

**USC Staff Assembly  
General Assembly Meeting Minutes  
December 3, 2009  
Law School Room 7(Lower Level)– UPC Campus**

**Present:** Teri Adams, Noel Aguilar, Laura Aguilar, Vivian Alegria, Evelyn Alva, Teri Aparicio, Rachel Baeza, Linda Bazilian, Debbie Bernstein, Tim Boston, Robert Boyd, Amy Cienfuegos, Cynthia Clayton, Wendy Cook, Torie Daves , Allison Bryant, Lisa Escobar, Lisa Gallegos, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Michelle Jones, John Kennedy, Tracy Kerr, Alan Kita Lisa Kofman, Rachael Levy, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Monica Morita, Kathy Neal, Si Nguyen, Lou Nieto, Lois Nishimoto, Georgina Nuttall, John Peleuses, Gloria Reyes, Lillian Rivera, Mary Trujillo, Lydia Vazquez, Veronica Villa, Susan Wiedem, Victoria Young, John Zivi.

**Absent:** Darren Abbott, Deborah Aguilar, Josie Amescua, Sonya Black-Williams, Cynthia Brass, Delfina Candelaria, Carolina Castillo, Paul Flores, John H.Kennedy, Dawn Kita, Ardell Nolan, Lorna Tureaud, Margarita Turner, Denise Wiegel

**Call to Order:**

The meeting was called to order at 2:10 pm by President Lou Nieto. A quorum was present.

**Staff Monthly Recognition Award – November 2009**

John Carlos Rowe, Chair, American Studies & Ethnicity introduced the November Staff Monthly Recognition Award recipient, Kitty Lai – Program Assistant, American Studies & Ethnicity. According to Mr. Rowe, what makes Ms. Lai special is her commitment to her job and the excellence in her work. Ms. Lai thanked everyone who nominated her and the members of Staff Assembly for the award.

President Lou Nieto presented Kitty with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club President Evelyn Alva stated that a check will be delivered to Kitty on behalf of the Staff Club for \$150.00.

**Staff Monthly Recognition Award – December 2009**

Jean Rosenbluth, Director of Legal Writing & Advocacy and Clinical Professor of Law introduced the December Staff Monthly Recognition Award recipient, Michael Earnhart – Faculty Assistant, Gould School of Law. According to Ms. Rosenbluth, what makes Mr. Earnhart special is his job commitment and quality of work within the department. Mr. Earnhart thanked everyone who nominated him and the members of Staff Assembly for the award.

President Lou Nieto presented Michael with a plaque on behalf of President Sample, and the Staff Assembly. Staff Club President Evelyn Alva stated that a check will be delivered to Michael on behalf of the Staff Club for \$150.00.

**Approval of November 5, 2009 General Assembly Minutes**

On a motion by John Kennedy and seconded by Robbie Boyd, the minutes of November 5, 2009, meeting of the Staff Assembly were approved with corrections.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Ms. McEldowney reported that Winter Recess Policy has been implemented. When the policy was initiated, it was focused on the academic side of the university and the policy didn't take into account the people who had to work 24/7 or the people who do not work Monday through Friday.

If your department closes over those four days, nothing will change. However, if you have to work (departmental sanctioned) over the four days, you will be given the four days (as hours for time keeping) as vacation days, to be used at another time.

### **Personnel Council Report – Awilda Bregand**

Ms. Awilda Bregand reported that the Personnel Council did meet this month on 12/2/2009. The Center for Work and Family Life has a new service. The Stress Reduction Lab is working with biofeedback technology to reduce stress for staff and faculty members. John Gaspari, Director of the Center for Work and Family Life also reported that the Center also held a Threat Assessment meeting. This meeting was to teach the different university departments how to deal with possible threats by employees and outside sources, so that everyone knows how to write procedure and policy regarding this issue. So, that the departments are more proactive instead of just reactive when it comes to dealing with a threat assessment. Ms. Bregand also reported that the supplemental disability rates are not rising for 2010-2011.

