

**University of Southern California
Staff Assembly
General Assembly Meeting Minutes
Thursday, December 1, 2011
TCC 450 - University Park Campus**

Present: Monique Abeyta, Teri Adams, Laura Aguilar, Vivian Alegria, Evelyn Alva, Josie Amescua, Tammy Anderson, Teri Aparicio, Steve Barnhart, Rachel Baeza, Linda Bazilian, Corliss Bennett, Paul Biddlecomb, Halina Biel Milunovic, Robert Boyd, Desiree Brown, Delphina Candelaria, Frida Canono, Carolina Castillo, Amy Cienfuegos, Sarah Cusimano, Ingrid DeCook, Josie Drury, Monique Franklin, Lisa Gallegos, Shannon Hinojosa, Jennifer Hong, Teresita Jamanila, John Johnson, Michelle Jones, Alan Kita, Naomi Martinez, Ellen Miyasaki, Kathleen Neal, Si Nguyen, Lou Nieto, Bryan Ortiz, Joyce Perez, Lillian Rivera, , Raquel Rodriguez, Rick Scott, Elizabeth Stewart, Linda Sturm, Rosie Tellez, Mary Trujillo, Lorna Tureaud, Margaret Turner, Connie Vargas, Gretchen Villaluz-Picazo, Jeanne Weiss, Kathy White, Susan Wiedem, Vicki Young, Amy Yung

Absent: Steve Adcook, Noel Aguilar, Nicole Aguirre, Shirley Beard-King, Cynthia Brass, Allison Bryant, Christine Lavoie, Rachel Levy, Yolanda Mora, Monica Morita, Gloria Reyes, Yolanda Rios, Wade Thompson-Harper, Marisela Zuniga

Call to Order of 2011 Staff Assembly:

President Linda Bazilian called the meeting to order at 1:10 p.m. There was no quorum present.

Staff Monthly Recognition Award

No award was given out this month.

Approval of November 3, 2011 General Assembly Minutes

Because there was no quorum, minutes were reviewed but not approved.

Associate Senior Vice President for Administration Report - Janis McEldowney

Janis reported on the Work Day system that will replace the existing payroll, personnel, benefits system that the university uses. She said that they are 75 percent done with the architecture of the new system. Demonstrations will be conducted in a couple of weeks for home department coordinators and HR partners. Work Day will be more user-friendly and is expected to go live January 2013.

Personnel Council Report - Awilda Bregand

Awilda reminded the assembly that Network participants will have a new third party administrator next year, Health Comp. Participants will be getting new ID cards and Plan C participants will be receiving ID cards as well. The deadline to assign beneficiaries for the Minnesota Life Insurance policy is 12/01. 7000 employees have yet to assign beneficiaries. You will still be able to go into the system at any time and assign beneficiaries even after the deadline. Also, COBRA will be outsourced to Wage Works beginning February 2012 as it has become an ineffective use of time for Benefits Admin

to process all of the paperwork. Benefits Admin is finishing their processing for open enrollment and hope to have it completed by the end of next week. Lastly, on January 1, 2012 there will be a new call center phone system for Benefits Admin. If an employee calls Benefits, they will get a live person or message saying that all lines are busy and please wait for the next available operator.

Committee Reports

Communications - Naomi Martinez - Chair

Naomi thanked her committee for the hard work they put in this year. The Communications Committee is in charge of publishing the Assembled Voice, updating the Staff Assembly website and Facebook pages, and monitoring the assembly's email account.

Compensation and Benefits - Linda Bazilian

The Compensation and Benefits Committee works on issues and concerns regarding employee benefits. The committee works closely with Awilda Bregand, and the chair attends the EBAC meetings.

Environment - Linda Bazilian

The Environment Committee is in charge of putting together the annual Environment Fair. They also participate in the annual Safety Fair that CAPS puts together. The committee also supports the environment we work in.

Rights and Responsibilities - Carolina Castillo - Chair

The Rights and Responsibilities Committee is responsible for advocating for employee rights. A past issue the committee has worked on was looking into the employee severance policy, and they are currently working with Benefits Administration on creating a Staff Portal. Carolina thanked her committee for their hard work this year.

Rules and Elections - Lorna Tureaud - Chair

The Rules and Elections Committee is responsible for the nomination and election of assembly member. Members also select the Monthly Staff Recognition Award recipient and monitor attendance of assembly members.

Transportation - Lisa Gallegos & Vicki Young - Co-Chairs

The Transportation Committee works closely with the Transportation Department regarding concerns that staff have with transportation issues. Also, the members of this committee sit on the Citation Review Board, which deals with parking citation appeals.

President's Report - Linda Bazilian

Linda thanked the 2011 Staff Assembly for their hard work. She noted that it has been a pleasure and she has enjoyed her tenure as Staff Assembly President. She presented certificates to assembly members who have completed two consecutive terms of service. She then presented gifts to the Executive Board. Lastly, she thanked Todd Dickey for his support of Staff Assembly.

New Business:

Awilda wanted to let the Assembly know that there was a great turn out for the College Prep sessions that were held earlier in the year. Benefits Admin is planning more sessions for next year, and they will be adding subsections that focus on issues such as Financial Aid.

Adjournment of 2011 Staff Assembly:

A motion to adjourn was made by Alan Kita and was seconded by Lisa Gallegos. The meeting adjourned at 1:55 p.m.

Call to order of the 2012 Staff Assembly:

The 2012 Assembly was called to order at 1:55 p.m.

Election of Officers:

Lorna Tureaud conducted the election of officers for the 2012 Staff Assembly. Lisa Gallegos was the only candidate nominated from the floor for the office of President. There were no other nominations and Lisa Gallegos was elected President by acclamation.

Raquel Rodriguez was the only candidate nominated from the floor for the office of Vice President. There were no other nominations and Raquel Rodriguez was elected Vice President by acclamation.

Robbie Boyd was the only candidate nominated from the floor for the office of Secretary. There were no other nominations and Robbie Boyd was elected Secretary by acclamation.

Amy Cienfuegos was the only candidate nominated from the floor for the office of Parliamentarian. There were no other nominations and Amy Cienfuegos was elected Parliamentarian by acclamation.

Adjournment of 2012 Staff Assembly:

A motion to adjourn was made by Robbie Boyd and was seconded by Kathy Neal. The meeting adjourned at 2:08 p.m.

Minutes submitted by: Robbie Boyd

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