation policies seem to be in line with our peer and peer-aspirant institutions. The Employee Benefits Advisory Committee met on May 21. The preliminary rates for the HMO companies for 2009 were presented. Most of the rates look to increase by 8-13%. The Health Plans Office is looking at what effect plan changes might have on premium rates. Most of the changes relate to co-payment amount. There was also discussion as to whether there is a need to offer both PacifiCare and California Care which are both open-panel HMO's. The medical groups used by both plans are very similar and we might be able to get a better rate with only the single plan than with two. The Health Plans Office will investigate to see how many employees use doctors who are part of only one of the two plans.

The committee agreed to have Awilda Bregand request an analysis of the Assembly's proposal to offer health plan participation to employees having reached 55 years of age and having 20 years of continuous benefits-eligible service. They will look at options including employee-only, employee-spouse, and employee-family coverage. The initial analysis of the population revealed that at the present time, only 660 individuals might meet the criteria – many fewer than originally thought – and that number is split roughly in half between staff and faculty. The vast majority of them have employee-only or employee-spouse health insurance.

Rules and Elections –Lorna Tureaud

Lorna reported that the committee had to switch the June and July presentations of the Staff Monthly Recognition Award since the original recipient was unable to attend the June meeting of the Assembly. The committee is reviewing the By-Laws and the election process. If the university acquires the USC University Hospital and the Norris Cancer Hospital from Tenet®, there could potentially be another 700 staff members represented by the Staff Assembly which might necessitate a change in the allocation of assembly seats.

Communications – Wendy Cook

The committee did not meet in May. There haven't been any email messages received in the Staff Assembly mailbox. Updates have been made to the Assembly's Web site.

Environment – Linda Bazilian

The committee met on May 12, 2008 in the Doheny Eye Institute with Carol Williams as the hostess. The Environment Fair was considered to be a success and the committee is putting together a transition binder for the next committee so that they can learn from this year's experience. In addition, the committee will be sending out a "Save the Date" mailing to the list of vendors for the next fair. The June meeting will take place on June 11

Transportation – Lou Nieto

The committee met on May 8, 2008 in the University Gardens Building with Ellen Miyaski and Georgina Nutall as hostesses. The committee discussed the eagerness with which vehicles are being ticketed at broken parking meters which are not identified as being broken. LAPD is continuing to cite individuals for riding bicycles in crosswalks at campus intersections. As part of the relocation for the building of the new Campus Center, Trojan Transportation is moving to PSX. With the closure of the Sizzler, the fate of their reserved parking spaces in the EPS is unknown. The vanpool program is scheduled to get new vans as the contract with Midway has been terminated and a new contract with VPSI has been signed. The committee will look into a question raised about the university's AQMD participation rate.

Rights and Responsibilities – Ingrid DeCook

The committee met on May 7, 2008 in the University Gardens Building with Josie Amescua as the hostess. The committee discussed resolution regarding implementing Employee Practices I & II training which will be ready for the committee to review at its June meeting. A brief discussion regarding copyright requirements and the Blackboard course management system was led by Bill Givens.

Guest Speaker:

Bill Givens introduced Frank Lopez II, a former USC Gould School of Law employee who is now the Sales Manager of the Radisson Hotel at USC. Mr. Lopez explained that the franchise for the hotel is owned by Prism Hotels & Resorts, a Dallas, Texas based company that owns or manages 27 hotel properties of which the USC Radisson is the only one in Southern California. Mr. Lopez indicated that during the 2006-2007 year, the hotel was profitable – for the first time in eight years. He then gave a presentation on the hotel's facilities. There is a special USC Reservation hotline – (213) 748-5266 – and a special USC rate of \$139 per night plus taxes which is not available during special events such as commencement and parents' weekend. The hotel also has on-site reservation agents who are available Monday through Friday from 7:30am to 5:00pm.

New Business:

On motion by Jackie Mardrossian, seconded by Steven Barnhart, Victoria Young was elected Secretary by acclamation replacing Valerie Fitzgerald who has left the university. Steve announced that Claudia Raphael continues to improve and that she is expecting to return to work some time in August.

Next Meeting:

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

Adjournment:

A motion to adjourn was made by Steven Barnhart and was seconded by Tracy Kerr. The meeting adjourned at 10:17am.

Minutes submitted by Steven Barnhart.

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