

**University of Southern California
Staff Assembly
General Assembly Meeting Minutes
Thursday, June 7, 2012
LAW 103 – University Park Campus**

Present: Laura Aguilar, Linda Bazilian, Shirley Beard-King, Corliss Bennett, Paul Biddlecomb, Desiree Brown, Delphina Candelaria, Carolina Castillo, Cynthia Clayton, Sarah Cusimano, Ingrid DeCook, Josie Drury, Lisa Gallegos, Jennifer Gerson, Rita Gonzales, Tony Hong, Michelle Jones, Monica Morita, Bryan Ortiz, Joyce Perez, Lillian Rivera, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Mary Trujillo, Lorna Tureaud, Margaret Turner, Jeanne Weiss, Amy Yung

Absent: Monique Abeyta, Teri Adams, Steve Adcook, Nicole Aguirre, Evelyn Alva, Josie Amescua, Tammy Anderson, Teri Aparicio, Halina Biel Milunovic, Robert Boyd, Cynthia Brass, Frida Canono, Amy Cienfuegos, Paul Flores, Monique Franklin, Shannon Hinojosa, Jennifer Hong, John Johnson, Christine Lavoie, Yolanda Mora, Kathleen Neal, Lou Nieto, Yolanda Rios, Wade Thompson-Harper, Connie Vargas, Gretchen Villaluz-Picazo, Kathy White, Susan Weidem, Marisela Zuniga

Call to Order:

President Lisa Gallegos called the meeting to order at 9:11 a.m. There was not a quorum.

Staff Monthly Recognition Award:

Paul Maiden, Vice Dean for the School of Social Work, introduced the June Staff Monthly Recognition Award recipient Carmen Frierson, Associate Dean of Finance and Administration. Dr. Maiden began by stating that he was glad there was an organization that recognized staff at USC and introduced their ‘cheering section.’ He began by telling a few stories about Carmen to demonstrate what kind of person she was. One story was about the employee application process and the types of things they looked for in the right candidate. He said that Carmen has the qualities that would make her one of the number one candidates. Dr. Maiden mentioned that Carmen has been with USC for 30 years and that she is an important part of the team. He says that Carmen is exceptional and an important asset to the school. He gave an example about how she helped one of the cleaning staff pay for a tutor for her high school son. He says it’s the personal stuff, what they do on a daily basis that makes her valuable, to not only the school, but also as a personal colleague.

Carmen explained that she was a USC student and then became an employee first at KUSC for 18 years then moving on to Social Work where she has been for the last 12 to 13 years. She says that she absolutely loves what she does and looks forward to coming to work every day. She thanked her colleagues for coming to support her and says that they are all wonderful people. She says it is exciting, nice, and wonderful to be acknowledged by her peers. She says thank you.

President Lisa Gallegos presented Carmen with a plaque on behalf of the Staff Assembly. No Staff Club representative was available to present Carmen with the \$150 check, but she was told it would be delivered to her.

Approval of May 2012 General Assembly Minutes:

Since no quorum was present the minutes were not reviewed or approved. Lisa asked that any revisions be emailed to her or Robbie and that they would be reviewed for the next meeting.

