

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday January 6, 2011
TCC Rosen Room (Room 227)– University Park Campus –
(Please silence all cell phones/pagers)

Present: Monique Abeyta, Teri Adams, Noel Aguilar, Nicole Aguirre, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Paul Biddlecomb, Amanda Boerneke, Desiree Brown, Carmen Carrillo, Olabisi Carr, Ingrid DeCook, Paul Flores, Lisa Gallegos, Rita Gonzales, Syreeta Greene, Jennifer Hong, Tony Hong, John Johnson, Michelle Jones, Tracy Kerr, Christine Lavoie, Rachel Levy, Naomi Martinez, Joyce Perez, Gloria Reyes, Yolanda Rios, Rick Scott, Linda Sturm, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Gretchen Villaluz-Picazo, Jeanne Weiss, Susan Wiedem, Victoria Young, Amy Yung, Marisela Zuniga.

Absent: Steve Adcook, Laura Aguilar, Shirley Beardsley-King, Robert Boyd, Allison Bryant, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Robert Cuthill, Shannon Hinojosa, Teresita Jamanila, Dawn Kita, Alan Kita, Ellen Miyasaki, Monica Morita, Sy Nguyen, Margaret Turner, Veronica Villa, Sharon Wallace, John Zivi.

Call to Order:

The meeting was called to order at 9:05 am by President Linda Bazilian. A quorum was present.

Approval of December 2, 2010 General Assembly Minutes

On a motion by Wade Harper-Thompson and seconded by Tracy Kerr, the minutes of December 2, 2010, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that next Tuesday, January 10, 2011 is the formal installation of the Provost Elizabeth Garrett. Ms. McEldowney recommended that the Staff Assembly membership read Provost Garrett's installation speech to see the direction Provost Garrett would like to take the university and what her priorities are. Harassment Training begins in February.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that the Personnel Council did meet this month on 1/5/2011. The new Severance policy has been in effect since January 1, 2011. The new Severance policy is much more robust. Please go to the Benefits website (<http://benefits.usc.edu>) to see the details of the new policy. The university is preparing for the harassment training that will take place in February 2011. Provost Beth Garrett has agreed to lead a Professional Development session on March 23, 2011. The Professional Development department is also going to be rolling out an online software training program called Lynda.com. This program will be available to the staff and faculty 24/7 so that staff and faculty members can train at their own pace. The payroll department is sending out 32,000 W-2 forms for the fiscal year 2010. The Senior Care premiums did not increase this past year. This rate has stayed the same for the past four years.

President's Report - Linda Bazilian

This past year has been an absolute pleasure to serve as the President of this organization. You all have been wonderful and worked very hard this past year.

Committee Reports

Communications – Naomi Martinez- Chair

Ms. Martinez reported that the Communications Committee is responsible for publicizing all of the Staff Assembly's events. The committees' accomplishments for last year included publishing four issues of the newsletter the *Assembled Voice*. The Committee also organizes the Open Forum speaker sessions. In the past year, the following Open Forums took place: "What's in it for Me: USC Benefits" given by Awilda Bregand. The Communications Committee members also update and maintain the Staff Assembly's website, as well as being the Assembly's photographer and historian. This past year, the Committee hosted a "Breakfast with the President" event for Staff Assembly members, this year the committee is hoping to have a Breakfast with Provost Beth Garrett.. The committee also co-authored the Staff Assembly Survey with the Compensation and Benefits Committee and the results for this survey are still being reviewed. The dates for submitting articles and reports for the *Assembled Voice* are still being decided an email will be sent to the committee chairs about this. If anyone is interested in editing the *Assembled Voice*, please contact Ms. Martinez.

Compensation and Benefits – Michelle Jones - Chair

The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The Committee will meet right after this meeting to discuss the upcoming year.

Environment – Linda Sturm - Chair

The Environment Committee is responsible for putting on two fairs during the year. The first fair is the Environment Fair, which occurs in April and the second fair is the Campus Safety Awareness Fair, which occurs in the fall. The Environment Committee is tasked with monitoring the safety and security of all the campuses, reviewing and reporting on the university's recycling efforts as well as monitoring disaster recovery efforts for all campus locations. The Committee will meet directly after this meeting.

Rights and Responsibilities –

No report was given. Currently there is no chairperson for this committee. President Bazilian asked the membership if anyone would like to chair the committee. She then asked if the committee members would meet with her directly after this meeting.

Rules and Elections – Lorna Tureaud - Chair

Ms. Tureaud 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 selects the monthly recognition award recipients and handles the nomination and election process. The Committee members would meet directly after this meeting.

Transportation – Vicki Young- Co-Chair

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 to go to the CRB sessions. The Transportation Committee handles lots of questions throughout the year from staff members. The Committee members would meet directly after this meeting.

Self Introduction of the Members of the 2011 Assembly.**President's Report – Linda Bazilian**

The committee pictures will be taken at the February 2011 General Assembly meeting. There will be three General Assembly meetings on the Health Science Campus this year. (April, July &

October) The Executive Committee meetings will also take place on the HSC campus for these same months.

New Business: No new business

Next Meeting:

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

Adjournment:

A motion to adjourn was made by Rick Scott and was seconded by Michelle Jones. The meeting adjourned at 10:05 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/>