

**University of Southern California
Staff Assembly
General Assembly Meeting Minutes
Thursday, July 12, 2012
LAW 103 – University Park Campus**

Present: Laura Aguilar, Evelyn Alva, Josie Amescua, Tammy Anderson, Teri Aparicio, Shirley Beard-King, Corliss Bennett, Paul Biddlecomb, Halina Biel Milunovic, Robert Boyd, Delfina Candelaria, Frida Canono, Carolina Castillo, Cynthia Clayton, Sarah Cusimano, Lisa Gallegos, Jennifer Gerson, Rita Gonzales, Shannon Hinojosa, Jennifer Hong, Michelle Jones, Monica Morita, Kathleen Neal, Bryan Ortiz, Joyce Perez, Raquel Rodriguez, Elizabeth Stewart, Lorna Tureaud, Margaret Turner, Jeanne Weiss

Absent: Teri Adams, Steve Adcook, Nicole Aguirre, Linda Bazilian, Cynthia Brass, Desiree Brown, Ingrid DeCook, Josie Drury, Paul Flores, Monique Franklin, Tony Hong, John Johnson, Christine Lavoie, Yolanda Mora, Lou Nieto, Yolanda Rios, Lillian Rivera, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Connie Vargas, Gretchen Villaluz-Picazo, Susan Weidem, Amy Yung, Marisela Zuniga

Call to Order:

President Lisa Gallegos called the meeting to order at 9:08 a.m. There was a quorum.

Staff Monthly Recognition Award:

Tom McWhorter, Dean of Financial Aid, introduced the July Staff Monthly Recognition Award recipient Marie Geib, Manager, Student Services Contact Center, Enrollment Services. Marie started working for Enrollment Services in 1989. In 1997 she was made assistant manager of the Contact Center in Enrollment Services and two years later she became manager. Mr. McWhorter noted that Marie has a positive and caring attitude and takes pride in everything she does. Marie was extremely honored and humbled by this award and thanked her colleagues and the assembly. She stated that the satisfaction of her job comes from helping one student and one parent at a time.

President Lisa Gallegos presented Marie with a plaque on behalf of the Staff Assembly. Staff Club Vice President Evelyn Alva presented a check for \$150.00 to Marie on behalf of the Staff Club.

Approval of May 2012 General Assembly Minutes:

On a motion by Raquel Rodriguez and seconded by Margaret Turner, the minutes of May 3, 2012, meeting of the Staff Assembly were approved.

Approval of June 2012 General Assembly Minutes:

On a motion by Margaret Turner and seconded by Shannon Hinojosa, the minutes of June 7, 2012, meeting of the Staff Assembly were approved.

Election of Officer

Lisa Gallegos announced that Amy Cienfuegos has resigned as Parliamentarian and a new officer needed to be elected. Nominations were taken from the floor. Robbie Boyd

nominated Lorna Tureaud as Parliamentarian with a second by Evelyn Alva. Lorna accepted the nomination. With no other candidates nominated, Lorna Tureaud was unanimously elected as Parliamentarian.

Associate Senior Vice President for Administration Report: Janis McEldowney

Janis began by announcing the progress of Workday. Workday is scheduled to go live in January 2013. They completed the third conversion of data with the USC system and it went well. After the current conversion, they will do five weeks of testing with other systems.

Janis also spoke about the university's new policy for protecting minors on campus. An email with links to videos will go out to the university community in the next couple of weeks. The university wants to make sure that it intervenes if any questions or suspicions come up regarding inappropriate interactions with minor children on campus. There will be about forty training sessions with certain departments and groups who deal with minors on campus. The university will maintain a central registry. Questions included: How do departments sign up for the training session for protecting minors. They can sign up through the department of Equity and Diversity. Is the university focusing on the general safety of minors on campus or specifically on sexual abuse? The university is focusing specifically on preventing sexual abuse, but is also broadly focusing on children's well being on campus.

