

**USC Staff Assembly
General Assembly Meeting Minutes
September 10, 2009
SOS B46 – University Park Campus**

Present: Rita Gonzales, Vicki Young, Alan Kita, Delfina Candelaria, Lisa Escobar, Naomi Martinez, Tracy Kerr, Lorna Tureaud, Evelyn Alva, Steve Arbuckle, Allison Bryant, Ingrid DeCook, George-Ann Cleary, Wendy Cook, Shannon Hinojosa, Tim Boston, Josie Amescua, Robert Boyd, Phyllis Lemons, Dianne Flores, Janet Prince, Shirley Beard-King, Gloria Reyes, Georgina Nuttall, Lillian Rivera, Kathy Neal, Si Nguyen, Lydia Vazquez, Bryan Ortiz, Mary Trujillo, Irma Quintana, Rachel Levy, Michelle Jones, Torie Daves

Absent: Teri Adams, Linda Bazilian, Sonya Black-Williams, Cynthia Brass, Gloria Gamboa, Bill Givens, Tessie Jamanila, John Kennedy, Lisa Kofman, Ellen Miyasaki, Lou Nieto, Denise Wiegel, Deborah Aguilar, Teri Aparicio, Anthony Bailey, Rossana Cabrera, Renee Cypert-Soto, Yolanda Mora, Lois Nishimoto, Ardell Nolan, Shirley Seymour, Carol Williams, Ronald Zuletta.

Call to Order:

Vice President Rita Gonzales called the meeting to order at 9:06 am.

Approval of August 8, 2009 General Assembly Minutes

On a motion by Tracy Kerr, and seconded by Georgina Nuttall the minutes of August 8, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report was given this month.

Personnel Council Report – Awilda Bregand

The University is currently receiving twenty-four thousand résumés a month. Five to ten percent of the faculty still have not completed the sexual harassment training. The Provost's office is meeting to determine what type of disciplinary action the university will take against the non-compliant faculty. There are only 56 staff members who have not taken the sexual harassment training; these staff members include new hires and people on leave.

The Learning Olympics that took place over the summer went very well. The event had well over 400 participants.

The new state tax tables have been uploaded into the payroll system so, we will begin to see anywhere between a 3% to 6% tax increase in our state tax withholding on our paychecks.

The Benefits office will be giving a Financial Fitness talk to the hospital employees on September 10, 2009 and September 11, 2009.

The senior management is considering making yearly performance reviews which may become mandated in a set format instead of different schools using different forms.

TIAA will be giving a talk regarding the economy on Sept 24, 2009 at 12:30pm at Leavy Library on the UPC campus.

Benefits Open Enrollment is going to begin on November 2, 2009 and end on November 20, 2009.

The UPC Benefits Fair will take place on November 4, 2009 and the HSC will take place on November 5, 2009.

Committee Reports:

Communications – Wendy Cook

Ms. Cook reported that the next issue of the *Assembled Voice* will be published in September. Torie Daves is currently editing the issue. An email regarding the Safety Fair will be coming through the all-staff listserv. An Open Forum titled “What do I have for Benefits” will take place on October 6, 2009 and October 10, 2009 on the UPC Campus and on October 8, 2009 on the HSC campus. The “What is Staff-Assembly” Open Forum is still being worked on. The peer review is ongoing and the committee is going to be sending out a survey for staff about communications via the Qualtrics Survey Software. The Student Affairs Office is giving tours of the new student center on Wednesday, September 23, 2009 at 3:00 pm and Thursday, September 24, 2009 at 3:00 pm to members of the Staff Assembly.

Compensation and Benefits –Lisa Escobar- Chair

Ms. Escobar reported that the Compensation and Benefits Committee met on August 14, 2009. The Committee discussed the last EBAC meeting and that the 15 year service letter is not automatically sent to you. You need to request it. 24-hour fitness is no longer offering the university employees a discount, but as long as you do not cancel your membership, you will continue to receive the discount. The next Committee meeting is September 11, 2009.

Environment

No report was given.

Rights and Responsibilities –Tracy Kerr

The Committee met virtually. It is looking at social networking sites in regards to the university’s policy regarding recommendation letters (ie: LinkedIn) The Committee will be following up on this topic next month.

Rules and Elections

No report was given.

Evelyn Alva from the Rules and Elections Committee made a motion that the Standard Operating Procedures for the Staff Assembly be amended so that the new staff employees at the hospitals on the Health Science Campus will be represented. The current breakdown of representation is as follows: 18 UPC member seats and 8 HSC member seats. The new breakdown of representation will be 17 UPC member seats and 9 HSC member seats. Lorna Tureau seconded the motion and the entire membership approved the motion.

Transportation – Alan Kita -Chair

The Committee met on August 13, 2009. The commuter line riders may receive 3 parking passes a month but, MTA bus riders may not. The rationale is that the MTA buses do offer a more extensive schedule than the commuter lines or van pools. CRB is still occurring. Please remember that you do need to pay for your parking when you come to CRB. The committee will be observing the Union Station trams and the service the trams provide.

Guest Speaker: Lisa Macchia, Director, Health Plans, Office of Budget & Planning

Vice President Rita Gonzales introduced the guest speaker.

Ms. Macchia is the Director of Health Plans. She discussed the health insurance options that the university offers and how these health plans and the university are currently negotiating the new plan premiums. Currently the university is having a difficult time with Kaiser and Pacific Care. Both these health plans want to increase their premiums by 13%. The university is trying to keep the increase under 10% without any draconian changes.

According to Ms. Macchia, this year, please review the health plans very carefully as each plan will have different benefits and co-pays. The VSP vision benefit and the dental benefits will remain the same.

New Business: The December meeting of Staff Assembly will take place from 1-4 pm on December 3, 2009.

Next Meeting:

Thursday, October 1, 2009 from 9:00am-10:30 a.m. Location: ZNI 112 –Health Science Campus.

Adjournment:

A motion to adjourn was made by Michelle Jones, and was seconded by Janet Prince. The meeting adjourned at 10:01 a.m.

Minutes submitted by Victoria Young.

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