

**USC Staff Assembly
General Assembly Meeting Minutes
August 7, 2008
LAW 1, University Park Campus**

Present: Steve Barnhart, Linda Bazilian, Sonya Black, Tim Boston, Rossana Cabrera, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Ingrid DeCook, Lisa Escobar, Gloria Gamboa, Bill Givens, Stan Henderson, Tessie Jamanila, Michelle Jones, Tracy Kerr, Alan Kita, Rachel Levy, Jackie Mardirossian, Naomi Martinez, Ellen Miyasaki, Kathy Neal, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Richard Pinder, Gloria Reyes, Marty Ruggles, Lorna Tureaud, Veronica Villa, Carol Williams, and Victoria Young.

Absent: Josie Amescua, Steve Arbuckle, Anthony Bailey, Jennifer Brown, Giovanna Carrera, CharRita Cox-Beaman, Dianne Flores, Sam Hinojosa, Dawn Kita, Phyllis Lemons, Barbara Lewis, Tony Mazza, Yolanda Mora, Si Nguyen, Veronica Pete, Artimese Porter, Janet Prince, Irma Quintana, Lillian Rivera, Carrie Robinson, Anthony Rodriguez, Chris Schweska, Ruth Scott-Williams, Rosie Tellez, Lydia Vazquez, Pamela Wallace-Thompson, and Susan Wiedem.

Call to Order:

The meeting was called to order at 9:07 am by President Michelle Jones. A quorum was present.

Staff Recognition Award

Shirley Beard-King, Computer Services Consultant II of Information Technology Services, introduced the August Staff Monthly Recognition Award recipient, Patty Smith, Computer Services Consultant II. Shirley stated that Patty was her co-worker, friend and sister. Patty and Shirley began working together six years ago when their two departments merged and Patty has been with the University for thirty years.

Patty thanked Shirley, everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

Michelle Jones presented Patty with a plaque on behalf of President Sample and the Staff Assembly, and Jackie Mardirossian also bestowed a check for \$150 in place of Wade Thompson-Harper, Staff Club President, on behalf of the Staff Club.

Approval of July 10, 2008 General Assembly Minutes

On a motion by Marty Ruggles and seconded by Tim Boston, the minutes of July 10, 2008 meeting of the Staff Assembly were approved with corrections.

Moment of Personal Privilege – Steve Barnhart

Steve Barnhart requested and was granted a moment of Personal Privilege to announce that Claudia Raphael's bone transplant was not only a huge success but that she has returned to work. Claudia then walked into the meeting and thanked the Staff Assembly for all of their support and good wishes during her treatment and recuperation.

Associate Senior Vice President for Administration Report – Awilda Bregand

Ms. McEldowney was unable to attend the meeting due to another commitment related to the university's efforts to purchase the USC University Hospital and the Norris Cancer Center from

Tenet Corporation. Ms. Bregand reported that the planning of the Staff Appreciation Day had been a challenge this year due to no available tickets for the university's sporting events. Instead, the university, with Staff Assembly's input, is planning a Family Carnival Day/Picnic. The event will take place in the fall or early spring. The venue and the date for the event is still being determined.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that Rachel Levy has been giving her Compensation 101 presentation around campus and it is going very well. Ms. Bregand further stated that USC has received high marks in a survey of "Great Colleges to Work For" published by the *Chronicle of Higher Education*. USC ranked in the top five in 10 categories among universities with 2,500 or more employees.

Ms. Bregand reported that the new Professional Development catalog will be available on August 20, 2008.

Ms. Bregand also reported that the Los Angeles County Superior Court Juror Orientation can now be done on-line and the Personnel Services Office is reviewing the policies and procedures for Jury Service to see what may need to be revised.

- Effective September 1, 2008, the basic retirement plan enrollment will be available on *Etrac*.
- A new benefit being offered this year at the Benefits Fair will be a Legal Plan offered by MetLife.
- The Wellness Committee's website is almost completed.
- There were two Transitions meetings last month.

