

**USC Staff Assembly
General Assembly Meeting Minutes
September 11, 2008
GFS 116, University Park Campus**

Present: Josie Amescua, Steve Arbuckle, Anthony Bailey, Steve Barnhart, Linda Bazilian, Sonya Black, Tim Boston, Rossana Carbrera, Giovanna Carrera, George-Ann Cleary, Wendy Cook, Lisa Escobar, Dianne Flores, Gloria Gamboa, Bill Givens, Stan Henderson, Tessie Jamanila, Michelle Jones, Alan Kita, Phyllis Lemons, Rachel Levy, Jackie Mardirossian, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Kathy Neal, Si Nguyen, Lou Nieto, Georgina Nuttall, Bryan Ortiz, Janet Prince, Irma Quintana, Gloria Reyes, Lillian Rivera, Ruth Scott-Williams, Lorna Tureaud, Lydia Vazquez, Pamela Wallace-Thompson, Susan Wiedem, and Victoria Young.

Absent: Jennifer Brown, Delfina Candelaria, CharRita Cox-Beaman, Ingrid DeCook, Sam Hinojosa, Tracy Kerr, Dawn Kita, Barbara Lewis, Tony Mazza, Richard Pinder, Artimese Porter, Carrie Robinson, Anthony Rodriguez, Marty Ruggles, Chris Schweska, Rosie Tellez, Veronica Villa, and Carol Williams.

Call to Order:

The meeting was called to order at 9:05 am by President Michelle Jones. A quorum was present. President Jones asked for a moment of silence to remember the victims of September 11, 2001.

Staff Recognition Award

Ann Crigler, Chair, Political Science Department, introduced the September Staff Monthly Recognition Award recipient, Fanny Cisneros, Student Services Advisor II. Professor Crigler stated that Fanny has been a Student Services Advisor since 2005. "Fanny does a fantastic job and that the students "just love her"". Fanny thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

President Michelle Jones presented Fanny with a plaque on behalf of President Sample and the Staff Assembly. Staff Club President Wade Thompson-Harper bestowed a check to Fanny for \$150 on behalf of the Staff Club.

Approval of August 7, 2008 General Assembly Minutes

On a motion by Steve Barnhart and seconded by Tim Boston, the minutes of August 7, 2008 meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that Todd Dickey has given a charge to the senior administration to make the university a "fantastic place to work". The acquisition of the hospitals target date is the first of the year. The Center for Work & Family Life is developing programs that focus on a person's well-being as a whole and not just on the job. The Staff Appreciation Day will most likely be in January and the day will be a family picnic. The day's events will include a lot of different family activities.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that the Personnel Council monthly meeting focused on the 409 regulation changes the IRS is implementing for which impact Faculty members with nine-month contracts who are paid over twelve month which will treat the three non-teaching months as deferred compensation. Ms. Bregand also mentioned a new pre-paid legal plan administered by MetLife will be offered at this year's Benefits Fair. The Benefits Office is updating the departmental Web site so, that it is more of a portal environment. The new Web site will offer webcasts of the new employee orientation sessions so that new university employees may watch the orientation on their computers if they cannot attend the session in person.

Roth 403(b) retirement accounts will be available in January. A Roth 403(b) is not exactly like a Roth 401(k) so employees should consult a Financial Advisor before investing.

Committee Reports

Communications – Wendy Cook

Ms. Cook reported that Barbara Lewis resigned from the Assembly. The next issue of the Assembled Voice will be available before the Benefits Fair. The committee also reviewed other institutions' Web sites and newsletters for ideas.

Environment – George-Ann Cleary

Ms. Cleary passed out a volunteer sign-up sheet for the upcoming Campus Safety Awareness Fair on September 17, 2008.

Compensation and Benefits –Lisa Escobar

The Compensation and Benefits meeting was on August 8, 2008. The committee is still working on the sick time accrual presentation.

