

USC Staff Assembly General Assembly Meeting Minutes

Date: August 4, 2005

Location: UPC, LAW 1

Present: Noemi Adalin, Evelyn Alva, Josie Amescua, Teri Aparicio, Octavio Avila, Steven Barnhart, Corliss Bennett, Delfina Candelaria, Wendy Cook, Lory Council, Bob Cuthill, Trudy Exler, Ofelia Galvan, Rita Gonzales, Ruth Johnson, Shirley Johnson, Michelle Jones, Dawn Kita, Lisa Kofman, Linda Lewis, Judy Mar, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Joyce Perez, Lillian Rivera, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, James Vasquez, Carolyn Ward, and Denise Wiegel

Absent: Deborah Aguilar, Suzanne Alcantara, Kay Allen, David Amescua, Olabisi Carr, Myrna Cisneros, Paul Flores, Neil Flowers, Beverly Franco, Barry Grubs, Stan Henderson, Shannon Hinojosa, Rick Lovely, Paul McCabe, Bill Ortiz, Irene Ortiz, Fatima Perez, Veronica Pete, Sena Schlessinger, Sharon Wallace, Pamela Wallace-Thompson, John Wolcott and Amy Yung

Call to Order: President Michelle Jones called the meeting to order at 9:07 a.m.

Approval of June 2, 2005 General Assembly Minutes: With a quorum present, and on a motion by Chris Stephan and second by Wade Thompson-Harper, the minutes of the June Staff Assembly minutes were approved.

Approval of July 7, 2005 General Assembly Minutes: On a motion by Wade Thompson-Harper and second by Rita Gonzales, the minutes of the July Staff Assembly minutes were approved.

Staff Monthly Recognition Award: The August 2005 Employee of the Month Recipient is Marian Kasai, Accountant I, ISD Administration, Information Services. Marian was introduced by Frank De Los Reyes, Director of Recovery Services Management, ISD. Frank stated that Marian is a Trojan in many ways: she has been an employee at USC for 24 years, her sons attended USC, she's a donor, and a loyal football fan. He proceeded stating Marian gained knowledge that only time can give. Marian makes sure customers receive accurate and timely information. Marian was presented with a plaque by Michelle Jones and Denise Wiegel, President of the Staff Club, presented her with a check for \$100. Marian had her picture taken with 12 co-workers from ISD that were present to see Marian receive her award.

Associate Sr. Vice President for Administration, Janis McEldowney: As of August 1st non-exempt employees converted to a bi-weekly pay period and are recording their time worked on a daily basis. Janis also reported that Payroll Services are working on mistakes made on over-time checks.

Evelyn Alva commented on the brochure that was distributed to employees on timekeeping, saying it is a great resource. Janis stated a new brochure is coming out explaining the difference between non-exempt and exempt employees, and how the state of California classifies positions.

Personnel Council Report, Awilda Bregand: The office is preparing for Open Enrollment. They are working on having on-line benefit enrollment, which may start with new hires only, before going University-wide. Awilda recently ran a report of the benefits system and found approximately 7,000

names with inaccurate information. Awilda recommended for all employees to check their beneficiaries every 4-5 years. They hope to develop a system where employees can update information during open enrollment. E-trac shows beneficiary information to employees. The office will do a communications campaign to get this information out to all. Employees can retrieve forms from the Benefits website under *Forms* (<http://www.usc.edu/dept/Benefits/>).

President's Report, Michelle Jones: Michelle stated the September General Assembly meeting has been moved from September 1st to September 8th due to the Labor Day holiday. Michelle attended the Employee Benefits Advisory Committee and the new USC Network insurance cards will be out soon. A memo has been sent to all of those employees who are affected with the change.

Committee Reports:

Communications - Rita Gonzales

The committee is working on the next newsletter. Rita reported the committee is missing a couple of articles in order to complete the newsletter. Their next meeting is August 8th in JEF 110 at noon. All are invited to attend.

