

**USC Staff Assembly
General Assembly Meeting Minutes
October 4, 2007
PSC 104, HSC**

Present: Evelyn Alva, Josie Amescua, Steve Barnhart, Tim Boston, Delfina Candelaria, Ingrid DeCook, Lisa Escobar, Rita Gonzales, Michelle Jones, Dawn Kita, BaShai Lagarde, Jackie Mardirossian, Kathy Neal, Josie Nieto, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Veronica Pete, Richard Pinder, Denise Porter, Janet Prince, Marian Purcell, Claudia Raphael, Gloria Reyes, Lillian Rivera, Anthony Rodriguez, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Cristi Shinn, Bill Singleton, Sylvia Stafford, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Tina Walsh, Annie Willis, and Amy Yung.

Absent: Jane Bartlett, Valerie Fitzgerald, Gloria Gamboa, Bill Givens, Michael Grabarsky, Roshonda Harrison, Stan Henderson, Shannon Hinojosa, Erika Jimenez, Tony Mazza, Yolanda Mora, Ardell Nolan, Sonia Savouljian, Joshua Schmidt, Sonya Sears, Rosemarie Tellez, Veronica Villa, Pamela Wallace-Thompson, and Carolyn Ward.

Call to Order

A quorum being present, President Steve Barnhart called the meeting to order at 9:12 A.M.

Staff Monthly Recognition Award

The Staff Monthly Recognition Award was presented to Robyn Bloom, Front Office Coordinator, for the Biokinesiology & Physical Therapy Division. Steve Barnhart presented to Robyn a plaque from the Assembly; Wade Thompson-Harper presented a check for \$150 from the Staff Club. Dr. James Gordon, Associate Dean and Chair introduced Robyn for the Division of Biokinesiology & Physical Therapy. Dr. Gordon stated that it has been a wonderful two years working with Robyn who is always so cheerful and helpful. He also presented her with a departmental gift.

Robyn thanked everyone for acknowledging her. She stated that she loves working with USC faculty, staff and students.

Approval of September 2007 General Assembly Minutes

On a motion by Wade Thompson-Harper, and seconded by Tim Boston, the minutes of the September 13, 2007 meeting of the Staff Assembly were approved with corrections.

President's Report – Steven Barnhart

For Staff on the USC Network Plan, free flu shots are now available at the USC Pharmacy. CIO Ilee Rimes sent an email stating that there was an increase in email space for employees. Students are being moved to another email provider in the Spring.

Associate Senior Vice President for Administration Report – Janis McEldowney

Staff Appreciation - Basketball tickets went well for this year. They are now brainstorming on what to offer for next year as athletic tickets are harder to come by as the teams' performance continues to excel.

Personnel Council Report - Awilda Bregand

The new Long Term Care vendor will be John Hancock. In March of 2008 a letter to the general population will go out explaining this change. The rates are expected to be comparable and not greater than the current rates. The effective date for coverage from John Hancock will be June 1, 2008.

A pilot program is being conducted by offering a series of courses for investment skills through the Professional Development office. Each course is likely to be a 1 to 1 ½ hour session beginning sometime in March. They will be on different topics with special speakers.

Committee Reports

Communications Report –Amy Yung

The committee met on September 17.

The second issue of the Assembled Voice had some problems. The final draft should be ready by the week of Oct 8th. The third issue should be published sometime in January of 2008. The Staff Assembly Web page has been updated with new information.

Next meeting will be on October 8th.

Compensation and Benefits –Veronica Pete

The committee met on September 14th.

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. Janis McEldowney will research for answers. 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 October 12th.

Environment – Anthony Rodriquez for Jane Bartlett

The committee met on September 13th.

The Safety Fair vendors are secured and are being sponsored by VWR. The committee is still trying to recruit more vendors. Anthony Rodriguez is the manager for hazardous waste at USC. The Recycling program continues to encourage recycling within their offices and buildings.

Next meeting will be on October 4, following the general Staff Assembly meeting.

Rights and Responsibilities – Ingrid DeCook.

The committee met via E-Mail. Mary Campbell, Assistant Vice President for Career Services, was invited to attend the October meeting. The committee is preparing questions for discussion at the October meeting.

Next meeting will be on October 9th.

Rules and Elections – Lorna Tureaud

The committee met on September 19.

Steven Barnhart, president of Staff Assembly, attended and went over with the committee on the nomination procedures. Ballots will possibly go out to staff by Friday, October 5th. Lorna encouraged members to nominate other staff for the ballots. Shane Slater, Administrative Services Coordinator for Radiology, was selected for the November 2007 Staff Monthly Recognition Award.

Next meeting will be in October 10th.

Transportation – Marty Ruggles

The committee met on September 20th.

DPS is now sometimes at the UPC Child Care Center during the morning to supervise dropping off of children. The signage for paid parking in UPX has been posted. Transit prices for passes have increased. Transportation Services policy is that passes are not to be transferred or used by anyone else other than the employee. Marty encourages staff to purchase the Annual Pass, which has an additional discount. There is approval for additional backup trams when needed.

Next meeting is on October 11th.

Guest Speaker: Carolyn Webb De Macias, Vice President and Carolina Castillo, Director of External Relations

Folders with the External Relations Dept. information were passed out to the SA members. Most of the External Relations staff work out of the office promoting the USC Good Neighbors Program campaign. Employees' support could go to the United Way or to the Good Neighbors Program. Kids Watch, one of the signature programs, has been adopted by the City of Los Angeles. These programs are good for our students in addition to being good for our neighboring areas.

New Business:

Next meeting: Thursday, November 1, 2007, 9:00am – 10:30am at GFS 116, on the University Park Campus.

Adjournment:

A motion to adjourn was made by Lorna Tureaud and was seconded by Wade Thompson-Harper. The meeting adjourned at 10:45am.

Respectfully submitted by Mary Trujillo

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