

**USC Staff Assembly
General Assembly Meeting Minutes
April 2, 2009
ZNI 112**

Present: Teri Adams, Josie Amescua, Evelyn Alva, Steve Arbuckle, Linda Bazilian, Tim Boston, Robert Boyd, Cynthia Brass, Allison Bryant, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Ingrid DeCook, Helen Dosta, Lisa Escobar, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, John Kennedy, Tracy Kerr, Alan Kita, Rachel Levy, Phyllis Lemons, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Kathy Neal, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Bryan Ortiz, Lillian Rivera, Mary Trujillo, Lydia Vazquez, Denise Wiegel, Carol Williams, Amy Yung, Ronald Zuletta.

Absent: Deborah Aguilar, Teri Aparicio, Anthony Bailey, Cathy Ballard, Sonya Black-Williams, Rossana Cabrera, CharRita Cox-Beaman, Bob Cuthill, Torie Daves, Tessie Jamanila, Michelle Jones, Lisa Kofman, Si Nguyen, Janet Prince, Irma Quintana, Gloria Reyes, Jenny Sun, Rosie Tellez, Lorna Tureaud, Vicki Young

Call to Order:

The meeting was called to order at 9:05 am by President Lou Nieto. A quorum was present.

Staff Recognition Award

Jaimie Davis, Research Associate, Institute for Prevention Research, introduced the April Staff Monthly Recognition Award recipient, Maykami McClure, Project Manager, Institute for Prevention Research. Ms. Davis stated that Kami brought life/light to the department because of her personality and work ethic. Kami thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

President Lou Nieto presented Kami with a plaque on behalf of President Sample and the Staff Assembly and Wade Thompson-Harper, President of Staff Club presented a check on behalf of the Staff Club for \$150.00.

Approval of March 5, 2009 General Assembly Minutes

On a motion by Tim Boston and seconded by Tracy Kerr, the minutes of March 5, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported for that USC has finalized the purchase of two hospitals.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that her office has been very busy processing the paperwork for the new hospital employees. There are still some employees who have not turned in their paperwork for health benefits. Ms. Bregand also reported on the new COBRA law and how her office has to go back to September 1, 2008 for all employees who left USC involuntarily and offer them COBRA coverage again even if they initially denied COBRA. Her office must also recalculate those who have COBRA under the new pay-out percentages and give them credit for their coverage. The harassment training is coming back beginning in April. The university is once again applying for the “Great Colleges” designation. The tax tables are being updated by April 1, 2009 to follow a federal mandate.

President’s Report– Lou Nieto

No report was given this month.

Committee Reports:

Communications – Wendy Cook/ Naomi Martinez

Ms. Cook turned the Communication Committee monthly report over to Naomi Martinez. Ms. Martinez reported that the Communications Committee's last meeting was held on March 12, 2009 on UPC, hosted by Catherine Ballard. **E-Mail** – Debbie Aguilar checks the Staff Assembly email address on a daily basis and she continues to receive quite a bit of junk mail. This month she received a lot of emails with questions for the Transportation Committee which she will forward to Alan Kita.

Open Forum – Cathy Ballard and Deborah Aguilar

The Open Forum "Understanding Compensation Practices at USC and Beyond" from noon to 1:00pm received 20 to 30 RSVPS' for each session.

02/24/09 VKC room 101 - First session- we had a schedule conflict, the change did not carry over to the advertisements for the session. This resulted in a smaller attendance in the first class.

02/26/09 Norris Library - It was a great success. The attendance for HSC was high.

02/27/09 VKC room 101 – The 3rd session was also a success and had a very good turnout.

Rachel thought she would receive phone calls with difficult questions, however no one called, she said this is a "SHOCKER". We discussed holding further sessions for those we had to turn down with the RSVP. Rachel advised waiting for the fall for her next session so that there would be more interest.

