

**USC Staff Assembly
General Assembly Meeting Minutes
October 7, 2010
ZNI Conference Room - Health Science Campus.**

Present: Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Robert Boyd, Allison Bryant, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Lisa Escobar, Lisa Gallegos, Gloria Gamboa, Bill Givens, Alan Kita, Rachel Levy, Rita Gonzales, Shannon Hinojosa, Teresita Jamanila, Tracy Kerr, Dawn Kita, Naomi Martinez, Ellen Miyasaki, Kathleen Neal, Si Nguyen, Lou Nieto, Gloria Reyes, Lillian Rivera, Linda Sturm, Margarita Turner Lydia Vazquez, Gretchen Villaluz-Picaz, Victoria Young, and John Zivi.

Absent: Teri Adams, Noel Aguilar, Laura Aguilar, Paul Biddlecomb, Cynthia Brass, Fanny Cisneros, Torie Daves, Paul Flores, Michael Goay, Erika Hernandez, Georgina Nuttall, Yolanda Mora, Monica Morita, Mary Trujillo, Susan Wiedem, and Veronica Villa.

Call to Order:

President Linda Bazilian called the meeting to order at 9:04 am. A quorum was present.

Staff Monthly Recognition Award

Donna Poole, Assistant Dean, Educational Support Services, Keck School of Medicine introduced the October Staff Monthly Recognition Award recipient Reuben Elias, Computer Consultant Specialist. Ms. Poole stated that Mr. Elias's caring and helpful attitude and his "spirit of a trojan" lead to his nomination for this award. Mr. Elias thanked his co-workers and the members of Staff Assembly for the award.

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

Approval of September 9, 2010 General Assembly Minutes

On a motion by Kathy Neal and seconded by Gloria Gamboa, the minutes of September 9, 2010 meeting of the Staff Assembly were approved as corrected.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that about 1,800 staff members are planning to attend the inauguration ceremony of President Nikias. The "Great Shake Out" will occur on October 21, 2010 at 10:21am. The personnel council is working on a severance policy enhancement. This enhancement will be given to every person who is laid off. This policy will include one week of severance pay for each year of total service. The minimum for this benefit will be four weeks and there is no maximum. Staff members who have been laid off will also have continuing health care coverage during the severance period. The administration is also working on giving people who have been laid off better access to outplacement services. Another policy change that has occurred is that the meal break has been extended from 30 minutes to 35 minutes.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that Open Enrollment will occur from November 1, 2010 to November 12, 2010 this year and there will be no payroll office booth at this year's benefit fair.

Health Plans Report – Lisa Macchia

Ms. Macchia reported that there are no changes to the health plans this year except for positive changes. These changes include covering dependent children until the age of 26 and eliminating the lifetime maximum. The employee contributions for the health plans are only increasing by a small amount except for Pacific Care. (i.e. for Kaiser, an individual employee contribution will go from \$66.00 a month to \$69.00 a month, for a family the contribution will go from \$197.00 a month to \$208.00 a month) California Care's contribution will be going down and for the USC Network Plan an individual's contribution will go from \$85.00 a month to \$90.00 a month and a family's contribution will only increase by one dollar. Pacific Care employee contributions will go from \$65.00 to \$78.00 a month and a family's contribution will go from \$196.00 to \$237.00 monthly.

Committee Reports

Communications – Wendy Cook

The *Assembled Voice* went out! We are going to rebid to get a new print vendor for the *Assembled Voice*. November 1, 2010 is the article deadline for the next *Assembled Voice* issue. The Open Forum session "USC Benefits-Do you know what you have?" given by Ms. Awilda Bregand will take place on 10/21/2010 on the HSC Campus and 10/28/2010 on the UPC campus. President Nikias is very interested in doing breakfast or lunch with the Staff Assembly and he wants to make it a priority. The next committee meeting will take place right after this meeting.

Environment – Alan Kita

The Safety Awareness Fair took place on September 15, 2010 for the UPC campus and September 22, 2010 for the HSC campus. Thank you everyone who came and worked at the fairs and came to the fairs. The Safety designation for Health and Wellness from the WHO (World Health Organization) which the university received is usually given to a city. USC was the first University ever to receive this designation. The committee's next meeting will be in a couple of weeks.

Rights and Responsibilities – Tracy Kerr

The committee met with Candy Borland the Director of Web Services and gave her the list of the committee's projects and suggestions for the web portal. She was very excited and she gave the committee another list of things to do.

Rules & Elections— Lisa Escobar

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. The nominations ballot will be online next week. The next committee meeting will be directly after this meeting.

Transportation Committee—Lisa Gallegos

Ms. Gallegos reported that the committee met this month at the Community House and worked on its list of issues. The committee is hoping to meet with Jeff Shields from Transportation next week to discuss our list of issues. Ms. Gallegos reported that the sinkhole in lot "U" has been repaired.

Compensation and Benefits – Allison Bryant

The committee will be working with Awilda Bregand on a benefits workshop and putting some articles in the *Assembled Voice* about compensation and benefits to address staff members' questions and concerns.

Ms. Bryant introduced the Compensation and Benefits Committee Smoke-Free Campuses Resolution" to the membership for approval. Ms. Young, Executive Secretary, read the

Resolution in its entirety to the membership. (A copy of the “Faculty Senate’s Smoke-Free Campuses Resolution” is attached)

Ms. Bryant then opened the floor for discussion or questions. Questions about where the smoking areas would be on campus were addressed as well as how the Norris Cancer Hospital implemented its smoke-free policy. The Resolution was approved by acclamation.

Guest Speaker: Todd Dickey, Senior Vice President, Administration

Ms. Bazilian introduced Todd Dickey, Senior Vice President, Administration. Mr. Dickey described the university’s the Senior Administration’s goals for the university and the presidential transition.

- The university’s endowment is up by 12.5 %. President Nikias would like the endowment to be up to 9 billion dollars in the ten to fifteen years.
- The University is doing much better economically than many of our peer institutions.
- The hospitals are growing as expected and are about breaking even.
- President Nikias is also very focused on new faculty super-star hiring especially for our graduate program.
- President Nikias also would like to have more of a residential campus. Historically, USC has been a commuter campus. There are 37,800 students on campus and only 7,000 beds on campus. The university does guarantee freshman and sophomore housing and there is not a lot of graduate or undergraduate housing on campus. The university is working expanding its graduate housing.
- President Nikias is much focused on health science he believes that it is the future of the university. Health science is the way our economy is going.
- The university is also very focus on restructuring the Athletic Department due to the NCAA sanctions on the football program. There is now a new Athletic Director Pat Hayden and there is a new office of Athletic Compliance.
- The university is appealing the NCAA sanctions and hopes to hear the ruling sometime next year.

New Business: None.

Next Meeting:

Thursday, November 4, 2010 from 9:00am-10:30a.m. Location: Tutor Campus Center- Forum Room University Park Campus

Adjournment:

A motion to adjourn was made by Evelyn Alva and was seconded by Robbie Boyd. The meeting adjourned at 10:35 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/>