

**USC Staff Assembly
General Assembly Meeting Minutes
December 4, 2008
LAW School 1 – 699 Exposition Boulevard**

Present: Teri Adams, Evelyn Alva, Teri Aparicio, Steve Arbuckle, Linda Bazilian, Sonya Black-Williams, Tim Boston, Allison Bryant, Giovanna Carrera , Delfina Candelaria, Torie Daves, Ingrid DeCook, Lisa Escobar, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Michelle Jones, John Kennedy, Tracy Kerr, Alan Kita, Dawn Kita, Lisa Kofman, Phylis Lemons, Rachael Levy, Jackie Mardirossian, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Kathy Neal, Si Nguyen, Lou Nieto, Bryan Ortiz, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Lorna Tureaud, Lydia Vazquez, Susan Wiedem, Carol Williams, Victoria Young, Amy Yung

Absent: Deborah Aguilar, Josie Amescua, Anthony Bailey, Catherine Ballard, Cynthia Brass, Jennifer Brown, Rossana Cabrera, Jimmy Camiling, George-Ann Cleary, Wendy Cook, CharRita Cox-Beaman, Robert Cuthill, Renee Cypert-Soto, Stan Henderson, Sam Hinojosa II, , Tony Mazza, Richard Pinder, Artimese Porter, Anthony Rodriguez, Rosie Tellez, Mary Trujillo, Veronica Villa, Pamela Wallace-Thompson, Denise Wiegel, Ronald Zuletta

Call to Order:

The meeting was called to order at 3:28 pm by President Michelle Jones. A quorum was present.

Approval of November 6, 2008 General Assembly Minutes

On a motion by Jackie Mardirossian and seconded by Lou Nieto, the minutes of November 6, 2008, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the hiring freeze is a preventative measure to avoid lay-offs. Unlike other peer institutions, not a lot of the university's endowment goes to pay for its day to day operating expenses. The university is concerned about being able to balance the books for the current fiscal year and making sure that it is in a good position for the coming fiscal year. There is a freeze on new construction. All departments throughout the university have been asked to give projections on how they could deal with budget cuts for next year. Due to the budget freeze, the Staff Appreciation day has been postponed for this fiscal year. With the Staff Assembly's approval, Ms. McEldowney will send out an email message to all university staff asking for monthly staff recognition nominations.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council did meet this month. The Keck School of Medicine has hired a new HR Director. The new Director will help with centralizing the HR process better at the School of Medicine. The milestone letters have been sent to any staff member who has achieved a milestone from April 2008-December 2008. Going forward any staff member who achieves a milestone should be receiving a letter the same month they achieve the milestone. The cut-off for the milestone luncheon is March 31, 2008. Jobs can still be posted on the job site but, in order to have a new job positions posted on the job website each position will be reviewed by the compensation department and require the approval of either Provost C.L. Max Nikias or Senior Vice President of Administration Todd Dickey. Ms. Bregand asked the Staff Assembly members their opinion on sending out an email blast to staff members who may have been affected by the recent fires. Regarding the benefits fair, the Hyatt Legal program had about

860 people signed up. The university is proposing shortening the Open Enrollment period from a month to two weeks.

President's Report– Michelle Jones

President Jones thanked Michelle White for all of her hard work and dedication planning the Staff Appreciation Day. She also thanked the 2008 Staff Assembly members who made more than seventy-five percent of the meetings for their sacrifice and dedication. Welcome to the 2009 Staff Assembly. Vice President Jackie Mardirossian presented President Jones with a gift certificate for all of her hard work this year.

Committee Reports

Communications – Delfina Candelaria

Ms. Candelaria reported that the Staff Assembly website has been updated and asked President Jones to send the committee the President's Message so that it may be added to the website. The Committee would like to see more activity being done by using the email address staff.assembly@usc.edu. The next Comp101 presentation is hopefully in January after the date is confirmed with Rachel Levy. The deadline for the next committee reports for the next issue of the *Assembled Voice* is January 9, 2009. The Communications Committee is responsible for publishing the quarterly newsletter the *Assembled Voice*. The Committee published two issues of the newsletter in the last year. They accomplished something that was long overdue; the Committee updated the Staff Assembly website. The Committee also arranged to have the master plan of the university described and discussed at an Open Forum session last year. The Committee would like to thank some special staff members for their hard work on the *Assembled Voice*; Ellen Miyasaki, and Dawn Kita. The Committee would also like to thank President Michelle Jones for her outstanding leadership this past year.

Environment – Linda Bazilian

The Environment Committee is responsible for putting on two fairs during the year. The first fair is the Environment Fair which occurs in the Spring. The second fair is the Campus Safety Awareness Fair which occurs in the Fall. The Committee implements ideas on how the campus community can become "greener" -such as the e-waste collection day.

Compensation and Benefits –Lisa Escobar

The Compensation and Benefits worked really hard this year on its sick leave proposal. Unfortunately, the proposal is not ready yet. Hopefully next year's committee will be able to finish the proposal and present it to the Staff Assembly as a resolution. Ms. Escobar thanked all the members of her committee for their hard work and dedication throughout the year. Ms. Escobar also thanked President Jones for her guidance and leadership this past year.

Rules and Elections –Lorna Tureaud

Ms. Tureaud reported that the Rules and Election Committee is responsible for the Staff Assembly membership. The Committee handles the nominations and the elections to the assembly. The Committee monitors the attendance at the meetings and replaces members during the term if needed. The Committee selects the monthly recognition award recipients and handles the nomination and election process. This year we had 900 staff members vote during the election process.

Rights and Responsibilities – Ingrid DeCook

Ms. DeCook reported that the Rights and Responsibilities committee reviews the Supervisors Manual as well as the Policies and Procedures Manual to see how it relates to the staff members. Sometimes the committee is very busy and other times it is very quiet.

Transportation – Lou Nieto

The Committee deals with any transportation issue on campus such as crosswalks, stop signs, Childcare parking, tram schedules, van pools, etc. One of the most interesting things we get to do on the Transportation Committee is go to the CRB sessions.

President’s Remarks – Michelle Jones

President Jones presented the Executive Board, Committee Chairs and the staff assembly members who have served two consecutive two year terms with certificates of service. The two consecutive two year terms members are Marty Ruggles, Jackie Mardirossian and Chris Schweska.

Nominations and Election of the 2008-2009 Executive Board

President – Lou Nieto

Lou Nieto was elected by acclamation.

Vice President –Rita Gonzales

Three assembly members were nominated for the Position of Vice President - Rita Gonzales, Victoria Young, and Lisa Escobar. Rita was elected by ballot vote.

Secretary – Victoria Young

Two assembly members were nominated for the position of Secretary – Gloria Gamboa and Victoria Young. Vicki was elected by ballot vote.

Parliamentarian –Evelyn Alva

Two assembly members were nominated for the position of Parliamentarian - Lorna Tureaud, and Evelyn Alva. Evelyn was elected by ballot vote.

New Business: No new business

Next Meeting:

Thursday, January 8, 2009 from 9:00am-10:30 a.m. Location: TBD.

Adjournment:

A motion to adjourn was made by Ingrid DeCook and was seconded by Janet Prince. The meeting adjourned at 4:44 p.m.

Minutes submitted by Victoria Young.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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