

**University of Southern California  
Staff Assembly  
General Assembly Meeting Minutes  
Thursday, May 3, 2012  
TCC 227 – University Park Campus**

**Present:** Teri Adams, Laura Aguilar, Evelyn Alva, Tammy Anderson, Robert Boyd, Cynthia Brass, Desiree Brown, Frida Canono, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Sarah Cusimano, Ingrid DeCook, Lisa Gallegos, Jennifer Gerson, Rita Gonzales, Shannon Hinojosa, Michelle Jones, Monica Morita, Lou Nieto, Bryan Ortiz, Joyce Perez, Raquel Rodriguez, Rosie Tellez, Mary Trujillo, Lorna Tureaud, Margaret Turner, Gretchen Villaluz-Picazo, Amy Yung

**Absent:** Steve Adcook, Nicole Aguirre, Josie Amescua, Teri Aparicio, Linda Bazilian, Shirley Beard-King, Corliss Bennett, Paul Biddlecomb, Halina Biel Milunovic, Delfina Candelaria, Josie Drury, Paul Flores, Monique Franklin, Jennifer Hong, Tony Hong, John Johnson, Christine Lavoie, Yolanda Mora, Kathleen Neal, Yolanda Rios, Lillian Rivera, Elizabeth Stewart, Wade Thompson-Harper, Connie Vargas, Jeanne Weiss, Susan Weidem, 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:**

Kim Price, Director of Budget and Finance for the Dornsife Business Office, introduced the May Staff Monthly Recognition Award recipient Denise Wiegel, Department Business Office. Ms. Price was honored to present Denise with this award. She noted that Denise has been with the university for thirty years, fifteen of which have been with the Dornsife Business Office. She also noted that in a department that consists of forty people, Denise is always willing to help out everyone. Denise was very humbled and honored to receive this award and stated that it is important to move around the university, to network and make friends because the university is a great place to work.

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

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

On a motion by Carolina Castillo and seconded by Mary Trujillo, the minutes of March 8, 2012, meeting of the Staff Assembly were approved as amended.

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

On a motion by Margaret Turner and seconded by Lorna Tureaud, the minutes of April 5, 2012, meeting of the Staff Assembly were approved.

### **Personnel Council Report: Awilda Bregand**

Personnel Council did meet. Debra Fabanish announced to the council that the annual funding notice for people who have the SSRP nonexempt pension plan was recently mailed. She is also doing a lot of retirement education workshops that staff members will be receiving emails about. Mollie MacDonald of Payroll Services reported to the council that they are hoping to have Trojan Time up and running shortly after the beginning of the new fiscal year. Jody Shipper reported to the council that the “protecting minors policy” is almost complete, and they will be having their first training session today at the Credit Union building. An email went out in regards to employees who do not have their dependent’s social security number on file to let them know that they can update this information privately through eTrac. Awilda announced that the deadline for Genworth Long Term Care Insurance has been extended to May 11. For a USC staff member 65 years old or younger, they have to accept you, no medical questions asked. There are three things you can do if you have John Hancock, USC’s current long term care insurance: 1. Do nothing at all 2. Supplement the current insurance. 3. Switch out to the new insurance, but this is not recommended, as your premiums will go up. John Hancock did apply to the state to raise their rates, so if it is approved, rates will likely go up in May 2013. Awilda also noted that the acceptance with no medical questions asked only applies to the staff member and not their spouse or dependents. She also warned that if you or your spouse/dependents fill out the application and are rejected your name will go into a national database, so if you check yes to any of the medical conditions on the application, do not send the application in. You can enroll online and also request an enrollment kit. Once the deadline has passed, a staff member may still enroll, but the “no medical questions asked” rule will no longer apply. Employees may take both policies with them if they leave the university.

### **President’s Report: Lisa Gallegos**

The Metro Expo Line is now open. In a couple of months, Lisa would like to contact Transportation Services to see how ridership has changed with USC transportation. A special Staff Assembly meeting will be held on May 17 from 9 a.m. to 10 a.m. in which a representative from Benefits Administration will conduct a demo of the new Work Day system. This meeting will be open to everyone.

