

**USC Staff Assembly  
General Assembly Meeting Minutes  
October 1, 2009  
ZNI 110 - Health Science Campus**

**Present:** Teri Adams, Evelyn Alva, Steve Arbuckle, Linda Bazilian, Tim Boston, Robert Boyd, Cynthia Brass, Allison Bryant, Dianne Flores, Gloria Gamboa, Bill Givens, Rita Gonzales, Shannon Hinojosa, Tessie Jamanila, Tracy Kerr, Alan Kita, Phyllis Lemons, Rachel Levy, Naomi Martinez, Ellen Miyasaki, Yolanda Mora, Kathleen Neal, Lou Nieto, Georgina Nuttall, Gloria Reyes, Lillian Rivera, Mary Trujillo, Lydia Vazquez, Victoria Young.

**Absent:** Deborah Aguilar, Josie Amescua, Teri Aparicio, Anthony Bailey, Shirley Beard-King, Sonya Black-Williams, Rossana Cabrera, Delfina Candelaria, George-Ann Cleary, Wendy Cook, Robert Cuthill, Renee Cypert-Soto, Tori Daves, Ingrid DeCook, Lisa Escobar, Michelle Jones, John Kennedy, Lisa Kofman, Si Nguyen, Lois Nishimoto, Ardell Nolan, Bryan Ortiz, Janet Prince, Irma Quintana, Rosie Tellez, Lorna Tureaud, Denise Wiegel, Carol Williams, Ronald Zuletta.

**Call to Order:**

President Lou Nieto called the meeting to order at 9:06 am.

**Staff Monthly Recognition Award**

Dr. Carolee J. Winstein, HD Professor, Division of Biokinesiology and Physical Therapy introduced the October Staff Monthly Recognition Award recipient, Jennifer Bandich, Director, Research Administration Division of Biokinesiology and Physical Therapy. According to Dr. Winstein, what makes Ms. Bandich special is her commitment to her job and the excellence in her work. Jennifer thanked everyone who nominated her and the members of Staff Assembly for the award.

President Lou Nieto presented Jennifer with a plaque on behalf of President Sample, and the Staff Assembly. Evelyn Alva of the Staff Club presented to Ms. Bandich a check on behalf of the Staff Club for \$150.00.

**Approval of September 10, 2009 General Assembly Minutes**

The minutes of September 10, 2009, meeting of the Staff Assembly were approved with corrections.

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

Ms. McEldowney reported that the University wanted to make sure all departments and schools are conducting annual performance reviews. Personnel Services will develop an instrument to provide all departments, which they can use for performance reviews. The committee acknowledged that there were inconsistencies among departments and schools in conducting annual performance reviews. The University is looking into lifting the hiring freeze in early 2010.

**Personnel Council Report – Awilda Bregand**

There is no Personnel Council Report for this month since the meeting will take place tomorrow, October 2, 2009. There will be three Open Forums in October.

Benefits Open Enrollment is going to begin on November 2, 2009 and end on November 20, 2009.

The UPC Benefits Fair will take place on November 4, 2009 and the HSC will take place on November 5, 2009.

Due to time constraints, the Benefits newsletter will only be 3 to 4 pages this year.

## **Committee Reports:**

### **Communications – Wendy Cook**

Ms. Cook reported that the next issue of the *Assembled Voice* will be published in the next couple weeks. There is an issue concerning the delivery of this issue and that is how to deliver the *Assembled Voice* to the non-union staff members at the hospitals without distributing the issue to the union member staff as well. The staff members at the hospitals do not have individual mailboxes so, the *Assembled Voice* issues will be delivered in batches to the individual departments and the departments will distribute the issues to the appropriate people.

Upcoming Open Forum events:

“What’s in it for Me: USC Benefits” will take place on October 27, 2009 at MCH 149 (12:00 pm - 1:30 pm) on the Health Science Campus and again on October 30, 2009 on the UPC Campus at Taper Hall (12:00 pm - 1:30 pm).

