

**USC Staff Assembly
General Assembly Meeting Minutes
November 5, 2009
SOS B46 – University Park Campus**

Present: Teri Adams, Linda Bazilian, Robert Boyd, Cynthia Brass, Allison Bryant, Shirley Beard-King, Sonya Black-Williams, Wendy Cook, Delfina Candelaria, George-Ann Cleary, Gloria Gamboa, Lisa Escobar, Michelle Jones, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Tracy Kerr, Lisa Kofman, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Si Nguyen, Lois Nishimoto, Yolanda Mora, Kathleen Neal, Lou Nieto, Georgina Nuttall, Janet Prince, Lorna Tureaud, Mary Trujillo, Lydia Vazquez, Denise Wiegel, Victoria Young.

Absent: Evelyn Alva, Steve Arbuckle, Deborah Aguilar, Josie Amescua, Teri Aparicio, Anthony Bailey, Tim Boston, Rossana Cabrera, Robert Cuthill, Renee Cypert-Soto, Tori Daves, Ingrid DeCook, Dianne Flores, John Kennedy, Alan Kita, Phyllis Lemons, Ardell Nolan, Bryan Ortiz, Irma Quintana, Gloria Reyes, Lillian Rivera, Rosie Tellez, Carol Williams, Ronald Zuletta.

Call to Order:

President Lou Nieto called the meeting to order at 9:06 am.

Staff Monthly Recognition Award

Due to scheduling conflicts, the November recipient will receive their award at the December meeting along with the December award recipient.

Approval of October 1, 2009 General Assembly Minutes

On a motion by Robert Boyd and seconded by Tracy Kerr, the minutes of October 1, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that President Sample is stepping down as the President of the University on August 2, 2009 after eighteen years of service. The university has initiated the search process. The search committee is hoping to have a selection done by May. There may be an interim scenario, if the replacement is a sitting President from another university. It is a competitive search. The university is hiring a search firm out of Texas that specializes in high-profile presidential searches. The process of searching for a president is a very secretive process, except for the beginning stages, where the search committee will want to get a lot of different input from many different constituencies across the university including the Staff Assembly. These constituents will meet with the search committee and will tell the committee members what they are looking for in the qualities of a president. Such as “Why you are here at USC?”, “What is important at USC?”, “What you love about USC?” “What you are looking for in leadership?” Anticipate change, change is good.

There is a change in the Winter Recess Policy. When the policy was initiated it was focused on the academic side of the university and the policy didn't take into account the people who had to work 24/7 or the people who do not work Monday through Friday. If your department closes over those four days, nothing will change. However, if you have to work (departmental sanctioned) over the four days, you will be given the four days (as hours for time keeping) as vacation days, to be used at another time.

Personnel Council Report – Janis McEldowney

Ms. McEldowney reported for Ms. Bregand. Professional Development previewed their online orientation webcasts/videos. New employees to the university can watch these videos as soon as they are hired and not need to wait for the new hire meetings to review the information.

Committee Reports:

Communications – Wendy Cook

Ms. Cook reported that the last committee meeting was held on the HSC campus and hosted by Lisa Kofman. The Open Forum titled “What’s in it for Me: USC Benefits” given by Awilda Bregand took place on the HSC campus. The event was pretty successful with 30-35 attendees.

The Open Forum titled “Surviving in White Water: Thriving in Uncertain Times” will take place on November 10, 2009 at MCH 149 (12:00 pm - 1:30 pm) on the Health Science Campus and again on November 11, 2009 on the UPC Campus at HNB 100 (12:00 pm - 1:30 pm).

The Committee is hoping to publish an *Assembled Voice* in December but, that would mean that the deadline to receive articles and materials for the issue would be November 19, 2009 in order to make the press deadline.

We now know why Ann Westfall did not get back to Ms. Cook regarding “Breakfast with the President.” The Committee is still hoping to offer this event to Staff Assembly Members and university staff who wish to attend in the future. This event would be a pay per person event.

The Committee is still working on establishing a Staff Assembly fan page on Facebook.

Compensation and Benefits – Lisa Escobar

Ms. Escobar reported that the Compensation and Benefits Committee met on October 9, 2009. The Committee discussed the healthcare plan changes and discussed the annual performance reviews. How to make the reviews more uniformed. The EBAC committee met on October 13, 2009. The new director Elizabeth Graddy is really taking the committee in a new direction. The next EBAC committee meeting is December 7, 2009.

Environment – Sonya Black-Williams

No report was given.

Rights and Responsibilities – Tracy Kerr

No report was given.

Rules and Elections – Linda Bazilian

The nomination process for next year’s Staff Assembly has closed. Elections will begin next week. Lou Nieto will be sending out an email for to get nominations for next year’s Staff Assembly officers.

Transportation – Vicki Young

At the last meeting, the Committee discussed how the doors in the stairwell were locked at PSX 2 and in order to enter the parking structure you had to enter from the driveway. CRB is still occurring. Lou Nieto attended the last CRB and the board came across a citation that could not be resolved. So, the citation will be tabled at the next meeting of the CRB.

President’s Report: The December meeting of Staff Assembly will take place from 2-5 pm on December 3, 2009. The meeting will be at the LAW building from 2:00-3:00pm followed by the reception at the University Club (upstairs). The reception will take place from 3:00-5:00pm.

Next Meeting:

Thursday, December 3, 2009 from 2:00p.m. – 3:00 p.m. Location: LAW 7 –University Park Campus.

Adjournment:

A motion to adjourn was made by Linda Bazilian, and was seconded by Sonya Black-Williams. The meeting adjourned at 9:43 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/>