

**USC Staff Assembly
General Assembly Meeting Minutes
September 13, 2007
GFS 116, UPC**

Present: Evelyn Alva, Josie Amescua, Steve Barnhart, Jane Bartlett, Tim Boston, Steven Bryant, Delfina Candelaria, Ingrid DeCook, Lisa Escobar, Rita Gonzales, Claudia Gonzalez, Michael Grabarsky, Stan Henderson, Shannon Hinojosa, Erika Jimenez, Michelle Jones, Dawn Kita, BaShai Lagarde, Jackie Mardirossian, Yolanda Mora, Kathy Neal, Josie Nieto, Lou Nieto, Ardell Nolan, Georgina Nuttall, Joyce Perez, Veronica Pete, Richard Pinder, Janet Prince, Gloria Reyes, Lillian Rivera, Marty Ruggles, Joshua Schmidt, Chris Schweska, Sonya Sears, Cristi Shinn, Bill Singleton, Rosemarie Tellez, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Pamela Wallace-Thompson, Tina Walsh, and Carolyn Ward.

Absent: Denise Campbell, Valerie Fitzgerald, Gloria Gamboa, Bill Givens, Roshonda Harrison, Josephine Herrera, Tony Mazza, Bryan Ortiz, Marian Purcell, Anthony Rodriguez, Sonia Savoulian, Ruth Scott-Williams, Veronica Villa, Annie Willis, and Amy Yung.

Call to Order

A quorum being present, President Steve Barnhart called the meeting to order at 9:05 A.M.

Staff Monthly Recognition Award

The Staff Monthly Recognition Award was presented to Yolanda Mora, Administrative Services Manager, from the Keck School of Medicine. Steve Barnhart presented to Yolanda a plaque from the Assembly; Wade Thompson-Harper presented a check for \$150 from the Staff Club. Yolanda was introduced by Dr. Donna Elliott, Associate Professor of Clinical Pediatrics & Associate Dean for Student Affairs for the Keck School of Medicine. Dr. Elliott stated that Yolanda has been with the university for 21 years. Yolanda is always pleasant and kind in her mannerism. She guides faculty and staff on USC policies and procedures. She is dependable and dedicated and always prioritizes her workload.

Yolanda thanked everyone for acknowledging her. She is very honored and happy to come to work. She also enjoys being a member of the Staff Assembly.

Approval of August 2007 General Assembly Minutes

On a motion by Jackie Mardirossian, and seconded by Tim Boston, the minutes of the August 2, 2007 meeting of the Staff Assembly were approved with corrections.

President's Report – Steven Barnhart

The Wellness program is in place. The Resolution concerning civility in layoffs, reorganization and terminations was read and a vote was taken. The Staff Assembly vote was unanimous for the Resolution which was numbered 2007-2.

Associate Senior Vice President for Administration Report – Janis McEldowney

The President of the Academic Senate, Ann Crigler, has made Wellness topics a priority for this year. An assessment is being conducted early Spring 2008. Wellness issues to be identified and addressed in the near future include the root causes of stress, mental health issues, fitness for mind, body, and spirit, and better food choices.

Personnel Council Report - Awilda Bregand

Payroll will stop the paper advice slip distribution soon unless a request is made to keep. There will soon be available an online direct deposit form via ETRAC. FSA (Flexible Spending Account) Pretax accounts on ETRAC will also be accessible online. Final bi-weekly payroll checks for the month of December 07 will have to be processed during the winter recess. We will be changing Long Term Care carriers (had CNA for 19yrs). Mercer Consultants will research on other groups. Other proposed companies are John Hancock and Prudential. The transition will take place sometime in March or April of 2008. Tuition Assistance – Awilda talked to the EBAC (Employee Benefits Advisory Committee) who will be researching with surveys on what other universities offer. The final enrollment count for employees on the Retirement plan is a just over 2600. Transitions seminars on the Retirement plan are intended for 55 yrs and older.

Committee Reports

Communications Report – by Rita Gonzalez for Amy Yung

The committee met on August 6th.

The year-end PowerPoint presentation needs old photos from Staff Assembly. Tina Walsh is taking photos of employees. The Assembled Voice is about eight pages in color and is ready for review. The Staff Assembly Web site has been updated.

Next meeting will be on September 17.

Compensation and Benefits –Veronica Pete

The committee met on August 10th.

The committee has decided to expand its sick leave accrual and buy back option research to include vacation and sick time donation. Regarding the Wellness Program, the committee wondered if adjunct part time faculty would be able to take advantage of the program since they are 50% time. It was suggested that there be a health gym, such as the Lyon Center, on Health Sciences Campus. The committee also suggested there be more gym options, such as Bally, LA Fitness, Curves, etc. for a discount. The Benefits Fair was announced for November 7 (UPC) and on November 8 (HSC).

Next meeting is September 14 and will be hosted by Wade Thompson-Harper.

Environment – Jane Bartlett

The committee met on August 2nd.

There was discussion about the E-Waste Collection Fairs in conjunction with the Safety Fair on HSC. The Safety Fair is bringing ergonomic vendors and is partnering with them. Anthony Rodriguez is the manager for hazardous waste at USC. It was confirmed that maintenance is dividing the paper and shredding it. Tony reported that two more hybrid vehicles have been purchased for the campus cruiser program.

Next meeting will be on September 13, following the general Staff Assembly meeting.

Rights and Responsibilities – Ingrid DeCook

The committee met on August 14th.

The committee suggested that more online and online "hybrid" classes be offered. They are checking with Professional Development on having more evening courses after 5pm. There will be a survey sent out to staff with questions pertaining to these courses. Mary Campbell from Professional Development will be invited to attend an R & R committee meeting in September or October.

Next meeting will be on September 18.

Rules and Elections – Lorna Tureaud

The committee met on August 15th.

The committee is preparing for the Staff Assembly Elections in October. They are reviewing the spreadsheet of current SA members. Calls to the population for nominations will be soon.

Next meeting will be in September.

Transportation – Marty Ruggles

The committee met on August 9th and was hosted by Cristi Shinn

The HSC Campus Cruiser problem has been taken care of with a memo indicating that this behavior would not be tolerated and will stop. UPX paid-parking only has machines that will accept only crisp one-dollar bills. They are looking into credit card options.

Next meeting is on September 20.

Guest Speaker: Lisa Macchia, Director for Health Plans from the Office of Budget & Planning

Lisa Macchia handed out the preliminary and confidential health plan quotes for the year 2008. This showed the comparisons for the years 2005, 2006, 2007 and for 2008. There is a slight increase on ER charges through the Kaiser Health plan. Patients need to attend more Urgent Care offices first than the ER directly. All premiums for employees are going up. USC pays 83% of the premium for each USC covered employee.

New Business:

Online Harassment training has some issues. Some employees are having problems completing or having access to the program. Sharon Haymond, Director of Personnel Services, commended the Staff Assembly for their hard work on the resolution for Severance Pay and Policies.

Next meeting: Thursday, October 4, 2007, 9:00am – 10:30am

Adjournment:

A motion to adjourn was made by Marty Ruggles and was seconded by Wade Thompson-Harper. The meeting adjourned at 10:37am.

Respectfully submitted by Mary Trujillo

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