Committee Reports

Communications – Wendy Cook

Ms. Cook reported that the summer issue of the Assembled Voice will be combined with the more comprehensive *Changes* issue to become the Welcome Back/Orientation Issue. The size of the issue will increase to 12 pages. Committee Chairs if you wish to update your committee's report please update it and send it to Dawn Kita.

Ms. Cook stated that Tony Mazza, the Staff Assembly photographer, has been promoted to Senior Director of Transportation.

Due to the many photos taken of Staff Assembly, there is going to be a Photo area created on the website. Also the general email address for the website is now working. The next committee meeting will be August 14, 2008.

Environment – George-Ann Cleary

Ms. Cleary reported that Linda Bazilian chaired the July 30, 2008 committee meeting. The Committee discussed how to publicize the upcoming the Fall Environment Fair on September 17, 2008. Volunteers are needed to be victims for the Great Southern California ShakeOut. Please contact Angela DiBenedetto (email: adibenedetto@caps.usc.edu) if you wish to volunteer.

Compensation and Benefits –Lisa Escobar

The committee is still working on the sick time accrual presentation. The EBAC committee met on July 18, 2008. During the meeting health care policies for the Benefits Fair were discussed. Ms. Escobar thanked Ms. Rachel Levy for her Compensation 101 presentation. The next Compensation and Benefits meeting is August 8, 2008.

Rules and Elections –Lorna Tureaud

The Committee chose the Monthly Recognition Award recipient for November 2008. Ms. Tureaud reported that the Committee has a huge stack of Presidential Award nominations to review. The next Rules and Election Committee meeting is August 14, 2008.

Rights and Responsibilities – Ingrid DeCook

The Committee worked on the resolution to require Employee Practices 1 & 2 for all supervisors. Ms. DeCook reported that the Committee had an ongoing discussion regarding the issue of Blackboard and copyright fair use policy for the uploading of learning materials for the students. The next meeting for the Rights and Responsibilities Committee meeting is August 13, 2008.

Transportation – Lou Nieto

The Committee met on July 17, 2008. Trojan Transportation has implemented changes on the trams to address disabled passengers concerns.

- Clearly marked areas for disabled seating on each tram.
- More disabled seating on each tram.
- Drivers are to announce that disabled passengers are to board the tram first.

On July 30, 2008 the Citation Review Board (CRB) met and 25 cases were reviewed. Mr. Nieto reported that the CRB has caught up on the Review Board's backlog of cases.

August 20, 2008 is move-in day on the UPC campus and there will be free parking for parents. The office of Transportation Services will also have extended office hours that day.

The Transportation Committee is expecting to receive a final draft of the Electric Vehicle Policy soon from the office of Transportation Services.

Carpool Permits you cannot park in parking spaces that are not designated for carpools in the parking structures.

The next Transportation Committee meeting is August 12, 2008.

Guest Speaker: USC Emeriti Center

The guest speakers were introduced by Gloria Reyes, of the USC Emeriti Center and included Janette Brown, Executive Director of the Emeriti Center and Special Guest Speakers Frances L. Feldman, Distinguished Professor Emeritus, Social Work and Robert Scales, Former Director of the Emeriti College. This year is the 30th Anniversary for the Emeriti Center.

The Emeriti Center was established at the University of Southern California for the purpose of providing service and support for faculty and staff prior to retirement and throughout the retirement years. Ms. Brown discussed the results of the 2007 Situations and Circumstances Survey Report with the Staff Assembly. The findings of the report addressed the difficulties in retirement and how to better prepare for retirement. The Survey Report and additional analysis are available at http://www.usc.edu/org/emeraliti_center/pdf/sitcircreport07.pdf

Next Meeting:

Thursday, September 11, 2008 from 9:00-10:30 a.m., GFS 116

Adjournment:

A motion to adjourn was made by XXXXX and was seconded by XXXXXXXX. The meeting adjourned at 10:35 a.m..

Minutes submitted by Victoria Young.

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

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