Personnel Council Report: Awilda Bregand

Awilda reported for Janis Mc Eldowney in regards to the Associate Senior Vice President of Administration report. She discussed the progress of Work Day. Currently they are now doing actual testing of the Work Day System. Testing will be going on for at least three days a week for the next three weeks. They are making sure that everything that was configured is working. Awilda did attend Personnel Council and said that there were not many things discussed that were not Work Day related. One of the things discussed that was not Work Day related was Trojan Time by Mollie MacDonald of Payroll Services. She says it should be up and running shortly, but one of the problems they are running into is the Shibboleth login mechanism. When one logs in using Shibboleth, unless the browser is closed completely, one will remain signed in, and if it is a community computer then anyone will be able to see an employee's information. Potentially, then, someone may be able to logon to other things that contain your personal information. Payroll does not want to use Shibboleth for time keeping purposes. They are in the process of figuring out how to work around that. Awilda explained that they did finish the long term care roll out program. The goal that benefits was shooting for was a 3%-5% enrollment. A week before the deadline there was only about 200 people who had signed up; which was not even close to 3%. The Monday after the deadline the final numbers showed that they did meet the 5% enrollment goal. 797 people enrolled online, which is a little more than 5%. This does not include those that enrolled using the paper forms for those who did not have a guaranteed policy, like spouses. This number will not be available until early July. Awilda then discussed the next big project they are circling back to is making sure that all social security numbers for dependents of benefits-eligible employees are entered into the system before Work Day rolls out. Before the initial communication to employees about updating this information there were about 14,000 employees who needed to do this. As of this week there were only 900 employees who needed to update their social security number information. Additionally, there are about 8,000 employees who have not yet assigned a beneficiary for their life insurance policies through Minnesota Life. Work Day will not help to resolve these two issues currently; however, going forward in 2013, though, this will help to reduce these types of issues with new employees. Finally, USC will discontinue paying supplemental life insurance premiums one month in advance like they currently do with medical, dental and vision benefits. Billing one month in advance was confusing for Minnesota Life, so now USC will only pay the current month we are in. As a result for July 2012 employees will get a premium holiday for supplemental life insurance.

Guest Speaker: Laurie Stone, Executive Director of Land Use and Planning for University Real Estate

Laurie mentioned that she does long term strategic planning for the University, her main focus being on the Health Sciences campus. She gave a brief overview of the master plan for the HSC campus. The master plan was completed in 2010 and they have just begun to implement it. There are about 10,000 people on the HSC campus, 3,200 students, the School of Pharmacy, Medicine, Physical and Occupational Therapy. The faculty and staff researchers for the School of Dentistry are also on HSC. Also, there are two hospitals that see about 10,000 inpatients and 300,000 outpatients on an annual basis. The master plan is a long term plan looking to 2035. The principles and objectives for the plan boil down to how does USC elevate the HSC campus, because it has a very different feel from the UPC campus. This will be done by focusing on aesthetics, giving the campus an identity, and by making it a top 10 research academic medical center by making sure the right buildings and amenities are available. The plan addresses many things like the type of buildings that can be added and vehicular circulation on campus. USC has a lot of underdeveloped land which provides the ability to build 4,000,000 sq. ft. in the next 20 to 25 years without having to go out and purchase additional land. Approximately 1,000,000 sq. ft. of existing space will be taken down and replaced with 3,000,000 net new sq. ft. This breaks down to about 500,000 sq. ft. for academic space, over 1,000,000 sq. ft. for clinical space, over 1,000,000 sq. ft. for research space, and the remaining space for amenities such as dining, hotel and student housing. USC has important relationships with the County of Los Angeles and the surrounding neighborhood and this was taken into consideration when the master plan was put together.

The master plan is continuously changing despite being completed. There are some buildings that have been deemed ok to make additions to, and they want to move from surface parking to structure parking along the perimeter of the campus. It is not clear yet how all the new space will be used. It will depend on how the University grows. Now that the plan has been approved implementation has begun. \$35,000,000 is being invested in campus beautification, campus aesthetics, sidewalk widening, and undergrounding overhead utilities. Streets like Norfolk and Alcazar will be re-designated so that traffic will be lessened on San Pablo, and so that traffic circulation will be improved. Two major gateways are planned for the HSC campus, as well as a few minor ones. Construction on the gateway at Soto St. and Alcazar St. has begun. Three palm trees have already been planted and construction on the archway and signage will begin in either January or February of 2013. At Zonal Ave. and Biggy St. there will be a secondary gateway.

In December 2012 construction will begin on HCC III, designed to be the new Norris Cancer Center Outpatient Building, and hopefully on HCC IV, a multidisciplinary clinical building, as well, if funding is secured. Each building is approximately 114,000 sq. ft. The two surface parking lots will be taken away. Additional parking will be built, but it has not yet been determined if it will be surface or structure. Also there will be tunnels built between HCC III and IV to move patients between the two buildings and Keck Hospital, but not to Norris Hospital. A bridging system across the campus has been discussed but no final decision has been made. There is space for a research building of approximately 220,000 sq. ft. to be potentially built on the surface parking lot next to Broad. Funding has not yet been secured for this though. USC is in negotiations with two different hotel developers. They are looking to build a 200 bed hotel with conference

space, restaurant, and small retailers. A 440 bed student housing building will also be built. This will be developed by American Campus Communities. This should break ground in 2013 with an estimated completion date of 2015. Many of the older buildings will come down but not until a new building has been built so that the people in those buildings have somewhere to go. There are also discussions to lease the building next to the Soto Street Building.

