

USC Staff Assembly General Assembly Meeting Minutes

Date: May 5, 2005

Location: SOS B44

Present: Josie Amescua, David Amescua, Teri Aparicio, Octavio Avila, Corliss Bennett, Delfina Candelaria, Myrna Cisneros, Wendy Cook, Bob Cuthill, Trudy Exler, Ofelia Galvan, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Ruth Johnson, Shirley Johnson, Ruth Johnson-Williams, Michelle Jones, Linda Lewis, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Fatima Perez, Joyce Perez, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Christopher Stephan, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, James Vasquez, Sharon Wallace, Denise Wiegel and Amy Yung

Absent: Noemi Adalin, Deborah Aguilar, Suzanne Alcantara, Kay Allen, Evelyn Alva, Olabisi Carr, Lory Council, Paul Flores, Neil Flowers, Beverly Franco, Barry Grubs, Dawn Kita, Lisa Kofman, Rick Lovely, Judy Mar, Paul McCabe, Bill Ortiz, Irene Ortiz, Veronica Pete, Lillian Rivera, Sena Schlessinger, Lori Suarez, Pamela Wallace-Thompson, Carolyn Ward and John Wolcott

Call to order: President Michelle Jones called the meeting to order at 9:06 a.m.

Staff Monthly Recognition Award: The recipient of the May Staff Monthly Recognition Award is Thuy Pham, Office Coordinator for the American Language Institute. Thuy was introduced by co-worker, Jim Cunningham. Thuy has worked at USC for 5 years. Jim stated their office is very fortunate to have Thuy working for them. Jim said Thuy brings a customer-friendly atmosphere to the office, and people who come into the American Language Institute get the help they need through Thuy. Jim said that Thuy goes beyond the call of duty on numerous occasions and frequently takes on extra responsibilities. As an example, Jim stated Thuy started the Conversation Partners Program. President Michelle Jones presented Thuy with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel, President of the Staff Club, presented her with a check for \$100 on behalf of the Staff Club. Thuy said "thank you" for her award.

Associate Sr. Vice President for Administration, Janis McEldowney: Janis reported that there has been a significant reorganization in the University. Todd Dickey was promoted to senior vice president, general counsel and secretary of the university in April 2005. As senior vice president, he is responsible for providing administrative leadership for the university's legal and regulatory-related departments, including compliance; internal audit; administrative operations; contracts and grants; technology licensing; trademarks and licensing services; the university real estate office; and career and protective services. As general counsel, Todd advises President Sample, board of trustees and senior administrators in legal matters, heads the university's legal staff, represents USC in legal proceedings and negotiations, manages litigation for the university, assesses legal risks of university activities and makes policy recommendations to reduce legal risks. As secretary of the university, he is responsible for maintaining corporate documents and monitoring corporate filings of USC and its subsidiaries. Dennis Dougherty is responsible for administrative, financial, and business support systems for the university (including payroll). Both Dennis and Todd report directly to President Sample. Support for the Staff Assembly is now under Todd. Janis will continue to report to the Staff Assembly, and states

that Todd is committed to support the Staff Assembly. Brad Gabel will continue to handle the financial aspects of the Staff Assembly.

The Benefits survey closed on May 2nd with a 28% response rate. The response rate was consistent in regards to Department, faculty and staff. The vendor will report the findings to the University Benefits Committee. Focus groups will later be conducted in any areas of under representation. The survey was set-up to match specific demographics – areas of interest – to participants. The raffle winner will be determined at a later date. Tuition assistance will not be eliminated, however they are looking into possibly making it portable.

Approval of the April 7, 2005 General Assembly minutes: With a quorum present, and on a motion by Chris Stephan and second by Wade Thompson-Harper, the minutes of the April Staff Assembly minutes were approved.

Personnel Council, Awilda Bregand: Awilda reported that 46 people participated in the Transitions Seminar on UPC, and 35 attended on HSC for the two-day seminar. Sixty percent of attendees were faculty. The first day focused on benefits, and the second day discussed retirement lifestyle. The prevalent feedback was that employees felt they should have received this information at a younger age. Awilda did a “show of hands” poll to see if employees would be interested in this type of seminar. It was suggested to have the seminar in another format other than two consecutive days away from the employees work area. Awilda encourages departments to look at this seminar as professional development so employees do not take vacation time in order to attend.

President’s Report – Michelle Jones

Michelle circulated a card for Dennis Dougherty for his honorary degree he will receive on May 13th during USC’s Commencement.

Michelle reported that the Staff Assembly website is updated and congratulated the Communications Committee for their work on the website.

