

**USC Staff Assembly
General Assembly Meeting Minutes
November 1, 2007
GFS 116, UPC**

Present: Evelyn Alva, Steve Barnhart, Jane Bartlett, Tim Boston, Delfina Candelaria, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Gloria Gamboa, Bill Givens, Rita Gonzales, Michael Grabarsky, Stan Henderson, Shannon Hinojosa, Michelle Jones, Dawn Kita, BaShai Lagarde, Jackie Mardirossian, Tony Mazza, Kathy Neal, Lou Nieto, Ardell Nolan, Georgina Nuttall, Veronica Pete, Richard Pinder, Janet Prince, Claudia Raphael, Gloria Reyes, Marty Ruggles, Sonia Savoulian, Chris Schweska, Sonya Sears, Sylvia Stafford, Lorna Tureaud, Tina Walsh, Annie Willis, Carolyn Ward, and Amy Yung

Absent: Josie Amescua, Camillus Apakama, Roshonda Harrison, Josephine Herrera, Erika Jimenez, Yolanda Mora, Josie Nieto, Bryan Ortiz, Denise Porter, Marian Purcell, Lillian Rivera, Anthony Rodriguez, Joshua Schmidt, Ruth Scott-Williams, Cristi Shinn, Rosemarie Tellez, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Veronica Villa and Pamela Wallace-Thompson

Call to Order

With a quorum present, President Steve Barnhart called the meeting to order at 9:06 A.M.

Staff Monthly Recognition Award

The Staff Monthly Recognition Award was presented to Shane Slater, Residency Coordinator with the Department of Radiology. Shane was introduced by Dr. Alison Wilcox, Residency Program Coordinator. Dr. Wilcox stated that the USC radiology department is the largest in the nation and Shane does her job with a diplomacy and skill that she has never seen. Steve Barnhart presented to Shane with a plaque from the Assembly; Veronica Pete presented a check for \$150 from the Staff Club. Shane stated she loves working at USC and the students. She concluded that she is already thinking of someone to nominate for this award.

Approval of October 4, 2007 General Assembly Minutes

On a motion by Jackie Mardirossian, and seconded by Tim Boston, the minutes of the October 4, 2007 meeting of the Staff Assembly were approved without corrections.

Personnel Council Report - Awilda Bregand

Ms. Bregand reported the Employee Benefits newsletter is ready to be distributed. The Flexible Spending Account information can be updated via E-trac. She distributed an article, *Facing up to the costs of long-term care*, from CNNMoney.com, which she received from President Barnhart. As of January 1, 2008, new-hire orientation will take place in the new Credit Union building, and orientation may change to Wednesday.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney stated she had nothing to report. Veronica Pete reported there are still problems with the Harassment on-line training. Ms. McEldowney said the training has been extended until November 16th. President Barnhart recommended that the new Campus Center have a room for University groups (i.e. Staff Assembly, Academic Senate, Student Senate, etc.).

President's Report – Steven Barnhart

The University is working on gathering ideas for 2008 Staff Appreciation. President Barnhart will send out an e-mail to the Assembly regarding the Master Plan for potential focus groups.

Committee Reports

Communications Report – Amy Yung

The Assembled Voice was delivered earlier this week. Amy applauded Dawn Kita for her work, staying several evenings, to get the newsletter completed. The committee will begin working on the next issue. They want to make the next issue fun, so they will be taking a lot of pictures. The committee also needs photos of other committees.

Compensation and Benefits –Veronica Pete

The committee met on October 12th on HSC. Veronica thanked Lydia Vasquez for hosting the meeting. The committee continues to work on sick day accrual and donation. Their next meeting is November 19th in the new Credit Union building.

Environment – Jane Bartlett

The committee did not meet last month, however did work on the Safety Fair on HSC that will take place on November 7th. Vendors will have ergonomic chairs, mats, and recyclable materials. HSC will also have an E-waste collection in conjunction with the Safety Fair. Jane reported on the availability of the Flex Car. Go to www.flexcar.com for more information. The committee will begin to look at peer universities on sustainability.

Rights and Responsibilities – Ingrid DeCook

Pearl Hilliard and John Zivi from Professional Development were guests at their last committee meeting. Resource information is available on their website. The committee discussed the possibility of weekend and evening classes. Professional Development is willing to look at different options. They have a survey going out to employees and will share the information with the Staff Assembly. The committee's next meeting is on November 20th at noon in the George Lucas building.

Rules and Elections – Lorna Tureaud

The committee worked on the nominations. There were 92 acceptances, and more than 400 individual received at least one nomination. For the first time, the committee did not have to do a lottery amongst those receiving only a single nomination. Voting will conclude on November 15th. The committee will meet again right after the 15th.

Transportation – Marty Ruggles

The committee met on HSC in KAM. Yolanda Mora hosted the meeting. The committee discussed electronic signage which will likely be available sometime between January – June 2008. The committee received reports of a rude and out of control tram driver. The intercampus shuttle will continue to stop at Union Station on the hour. The committee did not receive a response from Transportation on the issue of the Child Care Center's traffic.

Guest Speaker: Yogi Matharu, Associate Professor of Clinical Physical Therapy and Director of the Physical Therapy Private Practice

Yogi reported that all physical therapy (PT) education is at the doctoral level. The USC PT program is ranked #1 in the nation. Services provided include: Orthopedic conditions; Musculoskeletal

disorders; Neurologic impairments; Vestibular/Balance disorders; Pain management; Incontinence management; Women's health; Cardiopulmonary dysfunction; Sports injuries; and Orthotic fabrication. A physician's referral is required in California.

Locations: USC Physical Therapy Associates at 1640 Marengo Street, HRA 102, Los Angeles, CA 90033; Phone: (323) 224-7070.

USC PT Associates at UPC (USC University Village) at 3301 S. Hoover St., Los Angeles, CA 90007; Phone: 213-740-0215

New Business

None reported.

Next Meeting

Thursday, December 6, 2007, 3:00 – 4:30 P.M., Galen Center Classroom (Pavilion Room), UPC. Annual Reception immediately following, 4:30 – 6 P.M., in the Founders Room (courtesy of the Senior Vice President for Administration).

Adjournment

A motion to adjourn was made by Marty Ruggles and was seconded by Jane Bartlett. The meeting adjourned at 10:40 A.M.

Minutes respectfully submitted by Jackie Mardirossian.

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