

**USC Staff Assembly
General Assembly Meeting Minutes
March 6, 2008
SSL 150, University Park Campus**

Present: Steve Arbuckle, Anthony Bailey, Steve Barnhart, Linda Bazilian, Tim Boston, Jennifer Brown, Delfina Candelaria, George-Ann Cleary, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Dianne Flores, Bill Givens, Michelle Jones, Tracy Kerr, Rachel Levy, Barbara Lewis, Naomi Martinez, Tony Mazza, Ellen Miyasaki, Yolanda Mora, Paige Myers, Si Nguyen, Georgina Nuttall, Veronica Pete, Richard Pinder, Irma Quintana, Gloria Reyes, Carrie Robinson, Chris Schweska, Ruth Scott-Williams, Lorna Tureaud, Veronica Villa, Pamela Wallace-Thompson, Susan Wiedem, and Victoria Young.

Absent: Josie Amescua, Giovanna Carrera, Wendy Cook, Gloria Gamboa, Stan Henderson, Sam Hinojosa, Tessie Jamanila, Dawn Kita, Jackie Mardirossian, Kathy Neal, Lou Nieto, Bryan Ortiz, Janet Prince, Lillian Rivera, Anthony Rodriguez, Marty Ruggles, Patricia Sanchez, Bill Singleton, Rosie Tellez, Lydia Vazquez, and Carol Williams.

Call to Order:

With a quorum present, President Michelle Jones called the meeting to order at 9:08am.

Staff Recognition Award

The monthly Staff Recognition Award was presented to Mr. Henry Valencia, Jr., Project Specialist for Occupational and Environmental Health in the Keck School of Medicine. Henry was introduced by Dr. Edward Avol, Professor of Clinical Preventative Medicine for Occupational and Environmental Health in the Keck School of Medicine. According to Dr. Avol, Henry has been an integral part of environmental health research for children. President Michelle Jones presented Henry 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 February 7, 2008 General Assembly Minutes

On a motion by Veronica Pete, and seconded by George-Ann Cleary, the minutes of the February 7, 2008 meeting of the Staff Assembly were approved with three corrections to the attendance.

Associate Senior Vice President for Administration Report – Janis McEldowney

On behalf of Todd Dickey, Ms. McEldowney presented a finalized temporary dining facility display. The facility will replace Commons immediately after commencement and is expected to be in service for at least two years.

Personnel Council Report - Awilda Bregand

Ms. Bregand reported that 600 bi-weekly and 400 monthly staff out of approximately 24,000 requested to continue to receive a green advice slip from Payroll. Payroll information is also now available in a one-page PDF version in eTrac. Testing of an online direct deposit process is expected to begin within one week.

Ms. Bregand reported that John Hancock long term disability insurance is now available. Mailings will be sent in mid-March. Emails will also be sent regarding informational sessions scheduled

during the week of March 31, 2008. All staff will have the opportunity to enroll without having to prove medical insurability. CNA participants will have the option of remaining with CNA or enrolling with John Hancock. Posters will be distributed to home department coordinators.

Ms. Bregand announced that Transitions seminars have been scheduled for April 25, 2008 at HSC and May 2, 2008 at UPC.

Ms. Bregand asked about interest in MARSH, a benefits consulting firm that offers pet insurance, computer buying services, mortgage services, estate planning, and alternatives to Travelers, among other benefits that may be value-added to staff. One cumulative amount for all services selected would be deducted from payroll. Discussions with MARSH will continue.

President's Report – Michelle Jones

President Jones announced that Tony Mazza planned to take a group picture immediately following the meeting.

President Jones also announced that she was now serving on the USC Neighborhood Outreach Grants committee.

Committee Reports

Compensation and Benefits –Veronica Pete

The committee met on February 8, 2008. Vice Chair Lydia Vasquez led the meeting in Veronica's absence. The committee continued to work on the vacation and sick time accrual and donation proposal and expects to meet their targeted deadline. Steve Barnhart reported on the Employee Benefits Advisory Committee meeting held on February 20, 2008. Tuition assistance was discussed. Health benefits for retirees before reaching the age of Medicare eligibility were also discussed. The administration is reviewing current health plans as well as alternatives that may be available.

Rules and Elections – Lorna Tureaud

The committee met on February 14, 2008. Staff monthly recognition award recipients were selected for June, July, and October. Two more resignations were received.

Communications – Wendy Cook

The committee met on February 14, 2008. Vice Chair Barbara Lewis led the meeting in Wendy's absence. The committee discussed the Assembled Voice, which was expected to be distributed within one week. The committee planned to have their first issue of the Assembled Voice completed in May. Profiles of retiring staff will be highlighted. New publishing software is still needed. Barbara plans to work with Howard Kouo to update the website. A poster for Lillian Rivera was made available for committee members to sign.

Environment – George-Ann Cleary

The committee met on February 13, 2008. Tessie Jamanila resigned from Vice Chair, and Linda Bazilian was appointed new Vice Chair. The environment fair has been tentatively scheduled for April 28, 2008. Student groups Environment First and CalPIRG Campus Climate Challenge are expected to participate. Flyers will be distributed to vendors for participation.

Transportation – Lou Nieto

The committee met on February 14, 2008. Vice Chair Victoria Young led the meeting in Lou's absence. Bigger signage was placed at the Exposition Parking Structure; planters will be installed soon. New signs were placed at the corner of Biggy and Zonal at HSC. Diagonal pedestrian crossing at the Jefferson and McClintock and Jefferson and Hoover intersections is still an issue. A follow-up to the January 28, 2008 article in the *Daily Trojan* is expected. Flexcar is now called Zipcar. Credit card machines to pay for parking have been discussed.

Rights and Responsibilities – Ingrid DeCook

The committee met on February 13, 2008. The committee discussed the computer usage policy and courtesy issues created by new technology. ITS is currently working on updating the existing policy.

Guest Speaker:

President Jones introduced Ms. Patrice Barber, RD. Trojan Hospitality has been tasked with determining what people like to eat and communicating what is available and where it is located. Patrice asked for suggestions on how best to communicate information to staff. Suggestions included sending email, distributing posters to home department coordinators, advertising on the USC homepage, updating the Hospitality website regularly, offering postcards at the cashier stations, providing magnets with information, advertising in the *Daily Trojan*, posting signs, and giving coupons. Patrice presented healthful meal choices available around campus.

New Business:

None.

Next Meeting:

Thursday, April 3, 2008 from 9:00-10:30am, PSC 104 HSC

Adjournment:

A motion to adjourn was made by Chris Schweska and was seconded by Victoria Young. The meeting adjourned at 10:18am.

Minutes submitted by Val Fitzgerald.

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

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