

**USC Staff Assembly
General Assembly Meeting Minutes
February 7, 2008
SSL 150, University Park Campus**

Present: Josie Amescua, Steve Arbuckle, Anthony Bailey, Steve Barnhart, Linda Bazilian, Tim Boston, Jennifer Brown, George-Ann Cleary, Wendy Cook, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Gloria Gamboa, Bill Givens, Stan Henderson, Sam Hinojosa, Tessie Jamanila, Michelle Jones, Tracy Kerr, Rachel Levy, Barbara Lewis, Jackie Mardirossian, Naomi Martinez, Tony Mazza, Ellen Miyasaki, Paige Myers, Kathy Neal, Lou Nieto, Si Nguyen, Bryan Ortiz, Veronica Pete, Richard Pinder, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Carrie Robinson, Anthony Rodriguez, Marty Ruggles, Chris Schweska, Ruth Scott-Williams, Lorna Tureaud, Veronica Villa, Pamela Wallace-Thompson, Susan Wiedem, and Victoria Young.

Absent: Delfina Candelaria, Dianne Flores, Dawn Kita, Yolanda Mora, Georgina Nuttall, Paula Salinas, Patricia Sanchez, Bill Singleton, Lydia Vazquez, and Carol Williams.

Call to Order:

With a quorum present, President Michelle Jones called the meeting to order at 9:05am.

Staff Recognition Award

The monthly Staff Recognition Award was presented to Ms. Ebony Cunningham, Administrative Assistant for the Masters of Professional Writing program in the College of Letters Arts and Science. Ebony was introduced by Dr. Susan Kamai, Associate Dean of Advanced and Professional Programs. According to Dr. Kamai, Ebony is the point person for all of the program's important constituents, including students, faculty, staff, alumni, and program supporters. Ebony handles everything with a smile on her face and is respectful and enthusiastic. President Michelle Jones presented Ebony with a plaque on behalf of the Staff, Faculty, and Students of the University, and Wade Thompson-Harper presented her with a check for \$150 on behalf of the Staff Club.

Approval of January 10, 2008 General Assembly Minutes

On a motion by Lorna Tureaud, and seconded by Ruth Scott-Williams, the minutes of the January 10, 2008 meeting of the Staff Assembly were approved with one correction.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney did not attend the meeting.

Personnel Council Report - Awilda Bregand

Ms. Bregand, on behalf of Ms. McEldowney, reported that the Employee Benefits Advisory Committee was still reviewing the retiree medical plan and was considering hiring an outside benefits consultant to provide plan options.

Ms. Bregand, also on behalf of Ms. McEldowney, reported that finishing touches on the severance plan were being made. Personnel Council had also discussed the severance plan the day before. The administration supports updating the severance plan as the current plan does not meet the standard of any peer institution. Ms. Bregand questioned whether benefits should be added if more weeks based upon length of service were included in the severance plan. Peer institutions will be surveyed.

Ms. Bregand announced that John Hancock representatives will be the guest speakers at the Staff Assembly meeting on April 3, 2008 at HSC and will also present to the Academic Senate in late February.

Ms. McEldowney asked Ms. Bregand to consider conducting an open-enrollment survey. Ms. Bregand was concerned about the effectiveness of a survey conducted months after the end of open enrollment. An assembly member suggested that the survey evaluate eTrac and include a component related to open enrollment.

President's Report – Michelle Jones

President Jones deferred her report to the guest speaker, whom she anticipated would address the same information.

Committee Reports

Compensation and Benefits –Veronica Pete

The committee met on January 18, 2008. Lydia Vasquez was appointed Vice Chair. The committee reviewed their responsibilities and explained to new members the health care proposal and the vacation and sick time accrual and donation charge.

Rules and Elections – Lorna Tureaud

The committee met on January 17, 2008. Kathy Neal was appointed Co Chair, and Veronica Villa, Secretary. Staff monthly recognition award recipients have been selected through May. An email campaign within departments will be used to generate nominations for the award since the current bank of applicants is small. Steve Barnhart was asked to write a resolution to the by-laws to allow honorary lifetime Staff Assembly membership.

