

## **USC Staff Assembly General Assembly Meeting Minutes**

**Date:** April 6, 2006

**Location:** HSC – PSC 104

**Present:** Noemi Adalin, Evelyn Alva, Steve Barnhart, Jane Bartlett, Denise Campbell, Wendy Cook, Ingrid DeCook, Lisa Gallegos, Rita Gonzales, Stan Henderson, Shannon Hinojosa, Ruth A. Johnson, Michelle Jones, Dawn Kita, BaShai Lagarde, Linda Lewis, Jackie Mardrossian, Ellen Miyasaki, Lois Nishimoto, Georgina Nuttall, Claudia Ortega, Bryan Ortiz, Joyce Perez, Veronica Pete, Gloria M. Reyes, Marty Ruggles, Chris Schweska, Rick Scott, Ruth Scott-Williams, Christopher Stephan, Lori Suarez, Rosemarie Tellez, Wyman Thomas, Wade Thompson-Harper, Mary Trujillo, and Amy Yung

**Absent:** Octavio Avila, Corliss Bennett, Delfina Candelaria, Bob Cuthill, Betty Davis, Paul Flores, Erika Jimenez, Shirley Johnson, Ardell Nolan, Irene Ortiz, Ana Serrano, James Vasquez, Melvin Walker, Pamela Wallace-Thompson, Carolyn Ward, Denise Wiegel, and Steve Wilson

**Call to Order:** With a quorum present, President Michelle Jones called the meeting to order at 9:10a.m.

**Approval of March 2, 2006, General Assembly Minutes:** On motion by Rick Scott and seconded by Jane Bartlett, the minutes of the March Staff Assembly meeting were approved.

**Staff Monthly Recognition Award:** The recipient of the April Staff Monthly Recognition Award is Pamela Dixon, Aid Coordination Specialist for the Office of Financial Aid. Pamela was introduced by Catherine Thomas, Associate Dean and Director of Financial Aid. Catherine thanked the Staff Assembly for having this award to recognize the people we work with. She continued by stating Pam has integrity, honesty and is always there for the people she works with and serves. President Michelle Jones presented Pamela with a plaque from the Staff, Faculty, and Students at USC. Linda Lewis presented her with a check for \$100 on behalf of the Staff Club. Linda added with all of Pam's demands she shows true professionalism.

**Associate Sr. Vice President for Administration, Janis McEldowney:** Ms. McEldowney had a meeting conflict and was unable to attend the Assembly meeting this month.

**Personnel Council Report, Awilda Bregand:** Ms. Bregand stated the Council is dealing with concerns as they come. She reported Professional Development and Benefits had always done the New Employee Orientation however Professional Development recently needed to add mandates so now the orientations are split. New employees are no longer provided a PowerPoint handout of the benefits. Instead they are given a Benefit booklet and they follow the presentation along with the booklet throughout the orientation. They have sixty days to select their benefits. Ms. Bregand also reported that March 31<sup>st</sup> was the last day to submit the PPA paperwork. An amended W2 will go out to those employees who did not submit receipts.

**President's Report, Michelle Jones:** Michelle thanked Rita Gonzales and the Communications Committee for their work on the *Assembled Voice*. She also thanked Joyce Perez and Denise Wiegel for being the Staff Assembly representatives on the review panel for the President's Staff Award. This year's recipient is Veronica Pete. Michelle has also attended the Employee Benefits Advisory Committee; however she will report on this at another time.

## **Committee Reports:**

**Environment - Joyce Perez:** Joyce modeled the new t-shirts, and thanked everyone for helping out with the Fair. She distributed the volunteer sign-up sheets as she reminded everyone of the Environment Fair is scheduled for April 19, 2006, on the University Park Campus. She also thanked the Transportation and Communications Committees for their assistance with the Fair's preparations. The committee spent their last meeting on March 10<sup>th</sup> preparing for the Fair. Their next meeting is scheduled for today, immediately following the General meeting.

**Compensation and Benefits - Evelyn Alva:** The committee met on March 14<sup>th</sup> to work on their main project – medical benefits for retirement. Evelyn reported that Bob Cuthill will run the next meeting on April 11<sup>th</sup>. Evelyn also alerted members to an event for a Wellness Program that will take place on April 19<sup>th</sup> from 8 am – 3 pm on UPC. Lastly, she reported that the Transition Seminar is taking place in DCC on April 17 & 18 and 26 & 27. April 7<sup>th</sup> is the deadline to enroll.

**Rules and Elections – Steven Barnhart:** Steve thanked Wade Thompson-Harper for turning in a nomination for the Staff Monthly Recognition Award, and encouraged others to do the same. Two recipients will receive the award next month – the March and May recipients. The next committee meeting will be on April 9<sup>th</sup> in KAM 308. Steve thanked Rick Scott for booking the room. The committee will review nominations and also look at attendance records to report to the Executive Board on April 20<sup>th</sup>.

**Communications - Rita Gonzales:** Rita stated the *Assembled Voice* was distributed to staff. She received a call on April 3<sup>rd</sup> from General Hospital stating they did not receive their newsletters. Rita thanked her committee for their hard work on getting out the newsletter. The committee is looking into publishing the *Assembled Voice* in color. Rita reported the Staff Assembly website has not been updated recently but hopes to have it updated by the end of April. Their next meeting is tentatively on April 12<sup>th</sup> in Alhambra.

**Rights and Responsibilities - Ruth Scott-Williams:** Ruth reported that the committee is looking at developing a contact/reference list for UPC and HSC – perhaps in the form of a bookmark. The committee also is looking at other universities to see if they offer a subsidy to their employees for Child Care programs. The committee will hold its next meeting on April 11<sup>th</sup> from 11:30 – 12:15 in LUC 200.

**Transportation - Wade Thompson-Harper:** The committee met on March 9<sup>th</sup> in JEF 124. They discussed tram problems from Union Station which Wade took the concerns to Transportation. Wade asked that all concerns be brought to his attention – for we are the eyes and ears for Transportation, and he stated he keeps all names confidential. Wade will work on rescheduling the new Transportation Director to attend a Staff Assembly meeting. Wade will forward names of people interested in sitting on the Citation Review Board to Transportation. He thanked Gloria Reyes for attending the last Citation Review Board meeting. The committee relayed the DASH concerns however DASH is part of MTA and USC has no power over it. He did report that discount coupons are available through Transportation for \$5, with a \$15 value. Their next committee meeting is April 13<sup>th</sup> in PSC 701. Andre Gaines is their guest speaker and lunch is provided.

**Guest Speaker:** Dr. Alexandra Levine, Professor of Hematology and Medical Director of USC/Norris Cancer Center on HSC was introduced by Lois Nishimoto. Dr. Levine discussed Auto Immune

Deficiency Syndrome (AIDS) and Human Immune Deficiency Virus (HIV) and the research/treatments at Norris. She stated if an employee is stuck with an infected needle, the employee immediately begins post exposure prophylaxis – Highly Active Retro Therapy (HART). She offered to return to a Staff Assembly meeting to continue her presentation and also spend time taking questions from the Assembly.

**Next Meeting:** Michelle announced that the next meeting will be held on Thursday, May 4, 2006 from 9 - 10:30 am in SSL 150 on UPC. .

**Adjournment:** Without objections on motion by Steve Barnhart seconded by Mary Trujillo, the Assembly meeting was adjourned at 10:35 a.m.

**Minutes submitted by:** Jackie Mardirossian