

USC Staff Assembly General Assembly Meeting Minutes

Date: July 7, 2005

Location: UPC, LAW 7

Present: Evelyn Alva, Steven Barnhart, Delfina Candelaria, Olabisi Carr, Trudy Exler, Beverly Franco, Ofelia Galvan, Rita Gonzales, Shannon Hinojosa, Ruth Johnson, Michelle Jones, Dawn Kita, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Joyce Perez, Lillian Rivera, Marty Ruggles, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, Carolyn Ward, Denise Wiegel, John Wolcott and Amy Yung

Absent: Noemi Adalin, Deborah Aguilar, Suzanne Alcantara, Kay Allen, David Amescua, Josie Amescua, Teri Aparicio, Octavio Avila, Corliss Bennett, Myrna Cisneros, Wendy Cook, Lory Council, Bob Cuthill, Paul Flores, Neil Flowers, Barry Grubs, Stan Henderson, Shirley Johnson, Lisa Kofman, Linda Lewis, Rick Lovely, Judy Mar, Paul McCabe, Ardell Nolan, Georgina Nuttall, Bill Ortiz, Irene Ortiz, Fatima Perez, Veronica Pete, Sena Schlessinger, Chris Schweska, Ruth Scott-Williams, Christopher Stephan, James Vasquez, Sharon Wallace, and Pamela Wallace-Thompson

Call to Order: President Michelle Jones called the meeting to order at 9:12 a.m.

Staff Monthly Recognition Award: The July 2005 Employee of the Month Recipient is Jackie Mardirossian, Director of Communications & Development in the Department of Occupational Science and Occupational Therapy on HSC. Jackie was introduced by Dr. Florence Clark, Professor and Chair of the OS/OT Department. Florence stated Jackie is her covetous treasure. Florence addressed the staff assembly and stated staff is the machinery that keeps things going in the University. Florence said she may be the front person in the Department, but it is Jackie that makes the things happen. Florence presented Jackie with a gift from the Department; Michelle Jones presented Jackie with a plaque from the Staff, Faculty, and Students at USC; and Denise Wiegel, President of the Staff Club, presented Jackie with a check for \$100. Denise added that Jackie just recently became a member of the Staff Club.

Associate Sr. Vice President for Administration, Janis McEldowney: Janis stated she does not have the results yet from the Benefits survey that was conducted a few months ago, and hopes to have the information at the next meeting. They are awaiting the results from the survey to decide what will be done for a Staff Appreciation event/celebration.

A Staff Assembly person asked Janis what type of feedback she has received in regards to OTiS. Janis stated they are making themselves available for questions and has found that the people who are complaining are misinformed. Meetings with a mix of employees, supervisors, and staff have been working the best in breaking down communication barriers.

Personnel Council Report, Awilda Bregand: The council met yesterday and they finalized the revisions of the tuition assistance forms. The forms will be printed and up on the website within one week.

Lisa Macchia, from the Health Plans Department, made an announcement that they have expanded the USC Network Blue Cross program to include coverage during travel out of state, effective August 1st. Lisa will be getting the communications out in the next few weeks. New identification cards will be

coming out. Plan numbers will not change, however a suitcase icon will be on the card to denote the coverage.

President's Report, Michelle Jones: Michelle thanked the Compensation and Benefits committee for their work on the Open Forums for OTiS. Michelle asked members of the Staff Assembly not to address questions on OTiS and not to support protests or letter writing campaigns. Michelle provided a handout of names and contact information for any questions regarding OTiS. Michelle also provided the mandate from the state which explains the labor laws for pay days and recordkeeping.

Michelle participated in a Community Awareness program in May and June and represented USC. She thanked the people from the various schools and departments that provided her with give-aways.

Approval of June 2, 2005 General Assembly Minutes: Unable to approve the minutes due to not having a quorum present. The minutes will be presented during the August meeting.

Committee Reports:

Communications - Rita Gonzales

Rita reminded people that all newsletter articles are due by July 11th. The committee is looking into the Professional Development classes to see if they can have a web publishing class open to the Staff Assembly. Their next meeting is July 14th in JEF 110 at noon. Refreshments will be served, and all are invited to attend.

