

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, February 6, 2014
Ronald Tutor Campus Center (TCC) Room 227**

Present: Eliza Aceves, Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Wendy Arima, Melissa Azarcon, Linda Bakabak, Roxana Bellia, Debra Bernstein, Cynthia Brass, Desiree Brown, Delfina Candelaria, Shannon Carter, Ellen Castillo, Rosa Cervantes, Ricky Craddock, Leticia Delgado, David Donovan, Frances Fitzgerald, Jennifer Gerson, Rita Gonzales, Teresita Jamanila, Michelle Jones, Dawn Kita, Markisha Lea, Christina Nelson, Lou Nieto, Lois Nishimoto, Ingrid Popper, Lisa Rayburn-Parks, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Diana Sabogal, Cynthia Schirmer, Rick Scott, Valerie Sneed, Mary Trujillo, Sarah Watari, Jeanne Weiss, Allison Welsh, Susan Wiedem, Vicki Young, Amy Yung

Absent: Carmen Atkins, Catherine Ballard, Susan Biddlecomb, Joel Cusimano, Monique Franklin, Jane Gollayan-Valerio, Sandra Gonzalez, Tracy Kerr, Doris Lee, Rachel Levy, Graciela Medina, Kathleen Neal, Luis Ramirez, Wade Thompson-Harper, Lydia Vazquez, Pamela Wallace

Call to Order:

The meeting was called to order at 9:05am by President Jennifer Gerson.

Staff Monthly Recognition Award:

Lisa Gallegos, Executive Director for Administration and Finance with the Office of Government and Civic Engagement introduced February's Staff Monthly Recognition Award recipient, Ms. Maribel Lepe, Budget Business Technician for the Office of Government and Civic Engagement. Ms. Gallegos spoke kindly about Maribel, who started as a temporary employee for Ms. Gallegos in 2008. She is grateful for Ms. Lepe's assistance and hard work. She described Maribel as humble, reliable, and the right person to get the job done. Ms. Lepe was thankful to everyone who nominated her and could not believe she had been chosen for the award. She thanked Ms. Gallegos for being an inspiration.

Staff Assembly President Jennifer Gerson presented Maribel with a plaque on behalf of the Staff Assembly. Rita Gonzales, on behalf of Staff Club President Wade Thompson-Harper (who was not present), presented Ms. Lepe with a check from the Staff Club in the amount of \$150.00.

Approval of General Assembly Minutes:

On a motion by Vicki Young and seconded by Ricky Craddock, the minutes of the January 9, 2014 Staff Assembly General Meeting were approved as amended.

Associate Senior Vice President for Human Resources Report – Janis McEldowney

Janis McEldowney updated the Assembly on the current status of Workday. HR/Payroll continues to experience some minor issues with the processing of On-Demand payments. Everyone in HR/Payroll is pretty much swamped with Workday activities.

Personnel Council Report – Awilda Bregand

Awilda Bregand was not present; no report was given.

President's Report – Jennifer Gerson

Jennifer reminded the General Assembly of the USC President's Address to the Staff event on Thursday, February 13th, and asked everyone to please attend. She also reminded everyone that they could watch the President's Address via the webcast.

Jennifer also reminded the General Assembly about the next Staff Appreciation Event, the USC men's basketball game on February 16th at 5pm, which will offer special staff pricing of "buy one ticket and get one free." Jennifer also suggested Staff Assembly do something special for all of the 2013 Staff Monthly Recognition awardees, possibly treating each of the awardees and a guest to a USC game.

Committee Reports

Communications – Eliza Aceves – Chair

Eliza Aceves reported that the committee did not meet last month since she was busy taking pictures of the Executive Committee and General Assembly for the website. She also reported that the Assembled Voice will be published in April so the committee will be very busy in the months to come.

Compensation and Benefits – Rick Scott – Chair

Rick Scott reported that the committee is still working on figuring out when to have its monthly meetings, and have been discussing details via email. First order of business will be to discuss some of the issues with the implementation of Workday and some of the effects it's had on the University community.

Environment – Rita Gonzales – Chair

Rita Gonzales reported that the committee will be helping out with the next Earth Day fair, which will be held on April 22nd at UPC and April 24th at HSC. The committee will meet after the General Assembly meeting to further discuss potential vendors, etc. for the fair. Rita also reported that she had attended the Safe Communities meeting, a committee consisting of faculty, staff, and students who get together to discuss safety on campus and its surrounding areas. One of the topics discussed during the meeting was that of bike safety. Rita stated that she volunteered to serve on the committee on bicycles and bicycle safety.

Rights and Responsibilities – Michelle Jones – Chair

Michelle Jones reported that the committee will meet on the 2nd Tuesday of every month at noon. She also reported that the committee is continuing to work on the issue regarding USC's background screening procedures and the wording in USC's written policy, and that they have forwarded the matter to General Counsel for review. She also reported that a staff member contacted her regarding looking into the possibility of the transfer of sick leave between employees, and that the committee will look into it.

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

Jeanne Weiss reported that the committee has been and will continue to review nomination packets for Staff Monthly Recognition awards. Jeanne also reminded the General Assembly that nominations were needed.

Transportation – Lou Nieto – Chair

Lou Nieto reported that the committee had met briefly last month after the general assembly meeting, but also via email. Lou mentioned that one of the issues the committee was discussing was that of parking structures 1 and 2, and the bar code strip needed to operate the gate to open. David Donovan confirmed that though the bar codes will continue to work with the gate, the

manufacturer of the bar code is no longer supporting the technology. Hence, no more bar codes will be issued to open the gate. Instead, USC cards will be programmed as a key card to the gate for any new person parking at these structures. Lou also reported that the committee sat on the Citation Review Board, and reviewed 20+ citation appeals over the last month.

Old Business:

Jennifer Gerson brought up the matter of approving General Assembly minutes online. The Executive Committee came up with a potential timeline to approve minutes online:

- 1st Thursday of the month: General Assembly meeting
- 3rd Thursday of the month: Executive Committee reviews minutes
- Following Monday/Tuesday: minutes are emailed to the General Assembly for review, edits; given 1 week deadline to review and make changes, and submit either via Google Docs or DropBox
- 4th week of the month: Qualtrics (or other survey) is emailed to General Assembly to approve minutes

Tammy Anderson expressed her concern for only having 1-2 weeks to review, amend, and approve minutes; Shannon Carter stated that 1-2 weeks was still more time than currently allowed to review/approve minutes. A suggestion was made for the Executive Committee to draft a timeline of the minutes' approval process to present to the General Assembly during the next meeting.

New Business:

David Donovan introduced February's Staff Assembly speaker, Janis McEldowney. Janis McEldowney was invited to speak to the General Assembly about Workday and its implementation. Janis provided handouts on her PowerPoint presentation, which highlighted some of the main reasons USC chose to implement Workday as its HR/Payroll system of record. Janis also spoke of some of the advantages to using Workday for HR professionals, managers, and all employee types.

Next Meeting:

Thursday, March 13, 2014 from 9:00am-10:30 a.m. Location: Ronald Tutor Campus Center (TCC-450), University Park Campus.

Adjournment:

A motion to adjourn was made by Vicki Young and seconded by Debra Bernstein. The meeting adjourned at 10:30am.

Minutes submitted by Cynthia Schirmer.

Staff Assembly Website: <http://www.usc.edu/org/staffassembly/>

Staff Assembly E-mail Address: staff.assembly@usc.edu

Staff Assembly Twitter: @USC_SA

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