

USC Staff Assembly General Assembly Meeting Minutes

Date: April 7, 2005

Location: MCA 156 (HSC)

Present: Deborah Aguilar, Evelyn Alva, Josie Amescua, David Amescua, Teri Aparicio, Olabisi Carr, Myrna Cisneros, Lory Council, Bob Cuthill, Paul Flores, Beverly Franco, Ofelia Galvan, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Ruth Johnson, Shirley Johnson, Ruth Johnson-Scott, Michelle Jones, Lisa Kofman, Linda Lewis, Ricky Lovely, Jackie Mardirossian, Ellen Miyasaki, Lois Nishimoto, Georgina Nuttall, Fatima Perez, Joyce Perez, Veronica Pete, Lillian Rivera, Marty Ruggles, Chris Schweska, Christopher Stephan, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, Carolyn Ward and John Wolcott

Absent: Noemi Adalin, Suzanne Alcantara, Kay Allen, Octavio Avila, Corliss Bennett, Delfina Candelaria, Wendy Cook, Trudy Exler, Neil Flowers, Barry Grubs, Dawn Kita, Judy Mar, Paul McCabe, Ardell Nolan, Bill Ortiz, Irene Ortiz, Sena Schlessinger, Lori Suarez, James Vasquez, Sharon Wallace, Pamela Wallace-Thompson, Denise Wiegel and Amy Yung

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

Approval of the March 3, 2005 General Assembly minutes: On a motion by Veronica Pete and second by Wade Thompson-Harper, the minutes of the March Staff Assembly minutes were approved.

Staff Monthly Recognition Award: The recipient of the March Staff Monthly Recognition Award was Robert McCann, Director of Student Services/Registrar, Keck School of Medicine. Robert was introduced by Dr. Peter Katsufakis. Peter thanked those who drove across town to come to HSC. He stated Robert started working at UPC in Admissions, but was soon identified as being a fantastic person, capable of many things. Robert became the Director of Admissions, and then the Keck School of Medicine combined Admissions with Student Services under the direction of Robert and his expertise. Dr. Katsufakis stated Robert has done a wonderful job and no one has ever been able to surpass Robert and his abilities. President Michelle Jones presented Robert with a plaque from the Staff, Faculty, and Students at USC. Linda Lewis, Vice President of the Staff Club, presented Robert with a check for \$100 from the Staff Club. Linda stated she has worked closely with Robert for many years, and reiterated that Robert does a superb job. Robert thanked the Staff Assembly for the award and for the work they do for the University. He said it is a true honor to receive the award and also an inspiration for him to continue his hard work. He stated that the great work in his office is accomplished by a team effort.

Associate Sr. Vice President for Administration, Janis McEldowney: Janis reported that her office has been working on a project that consists of completing desk audits. She stated there were people doing tasks that were not in their job descriptions, and the individual departments need to annually review job descriptions and make certain that people are doing what matches their job description. It was not uncommon to find people who were hired into a position, but encountered changes in their job responsibilities, mostly due to the worker's skill set. Her office looked specifically at the job category of Administrative Service Coordinators I and II, since this category makes up 422 positions. These are exempt, office manager type positions. Out of the 142 desk audits completed, 52 job classifications were changed (although remained exempt), 48 remained the same, and 42 were found not to be clerical support, therefore their jobs were reclassified into a lower grade and became non-exempt (their compensation remained the same, however they received counseling for the benefit changes).

The office will continue to reassess job descriptions, and they will begin to ask supervisors to provide further information when posting a new position. Check up reviews will be performed on anniversary dates to make needed changes. In the future, all review of job descriptions will be on a five year rotation. Janis pointed out that addendums to job descriptions must also be kept updated. They will also begin to look at salary benchmarking while reviewing the job descriptions. In addition, job descriptions will be rewritten to be more contemporary in language.

