

**USC Staff Assembly
General Assembly Meeting Minutes
September 9, 2010**

Tutor Campus Center, Rosen Room (Rm 227) – University Park Campus

Present: Teri Adams, Noel Aguilar, Vivian Algeria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Shirley Beard-King, Paul Biddlecomb, Robert Boyd, Allison Bryant, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Torie Daves, Lisa Escobar, Paul Flores, Lisa Gallegos, Gloria Gamboa, Bill Givens, Michael Goay, Rita Gonzales, Shannon Hinojosa, Teresita Jamanila, Tracy Kerr, Dawn Kita, Naomi Martinez, Ellen Miyasaki, Monica Morita, Kathleen Neal, Si Nguyen, Lou Nieto, Georgina Nuttall, Gloria Reyes, Lillian Rivera, Linda Sturm, Mary Trujillo, Lydia Vazquez, Gretchen Villailuz-Picazo, Susan Wiedem, Victoria Young, John Zivi.

Absent: Laura Aguilar, Debbie Bernstein, Cynthia Brass, Carolina Castillo, Fanny Cisneros, Erika Hernandez, Alan Kita, Rachel Levy, Yolanda Mora, Margarita Turner, Veronica Villa.

Call to Order:

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

Staff Monthly Recognition Award

Marilee Reynolds, Human Resources Director of Operations, introduced the September Staff Monthly Recognition Award recipient Arazeli Dorado, HD Payroll/Personnel Coordinator, Viterbi School of Engineering for the Viterbi School of Engineering. Ms. Reynolds stated that Ms. Dorado's loyalty and commitment to the department lead to her nomination for this award. Ms. Dorado thanked her co-workers and the members of Staff Assembly for the award.

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

Approval of August 5, 2010 General Assembly Minutes

On a motion by Robbie Boyd and seconded by Paul Flores, the minutes of August 5, 2010 meeting of the Staff Assembly were approved as corrected.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report was given.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that the negotiations with the NHAW for the hospitals have begun. The university is currently reviewing the vendors, which are offered to the staff and faculty for their retirement accounts.

The benefits fair will take place November 1, 2010 to November 12, 2010 this year.

The materials for the fair will be as paperless as possible. Beginning next year, payroll deduction will no longer be available for payments of US Savings Bonds. Staff members will be able to have the supplemental insurance offered by the Savings Bonds program paid with payroll deduction.

MetLife is holding informational retirement sessions for staff members between 45-55 years old. These sessions are offered as a four-week series and the staff members that sign up for the series must attend each week. This series is a pilot and is very informative on how to prepare for retirement. The series will be offered again in October.

President's Report – Linda Bazilian

Ms. Bazilian urged the Assembly members to attend the Inauguration of President Nikias on October 15, 2010. The Safety Fair takes place on 9/15/2010 on the UPC campus and 9/22/10 on the HSC campus.

Committee Reports

Communications – Wendy Cook

A new issue of the *Assembled Voice* will be sent out the week of 9/21/2010. The committee is still reviewing the Communication Survey results. The Open Forum session “Do you know what you have?” given by Ms. Awilda Bregand will now occur on a yearly basis.

Compensation and Benefits – Allison Bryant

A Spanish language translation of the survey will be distributed to the staff to complete, and then once those results are compiled. The final survey results will be sent to the university as a whole. The Committee is working on the wording for a campus-wide no smoking policy to support the Faculty Senate resolution.

Environment – Paul Flores

The Safety Awareness Fair will take place September 15, 2010 from 10am – 2pm on the UPC campus and September 22, 2010 on the HSC campus. The committee is looking for volunteers to staff the Staff Assembly table at the fair at both fairs. The morning of September 15, 2010 at 9:00am will be a Safety meeting. USC is the first university to receive a Safety designation for Health and Wellness from the WHO (World Health Organization).

Rights and Responsibilities – Tracy Kerr

The committee did not meet.

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. Ms. Escobar met with Steve Barnhart regarding the election process. The next committee meeting will be directly after this meeting.

Transportation Committee—Lisa Gallegos

Ms. Gallegos reported that the committee did not meet this month. The committee will meet next month. Ms. Gallegos also had updated information for the Expo Light Rail Line to give out to the Assembly members. To receive the most updated information yourself please “Like” Expo Light Rail Line on www.Facebook.com. Next committee meeting will take place on the HSC campus on 10/7/2010.

Guest Speaker: Thomas Sayles, Vice President,

Mr. Sayles described the university's Good Neighbors campaign, and how the campaign's funds help the university and the surrounding community.

- Some facts about the Good Neighbor's campaign: USC faculty, staff, and friends of the university have donated over \$11 million during the past sixteen years
- The 2009 campaign goal was exceeded, raising \$1.2 million from a total of 5,400 participating university employees
- Good Neighbors Campaign (GNC) is the umbrella program which solicits USC faculty and staff to raise funds for USC Neighborhood Outreach (UNO) and the United Way

- 411 grants have been given to community organizations partnering with USC
- 100% of funds raised go to the community with all costs associated with administering and marketing the campaign covered by USC and its many generous sponsors

For more information about the university's Good Neighbors campaign, please go to:
<http://www.usc.edu/goodneighbors>

New Business: None.

Next Meeting:

Thursday, October 7, 2010 from 9:00am-10:30 a.m. Location: ZNI Conference Room- Health Science Campus.

Adjournment:

A motion to adjourn was made by Linda Sturm and was seconded by Tessie Jamanila. The meeting adjourned at 10:29 a.m.

Minutes submitted by Victoria Young.

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