

**USC Staff Assembly
General Assembly Meeting Minutes
May 7, 2009
THH 210**

Present: Teri Adams, Evelyn Alva, Steve Arbuckle, Teri Aparicio, Linda Bazilian, Sonya Black-Williams, Tim Boston, Robert Boyd, Rossana Cabrera, Wendy Cook, Torie Daves, Ingrid DeCook, Dianne Flores, Bill Givens, Rita Gonzales, Shannon Hinojosa, Michelle Jones, Lisa Kofman, Alan Kita, Rachel Levy, Phyllis Lemons, , Ellen Miyasaki, Lou Nieto, Lois Nishimoto, Georgina Nuttall, Ardel Noland, Si Nguyen, Lillian Rivera, Gloria Reyes , Mary Trujillo, Lorna Tureaud, Denise Wiegel , Vicki Young.

Absent: Josie Amescua, Deborah Aguilar, Anthony Bailey, Cathy Ballard Cynthia Brass, Allison Bryant, Delfina Candelaria, George-Ann Cleary, CharRita Cox-Beaman, Bob Cuthill, Renee Cypert-Soto, Helen Dosta, Lisa Escobar, Gloria Gamboa, Tessie Jamanila, John Kennedy, Tracy Kerr, Naomi Martinez, Yolanda Mora, Kathy Neal, Bryan Ortiz, Janet Prince, Irma Quintana, , Rosie Tellez, Lydia Vazquez, Carol Williams, Amy Yung, Ronald Zuletta.

Call to Order:

The meeting was called to order at 9:04 am by President Lou Nieto. A quorum was present.

Staff Recognition Award

David Haugland, Vice Provost for Faculty Affairs and Mollie MacDonald, Executive Director, University Payroll and Services Director introduced the April Staff Monthly Recognition Award recipient, Susan Reyes, Human Resources Manager, College of Letters Arts and Sciences. During her tenure at the university, Ms. Reyes has drawn 988,760 paychecks. In honor of her award, Ms. Reyes was serenaded by her co-workers. Susan thanked everyone who nominated her, the Staff Club and everyone on the Staff Assembly for the honor.

President Lou Nieto presented Susan with a plaque on behalf of President Sample, and the Staff Assembly. President Lou Nieto also presented to Ms. Reyes with a check on behalf of the Staff Club for \$150.00.

Approval of April 2, 2009 General Assembly Minutes

On a motion by Bill Givens and seconded by Tim Boston, the minutes of April 2, 2009, meeting of the Staff Assembly were approved with corrections.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report given this month.

Personnel Council Report – Awilda Bregand

Ms. Bregand reported that an electronic/webinar version for the new employee orientation sessions is being developed so, that new employees may watch the orientation on the web at their own pace, instead of taking time out of their work day to come to an orientation session. This technology may also be used for the mandatory supervisor training. Ms. Bregand stated that the Great College Survey has been sent out to be completed once again and 38% of the survey participants have responded thus far. 60% to 70% of the university employees who are required to take harassment training have done so. The deadline to complete the harassment training is 5/8/2009.

President’s Report– Lou Nieto

No report was given this month.

Committee Reports:

Communications – Wendy Cook/ Torie Daves

Ms. Cook turned the Communication Committee monthly report over to Tori Daves. Ms. Daves reported that the Communications Committee's last meeting was held on April 9, 2009 on UPC, Lou Nieto and Michelle Jones were special guests. **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.

Open Forum – Cathy Ballard and Deborah Aguilar

The committee is currently discussing and considering an open forum presentation after May 15th (commencement) on "Wellness & Change" to be held at the Cinema School. It also was agreed that the open forum regarding retirement should be after the fall semester begins.

At the end the committee meeting it was decided to do a survey to ask the USC Staff what type of Open Forums they might be interested in and what the best available times for staff are. Rachel Levy agreed to assist Cathy and Debbie in future Open Forums and the upcoming survey.

Assembled Voice/Newsletter – Naomi and Torie

The Assembled Voice Newsletter (A.V.) was printed. It is currently at Mailing Services. Our last printing vendor took care of everything. Purchasing Services put out the bid for this year's new printing vendor we are currently using. The new vendor gave us an inaccurate quote and wanted to pull out of the winning bid at the last minute. Suellen Martensson from purchasing asked the vendor to keep quote as it won the bid. The following problems followed: we received proofs with only two pages in color vs. four pages (they corrected that), the final printed material arrived at Mailing Services with no staff addresses. The response from the vendor is that they do not do addresses for USC. However, after reviewing their quote they picked up the A.V.'s and had the addresses printed and returned them 2 days later. All these situations have delayed us one week. The next committee meeting will be held on May 19, 2009 POA

Compensation and Benefits –Tim Boston- Vice Chair

Mr. Boston reported that the Compensation and Benefits Committee met on April 10, 2009. Special guest at the meeting was Awilda Bregand, from the Benefits Office. Ms. Bregand answered many questions and concerns about compensation about benefits from the committee. The discussion included new hospital staff, sick and vacation time, and exempt staff time accrual record keeping. The next Committee meeting is May 8, 2009.

Environment – Sonya Black -Williams

Ms. Black-Williams reported that the Environment Fair was a great success! Every one of the committee members was awarded the Sustainability Stewards Award for all of their hard work at the Environment Fair. One student, who was a vendor at the fair, sold 10 of her environmentally friendly motorized bikes. The next committee meeting is tentatively scheduled for May 13, 2009.

Rights and Responsibilities – Bill Givens – Vice Chair

Mr. Givens reported that the Rights and Responsibilities committee met on April 8, 2009. The committee continued their discussion about the Blackboard System and copyright infringement. The committee is also in the process of reviewing the university's letter of reference policy and contacting peer institutions about their policy concerning giving employment references. The next committee meeting is scheduled for May 13, 2009.

Rules and Elections – Linda Bazilian - Chair

Ms. Bazilian reported that the Rules and Election Committee had a virtual meeting in April to select the May Staff Recognition award, recipient using the www.doodle.com website.

Transportation – Alan Kita- Chair

Mr. Kita reported that the Transportation committee continued their discussions regarding the morning trams to and from Union Station, Bicycle Parking, and parking passes for MTA bus riders.

Guest Speaker: Kim Simon, Program Director, USC Shoah Foundation Institute

The guest speaker was introduced by Vice President Rita Gonzales.

Ms. Simon discussed how the USC Shoah Foundation Institute came into existence. The Institute was founded by Steven Spielberg.

The mission of the USC Shoah Foundation Institute for Visual History and Education is to overcome prejudice, intolerance and bigotry-and the suffering they cause-through the educational use of its visual history testimonies. The Shoah Foundation Visual History Archive contains nearly 52,000 videotaped interviews with witnesses to the Holocaust that were conducted in 56 countries and in 32 languages over the period 1994-2005. The c. 2,600 interviews which were gathered in Los Angeles relate to the experiences of Jewish Holocaust survivors who came to the city during and after World War II.

Ms. Simon presented a 10 minute movie that poignantly described the Institute's founding and mission. The USC Shoah Foundation Institute website is <http://www.usc.edu/schools/college/vhi/>

New Business: No new business

Next Meeting:

Thursday, June 4, 2009 from 9:00am-10:30 a.m. Location: Law 103 – University Park Campus.

Adjournment:

A motion to adjourn was made by Lorna Tureaud, and was seconded by Sonya Black -Williams. The meeting adjourned at 10:29 a.m.

Minutes submitted by Victoria Young.

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

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