

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, September 8, 2011
TCC Rosen Room (Room 227)– University Park Campus –
(Please silence all cell phones/pagers)**

Present: Monique Abeyta, Teri Adams, Steve Adcook, Noel Aguilar, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Paul Biddlecomb, Robert Boyd, Desiree Brown, Carolina Castillo, Cynthia Clayton, Robert Cuthill, Paul Flores, Lisa Gallegos, Rita Gonzales, Syreeta Greene, Shannon Hinojosa, Jennifer Hong, Teresita Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Christine Lavoie, Naomi Martinez, Ellen, Miyasaki, Monica Morita, Si Nguyen, Joyce Perez, Gloria Reyes, Rick Scott, Linda Sturm, Mary Trujillo, Lorna Tureaud, Jeanne Weiss, Susan Wiedem, Amy Yung, Marisela Zuniga

Absent: Laura Aguilar, Nicole Aguirre, Allison Bryant, Frida Canono, Carmen Carillo, Amy Cienfuegos, Ingrid DeCook, Tony Hong, John Johnson, Dawn Kita, Rachel Levy, Yolanda Rios, Wade Thompson-Harper, Margaret Turner, Gretchen Villaluz-Picazo, Vicki Young

Call to Order:

The meeting was called to order at 9:08 am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Kim Thomas-Barrios, Director of the Neighborhood Academic Initiative, introduced the September Staff Monthly Recognition Award recipient Brenda Farfan, Office Manager for NAI. Kim stated that Brenda is “the mother of us all” and she is the one that people in the department go to first. Lisa Gallegos said that Brenda is a “rock star” and she is the perfect candidate for this award. Brenda was very honored to receive this award and thanked her coworkers and the assembly.

President Linda Bazilian presented Brenda with a plaque on behalf of the Staff Assembly. Staff Club President Evelyn Alva presented a check for \$150.00 to Brenda on behalf of the Staff Club. Brenda said that she would donate the money to NAI.

Approval of June 9, 2011 General Assembly Minutes

On a motion by Michelle Jones and seconded by Tracey Kerr, the minutes of June 9, 2011, meeting of the Staff Assembly were approved with corrections.

Approval of July 7, 2011 General Assembly Minutes

On a motion by Lorna Tureaud and seconded by Michelle Jones, the minutes of July 7, 2011, meeting of the Staff Assembly were approved with corrections.

Approval of August 4, 2011 General Assembly Minutes

On a motion by Carolina Castillo and seconded by Linda Sturm, the minutes of August 4, 2011, meeting of the Staff Assembly were approved with corrections.

Personnel Council Report - Linda Bazilian

Linda Bazilian reported for Awilda Bregand. Linda announced that Minnesota Life Insurance will be taking effect in November. An employees current coverage will be carried over, but increase coverage you must log into the Life Benefits website. Both campuses are holding information sessions regarding the new policy.

Committee Reports

Communications - Naomi Martinez - Chair

The Communications Committee did not have a quorum last month so they did not meet. The Assembled Voice came out last week, and they will meet after today's General Assembly Meeting.

Compensation and Benefits - Michelle Jones - Chair

The committee met on August 16 in the Law Building. The committee is going through the university's layoff and reorganization policy. They are only on page three of the policy because the wording is quite lengthy. They discovered that some employees are given thirty days notice of a lay off, while others are only given three days notice, and they are not sure why that is. The committee also noted that there are two different definitions for layoffs: one is layoffs from a reduction in work force and the other is layoffs from a reorganization. The committee will continue to go through this policy.

Environment - Linda Sturm - Chair

The Environment Committee met through email last month. Linda Sturm spoke with Angela DiBenedetto and she will be sending out an email in regards to the upcoming Safety Fair. The Safety Fair will be held on September 21, from 10 a.m. to 2 p.m. on UPC and September 28, from 10 a.m. to 2 p.m. on HSC. The Staff Assembly will have a booth there and pencils will be handed out as well as a survey to fill out.

Rights and Responsibilities - Carolina Castillo - Chair

The committee met after the GA meeting on August 4 where Carolina Castillo was elected as the new chair. The committee also met on August 24 to discuss the goals of the committee. They will continue to pursue the issue of having a staff portal on the USC website. They think it would be a good idea to change the name from staff portal to a staff resource page, and the goal is to have one staff page that will combine all of the staff resources on the USC website. It may take awhile, but ultimately they want a staff link on the main USC website.

Rules and Elections - Lorna Tureaud - Chair

The committee met after last month's GA meeting. At the time they did not have a candidate for the Staff Monthly Recognition Award. They do have a nomination packet for October that the committee will be looking at. They are getting ready for the upcoming elections for next year's Staff Assembly. Lorna also thanked Ellen Miyasaki for taking over the printing of the Staff Recognition Award plaque.

Transportation - Lisa Gallegos - Co-Chair

The Transportation Committee did not meet last month. Lisa Gallegos did state that, according to Michelle Garcia of Transportation, there will be additional shuttle routes to the new Soto Street Building from the corner of Alcazar and San Pablo Streets. Hospital employees will have to start paying for parking beginning in January 2012. Beginning in October, The Valley Boulevard parking lot will be available for HSC employees.

Guest Speaker - Dr. Susan Kamei

Dr. Susan Kamei, Associate Dean for Advanced and Professional Programs, spoke about the Master of Liberal Studies Program in the Dornsife College of Letters, Arts and Sciences. Dr. Kamei stated that some individuals pursue this degree to expand their knowledge and who just want to learn. Another kind of individual who pursues this degree comes from a technical background and they're at the point in their careers where this can help them professionally. The faculty come from different departments within the College so that the student will get a well rounded liberal arts education. The final project in the master's program is thesis that the student develops from their coursework, and often times it is related to the student's cultural background. There is no GRE requirement to be admitted into the program. The application consists of a writing sample and three letters of recommendation. The program typically takes three years to complete.

New Business:

Steve Barnhart announced that Janis Romero, a former USC employee, passed away in July. Monica Morita announced that Women's Volley Ball posters are available in Heritage Hall. Carolina Castillo announced that the kick-off for the Good Neighbors Campaign will be held on September 28.

Next Meeting:

Thursday, October 6, 2011 from 9:00 a.m.-10:30 a.m. Location: ZNI 112, HSC Campus.

Adjournment:

A motion to adjourn was made by Rick Scott and was seconded by Carolina Castillo. The meeting adjourned at 10:22 a.m.

Minutes submitted by Robbie Boyd.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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