

**USC Staff Assembly
General Assembly Meeting Minutes
January 8, 2009
VKC 150**

Present: Teri Adams, Steve Arbuckle, Anthony Bailey, Cathy Ballard, Linda Bazilian, Sonya Black-Williams, Tim Boston, Robert Boyd, Cynthia Brass, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Bob Cuthill, Torie Daves, Ingrid DeCook, Lisa Escobar, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Michelle Jones, John Kennedy, Tracy Kerr, Alan Kita, Lisa Kofman, Phyllis Lemons, Naomi Martinez, Ellen Miyasaki, Kathy Neal, Si Nguyen, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Bryan Ortiz, Janet Prince, Gloria Reyes, Lillian Rivera, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Denise Wiegel, Carol Williams, Vicki Young, Amy Yung, Ronald Zuletta

Absent: Deborah Aguilar, Evelyn Alva, Josie Amescua, Teri Aparicio, Allison Bryant, Rossana Cabrera, CharRita Cox-Beaman, Rachel Levy, Yolanda Mora, Ardell Nolan, Irma Quintana, Rosie Tellez

Call to Order:

The meeting was called to order at 9:10 am by President Lou Nieto. A quorum was present.

Approval of December 8, 4 2008 General Assembly Minutes

On a motion by Linda Bazilian and seconded by Tessie Jamanila, the minutes of December 4, 2008, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the university has hired Robert Abeles as senior vice president and chief financial officer. Mr. Abeles succeeds Dennis Dougherty, who retired last July after 27 years at USC. Ms. McEldowney further stated that Margo Steurbaut and Courtney Surls have been appointed vice presidents of finance and development. Nominations for the President's Award for Staff Achievement are now being accepted, an email will be sent out to the university community describing this process, please contact Michelle White michele.white@usc.edu for further information. Hiring freeze update; the freeze began on 11/08/08 at that time there were 453 posted staff positions on the job website currently there are 75. Hospital update: negotiations continue along with working on the financing. The hospitals may be acquired by March or April 2009.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council met on 1/7/2009. 2009 will once again be a year for the Sexual Harassment Training Certification By law certification must be done every two years, emails will be sent out soon describing the process. The university has received new labor posters, they will be delivered shortly. The changes in the Severance Policy are awaiting Todd Dickey's (Senior Vice President, Administration) approval. Because of the hiring freeze, the New Employee Orientation will be held every other week instead of every week. In the next three or four months, the university will be holding a dependent eligibility audit.

President's Report– Lou Nieto

President Nieto reported that Staff Assembly member pins are now available. Nominations are needed for staff members for the monthly staff recognition award. The Staff Assembly membership then introduced themselves.

Committee Reports

Communications – Wendy Cook - Chair

Ms. Cook reported that last year, some of the Communications Committee many accomplishments included hosting two open forums. The first forum's topic was an update of the university's Master Plan and the topic for the second open forum was Comp 101. The Committee also completed two issues of the *Assembled Voice* newsletter. The Communications Committee also serves as the Staff Assembly's historian, manages the Staff Assembly Website and takes the pictures of all the different events for Staff Assembly and the monthly staff recognition Award recipients.

Compensation and Benefits –Lisa Escobar- Chair

The Compensation and Benefits worked really hard this past year on its sick leave proposal.

Ms. Escobar hopes to finalize the sick leave proposal this year and present it to the administration for its approval. The Committee reviews the university's benefits and looks to see what can be changed if necessary and/or what can be improved. Ms. Escobar looks forward to working with the new Committee.

Environment – Sonya Black-Williams - Chair

The Environment Committee is responsible for putting on two fairs during the year.

The first fair is the Environment Fair which occurs in the spring and the second fair is the Emergency Preparedness Fair which occurs in the fall.

Rights and Responsibilities – Tracy Kerr - Chair

Ms. Kerr reported that the Rights and Responsibilities committee reviews the Supervisors Manual as well as the Policies and Procedures Manual to see how it relates to the staff members and that the Employment Practices Training Resolution that was passed by the Staff Assembly last year is now in Todd Dickey's (Senior Vice President, Administration) office.

Rules and Elections – Linda Bazilian - Chair

Ms. Bazilian 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 staff recognition award recipients and handles the nomination and election process. Please remember that there is a 75% attendance requirement for the members of Staff Assembly which includes your committee meetings.

Transportation – Alan Kita- Chair

The Committee deals with any transportation issue on campus such as diagonal crosswalks, (Jefferson & Hoover) stop signs, childcare parking, tram schedules, van pools, etc. One of the more interesting things the committee gets to participate on, is the CRB (Citation Review Board). Mr. Kita looks forward to working with the committee this year.

New Business: The excessive printing of the university directory and receiving multiple copies was mentioned.

Next Meeting:

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

Adjournment:

A motion to adjourn was made by Lorna Tureaud, and was seconded by George-Ann Cleary. The meeting adjourned at 10:04 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/>