

**University of Southern California  
Staff Assembly  
General Assembly Meeting Minutes  
Thursday, April 5, 2012  
BCC 101 – Health Science Campus**

**Present:** Nicole Aguirre, Evelyn Alva, Teri Aparicio, Shirley Beard-King, Paul Biddlecomb, Halina Biel Milunovic, Robert Boyd, Cynthia Brass, Carolina Castillo, Cynthia Clayton, Ingrid DeCook, Josie Drury, Monique Franklin, Jennifer Gerson, Rita Gonzales, Tony Hong, John Johnson, Michelle Jones, Kathleen Neal, Bryan Ortiz, Joyce Perez, Lillian Rivera, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Margaret Turner, Susan Weidem, Marisela Zuniga

**Absent:** Teri Adams, Steve Adcook, Laura Aguilar, Josie Amescua, Tammy Anderson, Linda Bazilian, Corliss Bennett, Desiree Brown, Delfina Candelaria, Frida Canono, Amy Cienfuegos, Sarah Cusimano, Paul Flores, Lisa Gallegos, Shannon Hinojosa, Jennifer Hong, Christine Lavoie, Yolanda Mora, Monica Morita, Lou Nieto, Yolanda Rios, Lorna Tureaud, Connie Vargas, Gretchen Villaluz-Picazo, Jeanne Weiss, Amy Yung

**Call to Order:**

Vice President Raquel Rodriguez called the meeting to order at 9:05 a.m. There was no quorum.

**Staff Monthly Recognition Award:**

Esther Lee, Associate Director of the Office of International Services, introduced the April Staff Monthly Recognition Award recipient Cecilia Melendres, Immigration Specialist for the Office of International Services. Ms. Lee was very excited to present Cecilia with this award. She noted that Cecilia is such a happy person and knows what it means to be a true Trojan. Cecilia stated that it was an honor to receive this award and she is truly humbled.

Rules and Election's Chair Carolina Castillo presented Cecilia with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented a check for \$150.00 to Cecilia on behalf of the Staff Club.

**Approval of March 2012 General Assembly Minutes:**

The minutes for the March 8, 2012 Staff Assembly General Meeting were reviewed but not approved as there was no quorum.

**Personnel Council Report: Awilda Bregand**

Awilda reported that her office is doing a lot of clean up in regards to the new Work Day system. There are 1600 employees in the current benefits system who do not have their dependent's social security number listed and this needs to be corrected for the new system. Benefits administration will be sending out a letter to those employees so that they can go into eTrac and update their information. Awilda also noted that the administration has begun putting together the registry for the departments on campus who work with minors in regards to the new policy protecting minors on campus.

**President's Report:**

No report was given.

**Committee Reports****Communications: Joyce Perez, Chair**

Joyce reported that the Assembled Voice will be sent out in a couple of days. The committee's next task will be to update the Staff Assembly website. She also asked assembly members to "like" the Staff Assembly Facebook page.

**Compensation and Benefits:**

No report was given.

**Environment: Rita Gonzales, Chair**

Rita reported that the Earth Day Fair will be held on April 10th at UPC on Trousdale Parkway and April 18th at HSC in the quad; both events will be from 11:00 a.m. to 1:30 p.m. Rita noted that everything for both events is taken care of and that if assembly members have time they can come to either event at 9 a.m. to help vendors set up. It was asked if an email about the events will be going out, and Awilda Bregand noted that benefits admin can send out an email blast to staff. Rita said she would put a flyer together to be emailed out. Some of vendors that will be there include Zip Car, Enterprise Car Rental, Metrolink, the Wrigley Institute, and the Festival of Books will have a bin set up for donations of children's books.

**Rights and Responsibilities: Jennifer Gerson, Chair**

Jennifer reported that Diane Schrader informed her that there were 2200 responses to the survey regarding the employee gateway and that was a good response. Some of the staff's responses to the survey regarded concerns about privacy, the website being user friendly, and including some kind of events calendar. Jennifer asked assembly members to email her with any suggestions. The next step to get the employee gateway up and running will be to send a request for formal approval to Todd Dickey and then a prototype will be created and tested.

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

The committee met on Tuesday through conference call. Carolina reported that Awilda's office will send an email blast to employees regarding the Staff Monthly Recognition Award nomination package. The committee is also trying to get internal publications to post pictures of recipients and a link to the nomination application, as well as posting an advertisement on the electronic signs at campus entrances. Carolina also noted that another pool of applicants can come from staff who were nominated for the Staff Presidential Award. All of the Staff Monthly Recognition Award recipients of the past year will be recognized at the Staff Recognition Luncheon on April 25.

**Transportation: Evelyn Alva, Chair**

Evelyn reported that the Transportation Committee met with Michelle Garcia of Transportation Services last month. Some of the issues they discussed included getting name plates for tram drivers of the USC buses, Soto Street Building parking regulations,

and if University Hospital employees will be paying for parking. Michelle responded that the tram drivers drive different buses on different days so permanent name plaques on buses would not work. In regards to hospital employees paying for parking, USC does not own the University Hospital parking structure so therefore we cannot charge them for parking and that they have their own trams which are separate from USC, but they are negotiating with the hospital to charge employees a parking fee. Michelle also sent Evelyn parking regulations regarding the Soto Street Building parking lot. The concern with campus cruiser drivers going the wrong way in the Biggy Structure was brought to Michelle's attention, and she said to take a picture of the car and email it to her so they know which person was driving at the time and can address the issue. Evelyn also encouraged members to participate in the Citation Review Board, which takes place once a month at Transportation Services on UPC.

**Guest Speaker: Sharon Lee, Associate Administrator, Keck Medical Center**

Ms. Lee is an occupational therapist by trade and spoke about the Keck Medical Hospital and the Norris Cancer Hospital in terms of their past, present and futures. She noted that Norris was built in 1983, adding the Norman Topping Tower in 1996 and Norris Research Tower in 2007. The Keck Medical Hospital was built in 1991 and added a new tower in 2007. Keck Hospital is used for highly specialized care and not widely accessed surgeries, and does not have an ER, an OB/GYN, or a labor and delivery unit. There are 2500 employees housed in both hospitals as well as the Doheny Eye Institute, HCC1 and HCC2. There are plans to build two more health consultation centers. Ms. Lee noted that a governing board was established in January 2011 and Thomas E. Jackiewicz was recently named SVP and CEO of USC Health. Lastly, Ms. Lee discussed the learning curves that both the hospitals and the university have had to go through since USC purchased the hospitals in 2009. A question regarding the Network sometimes charging a facility fee for services was brought to Ms. Lee's attention. She noted that in a "hospital model" the physician bills a fee and the clinic will also bill a fee based on the intensity of service. Ms. Lee also noted that going to online billing would create a better system, which the Network will hopefully move towards.

**New Business:**

No new business.

**Next Meeting:**

Thursday, May 3, 2012 from 9:00 a.m. to 10:30 a.m. Location: TCC 227, UPC.

**Adjournment:**

A motion to adjourn was made by Carolina Castillo and was seconded by Mary Trujillo. The meeting adjourned at 10:31 a.m.

**Minutes submitted by:** Robbie Boyd.

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

Staff Assembly Web page address: <http://www.usc.edu/org/staffassembly/>