

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, June 5, 2014
Ronald Tutor Campus Center (TCC) Room 227**

Present: Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Linda Bakabak, Roxana Bellia, Susan Biddlecomb, Desiree Brown, Delfina Candelaria, Shannon Carter, Ellen Castillo, Rosa Cervantes, David Donovan, Frances Fitzgerald, Jennifer Gerson, Rita Gonzales, Teresita Jamanila, Michelle Jones, Tracy Kerr, Markisha Lea, Christina Nelson, Lou Nieto, Lois Nishimoto, Ingrid Popper, Luis Ramirez, Cynthia Schirmer, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Jeanne Weiss, Allison Welsh, Cris Wilkins, Vicky Young

Absent: Eliza Aceves, Wendy Arima, Carmen Atkins, Melissa Azarcon, Debra Bernstein, Cynthia Brass, Andy Chen, Ricky Craddock, Monique Franklin, Jane Gollayan-Valerio, Sandra Gonzalez, Dawn Kita, Graciela Medina, Veronica Perez, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Diana Sabogal, Rick Scott, Valerie Sneed, Pamela Wallace, Sarah Watari, Susan Wiedem, Amy Yung

Call to Order:

The meeting was called to order at 9:04 a.m. by President Jennifer Gerson.

Staff Monthly Recognition Award:

Mr. Russ Hoffman, Associate Director for the HSC Mechanical Trades with Facilities Management Services introduced June's Staff Monthly Recognition Award recipient, Mr. Loc Lam, HVAC Technician for Facilities Management Services. Mr. Hoffman spoke kindly about Loc, and thanked him for all of his hard work and willingness to help out. Ms. Barbara Lockley, Office Manager at the Zilkha Neurogenetic Institute also thanked Mr. Lam for all of his determination to resolve issues around the office. Mr. Lam expressed his gratitude for receiving the award.

Staff Assembly President Jennifer Gerson presented Loc with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented Mr. Lam with a check from the Staff Club in the amount of \$150.00.

Approval of May General Assembly Minutes:

On a motion by Wade Thompson-Harper and seconded by Susan Biddlecomb, the minutes for the May 1, 2014 Staff Assembly General Meeting minutes were approved as amended.

Associate Senior Vice President for Human Resources Report and Personnel Council Report – Janis McEldowney

Janis reported that 6 months ago the Administration worked directly with a 3rd party consultant to review the workers compensation program (i.e. claims processing, reviewing of claims, etc.), and it was recommended that changes involving the claims intake process be moved to a 3rd party processor in order to eliminate redundancies. It was also recommended that workers compensation payments should come from a 3rd party vendor and not processed internally by Payroll Services (to improve on the timeliness of payments). Disability pay will continue to be processed by Payroll Services.

Janis also reported that the Administration is recruiting a staff retirement navigator to help with the transition between working and retirement. They are looking for someone to focus on those efforts involving the educational piece, but also the transitional moment itself (someone who can advise on the timing of the process).

Janis reported that the Office of Equity and Diversity, based on federal and state guidelines and mandates, is addressing issues of sexual assault on campus and is working on providing additional training particularly for certain types of employees on campus (i.e. Department of Public Safety, Residential Life staff, etc.). The Office is working on a whole new suite for training for staff and faculty which will hopefully be available in the fall.

President's Report – Jennifer Gerson

President Jennifer Gerson reported that she contacted Lorna Tureaud in the Academic Records and Registrar Office regarding the Tuition Exchange program. Lorna informed Jennifer that the 2015-16 preliminary applications will be available on the Employee Gateway later in the week. The application is due by October 1st. Tuition exchange is available for a 1st bachelor's degree only and is not available for adult children.

Jennifer also thanked everyone for participating in Staff Appreciation week. She mentioned that the winners of the raffles will be notified individually via email, and she will then send an email to all staff announcing the winners.

Committee Reports

Communications – Eliza Aceves – Chair

Eliza Aceves was absent; no report was given.

Compensation and Benefits – Rick Scott – Chair

Rick Scott was absent; no report was given.

Environment – Rita Gonzales – Chair

Rita Gonzales was absent; no report was given.

Rights and Responsibilities – Michelle Jones – Chair

Michelle Jones reported that the committee is still looking at aspirant/peer universities regarding the Catastrophic Leave Bank programs. She also reported that the committee is still reviewing and revising the Staff Handbook. Michelle also mentioned that the committee had discussed the recent layoffs and changes occurring across the University.

Michelle also reported that a staff person reached out to the committee with concerns about the child care center on campus, and the committee plans to discuss at its next meeting.

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

Jeanne Weiss reported that the committee is still looking to replace members in the Communications and Rules and Elections committees. She also reported that the committee currently has 10 nominations for the monthly Staff Recognition award.

Transportation – Lou Nieto – Chair

Lou Nieto reported that the committee discussed a recent issue brought up by a staff member regarding the garage entrance in Parking Structure 2. The entrance gate stopped functioning after a guest damaged it on Commencement Day. David Donovan reported that the gate has been fixed.

Staff Assembly Guest Speaker

No guest speaker this month.

Next Meeting:

Thursday, July 10, 2014 from 9:00-10:30 a.m. in McKibbin Hall (MCH), room 156 on HSC.

Adjournment:

A motion to adjourn was made by Ingrid Popper and seconded by Michelle Jones.
The meeting adjourned at 10:04 a.m.

Minutes submitted by Cynthia Schirmer.

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

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Staff Assembly Twitter: @USC_SA

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