

**USC Staff Assembly
General Assembly Meeting Minutes
February 4, 2010
VKC 150 – UPC Campus**

Present: Teri Adams, Noel Aguilar, Laura Aguilar, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Debbie Bernstein, Paul Biddlecomb, Tim Boston, Robbie Boyd, Allison Bryant, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Torie Daves, Lisa Escobar, Paul Flores, Lisa Gallegos, Bill Givens, Rita Gonzales, Erica Hernandez, Shannon Hinojosa, Tessie Jamanila, John P. Kennedy, Tracy Kerr, Lisa Kofman, Alan Kita, Dawn Kita, Rachel Levy, Naomi Martinez, Yolanda Mora, Monica Morita, Lou Nieto, Lois Nishimoto, Georgina Nuttall, John Peleuses, Lillian Rivera, Linda Sturm, Margarita Turner, Ellen Miyasaki, Lydia Vasquez, Si Nguyen, Susan Wiedem, Denise Wiegel, Vicki Young, John Zivi

Absent: Darren Abbott, Josie Amescua, Teri Aparicio, Cynthia Brass, Delfina Candelaria, Gloria Gamboa, John H. Kennedy, Kathy Neal, Gloria Reyes, Mary Trujillo, Veronica Villa,

Call to Order:

The meeting was called to order at 9:01am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Dr. Anthony Kemp, Associate Professor & Director of Graduate Studies introduced the February Staff Monthly Recognition Award recipient, Flora Ruiz – Student Services Advisor II, The USC College, Department of English. According to Dr. Kemp, what makes Ms. Flores special is her organizational skills and her multi-tasking ability within the department. Ms. Flores was shocked and overwhelmed to receive the award. Ms. Flores thanked everyone who nominated her and the members of Staff Assembly for the award.

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

Approval of January 7, 2010 General Assembly Minutes

On a motion by Robbie Boyd and seconded by John P. Kennedy, the minutes of January 7, 2010, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the board of trustees recently passed a resolution in January that reaffirms the university's commitment to sustainability. Nominations for the President's Award for Staff Achievement are now being accepted, an email was sent out to the university community describing this process, Please nominate people. The nominations deadline is February 25, 2010. The Staff Recognition luncheon will take place on April 27, 2010 and it will be President Sample's last luncheon. Please remember the Staff Recognition Luncheon is an RSVP only event. No walk-ups will be permitted. There are 833 staff members being honored this year. Please remember to RSVP.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council met on 2/3/2010.

At Personnel Council, Mary Campbell reported that the Leadership Training Program is being developed for Supervisors and Managers. This program will be mandatory. The Program is very robust. It covers everything from employee performance to strategic planning.

The share class prices for Fidelity retirement fund may be lowered in the future. This would mean the university would pay less for the management of this fund.

Since the Support Staff Pension Plan was frozen in 2007 due to the staff retirement funds transitioning into the matching retirement plan. The Support Staff Pension Plan is due to be terminated but the date off the termination has yet to be determined.

The Staff Recognition/Service Award letters to the February and March awardees were mailed out on January 29, 2010. There were 123 awardees.

Two Transitions Retirement Sessions are coming up. The UPC session is scheduled for April 22, 2010 at the Radisson Hotel and the HSC session is scheduled to occur at the Norris Cancer Hospital, Harland Tower on April 30, 2010.

President's Report – Linda Bazilian

Ms. Bazilian reported that two Staff Assembly members have been appointed to the selection committee for the President's Award for Staff Achievement. Committee and Executive Board pictures will be taken after this meeting. Vicky Radoumous Letender from the Wrigley Institute passed away last Friday. It was very sudden. She was a long time employee of the university. A memorial service is scheduled for February 5, 2010 @ 10:30am in Downey. Please contact Linda Bazilian for more information.

The Employee Benefits Advisory Committee (EBAC) for this month has been postponed.

Committee Reports

Communications – Wendy Cook- Chair

Ms. Cook had Torie Daves give this month's committee report. Ms Daves reported that next issue of *The Assembled Voice* should be out next week. The Staff Communications Survey needs to be typed into the survey system software. Ms. Cook is going to ask the Executive Board if they would like to review the survey before it is distributed. The next Open Forum on the topic of "What is Staff Assembly?" will take place the first or second week of March. The next Open Forum Topic will be about Retirement Planning. New business for the committee included reviewing committee member's job assignments. Rachael agreed to manage the email inquiries since Debbie Aguilar is no longer available. John Peleuses agreed to handle the social networking websites. Sue Wiedem agreed to be secretary for the committee. The committee discussed John Peleuses appointment as HSC liaison and how to address issues concerning union and non-union staff members on the HSC campus. The next committee meeting will take place immediately following today's General Assembly meeting.

Compensation and Benefits –Allison Bryant- Chair

Ms. Bryant reported that at the last committee meeting, the committee reviewed the issues that last year's committee was working on such as health care benefits, the sick leave accrual study and the hiring freeze. Some of these issues might be able to be resolved so; the committee is going to meet with Janice McEldowney at their next meeting. Ms. Bryant mentioned that the committee was inquiring if a gym could be built on the HSC Campus, Ms. McEldowney stated that this was already in development, and two years from now, there would be a gym.

The next committee meeting will take place next week at UBG.

Environment – Alan Kita- Chair

The Environment Fair is 4/22/2010 this year from 10am-2pm. The details are still being worked out for when the Fair will occur on the HSC campus. The next committee meeting is next Thursday in RAN 262 from 12:00pm-1:00pm.

Rights and Responsibilities – Tracy Kerr- Chair

Ms. Kerr reported that this year's committee will be working on a combination of Old and New business this year. The new business includes establishing a Staff Portal and the old business includes the policy for Blackboard, copyright issues, and staff recommendation letters. The next committee meeting will take place immediately following today's General Assembly meeting.

Rules and Elections – Lisa Escobar - Chair

Ms. Escobar reported that the Assembly has a new member Erica Hernandez. She also asked the Assembly members to please promote the Staff Monthly Recognition Award, as we need more nominees. Any new members who have not received a Staff Assembly pin please see her.

Transportation – John Kennedy- Chair

Mr. Kennedy reported that last meeting was on January 14, 2010. Meeting guests included Linda Bazilian, Ken Marshall and Lev Vanshelbaum from the Transportation department. The committee wanted to get clarification on certain issues such as parking passes for MTA bus riders, exactly how the CRB (Citation Review Board) is structured, and monitoring bicycles on Childs Way from 10:00am to 2:00pm, Transportation informed the committee that this issue was handled by DPS. Regarding short-term parking, the department of Transportation will look into this and into the parking situation at parking lot U. The DART service's hours of operation and ever-present bicycle situation was also discussed.

Guest Speaker: Margaret Harrington, Director, Organization Improvement Services

Vice President Evelyn Alva introduced the guest speaker.

Ms. Harrington spoke to the Assembly about how the university is revitalizing the administrative systems by implementing the Kualu System, and how the timeline of this implementation will affect the university overall. For more information, please refer to the following websites:

www.kualu.org or www.usc.edu/kualu .

Next Meeting:

Thursday, March 4, 2010 from 9:00am-10:30 a.m. Location: VKC 150.

Adjournment:

A motion to adjourn was made by Tim Boston and was seconded by Denise Wiegel. The meeting adjourned at 10:19 a.m.

Minutes submitted by Victoria Young.

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