

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, April 3, 2014**  
**McKibbon Hall (MCH) Room 156**

**Present:** Eliza Aceves, Lali Acuna, Melissa Aparicio, Melissa Azarcon, Linda Bakabak, Roxana Bellia, Susan Biddlecomb, Ellen Castillo, Rosa Cervantes, David Donovan, Frances Fitzgerald, Monique Franklin, Jane Gollayan-Valerio, Rita Gonzales, Teresita Jamanila, Michelle Jones, Tracy Kerr, Christina Nelson, Lou Nieto, Lois Nishimoto, Veronica Perez, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Rick Scott, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Sarah Watari, Jeanne Weiss, Allison Welsh, Susan Wiedem, Vicki Young, Amy Yung

**Absent:** Jennifer Alvarado, Tammy Anderson, Wendy Arima, Carmen Atkins, Debra Bernstein, Cynthia Brass, Desiree Brown, Delfina Candelaria, Shannon Carter, Ricky Craddock, Jennifer Gerson, Sandra Gonzalez, Dawn Kita, Markisha Lea, Graciela Medina, Kathleen Neal, Ingrid Popper, Lisa Rayburn-Parks, Diana Sabogal, Cynthia Schirmer, Valerie Sneed, Pamela Wallace

**Call to Order:**

The meeting was called to order at 9:03am by Vice President David Donovan.

**Staff Monthly Recognition Award:**

Mr. Matt Sandusky, MIS Manager with the Division of Biokinesiology and Physical Therapy in the Ostrow School of Dentistry introduced April's Staff Monthly Recognition Award recipient, Mr. David Donaldson, Computer Consultant II with the Division of Biokinesiology and Physical Therapy. Mr. Sandusky spoke kindly about David, describing him as the kind of individual anyone would want to work with, a reliable employee, and someone who values his work relationships. Mr. Donaldson expressed his gratitude towards his supervisor and colleagues.

Staff Assembly Vice President David Donovan presented David with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented Mr. Donaldson with a check from the Staff Club in the amount of \$150.00.

**Approval of General Assembly Minutes:**

No quorum was present.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney  
Personnel Council Report – Awilda Bregand**

Janis McEldowney was not present; Awilda Bregand reported on her behalf. Awilda reported that Workday is still being worked on. The USC Workday team is still working with those in the field to better help them understand how to process in Workday, and to ensure that these processes are flowing correctly. She also reported that Rachel Levy, Senior Compensation Analyst, stated at a meeting that shortly after the launch of Workday she dealt with over 400 compensation-related errors and that number is now down to 69. Awilda also reported that the team knew that with launching a new system a learning curve would exist, and they anticipated at least 6 months to a year before those using Workday would feel comfortable with the system.

Awilda also reported on the Personnel Council meeting. She reported that Janis McEldowney announced that Todd Dickey, Senior Vice President of Administration, sent out a University-wide

email announcing the realignment of the CAPS area. Both Recruitment and Workers Compensation has been moved to the HR component reporting to Janis. The Disability Office was also moved to HR in July 2013. Awilda reported that she will now be in charge of Workers Compensation.

Awilda also reported that Mary Campell from Recruiting and Talent Management spoke on the new Trojan Learn system. The team responsible for Trojan Learn is currently working on a management development program. This program is designed to work with managers to help them understand what is required of them as managers with regards to the University's rules and policies. The program consists of a 4-course training session and the 1<sup>st</sup> cohort has already started. David Donovan reported that he is part of the 1<sup>st</sup> cohort using Trojan Learn and encouraged others to start using Trojan Learn.

Awilda also reported that Jody Shipper from Equity and Diversity announced that department of OCR (civil rights) is coming to USC next week, and will be on campus for 2 weeks to interview groups of students of different areas to discuss whether or not they feel that USC has adequate policies to address sexual harassment, violence, and other areas that impact students.

Awilda also reported that Sharon Haymond, Executive Director for Human Resources Administration, mentioned that the USC Workday team is working with the field's end users to help give them a sense of comfort. Sharon Haymond's area is also currently working on expanding on the training component of Workday.

Awilda reported that Peter Fennema who is in charge of the Workday technical team, which is housed in Janis's area, stated that a new Workday update, Workday 22, is coming our way. Peter's team is currently evaluating how the update will affect every department (HR, payroll, benefits, etc.) in Workday. These departments created scripts of all possible transactions in Workday which are being tested by Peter and his team to see how Workday profiles and other areas may be affected.

