

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday March 3, 2011
TCC Rosen Room (Room 227)– University Park Campus –
(Please silence all cell phones/pagers)

Present: Teri Adams, Steve Adcook, Laura Aguilar, Noel Aguilar, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Paul Biddlecomb, Robert Boyd, Desiree Brown, Allison Bryant, Frida Canano, Olabisi Carr, Amy Cienfuegos, Cynthia Clayton, Robert Cuthill, Ingrid DeCook, Lisa Gallegos, Rita Gonzales, Syreeta Greene, Tony Hong, Tessie Jamanila, John Johnson, Michelle Jones, Tracy Kerr, Alan Kita, Naomi Martinez, Ellen Miyasaki, Si Nguyen, Gloria Reyes, Rick Scott, Linda Sturm, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Margaret Turner, Gretchen Villaluz-Picazo, Susan Wiedem, Victorita Young, Amy Yung, John Zivi, Marisela Zuniga

Absent: Monique Abeyta, Nicole Aguirre, Amanda Boerneke, Carmen Carillo, Carolina Castillo, Paul Flores, Shannon Hinojosa, Jennifer Hong, Dawn Kita, Christine Lavoie, Rachel Levy, Monica Morita, Joyce Perez, Yolanda Rios, Sharon Wallace, Jeanne Weiss

Call to Order:

The meeting was called to order at 9:07 am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Dr. Constantinos Sioutas, professor in the Sonny Astani Department of Civil and Environmental Engineering, introduced the March Staff Monthly Recognition Award recipient Dragana Davidovic, Budget Analyst. Dr. Sioutas stated that Dragana started working for the department two and a half years ago. She is instrumental in the department's daily functions and a pleasure to work with. He was very happy to present her with this Award. Dragana thanked the assembly for the award.

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

Approval of February 3, 2011 General Assembly Minutes

On a motion by Lorna Tureaud and seconded by Tessie Jamanila, the minutes of February 3, 2011, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report - Janis McEldowney

Janis reminded the assembly that applications for the President's Award for Staff Achievement are due by 5:00 pm on Friday, March 4, 2011. The award will be presented at the Staff Recognition Luncheon on May 4, 2011. This year's presentation will be especially poignant as it will be the first Staff Achievement Award given by President Nikias. Janis also reported that the organizing committee for the Special Olympics has

put in a bid to have the Special Olympic Games held in Los Angeles in 2015. USC would like to partner with them to be a host for some of the events. The site selection committee will be on campus on 3/22/2011. If USC does become involved, the campus will need forty thousand volunteers. The time frame for the games would be nine days, and the campus will be impacted for fifteen days. The games will open July 4, 2015.

Personnel Council Report - Awilda Bregand

Awilda reported that the Personnel Council did meet this month on March 2, 2011. Professional Development reported that only 6% of staff has not completed the Sexual Harassment Prevention Training, and that is a huge improvement from the previous year, in which only 55% of employees had completed the course by the deadline. The council also stated that they were hosting a “boot camp training” for management people at the USC Hospitals. The first cohorts had completed their training, and the council is very pleased. The council approved the new life insurance benefit with an implementation and announcement in September 2011 and effective date of November 1, 2011. There will be 4 new Transition Forums this year, two scheduled for April and two scheduled for July, and emails will come out within the next week with details. Awilda also met with Tim Buckold in regards to starting a program that will help employees prepare their kids for college.

President’s Report - Linda Bazilian

Linda announced that the Los Angeles Book Fair will be at USC from April 30 to May 1, and one of the things the executive board discussed was having a book signing room for USC staff that have published books. Linda also announced that Swim with Mike is coming up in mid-April and encouraged the assembly to participate.

Committee Reports

Communications - Naomi Martinez - Chair

The Communications Committee met after last months general assembly meeting. Naomi reported that Shirley Beard-King is the new leader of open forums. The committee is hard at work putting together the latest addition of the Assembled Voice and hope to have published by the end of March. They are also working on updating the Staff Assembly website to reflect the 2011 assembly. Naomi announced that Breakfast with the Provost will be held in the Davidson Conference Center Club Room on April 1, from 8:30 a.m. to 10:00 a.m.

