

**University of Southern California
Staff Assembly
General Meeting Minutes
Thursday, May 02, 2013
TCC Room # 227 – University Park Campus**

Present: Eliza Aceves, Jennifer Alvarado, Tammy Anderson, Wendy Arima, Paul Biddlecomb, Susan Biddlecomb, Halina Biel Milunovic, Delfina Candelaria, Ricky Craddock, Sarah Cusimano, David Donovan, Laura Estrada, Jennifer Gerson, Teresita Jamanila, Tracy Kerr, Dawn Kita, Lou Nieto, Bryan Ortiz, Ingrid Popper, Aida Preciado, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Sarah Watari, Jeanne Weiss

Absent: Kay Allen, Julia Andaya, Teri Aparicio, Catherine Ballard, Corliss Bennett, Cynthia Brass, Carolina Castillo, Francisco Chang, Paul Dieken, Josie Drury, Monique Franklin, Frances Fitzgerald, Lisa Gallegos, Doris Lee, Pauline Martinez, Yolanda Mora, Monica Morita, Kathleen Neal, Diana Sabogal, Wade Thompson-Harper, Lydia Vazquez, Gretchen Villaluz-Picazo, Victoria Young, Amy Yung

Call to Order:

President Jennifer Gerson called the meeting to order at 9:15 a.m. There was a quorum.

Approval of February 2013 General Assembly Minutes:

On a motion by Tracy Kerr and seconded by David Donovan the minutes of the February 07, 2013 meeting of the Staff Assembly were approved as amended.

Approval of March, 2013 General Assembly Minutes:

On a motion by Halina Biel Milunovic and seconded by Ingrid Popper the minutes of the March 14, 2013 meeting of the Staff Assembly were approved as amended.

Approval of April 2013 General Assembly Minutes:

On a motion by Jeanne Weiss and seconded by Rosie Tellez, the minutes of the April 04, 2013 meeting of the Staff Assembly were approved as amended.

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. There was not much to report this time. Awilda noted that the Benefits office had the first transition seminar for all employees age 55 and older. UPC had 100 and HSC had 90 who attended the seminar. Workday is still on track to go live on July 01, 2013. Lastly Awilda reported that the number of employees who did not respond to her request for dependent social security numbers has been reduced to less than 100.

President's Report: Jennifer Gerson

Jennifer Gerson thanked everyone who was involved in The Earth Day Fair held at UPC on April 30 and HSC on April 18. It was a very successful event. Jennifer also announced

that she received a flyer for a donation drive for those folks who have old wireless phones to please donate them. These wireless phones go to the Center of Woman and Man to benefits of domestic violence victims and survivor. The deadline is May 03, 2013. Jennifer noted that she needs feedback of availability for those members who want to do a tour to John McKay Center facilities as well as to the new Health Center facilities. We will consider an arrangement for another tour after the USC commencement. Further Jennifer will arrange with Lorna Tureaud to discuss and get information how to receive help in tuition exchange program. Lastly, Jennifer congratulated all Staff Assembly members who participated last Wednesday at the Staff Recognition lunch with President Nikias.

Committee Reports

Communications: Laura Estrada and Eliza Aceves, Co-Chairs

Eliza reported that they had an issue with new printer and had to go back to using the old printer. Also the committee reported that they will send a post card to everyone after USC commencement announcing that the Assembled Voice will be online. Further Diane Schrader offer to add the Staff recognition awardees every month in the employee Gateway.

Compensation and Benefits: Jennifer Gerson.

The committee discussed Worker's Compensation website to be sure this is friendly and understandable to use. Further spread the word on the new program Trekker. This is a program of a group of people who walk during lunch on both campuses UPC and HSC. Jennifer will follow up with Lorna Tureaud and request that she speak at a future Staff Assembly General Meeting about tuition Exchange.

Environment: Lisa Gallegos, Chair

Susan reported on behalf of Lisa the Earth Day Fairs was successful in both campuses. Also reported in the last meeting was the discussing of the Safety Fair.

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne reported the committed met after the General meeting to discuss a Child Care issue. Jeanne distribute to committee members copies of notes that she had taken during the luncheon meeting that was held on April 4, 2013 by the child care Company and USC administration to address parent concerns.

Rules and Elections: Carolina Castillo, Chair

Irene reported that the committee met after the General meeting and discussed their concerns about the lack of nominations however by today we already had nominees for May and June. Also the committed announced that anyone who sends in a nominee is elected for a book store certificate raffle drawing. Further the committee will discuss the empty seats we currently need to fill for Staff Assembly.

Transportation: Lou Nieto, Chair

Lou reported that on April 09, 2013 he met with Jennifer Gerson President of the Staff Assembly, Tony Mazza, Director of Transportation Services and David Donovan, Associate Director, Operations for Transportation Services to discuss the vanpool issue.

However, there's not much to do on this decision, because the decision came from Senior Administration. By today, there are eight USC Vanpools in operation only.

Guest Speaker: Dennis Cornell, USC Chief of Staff and Director of Protocol

He started working on a special campaign under Dr. Sample administration and then he moved to University Relation. As off today he held the function of USC Chief of Staff and Director of Protocol.

The President knew that Mr. Cornell was giving a speech to Staff Assembly and he said please bring this message to the Staff Assembly Members, "I appreciate the value of service the Staff Assembly provides to the university community". Further, Mr. Cornell explained how the internal structure office of the President Nikias is composed. Mr. Cornell is the responsible person to revise all single documents before it's passed to president Nikias for a final Review and decision. Further, he is responsible to align all meeting for Trustees, Deans and Executive meeting.

New Business:

No new business was reported

Next Meeting:

Thursday, June 6, 2013 at 9:00-10:30 a.m. in TCC room #227 on the University Park Campus (UPC).

Adjournment:

A motion to adjourn was made by Jeanne Weiss and was seconded by Tracy Kerr. The meeting adjourned at 10:45 a.m.

Minutes submitted by: Bryan Ortiz.

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

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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>