

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, April 7, 2011
ZNI 112 – Health Science Campus –
(Please silence all cell phones/pagers)

Present: Laura Aguilar, Vivian Alegria, Evelyn Alva, Rachel Baeza, Linda Bazilian, Paul Biddlecomb, Amanda Boerneke, Robert Boyd, Desiree Brown, Allison Bryant, Carmen Carillo, Olabisi Carr, Amy Cienfuegos, Cynthia Clayton, Robert Cuthill, Ingrid DeCook, Paul Flores, Rita Gonzales, Shannon Hinojosa, Jennifer Hong, Tony Hong, Teresita Jamanila, John Johnson, Tracy Kerr, Alan Kita, Christine Lavoie, Naomi Martinez, Ellen Miyasaki, Monica Morita, Si Nguyen, Joyce Perez, Gloria Reyes, Yolanda Rios, Linda Sturm, Mary Trujillo, Lorna Tureaud, Margaret Turner, Gretchen Villaluz-Picazo, Jeanne Weiss, Susan Wiedem, Victoria Young, John Zivi

Absent: Monique Abeyta, Teri Adams, Steve Adcook, Noel Aguilar, Nicole Aguirre, Shirley Beard-King, Frida Canono, Carolina Castillo, Lisa Gallegos, Syreeta Greene, Michelle Jones, Dawn Kita, Rachel Levy, Rick Scott, Wade Thompson-Harper, Sharon Wallace, Amy Yung, Marisela Zuniga

Call to Order:

The meeting was called to order at 9:01 am by President Linda Bazilian. A quorum was present.

Staff Monthly Recognition Award

Dr. Fred Weissman, Associate Dean for Academic & Clinical Affairs for the School of Pharmacy, introduced April's Staff Monthly Recognition Award recipient, Katherine Horgan, Student Program Advisor. Dr. Weissman has had the pleasure of working with Kathie for the past fifteen years, and said that she does so much for the School of Pharmacy, whether it is for students, faculty or staff. Kathie said that she was honored and thanked the assembly; she also said a heartfelt thanks to her family, friends and coworkers.

President Linda Bazilian presented Kathie with a plaque on behalf of President Nikias and the Staff Assembly. Staff Club President Evelyn Alva presented a check for \$150.00 to Kathie on behalf of the Staff Club.

Approval of March 3, 2011 General Assembly Minutes

On a motion by John Zivi and seconded by Tracy Kerr, the General Assembly minutes of March 3, 2011 were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

Janis McEldowney was not present so no report was given.

Personnel Council Report – Awilda Bregand

Awilda Bregand reported that the Personnel Council met this month. Per Sharon Haymond, organ and bone marrow donors will now be able to take a leave of absence utilizing the new California Organ and Bone Marrow Donor leave. Union negotiations with nurses of the university's hospitals are still going on. According to Roberto Blane, the management training sessions for hospital management continues to go extremely well. Awilda also reported that less than 1% of staff and faculty have not completed the sexual harassment prevention training. Also, Breakfast with the Provost was a success. Per Karen Mitsuchi in Fringe Benefits Accounting, the new severance policy is going very smoothly. Awilda will be sending an email reminder to all home department coordinators to be sure to give all new-hires their packets before they go to orientation so they will be prepared during the new-hire orientation. Per Debbie Fabanish, the IRS is still auditing the retirement plans as well payroll, among other things. The Benefits Office is ready to roll out the new Transitions sessions at UPC and HSC. They've had such an overwhelming response that they be adding an additional session; they are also planning to do a College Prep Program for staff who have children between the ages of 12 and 17. This program would instruct parents on what they should be doing to prepare their kids for college, whether they go to USC or another institution.

President's Report – Linda Bazilian

Linda Bazilian reported that she and Michelle Jones attended the EBAC meeting in March, and, in order to cut 5 to 6 million dollars from the fringe benefits pool, the EBAC is recommending the following changes to staff benefits:

Health Benefits

- Increase the monthly premium rate by 3% for all tiers of health insurance.
- Remove the employee plus spouse rate for health benefits, and just have the employee rate and employee plus family rate.
- Change the vision plan vendors from VSP to IMED.
- USC Network will have a flat dollar co-pay rate of \$10 per office visit for children.
- The out-of-pocket maximum for USC Network will increase from \$1000 to \$1500, and Anthem Blue Cross will increase from \$2500 to \$3000.
- The specialty drug maximum co-pay rate will increase from \$100 to \$200 per prescription.

