

**USC Staff Assembly
General Assembly Meeting Minutes
June 4, 2009
LAW 103**

Present: Evelyn Alva, Teri Aparicio, Linda Bazilian, Sonya Black-Williams, Tim Boston, Allison Bryant, Rossana Cabrera, Wendy Cook, Torie Daves, Bill Givens, Rita Gonzales, Lisa Kofman, Alan Kita, Lisa Escobar, , Phyllis Lemons, Ellen Miyasaki, Tessie Jamanila, Gloria Gamboa, Lois Nishimoto, Kathy Neal, Georgina Nuttall, Yolanda Mora, Tracy Kerr, Si Nguyen, Lillian Rivera, Bryan Ortiz, Janet Prince, , Gloria Reyes, Lydia Vazquez , Denise Wiegel, Vicki Young.

Absent: Teri Adams, Steve Arbuckle, Josie Amescua, Deborah Aguilar, Anthony Bailey, Robert Boyd, Cynthia Brass, Delfina Candelaria, George-Ann Cleary, Bob Cuthill, Ingrid DeCook, Dianne Flores, Soto-Cypert, Renee, Helen Dosta, Lou Nieto, John Kennedy, Michelle Jones, Rachel Levy, Naomi Martinez, Ardell Nolan, Shannon Hinojosa, Irma Quintana, Mary Trujillo, Lorna Tureaud, Carol Williams, Ronald Zuletta

Call to Order:

The meeting was called to order at 9:08 am by Vice President Rita Gonzales.

Staff Recognition Award

Dr. James McHugh Associate Professor for the School of Religion introduced the June Staff Monthly Recognition Award recipient, Linda Wootton, Administrative Assistant II, Religion Department at the College of Letters, Arts and Sciences. According to Dr. McHugh, Ms. Wootton is the nerve center of the department. Linda thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

Vice President Rita Gonzales presented Linda with a plaque on behalf of President Sample, and the Staff Assembly. Vice President Gonzales also presented to Ms. Wootton with a check on behalf of the Staff Club for \$150.00.

Approval of April 2, 2009 General Assembly Minutes

Once a quorum was present. On a motion by Linda Bazilian, and seconded by Sonya Black-Williams the minutes of May 7, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report given this month.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that the Rossier School of Education is starting an online master's degree program. David Haugland and Mollie MacDonald are working together to line up part-time instructors for this program.

To date; 92% of the faculty have completed the Sexual Harassment Training and 98% of the Staff have completed the Sexual Harassment Training.

Hospital update - Beginning in July, the clinical faculty is going to have their backgrounds screened. This summer, thirty-nine more nurses are going to be hire and the hospital business plan is to hire 150-200 more nurses in the next three to five years.

President's Report– Lou Nieto

No report was given this month.

Committee Reports:

Communications – Wendy Cook - Chair

Ms. Cook reported that the Communication Committee in an effort to be more environmentally aware; Committee member, Rachel Levy is going to show us how to send out the *Assembled Voice* electronically, to those members of the University who wish to receive it in this format, out of the database. The School of Cinema is going to be giving tours of their new facilities on June 10, 2009. The tours will be given in two groups and the first tour will begin at 12:00 pm.

Open Forum – Cathy Ballard and Deborah Aguilar

There are two possible topics for upcoming June Open Forums. The first topic is the *Surviving and Thriving in White Water (How to Survive this Economy)* or *Swine Flu and How to deal with Pandemics*. The Executive Committee determined that the *Surviving and Thriving in White Water (How to Survive this Economy)* was the more timely topic. For the July Open Forum topic of “*What is Staff Assembly?*” A peer review was done by three members of the Committee. These members determined that one thing our Staff Assembly does not have is a presence on Facebook and Twitter. Another possible activity that the Staff Assembly could support is “Breakfast with the President.”

Compensation and Benefits –Lisa Escobar- Chair

Ms. Escobar reported that the Compensation and Benefits Committee met on May 8, 2009. There was not a quorum present therefore no formal business took place. The next Committee meeting is June 12, 2009.

Environment – Sonya Black –Williams-Chair

Ms. Black-Williams reported the next committee meeting is tentatively scheduled for June 10, 2009.

Rights and Responsibilities –Tracy Kerr– Chair

The Rights and Responsibilities committee met on May 13, 2009. The Committee continued their discussion about the Blackboard System and copyright infringement. 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

Ms. Bazilian reported that the Rules and Election Committee had a virtual meeting in May to select the June Staff Recognition award, recipient using the www.doodle.com website.

Transportation – Alan Kita- Chair

The committee met May 14, 2009. The committee discussed issues concerning the availability of parking, parking passes for MTA bus riders. The Committee needs to remember that we represent the staff and not the University. Please remember to be courteous and use the crosswalk at Union Station.

Guest Speaker: Susan Metros, Deputy CIO, Technology Enhanced Learning, Information Technology Services

The guest speaker was introduced by Vice President Rita Gonzales.

Ms. Metros discussed emerging technology and the 2009 Horizon Report (<http://www.horizon.nmc.org>) And how these technologies may be utilized in the future and at the University.

New Business: No new business

Next Meeting:

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

Adjournment:

A motion to adjourn was made by Yolanda Mora, and was seconded by Sonya Black -Williams. The meeting adjourned at 10:29 a.m.

Minutes submitted by Victoria Young.

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