

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, January 9, 2014**  
**Ronald Tutor Campus Center (TCC) Room 227**

**Present:** Eliza Aceves, Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Wendy Arima, Carmen Atkins, Melissa Azarcon, Linda Bakabak, Roxana Bellia, Debra Bernstein, Susan Biddlecomb, Cynthia Brass, Desiree Brown, Delfina Candelaria, Shannon Carter, Ellen Castillo, Rosa Cervantes, Ricky Craddock, Joel Cusimano, David Donovan, Frances Fitzgerald, Jennifer Gerson, Jane Gollayan-Valerio, Rita Gonzales, Sandra Gonzalez, Michelle Jones, Tracy Kerr, Dawn Kita, Markisha Lea, Rachel Levy, Christina Nelson, Lou Nieto, Lois Nishimoto, Luis Ramirez, Lisa Rayburn-Parks, Irene Rodriguez, Rodney Rubio, Cynthia Schirmer, Rick Scott, Valerie Sneed, Mary Trujillo, Pamela Wallace, Sarah Watari, Jeanne Weiss, Allison Welsh, Susan Wiedem, Victoria Young, Amy Yung

**Absent:** Catherine Ballard, Monique Franklin, Teresita Jamanila, Doris Lee, Graciela Medina, Kathleen Neal, Ingrid Popper, Lillian Rivera, Diana Sabogal, Wade Thompson-Harper, Lydia Vazquez

**Call to Order:**

The meeting was called to order at 9:01am by President Jennifer Gerson.

**Welcome and Introduction of Members:**

All the members present introduced themselves (name, department, and years of service at USC) to the Assembly.

**Staff Monthly Recognition Award:**

Uvaldo Montano, Interim Director of Student Information Systems Development with the Information Technology Services (ITS) department introduced January's Staff Monthly Recognition Award recipient, Mr. Sheel Bhure, Programmer Analyst for Student Information Systems. Mr. Montano spoke kindly about Sheel, emphasizing on his dedication to the job and his reliability. Frank Chang, Associate Registrar with Academic Records, also gave his congratulations to Sheel, stating all of the IT systems Sheel is hands-on with. Laura Estrada, Registration/Scheduling Manager, also mentioned her gratitude towards Sheel and his willingness to assist at all times. Mr. Bhure gave his thanks and also acknowledged his colleagues at ITS.

Staff Assembly President Jennifer Gerson presented Sheel 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 Mr. Bhure with a check from the Staff Club in the amount of \$150.00.

**Approval of General Assembly Minutes:**

On a motion by Tammy Anderson and seconded by Lou Nieto, the minutes of the December 5, 2013 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 status of Workday, the University's new HR/Payroll system. The University has replaced its 30-year old payroll system with Workday, which went live on December 19<sup>th</sup>. A few hiccups have occurred along the way; however, Workday successfully ran two pay cycles—Hospital and University bi-weekly. Janis mentioned that minor issues should be expected in the next 2-6 months, but work is in progress to fix these issues. Some human errors and issues with integration have resulted in a few overpayments, and

hand-drawn checks (now known as ‘On-Demand’ checks) have been a struggle, but HR/Payroll is working on smoothing things over. Janis mentioned she is looking forward to the next payroll run in Workday (which is the monthly pay run).

### **Personnel Council Report – Awilda Bregand**

Awilda Bregand stated that the Council did not meet. However, she did report that USC recently received a Seal of Distinction Award, an award given to employers who demonstrate leadership in workplace strategies and practices. She mentioned that the University is investigating a Roth conversion/calculator program to be offered to its employees.

Awilda also mentioned several issues the Benefits Office is dealing with related to the implementation of Workday. The Benefits Office staff manually entered into Workday 18,817 transactions affecting employee benefits. Some of the issues that have surfaced with the integration of the new system are: retirees and former employees receiving health benefit cards from USC, disability payments not issuing, Verdugo Hills hospital employees receiving health cards in error, etc. The HR Service helplines have been fielding many of the phone calls received, and Benefits is correcting many of the mistakes.

