

**University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday, May 1, 2014  
Ronald Tutor Campus Center (TCC) Room 227**

**Present:** Eliza Aceves, Lali Acuna, Melissa Aparicio, Carmen Atkins, Linda Bakabak, Roxana Bellia, Susan Biddlecomb, Desiree Brown, Delfina Candelaria, Ellen Castillo, Rosa Cervantes, David Donovan, Frances Fitzgerald, Jennifer Gerson, Jane Gollayan-Valerio, Rita Gonzales, Sandra Gonzalez, Teresita Jamanila, Michelle Jones, Dawn Kita, Markisha Lea, Christina Nelson, Lois Nishimoto, Veronica Perez, Ingrid Popper, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Cynthia Schirmer, Rick Scott, Wade Thompson-Harper, Mary Trujillo, Lydia Vazquez, Pamela Wallace, Jeanne Weiss, Allison Welsh, Susan Wiedem, Cris Wilkins, Vicki Young, Amy Yung

**Absent:** Jennifer Alvarado, Tammy Anderson, Wendy Arima, Melissa Azarcon, Debra Bernstein, Cynthia Brass, Shannon Carter, Ricky Craddock, Monique Franklin, Tracy Kerr, Graciela Medina, Kathleen Neal, Lou Nieto, Luis Ramirez, Lisa Rayburn-Parks, Diana Sabogal, Valerie Sneed, Sarah Watari

**Call to Order:**

The meeting was called to order at 9:08am by President Jennifer Gerson.

**Welcome and Introduction of New Members:**

**Staff Monthly Recognition Award:**

Ms. Kim Price, Director of Budget and Finance for the Dornsife Business Office introduced May's Staff Monthly Recognition Award recipient, Ms. Susana Cervantes, Procurement Specialist for the Dornsife Business Office. Ms. Price spoke kindly about Susana, and thanked her for her positive attitude around the office and her willingness to help out. Ms. Cervantes expressed her gratitude in receiving the award.

Staff Assembly President Jennifer Gerson presented Susana with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented Ms. Cervantes with a check from the Staff Club in the amount of \$150.00.

**Approval of March and April General Assembly Minutes:**

On a motion by Pamela Wallace and seconded by David Donovan, the minutes for the March 13, 2014 Staff Assembly General Meeting minutes were approved as amended.

On a motion by Irene Rodriguez and seconded by Wade Thompson-Harper, the minutes for the April 3, 2014 Staff Assembly General Meeting minutes were approved as amended.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney**

Janis reported that both the Workers Compensation and Disabilities Office are working on initiatives to improve the procedure of claims processing. Janis also reported that there will be more auditing of timesheets, particularly timesheets submitted by student workers and resource employees in order to stay in compliance with labor laws and new health care regulations. She reported that the Administration wants to make sure that the University is being fair and appropriate to all student workers.

### **Personnel Council Report – Awilda Bregand**

Awilda Bregand was present; no report was given. Personnel Council will meet the week of May 8<sup>th</sup>, 2014.

### **President’s Report – Jennifer Gerson**

President Jennifer Gerson reported that the week following commencement is Staff Appreciation week. She reported that Staff Assembly will host an ice cream social on May 23<sup>rd</sup> on both campuses. Ice cream will be available to all staff members who present their USC staff ID card on a first-come, first-served basis. She also reported that Staff Assembly will also raffle off items during the week. Entries to the raffle will be via a Qualtrics survey. Jennifer also reported that there will be Heritage Hall tours during the ice cream social event.

### **Committee Reports**

#### **Communications – Eliza Aceves – Chair**

Eliza Aceves reported that the publication of the Assembled Voice spring edition launched successfully in April. She thanked the Assembly for its continued support of the Communications committee ‘going green’ with the Assembled Voice publication. Eliza also reminded the general assembly that new pictures of the committee members and general assembly will be taken immediately following the general meeting.

#### **Compensation and Benefits – Rick Scott – Chair**

Rick Scott reported that the committee spoke with Lisa Macchia from Benefits. She agreed to meet with the committee to discuss the health insurance negotiations process. Rick also reported that he had received inquiries regarding Workday, and agreed to pass on the information to Janis McEldowney. Rick reminded the committee members present that the next committee meeting will be held at the HSC campus on Thursday, May 8<sup>th</sup>.

#### **Environment – Rita Gonzales – Chair**

Rita Gonzales reported that Earth Day was very successful on both campuses. She reported that the event at UPC had a few challenges—bicycle and skateboard safety issues—but overall it was a great success. Rita reported that there were different vendors at each of the events which made the event at both campuses unique and interesting. She also reminded the committee that they were scheduled to meet immediately after the general assembly meeting.

#### **Rights and Responsibilities – Michelle Jones – Chair**

Michelle Jones reported that the committee is still looking at aspirant/peer universities regarding the Catastrophic Leave Bank programs; the committee is looking at 15 universities for comparison. She also reported that the committee is also reviewing and revising the Staff Handbook, making sure all staff employees are included in it (hospital employees are currently not mentioned in the handbook).

Michelle also reported that she attended the Child Care Advisory meeting with CCLC as the Staff Assembly representative.

#### **Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs**

Jeanne Weiss reported that several new members have joined Staff Assembly. She also reported that the committee currently has 9 nominations for the monthly Staff Recognition award, and has also received a packet of nominations from Jennifer Gerson. The committee is set to meet immediately after the general meeting to look over all nomination packets.

#### **Transportation – Lou Nieto – Chair**

Lou Nieto was absent. Markisha Lea reported that the committee's last meeting was held via email. The committee discussed a recent issue brought up by Wade Thompson Harper regarding USC Transportation vehicles seen driving in the wrong direction in the Biggy Street parking structure. The committee reached out to Michelle Garcia with Transportation Services and received an email from Michelle on April 23rd stating that Transportation Services will proceed with disciplinary action.

**Staff Assembly Guest Speaker**

Vice President David Donovan presented the Staff Assembly's May guest speaker, Otto Khera from USC Bike Commuters. Otto Khera has been at USC for 12 years and currently works as the Senior Manager of Research and Evaluation at the USC Center for Scholarly Technology (CST). Mr. Khera presented to the general assembly a slideshow titled "Safety, Health, Happiness, and Efficiency—The Daily Commute.

Mr. Khera presented on the everyday commute of USC employees and on the concept of multimodal transportation – trams, buses, bikes, rail (more than one way to commute). He spoke briefly about safety, education, and health as it relates to multimodal commuting. He also presented information about different bicyclist movements in and around USC—from the USC Bike Coalition to the League of American Cyclists (LAC)—consisting of 13 bike experts from USC and the community—to name a few.

**Next Meeting:**

Thursday, June 5, 2014 from 9:00-10:30 a.m. in the Ronald Tutor Campus Center (TCC), Room 227 on UPC.

**Adjournment:**

A motion to adjourn was made by Wade Thompson-Harper and seconded by Teresita Jamanila. The meeting adjourned at 10:34 a.m.

Minutes submitted by Cynthia Schirmer.

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