

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday December 2, 2010
TCC Forum Room (Room 450)– University Park Campus –
(Please silence all cell phones/pagers)

Present: TBD

Absent: TBD

Call to Order:

The meeting was called to order at 1:35 pm by President Linda Bazilian. A quorum was present.

Approval of November 4, 2010 General Assembly Minutes

On a motion by Mary Trujillo and seconded by Paul Biddlecomb, the minutes of November 4, 2010, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney thanked the 2010 Staff Assembly members for their service and welcomed the 2011 members to the Assembly.

Personnel Council Report – Janis McEldowney

Ms. McEldowney reported that the Personnel Council did meet this month on 12/1/2010 and that Open Enrollment went really well. This year the Open Enrollment period was shortened to two weeks to be certain that the department could deal with any issues more effectively. The new Severance policy has been approved and will become effective on January 1, 2011. The university is preparing for the harassment training that will take place in February 2011.

President’s Report - Linda Bazilian

This past year has been an absolute pleasure to serve as the President of this organization. You all have been wonderful and worked very hard this past year.

Committee Reports

Communications – Wendy Cook- Chair

Ms. Cook thanked her outstanding committee members for all their hard work this past year. The Communications Committee is responsible for publishing the quarterly newsletter the *Assembled Voice*. Ms. Cook thanked the co-editors of the *Assembled Voice*, Torie Davis and Naomi Martinez, for all of their hard work on the newsletter. One of the Committee’s tasks is to monitor the Staff Assembly’s email address and makes sure that any messages received there are forwarded to the proper committee to be answered. Ms. Cook thanked Rachel Levy for her help with this task throughout the year. The Committee also organizes the Open Forum speaker sessions. In the past year, the following Open Forums took place: “What’s in it for Me: USC Benefits” given by Awilda Bregand and “What is Staff Assembly?” The Communications Committee members also update and maintain the Staff Assembly’s website, as well as being the Assembly’s photographer and historian. This past year, the Committee hosted a “Breakfast with the President” event for Staff Assembly members, created a memory book for President Sample, co-authored the Staff Assembly Survey with the Compensation and Benefits Committee, and established a Staff Assembly fan page on Facebook and Twitter. The Committee would like to thank President Linda Bazilian for her outstanding leadership this past year.

Compensation and Benefits –Allison Bryant- Chair

Ms. Bryant thanked all the members of her committee for their hard work and dedication throughout the year. The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. This past year the Compensation and Benefits Committee has worked on the Smoke – Free Campus resolution to make the campus a healthier place to work and to live and the co-authored the Staff Assembly Survey with the Communications Committee.

Environment – Alan Kita- Chair

The Environment Committee is responsible for putting on two fairs during the year. The first fair is the Environment Fair, which occurs in April. This year we changed the date from a Tuesday to Thursday which was good considering it rained that week on Tuesday and Wednesday, so on Thursday we had a really good turnout. The second fair is the Campus Safety Awareness Fair, which occurs in the fall. Mr. Kita thanked his committee for all of their hard work this year on the committee.

Rules and Elections – Lisa Escobar - Chair

Ms. Escobar 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 past year, the committee had some great candidates for the Staff Monthly Recognition Award. Ms. Escobar thanked all the members of her committee for their hard work and dedication throughout the year.

Rights and Responsibilities –

No report was given.

Transportation – Vicki Young- Co-Chair

The Committee deals with any transportation issue on campus such as crosswalks, stop signs, tram schedules, van pools, etc. One of the most interesting things we get to do on the Transportation Committee is to go to the CRB sessions. The Transportation Committee handles lots of questions throughout the year from staff members. Ms. Young thanked all the members of the committee for their hard work and dedication throughout the year.

Adjournment of the 2010 Staff Assembly

A motion to adjourn was made by Kathy Neal and was seconded by Rita Gonzales. The meeting adjourned at 1:58 p.m.

Nominations and Election of the 2010-2011 Executive Board

President – Linda Bazilian

Assembly member who were nominated for the Position of President – Linda Bazilian. Linda Bazilian was elected by acclamation.

Vice President – Evelyn Alva

Assembly member who was nominated for the Position of Vice President - Evelyn Alva Evelyn was elected by acclamation.

Secretary – Robbie Boyd

Assembly member who was nominated for the Position of Executive Secretary – Robbie Boyd Robbie Boyd was elected by acclamation.

Parliamentarian –Alan Kita

Assembly members who were nominated for the Position of Parliamentarian – Alan Kita, Amy Cienfuegos, Lorna Tureaud.
Alan Kita was elected by ballot.

New Business: No new business

Next Meeting:

Thursday, January 6, 2011 from 9:00am-10:30 a.m. Location: Rosen Room, Ron Tutor Hall, UPC Campus.

Adjournment:

A motion to adjourn was made by Carolina Castillo and was seconded by Amy Cienfuegos. The meeting adjourned at 2:25p.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/>