

**USC Staff Assembly
General Assembly Meeting Minutes
December 6, 2007
Galen Event Center Classroom**

Present: Evelyn Alva, Josie Amescua, Steve Arbuckle, Anthony Bailey, Steve Barnhart, Jane Bartlett, Linda Bazilian, Tim Boston, Jennifer Brown, Delfina Candelaria, Wendy Cook, Ingrid DeCook, Lisa Escobar, Valerie Fitzgerald, Gloria Gamboa, Bill Givens, Rita Gonzales, Michael Grabarsky, Roshonda Harrison, Shannon Hinojosa, Sam Hinojosa, Tessie Jamanila, Tracy Kerr, BaShai Lagarde, Jackie Mardirossian, Naomi Martinez, Tony Mazza, Paige Myers, Kathy Neal, Lou Nieto, Si Nguyen, Georgina Nuttall, Veronica Pete, Janet Prince, Claudia Raphael, Gloria Reyes, Marty Ruggles, Yolanda Mora, Bryan Ortiz, Denise Porter, Marian Purcell, Irma Quintana, Lillian Rivera, Carrie Robinson, Paula Salinas, Patricia Sanchez, Chris Schweska, Joshua Schmidt, Ruth Scott-Williams, Sonya Sears, Sylvia Stafford, Mary Trujillo, Lorna Tureaud, Lydia Vazquez, Veronica Villa, Pamela Wallace-Thompson, Tina Walsh, Susan Wiedem, Annie Willis, Carolyn Ward, Victoria Young and Brian Zepeda

Absent: Camillus Apakama, George-Ann Cleary, Dianne Flores, Stan Henderson, Josephine Herrera, Erika Jimenez, Michelle Jones, Dawn Kita, Rachel Levy, Ellen Miyasaki, Josie Nieto, Ardell Nolan, Richard Pinder, Anthony Rodriguez, Sonia Savouliau, Cristi Shinn, Bill Sngleton, Rosemarie Tellez, Wade Thompson-Harper, Lucy Varela, and Amy Yung

Call to Order

With a quorum present, President Steve Barnhart called the meeting to order at 3:00 P.M.

Staff Monthly Recognition Award

Instead of presenting the December Staff Monthly award a Staff Recognition Resolution was presented to the General Assembly for Mr. Dennis Francis Dougherty

Approval of November 1, 2007 General Assembly Minutes

On a motion by Jackie Mardirossian, and seconded by Tim Boston, the minutes of the November 1, 2007 meeting of the Staff Assembly were approved without corrections.

Personnel Council Report - Awilda Bregand

Ms. Bregand reported that open enrollment went well. The Flexible Spending Account (FSA) also went well through the E-trac sign up. It was reported at the Personnel Council meeting that the advice payroll slip no longer would be available as of January 2008. By individual basis some employees will get the paper base advice slip.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that Mr. Dennis Dougherty has retired and moved across the hall. Todd Dickey will move in to that office soon. The search for the replacement of Dennis Dougherty will take time. Janis McEldowney welcomed all new 2008 SA members.

President's Report – Steven Barnhart

The SA members voted on the Staff Recognition Resolution, # 200703, approval for Dennis Dougherty which was- submitted by the Executive Board. It was by unanimous vote for the resolution. Staff Appreciation issues is being worked on. The Early retirees policies research went well.

Communications Report – Amy Yung

The committee met on November 5, 2007. They are collecting articles from all committee chairs for the third issue of the Assembled Voice to be presented sometime in January 2008, which will also be in color. There is more feedback from employees which means the articles are being read. Rita Gonzalez presented her video presentation. Amy thanked her committee for all their hard work on putting together the Assembled Voice.

Compensation and Benefits –Veronica Pete

The committee met on November 9, 2007 on HSC. Veronica thanked Stan Henderson for hosting the meeting. The committee continues to work on sick day accrual and buy back time. Tim Boston and Lydia Vazquez represented the SA at the Compensation Focus Group meeting on November 1, 2007. The Faculty Center is interested in the proposal for increasing the age limit to 55 ½. Veronica welcomed the new 2008 group to work with them on important issues that have risen throughout the year. Veronica presented to her committee appreciation envelopes.

Environment – Jane Bartlett

The committee met on November 1, 2007. The HSC Laboratory Safety Fair and E-Waste collection on November 7th went well. Many people attended and helped. E-Waste collection was about 6,000 lbs. Jane thanked everyone for their cooperation. The University Task Force has students, faculty and staff representation. Jane also announced that there would be an Environment Fair in the Spring 2008.

Rights and Responsibilities –for Ingrid DeCook

The committee did not meet in November 2007. Only one problem was reported with the Blue Cross Administration. Rights and Responsibilities referred them to the Benefits Office. In the spring 2008 a survey will go out to staff from the Professional Development Office on the concerns on courses being offered.

Rules and Elections – Lorna Tureaud

The committee met on November 6, 2007. Election results went well. Only one member declined the election for 2008. Steven Barnhart and Veronica Pete joined the group to choose seats based on election results.

Transportation – Marty Ruggles

The committee met on November 8, 2007. The Child Care Center traffic situation topic continues. These issues will carry over into 2008 and will be addressed by the next committee. There are some positive goals for 2008 because of their involvement with the Transportation Dept. For example the office is now open until 7 PM. Marty mentioned he would like to see the CRB meet on a more regularly scheduled basis and in a timely manner so that appeals can be handled more quickly.

New Business

None reported.

Assembly Recognition:

Steven thanked his Executive Board for all their hard work for the year 2007. He presented certificates to Assembly members who have completed two terms of service and are going off of the assembly due to term limits. Steven then presented certificates and gifts to the members of the Executive Committee. He also presented flowers to Janis McEldowney and Awilda Bregand.

Adjournment of the 2007 Assembly:

A motion to adjourn was made by Jackie Mardirossian and was seconded by Lorna Tureaud. The meeting adjourned at 3:45PM.

Call to order of the 2008 Assembly: The 2008 Assembly was called to order at 4:00PM.

Election of Officers:

Jackie Mardirossian conducted the election of officers for the 2008 Assembly. Nominations were requested for president. Nominees declined respectfully. Michelle Jones accepted the nomination. Michelle was elected by acclamation on a motion by SA members.

Jackie Mardirossian was the only declared candidate for the office of Vice-President. There were no nominations from the floor. Jackie was elected Vice –President by acclamation.

Valerie Fitzgerald was the only declared candidate for Secretary. There were no nominations from the floor. Valerie was elected Secretary by acclamation.

Ruth Scott Williams was the only declared candidate for Parliamentarian. Ruth was elected Parliamentarian.

Presentation of the Gavel:

Steven Barnhart presented the Gavel and plaque to President Michelle Jones. Michelle thanked everyone for coming to the meeting.

Minutes respectfully submitted by Mary Trujillo.

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