

**USC Staff Assembly
General Assembly Meeting Minutes
April 1, 2010
ZNI –1st Floor Conference Room - HSC Campus**

Present: Evelyn Alva, Linda Bazilian, Paul Biddlecomb, Robbie Boyd, Allison Bryant, Rachel Baeza, Carolina Castillo, Wendy Cook, Lisa Escobar, Lisa Gallegos, Bill Givens, Rita Gonzales, Torie Daves, Paul Flores, Gloria Gamboa, Erica Hernandez, Shannon Hinojosa, Tessie Jamanila, Tracy Kerr, Kathy Neal, Gloria Reyes, Lisa Kofman, Alan Kita, Dawn Kita, Rachel Levy, Naomi Martinez, Mary Trujillo, Margarita Turner, Monica Morita, Georgina Nuttall, John Peleuses, Linda Sturm, Ellen Miyasaki, Lydia Vazquez, Susan Wiedem, Vicki Young, John Zivi

Absent: Darren Abbott, Vivian Alegria, Josie Amescua, Teri Aparicio, Teri Adams, Noel Aguilar, Laura Aguilar, Cynthia Brass, Shirley Beard-King, Debbie Bernstein, Tim Boston, Delfina Candelaria, Amy Cienfuegos, Cynthia Clayton, John P. Kennedy, John H. Kennedy, Lillian Rivera, Lou Nieto, Lois Nishimoto, Yolanda Mora Veronica Villa. Si Nguyen, Denise Wiegel.

Call to Order:

President Linda Bazilian called the meeting to order at 9:00am. A quorum was present.

Staff Monthly Recognition Award

Linda Bazilian and Sean Tom, Media Services Supervisor at the School of Pharmacy introduced the April Staff Monthly Recognition Award recipient, Willy Tai, Director of Budget and Accounting at the Gould School of Law. According to Mr. Tom, what makes Mr. Tai special is his work ethic and dedication to his job. Mr. Tai was honored to receive the award and thanked everyone who nominated him and the members of Staff Assembly for the award.

President Linda Bazilian presented Willy with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club President Evelyn Alva presented a check for \$150.00 to Willy on behalf of the Staff Club.

Approval of March 4, 2010 General Assembly Minutes

On a motion by Torie Daves and seconded by John Peleuses, the minutes of March 4, 2010, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that C.L. Max Nikias, USC executive vice president and provost, will become the 11th president of USC, succeeding President Steven B. Sample as of August 3, 2010. She also stated that there likely will be a search for a new provost.

President’s Report – Linda Bazilian

Ms. Bazilian reported that she taught a Water Aerobics class this month at the Lyons Center as part of the Health and Wellness program.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the COBRA subsidy has been extended so far through the end of April 2010 and hopefully through the whole year. A new Open Forum about retirement benefits is being developed. “The Great Colleges to Work for Survey” has been distributed. If you are someone who receives this survey, she asked to “Please be gentle and kind in your responses.”

Committee Reports

Communications – Wendy Cook- Chair

Ms. Cook reported that the *Assembled Voice* issue for April 2010 is being compiled. The Open Forum(s) titled “What is Staff Assembly” were very informative. The website presence for Staff Assembly in Facebook and Twitter should be available soon.

Compensation and Benefits – Alison Bryant

Ms. Bryant reported that the committee is continuing to review the sick leave accrual policy and see if it would be possible to cap the sick days at 24 days instead of 12. The university plan administrator for Disability has changed from VSI to Sedgwick. The Compensation and Benefits Committee has received complaints regarding the new plan administrator’s customer service and the confusion that staff members have when submitting a claim to be processed.

Environment – Alan Kita

The Environment Committee is getting ready for the Environment Fair which is on 4/22/2010 this year from 10am-2pm on the UPC Campus. Mr. Kita asked the Assembly membership to please sign up to help work the fair.

Rights and Responsibilities – Tracy Kerr

The Rights and Responsibilities Committee met right after the General Assembly meeting on March 4, 2010. The Committee discussed the Severance policy. Ongoing Committee projects include continuing to evaluate Blackboard policies regarding copyright information. Looking into the feasibility of a Staff Portal on the usc.edu main website and looking into the university’s reference policy.

Rules & Elections—Lisa Escobar

Ms. Escobar asked the Assembly members to please promote the Staff Monthly Recognition Award, as we need more nominees. At the March 4, 2010 Committee meeting, it was decided that the April Monthly Staff Recognition Award should come from the Health Science Campus. If the Committee has not received any completed nominations by March 19, they will determine a winner from their completed nominations.

Transportation Committee— Rachel Levy

The Committee discussed it’s list of priorities, and the bad egress of Parking Structure “D”. Tony Mazza will be attending our next meeting on the HSC campus. The Committee is also going to see if it would be possible to extend three monthly parking passes to all commuters. There have been many complaints about tram drivers talking/texting while driving and how the 4:30 pm tram to Union Station runs red lights. The issue of the stairway doors locking in PSX2 has been resolved. Our next Committee meeting will take place at the KAM building on the HSC campus.

Guest Speaker: Dr. Kathy Besinque, Associate Professor of Clinical Pharmacy, Director, Professional Experience Programs and Office for Teaching Resource

President Linda Bazilian introduced the guest speaker.

Dr. Besinque spoke to the Assembly about “What types of Medications should be in your medicine cabinet and how to take store and administer medications properly.” At the end of the lecture, Dr. Besinque took questions from the membership. Dr. Besinque’s topic was very informative and entertaining.

Next Meeting:

Thursday, May 6, 2010 from 9:00am-10:30 a.m. Location: TBD.

Adjournment:

A motion to adjourn was made by Rita Gonzales and was seconded by Robbie Boyd. The meeting adjourned at 10:34a.m.

Minutes submitted by Victoria Young.

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