

USC Staff Assembly General Assembly Meeting Minutes

Date: September 7, 2006

Location: UPC – SSL 150

Present: Noemi Adalin, Evelyn Alva, Steve Barnhart, Jane Bartlett, Delfina Candelaria, Bob Cuthill, Ingrid DeCook, Paul Flores, Lisa Gallegos, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Michelle Jones, Dawn Kita, BaShai Lagarde, Linda Lewis, James Lynn, Jackie Mardirossian, Yolanda Mora, Lou Nieto, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Gloria Reyes, Marty Ruggles, Rick Scott, Ruth Scott-Williams, Lori Suarez, Wade Thompson-Harper, Wyman Thomas, Mary Trujillo, Lydia Vazquez, Pamela Wallace-Thompson, Denise Wiegel, and Amy Yung

Absent: Octavio Avila, Denise Campbell, Wendy Cook, Betty Davis, Erika Jimenez, Shirley Johnson, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Irene Ortiz, Veronica Pete, Chris Schweska, Christopher Stephan, Rosemarie Tellez, and Carolyn Ward

Call to Order: President Michelle Jones called the meeting to order at 9:09 a.m.

Staff Monthly Recognition Award: The recipient of the September Staff Monthly Recognition Award is Connie Vargas, Budget Business Analyst in Academic Records and Registrar. Connie was introduced by Kenneth Servis, Dean and Registrar. Ken stated Connie has been with the University for 17 years and in the department for 10 years. He added that Connie is accurate and thorough in all she does, and is worthy of this award. Connie stated she is thankful for the award and for the support and encouragement from staff and co-workers.

President Michelle Jones presented Connie with a plaque from the Staff, Faculty, and Students at USC. Wade Thompson-Harper, Staff Club President, stated that Connie, as treasurer of the Staff Club, has never been late with the Staff Monthly Recognition Award check until now. Connie will receive her check for \$100 from the Staff Club this afternoon.

Approval of August 3, 2006, General Assembly Minutes: With a quorum present and on motion by Rick Scott and seconded by Paul Flores, the minutes of the August Staff Assembly meeting were approved with minor corrections.

Associate Sr. Vice President for Administration, Janis McEldowney: Ms. McEldowney reported survey results for non-exempt employees on the defined benefit retirement plan. The result was that employees are dissatisfied with the retirement plan. Another survey was sent asking if non-exempt employees would prefer a defined contribution plan. There was a 15.88% response rate from the 3200 surveys that were sent. 92.5% stated they were interested in the defined contribution plan. A task force continues to look at the advantages and disadvantages to a defined contribution plan for

non-exempt employees. The administration is looking at making a defined contribution plan voluntary, not mandatory.

Personnel Council Report, Awilda Bregand: Ms. Bregand stated a new PPA provider has been identified – Wage Works – effective January 1. Wage Works offers a third payment option – “pay my provider” that works like on-line banking through their website. On Monday, September 11th, there will be an e-mail blast going to all employees announcing an Education Campaign on the Savings Bond Program. This information will also be available at the Benefits Fair. The savings bonds can be purchased through payroll deduction.

President’s Report, Michelle Jones: Michelle announced she attended the Employee Benefits Advisory Committee and the Retirement Task Force meeting – both meetings were discussed by Ms. McEldowney and Ms. Bregand.

Committee Reports:

Communications - Rita Gonzales: Rita stated the *Assembled Voice* is almost ready to go to the printer. The committee will meet today after the General Assembly meeting. The committee hopes to have the newsletter out in 1 ½ weeks.

Compensation and Benefits - Evelyn Alva: Evelyn reported their project is winding down. Steve Barnhart is assisting the committee with writing the resolution. The committee will have their next meeting in the next week or two with the goal to present the resolution to the executive committee during their October meeting.

Environment - Wyman Thomas: The Crime Prevention Expo is November 1st on UPC and November 2nd on HSC. Their next meeting is today after the General Assembly meeting.

Rules and Elections – Steven Barnhart: Steve announced the October recipient for the Staff Monthly Recognition Award is set, and the committee is working on the November recipient. The committee continues preparations for the election. The election will be on-line as well as having paper ballots. Their next meeting is Monday, September 11th in the UVI conference room.

Rights and Responsibilities – Ruth Scott-Williams: The committee met September 6th in WPH 204. They discussed a staff complaint on the Credit Union promotion for new members. The complaint was on why the Credit Union isn’t offering a promotion for current members. The committee concluded that there is no outcome on this complaint. There was another concern voiced that some staff are not permitted to take vacation time. The committee will ask Sharon Haymond or Janis McEldowney to write a memo to supervisors reminding them that staff are entitled to vacation and should grant requests when appropriate. The committee will meet on October 10th, location is TBA.

Transportation – Wade Thompson-Harper: The committee met on August 10th in JEF 124. Wade discussed the response time from Transportation has significantly decreased. The committee will invite the new Transportation director to their next meeting to have a better understanding to whom to direct questions/concerns on certain topics in order to receive a better response time for reporting back to the Assembly. The committee will also look into tram service from HSC to UPC on game days. Their next meeting is scheduled for September 14th in JEF 124.

Guest Speakers: Steve Barnhart introduced Lisa Macchia, Director of Health Plans Office of Budget and Planning – Health Plans. Lisa stated she has been in this position for 15 years. She happily announced the University will continue to cover 83% of health care premium costs for employees and family members. HMOs have the highest increases in premiums: Kaiser – 10%; Pacific Care – 6.5%; California Care – 14%. The USC Network plan has no significant increases. Information on all health plans will be available through Benefits News and on-line.

New Business: Rick Scott brought up a comment made by last month's speaker, Tom Katsouleas, regarding the sell of game tickets (Ticket Office not willing to expand the section since their tracking of tickets for sale on the Web has revealed a very large number of Staff/Faculty tickets being re-sold) when USC encloses information on Hub Stub when sending out tickets.

Steve reported that Lois Nishimoto is doing well and is scheduled for a second surgery on September 25th. Lois appreciates everyone's thoughts and prayers.

Next Meeting: Michelle announced that the next meeting is on Thursday, October 5, 2006 from 9 - 10:30 on HSC. The location is TBA.

Adjournment: On a motion by Rick Scott and seconded by Jane Bartlett, the Assembly meeting was adjourned at 10:23 a.m.

Minutes submitted by: Jackie Mardirossian