

**USC Staff Assembly
General Assembly Meeting Minutes
February 5, 2009
CAL 312**

Present: Teri Adams, Deborah Aguilar, Steve Arbuckle, Evelyn Alva, Anthony Bailey, Linda Bazilian, Sonya Black-Williams, Tim Boston, Robert Boyd, Cynthia Brass, Allison Bryant, Rossana Cabrera, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Torie Daves, Ingrid DeCook, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Lisa Kofman, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Kathy Neal, Si Nguyen, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Ardell Nolan, Bryan Ortiz, Janet Prince, Gloria Reyes, Lillian Rivera, Jenny Sun, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Denise Wiegel, Carol Williams, Vicki Young, Amy Yung, **Absent:** Teri Aparicio, Josie Amescua, Cathy Ballard, CharRita Cox-Beaman, Bob Cuthill, Lisa Escobar, John Kennedy, Phyllis Lemons, Yolanda Mora, Irma Quintana, Rosie Tellez, Ronald Zuletta

Call to Order:

The meeting was called to order at 9:08 am by President Lou Nieto. A quorum was present.

Staff Recognition Award

Maria Henke, Associate Dean at the Leonard Davis School of Gerontology introduced the February Staff Monthly Recognition Award recipient, May Ng, IT Director at the Leonard Davis School of Gerontology. Ms. Henke stated that May has been with the university for 28 years and she knows every system at the university from the financial system to the student services system. May thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

President Lou Nieto presented May with a plaque on behalf of President Sample and the Staff Assembly. Staff Club President Wade Thompson-Harper presented a check to May on behalf of the Staff Club for \$150.00.

Approval of January 8, 2009 General Assembly Minutes

On a motion by Linda Bazilian and seconded by Tim Boston, the minutes of January 8, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Awilda Bregand

Ms. Bregand reported for Janis McEldowney that regarding the hospitals acquisition we are still waiting for the contracts to be signed and that the negotiations are still ongoing.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council will be meeting the week of February 9, 2009. The dependent eligibility audit will be happening in the next three to four months. The New Employee Orientation will be held every other week instead of every week until after the hospital acquisition.

President's Report– Lou Nieto

President Nieto reminded the members that pictures will be taken after the meeting of the members as a group and of each individual committee.

Committee Reports

Communications – Wendy Cook - Chair

Ms. Cook reported that the first meeting of the year was a great meeting. Lisa Kaufman is in charge of the Staff Assembly website and Lisa has already updated the web pages to have the new Staff Assembly membership listed, Lou Nieto's President's Message and the new Staff Assembly's meeting dates. Cynthia Brass will be assisting Lisa with the website. Debbie Aguilar will be handling the email address and forwarding any concerns

that are received to the proper people. Rita Gonzales and Cynthia Brass will be the photographers and Delfina Candelaria is the Committee's secretary. The open forum program is being managed by Cathy Ballard and Debbie Aguilar and the first open forum presentation of the year is occurring on February 26, 2009 on the HSC campus and the February 27, 2009 on the UPC campus at lunch time and the topic is a condensed version of the Comp. 101. The Assembled Voice is managed by Naomi Martinez and Torie Daves this year. Please submit your articles and Committee reports by February 18, 2009. The Staff Assembly historian is Rita Gonzales.

Compensation and Benefits –Tim Boston

The Compensation and Benefits Committee met on January 9, 2009 and the topic of the meeting was to familiarize the new committee members with the sick leave proposal. The next committee meeting will be February 13, 2009.

Environment – Sonya Black-Williams - Chair

The Environment Committee had a great first meeting.

The date for the Environment Fair has been set. The date is April 22, 2009 and Trousdale Parkway has been reserved and all of our vendor letters have gone out. The Committee is working on procuring the vendor lunches.

Rights and Responsibilities – Tracy Kerr - Chair

Ms. Kerr reported that the Rights and Responsibilities committee will be meeting the week of February 13, 2009. Bill Givens has agreed to be Vice-Chair. A topic that the Committee will be addressing will include copyright infringement on the Blackboard System.

Rules and Elections – Linda Bazilian - Chair

Ms. Bazilian reported that the Rules and Election Committee met January 14, 2009. Kathy Neal is the secretary and Lorna Tureaud is the treasurer and is responsible for getting the checks for the Monthly Staff Recognition Award recipient from the Staff Club. We would really like some more recipients from the HSC and the Alhambra campuses.

Transportation – Alan Kita- Chair

The Committee met January 15, 2009. We have a dedicated group of people on the Committee. Please know that your concerns are our concerns. Individual or group concerns whatever the transportation issue is we will look into it for you.

Guest Speaker: Steve Goldfarb – Fire Safety & Emergency Planning Specialist

USC and the Great Shake Out of 2008

The guest speaker was introduced by Lou Nieto.

Mr. Goldfarb discussed USC and the Great Shake Out of 2008. How the university will be affected by an earthquake and what the school is doing to prepare for it. A video of the news release and earthquake simulation was shown.

New Business: No new business

Next Meeting:

Thursday, March 5, 2009 from 9:00am-10:30 a.m. Location: TBD.

Adjournment:

A motion to adjourn was made by Rachel Levy, and was seconded by Rita Gonzales. The meeting adjourned at 9:55 a.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/>