

## **USC Staff Assembly General Assembly Meeting Minutes**

**Date:** February 3, 2005

**Location:** SOS B44

**Present:** Deborah Aguilar, Evelyn Alva, Josie Amescua, David Amescua, Teri Aparicio, Delfina Candelaria, Olabisi Carr, Wendy Cook, Lory Council, Bob Cuthill, Paul Flores, Neil Flowers, Ofelia Galvan, Rita Gonzales, Shannon Hinojosa, Michelle Jones, Dawn Kita, Lisa Kofman, Linda Lewis, Ellen Miyasaki, Lois Nishimoto, Ardell Nolan, Georgina Nuttall, Irene Ortiz, Joyce Perez, Lillian Rivera, Sena Schlessinger, Chris Schweska, Christopher Stephan, Wade Thompson-Harper, James Vasquez, Carolyn Ward, Denise Wiegel, Amy Yung

**Absent:** Noemi Adalin, Suzanne Alcantara, Kay Allen, Octavio Avila, Corliss Bennett, Myrna Cisneros, Trudy Exler, Beverly Franco, Barry Grubs, Shirley Johnson, Ruth Johnson-Scott, Ricky Lovely, Judy Mar, Jackie Mardirossian, Paul McCabe, Bill Ortiz, Fatima Perez, Veronica Pete, Marty Ruggles, Lori Suarez, Wyman Thomas, Lorna Tureaud, Sharon Wallace, Pamela Wallace, John Wolcott

**Call to order:** President Michelle Jones called the meeting to order at 9:07 a.m. with a quorum present.

**Approval of the January 13, 2005 General Assembly minutes:** On a motion by Christopher Stephan and second by Carolyn Ward, the minutes of the January Staff Assembly minutes were approved without any corrections.

**Staff Monthly Recognition Award:** the recipient of the February Staff Monthly Recognition Award was Donald Ludwig, Director of Student Affairs, Recreational Sports, Lyon Center, introduced by Laurie White, Associate Vice President of Student Affairs. Laurie stated Donald has been a Trojan for the past 32 years, she thought of many adjectives to describe Donald, humble, honest, ethical, compassionate, positive, wonderful sense of humor, dedicated, loves USC, loves the students with whom he works, is a wonderful colleague, and wonderful representation of the University of Southern California, and a true Trojan Family. Laurie thanked the Staff Assembly for honoring Donald with the Staff Monthly Recognition Award and recognizing his work here at USC.

President Michelle Jones presented Donald Ludwig with a plaque from the Staff, Faculty, and Students at USC. Denise Wiegel presented Donald with a check for \$100 from the Staff Club.

Donald thanked the Assembly for the award, he said that he is an adopted Trojan, graduated from Long Beach State University and this was his first job. Donald stated that USC is a unique place to work and that he appreciated the award.

**Associate Sr. Vice President for Administration, Janis McEldowney:** January 18<sup>th</sup> the President signed the new Faculty Handbook. The Handbook is now posted on the web site, not rewritten, but reformatted, organizationally structured, mostly clarifying definitions. Time keeping – Janis invited the Compensation and Benefits Committee to attend their next meeting concerning time keeping. This is still in the planning process, with a new start date of August 1, 2005. With the new start date, this will even out the pay without a dramatic impact on

employees. The response from the Departments is very positive. This will help with those who input BDS. Communications to employees will go out in the next two to three weeks, there will be a help desk setup to answer questions. Questions still pending are: when does the employee actually begin work? or when the employee steps into the doorway of their office? or when the employee turns on their computer? or when the employee actually does something that is work related? These are some of the issues that still need to be resolved.

**Personnel Council, Awilda Bregand:** paper format of the W-2s were mailed to the employees' home two weeks ago. Employees can also download their W-2s from e-Tracs.

One more reason to begin the bi-weekly schedule for the employees in August is because of the deduction of benefits. July would have one bi-weekly pay period, benefits are paid one month in advance, only one-half of August benefits would be paid. July will be paid monthly, beginning August, the bi-weekly pay schedule will begin with the deductions for benefits to pay for September.

PPA Accounts – those who had a carry forward on their debit cards from last year, there was a slight administrative glitch in the system with getting the information to Conexis. This has now been corrected.

#### **President's Report – Michelle Jones**

Dissemination of information – make sure the correct information is disseminated, you are representing the Assembly when disseminating information. Dissemination of the approved monthly minutes would be preferable.

Attendance – Section 5 in the Standard Operating Procedures states, “Members are expected to attend all general meetings and all appropriate committee meetings.” “Members who appear to fall below a reasonable level of participation in Assembly activities (approximately 75%) shall be contacted regarding continued service.” “Members who are released from the Assembly for non-participation will not be eligible to be re-elected to the Staff Assembly for the next two election cycles.”

Quorum – sign in and make sure you wear your badges at the General Assembly meetings. A quorum is necessary in order to approve the minutes and to vote for any resolutions presented. We want to make sure we are counting members and not assembly guests.

#### **Committee Reports:**

##### **Communications – Rita Gonzales**

The first Communications Committee meeting was held January 26. Rita thanked the past Communications Committee members for all the hard work that was done with the committee. Articles from all committee chairs for the Assembled Voice are due February 28. Sena and Amy are in charge of gathering the articles and reports for the next Assembled Voice. Next Assembled Voice is due out in April. Lisa and Chris are working on the web page. The next meeting will be Thursday Feb 10<sup>th</sup>, noon to 1 p.m., JEF 110.

