

## USC Staff Assembly General Assembly Meeting Minutes

**Date:** October 4, 2005

**Location:** HSC, CHP 101

**Present:** Noemi Adalin, Evelyn Alva, Teri Aparicio, Olabisi Carr, Wendy Cook, Bob Cuthill, Paul Flores, Beverly Franco, Ofelia Galvan, Ruth Johnson, Michelle Jones, Rick Lovely, Jackie Mardirossian, Lois Nishimoto, Georgina Nuttall, Joyce Perez, Lillian Rivera, Marty Ruggles, Chris Schweska, Christopher Stephan, Lori Suarez, Wyman Thomas, Wade Thompson-Harper, Lorna Tureaud, Carolyn Ward and John Wolcott

**Absent:** Deborah Aguilar, Kay Allen, David Amescua, Josie Amescua, Octavio Avila, Corliss Bennett, Delfina Candelaria, Myrna Cisneros, Lory Council, Trudy Exler, Rita Gonzales, Barry Grubs, Stan Henderson, Shannon Hinojosa, Shirley Johnson, Dawn Kita, Lisa Kofman, Linda Lewis, Judy Mar, Paul McCabe, Ellen Miyasaki, Ardell Nolan, Bill Ortiz, Irene Ortiz, Fatima Perez, Veronica Pete, Sena Schlessinger, Ruth Scott-Williams, James Vasquez, Pamela Wallace-Thompson, Denise Wiegel, and Amy Yung

**Call to Order:** President Michelle Jones called the meeting to order at 9:14 a.m.

**Approval of September 8, 2005 General Assembly Minutes:** There was not a quorum present; therefore approval of the September minutes is tabled until the next General meeting.

**Staff Monthly Recognition Award:** The September 2005 Employee of the Month Recipient is Angel Delk, Assistant Director of Financial Aid at HSC. Angel was introduced by Jennese Lin, Financial Aid Counselor. Jennese read a letter written by Linda Lewis who is on vacation. Linda wrote that she has worked with Angel for 16 years and Angel has put in countless hours of overtime without complaining. She has guided thousands of students through the financial aid process. Jennese added that Angel is altruistic, positive, courteous, and has helped Jennese excel with her own skills. Angel was presented with a plaque by Michelle Jones and Lois Nishimoto, Vice President, presented her with a check for \$100 on behalf of the Staff Club. Angel stated she is appreciative of the award and feels it is equivalent to receiving a Grammy. Employees from BKNS/PT, OS/OT, and the Keck School of Medicine were also present to see Angel receive her award.

**Personnel Council Report, Janis McEldowney** (for Awilda Bregand): Janis reported that changes to the medical and vision plans can only be done on-line through E-Trac during Open Enrollment. The Open Enrollment period is October 17 – November 23. The Benefits news publication will describe how to go through the process. The newsletter's insert will be dedicated to retirement, and will provide broad-based information. The Benefits Fair is October 19 on UPC and October 20 on HSC, from 9:30 am to 2 pm. The coverage on any changes made will begin on January 1, 2006. Flu shots will most likely not be offered this year.

**Associate Sr. Vice President for Administration, Janis McEldowney:** The Board of Trustees will be voting on 10/5 for a title change for the Senior Vice Presidents: Todd Dickey will be Senior Vice President of Administration and Dennis Daugherty will be Senior Vice President for Finance and CFO. The reporting structure remains the same. Once the title changes are approved by the Board, there will be reissuing of University policies reflecting the change.

**President's Report, Michelle Jones:** Michelle represented the Staff Assembly at Max Nikias' dinner. The Executive Committee will represent the Staff Assembly at the 125 Celebration at Bovard on October 6<sup>th</sup>. Michelle stated that she attends every function that she is invited to as President of the Staff Assembly.

A volunteer sheet for the Staff Assembly table at the Benefits Fairs is being distributed during this meeting. All members are encouraged to sign up and participate.