Committee Reports:

Communications – Rita Gonzales

Rita reported that the website is up to date and the newsletter, Assembled Voice, is completed but she is waiting for the P.O. Rita thanked Dawn Kita for her wonderful work. Rita asked the Staff Assembly for articles for the next newsletter. Her committee will need this information by mid-June. Their goal is to distribute three newsletters this year, and has a goal of four newsletters for the following year. The next meeting is on Thursday, May 19th, location TBA. All are welcome.

Compensation and Benefits – Teri Aparicio for Evelyn Alva

The Compensation and Benefits Committee meeting was held on April 14th and Teri thanked Chris Schweska for providing lunch. The committee is gearing up for the open forums regarding OTiS. They hope to have the forums in June, and they are looking at locations to hold the forums. Teri requested for the Staff Assembly to contact members of the committee with suggestions for possible locations. Janis McEldowney will be available to answer questions during the forums as well as representatives from the OTiS task forces. Their next meeting is on May 12th.

Environment – Joyce Perez

The committee met on April 7th to discuss the final arrangements for the Environmental Fairs. The Staff Assembly applauded, and Joyce stated the applause is for her committee and those who helped at the fairs. A member stated that this year's fair on UPC was a big improvement over the past years. The committee will meet on May 11th in GFS 330 from 9:30 – 10:30.

Rules and Elections – Ofelia Galvan for Carolyn Ward

The committee met on April 12th. The nomination form for Staff Monthly Recognition Award was prepared by Ellen Miyasaki and will be sent to all employees via e-mail. Janis McEldowney can send out a campus wide mailing. The committee is receiving few nominations from UPC, therefore HSC nominations will no longer be held over for April and October. For future award presentations during the Staff Assembly, people from the recipient's department will be asked to stand. Their next meeting is on May 10th in ADM 353 at noon.

Rights and Responsibilities – Ruth Scott-Williams

The committee did not meet in April. Their next committee meeting is May 17th in MHP 102 at 11:30. They will discuss the administrative changes within the University.

Transportation – Wade Thompson-Harper

Wade gave a brief discussion on his committee meetings for March and April since he deferred his report due to the Guest Speaker, Tom Kenna. In March, Andre Gaines and Ed Moore were guests at the committee's meeting. Any Staff Assembly members that are interested in sitting on the Citation Review Board should contact Wade. Wade reported that Transportation is not currently citing SUVs that park in compact spaces, however they will cite a vehicle if they are parked over the lines. Any tram drivers that are seen eating, talking on cell phones, and wearing headphones while driving need to be reported to Andre Gaines immediately, and Wade should also be cc'd on any reports. In April, the committee discussed how the HSC Environmental Fair is not as great as on UPC due to the lack of vendors. The committee has ideas and will meet with the Environmental Committee with their suggestions. Tom Kenna sent an e-mail to Wade thanking the Staff Assembly for having him as a guest speaker. There is no longer parking available for in the Marengo parking lot. The Transportation Committee looked at the transportation survey that was distributed to see if there was a way to make it easier for employees to complete. However, it is an AQM survey and they are unable to suggest changes. Their next meeting is May 16th in JEF 124 (the entrance is not from the street, need to enter from behind the courtyard).

Guest Speaker – Robert Morley, Associate Registrar Tuition Exchange Liaison, Academic Records and Registrar

Robert was introduced by Lois Nishimoto who stated Robert has been in the Registrar's Office for 24 years. Robert has led a number of technology initiatives while at USC.

Robert discussed Tuition Exchange – what it is and how it works:

- Tuition Exchange is not tuition assistance
- 560 participating colleges and universities, with USC as the second largest participant
- Open to children of eligible faculty/staff
- It is limited by terms (eight maximum), and need to renew application yearly
- It is a competitive scholarship
- Apply 15 months before matriculation
- Eligibility is determined by Benefits Office

- Host school decides on scholarship awards
- Minimum value for 2005-06 is \$22,000
- Vesting is determined by the Benefits office
- Highly recommends going to website: www.tuitionexchange.org and looking at “Scholarship Award” and “Selecting a School” sections
- Regional exchange schools available

New Business:

None reported.

Next Meeting: The next Staff Assembly meeting will take place Thursday, June 2nd, 9-10:30 a.m., in **LAW 103** (a new location for the next three months).

Adjournment of the March Staff Assembly: A motion to adjourn was made by Rita Gonzales, and seconded by Marty Ruggles. Without objection, the meeting was adjourned at 10:34 a.m.

Minutes submitted by: Jackie Mardirossian