

**USC Staff Assembly
General Assembly Meeting Minutes
August 5, 2010
LAW-103 – University Park Campus**

Present: TBD

Absent: TBD

Call to Order:

Vice President Evelyn Alva, called the meeting to order at 9:06am. A quorum was present.

Staff Monthly Recognition Award

The August Staff Monthly Recognition Award recipient Carlos Perez, Manager, Hospitality-Trojan Grounds was introduced by Dirk de Jong Associate Director of Operations, Hospitality USC Auxiliary Services. Mr. de Jong stated that Mr. Perez's personnel drive commitment to his guests lead to his nomination for this award. Mr. Perez listens to his guests. Mr. Perez thanked his team and the members of Staff Assembly for the award.

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

Approval of July 8, 2010 General Assembly Minutes

On a motion by Robbie Boyd and seconded by Teresita Jamanila, the minutes of July 8, 2010 meeting of the Staff Assembly were approved.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the email invitations to the Installation of the President went out to the university staff and faculty on August 3, 2010. Please do not forget to RSVP to the Installation. 10,000.00 people are expected to attend with the expectation that 900 of those people will be staff members. Ms. McEldowney stated that USC made the honor role in a survey of "Great Colleges to Work For" published by the *Chronicle of Higher Education*. Some of the new areas that the university scored higher on than in previous years included: Collaborative Government, Confidence with the Senior Leadership, Diversity, Work/Life Balance, and Professional Development.

Personnel Council Report – Janis McEldowney

Ms. McEldowney reported that the Professional Development department is creating a new program that focuses on leadership development. The first areas where this program is going to be offered is the hospitals and the School of Engineering

President's Report – Linda Bazilian

Ms. Bazilian reported that the staff assembly received a thank you note from President and Mrs. Sample for the scrapbook. Ms. Bazilian will email a copy of the note to the members. She is also going to distribute the results of the Communication Committee Survey. Ms. Bazilian reminded the assembly members not forget to RSVP to the Installation.

Committee Reports

Communications –

The *Assembled Voice* has a new print vendor Design Printing. No meeting last month. Please write and submit articles for the *Assembled Voice*.

Compensation and Benefits – Evelyn Alva

The Communications Survey was sent to all the staff members of the university. There were 2415 responses received. Some items that were learned from the survey included overwhelming support for a smoke free campus, most staff members are satisfied with the number of sick days they receive, and the Open Forum sessions need to be better publicized. A Spanish language translation of the survey will be to be distributed to the staff to complete and then once those results are compiled the final survey results will be sent to the university as a whole. The next committee meeting is August 10, 2010 at UGB 110.

Environment – Alan Kita-Chair

The Safety Awareness Fair will take place September 15, 2010 from 10am – 2pm on the UPC campus and September 22, 2010 on the HSC campus. The committee is looking for volunteers to staff the Staff Assembly table at the fair at both fairs. The morning of September 15, 2010 at 9:00am will be a Safety meeting. USC is the first university to receive a Safety designation for Health and Wellness from the WHO (World Health Organization)

Rights and Responsibilities –John Zivi

The committee met briefly last month. The committee is working on creating a Staff Web Portal. The next committee meeting will meet next month.

Rules & Elections— Lisa Escobar

Please promote the Staff Monthly Recognition Award, as we need more nominees. Please remember to sign the attendance sheet today for the General Assembly meeting. The committee is starting the election process. The next committee meeting will be directly after this meeting.

Transportation Committee—Vicki Young

Ms. Young reported that the parking lot behind UGB will be getting 4 more parking spaces soon.. The three free monthly parking passes for annual Metro pass holders this benefit is not available if the pass is bought on a monthly basis. At the last meeting, there was some debate about having a sign posted by the CUB building that states no right on red. The next committee meeting will take place on the HSC campus.

Guest Speaker: Kristina Raspe Associate Senior Vice President, Real Estate and Asset Management

Ms. Raspe described in detail the University's Master Plan and the proposed changes that are occurring to the University Village and the impact these changes will have on the surrounding neighborhoods.

New Business: Staff information cards have been produced and these cards will be available and distributed at the Safety Awareness Fair on September 15 & September 22, 2010.

Next Meeting:

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

Adjournment:

A motion to adjourn was made by Robbie Boyd and was seconded by Lisa Escobar. The meeting adjourned at 10:29 a.m.

Minutes submitted by Victoria Young.

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

