

USC Staff Assembly General Assembly Meeting Minutes

Date: December 14, 2006

Location: UPC – Galen Center Classroom #114

Present: Noemi Adalin, Evelyn Alva, Steve Barnhart, Jane Bartlett, Ingrid DeCook, Lisa Gallegos, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Michelle Jones, Dawn Kita, BaShai Lagarde, James Lynn, Jackie Mardirossian, Ellen Miyasaki, Yolanda Mora, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria Reyes, Marty Ruggles, Chris Schweska, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Rosemarie Tellez, Wade Thompson-Harper, Lydia Vazquez, Pamela Wallace-Thompson, and Amy Yung

Absent: Octavio Avila, Denise Campbell, Delfina Candelaria, Bob Cuthill, Paul Flores, Erika Jimenez, Linda Lewis, Ardell Nolan, Claudia Ortega, Wyman Thomas, Mary Trujillo, Carolyn Ward, and Denise Wiegel

Call to Order: President Michelle Jones called the meeting to order at 3:16 p.m.

Approval of November 2, 2006 General Assembly Minutes: With a quorum present, the minutes were approved on a motion by Rick Scott which was seconded by Wade Thompson-Harper.

Staff Monthly Recognition Award: The December Staff Monthly Recognition Award was presented to Hillary Chisum, Special Events Coordinator, with the School of Social Work. Hillary was introduced by Marlene Wagner, Assistant Dean of External Relations at the School of Social Work. Marlene stated that Hillary started in 2001 as a student and was persuaded to stay in the School. She added that Hillary is a wonderful team member and has been promoted three times within the School of Social Work. President Michelle Jones presented Hillary with a plaque from the Staff, Faculty, and Students at USC. Wade Thompson-Harper, Staff Club President, presented Hillary with a check for \$100 from the Staff Club. Hillary thanked the Staff Assembly for her award.

Associate Sr. Vice President for Administration, Janis McEldowney: Janis announced staff will receive tickets to a choice of men's and women's basketball or men's volleyball games during the month of February. Reservations for the game of choice will be made on-line. Additional information will most likely be sent out after the holidays. Janis also discussed the exempt transition project. As of January 1, 2007, approximately 1600 employees will be moved from exempt to non-exempt status due to reviews of compliance issues in classifications of employees and job descriptions. Janis apologized for not talking to the Staff Assembly about this issue earlier.

Personnel Council Report, Awilda Bregand: Awilda was not present. Janis McEldowney reported that Open Enrollment went well. She stated the President's cabinet met and was supportive of the change of non-exempt employees to the defined

contribution retirement plan. They have concerns with the cash-out options. This will go to the Board of Trustees for approval. Administration is also looking at allowing for more flexibility to meet the needs of the employees.

President's Report, Michelle Jones: Michelle reported she had attended various meetings throughout the year as Staff Assembly president and stated the players are all there for the good of all employees. Michelle has attended meetings with the Retirement Task Force, Family Initiatives, and Emeriti Center.

Committee Reports:

Communications - Rita Gonzales

Rita thanked her committee for all their work. She stated the next newsletter is at the printers and hopefully will be released next week before the winter break.

Compensation and Benefits - Evelyn Alva

Evelyn explained to new members that the committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. She stated the committee completed a three year task on medical benefits after retirement. Evelyn announced that Michelle Jones will make the presentation to Administration. Evelyn thanked the committee for working hard and thanked the Staff Assembly for approving their resolution.

Rules and Elections – Steven Barnhart

Steve announced the committee's three primary responsibilities are selecting the Staff Monthly Recognition award, election of the Staff Assembly, and review of the By-laws and Standard Operation Procedures. Steve reported the election was done via the web and they received 1157 on-line votes and 47 paper ballots. Steve recognized his committee for their excellent job. He also encouraged members to nominate people for the Staff Monthly Recognition award.

Rights and Responsibilities - Ruth Scott-Williams

Ruth thanked her members of the committee. She explained the purpose of the committee is to make recommendations to the Staff Handbook and other publications regarding policies that affect staff.

Transportation - Wade Thompson-Harper

Wade stated the committee is the liaison between staff and Transportation. The committee made it their mission to turn around an answer to concerns and issues in a timely manner. Wade thanked his committee from the bottom of his heart for their work. He encouraged new members to work on the Transportation Committee.

