

**USC Staff Assembly  
General Assembly Meeting Minutes  
July 10, 2008  
LAW 103, University Park Campus**

**Present:** Steve Arbuckle, Anthony Bailey, Linda Bazilian, Tim Boston, Rossana Cabrera, Giovanna Carrera, Wendy Cook, Lisa Escobar, Bill Givens, Stanley Henderson, Teresita Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Dawn Kita, Phyllis Lemons, Rachel Levy, Barbara Lewis, Jackie Mardirossian, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Si Nguyen, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Veronica Pete, Richard Pinder, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Carrie Robinson, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Rose Tellez, Lorna Tureaud, Lydia Vasquez, Veronica Villa, Pamela Wallace-Thompson, Susan Weidem, Carol Williams and Victoria Young.

**Absent:** Josie Amescua, Sonya Black, Steven Barnhart, Jennifer Brown, Delfina Candelaria, George-Ann Cleary, CharRita, Cox-Beaman, Ingrid DeCook, Dianne Flores, Sam Hinojosa II, Kathleen Neal, Artimese Porter, Anthony Rodriguez, Sonya Sears.

**Call to Order:**

The meeting was called to order at 9:06 am by President Michelle Jones. A quorum was present.

**Staff Recognition Award**

Mayra Coton, Manager of the USC Credit Union Contact Center, introduced the July Staff Monthly Recognition Award recipient, Lidyann Diaz. Mayra stated Lidyann began working at USC in 2002 as a teller. She provided service with a smile and had an outgoing personality. Mayra continued stating Lidyann is an example to other staff to follow, and was promoted to Financial Member Services Representative. Mayra added Lidyann can always be depended on.

Lidyann tearfully thanked everyone on the Staff Assembly for the honor and stated she wants to hug those who nominated her for the award. Lidyann stated she has been in the USC neighborhood since she was thirteen, and loves USC.

Michelle Jones presented Lidyann with a plaque on behalf of President Sample and the Staff Assembly, and also bestowed a check for \$150 on behalf of Wade Thompson-Harper, Staff Club President, on behalf of the Staff Club.

**Approval of June 5, 2008 General Assembly Minutes**

Due to the attendance sheet for the June 5<sup>th</sup> General Assembly meeting, being forgotten at the Radisson Hotel, a replacement attendance sheet was passed out and the members were asked to please sign-in again (using the honor system). On a motion by Jackie Mardirossian and seconded by Chris Schweska, the minutes of June 5, 2008 meeting of the Staff Assembly were approved with corrections.

**Associate Senior Vice President for Administration Report – Sharon Haymond**

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. The Retiree health insurance plan proposal is delayed because of the hospital acquisitions and the acquisition of the hospitals is proposed to be in November or December.

### **Personnel Council Report – Sharon Haymond**

Ms. Awilda Bregand 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. Haymond reported that the Personnel Council has proposed two suggestions to enhance the Severance Plan Proposal. The first suggestion is to add a health insurance option. This option is being researched. The second suggestion made by the Personnel Council was regarding the severance payment instead of having severance pay given in a lump sum have the payment be given in the same type of pay cycle as the employee had when employed. One last addition to the severance plan is to guarantee an exit interview for anyone who is laid-off. Severance Plan initiation target date is January 1, 2009.

Ms. Haymond reported that the Compensation Guidelines are going to be sent out separately from the Budget Development Cycle as the Compensation Guidelines may be updated at any time. This one document will now be split into two. The Salary & Wage Guidelines document will cover the policies and procedures for salary & wage percentages as well as new hires & rehires. The second document is titled the Position Reassessment & Employee Reclassification document. This document will address the policies and procedures for employee reclassification or position reassessment.

Ms. Haymond also reported that the Compensation Office is implementing a new promotion process and is in the process of updating their website. The updated website will include information regarding the stand alone policies for the Executive Positions, the Cash Advance Policy and updated offer letters.

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

President Jones reported that she and the ad hoc committee from Staff Assembly had conference call with a vendor regarding Staff Appreciation Day and that the Staff Appreciation Day will either be August 16, 2008 or August 23, 2008. The date for the Staff Appreciation Day will be finalized before the next Staff Assembly General Meeting.

### **Committee Reports**

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

The last committee meeting was on June 13, 2008. As a continuation of the Committees' sick time & vacation accrual time project, the Committee is now looking at how much individual self sick time was taken and how much family sick time was taken by university employees. According to OTIS users 87% of the users used sick time for themselves while 13% used family sick time.

