

USC Staff Assembly General Assembly Meeting Minutes

Date: November 2, 2006

Location: UPC – Galen Center, Hall of Fame

Present: Evelyn Alva, Denise Campbell, Delfina Candelaria, Bob Cuthill, Ingrid DeCook, Paul Flores, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Michelle Jones, BaShai Lagarde, James Lynn, Jackie Mardirossian, Yolanda Mora, Lou Nieto, Georgina Nuttall, Veronica Pete, Gloria Reyes, Marty Ruggles, Chris Schweska, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Rosemarie Tellez, Wade Thompson-Harper, Wyman Thomas, Lydia Vazquez, Pamela Wallace-Thompson, Denise Wiegel, and Amy Yung

Excused (at Fair): Noemi Adalin, Jane Bartlett, Claudia Ortega, Joyce Perez, and Mary Trujillo

Absent: Octavio Avila, Steve Barnhart, Wendy Cook, Betty Davis, Lisa Gallegos, Erika Jimenez, Shirley Johnson, Dawn Kita, Linda Lewis, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Bryan Ortiz, Irene Ortiz, Lori Suarez, and Carolyn Ward

Call to Order: President Michelle Jones called the meeting to order at 9:08 a.m.

Staff Monthly Recognition Award: The recipient of the November Staff Monthly Recognition Award is Arnold Deal, Student Services Assistant, in the Department of Mathematics. Arnold was introduced by Amy Yung, Student Services Advisor of the same department. Amy stated Arnold is a fabulous employee and the two words that describe Arnold are respectful and calm. Arnold thanks God for his job and said, “It’s a great place of employment.”

President Michelle Jones presented Arnold with a plaque from the Staff, Faculty, and Students at USC. Wade Thompson-Harper, Staff Club President, presented Arnold with a check for \$100 from the Staff Club.

Associate Sr. Vice President for Administration, Janis McEldowney: Ms. McEldowney reported on the reorganization at the top level where Carol Mauch is now University Secretary and an officer; and Trojan Services now is under Todd Dickey. She also reported that Dan Stimmler was named Associate Vice President of Trojan Services.

Employees who did not complete the mandatory Sexual Harassment Awareness Training were sent a memo from Todd Dickey explaining the training is a condition of employment.

There is a major change in federal law on collecting data on ethnicity and race. Employees will be able to make changes in e-trac as of January 1st.

Personnel Council Report, Awilda Bregand: Ms. Bregand stated the Benefits Fair on November 1st (UPC) was a big success, with vendors running out of materials. The Flexible Spending Account is effective as of 1/1/07. Employees will have until March 30th to submit claims to Conexis. Ms. Bregand stated the Benefits Newsletter covered information on life insurance. Lastly, employees will have until November 22 to change medical and dental information during Open Enrollment. All changes are done on-line.

President's Report, Michelle Jones: No report given.

Approval of October 5, 2006, General Assembly Minutes: With a quorum present and on motion by Rick Scott and seconded by Marty Ruggles, the minutes of the October Staff Assembly meeting were approved with one correction.

Committee Reports:

Communications - Rita Gonzales: Articles are due today for the next *Assembled Voice*. The next issue will be out in December. Their next meeting is TBA.

Environment - Wyman Thomas: Wyman reported the Crime Prevention Expo was a success. The committee received a call on bicycle parking. DPS is working on impounding bikes that are in violation. The issues of bicycle theft and safety are also being addressed by DPS. The bicycle policy is in SCampus.

Rules and Elections – Rick Scott: The committee met twice last month on 10/9 and 10/18. Ballots were sent out via e-mail. Their next meeting will probably be 11/16 to select the December recipient for the Staff Monthly Recognition Award. Rick stated to e-mail him if anyone is having difficulty voting.

Rights and Responsibilities – Ruth Scott-Williams: The committee will meet November 7th in UGB 110.

Transportation – Wade Thompson-Harper: The committee met on October 12th in JEF 124. Wade distributed the committee's meeting minutes and asked for people to contact him if there are questions. Their next meeting is 11/9 on HSC in PSC 701 at noon.

Compensation and Benefits - Evelyn Alva: Evelyn and Veronica Pete presented the Proposed Resolution for Health-Care Benefits for Retirees. The committee worked on collecting information on this topic for three years. They looked at peer universities on the cost, coverage and eligibility of staff retirement benefits.

Gloria Reyes motioned to open discussion on the resolution and it was seconded by Chris Schweska. Lou Nieto motioned to approve the resolution and it was seconded by Wade Thompson-Harper. The vote was unanimous, with 30 Ayes.

Guest Speaker: Carrie Hempel, Clinical Professor of Law, Gould School of Law. Ms. Hempel was introduced by Michelle Jones. Ms. Hempel and her students provide legal assistance to women convicted of murder due to domestic violence. The Law School provides pro bono representation from 2nd and 3rd year law students in the following clinics:

- Children's Issues Clinic
- Employment Advice Clinic
- Immigration Clinic
- Intellectual Property Clinic

Currently there are no clinics available for USC staff with legal issues.

New Business: Rick Scott reminded members to nominate people for the Staff Monthly Recognition Award.

Next Meeting: The next meeting is on Thursday, December 14, 2006 from 3 - 5 p.m. on UPC at the Galen Center in the Pavilion Classroom. The Annual Reception will follow immediately in the Galen's Founders Club.

Adjournment: On a motion by Veronica Pete and seconded by Wade Thompson-Harper, the Assembly meeting was adjourned at 10:35 a.m.

Carol Dougherty provided a tour of the Galen Center.

Minutes submitted by: Jackie Mardirossian

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