

**USC Staff Assembly  
General Assembly Meeting Minutes  
January 7, 2010  
Law School Room 7(Lower Level)– UPC Campus**

**Present: TBD (attendance was not received)**

**Absent: TBD**

**Call to Order:**

The meeting was called to order at 9:04am by President Linda Bazilian. A quorum was present.

**Approval of December 3, 2009 General Assembly Minutes**

On a motion by Lou Nieto and seconded by John Kennedy, the minutes of December 3, 2009, meeting of the Staff Assembly were approved with corrections.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Ms. McEldowney reported that a “soft hiring freeze” is still in effect at the University for the near future. For day-to-day operating expenditures, the university is in a very good fiscal position. It is the bigger items, such as new construction, that the university is examining more closely.

**Personnel Council Report – Awilda Bregand**

Ms. Awilda Bregand reported that the Personnel Council did meet this month on 1/6/2010.

Jim Anderson, the director of CAPS was approached by Liberty Mutual Insurance to be a preferred vendor at the University. The Council decided to ask Liberty Mutual and other insurance companies for proposals to see what benefits these companies may offer the University before making any decisions.

There was a dedicated mailing sent from the Provost’s office to the faculty of the University regarding supplemental disability. Two hundred and thirty faculty members, an additional 10%, signed up for supplemental disability because of this mailing. The university is working with a third-party vendor to compile the university’s affirmative action information. Lisa Macchia reported to the Council that there was no increase in the premium for the Senior Care Plan for the fiscal year of 2010. The payroll cycle for hospital, employees who go on disability have been synced with the normal university payroll cycle as of February. This year is the 30th anniversary for the Center for Work and Family Life. Ms. Bregand reported that there was an issue with the payroll system for some employees where the entire amount of the employee’s retirement contribution was not applied to their individual accounts. The issue has been corrected, corrective measures have been put into place, and the employees whose accounts were affected have been notified.

**President’s Report – Linda Bazilian**

President Bazilian reported that Staff Assembly Executive Board and other university staff representatives met with the Presidential Search Committee on December 16, 2009 to participate in an Open Forum discussion with the members of the Presidential Search Committee observing. The staff members were given a list of questions to address. (Such as: What qualities are the Staff members looking for in a President? and What are the strengths and/or weaknesses of the University?”) President Bazilian was the moderator of the discussion. President Bazilian stated that the discussion went well, and that everything said during the discussion was strictly

confidential, and no names were used. She further stated that this discussion is one discussion in a series that the Presidential Search Committee is holding in order to come to an informed decision.

**Committee Reports**

**Communications – Wendy Cook- Chair**

Ms. Cook reported that the committee is working on the Open Forum on the topic of “What is Staff Assembly” an email regarding this open forum will be sent out to the members soon. The Committee is also working on the history of Staff Assembly, any member that has any history about Staff Assembly please email Rita Gonzales, “We are the communicators between the Staff members and the University. Please make sure that the people within your department know what is going on around campus.”

**Compensation and Benefits –Allison Bryant- Chair**

President Bazilian reported that Ms. Bryant was unable to attend today’s meeting. Ms. Bryant will be contacting the committee members directly. The Committee’s next meeting will be January 13, 2010 in UGB 110 from 12:00pm-1:00pm.

**Environment – Alan Kita- Chair**

A possible date for the Environment Fair is 4/22/2010 this year. Earth Day is on a Thursday and the student’s have a big event on this day so, the Committee hopes to have the Environment Fair on the same day so, that we will have a bigger turnout. This year is the 40<sup>th</sup> anniversary of Earth Day. The next committee meeting is Thursday, January 14, 2010 in RAN 262 from 12:00pm-1:00pm.

**Rights and Responsibilities – Tracy Kerr- Chair**

Ms. Kerr will be sending out an email to her committee members shortly with the date, place and time of the committee’s meeting.

