

**USC Staff Assembly
General Assembly Meeting Minutes
July 11, 2013
MCH-156 – Health Sciences Campus**

Present: Eliza Aceves, Jennifer Alvarado, Julia Andaya, Paul Biddlecomb, Carolina Castillo, Sarah Cusimano, David Donovan, Josie Drury, Miriam Fine, Jennifer Gerson, Tracy Kerr, Kathleen Neal, Ingrid Popper, Lillian Rivera, Raquel Rodriguez, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Sarah Watari, Amy Yung, Jeanne Weiss, Victoria Young

Absent: Tammy Anderson, Wendy Arima, Kay Allen, Julia Andaya, Catherine Ballard, Susan Biddlecomb, Cynthia Brass, Halina Biel Milunovic, Delfina Candelaria, Ricky Craddock, Paul Dieken, Josie Drury, Laura Estrada, Frances Fitzgerald, Monique Franklin, Lisa Gallegos, Teresita Jamanila, Dawn Kita, Doris Lee, Rachel Levy, Yolanda Mora, Monica Morita, Lou Nieto, Bryan Ortiz, Luis Ramirez, Irene Rodriguez, Elizabeth Stewart, Rosie Tellez, Aida Preciado, Diana Sabogal, Gretchen Villaluz-Picazo

Call to Order:

President Jennifer Gerson called the meeting to order at 9:04am. A quorum was not present.

Staff Monthly Recognition Award

Sarah F. Hamm-Alvarez, Ph.D. Vice Dean for Research and Graduate Affairs, Executive Vice Dean, USC School of Pharmacy introduced the July Staff Monthly Recognition Award recipient, Elizabeth “Liz” Gongora, Administrative Manager, Research Office, USC School of Pharmacy. According to Vice Dean Hamm-Alvarez what makes Ms. Gongora special is her positive attitude that keeps the office together. According to Dr. Curtis Okamoto “Liz demonstrates her infinite patience with the faculty. This is one of her biggest strengths.” Wade Thompson-Harper came to the School of Pharmacy because of Liz. Mr. Thompson-Harper added “Liz is truly a leader.” Ms. Gongora was honored to receive the award and thanked everyone who nominated her and the members of Staff Assembly for the award.

President Jennifer Gerson presented Liz with a plaque on behalf of President Nikias, and the Staff Assembly. Staff Club President Wade Thompson-Harper presented a check for \$150.00 to Liz on behalf of the Staff Club.

Approval of May 2, 2013 and the June 6, 2013 General Assembly Minutes

The approval of these meeting minutes will be postponed until there is a quorum present.

Associate Senior Vice President for Administration Report – Janis McEldowney

Janis was not present; no report was given.

Personnel Council Report – Awilda Bregand

Ms. Awilda Bregand reported that retirement sessions will be held next week on the UPC campus, and on the HSC campus the following week.

- Home Department Coordinators need to update their offer letters and change the time period referenced in the letter from 60 days to 30 days.
- During the benefits fair this year, any changes to an employee's benefits will need to be done by paper submission instead of through eTrac. This is due to the transition to the WorkDay System.
- Regarding the WorkDay system, the benefits department is considering doing a reenrollment process of every employee, similar to the process that occurred in 2005.

President's Report – Jennifer Gerson

Ms. Gerson reported that layoffs are still occurring on campus and existing staff members are feeling the stress. Ms. Gerson was also very sad to report that Vice President Raquel Rodriguez was resigning from the Staff Assembly as Ms. Rodriguez is leaving the university to pursue greater opportunities at Cal Tech. Ms. Gerson thanked Vice President Rodriguez for all of her hard work and dedication to the Staff Assembly and stated that she will be "greatly missed."

Committee Reports

Communications –

There was no committee meeting in July. The committee was notified that some staff members did not receive the postcards that were sent out announcing *The Assembled Voice* transition to an electronic format. If you know if anyone who did not receive a postcard, please email the committee the person's name so that a postcard may be sent to that person.

Compensation and Benefits – Jennifer Gerson

Ms. Gerson reported that the committee is still in need of a Chairman. Any staff assembly member who is interested please contact Ms. Gerson. The committee is working with the Admissions Office to create a step-by-step document that explains how staff members may apply for admission to the university. Once completed this document will be available on the Employee Gateway.

Environment –

No committee report was given this month.

Rights and Responsibilities – Jeanne Weiss

Ms. Weiss reported that the child care situation is much better and that there is no need for the formation of an additional parent committee.

Rules & Elections—Carolina Castillo

Ms. Castillo reported that there will be a special election for Vice President at the next General Meeting to fill the vacancy due to Ms. Rodriguez's resignation. An email announcement concerning the special election will be sent to the entire assembly. Please remember to sign the attendance sheet today for the General Assembly meeting. The next committee meeting will be directly after this meeting.

Transportation Committee—Wade Thompson-Harper

Mr. Thompson-Harper reported that there are still 7 university-run vanpools. The more riders on these van pools the cheaper the monthly rate will be. The Parking Center monthly pass rates have increased. The rate increase is due in part to more buildings being constructed on the UPC and less parking lots. A common complaint that the Transportation office is addressing is that the trams don't run enough to or from the Parking Center. A staff assembly member inquired if there is still a staff member within the Transportation office that deals with alternative means of transportation.

**Guest Speaker: Andrea Sherman, MA, OTR/L, Doctoral Resident USC
Occupational Therapy Faculty Practice**

President Jennifer Gerson introduced the guest speaker.

Ms. Holly spoke to the Assembly about the Occupational Therapy program and how the program can help people manage their chronic conditions. The Occupational Therapy program can help staff members restore balance in their lives.

New Business: None

Next Meeting:

Thursday, August 1, 2013 from 9:00 am-10:30 a.m. Location: Ronald Tutor Campus Center (TCC) room 450 UPC.

Adjournment:

A motion to adjourn was made by Wade Thompson-Harper and was seconded by Carolina Castillo. The meeting adjourned at 10:35 a.m.

Minutes submitted by Victoria Young.

Staff Assembly Website: <http://www.usc.edu/org/staffassembly/>

Staff Assembly E-mail Address: 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>