Environment - Joyce Perez

Joyce thanked the committee for their work and thanked the Staff Assembly members for volunteering at their fairs and expos, and their support in general. This committee is responsible for monitoring the safety and security of the university working environments. Joyce gave a presentation on the committee's work throughout the year

that included the Environmental Fair, Crime Prevention Expo, and the 1st annual E-waste event.

New Business:

No new business reported.

Assembly Recognition:

Michelle stated she had a great two-years and thanked the executive board. She presented certificates to Assembly members who have completed two terms of service and are going off of the assembly due to term limits. Michelle then presented certificates and gifts to the members of the executive committee. Michelle presented flowers to Janis McEldowney. Michelle also thanked Steve for stepping in when Lois Nishimoto, Vice President, went out on medical leave.

Adjournment of the 2006 Assembly: A motion to adjourn was made by Veronica Pete, and was seconded by Joyce Perez. Without objection, the meeting was adjourned at 4:16 p.m.

Call to order of the 2007 Assembly: The 2007 Assembly was called to order at 4:16 p.m.

Present: Evelyn Alva, Josie Amescua, Steve Barnhart, Jane Bartlett, Tim Boston, Steven Bryant, Latrece Cox, Ingrid DeCook, Lisa Escobar, Lisa Gallegos, Gloria Gamboa, Rita Gonzales, Claudia Gonzalez, Michael Grabarsky, Roshonda Harrison, Stan Henderson, Josephine Herrera, Shannon Hinojosa, Michelle Jones, Dawn Kita, BaShai Lagarde, James Lynn, Jackie Mardrossian, Tony Mazza, Yolanda Mora, Dolores Morales-Medina, Kathy Neal, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Joyce Perez, Veronica Pete, Richard Pinder, Janet Prince, Gloria Reyes, Lillian Rivera, Marty Ruggles, Joshua Schmidt, Chris Schweska, Rick Scott, Ruth Scott-Williams, Cristi Shinn, Rosemarie Tellez, Wade Thompson-Harper, Lorna Tureaud, Lydia Vazquez, Pamela Wallace-Thompson, Tina Walsh, and Amy Yung

Absent: Denise Campbell, Delfina Candelaria, Erika Jimenez, Linda Lewis, Ardell Nolan, Claudia Ortega, Marian Purcell, Anthony Rodriguez, Bill Singleton, Mary Trujillo, Yvonne Unger, and Carolyn Ward

Election of Officers: Steve conducted the election of officers for the 2007 Assembly. Wade Thompson-Harper and Rick Scott are the candidates for president. There were no nominations of candidates from the floor. Lorna Tureaud moved to close the nominations, and it was seconded by Chris Schweska. Rick Scott was elected president.

Jackie Mardrossian was the only declared candidate for the office of Vice-President. There were no nominations from the floor. Rick Scott motioned to close nominations, and Evelyn Alva seconded the motion. Jackie was elected Vice President by acclamation on a motion from Wade Thompson-Harper and seconded by Evelyn Alva.

The floor was open to nominations for a candidate for secretary. Veronica Pete moved to nominate Cristi Shinn, Evelyn Alva seconded the motion. Lorna Tureaud moved to close nominations, and the motion was seconded by Michelle Jones. Cristi was elected Secretary through acclamation by a motion from Rick Scott and seconded by Evelyn Alva.

Lorna Tureaud was the only declared candidate for Parliamentarian. Veronica Pete motioned to nominate Janet Prince. Georgina Nuttall seconded the motion. Pamela Wallace-Thompson moved to close nominations, and Evelyn Alva seconded the motion. Lorna was elected Parliamentarian.

Presentation of the Gavel:

Michelle Jones presented the Gavel and plaque to President Rick Scott. Rick thanked everyone for coming to the meeting and proposed to move the January meeting to January 11, 2007.

Steve Barnhart called the 2006 Executive Board to the front then presented Michelle with a gift from the Executive Board.

New Business:

No new business.

Adjournment: The meeting was adjourned to a reception in the Founders Club provided by Todd Dickey's office at 4:40 p.m.

Minutes submitted by: Jackie Mardirossian

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