### **Committee Reports**

#### **Communications: Joyce Perez, Chair**

Joyce announced that the AV came out shortly after the last meeting. The committee received positive feedback in regards to the AV. The next AV is tentatively scheduled to come out in November. The committee is currently updating the Staff Assembly Facebook and the Staff Assembly website. Pictures of the Environment Fair and the Festival of books were recently added to Facebook. Some of the group photos of the assembly were reverted to the old ones as there were more committee members present when the initial group photos were taken.

#### **Compensation and Benefits: Michele Jones, Chair**

At their last meeting, the committee discussed the Talent Management department, and they also looked at the university’s workers compensation policies. The committee specifically looked into whether a staff member can use their own doctor if they are

injured on the job, and they discovered that an employee can use their own doctor as long as they are in the university's network of doctors, but this information is not easy to find on workers compensation website.

**Environment: Rita Gonzales, Chair**

The Environment Committee successfully put together Environment Fairs at both UPC and HSC last month. Everything turned out good at both fairs. Rita is going to get together with Kerry Etheridge and Halli Bovia so they can have something written down to make next year's fair easier to organize for the committee. Rita thanked everybody for their help and support. The committee's next goal will be crosswalk safety.

**Rights and Responsibilities: Jennifer Gerson, Chair**

Jennifer spoke with Diane Schrader in Benefits Administration in regards to the Employee Gateway, and they are currently getting a quote and putting a proposal together to present to Todd Dickey. If he approves, they will begin testing the new system.

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

The committee did not meet last month. They did select a candidate for the Staff Monthly Recognition Award.

**Transportation: Evelyn Alva, Chair**

At their last meeting, the committee discussed Soto Building's parking lot rules and regulations. They also discussed Michelle Garcia's email responses to the questions they had when they met with her. They are also looking into the incentives that are provided by USC for using public transportation. An inquiry was made as to whether the opening of the new Expo Line will cause Transportation Services to cut back on their trams from Union Station to UPC. Additionally, it was asked that if they do cut back on the UPC trams, could they provide an extra one to HSC in the mornings. Lastly, it was asked if the HSC trams can drop off directly at the Soto Street Building, so passengers would not have to change buses at HSC. Evelyn stated that the committee would look into these issues.

**Guest Speakers: Mary Campbell, AVP of Talent and Organizational Effectiveness, and Roberto Blain, Director of Talent Management Strategies, Talent Management Department**

The Talent Management Department was recently combined from two separate departments: Professional Development and Employee Recruitment Services. There were a number of reasons for combining the two departments: new leadership, focus on measurable results, increased service volume, reduction in resources, evolving needs of the university, evolving models within the industry, and an opportunity for greater value and broader impact. Talent Management not only helps the individual employee in the skills they need to perform their job, but it also looks at ways to improve the organization as a whole and what the organization needs to achieve its goals and objectives. Professional Development is one of Talent Management's main objectives, and their goal is to have high quality programming available 24/7 to 100% of the work force. A question was brought up as to whether there is a cost to a department for these services. There is no cost to a department at certain levels, and certain content will be free to an employee. Another question asked was how does Lynda.com fit into this? Lynda.com is

an online program that specializes in software training. Employees and students can access these training modules for free and at any time. The modules on Lynda.com are broken up, so if a user has a specific question, they can go to specific chapter rather than having to sit through the whole module. It was asked what does Talent Management Services have now and what will be available in the future. They have Lynda.com and Management Excellence Resource Center, which has online modules, templates, and tools. Some of the projects and services for the future will be a learning management system that will be incorporated with WorkDay, talent acquisition tools, and an overhaul of their website. An inquiry was made as to whether Talent Management Services has an employee evaluation template and if they help with a department's organizational development. They are working on a whole new module for employee evaluation that will be universally used by the university, and they help a department with its strategic planning and organizational restructuring. Lastly, it was asked if Talent Management helps recently laid off employees find jobs. They are currently designing a program to help employees who are laid off find a job externally, and also they are putting together a program to help laid off individuals get a job within USC.

**New Business:**

No new business.

**Next Meeting:**

Thursday, June 7, 2012 from 9:00 a.m. to 10:30 a.m. Location: TCC 227, UPC.

**Adjournment:**

A motion to adjourn was made by Carolina Castillo and was seconded by Raquel Rodriguez. The meeting adjourned at 10:38 a.m.

**Minutes submitted by:** Robbie Boyd.

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