

**University of Southern California  
Staff Assembly  
General Assembly Meeting Minutes  
Thursday, April 4, 2013  
McKibben Hall (MCH) Room 156  
Health Sciences Campus**

**Present:** Julia Andaya, Paul Biddlecomb, Halina Biel Milunovic, Carolina Castillo, Josie Drury, Sarah Cusimano, Monique Franklin, Jennifer Gerson, Teresita Jamanila, Dawn Kita, Tracy Kerr, Kathleen Neal, Bryan Ortiz, Lillian Rivera, Diana Sabogal, Lydia Vazquez, Gretchen Villaluz- Picaso, Wade Thompson-Harper, Sarah Watari, Jeanne Weiss, Amy Yung, Victoria Yung.

**Absent:** Monique Abeyta, Eliza Aceves, Jennifer Alvarado, Tammy Anderson, Teri Aparicio, Wendy Arima, Catherine Ballard, Corliss Bennett, Susan Biddlecomb, Cynthia Brass, Francisco Chang, Delfina Candelaria, Ricky Craddock, Paul Dieken, David Donovan, Laura Estrada, Frances Fitzgerald, Lisa Gallegos, Rachel Levy, Pauline Martinez, Franklin Monique, Monica Morita, Yolanda Mora, Lou Nieto, Aida Preciado, Ingrid Popper, Luis Ramirez, Irene Rodriguez, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Mary Trujillo, Veronica Villa.

**Call to Order:**

President Jennifer Gerson called the meeting to order at 9:07 a.m. There was no quorum.

**Staff Monthly Recognition Award:**

Teresa Cook, Director of Student Services and Registrar at Keck School of Medicine, introduced April Staff Monthly Recognition Award recipient, Edda Hazel Martinez, Student Services Assistant. Ms. Cook spoke of Edda as an excellent employee who puts in extra time and is dedicated to her department and to the hospital.

Staff Assembly President Jennifer Gerson presented Edda with a plaque on behalf of Staff Assembly.

Staff Club President Wade Thompson-Harper presented a check in the amount of \$150.00 to Edda on behalf of the Staff Club.

**Associate Senior Vice President for Administration Report:**

Janis McEldowney was not present, so no report was given

**Personnel Council Report:** Awilda Bregand reported that the Personnel Council met on April 03, 2013. She also reported the parallel testing for WorkDay will be occurring during the month of April, and based on those results no/ a go decision will be made. In addition, Awilda mentioned that training on WorkDay is in progress and that people are excited to use the program.

Further, Human Resources is still in process of filling six positions to create a call center for assistance with WorkDay. Human Resources is looking for a lead person to work with the WorkDay system.

Awilda reported that the Verdugo hospital negotiations have continued and that USC is in the process of signing the agreement. Also, Coliseum negotiations were moved to May 2013 because the City of Los Angeles has new council members and they need to vote on the negotiations.

Awilda noted per Mary Campbell, 95% of staff and faculty completed the Sexual Harassment prevention course by March 2013. She mentioned that for those who did not complete this course by the deadline, sanction may be in post.

Awilda noted that Jody Shipper is working with the Department of Justice to be sure the university is complying with online programs requirements, such as disability accommodations. Mollie MacDonald of Payroll is working with the new I-9 form that needs to be used; it will be posted soon on the payroll website. United States Citizenship and Immigration Services (USCIS) has redesigned the form.

Awilda reported that the number of employees who did not respond to her request for dependent social security numbers is down to 100. A benefit is still working on the project to further reduce this number. It may be that dependent benefits will be cancelled for those who do not respond. Awilda said that currently, medical premiums are paid a month in advance. However, with WorkDay in place, this is going to change; therefore, there may be a benefits payment “holiday” for employees in July. Finally, AIS is going to introduce a WorkDay tenant when WorkDay is live.

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

Jennifer Gerson reported that she met with Todd Dickey on April 3, 2013, and discussed staff appreciation. She discussed obtaining discounted football tickets for staff appreciation (like we had in the past), but due to cost, she does not know if this is possible. Other ideas for staff appreciation were discussed such as \$5.00 Galen Center tickets with hot dog and drink or group discount tickets.

Jennifer reported that Mr. Dickey mentioned some changes are coming soon for a long-term disability plan. Long-term disability is going to be reduced from 70% to 60% coverage. Short-term disability will remain the same, and current employees on long-term disability will not be affected.

#### **Committee Reports**

#### **Communications: Laura Estrada and Eliza Aceves, Co-Chairs**

Eliza Aceves and Laura Estrada were not present. The report was given by Jennifer Gerson. The committee is discussing how to reduce expenses for the Assembled Voice. The committee will send a postcard to staff noting that the Assembled Voice going green. All advertisements for the Assembled Voice should be submitted to Laura or Eliza.

**Compensation and Benefits: Jennifer Gerson, Chair**

Since Alan left the University, Jennifer is temporary taking his place as chair. After the Staff Assembly meeting, she will ask members of the committee to choose a new chair.

**Environment: Lisa Gallegos, Chair**

Jennifer Gerson reported on behalf of Lisa Gallegos the committee is still working on the upcoming events in April. Jennifer reported that Lisa had some issues with some vendors for events. Further, Lisa mentioned that she needs some volunteers for both the UPC and HSC sites. The Earth Day fairs will be held on April 18 (HSC) and April 25 (UPC).

**Right and Responsibilities: Jeanne Weiss, Chair**

Jeanne reported that the committee sent a memo to Jennifer Gerson with copies to Awilda Bregand and Janis McEldowney supporting the reconstitution of the Committee on Child Care. Child care issues continue at the UPC site, and Jeanne met with two parents at UPC in March. Further, and Frances Fitzgerald of the committee spoke with Aramark about the recent layoff and was told that this reduction of labor will not affect the quality of service to USC.

**Rules and Elections: Carolina Castillo, Chair**

Carolina announced that the committee met and discussed who are eligible to be nominated for the staff monthly recognition award. In addition, Carolina announced that the committee needs more nominations for the award. Further, all awards recipients will be invited to participate in the lunch recognition program on April 24, 2013.

**Transportation: Lou Nieto, Chair**

Wade Thompson- Harper report on behalf of chair Lou Nieto. The committee is still working on the Vanpool subsidy matter. The committee sent a memo to Transportation to explore solutions on the subsidy issue. Further, Wade invited all members in the Staff Assembly to participate on the Citation Review Board. He said that participation is exciting and fun and that transportation is looking for volunteers for the Board.

**Guest Speaker: Kathy Besinque, Assistant Dean for Curriculum and Assessment at the School of Pharmacy**

Professor Besinque was introduced by Jennifer Gerson. Professor Besinque has been working for the school of Pharmacy for many years.

Prof. Besinque's speech was very informative about the medications we keep at home. Professor Besinque explained to the audience that medicine should not be kept in the bathroom because extreme temperatures and humidity can destroy medicine. Medicine should be kept in cool, dry places. Further, it's very important to read labels, before using medication because it might have expired.

**New Business:**

No new business was reported.

**Next Meeting:**

Thursday, May 2, 2013, from 9:00-10:30 a.m. in TCC Room 227 on the University Park Campus (UPC).

**Adjournment:**

A motion to adjourn was made Jeanne Weiss and was seconded by Diana Sabogal. The meeting adjourned at 10:30 a.m.

**Minutes submitted by:** Bryan Ortiz.

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>