### **Committee Reports**

#### **Communications – Wendy Cook- Chair**

Ms. Cook thanked her outstanding committee members for all their hard work this past year. The Communications Committee is responsible for publishing the quarterly newsletter the *Assembled Voice*. The Committee published two issues of the newsletter in the last year. The Committee also monitors the Staff Assembly's email address and makes sure that any messages received there are forwarded to the proper committee to be answered. The Committee also organizes the Open Forum speaker sessions. The past year, the following Open Forums took place: "Comp 101" – given by Rachel Levy, "What's in it for Me: USC Benefits" given by Awilda Bregand and "Surviving in White Water: Thriving in Uncertain Times" given by John Gaspari, Director of the Center for Work and Family Life. In February 2010, the committee hopes to have an Open Forum on the topic of "What is Staff Assembly?" The Communications Committee members also update and maintain the Staff Assembly's website, as well as being the Assembly's photographer and historian. In the future, the Committee hopes to host a "Breakfast with the President" event for Staff Assembly members and staff of the university. The Committee is working on establishing a Staff Assembly fan page on Facebook and a peer review survey to see how other institutions communicate with their staff members. The Committee would like to thank President Lou Nieto for his outstanding leadership this past year.

#### **Environment – Robbie Boyd**

The Environment Committee is responsible for putting on two fairs during the year. The first fair is the Environment Fair which occurs in the Spring. The second fair is the Campus Safety Awareness Fair which occurs in the Fall.

#### **Compensation and Benefits –Lisa Escobar- Chair**

The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The past two years the Compensation and Benefits Committee has worked really hard on its sick leave proposal. Unfortunately, due to the economic situation of the university and the staff hiring freeze it may not be the best time to request more accrual days. It was recommended that the research conducted by the committee should not be lost but shared with the administration.

Ms. Escobar thanked all the members of her committee for their hard work and dedication throughout the year.

### **Rules and Elections – Linda Bazilian - Chair**

Ms. Bazilian reported that the Rules and Election Committee is responsible for the Staff Assembly membership. The Committee handles the nominations and the elections to the assembly. The Committee monitors the attendance at the meetings, replaces members during the term if needed, selects the monthly recognition award recipients, and handles the nomination and election process. This past year, the committee was responsible for modifying the Staff Assembly's Standard Operating Procedures to reflect the university's acquisition of the hospitals. Ms. Bazilian thanked all the members of her committee for their hard work and dedication throughout the year.

### **Rights and Responsibilities – Tracy Kerr- Chair**

Ms. Kerr reported that the Rights and Responsibilities committee reviews the Supervisors Manual as well as the Policies and Procedures Manual to see how it relates to the staff members. Sometimes the committee is very busy and other times it is very quiet. This year the Committee worked on the university's policy for reference letters and how this policy pertains to social networking site such as Linked-In hopefully, next year's committee will continue with this issue. Ms. Kerr thanked all the members of her committee for their hard work and dedication throughout the year.

### **Transportation – Alan Kita- Chair**

The Committee deals with any transportation issue on campus such as crosswalks, stop signs, tram schedules, van pools, etc. One of the most interesting things we get to do on the Transportation Committee is go to the CRB sessions. The Transportation Committee gets lots of questions throughout the year from staff members. Mr. Kita thanked all the members of his committee for their hard work and dedication throughout the year.

### **President's Remarks – Lou Nieto**

President Nieto thanked the members of the Executive Board for their hard work and dedication throughout the year. Most especially Rita Gonzales, Vice President of Staff Assembly. The Staff Assembly Executive Board will be meeting with the Presidential Search Committee on December 16, 2009 so that the Search Committee can get the Assembly's input on what the committee should be looking for in a candidate.

### **Vice President's Remarks – Rita Gonzales**

Ms. Gonzales thanked the members of the Executive Board for their hard work and dedication throughout the year. When she was first elected Vice-President, she thought all she had to do was show up and look cute. The duties of Vice-President actually include booking the monthly meeting rooms, booking the monthly speakers as well as ordering the food for the monthly meetings.

### **Nominations and Election of the 2009-2010 Executive Board**

#### **President – Linda Bazilian**

Three assembly members were nominated for the Position of President – Tim Boston, Linda Bazilian and Vicki Young.  
Linda Bazilian was elected by ballot vote.

#### **Vice President – Evelyn Alva**

Assembly members were nominated for the Position of Vice President - Evelyn Alva  
Evelyn was elected by ballot vote.

**Secretary** – Victoria Young  
Vicki was elected by acclamation.

**Parliamentarian** –Robbie Boyd  
Robbie Boyd was elected by acclamation.

**New Business:** No new business

**Next Meeting:**

Thursday, January 7, 2010 from 9:00am-10:30a.m. Location: LAW 7 at the UPC .

**Adjournment:**

A motion to adjourn was made by Alan Kita and was seconded by John Kennedy. The meeting adjourned at 3:20 p.m.

Minutes submitted by Victoria Young.

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

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