

**University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday, June 9, 2011  
TCC 227 – University Park Campus –  
(Please silence all cell phones/pagers)**

**Present: Monique Abeyta, Teri Adams, Steve Adcook, Noel Aguilar, Vivian Alegria, Evelyn Alva, Linda Bazilian, Paul Biddlecomb, Robert Boyd, Desiree Brown, Allison Bryant, Frida Canono, Olabisi Carr, Amy Cienfuegos, Cynthia Clayton, Robert Cuthill, Indrid De Cook, Paul Flores, Rita Gonzales, Shannon Hinojosa, Tony Hong, John Johnson, Michelle Jones, King, Alan Kita, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Si Nguyen, Rick Scott, Linda Sturm, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Margaret Turner, Jeanne Weiss, Susan Wiedem, Vicki Young, Amy Yung, Marisela Zuniga**

**Absent: Laura Aguilar, Rachel Baeza, Shirley Beard-King, Amanda Boerneke, Carmen Carillo, Carolina Castillo, Lisa Gallegos, Syreeta Greene, Jennifer Hong, Teresita Jamanila, Tracy Kerr, Dawn Kita, Christine Lavoie, Monica Morita, Joyce Perez, Gloria Reyes, Yolanda Rios, Gretchen Villaluz-Picazo, Sharon Wallace**

**Call to Order:**

The meeting was called to order at 9:06 a.m. by President Linda Bazilian. A quorum was present.

**Staff Monthly Recognition Award**

Norman Hopson, Information Technology Manager for Educational Affairs at HSC, introduced June's Staff Monthly Recognition Award recipient, Vicki Young, Computer Services Consultant. Mr. Hopson noted that Vicki is extremely dedicated and very passionate about her job, and she goes beyond the call in regards to customer service. He depends a lot on her, and she is a pleasure to work with. Vicki gave a heartfelt thank you to the Staff Assembly, her coworkers, and family, and she noted that she "works for the best team ever."

President Linda Bazilian presented Vicki with a plaque on behalf of the Staff Assembly. Staff Club President Evelyn Alva presented Vicki with a check for \$150.00 on behalf of the Staff Club.

**Approval of May 5, 2011 General Assembly Minutes**

On a motion by Margaret Turner and a second by Wade Thompson-Harper, the General Assembly minutes of May 5, 2011 were approved with corrections.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Janis reported that the senior leadership is close to finalizing the changes to the tuition assistance benefit that the Employee Benefits Advisory Committee had recommended. These changes were proposed to reduce the fringe rate in order to free up money for schools and departments to allocate funds to priority staff and faculty hires, recruitment

retention, and compensation. They wanted to shave off costs while maintaining core benefits and making sure they were investing in long-term employees. They are looking at an effective date of June 20. Special accommodations are being made for current employees, candidates with valid cosigned offer letters, and currently enrolled students using tuition assistance.

- Two year eligibility waiting period for staff; this does not apply to the staff person him/herself, but their dependents/spouse. For rehires the two years of previous service will count. There will be no waiting period for faculty.
- Limiting coverage for children, capping it at age 35; there will be no age limit for staff or their spouse.
- Staff will have to be full time as determined by benefits administration in order to use the benefit.
- A staff's dependent can only use the benefit for one degree, except in the case of progressive degrees.
- Eliminate the post employment benefit for tuition assistance, but current employees will be grandfathered in. They will bridge service if an employee is laid off and rehired within a year, but not if an employee voluntarily leaves.
- Eliminating the tuition benefit for "pre-admit" courses for staff that are not admitted to a degree program. They are going to tweak the "for audit" classes that are considered work related, so that they will have to get the department or school to fund the units rather than coming from the fringe benefit pool.

There will also be changes to the retirement plan for new hires; they will have to complete four years of service to get the whole university match. The first year they get to keep 25%, second year 50%, third year 75%, and after the fourth year of service they are completely vested.

### **Personnel Council Report –Awilda Bregand**

Awilda reported that Personnel Council did meet this month. Jim Ball reported to the council that the CNA union negotiations with the hospital have been ratified, and employees will be eligible for the tuition assistance and the 10% matching. Awilda also reported that the Board of Trustees approved a new HR module for the personnel and benefits department. Molly MacDonald reported to the council that meal sanctions were not properly being recorded, and they have been working with Talx to correct the situation; hopefully it will be resolved by July. Benefits is continuing their discussions of the College Prep Programs, and today they will be discussing the programs design. Lastly, the compliance officer with Wage Works noted that employees will now need to substantiate their receipts for the FSA.

### **President’s Report – Linda Bazilian**

No report given.

### **Committee Reports**

#### **Communications – Naomi Martinez – Chair**

Naomi Martinez reported that the committee is working on the next Assembled Voice. They are also getting bids from new publication vendors for the next fiscal year. They are also continuing to update the Staff Assembly website.

#### **Compensation and Benefits –Michelle Jones – Chair**

Michelle Jones reported that the committee discussed the recent lay offs and unfortunately there can’t be anything done about the situation.

#### **Environment –Linda Sturm – Chair**

Linda Sturm reported that the committee has not gotten the poll on the Environment Fair out yet. She also reported that the Safety Awareness Fair will be held on September 21 on UPC and September 28 on HSC.

#### **Rights and Responsibilities – Olabisi Carr – Chair**

Olabisi Carr reported that the committee is still sitting on the fence with regards to the staff portal because the powers that be still don’t have a clear vision. She also noted that there is no longer a Personnel Department on the Health Science Campus. Janis McEldowney said that the Human Resources Department on UPC has been handling the personnel issues at HSC for the last year and will continue to do so.

#### **Rules and Elections –Lorna Tureaud – Chair**

Lorna Tureaud reported that the committee met last month and picked Vicki Young as the award recipient for June. She also reported that Ardell Nolan will no longer be able to get the monthly recognition award plaques prepared and signed for Staff Assembly. The committee has a couple of nominations for July and August.

#### **Transportation –Vicki Young & Lisa Gallegos – Co-Chairs**

No report was given.

#### **Guest Speaker – Bill Regensburger – Director, Fire Safety and Emergency Planning**

He reported on USC's safety efforts in regards to a major disaster in Southern California. The first priority is Emergency Response. The second priority is Recovery/Business Continuity. He noted that the risk for such a disaster is downtime, and such was the case with Tulane University in the aftermath of Hurricane Katrina. The big concern for Southern California is a major earthquake, and he noted that the San Andreas Fault is overdue for one. The best thing to do during an earthquake is drop, cover, and hold on. After a major earthquake, it is expected that there will be 50,000 injured, damages to infrastructure, and emergency services will not be available. USC's recovery is broken down into four phases: phase one is to rescue people, provide first aid, and evacuate unsafe buildings in the first twenty four hours; phase two is to provide basic services such as food, housing, and communication for five to seven days; phase three will be to get key support services running such information technology and business services; and the phase four will be to resume teaching within seven days. Some of the post disaster strategies will be to have an outdoor Department Operations Center. They also have a CERT team of 142 people trained to rescue and perform first aid. Also, there is a full productive kitchen in the basement of TCC and there is a water filtration system for drinkable water. There are also Facilities/Utilities teams, as well as a Hazardous Chemical Spill Team to assist in the event of a major earthquake.

**New Business:**

No new business.

**Next Meeting:**

Thursday, July 7, 2011 from 9:00a.m.-10:30a.m. Location: Broad Institute, HSC Campus.

**Adjournment:**

A motion to adjourn was made by Linda Sturm and was seconded by Allison Bryant. The meeting adjourned at 10:40 a.m.

Minutes submitted by Robbie Boyd.

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