Understanding Comp 101 Presentation given by Rachael Levy is being offered as a retreat for Staff Assembly Members on Tuesday, August 5, 2008 from 12:00 pm-1:30 pm. The event will take place in SOS B40 (next to VKC & Waite Phillips Hall) Please RSVP to Wendy Cook at [cook@usc.edu](mailto:cook@usc.edu) if you wish to attend.

- The Employee Advisory Benefits Committee meeting was canceled. The next meeting is 7/16/2008. The meeting topic will be HMO's.
- After 33 years of dedicated service at USC, Veronica Pete is retiring in August. The new Compensation and Benefit Committee chairperson will be Lisa Escobar.

### **Rules and Elections –Lorna Tureaud**

No meeting this month. Veronica Pete is retiring in August. The new Compensation and Benefit Committee chairperson will be Lisa Escobar. In September, the Committee will begin the election process.

### **Communications – Wendy Cook**

The last committee meeting was June 12, 2008. The Staff Assembly website is updated to May 2008. The general email address listed on the website will be used for general issues only. The next Assembled Voice issue will be sent out by the end of July. A Mac computer has been donated for the committee's use to create and to format the Assembled Voice newsletter. A calendar for activities and for Assembled Voice deadlines is going to be added to the Staff Assembly website.

Ms. Cook has requested that any Staff Assembly member who attends the Understanding Comp 101 presentation given by Rachael Levy presentation on June 5, 2008 please contact her at [cook@usc.edu](mailto:cook@usc.edu) to let her know your opinion. Should the presentation should be part of the Professional Development workshops or should it be small lunch forums?

The Communications Committee is also going to research how other universities communicate internally and externally and to see if these other institutions have gone "green" with their newsletters.

### **Environment – Linda Bazilian**

The Committee met twice in June because the committee is planning the Fall Environment Fair. This year the Environment Committee is going to partner with the DPS and the fire department and have an Emergency Preparedness Fair. USC (UPC campus) is a venue for the Great Shake Out which is happening in November. The Great Southern California ShakeOut is a week of special events featuring the largest earthquake drill in U.S. history, organized to inspire Southern Californians to get ready for big earthquakes, and to prevent disasters from becoming catastrophes. The next Committee meeting is going to be July 30, 2008.

### **Transportation – Lou Nieto**

The Committee met two times in the past month. The first meeting was on June 12, 2008. The main topic of discussion was a not visibly disabled passenger being unfairly treated on a USC tram. The committee had discussions with Transportation Services regarding this issue and also looked at the MTA Policy regarding disabled passengers.

At the July 2, 2008 meeting, Jeff Shields and Lev Vanshelbaum of Trojan Transportation met with the Committee. The topic of discussion was the vanpool fare increase. The monthly rate of 11 of the 20 vans increased \$4-25, with an average increase of \$18.72 per month. Vanpool members commonly assumed ridership and fuel consumption determined the rate increase; however, Transportation allocated increases to equalize university subsidization across all vans. USC has agreed to subsidize 40% of vanpool costs, leaving riders responsible for the remaining 60% of costs. Currently, the average subsidization of vans is 51%. Transportation will continue to increase vanpool rates each year until the 60/40 goal is met. Trojan Transportation is currently working on recruitment of additional vanpool participants.

Transit shelters on the UPC campus are being provided free of charge by the vendor.

**Rights and Responsibilities – Bill Givens for Ingrid DeCook**

The Committee is working on the resolution to require Employee Practices 1 & 2 for all supervisors. As soon as the resolution is finalized, it will be submitted to the Executive Committee for review. Mr. Givens reported that the Committee is researching the issue of Blackboard and copyright fair use policy for the uploading of learning materials for the students.

**Guest Speaker:**

The guest speaker was Liz Kennedy, Director of Trademark and Licensing.

The office of USC Trademark and Licensing was established in 1976. The main goals of the office are to make sure that the University trademarks are promoted, protected and raise revenue for the University. This is a difficult task since USC is a nationally known trademark. The royalties generated from the University trademark merchandise fund scholarships and athletic programs for the University.

**Next Meeting:**

Thursday, August 7, 2008 from 9:00-10:30 a.m., LAW 103

**Adjournment:**

A motion to adjourn was made by Marty Ruggles and was seconded by Jackie Mardirossian. The meeting adjourned at 10:35 a.m..

Minutes submitted by Victoria Young.

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

