

**University of Southern California  
Staff Assembly  
General Assembly Meeting Minutes  
Thursday, August 9, 2012  
BCC 101 – Health Science Campus**

**Present:** Laura Aguilar, Evelyn Alva, Halina Biel Milunovic, Robert Boyd, Carolina Castillo, Josie Drury, Jennifer Gerson, Rita Gonzales, Shannon Hinojosa, Tony Hong, Lou Nieto, Joyce Perez, Lillian Rivera, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Jeanne Weiss, Susan Weidem, Amy Yung

**Absent:** Teri Adams, Steve Adcook, Tammy Anderson, Linda Bazilian, Paul Biddlecomb, Cynthia Brass, Desiree Brown, Delfina Candelaria, Frida Canono, Ingrid DeCook, Cynthia Clayton, Sarah Cusimano, Lisa Gallegos, Paul Flores, Monique Franklin, Jennifer Hong, John Johnson, Michelle Jones, Christine Lavoie, Yolanda Mora, Monica Morita, Kathleen Neal, Bryan Ortiz, Yolanda Rios, Lorna Tureaud, Margaret Turner, Connie Vargas, Gretchen Villaluz-Picazo, Marisela Zuniga

**Call to Order:**

Vice President Raquel Rodriguez called the meeting to order at 9:10 a.m. There was no quorum.

**Staff Monthly Recognition Award:**

There was no award given.

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

Because there was no quorum, the minutes were not approved.

**Personnel Council Report: Awilda Bregand**

Awilda reported that the Personnel Council has not yet met this month. Benefits has a new website and the web master has gotten a lot of feedback on it. Transitions sessions took place in July and they were well attended. Travelers Insurance fees will no longer be deducted through payroll deduction at the beginning of next year. There are only 190 people who are enrolled with Travelers, so it is not enough to continue when WorkDay takes effect in January 2013. The USC Childcare Center will be closed next week for a makeover, and teachers will be going through training with CCLC and learning new policies. The transition is going smoothly.

**Committee Reports**

**Communications: Joyce Perez, Chair**

Joyce reported that the committee is working on the new Assembled Voice. If members have any ideas or articles for the next addition, please let Joyce know. It was asked if the committee could send out an email blast about “What is Staff Assembly?” so more staff can learn about Staff Assembly for the upcoming nominations and elections. Joyce said she will send something out in the coming weeks.

**Compensation and Benefits: Halina Biel Milunovich, Committee Member**

The committee met on July 19. The committee finished up discussing Workers' Compensation policies and procedures, noting what the responsibilities are for managers when one of their staff is injured on the job. An article regarding procedures to follow when filing for workers' compensation is being written by Jolly Hamid for the next addition of the AV. It was noted that the EBAC committee has met twice this year and has not invited anybody from Staff Assembly to attend the meetings. The committee is still discussing the issue of whether or not the HMO health plans are being fairly negotiated. Michelle Jones would like to invite Lisa Macchia of Health Plans to a committee meeting. They also discussed the USC Child Care Program and how the new company, CCLC, is charging extra fees if parents want to enroll their child in extracurricular activities that the program offers. It doesn't seem fair since parents are already charged a significant sum of money to have their child in the daycare. Lastly, Margaret Turner did a presentation on the USC Wellness Program, focusing on bringing the program to staff members.

**Environment: Rita Gonzales, Chair**

The committee did not meet, but will meet after today's GA meeting. They will discuss the Environment Fair for 2013 and will revisit safety issues on both campuses since students will be returning in the next couple of weeks.

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

Jennifer reported that the USC Childcare Program's merger with CCLC is moving forward. She is getting more information on the extra fees that the company is charging for the extracurricular activities, and Jennifer noted that, according to other colleagues, the extra fees are normal in a corporate environment. CCLC is in the process of hiring a new Director and Assistant Director for the childcare center at UPC. The preliminary research for the Employee Gateway is done; Diane Schrader is in the process of getting a few people from Staff Assembly to meet to discuss the details of the Employee Gateway on August 20. Diane would like to continue to have these meetings on a quarterly basis.

