

**USC Staff Assembly
General Assembly Meeting Minutes
August 2, 2007
SSL 150, UPC**

Present: Evelyn Alva, Josie Amescua, Camillus Apakama, Steven Barnhart, Jane Bartlett, Tim Boston, Delfina Candelaria, Ingrid DeCook, Valerie Fitzgerald, Rita Gonzales, Claudia Gonzalez, Michael Grabarsky, Roshanda Harrison, Shannon Hinojosa, Erica Jimenez, Michelle Jones, Dawn Kita, Ba Shai Lagarde, Jackie Mardirossian, Tony Mazza, Yolanda Mora, Kathleen Neal, Josie Nieto, Lou Nieto, Georgina Nutall, Bryan Ortiz, Marian Purcell, Lillian Rivera, Anthony Rodriguez, Marty Ruggles, Sonia Savouljian, Joshua Schmidt, Ruth Scott-Williams, Sonya Sears, Cristi Shinn, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Veronica Villa, Pamela Wallace-Thompson, Tina Walsh, Annie Willis, and Amy Yung

Absent: Lisa Escobar, Gloria Gamboa, William Givens, Stanley Henderson, Linda Lewis, Delores Morales-Medina, Ardell Nolan, Veronica Pete, Richard Pinder, Denise Porter, Janet Prince, Gloria Reyes, Chris Schweska, Sylvia Stafford, Lorna Tureaud, and Carolyn Ward.

Call to Order

A quorum being present, President Steve Barnhart called the meeting to order at 9:20 A.M.

Staff Monthly Recognition Award

The Staff Monthly Recognition Award was presented to Wanda Johnson, Secretary II, from the Political Science Department. Steve Barnhart presented to Wanda Johnson a plaque from the Assembly; Wade Thompson-Harper presented a check for \$150 from the Staff Club. Wanda was introduced by Professor Ann Crigler, Department Chair, for the Political Science Department. In addition, Dr. Ann Crigler presented Wanda with a congratulatory gift from the Department of Political Science.

Dr. Crigler mentioned that Wanda is a self-starter, always helping and learning new things. She is also dependable and an anticipator in whatever project is needed.

Wanda thanked everyone for acknowledging her. She appreciates being recognized. Several staff members from her department were present as Wanda received the award.

Approval of July 2007 General Assembly Minutes

On a motion by Ingrid DeCook, and seconded by Wade Thompson-Harper, the minutes of the August 2, 2007 meeting of the Staff Assembly were approved with corrections.

President's Report – Steven Barnhart

- **Linda Lewis** from the HSC Financial Aid office was given notice to take new position at the UPC Financial Office or take lay off by 8/21/07.

Associate Senior Vice President for Administration Report – Janis McEldowney

- Administrative Operations office moved from the California Plaza to the New Credit Union building. There is a lot of walk-in traffic. The office of Equity and Diversity is also in the same building.
- The new proposal for Severance pay was shared with Todd Dickey:
 - He noted there was an average benchmark of 6 months.
 - He is very supportive about the 12 month proposal.
 - New data was collected and so a new report will be reassessed with new results.

Personnel Council Report - Awilda Bregand

- Reminded everyone that they have moved and that their computers are down. Please be patient with them.
- A New Hire Orientation will be held in the future in the Credit Union Building.
- The Retirement sessions were very well attended on both campuses. 25-30 staff in their 20's attended as well.
- Doug Moore is on the Welfare Task Force and on other Wellness programs which are under one umbrella listed on the Web.
- Next week all data will be entered for the network changes due for October and open enrollment.
- Automated changes on the amounts for the Supplemental Retirement plan will not be available until a year from now.
- Questions of impact on contributions between ages 55 & 65 was taken into consideration.
- There will be two items accessible on ETRAC:
 - Flexible spending account (PPA)
 - Enroll or change your life Insurance amounts and your beneficiaries

Committee Reports

Communications Report – Amy Yung

Committee met on July 16 at 1PM.

- *Assembled Voice* due out mid-September.
- Committee is struggling in getting the Website updated.
- Year End project will have candid shots.

Next meeting will be on August 6th.

Compensation and Benefits – Tim Boston for Veronica Pete

- The committee met on Friday, July 13, 2007 at the Law School. Lisa Escobar provided lunch.
- Accrual of Sick days and their buy back is under investigation. Committee members were each assigned 2 to 5 peer and peer aspirant universities whose policies they will research and report back at the next committee meeting.
- A request was received by the committee to “investigate getting compensated for the vacation time that we loose after we reach the maximum. The committee feels that all

employees should take their vacation days and not allow them to accumulate to the point that one would lose them. Supervisors should encourage their employees to use their days. There will be no further action on this issue.

Next meeting is August 10, hosted by Tim Boston at EEB 108.

Environment – Jane Bartlett

Committee met on July 12th.

- The E-waste collection will be held in conjunction with the Safety Fair and is moving forward for the second week in October.
- Facilities reported that HSC is taking part in the recycling of material.

Next meeting will be on August 2nd following the Staff Assembly General meeting.

Rights and Responsibilities – Ingrid DeCook

The committee met on July 17th.

- Ingrid DeCook will review the information to place the resolution in the Assembled Voice.
- The Proposed Severance policy enhancement was approved unanimously by those attending the Staff Assembly General meeting on 7/12/07.
- There were only two responses to the survey from “The Assembled Voice” on Professional Development courses. The committee discussed future questions to be addressed to employees.
- Concern was raised that Tuition Exchange is not covered in Orientation.

Next meeting will be on August 14, LUC 201.

Rules and Elections – hosted by Sonya Sears

Committee met on July 18, 2007

- Yolanda Mora was selected for the September Staff Monthly Recognition Award.
- Lorna has volunteered to contact the recipients each month.
- There was a brief discussion related to the Staff Assembly name change.
- There will not be a meeting in August.

Next meeting will be in September.

Transportation – Marty Ruggles

Committee met on July 19 at UGB 110.

- UPX structure recently underwent a cleaning on each floor. The published schedule was not adhered to and there was no signage posted indicating which levels were closed.
- There was concern about the CRB meetings usually being called at the last minute.

- A question which arose regarding the mass transit subsidy is currently being researched.
- There was discussion on the Pay for Parking machines in UPX and those in the Bookstore parking lots. They do not accept coins or credit cards as payment. This is not posted anywhere.

Next meeting is on August 9, 2007 in IFT Conference room.

Guest Speaker: Robert Morley, Associate Registrar and Tuition Exchange Liaison

Robert Morley began working at USC in 1981. He has worked with the Tuition Exchange program for 15 years. He advised Staff Assembly members to take information on the Tuition Exchange program back to their co-workers. At a later time, a report will be presented to the Staff Assembly members with figures of students in the program. USC is close to being number one on the list of universities for the Tuition Exchange program. It is a strong and flexible program with 60% of participants being staff and 40% faculty. The application process needs to begin a year in advance of matriculation to the desired institution. Please contact the office of Tuition Exchange for information.

New Business: Members were encouraged to take a copy of the Code of Ethics provided at the meeting.

Next meeting: Thursday, September 13, 2007, 9:00 A.M., TBD, UPC.

Adjournment:

A motion to adjourn was made by Jackie Mardirossian and was seconded by Michelle Jones. The meeting adjourned at 10:37 A.M.

Respectfully submitted by Mary Trujillo

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