

**USC Staff Assembly
General Assembly Meeting Minutes
July 9, 2009
LAW 103**

Present: Teri Adams, Evelyn Alva, Josie Amescua, Steve Arbuckle, Tim Boston, Robert Boyd, Allison Bryant, Rossana Cabrera, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Torie Daves, Lisa Escobar, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Shirley Beard-King, John Kennedy, Tracy Kerr, Alan Kita, Lisa Kofman, Phyllis Lemons, Rachel Levy, Ellen Miyasaki, Kathy Neal, Si Nguyen, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Mary Trujillo, Lorna Tureaud, Vicki Young.

Absent: Deborah Aguilar, Teri Aparicio, Anthony Bailey, Linda Bazilian, Sonya Black-Williams, Cynthia Brass, Renee Cypert-Soto, Ingrid DeCook, Helen Dosta, Dianne Flores, Gloria Gamboa, Bill Givens, Michelle Jones, Naomi Martinez, Yolanda Mora, Lois Nishimoto, Ardell Nolan, Lydia Vazquez, Denise Wiegel, Carol Williams, Ronald Zuletta.

Call to Order:

President Lou Nieto called the meeting to order at 9:05 am.

Staff Recognition Award

Jeri Muñiz, Executive Director for the Office of Contracts and Grants introduced the July Staff Monthly Recognition Award recipient, Ofelia Galvan, Administrative Assistant, Office of Contracts and Grants. According to Ms. Muñiz, Ms. Galvan is extremely organized and knowledgeable about the department. Ofelia thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

President Lou Nieto presented Ofelia with a plaque on behalf of President Sample, and the Staff Assembly. Vice President Wade Thompson-Harper of the Staff Club presented to Ms. Galvan a check on behalf of the Staff Club for \$150.00.

Approval of June 4, 2009 General Assembly Minutes

On a motion by Tessie Jamanila, and seconded by Robert Boyd the minutes of June 4, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report was given this month.

Personnel Council Report – Awilda Bregand

No report was given this month.

President’s Report– Lou Nieto

President Lou Nieto introduced a new Staff Assembly Member, Shirley Beard-King. Ms. Beard-King was welcomed to the Assembly by a rousing applause.

Professional Development Announcement – Alexandra Fabry-Mourer and Cherie Hudson Whittlesey

Alexandra Fabry-Mourer and Cherie Hudson Whittlesey of the Professional Development announced the Summer Blast Olympics. The Olympics will take place on July 27, 2009 through July 31, 2009. The Olympics are fun activities and events for the staff members of the University to participate in so they may be motivated to achieve their personal and professional best. Additional Information available:

<http://capsnet.usc.edu/ProfessionalDevelopment/documents/MarketingFLYER.pdf>

Committee Reports:

Communications – Wendy Cook - Chair

Ms. Cook reported that the next issue of the *Assembled Voice* is scheduled to be published the last week of August. Torie Daves is the Editor for the *Assembled Voice*. Please contact her with ideas and suggestions. Individual Committee Reports are due on August 5, 2009 from the Staff Assembly Committee Chairs. The Open Forum topic of “*What is Staff Assembly?*” is scheduled for August. Torie Daves is working on establishing a presence for Staff Assembly on Facebook and Twitter. The committee is researching the possible activity of “Breakfast with the President.”

Compensation and Benefits –Lisa Escobar- Chair

Ms. Escobar reported that the Compensation and Benefits Committee met on June 12, 2009. The Committee discussed the Wellness website information and how there is no link to the Wellness site on the main university website. The next Committee meeting is July 10, 2009.

Environment – Sonya Black –Williams-Chair

No committee report this month.

Rights and Responsibilities –Tracy Kerr– Chair

The Rights and Responsibilities committee met in June. The Committee did not meet in July. The Committee is continuing their process of reviewing the university’s letter of reference policy and then contact peer institutions about their policy concerning giving employment references. The Committee is working on developing a Survey concerning “Reference Letters.”

Rules and Elections – Linda Bazilian - Chair

No committee report this month.

Transportation – Alan Kita- Chair

The committee continued their discussion of the following issues: the availability of parking, parking passes for MTA bus riders. Please remember to be courteous and use the crosswalk at Union Station.

Guest Speaker: Jennifer Siu, Associate Director, Recreational Sports

Vice President Rita Gonzales introduced the guest speaker.

Ms. Siu discussed the many different services and the facilities available to the staff at the Lyon Center and at the Physical Education Building. Some of these facilities include a stretching room; racquetball and squash courts; a climbing wall; ping pong tables; a group exercise studio; a sauna and Jacuzzi. For additional information, please visit the Lyon University Center Website: http://sait.usc.edu/recsports/site_content/facilities/lrc.html

New Business: No new business

Next Meeting:

Thursday, August 6, 2009 from 9:00am-10:30 a.m. Location: Law 103 – University Park Campus.

Adjournment:

A motion to adjourn was made by Rita Gonzales, and was seconded by George-Ann Cleary. The meeting adjourned at 9:58 a.m.

Minutes submitted by Victoria Young.

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