

**University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday, March 8, 2012  
TCC 227 – University Park Campus**

**Present:** Teri Adams, Laura Aguilar, Nicole Aguirre, Evelyn Alva, Tammy Anderson, Teri Aparicio, Linda Bazilian, Paul Biddlecomb, Halina Biel Milunovic, Robert Boyd, Desiree Brown, Frida Canono, Amy Cienfuegos, Carolina Castillo, Cynthia Clayton, Ingrid DeCook, Josie Drury, Lisa Gallegos, Rita Gonzales, Shannon Hinojosa, Tony Hong, Michelle Jones, Monica Morita, Kathleen Neal, Bryan Ortiz, Joyce Perez, Lillian Rivera, Raquel Rodriguez, Elizabeth Stewart, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Susan Weidem, Jeanne Weiss, Amy Yung, Marisela Zuniga

**Absent:** Steve Adcook, Monique Abeyta, Josie Amescua, Shirley Beard-King, Corliss Bennett, Cynthia Brass, Delfina Candelaria, Sarah Cusimano, Paul Flores, Monique Franklin, Jennifer Gerson, Jennifer Hong, John Johnson, Christine Lavoie, Yolanda Mora, Lou Nieto, Yolanda Rios, Rosie Tellez, Margaret Turner, Gretchen Villaluz-Picazo, Connie Vargas

**Call to Order:**

President Lisa Gallegos called the meeting to order at 9:06 a.m. A quorum was present.

**Staff Monthly Recognition Award:**

Ron Anderson, Associate Director of the Student Services Contact Center in Financial Aid, introduced the March Staff Monthly Recognition Award recipient Michael Katz, Manager of the Student Services Contact Center in Financial Aid. Mr. Anderson noted that even though he has only worked at USC for a few years, Michael has brought nineteen years of experience in financial aid to the job, and he has shared his experience and knowledge with his coworkers. He always does his job with a positive attitude. Michael was extremely thankful for his award.

President Lisa Gallegos presented Michael with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented a check for \$150.00 to Michael on behalf of the Staff Club.

**Approval of February 2012 General Assembly Minutes:**

On a motion by Michelle Jones and seconded by Wade Thompson-Harper, the minutes of February 2, 2012, meeting of the Staff Assembly were approved as amended.

**Associate Senior Vice President for Administration Report and Personnel Council Report: Awilda Bregand**

Awilda Bregand reported that the university administration is currently working on a policy that will protect minors on campus. This policy will require all staff, faculty, and volunteers who are in contact with minors on campus to have a criminal background check. The administration is also putting together a training program for the various

groups that deal with minors on campus, and they are putting together a registry to make sure they include all the departments and organizations that will be affected. There will be no cost to the departments for the background check. One of the questions that a member brought up included what the turn around time was for this policy, and the administration would like to have it in place by new fiscal year. Another question was regarding long-term employees who never had a background check. The employee will have to have a background check and will be terminated if anything shows up. Students who deal with minors will also have to have a background check. Jim Ball from General Counsel reported to Personnel Council that the NUHW Union is still in contract negotiations with the hospital. Also at the Personnel Council meeting, Jim Anderson from Career and Protective Services noted that they have hired a new customer service representative in Disability to funnel calls and found a need for HDC training. Awilda announced that Benefits Administration will be sending out a message regarding the new long-term care carrier, Genworth, next week and that Genworth will be having information sessions in April as well as a webinar. Lastly, Awilda noted that the new COBRA administrator has started and there were very few glitches.

**President's Report: Lisa Gallegos**

Lisa Gallegos reported that at this year's Staff Recognition Luncheon they will be recognizing the past year's Staff Recognition Award recipients. Lisa and Wade Harper-Thompson will both be representing Staff Assembly and Staff Club. Laura Stone will be the assembly's guest speaker in June, and she will be reporting on USC's HSC master plan. Lisa asked members if the upcoming specific plan is something that we should be informing employees about. Members all agreed that we should.

**Committee Reports**

**Communications: Joyce Perez, Chair**

The committee met on February 15, and they are working on getting the next Assembled Voice published. Joyce noted that she still needs articles for the AV from a couple of the committee chairs. Photos of the Assembly need to be retaken after today's meeting.

**Compensation and Benefits: Michelle Jones, Chair**

The Compensation and Benefits Committee discussed the recent layoffs that have occurred and may be taking place at both campuses. They also discussed the workman's compensation benefit and how the departments seem to have different procedures. All the departments need to be on the same page. Lastly, they were comparing the deductions of the different tiers of employee's health benefits as a staff member had emailed the committee regarding this issue. They will continue that discussion at their next meeting.

**Environment: Rita Gonzales, Chair**

The Earth Day Fair will be held on April 10 at UPC and April 18 on HSC. Right now the committee is arranging for vendors to come to the fair. The CAL building had safety training sessions for employees on the new Expo Light Rail that will be opening soon. It has become a concern for staff since the Light Rail crosses Jefferson Boulevard between the main campus and the CAL building.

**Rights and Responsibilities: Tony Hong**

The committee discussed the results of the survey that was sent out last month in regards to the employee gateway that Benefits Administration is creating for the USC website. Of the 2,200 people who responded to the survey, one fifth of the responses were from faculty members. There was a lot of positive feedback, and the committee will have more information from the survey at their next meeting.

**Rules and Elections: Carolina Castillo, Chair**

Carolina thanked the Rules and Elections Committee and Assembly members for bringing in more nomination packets for the Staff Monthly Recognition Award. Every member of the committee is working hard, and they have four nomination packets to review for next month. They will meet after today's GA meeting.

**Transportation: Evelyn Alva, Chair**

The Transportation Committee will be meeting with Michelle Garcia, Associate Director of Transit in Transportation Services, next week. They will be discussing several issues that have been brought to the committee's attention. Evelyn noted that she attended last month's Citation Review Board meeting and said that it was very interesting and all Assembly members should participate.

**Guest Speaker: Art Bartner, Trojan Marching Band Director**

Dr. Bartner discussed his forty-two years as director of the Trojan Marching Band. He shared many stories with the assembly, including a story about performing at Notre Dame and how a foreign student taught himself to play drums so he could join USC's marching band. Dr. Bartner presented facts and figures about the marching band, including the fact that only 8 percent of band members are music majors and that very few members receive grant money to fund their education. He also noted that the band not only plays at all football games but at every fund raising event as well. Lastly, Dr. Bartner presented a slideshow of pictures of the band.

**New Business:**

No new business.

**Next Meeting:**

Thursday, April 5, 2012 from 9:00 a.m. to 10:30 a.m. Location: BCC, HSC Campus.

**Adjournment:**

A motion to adjourn was made by Carolina Castillo and was seconded by Wade Thompson-Harper. The meeting adjourned at 10:36 a.m.

**Minutes submitted by:** Robbie Boyd.

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