#### **President's Report – Jennifer Gerson**

Jennifer Gerson was absent; Vice President David Donovan reported on her behalf. David reported that Staff Assembly is currently working on finalizing dates for Staff Appreciation week. The event will be held on both campuses the week after Commencement.

David reported that Jennifer had also scheduled a tour of the newly renovated Heritage Hall and Spring Football practice.

#### **Committee Reports**

##### **Communications – Eliza Aceves – Chair**

Eliza Aceves reported that the committee is pushing the publication of the Assembled Voice until after April 10<sup>th</sup> in order to include the President's Award for Staff Achievement recipient. Eliza also reported that there have been a few changes as far as membership goes in the Assembly, so there will be new pictures taken of the Staff Assembly members at the next general meeting.

##### **Compensation and Benefits – Rick Scott – Chair**

Rick Scott reported the committee met on Thursday March 27<sup>th</sup> and discussed different benefits packages across local employers. The committee is putting together a chart that will compare plans across the board for its meeting with Lisa Macchia. Awilda Bregand mentioned that there is a Provost approved list of peer institutions, which is very specific and clearly defined, that she will provide to the committee for its meeting with Lisa. Rick reported that the next committee meeting will take place at HSC in two weeks—location still to be determined.

**Environment – Rita Gonzales – Chair**

Rita Gonzales reported that the committee is still working on the Earth Day events, and is looking for volunteers for setting up, tearing down, etc. for the events at both campuses. She also reported that the committee will continue to address bike safety and other issues after the Earth Day events.

Rita reported that she had spoken to Landscaping with regards to the drought and sprinklers around USC. She reported that Landscaping confirmed that sprinklers are on timers, and are putting in drips in certain areas. Landscaping is also asking the public to report things such as a broken sprinkler, to ensure they remain in compliance.

Rita also reported that the issues with the pot holes around the HSC campus are being dealt with. The City of Los Angeles has been contacted and is aware of the potholes situation.

David Donovan also added to the report information on the construction at HSC—the building of a new hotel, student housing, and a parking structure.

**Rights and Responsibilities – Michelle Jones – Chair**

Michelle Jones reported that the committee is meeting next Tuesday at noon at GFS-329. The committee is still looking at aspirant universities regarding sick/vacation leave banks and pools, also known as Catastrophic Leave Bank programs. The committee is also looking into updating the Staff Handbook and putting the information in one location similar to the Faculty Handbook.

**Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs**

Jeanne Weiss reported that three members of Staff Assembly resigned, and that the committee is working on finding three new members. She also reported that the committee currently has 9 nominations for the monthly Staff Recognition award.

**Transportation – Lou Nieto – Chair**

Lou Nieto reported that the committee met on March 21<sup>st</sup>. Committee member Jane Gollayan-Valerio treated the committee to a lunch at McKays in order for the committee members to get to know one another better. The committee will get back to business during this month's meeting.

**Staff Assembly Guest Speakers**

Awilda Bregand presented the two directors of the CCLC child care centers at UPC and HSC. Awilda stated that both Paula Lamar, Director at CCLC-UPC, and Aileen Valino Camcam, Director at CCLC-HSC, gave a presentation to the Academic Senate which was very successful and decided that it should also be presented to the Staff Assembly.

Aileen stated that the mission of CCLC is to provide USC with a high quality education for the children of USC's faculty, staff, and students. CCLC is NAEYC accredited and both centers are currently at full capacity. Each of the centers are currently dealing with long, healthy waiting lists, making it a challenge to accommodate for child care at both campuses.

Paula stated that there are 267 children currently on the wait list at CCLC-UPC, with the highest demand being for the infant program. There are 15 families currently enrolled that are also expecting babies, so these families have priority to enrollment over those on the wait list.

The presentation included information about the family surveys conducted at both centers. CCLC received a great response rate from families. Both centers try to incorporate the Trojan Family culture, and have partnerships with student organizations, professors, departments, and schools on campus.

**Next Meeting:**

Thursday, May 1, 2014 from 9:00am-10:30 a.m. on UPC

**Adjournment:**

A motion to adjourn was made by Wade Harper-Thompson and seconded by Rick Scott.  
The meeting adjourned at 10:19a.m.

Minutes submitted by Cynthia Schirmer.

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Staff Assembly Twitter: @USC\_SA

Staff Assembly Facebook page: <https://www.facebook.com/uscstaffassembly>