

**USC Staff Assembly  
General Assembly Meeting Minutes  
November 4, 2010  
Tutor Campus Center Forum (Room 450) – University Park Campus.**

**Present:** Teri Adams, Noel Aguilar, Laura Aguilar, Paul Biddlecomb, Cynthia Brass, Fanny Cisneros, Evelyn Alva, Rachel Baeza, Linda Bazilian, Robert Boyd, Allison Bryant, Carolina Castillo, Cynthia Clayton, Wendy Cook, Lisa Escobar, Gloria Gamboa, Bill Givens, Alan Kita, Rachel Levy, Rita Gonzales, Shannon Hinojosa, Tracy Kerr, Dawn Kita, Georgina Nuttall, Ellen Miyasaki, Kathleen Neal, Si Nguyen, Lou Nieto, Linda Sturm, Victoria Young, and John Zivi.

**Absent:** Vivian Alegria, Shirley Beard-King, Amy Cienfuegos, Torie Daves, Paul Flores, Lisa Gallegos, Michael Goay, Erika Hernandez, Teresita Jamanila, Naomi Martinez, Yolanda Mora, Monica Morita, Gloria Reyes, Lillian Rivera, Mary Trujillo, Margarita Turner, Lydia Vazquez, Gretchen Villaluz-Picazo, Susan Wiedem, and Veronica Villa.

**Call to Order:**

President Linda Bazilian called the meeting to order at 9:10 am. A quorum was present.

**Staff Monthly Recognition Award**

Dennis Deapen, Executive Director of Cancer Surveillance Department of Preventive Medicine introduced the November Staff Monthly Recognition Award recipient Sean Birch, Trainee. Mr. Deapen stated that Mr. Birch's love for his job led to his nomination for this award. Mr. Birch thanked his co-worker Dr. Miles Colburn and the members of Staff Assembly for the award.

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

**Approval of October 7, 2010 General Assembly Minutes**

On a motion by John Zivi and seconded by Allison Bryant, the minutes of October 7, 2010 meeting of the Staff Assembly were approved as corrected by Margaret Turner.

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

Ms. McEldowney reported that the updated severance policy has been approved and will be effective January 1, 2011. This policy will include one week of severance pay for each year of total service. The minimum for this benefit will be four weeks and there is no maximum. Staff members who have been laid off will also have continuing health care coverage during the severance period. Regarding the three monthly parking passes that are given to Metro Link riders being extended to Metro riders as well. This benefit is being reviewed. Presently, the Ride Share program is operating on a deficit and since this benefit comes out of the fringe benefit pool, Transportation Services is going to review the benefit and discuss the options with Todd Dickey in February.

**Personnel Council Report – Awilda Bregand**

Ms. Bregand reported that Open Enrollment would occur from November 1, 2010 to November 12, 2010 this year. The new provost is Elizabeth Garrett. Sexual Harassment training is gearing up. The university is also focusing on their affirmative action numbers. To make sure that it is capturing information on the disabled employees, veterans and disabled veteran employees and that the university is acknowledging them and reporting them properly to the government. On December 10, 2010, the university will be doing their annual disaster recovery test. They will be running payroll on UPC as well as Arizona to make sure that all back up procedures are working

properly. The electronic W-2 will be available on 1/4/2010. There is an enhancement this year to this process and everyone receiving an electronic W-2 must complete a minimum of a three-minute Risk Based Authentication process just to make sure that it is totally protected for security purposes. The university is participating in the AARP survey for "Best Places to Work If You Are Fifty or More."

#### **President's Report— Linda Bazilian**

The Good Neighbor's Campaign officially ended on October 31, 2010 but you can still contribute until the end of the year. The Campaign is a little behind in achieving their goal so whatever you can do, will be appreciated. The Inauguration was a wonderful event. President Obama also came and spoke on campus another great event. We have completed the nomination process for Staff Assembly. President Bazilian then asked each officer of the Staff Assembly to stand and give a brief description of what his or her office entails.

**President** - The President runs the General Staff Assembly meetings and the Executive Committee meetings. The President also sits on many different committees such as the Grant UNO Committee, the Employee Benefit Advisory Committee, the Work and Family Life Committee, and a new committee that is looking into faculty/staff housing. This committee is researching the housing situation around the UPC campus. These committees meet approximately 3-5 times a year.