Rules and Elections –Lorna Tureaud

Ms. Tureaud asked the assembly members if they knew of anyone in their departments that were interested in being on the Assembly to please encourage these people to stand for election. Ms. Tureaud stated that email messages will be sent to the Staff Assembly members who are eligible for reelection and to those who are not informing these members of their status. There are still some staff assembly lapel pins available for any member that does not have one. The Tuition Exchange deadline is October 1, 2008. Next meeting is September 18, 2008.

Rights and Responsibilities – Bill Givens

Bill Givens gave the report for Ingrid DeCook. At the last meeting, the committee worked on the resolution to require Employee Practices 1 & 2 for all supervisors. 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.

Mr. Givens then asked President Jones for the floor so that he could present the "Employment Practices Training Resolution" to the membership for its approval. Mr. Givens then read the Resolution in its entirety to the membership and the Resolution was seconded by Steve Barnhart. (A copy of the "Employment Practices Training Resolution" is attached)

Mr. Givens then opened up the floor for discussion or questions about the Resolution. Questions about whether the "supervisor" mentioned in the Resolution pertained to staff employees or to faculty members were addressed. Rachel Levy moved to amend the Resolution to read "staff and

faculty supervisors of staff employees” The amended Resolution with the change in wording was approved by the membership with two votes in dissent.

Transportation – Lou Nieto

The Committee met on August, 14 2008. Beginning this fall, Trojan Transportation has implemented changes on the trams to address passenger concerns. There are at least two additional trams on the routes to and from Union Station (one in the morning and one in the afternoon).

Currently, the pretax deductions for transportation expenses are only available to vanpool participants and Metro link riders. Trojan Transportation is researching the possibility of expanding this benefit with the vendor Wage Works. A Diagonal Crossing is now at the intersection of Jefferson and McClintock. The next Committee meeting is September 18, 2008.

Guest Speaker: Director of USC Health Plans – Lisa Maccia

The guest speakers were introduced by President Michelle Jones.

Ms. Maccia discussed the rising Health Plan Health Care Costs and what the university is doing to address this issue. The employee’s contribution is going to rise from 15% to 18% over the course of the next four to five years. The university’s contribution will ultimately be 82% regardless of a family’s size or the number of dependents.

The rate increases for the different plans will be as follows as of January, 2009.

- 7.9% Kaiser
- 6.7% California Care
- 6.4% Pacific Care
- 6 % USC Network

The Benefits Fair will take place on October 28, 2009 (UPC Campus) and October 30, 2008 (HSC Campus). Open Enrollment is from November 1, 2008 to November 26, 2008.

Next Meeting:

Thursday, October 2, 2008 from 9:00-10:30 a.m., CHP 101 on the Health Science Campus.

Adjournment:

A motion to adjourn was made by Pam Wallace-Thompson and was seconded by Ruth Scott-Williams. The meeting adjourned at 10:10 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/>

University of Southern California Staff Assembly

**Proposal to recommend requirement for Employment Practices
Training to be taken by employees who supervise.**

Whereas the University of Southern California prides itself as being the largest private employer in the city of Los Angeles, and

Whereas the University of Southern California holds as a vital principle the importance of fair, equal and just treatment of all employees, and

Whereas the university has established through its Professional Development Department the Employment Practices: Part I and Employment Practices: Part II training classes, and

Whereas the university operates with a decentralized Personnel function which leads to expanded responsibilities for supervisors, and

Whereas supervisors need to have knowledge of consistent best practices and standards across the university community, and

Whereas completion of the aforementioned training classes by supervisors benefits the university as an employer by identifying and minimizing behavior which may lead to legal actions, and

Whereas completion of the aforementioned training classes by supervisors also benefits university employees by advancing a fair, just, and legal, work environment,

Be it therefore resolved that the Staff Assembly of the University of Southern California requests the university to require the completion of both the Employment Practices: Part I and Employment Practices: Part II training classes by all employees within six months of their assuming responsibility for supervising staff employees.

Moved: Rights & Responsibilities Committee

Second: _____

Ayes: _____

Nays: _____

Abstentions: _____

Resolution Number: _____

Date: August 21, 2008

Action taken: passed/failed with _____ in favor, _____ opposed.