USC will go through a similar process, in regards to a specific plan, for HSC. An environmental impact report has already been done in 2005 for HSC to a certain extent. Once the permitting and specific plan process has been completed for HSC an additional environmental impact report will be done for the remaining master plan. That is at least a year out. In regards to community outreach/programming the plans are to continue and expand efforts. There will be a lot of community outreach during the specific and master plan phases. Original plans for the Soto building were for it to be administrative space and it was at the last minute when academic departments/activities were moved in. Additional class space is needed as a result and the building next door is being looked at as a possible solution. Additional space for the HSC child care center will be located in the student housing building.

President's Report: Lisa Gallegos

No report was given.

Committee Reports

Communications: Joyce Perez, Chair

Joyce discussed that the communications committee is working on revamping the staff assembly website. She asked that any suggestions and ideas be emailed to the staff assembly email address. The deadline for this is June 15, 2012.

Compensation and Benefits: Michele Jones, Chair

At their last meeting the committee discussed workers compensation. Jolly Hamid will be meeting with the committee on June 12, 2012 at 12:00pm at the Law school. One of the items they will discuss is the usability of the workers compensation website. Also the process for layoffs was discussed. Their next meeting is June 12.

Environment: Rita Gonzales, Chair

The committee wants to know if staff assembly will want to put on two environmental fairs again for next year. The fairs will be at the same time as Festival of Books again. They want to know if space should be reserved now instead of at the last minute. It was also mentioned that it was a little hard to put together two environmental fairs. They are also discussing some of the crosswalks around campus, in particular the one at Flower and Jefferson where the Expo line is. The committee is meeting via conference calls.

Rights and Responsibilities: Jennifer Gerson, Chair

Jennifer spoke with Diane Schrader in Benefits Administration in regards to the Employee Gateway they are a little bit behind on where they thought they would be. Diane thought beta testing would have already begun. The proposal is still being reviewed. Diane is hopeful that testing will begin in July. The other topic is the UPC

child care center. Jennifer has gotten reports for parents on campus regarding the safety and well being of the children. The committee is working with the faculty environment committee of the faculty senate of USC. They are trying to schedule a meeting with the director of the child care center, Todd Dickey, Janis Mc Eldowney, and Awilda Bregand. Jennifer asked that if anyone knows of any issues at the UPC child care center to please let her know.

Rules and Elections: Carolina Castillo, Chair

The committee has been meeting via email. They have been voting for candidates through email. They received 15 applications from the President's Leadership nomination procedure, one who has already received the Staff Monthly Recognition Award, and two new applications through the regular process. They are asking that we continue to promote the Staff Monthly Recognition Award especially for nominations from HSC. Currently there are four HSC candidates. It was discussed if the President Leadership candidates should be used for the Staff Assembly Monthly Award. It was decided that they would be considered because they meet the goal of the award of recognizing staff. Those received through the regular process will be considered first though. Also attendance will be reviewed for the Staff Assembly members.

Transportation: Evelyn Alva, Chair

Evelyn was not present and no report was given.

New Business:

Lisa had a brief conversation with Dennis Cornell about the reputation that staff assembly has with the President's office. Dennis says we are on the President's mind. The President would like to recognize staff better, take it to another level. Lisa will try to get a one-on-one with the president to bring issues, like the current layoffs, staff morale, staff promotion, etc., to the President's attention. She will give an update on this at next month's meeting.

Also Carolina announced that the Neighborhood Outreach Program completed their grant making process. They expanded the grant review committee to 20 members, including one from Staff Assembly. They were able to fund 42 programs, giving out approximately \$1.4 million. The website will be updated soon.

Next Meeting:

Thursday, July 12, 2012 from 9:00 a.m. to 10:30 a.m. Location: TBD, UPC.

Adjournment:

A motion to adjourn was made by Michele Jones and was seconded by Carolina Castillo. The meeting adjourned at 10:36 a.m.

Minutes submitted by: Raquel Rodriguez.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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