

USC Staff Assembly General Assembly Meeting Minutes

Date: June 2, 2005

Location: UPC, LAW 103

Present: Evelyn Alva, Teri Aparicio, Octavio Avila, Delfina Candelaria, Lory Council, Bob Cuthill, Trudy Exler, Paul Flores, Ofelia Galvan, Rita Gonzales, Shannon Hinojosa, Ruth Johnson, Shirley Johnson, Michelle Jones, Lisa Kofman, Linda Lewis, Judy Mar, Jackie Mardrossian, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Joyce Perez, Veronica Pete, Marty Ruggles, Sena Schlessinger, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Pamela Wallace-Thompson, Carolyn Ward, Denise Wiegel, and Amy Yung

Absent: Noemi Adalin, Deborah Aguilar, Suzanne Alcantara, Kay Allen, David Amescua, Josie Amescua, Corliss Bennett, Olabisi Carr, Myrna Cisneros, Wendy Cook, Neil Flowers, Beverly Franco, Barry Grubs, Stan Henderson, Dawn Kita, Rick Lovely, Paul McCabe, Bill Ortiz, Irene Ortiz, Fatima Perez, Lillian Rivera, Chris Schweska, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, James Vasquez, Sharon Wallace, and John Wolcott

Call to Order: President Michelle Jones called the meeting to order at 9:06 a.m.

Staff Monthly Recognition Award: The June 2005 Employee of the Month Recipient is Georgia Kinne, Assistant Manager of University Payroll Services - HSC Operations. Georgia was introduced by Kathleen Neal, Payroll Processor. When Kathleen first asked co-workers to consider nominating Georgia for the award, she received the following comments describing Georgia: “positive disposition”; “respected, loved and admired”; “valuable asset to the University”; “a person of the highest caliber.” Georgia will be with the University for 30 years this November. Michelle Jones presented Georgia with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel, President of the Staff Club, presented Georgia with a check for \$100. Georgia thanked everyone, and stated it has been a pleasure working for the University and with the wonderful co-workers at HSC and UPC.

Sr. Vice President and General Counsel, Todd Dickey: (Janis McEldowney and Awilda Bregand will not report this month in lieu of Mr. Dickey’s presentation.) Mr. Dickey stated he has been with the University for 10 years, and has been the General Counsel for the past 7 years. He is interested in knowing issues that are important to the Staff Assembly.

In a mass e-mail to the USC community, new provost, Max Nikias (Provost and Senior Vice President for Academic Affairs), outlined three key appointments: Barry Glassner will serve as chief deputy and as chief of staff of the Provost's Office, replacing Mike Diamond; Elizabeth Garrett is Vice Provost for Academic Affairs; and Randy Hall is Vice Provost for Research Advancement, replacing Neal Sullivan. There will be additional appointments and reorganization in the upcoming months.

The University has made other administrative changes to increase efficiencies and comply with corporate governance. Todd Dickey and Dennis Dougherty are the Senior Vice Presidents. Todd is responsible for providing administrative leadership for the university’s legal and regulatory-related departments, including compliance; internal audit; administrative operations; contracts and grants; technology licensing; trademarks and licensing services; the university real estate office; and career and protective services. Dennis Dougherty is responsible for administrative, financial, and business

support systems for the university (including payroll). Both Dennis and Todd report directly to President Sample.

When asked how easily staff can reach Mr. Dickey, he replied by giving his e-mail address: tdickey@usc.edu, and stated Janis McEldowney will continue to be the liaison with Staff Assembly. Another staff assembly member requested the appropriate channels to address Mr. Dickey with a concern/issue. He replied the appropriate procedures would be a letter from the Staff Assembly addressed directly to him. When asked how he perceives the role of the Staff Assembly, he replied we are the “eyes and ears” so he can stay connected with what staff are saying and thinking.

President’s Report - Michelle Jones

Michelle attended an Employee Benefits Committee meeting, and will report on the meeting during the next General Staff Assembly meeting.

Approval of May 5, 2005 General Assembly Minutes: The minutes were approved with a motion by Carolyn Ward, and a second by Denise Wiegel, with a quorum present.

Committee Reports:

Communications - Rita Gonzales

The Assembled Voice is distributed to all staff. Rita thanked Lois Nishimoto for her work on getting the newsletter out during her absence (jury duty). Rita also thanked Dawn Kita for working on the newsletter while on vacation. Lisa Kofman is updating the Staff Assembly website. The committee previously requested new articles for the upcoming newsletter to be submitted by June 10th, but realize this is unrealistic. Therefore, **all newsletter articles are due by July 11th**. Their next meeting is June 9th, JEF 124, at noon. They will discuss the format and content of the next newsletter. It was brought to Rita’s attention that the newsletter needs an updated Staff Monthly Recognition form.

