

**USC Staff Assembly
General Assembly Meeting Minutes
July 8, 2010
LAW-103 – University Park Campus**

Present: Noel Aguilar, Evelyn Alva, Vivian Alegria, Rachael Baeza, Linda Bazilian, Shirley Beard-King, Debbie Bernstein, Paul Biddlecomb, Robert Boyd, Allison Bryant, Amy Cienfuegos, Wendy Cook, Gloria Gamboa, Lisa Escobar, Rita Gonzales, Shannon Hinojosa, Tracy Kerr, John P. Kennedy, Alan Kita, Naomi Martinez, Ellen Miyasaki, Si Nguyen, Georgina Nuttall, Margarita Turner, Lillian Rivera, Gloria Reyes, Linda Sturm, Lydia Vazquez, Mary Trujillo, Vicki Young, John Zivi.

Absent: Teri Adams, Laura Aguilar, Tim Boston, Cynthia Brass, Fanny Cisneros, Cynthia Clayton, Torie Daves, Paul Flores, Lisa Gallegos, Bill Givens, Michael Goay, Erika Hernandez, Teresita Jamanila, John H. Kennedy, Dawn Kita, Rachel Levy, Yolanda Mora, Monica Morita, Kathleen Neal, Lou Nieto, Lois Nishimoto, Rachel Levy, John Peleuses, Veronica Villa, Gretchen Villaiuz-Picazo, Susan Wiedem, Denise Wiegel.

Call to Order:

President Linda Bazilian called the meeting to order at 9:03am. A quorum was present.

Staff Monthly Recognition Award

The July Staff Monthly Recognition Award recipient Christine Frymire, Assistant Director, Hamovitch Research Center School of Social Work. Three of Ms. Frymire's staff introduced her. According to the staff members, Ms. Frymire is a fearless leader and mentor. Ms. Frymire was honored to receive the award and thanked everyone who nominated her and the members of Staff Assembly for the award.

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

Approval of May 6, 2010 General Assembly Minutes

On a motion by John P. Kennedy and seconded by Debbie Bernstein, the minutes of May 6, 2010 meeting of the Staff Assembly were approved.

Approval of June 3, 2010 General Assembly Minutes

On a motion by Margaret Turner and seconded by Vivian Alegria, the minutes of June 3, 2010 meeting of the Staff Assembly were approved.

Associate Senior Vice President for Administration Report – Janis McEldowney

Ms. McEldowney reported that the hiring Freeze is no longer in effect but, the protocols that were established during the freeze still are in effect. August 3, 2010 is the first day of the new presidency.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that the letters describing the support staff retirement benefits were sent out recently. If you did not receive a letter, please contact the benefits office. Meetings describing the university's retirement options start this week. The Transitions meetings begin next week July 15, these meetings include deans and faculty members not as retirees but, as an informational session so, they are better prepared to handle questions about the program.

President's Report – Linda Bazilian

Ms. Bazilian reported that a new service is being offered at the university. A Farmer's Consortium where people may order fresh fruits and vegetables from the surrounding local farms and pick up the produce once a week at the JEP house on the UPC campus or from various pick up areas outside of campus. Please try this exciting service.

Committee Reports

Communications – Wendy Cook

Ms. Cook reported that the articles for the next issue of the *Assembled Voice* are due on July 12, 2010. John Peleuses is on leave from the university/Staff assembly. Ms. Cook thanked Vicki Young for compiling the scrapbook for President Sample. Thank you to all of the wonderful committee members for their dedication and hard work.

Compensation and Benefits – Alison Bryant

Ms. Bryant reported that the committee has sent out the Communications Survey to all the staff members of the university. Thus far 712 responses have been received. The next committee meeting is July 14, 2010 on the HSC campus.

Environment – Alan Kita-Chair

The next committee meeting will take place next week. The Safety Fair will take place September 15, 2010 on the UPC campus. The committee is still in the process of setting a date for the HSC campus.

Rights and Responsibilities – Tracy Kerr

Ms. Kerr reported that the committee is completing their research on how to better use key word searches and alternative ways to find information on the USC website. The next committee meeting is directly after this meeting. The new front page of the university website will be unveiled on August 3, 2010. The entire redesign of the website will be completed by January.

Rules & Elections— Lisa Escobar

Please promote the Staff Monthly Recognition Award, as we need more nominees. Please remember to sign the attendance sheet today for the General Assembly meeting. There are three new Staff Assembly members. The next committee meeting will be directly after this meeting.

Transportation Committee—John Kennedy

Mr. Kennedy reported that there is an issue with the PS2 parking structure. A person cannot enter the parking structure through a side door without a university ID. This does not make sense since the PS2 parking structure services the hotel and the neighboring eating establishments. Three free monthly parking passes for Metro pass holders – is not going as planned and what the committee needs to do is get some language to Janis McEldowney to request this benefit.

At the CRB, the new citation language so, that people may pay their fine on the day the fine is due without the fine being doubled is a hot topic of much debate. Our next Committee meeting will take place today at the UGB building on the UPC campus.

Guest Speaker: Tour of the Ronald Tutor Student Center

Instead of a guest speaker for this month, members of the Staff Assembly took a guided tour of the new Ronald Tutor Student Center.

New Business: None

Next Meeting:

Thursday, August 5, 2010 from 9:00am-10:30 a.m. Location: LAW 103.

Adjournment:

A motion to adjourn was made by Robbie Boyd and was seconded by Teresita Jamanila. The meeting adjourned at 9:50 a.m.

Minutes submitted by Victoria Young.

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