

## **USC Staff Assembly General Assembly Meeting Minutes**

**Date: March 3, 2005**

**Location: SOS B44**

**Present:** Deborah Aguilar, Josie Amescua, David Amescua, Teri Aparicio, Octavio Avila, Corliss Bennett, Myrna Cisneros, Wendy Cook, Lory Council, Bob Cuthill, Trudy Exler, Paul Flores, Neil Flowers, Beverly Franco, Ofelia Galvan, Rita Gonzales, Shannon Hinojosa, Ruth Johnson, Shirley Johnson, Ruth Johnson-Scott, Michelle Jones, Dawn Kita, Lisa Kofman, Linda Lewis, Ricky Lovely, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Joyce Perez, Veronica Pete, Lillian Rivera, Marty Ruggles, Sena Schlessinger, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, James Vasquez, Sharon Wallace, Pamela Wallace-Thompson, Carolyn Ward, Denise Wiegel, John Wolcott, and Amy Yung

**Absent:** Noemi Adalin, Suzanne Alcantara, Kay Allen, Evelyn Alva, Delfina Candelaria, Olabisi Carr, Barry Grubs, Stan Henderson, Judy Mar, Paul McCabe, Bill Ortiz, Irene Ortiz, Fatima Perez, Chris Schweska, and Christopher Stephan

**Call to order:** President Michelle Jones called the meeting to order at 9:08 a.m. with a quorum present.

**Approval of the February 3, 2005 General Assembly minutes:** Attendance corrections noted. Neil Flowers stated that not all questions asked during the February meeting were reflected in the minutes. Michelle Jones responded that minutes are a brief summary, not transcripts, of a meeting and our official record of our meetings. On a motion by Pamela Wallace and second by Wade Thompson-Harper, the minutes of the February Staff Assembly minutes were overwhelmingly approved.

**Staff Monthly Recognition Award:** The recipient of the March Staff Monthly Recognition Award was Kirk Brennan, Senior Associate Director, Office of Admissions, Enrollment Services. Kirk was introduced by Michelle Taylor, Director of Admissions, in Cinema and Television. Michelle stated Kirk has worked at USC for the past 15 years, although began as a student in Cinema and Television in 1986. Michelle stated she nominated Kirk for this award because of the way he interacts with everyone he comes in contact with. Michelle said Kirk provides an open door policy at all times despite his busy schedule, and describes him as kind and considerate. She continued by confirming Kirk is never too busy to provide guidance to applicants, students, faculty and staff.

President Michelle Jones presented Kirk with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel presented Kirk with a check for \$100 from the Staff Club.

Kirk humbly thanked the Assembly for the award. He said that he will use the check to take the Cinema and Television staff out for dim sum and will give what is left to the Good Neighbors Campaign.

**Director of Personnel Services, Sharon Haymond:** Sharon reported for Associate Sr. Vice President for Administration, Janis McEldowney, during her absence. Faculty Handbook –

Sharon stated the Faculty Handbook is updated and posted on the web. Sharon stated effective January 2005, twelve month contract clinical and research faculty's 22 days of vacation must be tracked. Sharon stated the 12 month contract faculty do not get holidays. The Personnel Council has requested guidelines and will share the guidelines with the Staff Assembly once they receive the guidelines. Sharon also reported there have been minor changes in Family Leave.

Harassment Awareness Training Program – Training will be sometime this year. It is California law for employers to provide mandatory training on the topic of Harassment. All faculty and staff will need to complete the on-line training program.

OTiS – There continues to be fine-tuning with the system. Sharon reports there are some departments that are following their own policy and not the University's policies on vacation, over-time, etc. All departments must follow the Universities policies. There continues to be tweaking of policies regarding accrual in hours vs. days. Sharon stated the supervisor do not have the right to override the system. A brochure on OTiS was sent out to all staff and faculty. Communications will be going out to staff regarding changes to deductions. For example, in 24 checks there will be standard deductions (health, dental, etc.) and in 26 checks there will be other deductions such as credit union, USC Card, etc. A HELP Desk is manned from 8:30 a.m. to 5:00 p.m. at 213-437-1830. You can also e-mail at [otisusc@usc.edu](mailto:otisusc@usc.edu). Training will take place in July and August for supervisors and staff. Supervisors are being identified to gear communications and training directly to these people. Sharon stated exempt employees will not be required to track their time on OTiS, however their vacation and sick leave will be tracked on the system.

#### **President's Report – Michelle Jones**

The report was deferred due to the time and making certain the guest speaker will have enough time for the presentation.

#### **Committee Reports:**

##### **Communications – Rita Gonzales**

The website is now up, [www.usc.edu/org/staffassembly](http://www.usc.edu/org/staffassembly). Rita thanked the past Communications Committee members for all the hard work on the website, and also acknowledged Lisa Kofman for getting it live. Rita introduced guests, students from the Annenberg School for Communication's Communication Management program who are working on a project with the committee. Rita asked committees to stay after the meeting for pictures for the website and Assembled Voice. Articles for the Assembled Voice were to be to Rita by February 28<sup>th</sup>, and she thanked everyone who sent in their information. The next meeting is on Thursday, March 10<sup>th</sup> in JEF 124 from noon-1:30 p.m.

##### **Compensation and Benefits – Bob Cuthill for Evelyn Alva**

The Compensation and Benefits Committee meeting was held on February 10<sup>th</sup>, with nine members present. The committee discussed six suggestions for OTiS, such as providing forms at UPC and HSC, visual demonstrations, a website, as well as other recommendations. Evelyn will contact Janis McEldowney in regards to the suggestions. Their next meeting is Thursday, March 10<sup>th</sup>, in Downtown at noon.