Compensation and Benefits - Evelyn Alva

The committee met on May 31st with Mollie McDonald, Executive Director of Payroll Services regarding OTiS. The changeover will occur August 1st as planned; however the actual timekeeping system will not be ready for use. Non-exempt employees will use the bi-weekly reports that are currently being used by student workers. 2800 people are affected and the University is working to make the transition go smoothly as possible. Dates for OTiS forums have been set: Monday, June 27, on HSC, PSC 112; and Tuesday, June 28, on UPC, Bovard Auditorium – both from 12 -1 p.m. Staff will be notified via e-mail and flyers. Moderators for the forums are to be determined. Terri Aparicio suggested having microphones in the audience area. Their next meeting is June 9th in VKC 329.

Environment - Joyce Perez

The committee met on May 11th in GFS 330. The committee discussed differences in the reports given at the last General Staff Assembly meeting in regards to the Environmental Fair (Environment and Transportation committee reports). They discussed suggestions for upcoming newsletter articles for the Assembled Voice (e.g., recycling practices, office tips, ride sharing). They will continue to explore the possibility of a trip to Catalina Island. The committee will meet with the Transportation Committee in July. Their next meeting is June 15th in GFS 330 at 9:30 a.m.

Rules and Elections - Carolyn Ward

The committee met on May 10th in ADM 353 with 9 out of 10 members present. Carolyn thanked Ofelia Galvan for reporting for her at the last General Staff Assembly meeting. Revisions were made to the Staff Monthly Recognition Award nomination form to include one recommendation from a

faculty or staff, to avoid nominations coming solely from students. The committee has selected awardees for July and August. Carolyn asked all members to return their nametags after the meeting. The committee continues working on the viability of electronic voting to ensure integrity in the voting process and the ability to reach all staff. Their next meeting is June 14th in DML 240 at noon.

Rights and Responsibilities - Ruth Scott-Williams

The committee met on May 17th in MHP 102, and the meeting was not well attended. The Committee dismissed one member who has fallen below the 75% participation requirement. Each committee member will ask co-workers if they have any issues, concerns or questions regarding the administrative changes in the University. The Committee will get together with the Compensation and Benefits Committee to see if they can assist with any issues regarding OTiS. Their next committee meeting is June 21st in MHP 102 at 11:30 a.m. Ruth will provide lunch.

Transportation - Lory Council for Wade Thompson-Harper

The committee met on May 16th in JEF 124. Wade reports that e-mails have tapered off regarding parking issues. The Committee looked at the MTA survey and is unable to make or suggest changes since the survey is not generated by the University. The Citation Review Board met last month, but there were no members present from the Transportation Committee. The Committee is looking for Staff Assembly members to become a part of the Citation Review Board. Parking rates will increase as of July 1st. There are parking lot closures due to construction and renovations. Lots affected are K1, L, and H. Van pool fees have increased and Tom Kenna notified the drivers only, and not the riders. Their next meeting is June 14th (or perhaps 6/13) in PSC 701.

Guest Speaker - Henry Lacher, Director, Building and Grounds, O & M Buildings and Grounds Administration, UPC

Henry was introduced by Vice President Lois Nishimoto. Lois stated Henry previously addressed the Staff Assembly on the topic of trash and recycling. Today Henry discussed the urban forest at UPC and how it is an asset for future generations.

- The diverse inventory of trees adds character to the campus.
- 4506 trees and 127 species
- Worth over \$11 million
- Range in age of less than one year to over 100 years
- Trees tell stories (e.g., dedications, memorials)
- Threats: disease; crowding out; old age; traffic; failure to reforest; incompatible landscape features
- Preservation: consulting arborist (every three years); scheduled pruning; reforestation
- GPS charting and maintenance management

Staff Assembly members asked questions regarding the current construction and removal of trees. Henry stated that the areas under construction all have plans for landscaping (trees, hedges, etc.). Flowers are replanted during major University events (start of fall and spring semesters, commencement, Homecoming). Henry left his business card for staff to contact him during these times if they are interested in taking the old flowers.

New Business: None reported.

Next Meeting: Our next General Assembly Meeting will be **Thursday, July 7, 2005 – 9:00 a.m. - 10:30 p.m.** in USC Law School, Room 7, Lower Level

Adjournment of the June Staff Assembly: A motion to adjourn was made by Denise Wiegel and was seconded by Rita Gonzales. The meeting was adjourned at 10:38 a.m.

Minutes submitted by: Jackie Mardirossian