

**USC Staff Assembly
General Assembly Meeting Minutes
June 3, 2010
LAW-103 – University Park Campus**

Present: Noel Aguilar, Evelyn Alva, Vivian Alegria, Rachael Baeza, Linda Bazilian, Shirley Beard-King, Tim Boston, Robert Boyd, Allison Bryant, Amy Cienfuegos, Cynthia Clayton, Torie Daves, Gloria Gamboa, Lisa Escobar, Bill Givens, Rita Gonzales, Erika Hernandez, Teresita Jamanila, John H. Kennedy, Alan Kita, Dawn Kita, Naomi Martinez, Ellen Miyasaki, Monica Morita, Margarita Turner, Kathleen Neal, Lou Nieto, Lillian Rivera, Linda Sturm, Lydia Vazquez, Susan Wiedem, Mary Trujillo, Vicki Young.

Absent: Darren Abbott, Teri Adams, Laura Aguilar, Teri Aparicio, Debbie Bernstein, Paul Biddlecomb, Cynthia Brass, Delfina Candelaria, Carolina Castillo, Wendy Cook, Paul Flores, Lisa Gallegos, Shannon Hinojosa, Tracy Kerr, John P. Kennedy, Yolanda Mora, Si Nguyen, Lois Nishimoto, Rachel Levy, Georgina Nuttall, John Peleuses, Gloria Reyes, Veronica Villa, Denise Wiegel, John Zivi.

Call to Order:

President Linda Bazilian called the meeting to order at 9:04am. A quorum was present.

Staff Monthly Recognition Award

Sonya Black-Williams, Administrative Assistant, Undergraduate Advisement and Academic Services, Annenberg School for Communication introduced the June Staff Monthly Recognition Award recipient, Anahita “Annie” Mateen, Associate Director, Undergraduate Advisement and Academic Services, Annenberg School of Communication and Journalism. According to Ms. Black-Williams, what makes Ms. Mateen special is her work ethic, her quality of work and her positive attitude. Ms. Mateen was honored to receive the award and thanked everyone who nominated her and the members of Staff Assembly for the award.

President Linda Bazilian presented Annie with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club Member Jerome Hughes presented a check for \$150.00 to Annie on behalf of the Staff Club.

Approval of April 1, 2010 General Assembly Minutes

On a motion by Linda Sturm and seconded by Margaret Turner, the minutes of April 1, 2010 meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Nothing to report this month.

Personnel Council Report – Janis McEldowney

Ms. McEldowney reported for Ms. Awilda Bregand that Rachel Levy received a release from the “The Great Colleges to Work for Survey” governing body so it seems that the university may be a finalist once again this year. The hospital employee’s represented by a union had an election. The SEIU no longer represents these employees instead they will be represented by the NUHW and 85 of the employees voted not to be part of the union any longer and joined the non-union USC staff pool .

President's Report – Linda Bazilian

Ms. Bazilian reported that in the past month she attended the university's commencement program and that the day and the event were very exciting.

Committee Reports

Communications – Naomi Martinez

Ms. Martinez reported that the newest issue of the *Assembled Voice* has been published. Vicki Young has volunteered to compile the scrapbook for President Sample.

Compensation and Benefits – Alison Bryant

Ms. Bryant reported that the committee helped the Communications committee compile the Communications survey and the survey is just about ready to be sent out to the staff members of the university. The committee did not meet last month. The next committee meeting is next week, June 9, 2010 UGB 110.

Environment – Alan Kita-Chair

The next committee meeting will take place on June 10, 2010. The committee will begin working on the Safety Fair for next month on both campuses.

Rights and Responsibilities –Bill Givens

Mr. Givens reported for Ms. Kerr. The committee met last month and it is still working on the copyright issues with Blackboard. The committee will meet next month via email.

Rules & Elections— Lisa Escobar

The committee did not meet last month. Please promote the Staff Monthly Recognition Award, as we need more nominees. Please remember to sign the attendance sheet today for the General Assembly meeting. The next committee meeting will be directly after this meeting.

Transportation Committee—John Kennedy

Mr. Kennedy reported that the committee did meet last month. Three free monthly parking passes for Metro pass holders – is not going as planned and what the committee needs to do is get some language to Janis McEldowney to request this benefit. The question regarding DART services it is déjà vu all over again, Transportation is saying that it is not their issue and Public Safety is saying that it is not their issue. It is agreed that the service will be offered from 9am to 5pm but, they do not have enough people between 5pm and 9am to continue the service. The extension of this service will need to be addressed in the future.

Citation language flexibility and fines - as a gesture customer service we are changing our policy so, that people may pay their fine on the day the fine is due without the fine being doubled. Our next Committee meeting will take place at the UGB building on the UPC campus.

A motion was brought to the floor and approved by unanimous consent to have the Transportation committee pursue the three monthly passes option for all employees that use the Metro.

President Bazilian mentioned the lack of a Parking Structure D egress and Bill Givens asked about adding more handicapped parking spaces on Childs Way.

Guest Speaker: Krisztina Holly, Vice Provost for Innovation and Executive Director USC Stevens Institute for Innovation

President Linda Bazilian introduced the guest speaker.

Ms. Holly spoke to the Assembly about what the Stevens Institute for Innovation does to help the faculty, staff and students cultivate their ideas and to celebrate the innovation of ideas to help the further innovation at the university by managing intellectual property.

New Business: Contact card for staff

Next Meeting:

Thursday, July 8, 2010 from 9:00am-10:30 a.m. Location: LAW 103.

Adjournment:

A motion to adjourn was made by Teresita Jamanila and was seconded by Robert Boyd. The meeting adjourned at 10:15a.m.

Minutes submitted by Victoria Young.

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