

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday February 3, 2011
TCC Rosen Room (Room 227)– University Park Campus –
(Please silence all cell phones/pagers)

Present: Monique Abeyta, Teri Adams, Laura Aguilar, Noel Aguilar, Nicole Aguirre, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Paul Biddlecomb, Amanda Boerneke, Desiree Brown, Allison Bryant, Frida Canono, Carmen Carillo, Olabisi Carr, Amy Cienfuegos, Cynthia Clayton, Rita Gonzales, Shannon Hinojosa, Jennifer Hong, Teresita Jamanila, John Johnson, Michelle Jones, Tracy Kerr, Dawn Kita, Alan Kita, Christine Lavoie, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Monica Morita, Joyce Perez, Yolanda Rios, Linda Sturm, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Margaret Turner, Jeanne Weiss, Susan Wiedem, Victoria Young, Amy Yung, John Zivi

Absent: Steve Adcook, Robert Boyd, Carolina Castillo, Robert Cuthill, Ingrid DeCook, Paul Flores, Lisa Gallegos, Syreeta Greene, Tony Hong, Si Nguyen, Gloria Reyes, Rick Scott, Gretchen Villaluz-Picazo, Sharon Wallace, Marisela Zuniga

Call to Order:

The meeting was called to order at 8:57 am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Peggy Stepanian, Assistant Vice President & Associate Comptroller, Office of the Senior Vice President, Finance introduced the February Staff Monthly Recognition Award recipient Vivian Alegria, Accounting/Financial Supervisor. Ms. Stepanian stated that Ms. Alegria's outstanding qualities of loyalty, dependability and being a real team player for the department led to her nomination for this award. Vivian thanked her co-workers and the members of Staff Assembly for the award.

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

Approval of January 6, 2011 General Assembly Minutes

On a motion by Linda Sturm and seconded by Susan Wiedem, the minutes of January 6, 2011, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report was given.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that the Personnel Council did meet this month on February 2, 2011. The Center for Work and Family Life is now offering “Daddy & Me” as well as “Mommy & Me” classes. The Workplace Sexual Harassment Training personalized web links have gone out via email. Please complete the training by February 28, 2011. The completion of this training is required by state law. The 2010 W-2’s have been mailed out. The employees are very happy about the new severance policy.

President’s Report - Linda Bazilian

Ms. Bazilian attended the State Community Taskforce meeting on February 3, 2011. The topic of the meeting was alcohol prevention by the university’s undergraduates. Ms. Bazilian presented the members of the assembly with documentation that shows how the university is dealing with this issue.

Ms. Bregand reported that the recent EBAC (Employee Benefit Advisory Committee) meeting discussed the final renewals for the healthcare benefit. New Variable Life Insurance is possibly a new benefit that the university may be offering in the future if it is approved by the university. This life insurance will be portable. Meaning an employee will be able to take the policy’s coverage with them if they leave the university. It will be a permanent policy in the employee’s name and the employee will end up paying less of a premium than they are currently for their supplemental life insurance. Another benefit of the New Variable Life Insurance is if an employee makes \$75,000.00 or more then the employee will have an option to invest some of their income in retirement funds offered through this benefit. This benefit is attractive to employees who currently max out their pre-tax retirement accounts.

There may be changes to the tuition assistance program specifically the committee is looking at the how many employees are using this benefit to take classes that are job related and the how many people are admitted and pre-admitted students. The committee is looking at a variety of variables to make sure that our fringe benefit dollars are being used wisely.

Committee Reports

Communications – Naomi Martinez- Chair

Ms. Martinez reported that at the last meeting the committee assigned the leaders for committee assignments. Jennifer Hong – Assembled Voice, Rachel Levy – Updating the Website, Steve Adcook – Social Networking, Sue Wiedem – Email Account and Committee Secretary, Rita Gonzales – Photographer, Amy Yung – Historian, Alison Bryant – HSC Liaison and Rachel Baeza – Vice Chair.

The dates for submitting articles and reports for the next *Assembled Voice* would be February 21, 2011. The Breakfast with the Provost event will take place on April 1, 2011 from 8:30-10:00am and the Breakfast with the President event is being planned for October 2011. The Committee will meet after this meeting.

Compensation and Benefits – Michelle Jones - Chair

The Compensation and Benefits Committee met on February 10, 2011. Ms. Jones attended the last EBAC meeting. The Committee discussed the Staff Assembly Survey results. The only results the Committee did not have were from the FMS department because the majority of these results were submitted via hardcopy. The next Committee meeting will be next Thursday at 12:00pm at UGB 110.

Environment – Linda Sturm - Chair

The Environment Fair will take place at UPC on April 20, 2011. A question was raised as to whether an Environment Fair would be held at the HSC. The committee will review and report back to the Assembly. The Committee will meet directly after this meeting.

Rights and Responsibilities – Ola Carr-Co-Chair

The first committee meeting of the year will take place directly after this meeting.

Rules and Elections – Lorna Tureaud - Chair

Ms. Tureaud reported that the Committee had a recipient for this month's Staff Monthly Recognition Award, but we need to have a campaign to get more nominations for this award. Rick Scott sent an email regarding making amendments to the Standard Operating Procedures. Many of these amendments were typos; one issue in particular is the title of Executive Secretary. The Committee will meet directly after this meeting.

Transportation – Vicki Young- Co-Chair

The Committee met on January 13, 2011 at the Community House. The Committee discussed the outstanding issues from last year and the new issues that were referred to the committee. The next Committee meeting will be on February 10, 2011 at the Community House.

Guest Speaker - John Zivi

February is Harassment Prevention Training Month. Please complete the training by February 28, 2011, and if you cannot find your email regarding the training, you may access the training module through <http://etrac.usc.edu>.

The Professional Development Department is happy to offer the new online software-training program called Lynda.com. This program is available to the staff and faculty 24/7 so, that staff and faculty members can train at their own pace. You do not have to take the whole course either you can just search for a topic like (i.e.: Microsoft Excel – Macros) and just the pertinent chapters will be offered for your review.

New Business: No new business

Next Meeting:

Thursday, March 3, 2011 from 9:00 am-10:30 a.m. Location: Rosen Room, Ronald Tutor Hall, UPC Campus.

Adjournment:

A motion to adjourn was made by Margaret Turner and was seconded by Wade Thompson-Harper. The meeting adjourned at 9:50 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/>