**Vice President** – fills in for the President running meeting when the President is not available. The main responsibility of the Vice President is to secure meeting places for the Staff Assembly meetings, booking the guest speakers and ordering the food for the meetings.

**Executive Secretary** – Takes the minutes for the General Staff assembly meetings and the Executive Board Committee meetings. These minutes are then submitted to the Executive Board for approval and then sent to the General Assembly members.

**Parliamentarian** – Automatically a member of the Rules and Election Committee, the Parliamentarian also makes sure there is a quorum before the start of each meeting and makes sure that Roberts' Rules of Order are used and enforced as necessary at each meeting.

#### **Committee Reports**

##### **Communications – Wendy Cook**

We are working on the *Assembled Voice*. The articles were due November 1, 2010 and if you didn't get them in, you are late! Regarding email, I want to thank Rachel Levy for her help with it. We have had a lot of it due to all the RSVP for the Open Forum's and the President's Breakfast, from now on we are using eSVP! I would also like to thank Vicki Young and Sue Wiedem for their help with the Open Forum on the HSC campus and Laura Aguilar and Rachel and Allison Bryant for their help with the Open Forum on the UPC Campus. Due to the overwhelming response for the Open Forum session "USC Benefits-Do you know what you have?" given by Ms. Awilda Bregand we are going to hold two additional sessions next week on Thursday, November 11, 2010 at HSC in the MCA 149 lecture hall. The sessions are for two hours with the last hour for questions and answers. Attendee's may come and go as needed. The next Open Forum session at UPC is on Friday 11/12/2010 and it is at Grace Ford Salvatore Hall Room 106 and it will have a eSVP for it. The Open Forum session "USC Benefits-Do you know what you have?" will also be webcast and posted to the Benefits website sometime in the near future. I would also like to thank Rita Gonzales for all of her picture taking talents throughout the year. Thank you Laura Aguilar for updating Facebook and Twitter. The Breakfast with President Nikias event will occur on November 5, 2010 from 8:30 -10:00am in the Davidson Conference Center in the Vineyard room. Todd Dickey's office has graciously offered to pay for the entire

event. The next Communications Committee meeting will take place immediately following this meeting.

**Compensation and Benefits –Allison Bryant**

The committee is working on distributing the Staff Assembly Survey to facilities and working on a mini-survey that will clarify some of the points from the original survey. Ms. Bryant is in the process of meeting with a faculty member who is knowledgeable about survey creation to get pointers on how to proceed with the mini-survey.

**Environment – Alan Kita**

The next meeting will be after the President’s Breakfast and the committee will be discussing next year’s goals.

**Rights and Responsibilities –Tracy Kerr**

The committee does not have any updates but Ms. Kerr did thank her committee for all of their hard work this year. Ms. Kerr asked if the committee members could meet after General Assembly meeting today.

**Rules & Elections— Lisa Escobar**

The Staff Assembly electronic nomination process is due to close on October 28, 2010 at 5:00pm. The committee will be sending out the election ballot via email within a week.

**Transportation – Vicki Young**

The committees met on October 26, 2010. Jeff Shields and Lev Vanshelbaum from Transportation services were the committee’s special guests. The following topics were discussed:

- PS2 Parking allotment for structures, permit holders are finding difficulty finding parking in the early afternoon. What is structure allotment process?
- Dash coupon book subsidy? Changed from \$5 to \$21.
- Tram bench needed for tram stop by McClintock and 34<sup>th</sup> Street
- Lot U: reserved parking update and sink hole repair status.
- PS2: pedestrian doors continue to be lock-in particular on Monday.
- Annual Metro pass: need update on 3 day parking pass.
- Union Station tram drivers are running stop signs. USC staff is concerned that the lack of regard for the traffic signs will jeopardize our privileges at Union Station.
- FY 10-11 parking permit redesign is smaller and there have been several complaints that they are falling off the rear view mirror resulting in parking citations.

The Assembly watched the movie “Sean” about Sean Birch by Audrey Lewis King.

If you wish to view the movie: <http://vimeo.com/15373795>

**New Business:** None.

**Next Meeting:**

Thursday, December 2, 2010 from 1:30pm-5:00p.m. Location: Tutor Campus Center- Forum Room University Park Campus

**Adjournment:**

A motion to adjourn was made by Kathy Neal and was seconded by Linda Sturm. The meeting adjourned at 10:45 a.m.

Minutes submitted by Victoria Young.

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

