

## USC Staff Assembly General Assembly Meeting Minutes

**Date:** September 8, 2005

**Location:** UPC, MHP 105

**Present:** Noemi Adalin, Deborah Aguilar, Evelyn Alva, Steven Barnhart, Delfina Candelaria, Olabisi Carr, Wendy Cook, Lory Council, Paul Flores, Beverly Franco, Ofelia Galvan, Rita Gonzales, Shannon Hinojosa, Ruth Johnson, Shirley Johnson, Michelle Jones, Lisa Kofman, Linda Lewis, Jackie Mardirossian, Ellen Miyasaki, Ardell Nolan, Georgina Nuttall, Joyce Perez, Veronica Pete, Marty Ruggles, Sena Schlessinger, Christopher Stephan, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, James Vasquez, Sharon Wallace, Pamela Wallace-Thompson, Carolyn Ward, Denise Wiegel, John Wolcott and Amy Yung

**Absent:** Kay Allen, David Amescua, Josie Amescua, Teri Aparicio, Octavio Avila, Corliss Bennett, Myrna Cisneros, Bob Cuthill, Trudy Exler, Barry Grubs, Stan Henderson, Dawn Kita, Rick Lovely, Judy Mar, Paul McCabe, Lois Nishimoto, Bill Ortiz, Irene Ortiz, Fatima Perez, Lillian Rivera, Chris Schweska, and Ruth Scott-Williams

**Call to Order:** President Michelle Jones called the meeting to order at 9:09 a.m.

**Staff Monthly Recognition Award:** The September 2005 Employee of the Month Recipient is Barbara Sussoev, Manager of Administrative Services for O & M Building & Grounds Administration in Facilities Management Services at UPC. Barbara was introduced by Henry Lacher, Director of Building & Grounds. Barbara has worked for the University for 21 years. Henry stated Barbara coordinates University Events such as Commencement and Homecoming, and is involved with the planning of the 125 celebration. Henry added that she keeps him on budget. Barbara was presented with a plaque by Michelle Jones and Denise Wiegel, President of the Staff Club, presented her with a check for \$100. Barbara thanked the University for being such a great place to be/work. She added that all of her children are graduates of USC. "Go Trojans." Barbara concluded, "This plaque will go up immediately." Henry added, "Since she has facilities to do it!"

**Approval of August 4, 2005 General Assembly Minutes:** With a quorum present, and with a motion by Marty Ruggles and a second by Lorna Tureaud, the minutes of the August Staff Assembly minutes were approved with corrections.

**Associate Sr. Vice President for Administration, Janis McEldowney:** Janis reported on some of the findings from the Benefits Survey. The survey had a 28% response rate, however showed that it was representative of the employees (i.e. no group was over or under represented). Janis will have the results distributed in approximately one week, and will be put on the website. In regards to the recognition programs, staff do not like events and prefer to have bonuses. The Staff Appreciation event this year will be in the spring, and will not be football. They are looking into basketball and giving a choice of games with four free tickets and discounts to accommodate all family members.

A question was raised regarding compensation – are increases merit-based or across the board. Janis replied that every school/department is given the same pool of 3%.

**Personnel Council Report, Awilda Bregand:** There will be an on-line process during open enrollment for health plans only via E-Trac. This will be announced in the Benefits Newsletter as well

as the Benefits website. Dental and vision plans will be phased in at a later time. It is recommended that all employees go onto E-Trac and check your e-mail address. A beneficiary field has been added to E-Trac and all employees should check for accurate information. However, beneficiary information can not be changed on-line.

**President's Report, Michelle Jones:** Michelle brought information on the Hurricane Katrina relief efforts through USC. Donations can be made at the following websites: [www.usc.edu/programs/katrina/donations.html](http://www.usc.edu/programs/katrina/donations.html); [www.usccreditunion.org/krf.html](http://www.usccreditunion.org/krf.html). The Faculty/Staff Counseling and Consultation Center can help either through individual or group meetings – please call 213-821-0800.

Michelle also reported that several people from the Staff Assembly's Executive Committee took a tour of the Galen Center with Carol Daugherty.

#### **Committee Reports:**

##### **Communications - Rita Gonzales**

The newsletter is not out yet. The committee is looking for volunteers for the Benefits Fair in October for both campuses. Their next meeting is September 15<sup>th</sup>, location TBD. All of those who are interested in attending can contact Rita.

##### **Compensation and Benefits - Evelyn Alva**

Michelle Jones attended their last meeting and gave background information on benefits after retirement, while Teri Aparicio explained the current retirement benefits. The committee will focus on supplements for medical and dental benefits after retirement. They will also contact the Ticket Office and inquire why USC is paying more than other organizations. Their next meeting is September 15<sup>th</sup> in VKC 329.

Awilda added there will be an insert in the upcoming Benefits Newsletter on retirement. She also reported the Benefits Fair is scheduled for October 19<sup>th</sup> on UPC at the VKC Plaza and October 20<sup>th</sup> on HSC in the Quad – both 9:30 a.m. to 2:00 p.m.

##### **Environment - Joyce Perez**

The Crime Prevention Expo will take place October 12<sup>th</sup> on HSC and October 19<sup>th</sup> on UPC. Joyce distributed a volunteer sign-up sheet. Assistance is particularly needed for set-up. Joyce also brought flyers on the Expo all to take back to their work areas for distribution. During their last meeting they discussed the (lack of a) pedestrian walkway for the Galen Center. They plan to work with the Transportation Committee for a resolution to have a walkway constructed. The committee's next meeting is September 14<sup>th</sup> from 9:30-10:30 a.m. in GFS 330, and then on October 6<sup>th</sup> at 10:30 immediately following the General Staff Assembly meeting.

##### **Rules and Elections - Carolyn Ward**

The committee met twice in August – on the 9<sup>th</sup> and 19<sup>th</sup>. The on-line voting system is moving along, and they have received a demonstration of the system. The committee will advertise the new system during the Benefits Fair. Their next meeting is September 13<sup>th</sup> at noon, in the Doheny Library, 2<sup>nd</sup> floor.

##### **Rights and Responsibilities - Ruth Scott-Williams**

Ruth was not present, and no report has been submitted.

**Transportation - Wade Thompson-Harper**

The committee met on August 11<sup>th</sup> and focused on their assignments for the Environment Fairs. Wade reported that he has only received one complaint – and he will bring information on that complaint to the next meeting. The committee’s next meeting is September 15<sup>th</sup>.

**Guest Speaker – Shawn Bruins, Executive Director of Pre-Paid Legal Services**

“Better to have the service and not need it, than to need the service and not have it.”

- Voluntary benefit
- 33 years in business, public company since 1976 (NYSE – PPD)
- Identity Theft Shield
  - America’s fastest growing crime
  - 27.3 million victims in the last 5 years; 9.9 million victims in 2002
  - \$55 billion in losses per year; \$12,500 average amount per incident
  - 163 days before the victim is aware

Company provides credit report, continuous credit monitoring, identity restoration.

Six areas of coverage:

- Preventative legal services
- Motor vehicle legal services
- Trial defense
- Federal tax audit legal services
- Other legal work

**New Business:** No new business was reported.

**Next Meeting:** Our next General Assembly Meeting will be **Thursday, October 6, 2005 – 9:00 a.m. - 10:30 p.m., on HSC.**, location TBA. Michelle will try to get an extra tram.

**Adjournment of the August Staff Assembly:** A motion to adjourn was made by Marty Ruggles and was seconded by Rita Gonzales. The meeting was adjourned at 10:36 a.m.

**Minutes submitted by:** Jackie Mardrossian