##### **Compensation and Benefits – Evelyn Alva**

The first Compensation and Benefits Committee meeting was held January 27, all members were present. The committee will pick up where the previous committee left off, examination of retirement for staff. They will also gather information concerning the University converting all

employees to the bi-weekly system. By acclamation, Bob Cuthill was elected vice chair of the committee, Pamela Wallace was elected secretary. Their next meeting will be February 10, noon to 1p.m., VKC 329.

### **Environment – Joyce Perez**

The first Environment Committee meeting was held January 14, more than half the committee members were present. The committee members are excited about the upcoming Environment Fair to be held on April 13 HSC and April 20 UPC. They have begun preparations for the events. Two student organizations, EcoSC and Environment First, will be working with the committee to help organize the fair. The two student organizations will have a wide range of events the week of April 18 to be held on UPC, various workshops and booths will be setup with environmental information. Earth Day t-shirts can be ordered with a slight increase in price, to help alleviate some of the costs. T-shirt orders are due February 23, forward the order to Octavio Avila, mc 0151. A sign-up sheet to volunteer for the fair will be circulated. It was proposed that a budget be established to assist with the Environment Fair. Their next meeting will be February 9, 9:30-10:30, GFS 330.

### **Rules and Elections – Carolyn Ward**

The first Rules and Elections Committee meeting was held January 18. Most of the committee meetings will be held on the second Tuesdays of each month, ADM 353. The committee is working on filling the one open spot in the Assembly, due to a resignation, this should be filled within the next few weeks. Staff Monthly Recognition nomination forms were handed out, nominate a fellow staff member who you feel has gone above and beyond their everyday duties and deserves this award. The revised Standard Operating Procedures were also handed out. The committee is researching the possibility of an electronic election for the next election series. Carolyn has spoken with a senior developer in Student Affairs to help develop the electronic ballot, access will be by your user name. Paper ballots will be available to those who do not have computer access. Their next meeting will be February 8 in Bunker Hill.

### **Transportation – Wade Thompson-Harper**

The first Transportation Committee meeting was held January 18, STU 413. The committee will have four committee meetings on the HSC, PSC 701. Corliss Bennett was elected vice chair, Lory Council will be the secretary for the committee. Wade thanked the Assembly for e-mailing their concerns/questions, instead of firing questions at him that cannot be answered at that time. He was able to answer a few concerns. PSX - blocking off of several parking spaces in the morning hours, Tom Kenna replied, Town and Gown and the Ladies Auxiliary has events that required the necessary parking spaces. Transportation Services will try to notify everyone of these events on the message boards located at the entrances onto campus. Those who have requested the transfer of parking from their present parking space to the new parking structure on the corner of Exposition and Figueroa will be granted depending on the locale of their offices. Priority will go to the Law School, Business School, Town and Gown, and the Registrar's Office. If you have requested the transfer, you will be notified by the end of the month. Wade spoke with Andre Gaines of the Citation/Appeals Board, to see how the Transportation Committee can assist them. The Citation/Appeals Board reviews parking appeals, bicycle citations, ticketing, and other parking violations. There was a question raised from the last Staff Assembly meeting concerning those who takes the bus to work, why they are not allowed to have the same benefit as those who carpool, vanpool, take the metro link, why are they not allowed the three parking pass per month if they must drive to campus. Wade spoke with Tom to see if this can't be worked out for those individuals. The parking structure that was built on the HSC was built in a dangerously odd location. Individuals are crossing in the middle of the

street to get to their offices. It was recommended that a crosswalk be installed to avoid this dangerous situation. Their next meeting will be February 10, noon to 1 p.m., HSC. Wade will attend the next Environment meeting to see how the Transportation Committee can assist with the Environment Fair.

**Rights and Responsibilities – Ruth Scott-Johnson, reporting, Michelle Jones**

The first Rights and Responsibilities meeting was held January 19, LAW 106. The committee reviewed the Staff Assembly fact sheet. They will revise the fact sheet to delete the statement of the use of the Supervisor's Manual, which is no longer in use. Their next meeting will be February 15, noon to 1 p.m., LAW Room 12.

**Guest Speaker for February - Denise Wiegel, President of Staff Club**, introduced by Lois Nishimoto. Denise thanked the Assembly for volunteering their time to such a vital organization at USC. She emphasized the importance of communication and getting the word out about both the Staff Club and Staff Assembly. Denise explained that Staff Club is the support group for Staff Assembly. Staff Club is funded by an endowment established in 1977, they are 500 members strong. Staff Club is about the enrichment of staff, Staff Club awards five \$1,000 scholarships to graduate students. Staff Club has similar by laws to Staff Assembly. They have a web site that you can visit, [staffclub.usc.edu](http://staffclub.usc.edu).

**Additional questions for the Transportation Committee – Wade Thompson-Harper**

The question of a three day pass for those who take the bus was raised again. Tom Kenna's reply was, the three day pass is available to those who take the Metrolink, commuter express, vanpool, or carpool. This benefit is not available to MTA bus riders, because they do run continuously and are the least expensive. Wade has requested Tom Kenna to be a guest speaker at an Assembly meeting.

**Next Meeting:** The next Staff Assembly meeting will take place Thursday, March 3, 9-10:30 a.m., SOS B44.

**Adjournment of the February Staff Assembly:** A motion to adjourn was made by Rita Gonzales, seconded by Wade Thompson-Harper. Without objection, the meeting was adjourned at 10:25 a.m.

**Minutes submitted by:** Lois Nishimoto