**Rules and Elections – Lisa Escobar- Chair**

President Bazilian reported that Ms. Escobar had to step out to set up a make-up exam. Ms. Escobar will be sending out an email to her committee members shortly with the date, place and time of the committee’s meeting.

**Transportation – John Kennedy- Chair**

Mr. Kennedy reported that he was very proud to be the Chairman of the Transportation Committee this year following such wonderful Committee Chairs as Alan Kita and Lou Nieto. In the past, the Committee has helped initiate great projects such as the creation of the “Super-Crosswalk” at Jefferson and McClintock. The Transportation Committee does not only work with the Transportation Department but, also with DPS and Facilities Management. All three of these departments have responsibilities regarding the parking structures. If anyone has any questions, regarding Transportation please direct them to either myself, or any of the committee members. The Committee’s next meeting will be January 13, 2010 in UGB 110 from 12:00pm-1:00pm.

Self Introduction of the Members of the 2010 Assembly.

New Business: An assembly member previously sent an email to the Assembly regarding a transportation question and she never received a response. President Bazilian asked that the member resend the message to her via email and she will forward the message to the Transportation Committee.

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- Deleted: The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues.
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- Deleted: 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 recognition award recipients and handles the nomination and election process. This past year, the committee was responsible for modifying the Staff Assembly’s Standard Operating Procedures to reflect the university’s acquisition of the hospitals. Ms. Brazilian thanked all the members of her committee for their hard work and dedication throughout the year. ¶
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- 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. Sometimes the committee is very busy and other times it is very quiet. This year the Committee (... [1])
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- President’s Remarks – Lou Nieto¶ (... [3])
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**Next Meeting:**

Thursday, ~~February 4~~, 2010 from 9:00am-10:30 a.m. Location: TBD.

**Adjournment:**

A motion to adjourn was made by ~~John Kennedy~~ and was seconded by ~~Denise Wiegel~~. The meeting adjourned at ~~10:04 a.m.~~

Minutes submitted by Victoria Young.

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

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

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**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. Sometimes the committee is very busy and other times it is very quiet. This year the Committee worked on the university's policy for reference letters and how this policy pertains to social networking site such as Linked-In hopefully, next year's committee will continue with this issue. Ms. Kerr thanked all the members of her committee for their hard work and dedication throughout the year.

The Committee deals with any transportation issue on campus such as crosswalks, stop signs, tram schedules, van pools, etc. One of the most interesting things we get to do on the Transportation Committee is go to the CRB sessions. The Transportation Committee gets lots of questions throughout the year from staff members. Mr. Kita thanked all the members of his committee for their hard work and dedication throughout the year.

**President's Remarks – Lou Nieto**

President Nieto thanked the members of the Executive Board their hard work and dedication throughout the year. Most especially Rita Gonzales, Vice President of Staff Assembly. The Staff Assembly Executive Board will be meeting with the Presidential Search Committee on December 16, 2009 so that the Search Committee can get the Assembly's input on what the committee should be looking for in a candidate.

**Vice President's Remarks – Rita Gonzales**

Ms. Gonzales thanked the members of the Executive Board their hard work and dedication throughout the year. When she was first elected Vice-President, she thought all she had to do was show up and look cute. The duties of Vice-President actually include booking the monthly meeting rooms, booking the monthly speakers as well as ordering the food for the monthly meetings.

**Nominations and Election of the 2009-2010 Executive Board****President – Linda Bazilian**

Three assembly members were nominated for the Position of President – Tim Boston, Linda Bazilian and Vicki Young.  
Linda Bazilian was elected by ballot vote.

**Vice President – Evelyn Alva**

Assembly members were nominated for the Position of Vice President - Evelyn Alva  
Evelyn was elected by ballot vote.

**Secretary – Victoria Young**

Vicki was elected by acclamation.

**Parliamentarian –Robbie Boyd**

Robbie Boyd was elected by acclamation.