The Open Forum titled “Surviving in White Water: Thriving in Uncertain Times” will take place on November 10, 2009 at MCH 149 (12:00 pm - 1:30 pm) on the Health Science Campus and again on November 11, 2009 on the UPC Campus at HNB 100 (12:00 pm - 1:30 pm).

If any Staff Assembly member past or present has any pictures or stories about USC, history please contact Rita Gonzales (rgonzal@usc.edu).

The tours of the new student center were very successful. Another tour is being offered on October 14, 2009 at 3:00 pm. Please contact Cynthia Brass ([brass@usc.edu](mailto:brass@usc.edu)) to attend.

The next Communications Committee meeting will take place right after this meeting.

### **Compensation and Benefits –Tim Boston**

Mr. Boston reported that the Compensation and Benefits Committee met on September 11, 2009. The Committee discussed future topics that the committee may wish to research.

### **Environment – Robert Boyd**

The Safety Fair took place on the HSC campus on September 30, 2009 and on September 16, 2009 on the UPC campus and both events were very successful. There was training on how to use a fire extinguisher and survival kits were for sale.

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

No report was given.

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

The Committee met on September 16, 2009. The Committee will meet twice this month to work on the nomination process for next year’s Staff Assembly. The first meeting will be held to determine which members may run for reelection and which members need to be on hiatuses. An email describing the nomination process will be sent out within the next two weeks. Make sure you nominate yourself and your friends.

Regarding the Monthly Staff Recognition Award the nomination form will be in the next issue of the *Assembled Voice* as well as on the Staff Assembly website. (<http://www.usc.edu/org/staffassembly/>) Please encourage your friends and co-workers to nominate deserving members of the staff.

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

The Committee met on September 17, 2009. On September 23, 2009, Alan Kita and Ellen Miyasaki met at Union Station to observe the Union Station trams. Their observations included the following points: not all the trams had clear signage displayed to tell which direction the tram is going and that the tram riders do not use the crosswalk.

CRB is still occurring. Please remember that you do need to pay for your parking when you come to CRB from off-campus.

**President's Report:** The December meeting of Staff Assembly will take place from 2-5 pm on December 3, 2009. The meeting will be at the LAW building from 2-3pm followed by the reception at the University Club (upstairs). The reception will be from 3-5pm. A tour of the new student center is being offered on October 14, 2009 at 3:00 pm. Please contact Cynthia Brass ([brass@usc.edu](mailto:brass@usc.edu)) to attend.

**Guest Speaker: Lisa Macchia, Director, Health Plans, Office of Budget & Planning**

Vice President Rita Gonzales introduced the guest speaker.

Ms. Macchia is the Director of Health Plans. Ms. Macchia continued last month's presentation regarding the health insurance options that the university offers and how these health plans and the university are currently negotiating the new plan premiums. The Kaiser Health plan will change the most for the next year (2010-2011). The premium for Kaiser will increase by 8.3%. The office co-payment will be increasing from \$20.00 to \$25.00 for primary care physician and up to \$45.00 for a specialist. The co-payment for a mental health visit will be going down to \$25.00 from \$35.00. The prescription co-payment will stay the same but the amount of the prescription refill amount will be cut to a 1/3 of what it was so, if you received (90) pills for \$10.00, now you will receive (30) pills for \$10.00. The vision benefit is being eliminated. The eye exam will be covered but the eye glasses are not. For Pacific Care the office co-payment will be increasing from \$20.00 to \$25.00. The mental health outpatient visit will increase to \$25.00. CaliforniaCare there are no changes. USC Network as of now there are no changes.

**Next Meeting:**

Thursday, November 5, 2009 from 9:00am-10:30 a.m. Location: TBD–University Park Campus.

**Adjournment:**

A motion to adjourn was made by Linda Bazilian, and was seconded by Tim Boston. The meeting adjourned at 10:01 a.m.

Minutes submitted by Victoria Young.

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