Communications – Wendy Cook

The committee met on January 17, 2008. Former Chair Amy Yung reviewed the committee's responsibilities. Responsibilities were designated as follows: Dawn Kita, the Assembled Voice; Barbara Lewis, Vice Chair and website; Gloria Gamboa, email account; Tony Mazza, historian photographer; and Sue Wiedem, Secretary. The next issue of the Assembled Voice should be completed in the next two weeks. New publishing software will be needed for subsequent Assembled Voice issues because the printer will no longer accept Microsoft Word documents. An open forum will be scheduled at the request of Capital Construction, who will discuss the master plan with staff. A request for assistance from outside the committee was made.

Environment – George-Ann Cleary

The committee met on January 23, 2008. Tessie Jamanila was appointed Vice Chair. Former Chair Jane Bartlett reviewed the committee's responsibilities and the calendar of events. The environmental fair will be held in April on a date that has yet to be determined. A total of 110 environmental vendors will be invited to participate. An e-waste recycling event will also be scheduled for the spring. The need for hosting individual events or one for both campuses will be evaluated. A limit on the number of directories distributed to departments was discussed, and a searchable PDF version was suggested. Flexcar information was provided and is also available on the Transportation website. The University recently established a Sustainability Steering Committee with which the committee hopes to collaborate. Electronic distribution of the Assembled Voice was recommended.

Transportation – Lou Nieto

The committee met on January 17, 2008. Victoria Young was appointed Co-Chair, and Carrie Robinson, Secretary. Maintaining good rapport with Transportation Services was discussed. Complaints of the Union Station trams' running late or being overcrowded were received and reported. Rich Pinder met with Rick McCormick and Stan Westfall to discuss traffic flow issues around the new parking structure at Exposition. Bollards will be installed to prevent cars from driving on the pedestrian walkways. City parking patrol units have been monitoring the traffic congestion at the UPC Child Care Center and have been citing drivers for double parking. The LAPD has also been citing pedestrians who cross diagonally at the Jefferson and McClintock and Jefferson and Hoover intersections. On January 28, 2008, the *Daily Trojan* printed an article about illegal crossing at these intersections. The Citation Review Board will be meeting every eight weeks for appeals of parking violations from both campuses. Bing Cherrie and Brian League of Capital Construction will be contacted to discuss the feasibility of a stop sign at the corner of Biggy and Zonal at HSC.

Rights and Responsibilities – Ingrid DeCook

The committee met on January 16, 2008. Bill Givens was appointed Vice Chair, and Dianne Flores, Secretary. The committee will be brainstorming for potential issues during future meetings and will be reviewing current computer usage policies.

Guest Speaker:

Tim Boston introduced Mr. John Gaspari, Executive Director of the Center for Work and Family Life. The center was recently renamed and recast as a result of the Provost's Family-Friendly Initiative. The services, including counseling, consultation, work-life seminars, and wellness programs, are a generous employment benefit funded by the University's fringe benefit pool. John stressed that he and his staff take confidentiality very seriously and explained that the center 'exists solely to help others be successful.' He provided metrics that broke down the center's users and explained that the center's resource and referral contact had doubled since including a work-life component. John described upcoming offerings such as a wellness collaborative website, healthy sleep habits seminar, making chaos work seminar, employee book club, mid-life seminar, dismissal with dignity consulting, in-service education, staff development sessions, parenting resources, and psychological response to trauma training.

New Business:

Steve Barnhart provided an update on Claudia Raphael's bone marrow transplant and encouraged members to participate in the City of Hope blood drive at the Law School library. Steve also announced that name badges were being used for attendance.

Next Meeting:

Thursday, March 6, 2008 9:00-10:30am, SSL 150

Adjournment:

A motion to adjourn was made by Steve Barnhart and was seconded by Rachel Levy. The meeting adjourned at 10:27am.

Minutes submitted by Val Fitzgerald.

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