#### **Committee Reports:**

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

Rita is not present. Michelle reported the *Assembled Voice* has been distributed. Chris Stephan reported that there was a delay due to logistical problems in getting the newsletter out.

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

The committee met on September 21<sup>st</sup> and reviewed a memorandum on funding reserve. The committee decided to address this next year due to it being too time consuming to take on at this point of the year. Jim Haley from the Ticket Office will attend their next meeting to discuss Ticket pricing. Evelyn reported a new issue that she will address at the next meeting. Their next meeting will be on HSC, the date and location TBA.

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

Joyce distributed flyers for the Crime Prevention Expo that will take place October 12<sup>th</sup> on HSC and October 19<sup>th</sup> on UPC. The committee met on September 14<sup>th</sup> and discussed the organization of the event. More volunteers are needed for the Expo. Their next meeting is this morning, immediately following the General Assembly meeting.

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

The committee met on September 13<sup>th</sup> discussing the on-line voting system, and working out logistics. Carolyn thanked Janis McEldowney and her office for their responsiveness and support of the on-line voting system. On September 30<sup>th</sup>, the executive Committee logged on to the system for a trail run. The system's availability target date is mid-October to the first of November. The committee is looking into having an article printed in the Chronicle, as well as having information available at the Benefits Fair. The 250 employees who are not on e-mail will receive a paper ballot. Their next meeting is October 11<sup>th</sup> at noon, location TBA.

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

Ruth was not present. Michelle reported that she had met with Ruth; otherwise the committee has been inactive.

##### **Transportation - Wade Thompson-Harper**

Wade reported there are additional trams to Union Station. He has contacted Tom Kenna to have the schedules updated. Wade reminded everyone that when they see SUV's – or larger vehicles – over the lines in parking spaces to e-mail Wade and contact Transportation with the information. Transportation is looking at providing a handout to visitors on parking instructions. The committee and Transportation is also looking at Gate 2 and the turn lane that is causing problems on Figueroa and Exposition. The committee also began their assignments from the Environment Committee for the Environmental Fair. The two committees will have a joint meeting in November to work on the resolution on the Galen walkway. The committee's next meeting is October 13<sup>th</sup> at HSC in PSC 701 at noon.

**Guest Speaker – Captain Gloria Graham, Operations, Dept. of Public Safety – UPC**

Gloria was introduced by Wyman Thomas who stated Gloria became captain in July, and has assumed her new duties after serving as lieutenant over administration. Gloria discussed the department and findings of the University's Annual Security Report.

- DPS is not a police department, it is a public service. They have powers of arrest through a memorandum of understanding with the LAPD. They can not write municipal citations.
- Staffing consists of 220 FTEs – 80 armed public safety officers; 110 (unarmed) community service officers; communication officers; and Trojan student officers.
- Crime Reduction 2004: High Intensity Directive Enforcement (HIDE); targeted strategies for the high risk time periods; 33% reduction in crime with federal reporting guidelines; 26% reduction in crime in DPS response area.
- Crime Reduction 2005: Alcohol Enforcement Initiative; 80% YTD increase in crime (decrease in crimes against persons, increase in crimes against property); 19% YTD reduction on crime in DPS response area.
- Crime Alerts – information on robberies recently started coming over the e-mail system, however there has been an 11% decrease in robberies YTD.
- Each building has a facilities manager. This person is responsible for an emergency plan. DPS looks at high risk target areas during any emergency.

**New Business:** None reported.

**Next Meeting:** Our next General Assembly Meeting will be **Thursday, November 3, 2005 – 9:00 a.m. -10:30 p.m., at UPC in MHP 105.**

**Adjournment of the September General Staff Assembly:** A motion to adjourn was made by Wade Thompson-Harper and was seconded by Ofelia Galvan. The meeting was adjourned at 10:40 a.m.

**Minutes submitted by:** Jackie Mardirossian