

## **USC Staff Assembly General Assembly Meeting Minutes**

**Date: July 13, 2006**

**Location: UPC – SSL 150**

**Present:** Evelyn Alva, Steve Barnhart, Jane Bartlett, Delfina Candelaria, Bob Cuthill, Paul Flores, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Erika Jimenez, Michelle Jones, Dawn Kita, BaShai Lagarde, Linda Lewis, James Lynn, Jackie Mardirossian, Ellen Miyasaki, Yolanda Mora, Lou Nieto, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria Reyes, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Wade Thompson-Harper, Rosemarie Tellez, Wyman Thomas, Mary Trujillo, and Lydia Vazquez

**Absent:** Noemi Adalin, Octavio Avila, Denise Campbell, Wendy Cook, Betty Davis, Ingrid DeCook, Lisa Gallegos, Shirley Johnson, Lois Nishimoto, Ardell Nolan, Irene Ortiz, Marty Ruggles, Chris Schweska, Lori Suarez, Melvin Walker, Pamela Wallace-Thompson, Carolyn Ward, Denise Wiegel, and Amy Yung

**Call to Order:** With a quorum present, President Michelle Jones called the meeting to order at 9:15 a.m.

**Approval of June 1, 2006, General Assembly Minutes:** On motion by Steve Barnhart and seconded by Wade Thompson-Harper, the minutes of the June Staff Assembly meeting were approved without corrections.

**Staff Monthly Recognition Award:** The recipient of the July Staff Monthly Recognition Award is Amy Cheng, Assistant Manager of Operations in University Payroll Services at University Park Campus. Amy was introduced by Mollie MacDonald, Executive Director, University Payroll Services and Director of Special Projects, Comptroller's Office. Mollie gave a heartfelt thank you to the Staff Assembly for honoring Amy. She stated that Amy began her career at USC in 1978 and will be retiring soon after 28 ½ years of service to the University. Mollie said, "Amy is the Payroll Department... The University will have no other more loyal and constant employee."

President Michelle Jones presented Amy with a plaque from the Staff, Faculty, and Students at USC. Wade Thompson-Harper, newly elected Staff Club President, presented her with a check for \$100 on behalf of the Staff Club. Amy stated she enjoys and appreciates her job, and she has dreamt of receiving this recognition.

**Associate Sr. Vice President for Administration, Janis McEldowney:** Ms. McEldowney reported she will have an update at the next meeting on the agenda for the upcoming year from Todd Dickey and Dennis Dougherty.

**Personnel Council Report, Awilda Bregand:** Ms. Bregand stated they are gearing up for Open Enrollment. They recently had a “Transitions” meeting at HSC for approximately 35 people.

**President’s Report, Michelle Jones:** Michelle announced she attended the Employee Benefits Advisory Committee meeting on June 21<sup>st</sup> and they discussed new plans for health coverage. Michelle reported that Lisa Macchia, Director of Health Plans, will address the plans in the September General Staff Assembly meeting.

**Committee Reports:**

**Communications - Rita Gonzales:** Rita stated she received only two reports and asked for the other reports to be submitted ASAP. Rita reported the committee will now monitor the Staff Assembly e-mail account, and Amy Yung is responsible for forwarding e-mails to the appropriate person for response. The committee will meet next week to put together the *Assembled Voice*.

**Compensation and Benefits - Evelyn Alva:** The committee continues to work on their project on medical benefits for retirement. Evelyn reported that Steve Barnhart offered input and will attend their next meeting.

**Environment - Joyce Perez:** Joyce introduced new committee member James Lynn. The committee held their meeting in June on Olvera St. Joyce announced the Crime Prevention Expo is scheduled for November 1<sup>st</sup>, and Wyman Thomas will handle the Expo. Their next meeting is scheduled for today following the General meeting.

**Rules and Elections – Steven Barnhart:** Steve welcomed new members James Lynn, Yolanda Mora, and Lydia Vazquez. Both Yolanda and Lydia will serve on the Transportation Committee. Steve stated he talked with Lois and she is at her mother’s home recovering. He will provide Lois’ address via e-mail. The committee is working on selecting the August and September recipients of the Staff Monthly Recognition Award, and also are preparing for the election. Their next meeting is Monday, July 17 in the UVI conference room. Chris Stephan requested a complete list of the Staff Assembly members for the Web site.

**Rights and Responsibilities – Ruth Scott-Williams:** Ruth apologized to her committee members for missing their meeting due to her being on vacation. Ruth discussed the HSC Bookstore termination process and reported that any questions can be directed to Dawn Mugavero, Director of Human Resources. Ruth also stated the Child Care will have an reorganization of services. The committee will meet on August 8<sup>th</sup> at 11:45 am in UGB 110.

**Transportation – Wade Thompson-Harper:** The committee met on June 8<sup>th</sup> in JEF 124. Wade welcomed their two new members. Wade reported that the issue with the tram rider was put to rest. He stated Transportation is reorganizing and Melvin Walker and Tom Kenna will no longer be with the University. He thanked the two of them for being

instrumental in assisting the committee. Wade attended the Citation Review Board meeting which is now headed by Noel Aguilar. The committee will communicate this month via e-mail. Their next meeting is scheduled for August 10<sup>th</sup> in JEF 124.

A Staff Assembly member asked for an update on the crosswalk to the Galen Center. The resolution was made by the Environment Committee. It was reported that no one knows the impact at this time and LAPD and DOT will need a “show and tell” period to make an assessment.

Wade reported he will look into the vanpool situation and will give an update at the next meeting.

**Guest Speakers:** Michelle Jones introduced Andrew Coffin, Christine Guillory, Kelsey McPherson and Andrew Miller – First Year Law Students in the USC Law School – who discussed on their involvement in the Katrina Legal Aid Project during Spring Break through the Student Hurricane Network.

The City of New Orleans raises funds for public defenders through parking violations and speeding tickets. After Katrina, funds were scarce, which left eight individuals to represent approximately 2000 people. The students reported that the legal system is in chaos, stating people are sitting in jail longer than what they were suppose to due to loss of paperwork. They also reported the lack of organization in the Aid relief.

Thirty-seven students worked on various projects such as immigration issues, labor issues, police brutality, and housing issues. Several members of the Staff Assembly commended these four students for their involvement in this program.

**New Business:** None reported.

**Next Meeting:** Michelle announced that the next meeting is on Thursday, August 3, 2006 from 9 - 10:30 am in SSL 150 on UPC.

**Adjournment:** On a motion by Wade Thompson-Harper and seconded by Jane Bartlett, the Assembly meeting was adjourned at 10:33 a.m.

**Minutes submitted by:** Jackie Mardirossian