The third issue Janis spoke about was USC's partnering with Children's Creative Learning Centers (CCLC) for their childcare program. There will be two new centers built for both UPC and HSC, with the UPC center tentatively scheduled to open in September 2013 and the HSC center to tentatively open in the fall of 2014. Janis noted that the change will be difficult but in the long term it will be a great solution.

Personnel Council Report: Janis McEldowney

Janis reported for Awilda Bregand. USC has partnered with a third party to attract more post-doctoral fellows to the university. Post docs currently have a classification of being a student and an employee, but they are not really students because they do their own research under an apprenticeship of a faculty member. The new classification will give them more attractive benefits and this new classification will begin with appointments starting in August. Inquiries were made regarding if the post docs are classified as faculty or staff. Janis noted that a post docs status will be classified on a case-by-case basis and new codes are being implemented to help distinguish a post doc's job classification.

The retirement groups are sending out a new mandated federal e-notice disclosure. This disclosure will notify staff members on information about their plan as well as the other retirement plans offered by the university, and it will include information such as fee comparisons between the groups. An inquiry was asked as to whether there will be a "brokerage window." There will be none at this time.

Guest Speaker: Todd Dickey, Senior Vice President of Administration

Mr. Dickey began by talking about the status of the university as whole. The university is financially sound with assets worth seven billion dollars. USC had an excellent fund

raising year. The two new hospitals that the university acquired are continuing to grow and have generated seventy million dollars in revenue; that is 42% of USC's operating budget. Eventually healthcare aid will be bigger than the university.

Academically, the university is thriving as well. This year there were 46,000 student applicants for only 2,700 spots in the university. Less than half of the student admits are from California and forty-nine of the fifty states are represented. Also, our international student body has increased dramatically.

Mr. Dickey also spoke about campus construction and beautification. On UPC there will be a new research building going up as well as a new social sciences building. A new building for the cinema school is also being built, and it is completely funded by George Lucas. Hahn Plaza is being completely renovated this summer. USC is also planning on redeveloping the University Village. It will include two million square feet of renovation with one hundred and fifty square feet being retail space. A new building for the Marshall school is also in the works to be built on the corner of Figueroa Street and Exposition Boulevard. USC is in the final stages of negotiating the master lease for the Coliseum and they will take control of it for the forty-three years remaining on the contract. They are not sure what they will do with the Sports Arena, but if it is torn down, the land cannot be used for university purposes. The new Student Health Center will open on January 1, 2013.

On HSC, the university will add another Health Consultation Center as well as a new student housing development and hotel. There will be a new main entrance for the Keck Hospital at Norfolk and Soto Streets. Also the utilities at HSC are being placed underground and when that is complete new signage for the entrances at HSC and the Keck Hospital will be put in place.

Questions:

Where will the new student housing and hotel be located on HSC, and will there be retail space and separate parking for the hotel? They will be built on the site that houses the DPS and Capitol Construction department trailers on Alcazar and San Pablo Streets; there will be space for retail outlets and the hotel will have its own parking lot. It was also asked if there will be more security at these locations and it was noted that there will be.

Will the Registration Building be demolished if the new Marshall School building is built? Yes, it will come down but there is no tentative date yet for the start of this building.

Will there be outside vendors for the Coliseum and will there be reduced rates for renting out the Coliseum for community events? The university is leaning toward using its own facilities and food services, and there will be a discount for community-type events.

Comments/Concerns:

The following safety concerns were brought to Mr. Dickey's attention. The 110 freeway underpasses on Jefferson and Exposition are not well lighted for pedestrians, and it was

suggested that “Yellow Jackets” be placed by the underpasses for extra security. Because of the construction of the new athletic facility the track and its surrounding area is not well lit at night for staff that work in the vicinity. The crosswalk at entrance 4 by the Shrine is very unsafe because pedestrians don’t use it properly and don’t pay attention to the traffic signals. The crosswalks at the corner of Figueroa and Exposition are also a major concern as pedestrian do not properly follow the traffic signals.