In the review process, the employees begin by explaining their job in their own voice. The supervisor then adds comments. Janis' office then helps translate that information into a job description. If an employee feels they are working outside their job description, they should first talk with their supervisor. If the employee feels nothing has been resolved, Janis stated that the employee can go directly to the Compensation Office for assistance. The employee will then be placed on the audit list.

Personnel Council, Awilda Bregand: Awilda reported that all employees received the memo regarding the Benefits Survey. She strongly encouraged people to take the survey, and asked that they encourage their co-workers to also take the survey. She stated e-mail invitations were sent out on Transitions, a retirement seminar that occurs once a year. They have received approximately 50 applications for the seminar. The seminar seems to be more popular each year.

President's Report – Michelle Jones

Michelle stated she received e-mails from people saying they were unable to be at this meeting because of the mandatory time keeping meeting (OTiS). She reminded people to sign in on the roster each month for accurate attendance. Michelle thanked Janis for the resource for getting the "USC 125 year" pins for the Staff Assembly. See the Vice President, Lois Nishimoto, if you did not receive a pin. Michelle attended the Trustee Conference in Palm Desert, and learned new things about the University and the wonderful work the various schools/departments are accomplishing. She will be attending a dinner at the Jonathon Club and President Sample is the guest speaker.

Michelle reported that former Staff Assembly member, Gloria Day, passed away. During Gloria's tenure at USC, she was also very involved in Staff Club.

Committee Reports:

Communications – Rita Gonzales

Rita reported that the Assembled Voice is almost completed and the committee hopes to get it out before Rita thanked Dawn for her work in making sure the newsletter is completed before she goes on vacation. The next meeting is on Thursday, April 14th in JEF 124 at noon.

Compensation and Benefits – Evelyn Alva

The Compensation and Benefits Committee meeting was held on March 10th. The committee discussed OTiS. Evelyn met with Janis McEldowney, and Janis is accepting of having forums after additional information goes out to staff. The committee will review the Help Desk FAQs to address at the upcoming forums. The forums will possibly be held in June on both campuses. Awilda Bregand stated that approximately 2000 staff will be affected, and there are various resources for employees (OTiS Helpline, website).

Evelyn stated the Staff Club president will be invited to their next meeting to discuss Staff Recognition gifts. Their next meeting is on April 14th in PSC 200 (HSC).

Environment – Joyce Perez

Joyce modeled the new t-shirt and reminded people to wear their shirts on 4/13 and 4/20 during the Environmental Fair. The committee met on March 9th to discuss issues with diesel trams (and the related health hazards) and the fairs which will be held from 10 a.m. to 2 p.m. She thanked everyone who volunteered, although she still needs volunteers from 9-11 a.m. at HSC. She also has nine t-shirts left for sale. The request to the VPs office to fund the event was denied. EAGLE donated money for lunch for the vendors. The committee is working on getting raffles from the Bookstore, and getting car dealers to bring hybrid vehicles. Teri Aparicio suggested for Joyce to contact Purchasing Dept. for car vendors. The committee will meet today in Norris 1315.

Rules and Elections – Carolyn Ward

The committee met on March 8th and had perfect attendance. Carolyn congratulated her star committee, and thanked Ellen Miyasaki for the new nametags. The committee is still working on electronic voting and Ellen created a draft on-line form. Carolyn asked the Staff Assembly for resources on web analyzers. Their next meeting is on April 12th in ADM 353 at noon.

Rights and Responsibilities – Michelle Jones for Ruth Scott-Johnson

Sharon Wallace was selected as Vice-Chair. There was no quorum for the approval of the minutes. The committee discussed questions from the SA regarding a memo from Dennis Dougherty discussing employees being reinstated to the University. Vacation time is not reinstated at the time of reappointment; however tuition assistance and staff recognition is based on cumulative time. It was noted that departments are not diligent in updating the information in the system and Personnel continues to work with the system and hopes to centralize this information. Sharon Haymond is to further discuss this and answer other questions in a future General Staff Assembly meeting. Their next committee meeting is April 19th in LAW 106 at 11:30.

