

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, March 13, 2014**  
**Ronald Tutor Campus Center (TCC) Room 450**

**Present:** Eliza Aceves, Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Wendy Arima, Melissa Azarcon, Linda Bakabak, Roxana Bellia, Debra Bernstein, Susan Biddlecomb, Cynthia Brass, Desiree Brown, Delfina Candelaria, Shannon Carter, Ellen Castillo, Rosa Cervantes, Ricky Craddock, Leticia Delgado, David Donovan, Frances Fitzgerald, Monique Franklin, Jennifer Gerson, Jane Gollayan-Valerio, Sandra Gonzalez, Teresita Jamanila, Michelle Jones, Dawn Kita, Markisha Lea, Graciela Medina, Kathleen Neal, Lois Nishimoto, Veronica Perez, Ingrid Popper, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Diana Sabogal, Cynthia Schirmer, Rick Scott, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Pamela Wallace, Jeanne Weiss, Allison Welsh, Susan Wiedem, Vicki Young, Amy Yung

**Absent:** Carmen Atkins, Rita Gonzales, Tracy Kerr, Rachel Levy, Christina Nelson, Lou Nieto, Lisa Rayburn-Parks, Rodney Rubio, Valerie Sneed, Sarah Watari

**Call to Order:**

The meeting was called to order at 9:13am by President Jennifer Gerson.

**Staff Monthly Recognition Award:**

Dr. Sandy Sawchuk, Professor with the department of Signal and Image Processing in Engineering, introduced March's Staff Monthly Recognition Award recipient, Ms. Gerrielyn Ramos, Administrative Assistant II with the Communication Sciences Institute in Engineering. Dr. Sawchuk spoke kindly about Gerrielyn, describing her as an individual with unlimited energy. He stated that Ms. Ramos is a person with great artistic talent, who is reliable, versatile, loyal, and deserving of the Staff Monthly Recognition Award. Ms. Ramos expressed her gratitude by thanking everyone in attendance.

Staff Assembly President Jennifer Gerson presented Gerrielyn with a plaque on behalf of the Staff Assembly. Jennifer mentioned that Staff Club President Wade Thompson-Harper would later present Ms. Ramos with a check from the Staff Club in the amount of \$150.00; Wade was running late to the Staff Assembly General meeting.

**Approval of General Assembly Minutes:**

On a motion by Vicki Young and seconded by Tammy Anderson, the minutes of the February 6, 2014 Staff Assembly General Meeting were approved as amended.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney**

Janis McEldowney was not present; no report was given.

**Personnel Council Report – Awilda Bregand**

Awilda Bregand reported that the Personnel Council had met to discuss the government's increase in regulations regarding sexual harassment and disabilities, to name a few. Awilda also reported that the benefits portion of Workday is working well. Some of the processes are still being figured out, and human inputting errors are being addressed. The following up on transactions, particularly the Workday inbox action items, and missing data in employee profiles has been an issue with regards to the completion of new hire setups.

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

Jennifer reported that Staff Assembly purchased tickets to the USC men's basketball game on February 16<sup>th</sup>, for the Staff Monthly Recognition awardees. She said that the names of the awardees were announced by Petros Papadakis, and that their names were listed on the scoreboard during the game.

Jennifer also reported that the USC Admissions Office is having another information session on admissions to USC for staff with children entering college. The information session is scheduled for March 13 at noon.

Jennifer reported that she had the opportunity to congratulate the 2014 President's Award for Staff Achievement last month. The awardee will be formally recognized during the Staff Recognition Luncheon on Thursday, April 10<sup>th</sup>.

### **Committee Reports**

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

Eliza Aceves reported that the committee agreed to meet immediately following the General Assembly meetings every month. The committee will meet today to finalize the Assembled Voice by the April 4<sup>th</sup> publication target date. She also reported that committee member Lali Acuna volunteered to serve as Co-Chair of the committee. Eliza reported that the committee will strive to be more active in social media during the year.

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

Rick Scott reported that the committee is continuing their research for information regarding co-pays for various health insurance carriers. The committee has decided to invite Lisa Macchia, Assistant Vice President of University Health Plans, to speak to the committee about how co-pay and premium rates are decided. Rick also reported that the committee discussed the sick time gifting option which Michelle Jones mentioned during the last General Assembly meeting, and expressed their concerns of possible abuse or inequities arising from this option. Rick reported that the committee also discussed some of the issues regarding Workday and benefits enrollment for new employees. The workflow of new hire setups has resulted in employees not being able to sign up for benefits. Awilda Bregand announced that Workday has changed the workflow of new hire setups in order to get new employees a USC Id and benefits in a timely manner.

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

Rita Gonzales was absent; report was given by Wendy Arima. Wendy reported that the committee is continuing its work on coordinating the Earth Day event at UPC on April 22<sup>nd</sup> and at HSC on April 24<sup>th</sup>. She also asked the General Assembly for volunteers to work the event. Wendy also reported that committee member, Dawn Kita, has volunteered to contact vendors to participate in the events.

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

Michelle Jones reported that the committee is continuing their research on sick leave sharing by looking at USC peer aspirant universities and their policies regarding sick leave sharing. Michelle reported that some of the information gathered shows that institutions have various ways of offering sick leave sharing. The committee will compile a chart with information gathered, and decide whether or not it has a compelling argument to ask USC Administration to consider offering this option to staff members. Michelle also reported that the committee is reading through and revising the Staff Handbook, and working on putting all of the links regarding staff policies in one place online (similar to the Faculty Handbook).

### **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. Eliza Aceves mentioned that some staff members were under the impression that nominations needed to be in to the committee by a certain deadline. Jeanne reminded the General Assembly that nominations were on-going. Eliza stated that perhaps a statement could be published in the next Assembled Voice reminding staff that nominations were an on-going process.

### **Transportation – Lou Nieto – Chair**

Lou Nieto was absent; report was given by Markisha Lea. Markisha reported that the committee met briefly after the last General Assembly meeting and discussed following up with Michelle Garcia with Transportation regarding whether or not the Campus Cruiser inter-campus weekend shuttle is still operational. Michelle Garcia responded that the route will be discontinued after this current semester due to the lack of budgeted funds to keep it operational. Markisha also reported that a staff person at HSC emailed the committee complaining of large pot holes on Biggy Street. The committee has decided to forward the concern to the Environmental committee to address.

### **Staff Assembly Guest Speakers**

President Jennifer Gerson introduced the first guest speaker, Harsh Vathsangam, co-founder of Moving Analytics. Harsh is a former USC Computer Science PhD student who introduced Moving Analytics' Android app called Movn. The app was designed and built to remind people with predominantly sedentary lifestyles to move. He would like the members of Staff Assembly to test out the app and provide useful feedback for fixes and improvements.

Vice President David Donovan introduced the second Staff Assembly guest speaker, Gary Perez, President and CEO of the USC Credit Union. Mr. Perez gave a history of the USC Credit Union and the services it provides to the Trojan Family—faculty, staff, and students. The USC Credit Union started in 1973 and was founded by USC employees; it now a financial cooperative owned by the Trojan Family. The USC Credit Union manages over \$115 million invested by Trojans over the years. Currently, 85% of staff employees bank with the USC Credit Union. Mr. Perez also brought free goody bags with the USC Credit Union logo for staff assembly attendees.

### **Next Meeting:**

Thursday, April 3, 2014 from 9:00am-10:30 a.m. Location: McKibben Hall (MCH) Room 156, Health Science Campus.

### **Adjournment:**

A motion to adjourn was made by Michelle Jones and seconded by Ricky Craddock. The meeting adjourned at 10:33am.

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/uscstaffassembly>