

USC Staff Assembly General Assembly Meeting Minutes

Date: March 1, 2007

Location: ZHS (Zumberge Hall of Science) 252

Present: Evelyn Alva, Josie Amescua, Jane Bartlett, Tim Boston, Delfina Candelaria, Latrece Cox, Ingrid DeCook, Lisa Escobar, Gloria Gamboa, Rita Gonzales, Claudia Gonzalez, Roshonda Harrison, Stanley Henderson, Josie Herrera, Michelle Jones, Ba Shai Lagarde, Linda Lewis, James Lynn, Jackie Mardrossian, Tony Mazza, Yolanda Mora, Dolores Morales-Medina, Kathleen Neal, Lou Nieto, Ardell Nolan, Georgina Nutall, Bryan Ortiz, Joyce Perez, Veronica Pete, Richard Pinder, Janet Prince, Gloria Reyes, Anthony Rodriguez, Marty Ruggles, Joshua Schmidt, Chris Schweska, Rick Scott, Cristi Shinn, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Yvonne Unger, Lydia Vazquez, Tina Walsh, Carolyn Ward, Amy Yung.

Absent: Steven Barnhart, Steven Bryant, Denise Campbell, Lisa Gallegos, Michael Grabarsky, Shannon Hinojosa, Erika Jimenez, Dawn Kita, Claudia Ortega, Marian Purcell, Lillian Rivera, Ruth Scott-Williams, Pamela Wallace-Thompson.

Call to Order: President Rick Scott called the meeting to order at 9:12 a.m.

Staff Monthly Recognition Award: The Monthly Staff Recognition Award was presented to Juan Benitez, Facilities Management Services, who was introduced by Victor Valencia, Operations Supervisor of Facilities Management Services. Juan has been working in FMS for the past 7 years. Victor said Juan has a good reputation with customers and co-workers and his work has been commendable. Juan recently graduated from a trade school in the electrical program. Rick presented the Staff Recognition Award plaque to Juan and Veronica Pete presented a check to Juan on behalf of the Staff Club.

Approval of February 2007 General Assembly Minutes: On motion by Marty Ruggles seconded by Wade Thompson-Harper, the minutes of the February 1, 2007 meeting of the Staff Assembly were approved with minor corrections.

Associate Sr. Vice President for Administration, Janis McEldowney:

Ms. McEldowney distributed a memo regarding applicant-focused job posting and position-based salary / wage recommendations. This memo came from Kathy Muché and was sent to Personnel Administrators, SBOs, and Home Department Coordinators. In the next two to three weeks there will be communications sent out regarding changes to the University retirement plan. Beginning July 1, non-exempt employees will be allowed to contribute into the defined contribution plan. This will affect employees who are currently employed, transitioning into retirement, and who are already retired. Information sessions will be held and presentations will be made at the Retirement Fair. There will be a website where employees can make online reservations for a personalized counseling session. Included in *Benefits News* will be a special edition explaining the

benefit change. There will also be an information hotline available and all communications will be available on the web.

Personnel Council Report, Awilda Bregand:

Leticia Molina is the new University Leave Coordinator. The Savings Bond program has been outsourced to SMG, Security Market Group. SMG is sponsored by the United States Treasury Department and will handle the administrative duties of enrolling in the Savings Bond Program. SMG will be visiting both campuses and holding an open enrollment session for employees interested in participating in the program. Please share this information with your departments.

Committee Reports:

Communications - Amy Yung:

The committee met on February 5. The committee is hopeful that the first issue of the *Assembled Voice* will be published in color, subject to the approval and generosity of Administration. Amy introduced Tina Walsh, the Staff Assembly photographer who will be taking a group picture after this meeting. The committee's year end project is to have a CD pictorial that will chronicle the Staff Assembly's activities. These activities will also be put on the webpage. The committee is working on the webpage and has lost one member who was supposed to head up the webpage project. One of the charges of the committee is to hold an open forum on a topic of interest, possibly retirement planning. Otis was the topic of the last open forum and it had a great attendance. The next committee meeting will be on March 5 at noon in Student Union 311.