Tuition Assistance Program

- A staff member will have to be employed at least 90 % for one year before they can use tuition assistance.
- Eliminate the unit requirement and change it to one degree per person, either bachelor's or master's.

- The age limit for a child of a staff member to use tuition assistance will be twenty-six years old.
- Employees who have fifteen years of service will no longer be vested in the Tuition Assistance Program.

Linda also reported that employees who currently have their fifteen years of service will be grandfathered in, and she suggested that these employees get their fifteen years of service letter from the Benefits Office. These are just recommendations and there are no guarantees that these changes will occur, but there definitely will be changes, and these were the least painful. These changes will not take effect until January 1, 2012.

Lastly, Linda reminded the assembly that the Festival of Books will take place at the UPC campus from April 30 to May 1, 2011.

Committee Reports

Communications – Naomi Martinez – Chair

Naomi Martinez reported that the Assembled Voice will be out by this Friday. The Staff Assembly website has been updated, and the committee is currently working on updating the Staff Assembly Facebook site.

Compensation and Benefits – Margaret Turner

Margaret Turner was going to speak for chairwoman Michelle Jones, but since everything in compensation and benefits in regards to the EBAC meeting was covered in Linda's President's Report, no report was given.

Environment – Linda Sturm – Chair

Linda Sturm announced that the Environment Fair is coming up on April 20, 2011. The vendors are set up and she will pass out a sign up sheet for volunteers to help out during the fair. Also, Linda reported that per Jane Singleton they will not be able to have an Environment Fair at HSC this year, but they will be able to work something out for next year.

Rights and Responsibilities – Olabisi Carr – Chair

Olabisi Carr reported that the Rights and Responsibilities Committee got feedback from Candy Borland and that she is working on something for the staff portal based on information she got from the previous committee. Once they hear back from her with a clearer vision of what the staff portal should be, they will move ahead to get the staff portal on the USC website.

Rules and Elections – Lorna Tureaud – Chair

Lorna Tureaud reported that the committee met after the general assembly meeting last month. They do not yet have a Staff Monthly Recognition Award recipient for May, but are hoping to have one soon. Lorna also reported that attendance issues were discussed at the last executive board meeting and a couple of members will need to be replaced; she also reminded the chairs to let her know about attendance issues at the committee meetings. Their next meeting will be an email meeting.

Transportation – Jeanne Weiss

Jeanne Weiss spoke on behalf of co-chairwomen Lisa Gallegos and Vickie Young. Jeanne reported that the Transportation Committee was looking into the gas prices of the USC gas station and comparing them with other gas stations, as the USC prices are usually higher. They were also looking into having traffic notifications on the USC main website so that it will be easier for staff to be aware of any traffic problems in the USC area. It was brought to the committee's attention that the USC trams are leaving early and that greatly affects a commuter's time schedule if they happen to miss a bus. There was also an inquiry in regards to if there will be tram service at the Festival of Books this month, and if emails can be sent out a month in advanced in regards to special events happening on or around the USC campus. The Transportation Committee is planning to meet with Jeff Shields, Associate Director of Operations in Transportation, at their next committee meeting and they will address these issues with him.

Guest Speaker – Dr. Peter Conti

Dr. Peter Conti, President of the Academic Senate, spoke to the assembly in regards to what the Academic Senate is currently doing. Representatives from the Academic Senate also attended the recent EBAC meeting and are also concerned with the changes that were recommended for staff and faculty benefits. The Academic Senate also meets once a month and they have a number of different committees. One such committee is the Research Committee, which is trying to get new guidelines passed for position papers in regards to who gets credit on these papers, as many people help the researcher gather facts and information for their papers. Dr. Conti noted that the Festival of Books will be a great opportunity for USC. He also discussed the beautification of the Health Science Campus and that their IT service was going to be updated. Staff and faculty are now given the opportunity to give feedback about Deans when they go up for review, and that this feedback is very beneficial to the provost. The Academic Senate is still moving forward on the smoke-free policy resolution that was passed by the senate and supported by Staff Assembly. Lastly, Dr. Conti talked about what a great opportunity the new Student Health Center will be for both campuses.

New Business:

No new business was given.

Next Meeting:

Thursday, May 5, 2011 from 9:00 a.m.-10:30 a.m. Location: TCC 227, UPC Campus.

Adjournment:

A motion to adjourn was made by Linda Sturm and was seconded by Paul Flores. The meeting adjourned at 10:31 a.m.

Minutes submitted by Robbie Boyd.

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