

**USC Staff Assembly
General Assembly Meeting Minutes
March 4, 2010
VKC 150 – UPC Campus**

Present: Teri Adams, Noel Aguilar, Laura Aguilar, Evelyn Alva, Linda Bazilian, Debbie Bernstein, Paul Biddlecomb, Tim Boston, Robbie Boyd, Allison Bryant, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Lisa Escobar, Lisa Gallegos, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, John H. Kennedy, Kathy Neal, Gloria Reyes, Tracy Kerr, Lisa Kofman, Alan Kita, Dawn Kita, Rachel Levy, Naomi Martinez, Yolanda Mora, Monica Morita, Lou Nieto, Lois Nishimoto, Georgina Nuttall, John Peleuses, Linda Sturm, Margarita Turner, Ellen Miyasaki, Lydia Vazquez, Veronica Villa. Si Nguyen, Susan Wiedem, Denise Wiegel, Vicki Young, John Zivi

Absent: Darren Abbott, Vivian Alegria, Josie Amescua, Teri Aparicio, Rachel Baeza, Cynthia Brass, Shirley Beard-King, Delfina Candelaria, Torie Daves, Paul Flores, Gloria Gamboa, Erica Hernandez, John P. Kennedy, Mary Trujillo, Lillian Rivera.

Call to Order:

The meeting was called to order at 9:00am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Meri Weingarten, Director of Post Production at the USC School of Cinematic Arts introduced the March Staff Monthly Recognition Award recipient, Richard Wirth – Editorial Manager, USC School of Cinematic Arts. According to Ms. Weingarten, what makes Mr. Wirth special is his work ethic. Mr. Wirth was shocked to receive the award and thanked everyone who nominated him and the members of Staff Assembly for the award.

President Linda Bazilian presented Richard with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club President Evelyn Alva presented a check for \$150.00 to Richard on behalf of the Staff Club.

Approval of January 4, 2010 General Assembly Minutes

On a motion by Robbie Boyd and seconded by Bill Givens, the minutes of January 4, 2010, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the university Presidential search is still underway. The merit pool for staff next year is 2.5%. The administration is still working on the compensation guidelines. Next year should not have a hiring freeze but there will still be strict guidelines implemented for hiring.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council met on March 3, 2010. There are two new lunch times sessions being planned regarding retirement; 1. Roth IRA Conversion; and 2. Fidelity Income Planner Session. At Personnel Council, Lisa Maccia reported that the university has hired an outside consultant called the Advisory Board that is looking at the university's PPO participants to see if the university needs to create or establish any wellness programs to help with the employee's preventative care. There are still some people who have not completed the sexual harassment training. The COBRA subsidy has been extended through the end of March 2010. "The Great Colleges to Work For Survey" is being sent out. If you are someone who receives this survey please be gentle and kind in your responses.

President's Report – Linda Bazilian

Ms. Bazilian reported that the Employee Benefits Advisory Committee (**EBAC**) met this month. The “Swim with Mike” event will take place this year on April 17, 2010 and the Environment Fair will take place on April 22, 2010.

Committee Reports

Communications – Wendy Cook- Chair

Ms. Cook reported that next issue of *The Assembled Voice* has been sent out. The committee chairs reports are due to Wendy by March 1, 2010 for the next issue.

Topics for the next *Assembled Voice* issue include “kuali”, Intramural Sports, and President Sample articles. Please contact Wendy if you wish to receive the *Assembled Voice* electronically.

The next *Assembled Voice* issues are scheduled to be published out in April 2010, August/September 2010 and November/December 2010. The next Open Forum titled “What is Staff Assembly” will take place on March 25, 2010 on the UPC campus and on the HSC on March 30, 2010.” Committee Member news: Naomi Martinez is now co-chair of the Communication Committee and Tori Daves is the Vice Chair. Laura Aguilar is now working to develop the Social Networking website presence for Staff Assembly in Facebook and Twitter.

Compensation and Benefits –Allison Bryant- Chair

Ms. Bryant reported that the committee is continuing to review the sick leave accrual policy via family leave vs family care. Ms. Bryant reported that the HSC Gym is progressing.

The next committee meeting will take place next week at UGB.

Environment – Alan Kita- Chair

The Environment Fair is 4/22/2010 this year from 10am-2pm. Alan Kita met with the sustainability office and has sent out vendor request letters. Only approved vendors will be allowed at the Environment Fair. Deadline for the vendors is the middle of March. The details are still being worked out for when the Fair will occur on the HSC campus. The committee is trying not to use balloons on the tables at the fair. May use plants instead. The next committee meeting is March 4, 2010 immediately after the General Assembly meeting.

Rights and Responsibilities – Tracy Kerr- Chair

Ms. Kerr reported that the committee is continuing their evaluation of the Blackboard policies regarding copyright information; they are also looking into the creation of a Staff Portal and further discussions about the USC reference policy. The next committee meeting will take place immediately following today's General Assembly meeting.

Rules and Elections – Lisa Escobar - Chair

Ms. Escobar asked the Assembly members to please promote the Staff Monthly Recognition Award, as we need more nominees. The committee also discussed updating the database for the members and impeding election process.

Transportation – Lisa Gallegos

Ms. Gallegos reported that at the last meeting the committee worked on prioritizing its task list.

Guest Speaker: John Gaspari, Executive Director, Center for Work and Family Life

Vice President Evelyn Alva introduced the guest speaker followed by rousing applause by the Staff Assembly membership.

Mr. Gaspari spoke to the Assembly about how this year is the Work and Family Life Center's 30th Anniversary. The Center is an employee assistance program that is problem focused and strengths based. The Center main mission is to help others be successful and contribute to building a productive and healthful place to work. For more information, please visit:

www.usc.edu/worklife

Next Meeting:

Thursday, April 1, 2010 from 9:00am-10:30 a.m. Location: ZNI – Health Science Campus

Adjournment:

A motion to adjourn was made by Alan Kita and was seconded by Linda Sturm. The meeting adjourned at 10:42a.m.

Minutes submitted by Victoria Young.

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