##### **Environment – Joyce Perez**

There is about six weeks until the Environmental Fair. T-shirts must be ordered today, order forms are available. Joyce thanked Wade Thompson-Harper and the Transportation Committee for their help and for bringing in fifty t-shirt orders. Joyce reported having seventy-five orders.

Environmental Fair volunteer sign-up sheets were distributed. The upcoming Environmental Fair is to be held on April 13<sup>th</sup> on HSC and April 20<sup>th</sup> on UPC from 9 a.m. to 2 p.m. Flyers are available to put up around the campus, and will be sent to e-mail for you to forward. The flyers are for the entire USC community. Their next meeting is Wednesday, March 9<sup>th</sup>, 9:30 – 10:30 a.m. in GFS 330.

### **Rules and Elections – Carolyn Ward**

The committee met on February 8<sup>th</sup>. Carolyn reported the staff person the committee is to meet with to discuss an electronic election is not available, and the committee will continue to explore it as a possibility. The election process will fall on the Rules and Elections committee members, and possibly the entire Staff Assembly may be asked to participate in the process. Carolyn welcomed two new members to the Staff Assembly, Stan Henderson and Ruth A. Johnson. Staff Monthly Recognition nomination forms were distributed, and the Assembly was encouraged to hand out the forms to co-workers and ask them to nominate a fellow staff member who they feel has gone above and beyond their everyday duties and deserves this award. Three nominations are required. Their next meeting is on Tuesday, March 8<sup>th</sup> in ADM 353 at noon.

### **Rights and Responsibilities – Ruth Scott-Johnson**

The Rights and Responsibilities meeting was held on Tuesday, February 15<sup>th</sup>, in LAW 106. Michelle Jones showed the members a copy of the Staff Development Brochure to discuss concerns regarding the type of classes that are offered. In the past, there was a concern there were not enough computer classes. They discussed the concern of supervisors denying the class to employees if it did not directly relate to the job description. The committee will look into guidelines for taking Professional Development classes. Another concern is the price of the Lyons Center. There is no discount to staff, but there is an employee benefit for a discount to 24 Hour Fitness. The committee was also asked to look into the guidelines for Tuition Assistance for staff. They will check the Benefit's website. Information can also be found in the Staff Handbook. Their next meeting will be February 15<sup>th</sup>, noon to 1 p.m., LAW Room 118.

### **Transportation – Wade Thompson-Harper**

The Transportation Committee meeting was held Thursday, February 10<sup>th</sup>, at HSC PSC 701. Wade thanked his committee for their great participation rate (one person absent) at that meeting. Wade reported that TransNet should be back on-line, and to send an e-mail to him at [wharper@usc.edu](mailto:wharper@usc.edu) if you want on the list. Tom Kenna will be the guest speaker at the April meeting on HSC. Submit any questions and concerns to James Vasquez at [javasq@usc.edu](mailto:javasq@usc.edu) by March 8<sup>th</sup>. Wade reported on a response from last month's meeting regarding the possibility of bus riders getting three parking passes per month. This will not happen due to the subsidy that is given to bus riders and the impact on parking. Wade recommended that anyone can report a light out in the parking structures by contacting Tom Kenna or Facilities Management Services, and asked that he be copied to follow up on the requests. This summer, a crosswalk between San Pablo and Zilkha will be created, and a traffic light at San Pablo and Alcazar will be installed. A lighted crosswalk at Adams and Portland is being explored as a result of the fatal accident in February. Wade asked the Assembly to report any tram drivers talking on the cell phone to Tom Kenna, and copy Wade for follow up. Wade addressed Neil Flowers concern regarding vehicles running on diesel and stated he will bring a clarification/answer back from Tom Kenna, hopefully to the next meeting. Their next meeting will be Thursday, March 10<sup>th</sup>, in STU 413 from noon to 1 p.m.

**Guest Speaker – John Gaspari LCSW, BCD, Director of the USC Staff/Faculty Counseling & Consultation Center**

John was introduced by Lois Nishimoto, who stated John has been with USC, on and off, for the past 30 years. John distributed a brochure on the USC Staff/Faculty Counseling & Consultation Center and a handout on his PowerPoint presentation. John stated to look at him as a consultant instead of a “shrink”, which has a stigma attached to the word. The offices are located at University Village, in a discrete location, and at HSC in the Center for Health Professions (CHP) building. This is an Employee Assistance Program provided free of charge (up to ten sessions) as an employee benefit. A referral is not needed. Their areas of focus include counseling services, departmental and management consultation, and wellness & work/life balance programs. Call 213-821-0800 to make an appointment. Additional information can be found on their website at [www.usc.edu/dept/socialwork/SFCCC](http://www.usc.edu/dept/socialwork/SFCCC). They are also always present during the Benefits Fair. At the conclusion of his presentation, John stated topic suggestions for their lunchtime meetings can be directed to him or Andrea Cruickshank.

**New Business:**

Two questions that were asked: 1) Staff Recognition - students who become staff. Some have been recognized at 5 years, and some have not. Sharon Haymond will address this question in an e-mail and Michelle will forward on the response. 2) Former employees who return to USC have their tuition assistance reinstated, but the vacation is not reinstated.

**Next Meeting:** The next Staff Assembly meeting will take place Thursday, April 5<sup>th</sup>, 9-10:30 a.m., at HSC, MCA 156, McKibben Addition at 1333 San Pablo Street

**Adjournment of the March Staff Assembly:** A motion to adjourn was made by Denise Wiegel, and seconded by Rita Gonzales. Without objection, the meeting was adjourned at 10:45 a.m.

**Minutes submitted by:** Jackie Mardirossian