

**University of Southern California
Staff Assembly
General Meeting Minutes
Thursday, August 01, 2013
TCC Room # 450 – University Park Campus**

Present: Eliza Aceves, Julia Andaya, Wendy Arima, Paul Biddlecomb, Delfina Candelaria, Carolina Castillo, Kita Down, Laura Estrada, Frances Fitzgerald, Jennifer Gerson, Teresita Jamanila, Tracy Kerr, Kathleen Neal, Lou Nieto, Bryan Ortiz, Ingrid Popper, Lillian Rivera, Irene Rodriguez, Rosie Tellez, Lydia Vazquez, Jeanne Weiss, Victoria Young

Absent: Jennifer Alvarado, Tammy Anderson, Catherine Ballard, Susan Biddlecomb, Halina Biel Milunovic, Cynthia Brass, Francisco Chang, Ricky Craddock, Sarah Cusimano, Josie Drury, Monique Franklin, Lisa Gallegos, Doris Lee, Rachel Levy, Yolanda Mora, Aida Preciado, Luis Ramirez, Diana Sabogal, Elizabeth Stewart, Wade Thompson-Harper, Mary Trujillo, Sarah Watari, Amy Yung

Call to Order:

President Jennifer Gerson called the meeting to order at 9:12 a.m. A quorum was not present.

Staff Monthly Recognition Award:

Fran Clairmont, Payroll Director, Office of Senior Vice President, Finance, introduced August Staff Monthly Recognition Award recipient, Crystal Ray, Program Manager, University Payroll, Office of Senior Vice President, and Finance. Ms. Fran spoke about Crystal's dedication to the students as she provides helping them to setup an ITIN numbers from IRS in order for students to receive their stipends from school. Crystal thanked to all members who nominated her for the Award and she mentioned she is happy what she does with the students especially for those international students who do not know anything about the IRS regulations and procedures.

Staff Assembly President Jennifer Gerson presented Crystal with a plaque on behalf of Staff Assembly and a check for \$150.00 on behalf of the Staff Club.

Approval of April, May, June, July, 2013 Minutes of General Assembly:

The minutes of the April 04, May 02, June 6, and July 2013 meeting of the Staff Assembly were not approved. A quorum was not present.

Special Election for Vice-President of the Staff Assembly:

David Donovan was nominated as Vice-President for the Assembly with all members voting in favor. Motion to close the nomination .A motion to adjourn was made by Jeanne and was seconded by Rosie Tellez.

Associate Senior Vice President for Administration Report:

Janis McEldowney was not present; no report was given.

Personnel Council Report:

Awilda Bregand was present with nothing to report.

President's Report: Jennifer Gerson

Jennifer Gerson reported the new Fiscal year budgeted 2014 have been approved. Jennifer report that 250 football game tickets will going to be raffle for the game on October 10, 2013 at 7.30 p.m. Staff must submit an entry and apply for these tickets and the winner will be notified in September 16, 2013.

Further, Staff Appreciation Day \$5.00 basketball ticket include a hotdog will offer that games. Also, USC Employee Gateway is looking for a staff how graduated at USC for a special announce or short story.

Committee Reports**Communications: Laura Estrada and Eliza Aceves, Co-Chairs**

Eliza reported that it was confirmed that the staff members who did not receive the Assembled Voice postcard announcement were on the original mailing list, therefore their not receiving it was likely a result of being lost or not distributed properly upon delivery. However, this issue is now moot as we do not plan to mail any publications out from now on. The committee is starting its plan for the Fall Assembled voice and appreciates any feedback and suggestions for the upcoming issue. One of the new features of the Assembled Voice being online is the inclusion of hyperlinks for the ads and stories in each issue.

Compensation and Benefits: Jennifer Gerson.

The committee is working with admission office in graduate and undergraduate department in regards to apply for staff.

Environment: Lisa Gallegos, Chair

Lisa was not present, no report was given.

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne was present but nothing to report at this time.

Rules and Elections: Carolina Castillo, Chair

Carolina reported that the committee is still working on some award nominations. Also, the committee finished filling all vacancies seats.

Transportation: Lou Nieto, Chair

Lou reported that by today, there are six USC Vanpools are still operating under USC umbrella. Lou reported that it was misleading information about the new rate at the parking center fees. Also, the Parking Structure A lost some spaces.

Guest Speakers: Janette Brown, Ed.D. Executive Director of USC and Dixon Johnson President, USC Staff Retirement Association, USC Emeriti Center- Emeriti Center College.

Janette Brown showed on YouTube video about that USC Emeriti Center in service provides to staff and faculty who retire from USC after that many years of services. Also,

she mentioned that Emeriti Center was created in 1978 for faculty and staff and the center created Emeriti card and Gold card with both has the same benefits. In addition, Emeriti Center is open for all staff and faculty who reached 55 years old or more and at least 10 years' services. Finally one's of the benefits receiving as a member free parking in campus, bookstore discount, USC email and free access internet.

New Business:

No new business was reported.

Next Meeting:

Thursday, September 12, 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 David Donovan and was seconded by Jeanne Weiss. 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>