The committee also discussed whether or not to do an April's Open Forum on "Hiring Freeze & Recession". The committee is planning on waiting to see the latest hiring freeze and salary increase news and see how staff assembly feels. The Communications Committee has found a new vendor to print and distribute newsletter. Suellen Martensson gave us a quote from the new vendor. This paper is going to be twelve pages. Rita will start working on obtaining history regarding Staff Assembly. Rita does not have a picture of the Executive committee, however, does have photos of the Staff Assembly, each individual committee and of the last recipient, John Ostrowski to place in the newsletter and on the web site. She is going to attempt to get a picture at one of the next Executive committee meetings. The Communication Committee is going to conduct a peer review. The next committee meeting will be held on April 9, 2009 UGB 210

Compensation and Benefits –Lisa Escobar- Chair

Ms. Escobar reported that the Compensation and Benefits Committee met on March 13, 2009. Regarding an E-mail inquiry from staff employee, Lisa Escobar indicated that she had spoken to Lisa Macchia about this staff's inquiry/problem with physical therapy visits. Lisa Macchia said that she would respond to the staff person directly with a copy to Lisa Escobar explaining the reasons that USC is just a user of the system and does not administrate the process.

Sick day accrual proposal - The Committee was presented a draft of a letter to Sharon Haymond regarding the presentation of research materials on sick leave maximum accruals. Suggestions and comments will be incorporated into a second draft of the letter and will be sent to the Committee for review. Ms. Escobar stated that Awilda Bregand from the benefits office will attend the next Committee meeting . The next Committee meeting is April 10, 2009.

Environment – George-Ann Cleary

Ms. Cleary reported that the Environment Committee met on March 11, 2009.

Ms. Cleary reported that the committee confirmed 26 vendors to participate in the Environmental Fair this year. Ms. Black-Williams sent out an e-mail (and reviewed it during the meeting) regarding the amount of vendors and asked Janis McEldowney if it would be a problems for her department to handle the amount of tables and chairs needed for the vendors. Ms. Black-Williams stated at the meeting that

the lunches and parking will probably be the committee's largest expense for the fair. Lunches will cost \$6.75 per person. Now that the committee has finalized their head count, the total amount of lunches on the vendor side, the committee will confirm how many persons from Staff Assembly will be volunteering. The sign-up sheet will be distributed at the next General Staff Assembly meeting on Thursday, April 2, 2009, at the Health Sciences Campus. The next committee meeting will be March 25, 2009.

Rights and Responsibilities – Tracy Kerr - Chair

Ms. Kerr reported that the Rights and Responsibilities committee met on March 11, 2009. The committee continued their discussion about the Blackboard System and copyright infringement. Bill Givens is going to contact the Faculty representative about the Blackboard System. The committee is also going to split up into teams to review the university's reference policy and then contact peer institutions about their policy concerning employment references. The next committee meeting will be April 8, 2009 at the Health Science Campus.

Rules and Elections – Linda Bazilian - Chair

Ms. Bazilian reported that the Rules and Election Committee had a virtual meeting in March to select the April Staff Recognition award, Maykami McClure.

Transportation – Alan Kita- Chair

Mr. Kita reported that the Transportation committee met March 12, 2009. The committee discussed issues concerning the morning trams to and from Union Station, Bicycle Parking, parking passes for MTA bus riders, the verbiage on parking citations regarding payment. The committee selected a new Vice-Chair, John Kennedy. The next committee meeting will be April 9, 2009 on the Health Science Campus

Guest Speakers: Kathy White, Senior Accounting & Financial Manager for Center for Stem Cell and Regenerative Medicine and Doug Hardaway, Facilities Manager for ZNI

The guest speakers were introduced by Vice President Rita Gonzales.

Ms. White discussed the Center for Stem Cell and the four main areas of research they are concentrating on. Ms. White also briefly discussed the main Principal Investigators and their area of expertise.

Mr. Hardaway discussed the new Eli and Edythe Broad Center for Regenerative Medicine and Stem Cell Research at USC that is being constructed next to the ZNI building. Mr. Hardaway discussed that the project is currently on schedule for completion in 2010. The new building and ZNI will be connected by a bridge on floors 2 – 5 and also in the basement via a tunnel.

New Business: No new business

Next Meeting:

Thursday, May 7, 2009 from 9:00am-10:30 a.m. Location: THH 210 – University Park Campus.

Adjournment:

A motion to adjourn was made by John Kennedy, and was seconded by Georgina Nuttall. The meeting adjourned at 10:25 a.m.

Minutes submitted by Lou Nieto.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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