Compensation and Benefits – Veronica Pete:

The committee met on February 9 at noon in UGB. Shannon Hinojosa hosted. Lisa Escobar will be investigating an inquiry made about payroll deductions for an IRA and / or ROTH accounts. Awilda commented that the University would like to finish the roll out of the retirement plan changes first before moving on to another issue. Sharon Haymond and Kathy Muché will be discussing staff administrative guidelines at the committee's next meeting on March 16 at noon in GER 219. Gloria Reyes will host. There will be a Savings Bond Program information session on March 2 starting at 9:30 am in VKC 300A.

Environment - Jane Bartlett:

The Environment Fair will be on Wednesday, April 25 from 10 am – 2 pm and the E-waste collection will be on Thursday, April 26 from 7:30 am – 2 pm, both events to be held on UPC. The committee is planning to meet with Jon Soffa to discuss sustainability factors. There was a discussion about having the Environment Fair at HSC. The committee will discuss this further. The next committee meeting will be in Stonier 1st Floor following this meeting.

Rights and Responsibilities – Ingrid DeCook:

There are two issues that the committee is currently looking at: severance pay at peer and peer aspirant institutions and Professional Development course availability. Each

committee member was assigned up to three of the 30 universities that will be compared. Ingrid will provide the assembly with updates on their research. Professional Development course availability – staff are disappointed that they are not able to take courses that they would like to take and / or their supervisor has not approved their absence during the day to take the course. Ingrid polled the assembly to see who would take courses after work or on weekends and one third of the assembly said they would. The assembly was also polled to see what courses they would be interested in taking, i.e. Human Resources, Customer Service, and Spanish. The assembly showed varying interest in taking these courses. A question was raised regarding a memo from the Provost about Continuing Education and Summer Programs. The committee will look into this.

Rules and Elections – Linda Lewis:

The committee met on February 21 where they selected the March and April recipients for the Staff Recognition Award. They are developing strategies on getting more nominations. Three members have resigned from the Staff Assembly and the committee will look into replacing these individuals. The committee is also responsible for monitoring attendance. The next committee meeting will be on March 21 via conference call. The UPC group will meet in ADM 360 and the HSC group will meet in KAM B22.

Transportation – Marty Ruggles:

The committee met on February 8 in JEF 124 at noon. They welcomed new member, Christi Shinn, who will be the liaison to the Environment Committee. The committee discussed the following issues: People are being cited for crossing diagonally at McClintock and Jefferson; Child Center parking lot is not accessible due to double parking; HSC meter parking – the construction workers are encouraged to park in adjacent lots, but meter parking is first come, first served; Traffic flow on Flower St. parking entrance to EPS – staffing was increased, and people are encouraged to also use the Exposition entrance; A tram is now going to the Carole Little Building; Students are able to get a Metro Link and MTA pass, but they must request it; Service road between EPS and Radisson will be signed as one-way, except for delivery trucks; Requested more bike racks in residential buildings; Safety concern that people are walking on 34th St. at the construction of Cinematic Arts building. Signs to be posted. Their next meeting is March 8 at noon in UGB 110.

Guest Speakers: Carole Gustin, Robert Biller, Judy Diaz, Jennifer Ontai, Gloria Reyes from the Staff Retirement Association / Emeriti Center:

Gloria Reyes provided an overview of the functions and activities of the Emeriti Center and introduced the Emeriti Center staff. Gloria also introduced Carole Gustin, President of the Staff Retirement Association (SRA) and Bob Biller, President of the Retired Faculty Association (RFA). Ms. Gustin discussed the benefits of joining the SRA such as the \$15 annual membership dues and the various events that take place throughout the year, i.e. Healthy Living Series that kicks off on March 21. The series will consist of four lectures that will feature Keck School of Medicine physicians, faculty and staff discussing important healthcare issues. Dr. Biller said that the Emeriti Center is currently working on two things: the first is a survey that will be sent out to retirees next month

asking about their current circumstances and situations, and the second is a website that would feature mini-bios of retired faculty and staff. The website currently has about a dozen featured individuals. The Emeriti Center is currently looking to expand the featured faculty and staff and are soliciting current faculty and staff to provide the names of retirees that they would like to see featured on the website.

Next Meeting: Thursday, April 5, 2007, 9 a.m. – 10:30 a.m., location PSC 104.

Adjournment: A motion to adjourn was made by Michelle Jones and was seconded by Marty Ruggles. Without objection, the meeting was adjourned at 10:35 a.m.

Minutes submitted by: Josie Herrera

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