Transportation – Wade Thompson-Harper

Wade deferred his report due to the Guest Speaker, Tom Kenna. Wade thanked Tom for getting back to him with his e-mail inquiries. Their next meeting will be April 14th on HSC in PSC 701.

Guest Speaker – Thomas Kenna, Interim Director, Transportation Services

Tom was introduced by Wade Thompson-Harper, who stated Tom received his MA in Safety Management. Worked at USC for 6 ½ years then took a two year leave after 9/11 for active military service. Tom was married last October.

Tom stated that his division has a new branding concept, and they are now known as Trojan Transportation, and it is under the umbrella of Trojan Services (formally Auxiliary Services). Tom reported on the following:

- The department has 103 full-time employees and 125 student workers.
- Tom is trying to keep up Trans Net, an e-mail update message, started by the former director.
- Their website has been updated, and the “What’s New” section is updated every 30 days.
- Football games: They expect 90,000 people per game this year (they averaged 76,000 last year). Parking typically sells out 3 hours prior to the game, and parking will be \$20 (free to permit holders). He stated that parking is \$25 in the surrounding community.
- The website features GPS tracking of trams and campus cruisers for student safety.
- There is a North Campus lighting initiative.
- DASH coupons are available at a 66% reduction.
- All parking structures will be painted white this summer. This will help keep the structure bright for safety.
- Elevator renovations at UPC are completed. HSC will be completed by June 30th.
- PS1 (Figueroa and Exposition) has 1150 parking spaces.

- PS2 (behind Radisson) starts this summer, and will provide 1200 spaces. It is expected to be completed by August 2006.
- Lot H parking to cease as of 10/1/05. They will lose 150 spaces.
- Lot L will be closed for one year as Webb Tower is renovated. Students will be moved to the Radisson.
- A Fine Arts tram starting in Fall.
- Parking rates will be raised; van pool rates also will increase.
- Metrolink is opening in Palmdale. Will offer a 25% off rate.
- Benches will be added to tram stops at HSC.
- Research building will go up in East Lake lot.
- Tram schedule holders to be posted at tram stops.
- Marengo parking agreement is coming to an end as of May 16th.
- Recommends using Campus Cruiser after 5 p.m. It is a student-run program with 25 cars and 78 people. Averages 500 calls per night.
- Gas Station – selling gas at a break-even cost. Hose extensions added to keep the traffic direction one way.
- Looking at low floor trams for easier in/out, and where more people can stand.
- Looking into Natural Gas Vehicles and Hybrid trams instead of the diesel trams. The cost of one tram is approximately \$180,000. Also looking into grants available for private universities.
- PSX bottleneck – will be bringing booth back with Left and Right lanes.
- May have reserve parking spots be Monday-Friday from 7 a.m. to 5 p.m.
- Trams go to Union Station throughout the day.
- Purchasing electric vehicles for campus use.

Tom opened it up for questions/comments/concerns.

- MTA holders do not receive parking passes because they receive a substantial discount.
- Park & Ride: Problem - spaces are limited, may not always have a parking space available to use the MTA, and will need a parking pass. Tom reported to contact him with individual concerns.
- Website – need to make more user-friendly. Tom asked for suggestions to be sent to him. Inform Tom of anything that needs to be updated (e.g., links).
- Is there other parking available other than PSD for HSC permit holders? Tom will look into that.
- DASH stops working at 6:30.
- Pumps failing at gas station – looking for another vendor. Pumps not weatherized.

New Business:

Lorna Tureaud reported that Fred Dear, Associate Registrar in Academic Records & Registrar, will be retiring in June.

Next Meeting: The next Staff Assembly meeting will take place Thursday, May 5th, 9-10:30 a.m., most likely in SOS. Michelle Jones will e-mail the location.

Adjournment of the March Staff Assembly: A motion to adjourn was made by Lorna Tureaud, and seconded by Rita Gonzales. Without objection, the meeting was adjourned at 10:45 a.m.

Minutes submitted by: Jackie Mardrossian