Compensation and Benefits - Michelle Jones - Chair

The Compensation and Benefits Committee met on the second Thursday in February. The committee is still looking into the results of last year’s Staff Assembly Survey, paying special attention to the question and responses to the sick-time accrual, and they would like to survey the staff again in September or October and publish the results in the AV. The committee is gathering information on the tuition assistance benefit at the top ten universities as well as California universities so they can present their findings to the Employee Benefits Advisory Committee. EBAC is looking into USC’s tuition assistance benefit and is probably going to make some changes to this benefit. The committee will meet after today’s meeting as well as next week to further discuss this issue.

Environment - Linda Sturm - Chair

Linda announced that the Environment Fair will take place at UPC on April 20, 2011 in Alumni Park. The committee is working with Kerry Etheridge in Purchasing to invite various vendors to the fair. The committee is also speaking with Jane Singleton, Assistant Director of HSC Purchasing, in regards to having an Environment Fair on the Health Science Campus, and Jane is very enthusiastic about the idea. The Committee will meet directly after this meeting.

Rights and Responsibilities - Olabisi Carr - Chair

The committee met through conference call on February 15th. The 2011 committee is picking up where the previous committee left off in trying to get a staff portal on the USC website. They are looking into putting the portal on the Welcome to USC page. The committee welcomes any other suggestions on where the staff portal should be located. Olabisi also reported that the Health Science Campus is going to get their own exercise facility that will be available for staff and the prices should be comparable to that of the Lyon Center.

Rules and Elections - Lorna Tureaud - Chair

Lorna reported that the committee met after the general assembly meeting last month. They got a packet of staff award nominations from Tessie Jamanila, and the committee hopes to have award recipient from the Health Science Campus for the month of April. The nomination form on the Staff Assembly website needs to be updated, and hopefully that will happen soon. Lorna also reported that she is missing a couple of the minutes from the committee meetings, and she asked that the chairs be sure to email her those so that she can keep track of attendance.

Transportation - Vicki Young - Co-Chair

The Transportation Committee met on February 15. Vicki reported that the 550 bus line, which serves USC, is going to be discontinued in July 2011, so the committee met with David Galaviz, Executive Director, and David Roberts, Associate Director, of Local Government Relations to see how Staff Assembly could get involved with keeping this bus line open, as many USC employees rely on the bus line to commute to and from work. They said the best way to get involved would be to have participants attend and speak at the city's public hearings; also, it would be helpful to have a letter or a petition supported by Staff Assembly. Vicki also noted that in emergencies DPS should be called first as they have a quicker response time than the police department. Next month, the committee hopes to meet with representatives from Transportation Services.

Guest Speaker - Kristin Soares

Kristen Soares is the Senior Associate Vice President for Government Relations, and she has been with the university since 1988. Kristen noted that the Government Relations department is the liaison between USC and all three levels of government: federal, state and local. Local Government Relations was established in 2008, and they maintain positive relationships with city and county officials. Some of the hot issues for the local branch are city and county budget, redevelopment alignment and the University Village development. At the federal level, USC has an office in Washington D.C., and they deal with sponsored research for the university, which is \$500 million dollars. They also support the budget process and congressional directed spending. At the state level, USC

is the only private institution that has an office in Sacramento, and it has been there for forty years. This branch deals with policy outreach for the state capitol as well as issues regarding the state budget. Lastly, she emphasized the importance of the USC community to become engaged with government issues because that is how positive changes are made.

New Business:

John Zivi reported that 93% percent of staff had completed the Sexual Harassment Prevention Training by February 28 and there were only 443 staff yet to take the training. The review of the Standing Operating Procedures was tabled until April's general assembly meeting.

Next Meeting:

Thursday, April 7, 2011 from 9:00 a.m.-10:30 a.m. Location: ZNI 112, HSC Campus.

Adjournment:

A motion to adjourn was made by Linda Sturm and was seconded by Vicki Young. The meeting adjourned at 10:30 a.m.

Minutes submitted by Robbie Boyd.

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

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