

**USC Staff Assembly
General Assembly Meeting Minutes
March 5, 2009
ZHS 352**

Present: Teri Adams, Deborah Aguilar, Teri Aparicio, Anthony Bailey, Cathy Ballard, Linda Bazilian, Sonya Black-Williams, Tim Boston, Robert Boyd, Allison Bryant, Delfina Candelaria, George-Ann Cleary, Bob Cuthill, Torie Daves, Ingrid DeCook, Lisa Escobar, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Tessie Jamanila, Michelle Jones, John Kennedy, Tracy Kerr, Alan Kita, Lisa Kofman, Rachel Levy, Phyllis Lemons, Ellen Miyasaki, Kathy Neal, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Ardell Nolan, Bryan Ortiz, Janet Prince, Irma Quintana, Gloria Reyes, Jenny Sun, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Denise Wiegel, Carol Williams, Vicki Young, Amy Yung, Ronald Zuletta.

Absent: Steve Arbuckle, Evelyn Alva, Josie Amescua, Cynthia Brass, Rossana Cabrera, Wendy Cook, CharRita Cox-Beaman, Shannon Hinojosa, Naomi Martinez, Si Nguyen, Yolanda Mora, Lillian Rivera, Rosie Tellez

Call to Order:

The meeting was called to order at 9:05 am by President Lou Nieto. A quorum was present.

Staff Recognition Award

Juliana Huehn-Johnson, Director, Purchasing Services, introduced the March Staff Monthly Recognition Award recipient, John Ostrowski, Assistant Director Faculties & Trojan Purchasing Services. Ms. Huehn-Johnson stated that John exemplified the Trojan Family. John thanked everyone who nominated him, the Staff Club and everyone on the Staff Assembly for the honor. John Ostrowski's staff and co-workers presented him with a poem that they composed about him.

President Lou Nieto presented John with a plaque on behalf of President Sample and the Staff Assembly and a check on behalf of the Staff Club for \$150.00.

Approval of February 9, 2009 General Assembly Minutes

On a motion by Alan Kita and seconded by Lisa Escobar, the minutes of February 9, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Awilda Bregand

Ms. Bregand reported for Janis McEldowney that regarding the hiring freeze, hiring is still occurring at the university for revenue generating and grant funded positions.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported for the February 9, 2009 meeting, David stated that the change to the 2008 employee handbook has been approved. The main changes are in the retirement section of the handbook. The harassment training is coming back beginning in April. The university is once again applying for the "Great Colleges" designation.

Ms. Awilda Bregand reported for the March 4, 2009 meeting of Personnel Council was focused on the hospital acquisition. During the week of February 22-28, 2009 was the "Welcome Days" for the staff at University Hospital and Norris Cancer Center. Thus far, 671 non-union employees have submitted their benefit enrollment forms approximately 75% and 1019 union employees submitted their benefit enrollment forms. The first grievance has been filed against USC by the union. When the contracts for the hospital were being drawn up the university kept the same benefits for the union employees' that Tenet offered, however, now the union employees want the benefits that the USC employees' receive because USC's benefits are better. The university is working on updating the employee records for the new COBRA guidelines and the tax tables are being updated by April 1, 2009 to follow a federal mandate.

President's Report– Lou Nieto

No report was given this month.

Committee Reports

Communications – Lisa Kofman

Ms. Kofman reported for Ms. Cook that the Communications Committee has a new member, Helen Dosta, who is perfect for the committee because her background and interest is in marketing. Regarding the Assembled Voice, presently Naomi has only received two committee reports. The Staff Appreciation Day note and the President's Award note are going to be omitted from the current issue of the *Assembled Voice* because the event dates have past. The Staff Assembly historian, Rita Gonzales is contacting retired staff assembly members to see if they have pictures or stories to share. The Staff Assembly Website – Lisa has updated the website with the President's report, executive committee, Staff Assembly committee members and the front page with 6 months of Staff Assembly meeting dates and locations.

Compensation and Benefits –Lisa Escobar- Chair

The Compensation and Benefits Committee met on February 13, 2009 and the committee sick leave accrual proposal. It was discussed that this may not be the best time in light of the economic situation of the university and the staff hiring freeze to request more accrual days. It was recommended that the research conducted by the committee should not be lost but shared with the administration. An email inquiry from a staff member regarding physical therapy benefits was also discussed by the committee, and. it was determined that the issue would be better addressed by USC Health Plans and the email was forwarded to Lisa Macchia to review. The next committee meeting will be March 13, 2009.

Environment – Sonya Black-Williams - Chair

Ms. Black-Williams reported that Office Depot and Petal Pushers have joined the list of vendors for the Environment Fair on April 22, 2009. Ms. Black-Williams further stated that Ed Becker, Executive Director for Environmental Health and Safety want all the university departments to be more environmentally aware and they are requesting that the Environmental fair be held once a year. The next committee meeting will be March 11, 2009.

Rights and Responsibilities – Tracy Kerr - Chair

Ms. Kerr reported that the Rights and Responsibilities committee met on February 11, 2009. The committee continued their discussion about the Blackboard System and copyright infringement. Bill Givens is going to contact the Faculty representative about the Blackboard System. The committee inquired on what the university's policy was regarding not to provide a reference to non-USC requestors was appropriate. The next meeting will be March 11, 2009

Rules and Elections – Linda Bazilian - Chair

Ms. Bazilian reported that the Rules and Election Committee met February 12, 2009. The committee selected the March recipient for the Staff Monthly Recognition Award. The committee discussed if a staff member could be nominated for the Staff Monthly Recognition Award without a nomination from another staff member in their nomination materials. The next committee meeting will be March 12, 2009.

Transportation – Alan Kita- Chair

The Committee met February 12, 2009. The committee met with Tony Mazza, Director of Transportation and his staff. The committee selected the Vice-Chair, Teri Aparicio and Secretary, Vicki Young.

Guest Speaker: Tony Mazza, Director of Transportation

Update on Transportation Services

The guest speaker was introduced by President Lou Nieto.

Mr. Mazza discussed the university's transportation services. What services the department offers, the department's rules and regulations and what are the future plans for the department of Transportation Services. Mr. Mazza also answered some questions from Staff Assembly members that were emailed to him.

Some of the services that the department offers are:

- Campus Cruiser, average wait time is 15 minutes, the department receives 600-700 calls on a Friday night for this service.
- Zip car (14 cars available on each campus)
- Partnership with Yellow Cab (you can use your USCard for payment of a fare)
- Primetime shuttle discount
- Mobile Assistance (dead batteries, locked out of your car)

New Business: No new business

Next Meeting:

Thursday, April 2, 2009 from 9:00am-10:30 a.m. Location: ZNI 112 – Health Science Campus.

Adjournment:

A motion to adjourn was made by Anthony Bailey, and was seconded by Michelle Jones. The meeting adjourned at 10:32 a.m.

Minutes submitted by Victoria Young.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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