Compensation and Benefits - Evelyn Alva

The committee discussed the USCard and the monthly limits in regards to the change to the bi-weekly pay change for non-exempt employees. The committee concluded the University cannot "police" employees over their finances, and each employee is responsible for their own spending. The committee thought employees could be offered a free financial management class/workshop, either through the Credit Union or Professional Development. Awilda stated counseling on finances is available through the Staff/Faculty Counseling and Consultation Center. Janis stated the Credit Union also offers this type of support. Their next meeting is August 11th in VKC 329.

Environment - Joyce Perez

The committee met with the Transportation Committee in July. The committees discussed the planning and preparation of the 2006 Environmental Fairs. The dates are April 12th for HSC and April 19th at UPC. They plan to increase vendor participation, especially on HSC. Joyce announced their participation in the Crime Prevention Expo which will take place October 12th on HSC and October 19th on UPC. Volunteers are needed, especially for set-up. The committee's next meeting is August 5th from 9:30-11 a.m. in GFS 330.

Rules and Elections - Carolyn Ward

The committee discussed an on-line voting system with guest, Gazzali Jaleel. Gazzali prepared a proposal and presented the information to the Executive Committee during their July 21st meeting. The Executive board approved the proposal and it was sent to Janis' office. The proposal was approved by the Office of Associate Sr. Vice President for Administration. The committee will revise the time schedule for the new voting process. Concerns were raised regarding voting for those employees without computer access. Carolyn stated she and the committee will work out a way that all staff employees will have access for voting. Ardell Nolan acknowledged Janis and her office for their positive response to the on-line voting process. Their next meeting is August 9th at noon, in BKS 401.

Rights and Responsibilities - Ruth Scott-Williams

Michelle requested that the committee gather important contact information to put into the *Assembled Voice*. The committee is looking at the Supervisor's Manual and will determine if revisions need to be made. Ruth stated the General Assembly can contact either her or Sharon Wallace with suggestions for the committee. Their next meeting is TBD.

Transportation - Wade Thompson-Harper

Wade reported that Joyce has given Wade the list of assignments for the Transportation Committee for the Environment Fairs. Most of the painting for the parking structures has been completed, and Wade stated the Transportation Department thanks everyone for their patience. The following are other improvements made by the Transportation Department: new signs; more benches will be added to some tram stops; tram schedules posted at all tram stops; added more Union Station runs to UPC and HSC; added additional time to Tram Route A, North Campus lights being added; added more carpool and handicap spaces in structures.; HSC parking permit holders can now also park in PSX (as well as PSD); and USC employees can use DASH without a charge with their USC ID. The Transportation Department is looking into changing the 24 hour reserved spots to regular business hours, Monday – Friday, and at purchasing GEM trams. The committee’s next meeting is August 11th in STU 413 at noon.

Guest Speaker - Carol Dougherty, Senior Associate Athletic Director, Athletics

The Galen Center is a 255,000-square-foot arena with 10,258 seats to support USC men’s and women’s basketball and volleyball, and a 45,000-square-foot pavilion including three practice courts, banquet facilities, food services and offices (and holds twice as many restrooms for women than men!). It is located on the southeast corner of Jefferson Boulevard and Figueroa Street. The projected Opening Day for the Galen Center is set for August 1, 2006. Parking will be at a 1,200-space parking structure, located between the Radisson Hotel and Flower Street.

The Center is operated by Athletics, and they expect to use the Center 60 days a year for the men’s and women’s basketball and volleyball. It will therefore be available for University- related and community events, and has the latest technology to handle concerts and lectures. The building will be opened during regular University business hours. They are accepting reservations for events at this time. Tours during construction are available.

New Business: No new business was reported.

Next Meeting: Our next General Assembly Meeting will be **Thursday, September 8, 2005 – 9:00 a.m. -10:30 p.m.**, location TBA.

Adjournment of the August Staff Assembly: A motion to adjourn was made by Wade Thompson-Harper and was seconded by Joyce Perez. The meeting was adjourned at 10:35 a.m.

Minutes submitted by: Jackie Mardirossian