

**USC Staff Assembly  
General Assembly Meeting Minutes  
May 6, 2010  
THH-208 – University Park Campus**

**Present:** Noel Aguilar, Evelyn Alva, Vivian Alegria, Rachael Baeza, Linda Bazilian, Shirley Beard-King, Tim Boston, Robert Boyd, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Torie Daves, Gloria Gamboa, Bill Givens, Rita Gonzales, Erika Hernandez, Teresita Jamanila, Tracy Kerr, Alan Kita, Dawn Kita, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Monica Morita, Kathleen Neal, Lou Nieto, Lillian Rivera, Linda Sturm, Lydia Vazquez, Susan Wiedem, Vicki Young.

**Absent:** Darren Abbott, Teri Adams, Laura Aguilar, Teri Aparicio, Debbie Bernstein, Paul Biddlecomb, Cynthia Brass, Allison Bryant, Carolina Castillo, Lisa Escobar, Paul Flores, Lisa Gallegos, Shannon Hinojosa, John H. Kennedy, John P. Kennedy, Yolanda Mora, Si Nguyen, Lois Nishimoto, Georgina Nuttall, John Peleuses, Gloria Reyes, Mary Trujillo, Margarita Turner, Veronica Villa, Denise Wiegel, John Zivi.

**Call to Order:**

President Linda Bazilian called the meeting to order at 9:10am. A quorum was present.

**Staff Monthly Recognition Award**

Dr. Erik Johnson, Associate Professor, Civil/Environmental Engineering, Viterbi School of Engineering introduced the May Staff Monthly Recognition Award recipient, Jennifer Gerson, Student Services Advisor, Civil/Environmental Engineering, Viterbi School of Engineering. According to Dr. Johnson, what makes Ms. Gerson special is her work ethic, optimism and her trojan spirit. Ms. Gerson was honored to receive the award and thanked everyone who nominated her and the members of Staff Assembly for the award.

President Linda Bazilian presented Jennifer with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club President Evelyn Alva presented a check for \$150.00 to Jennifer on behalf of the Staff Club. Jennifer's co-workers presented her with a bouquet of flowers in honor of the occasion.

**Approval of April 1, 2010 General Assembly Minutes**

Approval of the April 1, 2010 will be discussed at the next General Assembly meeting due to a mix-up with the meeting minute's version.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Nothing to report this month.

**President's Report – Linda Bazilian**

Ms. Bazilian reported that in the past month she attended a 10-hour meeting about neighborhood outreach and the university. Linda & Evelyn also met with Todd Dickey. Mr. Dickey is very concerned with the issues of the staff and he has asked if the Staff Assembly could bring major concerns to him to discuss and to address. He is also very interested in seeing the results of the Staff Assembly surveys. The main topic of discussion at the last EBAC was how to keep the fringe benefit pool from growing; the co-chair of the Environment committee for the Academic Senate approached Linda about having the Staff Assembly sponsor a resolution to promote a smoke free campus. After much debate, it was decided for the Compensation and Benefits Committee to do more research on this topic and to report to the membership.

### **Personnel Council Report – Janis McEldowney**

Ms. McEldowney reported for Ms. Awilda Bregand that the “The Great Colleges to Work for Survey” has 39% compliance thus far. The response rate has increased from last year. The results of the survey come out in June or July. The Professional Development office is working on the harassment training process that will take place in February 2011. The Professional Development office is working on setting up ethics training on-line and in person,

### **Committee Reports**

#### **Communications – Wendy Cook- Chair**

Ms. Cook reported that Staff Assembly is now on Facebook. Come be a fan! The next issue of the *Assembled Voice* is going to press today. The communications survey has been edited down to thirty questions. Lisa Kofman is leaving the committee. The Retirement Open Forums with Awilda Bregand will most likely take place in June or July. Vicki Young has volunteered to compile the scrapbook for President Sample.

#### **Compensation and Benefits – Evelyn Alva**

Ms. Alva reported for Ms. Bryant that the individual committee members were assigned peer university’s to do research on in regards to a comparison of the sick leave accrual policy and see if it would be possible to cap the sick days at 24 days instead of 12. The staff member who went to a non-USC orthodontist and wanted to know why her benefits were not covered was referred to the Benefits office and materials regarding the policy were sent to her. The next committee meeting is May 12, 2010.

#### **Environment – Alan Kita-Chair**

The Environment Fair was a great event that occurred on April 22, 2010. The next committee meeting will take place on June 13, 2010 with no meeting scheduled in May.

#### **Rights and Responsibilities –Tracy Kerr-Chair**

No report was given. The next committee meeting will take place today right after the General Assembly meeting.

#### **Rules & Elections— Linda Sturm**

Ms. Linda Sturm reported for Ms. Escobar that the committee met right after the April 1, 2010 meeting on the HSC campus and the committee chose the May recipient for the Staff Monthly recognition award. Ms. Sturm asked the Assembly members to please promote the Staff Monthly Recognition Award, as we need more nominees. Please remember to sign the attendance sheet today for the General Assembly meeting. There will be no May committee meeting as the June recipient for the Staff Monthly recognition award has already been chosen.

#### **Transportation Committee— Rachel Levy**

Ms. Rachel Levy reported for Mr. John Kennedy that the committee met with the transportation department to discuss formal responses from the Department to staff members’ inquiries. Some of the responses: **1. Pay for parking-** everyone at the university pays for parking since the Transportation Department operates on a zero based budget with all revenue being reinvested back into our facilities, programs, and personnel. We offer many different parking permit types and our parking fees are well below the general city’s rate. Parking fees are the responsibility of every USC employee. **2. Short term/Handicapped Parking Lot U** – The Transportation Department is in the process of converting two parking spaces in Lot U to be designated for short term parking and one space will be designated for Handicapped Parking.**3. Three free monthly parking passes for Metro pass holders** – the Transportation Department is in the process of researching this issue and this benefit is subject to the university’s approval. **4. Parking Structure D egress** – the Department recognizes that there is a need to reengineer the egress in

this area and hope to have this modification done by the end of next year beginning of next if the Department's budget allows. **5. Citation language flexibility and fines** - as a customer service gesture, we are changing our policy, people may pay their fine on the day the fine is due without the fine being doubled. Our next Committee meeting will take place at the CUB building on the UPC campus.

**Guest Speaker: Kerry Etheridge, Senior Manager of Strategic & Sustainable Sourcing Purchasing Services, Financial & Business services**

President Linda Bazilian introduced the guest speaker.

Ms. Etheridge spoke to the Assembly about what programs the university has available to “go green” and how easy and affordable it is to do in your everyday life. Ms. Etheridge gave two great websites: for tips and ideas to help us go-green: (<http://www.eversave.com> & <http://www.greenirene.com> )

**Next Meeting:**

Thursday, June 3, 2010 from 9:00am-10:30 a.m. Location: TTH 210.

**Adjournment:**

A motion to adjourn was made by Rita Gonzales and was seconded by Tracy Kerr. The meeting adjourned at 10:34a.m.

Minutes submitted by Victoria Young.

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

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