

USC Staff Assembly General Assembly Meeting Minutes

Date: January 13, 2005

Location: UPC, Social Sciences Building (SOS), Room B46

Present: Suzanne Alcantara, Evelyn Alva, Teri Aparicio, Octavio Avila, Corliss Bennett, Olabisi Carr, Myrna Cisneros, Lory Council, Bob Cuthill, Trudy Exler, Paul Flores, Neil Flowers, Ofelia Galvan, Shannon Hinojosa, Shirley Johnson, Ruth Johnson-Scott, Michelle Jones, Dawn Kita, Ricky Lovely, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Bill Ortiz, Irene Ortiz, Joyce Perez, Veronica Pete, Marty Ruggles, Sena Schlessinger, Chris Schweska, Christopher Stephan, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, Sharon Wallace, Carolyn Ward, Denise Wiegel and Amy Yung.

Absent: Noemi Adalin, Deborah Aguilar, Kay Allen, Josie Amescua, David Amescua, Delfina Candelaria, Wendy Cook, Beverly Franco, Rita Gonzales, Barry Grubs, Lisa Kofman, Linda Lewis, Judy Mar, Paul McCabe, Fatima Perez, Lillian Rivera, James Vasquez, Pamala Wallace and John Wolcott.

Call to order: President Michelle Jones called the meeting to order at 9:08 a.m. with a quorum present.

Staff Monthly Recognition Award presentation: No award was presented this month.

Approval of the December, 2004 General Assembly minutes: There were no changes to the minutes. Lorna Tureaud moved to approve the minutes, Dawn Kita seconded the motion and the motion carried.

Associate Senior Vice President's Report – Janis McEldowney: Janis stated that President's Award for Staff Achievement will no longer be presented at the convocation, but will be given at the Annual Staff Recognition Banquet. An e-mail will go out to all staff in the next couple of days explaining the nomination process. The deadline for nominations is February 14th.

Janis also reported that automated time keeping will begin on July 1, 2005 for non-exempt staff. At this time, non-exempt employees will be moved to a bi-weekly pay schedule. This new system will show accrued information on the pay stub (vacation, sick). June 2005 will be the last monthly paycheck. The first paycheck for the bi-weekly cycle will be July 20th. Communications on the process will go out to employees once all procedures are finalized (e.g., automatic deductions (Credit Union, USC Card), taxable tuition, etc).

The University will also be moving exempt employees to a bi-weekly pay schedule in July 2006.

Personnel Council Report – Awilda Bregand: Awilda stated W-2s will be going out in the next couple of weeks. She also alerted the assembly that W-2s can be obtained on-line through e-trac, and Payroll is pushing for employees to go that route.

Awilda presented numbers on the outcome of open enrollment, where approximately 95 employees on UPC did not process forms after numerous attempts of utilizing various types of communications.

In regards to the bi-weekly paychecks, benefit deductions will be calculated by taking the monthly amount and multiplying that figure by twelve. That amount will be divided by twenty-six – the number of paychecks per year.

President’s Report: President Michelle Jones requested for the Assembly to state names for the record when speaking in order for the new members to become familiar with one another. She also reminded the Assembly to sign-in in order to reflect an accurate record.

Michelle alerted the Assembly to go to the USC website to view President Sample’s message regarding the tsunami and information on relief donations.

The standing committees will meet briefly today after the Staff Assembly is adjourned.

Standing Committee Reports:

Communications – Dawn Kita reported for Rita Gonzales

Their first meeting will be Wednesday, January 26 at noon at Jefferson 124. The meeting will focus on finalizing transition issues of the new committee. Dawn asked the Assembly to provide any information and pictures for the *Assembled Voice* to Rita at rcgongal@usc.edu or Dawn at kita@usc.edu. Teri Aparicio stated she has pictures from the December Staff Assembly meeting and will send the pictures to Dawn.

Compensation & Benefits – Evelyn Alva

The committee’s responsibility is to monitor and record staff concerns regarding University staff compensation and benefits issues. They review the annual salary survey, health and retirement plan. Evelyn stated they may have an issue right away regarding the change with non-exempt employees discussed earlier. Evelyn offered the committee’s assistance to Janis McEldowney and Awilda Bregand in communications to the staff on their reported upcoming changes.

Environment – Joyce Perez

The committee's responsibility is to keep track of what is going on so the University is doing what they can be doing to help our environment. The Environmental Fair will take place in April: 4/13 on HSC and 4/20 on UPC. They will be asking for volunteers of the Staff Assembly to help make the Fair a successful USC event. They will also be selling T-shirts for the event. They plan to work with student associations and EcoSC as well as the Transportation committee.

Rules and Elections – Carolyn Ward

The committee's responsibility is to assign Assembly seats and members to the standing committees, select the Monthly Staff Recognition Award recipient, and review and revise the Staff Assembly Standard Operating Procedures. Carolyn hopes to call a meeting for her committee next week.

Transportation – Wade Thompson-Harper

The committee's responsibility is to be the liaison between staff and Transportation. Wade humorously made a request for a kinder, gentler Assembly when Transportation comes to address the Assembly. Parking Structure 1 (PS1) is now open and is located at Exposition and Figueroa. Currently there are 800 parking spaces available out of 1100 total spaces. On HSC, there are spaces available in the SSP Lot, located on San Pablo near Valley. Wade would like to have a minimum of two committee meetings on HSC during this year. The committee will decide on meeting times. Please direct any transportation concerns to Wade at wharper@usc.edu. Carolyn Ward asked Wade to look into why spaces in PSX are being blocked off, and if this is a regular occurrence.

Rights and Responsibilities – Michelle Jones requested for the committee to meet with her after the Staff Assembly meeting to discuss meeting times and to determine a chair for the committee.

Introduction of the new Staff Assembly: Members of the 2005 Staff Assembly introduced themselves, including information on the department where they work, the numbers of years of service at USC, and the standing committee they will work on.

Next Meeting: The next Staff Assembly meeting will take place on Thursday, February 3rd from 9 – 10:30 a.m. The location is TBA.

Adjournment of the 2004 Assembly: A motion to adjourn was made by Carolyn Ward, seconded by Evelyn Alva. Without objection, the meeting was adjourned at 10:15 a.m.

Minutes submitted by: Jackie Mardirossian