

University of Southern California
Staff Assembly
General Meeting Minutes
Thursday, March 14, 2013
Hedco Neurosciences Building (HNB) #100
University Park Campus (UPC)

Present: Eliza Aceves, Julia Andaya, Wendy Arima, Catherine Ballard, Paul Biddlecomb, Susan Biddlecomb, Halina Biel Milunovic, Cynthia Brass, Delfina Candelaria, Carolina Castillo, Ricky Craddock, Sarah Cusimano, David Donovan, Frances Fitzgerald, Jennifer Gerson, Teresita Jamanila, Alan Kay, Kita Dawn, Monica Morita, Kathleen Neal, Lou Nieto, Bryan Ortiz, Ingrid Popper, Lillian Rivera, Irene Rodriguez, Raquel Rodriguez, Diana Sabogal, Elizabeth Stewart, Rosie Tellez, Lydia Vazquez, Wade Thompson-Harper, Mary Trujillo, Veronica Villa, Sarah Watari, Jeanne Weiss, Amy Yung.

Absent: Monique Abeyta, Allen kay, Jennifer Alvarado, Tammy Anderson, Teri Aparicio, Corliss Bennett, Francisco Chang, Paul Dieken, Josie Drury, Laura Estrada, Franklin Monique, Lisa Gallegos, Tracy Kerr, Rachel Levy, Pauline Martinez, Yolanda Mora, Aida Preciado, Luis Ramirez, Gretchen Villaluz-Picazo, Victoria Young.

Call to Order:

President Jennifer Gerson called the meeting to order at 9:15 a.m. There was no quorum.

Staff Monthly Recognition Award:

Dennis Chong, Professor and Chair of Political Science Department, introduced March Staff Monthly Recognition Award recipient, Catherine Ballard, Associate Director of the Political Science Department. The Professor Chong spoke of Catherine's dedication to the students as she provides support and help to graduate students. Catherine thanked Staff Assembly for the award and mentioned she is happy what she does and loves working with all students.

Staff Assembly President Jennifer Gerson presented Catherine with a plaque on behalf of Staff Assembly.

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

Associate Senior Vice President for Administration Report:

Janis McEldowney was not present; no report was given.

Personnel Council Report:

Awilda Bregand, reported that the Personnel council did not meet this month. Awilda reported that Human Resources is in the process of filling seventh positions to create a call center for assistance with WorkDay; these positions have already been posted. In addition, three technical staff with experience in WorkDAY are being hired to assist

employees and address questions. Awilda also commented that in Payroll will conduct testing from AIS to WorkDay. Hopefully, information in all university databases will match; otherwise, the decision to go live with WorkDay might need to be postponed or extended from the current date of July 1, 2013.

The Benefits Department is also performing several audits prior to WorkDay going live. The social security audit that was completed originally identified 500 employees who were missing social security numbers for dependents; this number has been reduced to 220 employees who have not responded to the request for social security numbers. The deadline for employees to report social security numbers is April 2013. If employees do not report social security numbers, medical coverage will be canceled.

Lastly, USC is in the process of purchasing Verdugo Hospital in Glendale. California council approval is needed at this time.

President's Report: Jennifer Gerson

Jennifer Gerson thanked everyone for attending Presidents Nikias' Address to staff.

Committee Reports

Communications: Laura Estrada and Eliza Aceves, Co-Chairs

Eliza reported that Sarah is working on the Assembled Voice. Eliza noted that it is free to publish advertisements in the Assembly Voice.

Further, Eliza stated that Luis is working on updating new information for the web site.

In addition, the committee just created a Twitter account, which is @USC_SA.

Compensation and Benefits: Alan Kita

Alan reported that the committee did not meet this month.

Environment: Lisa Gallegos, Chair

Jennifer Gerson reported on behalf of Lisa that this year, the Earth Day Fairs will be held on April 18 (HSC) and April 25 (UPC).

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne reported that the committee discussed issues with USC's Child Care Program. She noted that the committee was informed about the new gateway web site for staff and that is now ready to use.

Rules and Elections: Carolina Castillo, Chair

Carolina announced that committee is going to revise the nomination award form to clarify which staffs are eligible to be nominated. In addition, Carolina mentioned that we lost four staff assembly members last month.

Jennifer Gerson announced she had sent out a sympathy card to an employee who lost a dependent child. Jennifer asked to be notified if anyone hears of other staff members losing family members so she can send sympathy cards on behalf of Staff Assembly.

Transportation: Lou Nieto, Chair

Lou reported that in December 2012 there were a total of 19 vanpool units; by March 2013 there were only 11 vanpool units in service. Three more vanpool units are expected to drop. This is due to the reduction and eventual cancellation of the vanpool subsidy. Lou noted that the committee sent a letter to Tony Mazza to see what can be done to remedy this problem.

Charles Lane, Associate Senior Vice President, Career and Protective Services

Charles Lane was introduced by Raquel Rodriguez. Mr. Lane said that he has been working for the university for 22 years.

Mr. Lane noted since the October 31, 2012 incident took place at the university, new security measures to keep the university safe were adopted on January 14, 2013. These new measures consisted of building a new fence around campus and closing some gates between 9:00 p.m. to 6:00 a.m. Further, the university increased the numbers of available cameras to 120. Some camera license plate (CLP) systems were installed on the West and North sides of the UPC campus. Mr. Lane mentioned that, in the future, the university is planning to build walls around campus to heighten security.

Also, beginning January 2013, the university created a new security system after 5:00 p.m. at all gates, which requires that everybody who wants to enter the campus needs to provide a photo ID.

Questions to Mr. Lane from the audience.

- What is going to happen on graduation day given the new measure system?
Mr. Lane mentioned that they already have a plan in place for that day.
- What will happen during football games?
The university will make exceptions to the security measures for game days. Mr. Lane said that certain gates are easy to pop out.
- What about HSC in terms of security measures?
Mr. Lane noted that because HSC has a lower crime rate than UPC, security there is less complicated. However, he mentioned that new security measures have been included in the master plan.
- Are you planning to install cameras at CAL building?
Mr. Lane said that his office will look into it.
- Have CLP cameras been installed at the Credit Union Building?
No, they have their own internal cameras

New Business:

No new business was reported

Next Meeting:

Thursday, April 4., 2013 at 9:00-10:30 a.m. in MCH room #156 on the Health Sciences Campus (HSC).

Adjournment:

A motion to adjourn was made by Halina Biel Milunovic and was seconded by Ingrid Popper. The meeting adjourned at 10:45 a.m.

Minutes submitted by: Bryan Ortiz.

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Staff Assembly Twitter: @USC_SA

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