

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

**Date: October 5, 2006**

**Location: HSC – ZNI 112**

**Present:** Noemi Adalin, Octavio Avila, Evelyn Alva, Steve Barnhart, Ingrid DeCook, Lisa Gallegos, Rita Gonzales, Shannon Hinojosa, Michelle Jones, BaShai Lagarde, Linda Lewis, Jackie Mardirossian, Ellen Miyasaki, Yolanda Mora, Lou Nieto, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria Reyes, Marty Ruggles, Chris Schweska, Rick Scott, Ruth Scott-Williams, Lori Suarez, Wade Thompson-Harper, Wyman Thomas, Mary Trujillo, Lydia Vazquez, and Amy Yung

**Absent:** Jane Bartlett, Denise Campbell, Delfina Candelaria, Wendy Cook, Bob Cuthill, Betty Davis, Paul Flores, Stan Henderson, Erika Jimenez, Shirley Johnson, Dawn Kita, James Lynn, Lois Nishimoto, Ardell Nolan, Irene Ortiz, Christopher Stephan, Rosemarie Tellez, Pamela Wallace-Thompson, Carolyn Ward, and Denise Wiegel

**Call to Order:** President Michelle Jones called the meeting to order at 9:07 a.m.

**Approval of September 7, 2006, General Assembly Minutes:** With a quorum present and on motion by Rick Scott and seconded by Wade Thompson-Harper, the minutes of the September Staff Assembly meeting were approved with minor corrections.

**Staff Monthly Recognition Award:** The recipient of the October Staff Monthly Recognition Award is Maria Gadalla, Custodian II, in Operations & Maintenance HSC Building Services. Maria was introduced by Ramiro Torres, Supervisor of Building Services in Facilities Management Services, who said he has known Maria since 1988. Kathy Neil, also spoke on Maria's behalf stating Maria always has a smile on her face and is particular and meticulous.

President Michelle Jones presented Maria with a plaque from the Staff, Faculty, and Students at USC. Wade Thompson-Harper, Staff Club President, presented Maria with a check for \$100 from the Staff Club. Steve Barnhart brought a muffin with a candle and the Staff Assembly sang Happy Birthday to Maria.

**Associate Sr. Vice President for Administration, Janis McEldowney:** Ms. McEldowney reported she will have an update on Staff Appreciation Day for the November meeting. It will most likely be an event at the Galen Center. She also stated they will be collecting nominations in January for the President's Staff Award. Employees will receive a memo from Dennis Dougherty on the Procurement and Expenditures policies. Every year employees are terminated for minor misappropriation incidents.

**Personnel Council Report, Awilda Bregand:** Ms. McEldowney reported Ms. Bregand is not present due to working on Open Enrollment. Information on Open Enrollment will

come out in late October and is available during the Benefits Fair on November 1st (UPC) and 2nd (HSC). Ms. McEldowney also stated the goal of the University is to have all employees on the defined contribution plan for retirement. Details are still being looked at, and it will go to the President's Council. Lastly, she reported on emergency/pandemic planning that will be completed by departments across the campuses.

**President's Report, Michelle Jones:** Michelle announced she attended the committee on Work and Family Life. Currently available is priority parking for pregnant staff and faculty, space permitting. The Committee is also looking at state of the art facilities for our Child Care Center.

### **Committee Reports:**

**Communications - Rita Gonzales:** Rita stated the *Assembled Voice* has been distributed. The next issue will be out in December. Their next meeting is October 11<sup>th</sup>, location TBA.

**Compensation and Benefits - Evelyn Alva:** Evelyn reported their committee met last week to finalize the information for the committee to present. Their next meeting is October 12 at 12 pm in UGB 110 conference room.

**Environment - Wyman Thomas:** The committee is preparing for the Crime Prevention Expo, November 1<sup>st</sup> on UPC and November 2<sup>nd</sup> on HSC, in conjunction with the Benefits Fair. They distributed volunteer sign-up sheets to man the Staff Assembly table. Their next meeting is today after the General Assembly meeting.

**Rules and Elections – Steven Barnhart:** The committee is meeting on Monday to select the November recipient for the Staff Monthly Recognition Award. The election process is about to start. An e-mail will be distributed in the next few days. Their next meeting is Monday, October 9th in the UVI conference room.

**Rights and Responsibilities – Ruth Scott-Williams:** The committee will meet October 10<sup>th</sup> in UGB 110. A new employee contacted them asking to join the committee meeting to discuss taxation on tuition remission.

**Transportation – Wade Thompson-Harper:** The committee met on September 14<sup>th</sup> in JEF 124. They discussed possible people for a new chair. Wade recommended that all committees begin to look at this issue. Tram signage to Union Station is not clear, and the committee is working with Transportation to resolve this issue. The Director of Transportation and the department's associate directors will attend their next meeting on October 12<sup>th</sup> at noon in JEF 124. Wade invited all Staff Assembly members. You must e-mail him if you plan to attend. E-mail concerns to Wade prior to the meeting. New issues (brought forward on the day of the meeting) will not be discussed.

Staff Assembly member issues for Wade to seek clarification: 1) Parking Lot P is closing, and people moving to Lot V. 2) HSC tram at 7:30 a.m. is overcrowded due to no longer having the 7:20 a.m. tram.

**Guest Speaker:** Carey Drayton, Chief and Executive Director, Department of Public Safety. Chief Drayton was introduced by Wyman Thomas who stated the Chief started as a student officer and was named police chief at the age of 26.

Chief Drayton presented on the 21<sup>st</sup> Century Approach to Campus Law Enforcement. Their mission is to strive for excellence, and their vision is focused on customer service.

Communication  
Accountability  
Professionalism  
Partnership  
Suppression  
Technology

Chief Drayton discussed a pilot study on crime reduction that uses five cameras in North University Park for video patrol.

With the HSC operations they are concerned with reducing thefts and auto burglaries.

A concern was raised on students getting injured at football games – Chief Drayton stated he does not anticipate the same problem as with a recent incident.

Another concern was raised with the Carole Little Building. Chief Drayton stated anyone can call for an escort in odd hours. He also stated they are looking into getting a security guard at the lobby.

**New Business:** None reported.

**Next Meeting:** The next meeting is on Thursday, November 2, 2006 from 9 - 10:30 a.m. on UPC at the Galen Center, room to be announced. The guest speaker is Dr. Dennis Dougherty, Senior Vice President of Finance and Chief Financial Officer.

**Adjournment:** On a motion by Veronica Pete and seconded by Ruth Scott-Williams, the Assembly meeting was adjourned at 10:25 a.m.

**Minutes submitted by:** Jackie Mardirossian