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

The committee did not meet. Carolina passed out applications for the Staff Monthly Recognition Award to assembly members, encouraging everyone to nominate one of their coworkers. They did have an award recipient for this month but the recipient could not attend the meeting, so he/she will receive it next month.

**Transportation: Evelyn Alva, Chair**

The committee received an email in regards to a TAP card that was lost by a staff member. Staff Assembly member Laura Aguilar lost her TAP card and was charged \$25 by Transportation for a replacement that they said would take 4-5 business days. It took 15 days to replace the card and meanwhile neither Transportation nor Metro gave her a temporary pass, so she had to drive in and pay for parking while she waited for the replacement. Laura also mentioned that this has happened to three other staff members. It was noted that the TAP passes bought through USC should be registered online, possibly making it easier to replace a lost or stolen pass. The committee will inquire with Transportation about the procedures for replacing a pass.

**Guest Speaker: Carolina Castillo, Executive Director of Development, Civic Engagement**

The USC Good Neighbors Campaign was started in 1994 as way to cultivate and strengthen university and community partnerships. It was a way to help our local neighborhoods and focus on issues within the community such as obesity, diabetes, and to improve educational outcomes. 100% of the contributions go to USC Neighborhood Outreach, unless indicated by the contributor that they want to give a percentage to the United Way. For 2012, the goals for the campaign are to raise \$1.6 million and have a 50% participation rate. Last year there was a 42% participation rate. Anyone can apply for grant and the programs are funded for the fiscal year (July 1 through June 30). There is a Grant Review Committee that gives feedbacks on the grants, and there is a service area that is designated between the UPC and HSC campuses. Staff and Faculty who give 1% of their income are invited to a dinner hosted by President Nikias at his home in San Marino. Carolina presented a video on the Good Neighbors Campaign with highlights on how the money is used to help various programs within the community.

**Money disbursed for 2011/2012 fiscal year:**

Education: 51%  
Health and Fitness: 22%  
Public Safety: 14%  
Arts Education: 13%

**Volunteer Service Hours 2011/2012 fiscal year:**

Undergrads: 26,553 hours  
Graduates: 8,281 hours  
Staff/Faculty: 9,300 hours  
Community Members: 313,590 hours  
High School Students: 3,845 hours

Ms. Fatima Djelmane spoke about Proyecto Pastoral, a program that helps the disenfranchised in the community of Boyle Heights. The program was founded in 1986 by a group of Jesuits at Dolores Mission. Proyecto Pastoral now supports five programs: IMPACTO, which is an after-school academic enrichment program for children ages 5 to 18; a Thrift Store that provides jobs and low cost goods for residents; Community in Action, which is a civic engagement program that puts together an annual women's conference; an early childhood education center that provides low- and no-cost preschool services to toddlers in the community; and the Guadalupe Homeless Project that provides emergency shelter to residents in the community.

A video was presented on the Women's Conference that is held every June. The conference focuses on women in the community. It is a day for them. There is free childcare for all who attend. The issues that are focused on are personal development (managing kids, financial planning), women's health issues, and health & wellness.

**Questions:**

It was asked how a group could get funding through the Good Neighbors Campaign, as there was a group at the HSC campus that might benefit from a grant. Carolina said to

have the group contact USC Civic Engagement. It was also asked if organizations have to apply every year for grants. Yes, grants are given on a yearly basis and it is highly competitive.

Carolina noted a couple of dates for the upcoming Good Neighbors Campaign: September 25 is the Good Neighbors Kick-Off Event on UPC, September 27 is the President's Dinner for the 1% donors, and September 28 is Good Neighbors Kick-Off Event on HSC.

Lastly, Carolina ended her presentation with a raffle of gifts for assembly members.

**New Business:**

No new business

**Next Meeting:**

Thursday, September 6, 2012 from 9:00 a.m. to 10:30 a.m. Location: TCC 227, UPC.

**Adjournment:**

A motion to adjourn was made by Jennifer Gerson and was seconded by Wade Thompson-Harper. The meeting adjourned at 10:20 a.m.

**Minutes submitted by:** Robbie Boyd.

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