

**University of Southern California
Staff Assembly
General Meeting Minutes
Thursday, February 7, 2013
TCC Room # 227 – University Park Campus**

Present: Eliza Aceves, kay Allen, Julia Andaya, Jennifer Alvarado, Tammy Anderson, Wendy Arima, Paul Biddlecomb, Susan Biddlecomb, Boyd Robbie, Cynthia Brass, Delfina Candelaria, Carolina Castillo, Ricky Craddock, Sarah Cusimano, Josie Drury, David Donovan, Laura Estrada, Frances Fitzgerald, Dawn Kita, Lisa Gallegos, Jennifer Gerson, Teresita Jamanila, Tracy Kerr, Dawn Kita, Rachel Levy, Monica Morita, Kathleen Neal, Lou Nieto, Bryan Ortiz, Ingrid Popper, Aida Preciado, Luis Ramirez, Irene Rodriguez, Raquel Rodriguez, Diana Sabogal, Elizabeth Stewart, Lydia Vazquez, Wade Thompson-Harper, Margarita Turner, Gretchen Villaluz-Picazo, Sarah Watari, Jeanne Weiss, Amy Yung, Victoria Young,

Absent: Monique Abeyta, Catherine Ballard, Teri Aparicio, Corliss Bennett, Biel Milunovic, Francisco Chang, Paul Dieken, Franklin Monique, Alan Kita, Doris Lee, Pauline Martinez, Yolanda Mora, Lillian Rivera, Rosie Tellez, Mary Trujillo, and Veronica Villa.

Call to Order:

President Jennifer Gerson called the meeting to order at 9:15 a.m. There was a quorum.

Staff Monthly Recognition Award:

Alisa Bescherer, Assistant Director of Residential Education, introduced January Staff Monthly Recognition Award recipient, Celia Pulido, Administrative Assistant, Residential Education, Fraternity and Sorority Leadership Development, and Parent Programs. Ms. Bescherer spoke of Celia's dedication to the students over the years. Celia thanked the Staff Assembly for the award.

Dan Hester, Director of International Programs in the School of Social Work, introduced February Staff Monthly Recognition Award recipient, Cynthia Monticue, Director of Marketing and Communication in the School of Social Work. Dr. Hester spoke of Cynthia's dedication and hard work dedication to the students. Cynthia thanked the Staff Assembly for the award.

Staff Assembly President Jennifer Gerson presented Celia and Cynthia with a plaque on behalf of the Staff Assembly.

Staff Club President Wade Thompson-Harper presented a check for \$150.00 to Celia and Cynthia on behalf of the Staff Club.

Approval of January 10, 2013 General Assembly Minutes:

On a motion by Kathy Neal and seconded by Lisa Gallegos, the minutes of the January 10, 2013 meeting of the Staff Assembly were approved as amended.

Associate Senior Vice President for Administration Report:

Janis McEldowney was not present, no report was given.

Personnel Council Report:

Awilda Bregand, reported that everything with Benefits is status quo. Everyone is busy with WorkDay right now. This week major review and testing is taking place. Also this week WorkDay is doing a data validation with AIS. The deadline for WorkDay to go live is still July 1, 2013. Awilda noted that Personnel is hiring more H.R. employees. Payroll reported that they processed 35,839 W2s and that some have been sent electronic. Awilda mentioned that this week, Personnel is going to have a meeting with all home department coordinators to talk about labor commission that were received recently. Awilda mentioned by October all employees need to have medical coverage to comply with the new Patient Protection and Affordable Care Act. Lastly, Awilda noted that the Benefit office is already working to ensure compliance with the Patient Protection and Affordable Care Act for the year 2014.

President's Report: Jennifer Gerson

Jennifer Gerson thanked everyone for attending the Staff Assembly meeting of February 2013. Jennifer reported that safety training for all employees living around UPC was discussed during the executive meeting.

Committee Reports

Communications: Laura Estrada and Eliza Aceves, Co- Chairs

Laura Estrada and Eliza Aceves reported that the committee will try to go green with Assembly Voice publication in order to reduce expenses. They might try sending out survey to staff members before making a final decision.

Compensation and Benefits: Margaret Turner

Margaret Turner noted the committee is planning to work on sick time policy and severance pay projects. Also, the committee tries to propose more training people supervision. Further, Margaret noted on Wellness program.

Environment: Lisa Gallegos, Chair

Lisa reported that this year the Earth Day Fairs will be held on April 17 (HSC) and April 25 (UPC).

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne reported that the committee discussed USC's Child Care Program and the issues the UPC site is still having, such as concerns about child safety. Parents are understandably upset over this.

Rules and Elections: Carolina Castillo, Chair

Carolina announced to the committee that Josie Amescua resigned as a member Staff Assembly. The committee noted that there are four vacant positions to fill. Also, Carolina received a request for a posthumous award for a recently deceased employee.

Transportation: Robbie Boyd, Chair

Robbie reported that the committee talked about the elimination of the subsidy that USC provided for its vanpool program participants. In January 2013 the vanpool subsidy was decreased by 20% and the rest of the subsidy will be eliminated as of July 2013.

Guest Speaker:

Peter Samuelson, Managing Director, First Star - Putting Children First

Mr. Samuelson discussed the First Star Academy 365 Business plan.

The Academy 365 model that First Start is developing will provide high school-aged foster youth with stable homes, education, caring adults, and a supportive community that is connected to a college or university. Mr. Samuelson noted that the specifics for Academy 365 will be developed in collaboration with USC university partners.

New Business:

No new Business was reported.

Next Meeting:

Thursday, March 14, 2013 at 9:00-10:30AM in Hedco Neurosciences building (HNB) 100.

Adjournment:

A motion to adjourn was made by Eliza Aceves and was seconded by David Donovan. The meeting adjourned at 10:45 a.m.

Minutes submitted by: Bryan Ortiz.

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Staff Assembly Twitter: @USC_SA

Staff Assembly Website: <https://www.facebook.com/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>