It was commented that while the new partnership between the USC Childcare Program and the CCLC looks to be a positive move, the university could have put out a better communication to staff and faculty regarding this issue, as it seemed to come out of the blue and upset many in the USC community. In the future, it would be ideal if major announcements could be handled with a little more care.

Committee Reports

Communications: Joyce Perez, Chair

Joyce reported the Staff Assembly website is currently being updated. The committee is working on the new Assembled Voice. Please send ideas or articles by September. They will still be sending out both email and paper versions of the AV. It was asked if highlights from the guest speakers could be included in the AV, and because of spacing issues it probably is not possible. Lisa Gallegos did note that she will incorporate some of these highlights in the President’s Message.

Compensation and Benefits: Michele Jones, Chair

Jolly Hamid, Senior Administrator for Workers’ Compensation, spoke at the last committee meeting. She went over the procedures for filing workers’ compensation claim. When you get injured at work, you must first go to the Student Health Center on UPC or HCC 2 if you’re on HSC because the doctor must be with the Network Provider list on the Workers’ Compensation website. If you’re not satisfied with your care you can choose another doctor within the network, but you must use a doctor from the Network Provider list so that Workers’ Compensation will be billed and not the individual’s health care insurance. Sedgewick is the third party administrator and it is important to file a claim as soon as possible if you have a work-related injury. The committee’s new business concerned the wellness program at USC and following up with a letter that was sent to Lisa Macchia regarding health plan negotiations. They will continue with these issues at their next meeting.

Environment: Rita Gonzales, Chair

The committee did not meet last month.

Rights and Responsibilities: Jennifer Gerson, Chair

Jennifer reported that Janis McEldowney and Diane Schrader are finalizing a proposal for the employee gateway. Jennifer and a member of the Faculty Senate met with Janis McEldowney regarding issues with the USC Childcare Center and the meeting went well. A couple of weeks later it was announced that CCLC would be taking over USC Childcare Center. The teachers will no longer be USC staff, but they were all offered jobs with the new center. If the teachers did not accept the new job offer, they got the university’s severance pay. Their benefits will not be the same as USC but will be

comparable. A downside to this transition will be that the childcare center will be closed from August 13th through August 17th. The university is making every effort to accommodate both teachers and parents during this time. Janis McEldowney noted that if a staff member needs help talking to a particular school regarding taking time off during this period, Benefits Administration will provide this support. Janis also noted that the new center has policies in place so certain issues will not get out of hand.

Rules and Elections: Carolina Castillo, Chair

Carolina congratulated Lorna on being elected as the new Parliamentarian. The committee met by email last month. The committee decided that when picking the Staff Monthly Recognition Award Recipient, their first priority will be the Staff Monthly Recognition Award applications. The second priority will be applications from the President's Staff Award. Lastly, Carolina reminded assembly members to make sure they sign the attendance sheet because they are monitoring the general assembly meetings as well as the committee meeting attendance.

Transportation: Evelyn Alva, Chair

Evelyn Alva reported that the committee did not meet last month, but will meet in the next couple of weeks.

New Business:

Janis McEldowney announced that Jim Hooker, Associate Senior Vice President of Cultural Relations and University Events, is leaving the university and would like to get feedback on how to make the Staff Recognition Luncheon better so he could share this information with the person who will be taking his place. Janis asked assembly members to email her with suggestions. Lisa Gallegos was unclear about who organizes this event. Protocol and Events puts it together and Staff Club is involved with planning the event.

Next Meeting:

Thursday, August 9, 2012 from 9:00 a.m. to 10:30 a.m. Location: BCC 101, HSC.

Adjournment:

A motion to adjourn was made by Carolina Castillo and was seconded by Michelle Jones. The meeting adjourned at 10:50 a.m.

Minutes submitted by: Robbie Boyd.

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