Compensation and Benefits - Evelyn Alva

The committee met on June 9th to complete the OTiS Open Forum flyers and had it e-mailed to all staff. Evelyn was grateful to Ellen Miyasaki for her work on the flyer. Evelyn thanked her committee and all others who participated in the forums on HSC and UPC, particularly those who sat on the panel. Evelyn especially thanked Joe Singer for proving the sound equipment in Bovard free of charge. Their next meeting is July 14th in VKC 329.

Environment - Joyce Perez

The committee met on June 15th in GFS 330. She announced that the Catalina trip will not occur this year. The committee discussed the possibility of their involvement in a Crime Prevention Expo in October with DPS. They will be asking for volunteers for this fair. The committee is meeting with the Transportation Committee this month to discuss the 2006 Environmental Fair. Their next meeting, with the Transportation Committee is July 14th in JEF 124 at noon.

Rules and Elections - Carolyn Ward

The committee met twice since the last General Assembly meeting. On June 14th, the committee met with Teri Aparicio in regards to the upcoming election process. They also met on July 5th with guest Gazzali Jaleel, who will assist with creating the electronic election process for this year. Their next meeting is August 9th, location TBA.

Rights and Responsibilities - Ruth Scott-Williams (absent)

Ruth sent her report to Michelle; however Michelle inadvertently left it in her office.

Transportation - Wade Thompson-Harper

Wade stated he has received concerns regarding the parking structures/lots being closed without notice. Transportation has posted signs communications around the parking structures/lots, and has sent information out on TransNet. Wade requests for people to be more aware of the posted signs and read

the electronic signs around the parking entrances. The committee also received concerns with the parking increases and lack of communication to the van pool riders. Transportation initially informed drivers and requested the drivers to pass on the information to the riders. Transportation also sent out communications to the van pool riders, however it appears they received the information too late (riders reported receiving the information after 7/1). Wade reports of a website for the city of Los Angeles that provides information on traffic conditions. He will bring the website address to the next meeting. A cross walk has been made on HSC at San Pablo near the Zilhka building.

Wade thanked Lory Council for giving the committee's report at the June General Assembly meeting. The Transportation Committee has volunteered their assistance to the Rules and Elections Committee for the upcoming election. Wade reminded to send him via e-mail any concerns regarding transportation issues, and to copy him on any e-mails that are sent directly to Transportation. Their next meeting is July 14th in JEF 124 at noon, lunch will be provided.

Guest Speaker - Elizabeth Redmon, Executive Director, Emeriti Center

Betty was introduced by Vice President Lois Nishimoto. Lois stated Betty is a past president of the Staff Assembly, and also served on the Assembly in other capacities. Betty was instrumental in developing the Assembly's Standard Operating Procedures in 1975. Steve Barnhart pointed out that Betty is the first staff selected to be Executive Director of the Emeriti Center (past executive directors were faculty).

The Emeriti Center provides service and support for faculty and staff during both the pre- and post phases of retirement. Betty stated that the sole purpose is to help retirees stay connected to the University – it's a connection USC makes to their retirees and the commitment the retirees give back to the University. Betty showed a 13-minute video, *Connecting for Life*, which can also be viewed at www.usc.edu/org/emeriti_center.

There are two associations - The Retired Faculty Association and The Staff Retirement Association at USC. The Staff Retirement Association was established in 1985 to develop and support programs that will make retirement creative and rewarding and to enhance the lifelong relationship of staff retirees with the University. The Retired Faculty Association seeks to benefit its members by contributing to their fellowship and intellectual interests, as well as promoting activity in University affairs including participation in the Emeriti Center and Emeriti College.

The Transitions Program helps prepare for retirement 5, 10, plus years ahead. Betty's key advice is that preparation for retirement needs to begin early. Betty will be retiring from the University this year.

New Business: Dawn Kita announced a golf tournament hosted by the Asian Pacific Alumni Association. A reduced early bird rate of \$225 will be extended to USC employees.

Next Meeting: Our next General Assembly Meeting will be **Thursday, August 6, 2005 – 9:00 a.m. - 10:30 p.m.** in **USC Law School, Room 1, Lower Level.**

Adjournment of the June Staff Assembly: A motion to adjourn was made by Wade Thompson-Harper and was seconded by Beverly Franco. The meeting was adjourned at 10:40 a.m.

Minutes submitted by: Jackie Mardirossian