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

Jennifer reported that the next Staff Appreciation Event, which is a USC men’s basketball game, will offer special staff pricing of “buy one ticket and get one free.” The special price is for the basketball games on January 26<sup>th</sup> at 2pm, and February 16<sup>th</sup> at 5pm.

Jennifer also informed all that for those staff members who have kids planning to attend USC, the Admissions Office is having its upcoming monthly sessions for those wishing to learn more about the admissions process. The next meetings are as follows:

- 1) UPC – January 16<sup>th</sup> at noon at the Ronald Tutor Campus Center (TCC), 2<sup>nd</sup> floor
- 2) HSC – February 20<sup>th</sup> at noon at the Hastings Auditorium
- 3) UPC – March 13<sup>th</sup> at noon at the Ronald Tutor Campus Center (TCC), 2<sup>nd</sup> floor
- 4) HSC – May 15<sup>th</sup> at noon at the Hastings Auditorium

Sessions spots available are on a first-come, first-served basis. Sessions are 90 minutes.

## **Committee Reports**

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

Eliza Aceves introduced the committee’s members and summarized its responsibilities. She mentioned that there were a few errors in the last Assembled Voice publication that needed to be corrected. The committee will send out a revised version of the Assembled Voice via email as well as post it on the Staff Assembly’s Facebook page. Eliza requested the assistance of the Assembly in collecting pictures of staff, staff events, etc. for the end of the year slideshow. She also mentioned that future meeting dates for the year are posted on the Assembly’s Facebook events site.

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

Rick Scott announced the committee’s members. He mentioned a few key issues (Workday implementation, etc.) that will be discussed throughout the course of the year.

### **Environment – Rita Gonzales – Chair**

Rita Gonzales introduced the committee’s members and summarized its responsibilities—safety issues and concerns, recycling, and trash, to name a few.

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

Michelle Jones announced the committee's members. She also emphasized that attending all committee meetings is important. Michelle mentioned that an issue regarding background screening procedures and the wording in USC's written policy regarding screenings had been brought to her attention, and would be the committee's first item on the year's agenda.

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

Irene Rodriguez and Jeanne Weiss announced the committee's members and summarized some of its responsibilities—selection of new members, elections, etc.

**Transportation – Lou Nieto – Chair**

Lou Nieto introduced the committee's members and summarized its responsibilities. Lou informed the committee that one of its responsibilities is to serve on the Citation Review Board. He also mentioned several transportation related issues: gate and street closures, as well as parking structure access during these closures.

**New Business:**

Jennifer Gerson requested the Assembly to review and approve the Assembly Bylaws. A motion to approve Assembly Bylaws was made by David Donovan and seconded by Pamela Wallace.

Jennifer suggested an amendment to the Standard Operating Procedures to include the online approval of minutes since approving during meetings takes time away from announcements, guest speakers, etc. She mentioned that changes made to minutes could be tracked, and once minutes are revised/amended, a Qualtrics survey can be sent out to Assembly members to approve the minutes, as amended. David Donovan spoke in support of amending the Standard Operating Procedures to include the online approval of minutes. Rick Scott suggested setting a timeline for the revision/amendment of minutes in order to give the Secretary ample time to revise minutes and send to Assembly members for online approval. A motion to approve amendment to the Standard Operating Procedures was made by Dawn Kita and seconded by Eliza Aceves.

Eliza Aceves reminded the Assembly of the photo shoot for the Executive Committee and committee members, to take photos of all members for the Staff Assembly website and the Assembled Voice.

Assembly members held a moment of silence in remembrance of fellow staff members Ellen Miyasaki and Dorothy Jackson. Both passed away recently.

**Next Meeting:**

Thursday, February 6, 2014 from 9:00am-10:30 a.m. Location: Ronald Tutor Campus Center (TCC-227), University Park Campus.

**Adjournment:**

A motion to adjourn was made by David Donovan and seconded by Rick Scott. The meeting adjourned at 10:24am.

Minutes submitted by Cynthia Schirmer.

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

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

Staff Assembly Twitter: @USC\_SA

Staff Assembly Facebook page: <https://www.facebook.com/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>