

**USC Staff Assembly
General Assembly Meeting Minutes
January 10, 2008
SSL 150, University Park Campus**

Present: Josie Amescua, Steve Arbuckle, Anthony Bailey, Steve Barnhart, Linda Bazilian, Tim Boston, Delfina Candelaria, Wendy Cook, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Dianne Flores, Gloria Gamboa, Bill Givens, Stan Henderson, Tessie Jamanila, Michelle Jones, Dawn Kita, Rachel Levy, Barbara Lewis, Jackie Mardrossian, Ellen Miyasaki, Yolanda Mora, Paige Myers, Kathy Neal, Lou Nieto, Si Nguyen, Georgina Nuttall, Bryan Ortiz, Veronica Pete, Richard Pinder, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Carrie Robinson, Chris Schweska, Lorna Tureaud, Lydia Vazquez, Veronica Villa, Susan Wiedem, Carol Williams, and Victoria Young.

Absent: Jennifer Brown, George-Ann Cleary, Sam Hinojosa, Tracy Kerr, Naomi Martinez, Tony Mazza, Anthony Rodriguez, Marty Ruggles, Paula Salinas, Patricia Sanchez, Ruth Scott-Williams, Bill Singleton, Lucy Varela, Pamela Wallace-Thompson, and Brian Zepeda.

Call to Order:

With a quorum present, President Michelle Jones called the meeting to order at 9:09am.

Staff Recognition Award

The monthly Staff Recognition Award was presented to Mr. Alejandro Rivera, Banquet Server. Alejandro was introduced by Mr. Dirk De Jong, Dining Services Manager at Commons. According to Dirk, Alejandro truly exemplifies what the Trojan spirit really means. He has worked on campus for more than forty years and has served four University presidents as a personal waiter. Dirk elaborated on how Alejandro personifies all of the virtues (faithful, scholarly, skillful, courageous, and ambitious) listed at the base of the Tommy Trojan statue. President Michelle Jones presented Alejandro with a plaque on behalf of the Staff, Faculty, and Students of the University, and Wade-Thompson-Harper presented him with a check for \$150 on behalf of the Staff Club.

Approval of December 6, 2007 General Assembly Minutes

On a motion by Veronica Pete, and seconded by Steve Barnhart, the minutes of the December 6, 2007 meeting of the Staff Assembly were approved without corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that seasonally, this time of year is a planning process time. Over the last 25 years, the planning cycle has been short-term focused. The current planning cycle, however, is more long-term focused. Administrative discussions are focused upon a master plan, including the University's physical aspects and what leaders want it to look like in the year 2030. The assembly will learn more about the master plan in a future presentation by Curt Williams. The long-range focus is unusual because it extends beyond the time in which many of the current leaders will actually still be in leadership positions and because most leaders are traditionally concerned about their immediate legacy. Long-term planning is indicative of innovation and revitalization.

In response to a question regarding the construction around Bovard and Commons, Ms. McEldowney explained that the electrical infrastructure was being prepared for the new campus center and was expected to be completed before the start of classes.

Personnel Council Report - Awilda Bregand

Ms. Bregand reported that Personnel Council was very happy that all but one staff employee had completed the harassment training.

Ms. Bregand reported that the USC Network was not mailing plan coverage books to participants and that the book was available in PDF format on the USC Network and Benefits websites. The books are also available in the Benefits Office.

Ms. Bregand reported that open enrollment went smoothly. Employees that have not yet received their Flexible Spending Account cards in the mail could expect them in the next week.

In response to Steve Barnhart's question regarding long-term care, Ms. Bregand reported that Benefits Administration had received the file from CNA and was now working on credit measures for current CNA participants to inform them of the rates offered through John Hancock. General announcements are expected to be mailed by mid-February, and specific letters, by early March.

Ms. Bregand reported that the new-hire benefits orientation had begun in its new location at the Credit Union Building (CUB) conference room on Wednesdays and that the efforts to inform new employees of the change through home department coordinators were successful.

President's Report – Michelle Jones

President Jones asked assembly members to pick up their name badges because they were being used in lieu of a sign-in sheet.

President Jones asked the assembly members to be mindful of their absences from general assembly and monthly committee meetings. Assembly members must have at least 75 percent attendance or they will be subject to dismissal from the assembly. Dismissed assembly members may not serve on the assembly for two years.

President Jones asked assembly members who did not complete the USC Ambassador section of the preference sheet to submit the information to Lorna Tureaud to receive special communications issued by the President's Office.

President Jones announced that two representatives from the assembly will be needed to serve on the President's Staff Achievement Award committee. The representatives will be provided with the criteria and procedures for selecting an award recipient.

Committee Reports

Communications – Chair TBD

In the absence of a committee chair, Vice President Jackie Mardirossian planned to meet with the committee members after the meeting to elect a committee chair.

Compensation and Benefits –Veronica Pete

Veronica had nothing to report and asked her committee members to meet with her after the meeting.

Environment – Chair TBD

In the absence of a committee chair, President Michelle Jones planned to meet with the committee members after the meeting to elect a committee chair.

Rights and Responsibilities – Ingrid DeCook

Ingrid had nothing to report and asked her committee members to meet with her after the meeting.

Rules and Elections – Lorna Tureaud

Lorna had nothing to report and asked her committee members to meet with her after the meeting.

Transportation – Lou Nieto

Lou had nothing to report and asked his committee members to meet with him after the meeting.

Introductions**New Business:**

Steve Barnhart announced that Claudia Raphael would be needing blood and platelet donations and that more information would be distributed by email.

Next Meeting:

Thursday, February 7, 2008 from 9:00-10:30am in SSL 150

Adjournment:

A motion to adjourn was made by Steve Barnhart and was seconded by Ingrid DeCook. The meeting adjourned at 9:52am.

Minutes submitted by Val Fitzgerald.

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