

**University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday February 2, 2012  
Taper Hall 201 – University Park Campus**

**Present:** Steve Adcook, Nicole Aguirre, Evelyn Alva, Tammy Anderson, Teri Aparicio, Linda Bazilian, Shirley Beard-King, Paul Biddlecomb, Halina Biel Mllunovic, Robert Boyd, Cynthia Brass, Desiree Brown, Delphina Candelaria, Frida Canono, Carolina Castillo, Cynthia Clayton, Sarah Cusimano, Ingrid DeCook, Josie Drury, Lisa Gallegos, Jennifer Gerson, Rita Gonzales, Shannon Hinojosa, Jennifer Hong, Tony Hong, John Johnson, Michelle Jones, Monica Morita, Kathleen Neal, Lou Nieto, Bryan Ortiz, Joyce Perez, Lillian Rivera, Raquel Rodriguez, Elizabeth Stewart, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Lorna Tureaud, Gretchen Villaluz-Picazo, Susan Wiedem, Jeanne Weiss, Amy Yung, Marisela Zuniga

**Absent:** Monique Abeyta, Teri Adams, Laura Aguilar, Josie Amescua, Rachel Baeza, Corliss Bennett, Amy Cienfuegos, Paul Flores, Monique Franklin, Christine Lavoie, Yolanda Mora, Yolanda Rios, Margaret Turner, Connie Vargas

**Call to Order:**

President Lisa Gallegos called the meeting to order at 9:08 a.m. A quorum was present.

**Staff Monthly Recognition Award:**

Chuck O'Regan, Executive Director of Facilities Operations, and George Huber, Zone Manager of Facilities Management Services, introduced the February Staff Monthly Recognition Award recipient Joseph Nichols, Facilities Management Technician. Both Mr. O'Regan and Mr. Huber praised Joseph's work ethic, stating that he was an exemplary member of their team. He has excellent customer service skills, willing to work extra hours, and is a positive influence on others. Joseph stated that USC is a great place to work, and he thanked the assembly and his coworkers for giving him this award.

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

**Approval of December 2011 General Assembly Minutes:**

On a motion by Michelle Jones and seconded by Shannon Hinojosa, the minutes of December 1, 2011, meeting of the Staff Assembly were approved with corrections.

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

On a motion by Jeanne Weiss and seconded by John Johnson, the minutes of January 5, 2012, meeting of the Staff Assembly were approved with corrections.

**Personnel Council Report: Awilda Bregand**

Awilda reported that the Personnel Council did meet. Mary Campbell of Career and Protective Services informed the council that the name of her department was changed to Department Talent Management of USC. Levetta Hudson of Employee Relations reported to the council that they are looking into updating USC's bereavement policy to include extended family members such as grandparents, grandchildren, and children of domestic partners. Janis McEldowney reported to the council that the WorkDay configuration was going well and the benefits portion was a "slam-dunk." They are looking at an implementation date of January 1, 2013. Mollie MacDonald of Payroll Services reported to the council that they will begin testing the new Trojan Time timekeeping system and that the testing will be expanded in increments. The goal is to have Trojan Time go live in July 2012. Awilda reported that Genworth was selected as USC's new Long Term Care carrier. All employees will be eligible to enroll. Current Long Term Care insurance participants will roll over into Genworth and new employees will be able to enroll when the new carrier goes live on June 1, 2012. Awilda also noted that Benefits Administration has a new website and a new phone system. The phone system now includes the option of the caller to hold until the next available representative is available. If the caller does not wish to hold, they may leave a voicemail message in which a representative will try to return the message within a twenty-four hour period. Awilda reminded the assembly that employee pay stubs now show the USC retirement contribution on two lines with the USC 5% match on one line and the USC non-vested 5% on the second line.

**President's Report: Lisa Gallegos**

Lisa reminded the assembly to ESVP for the President's Address on February 15. The address will focus on staff and how they relate to the overall goals of the university and will last thirty minutes. There will be no open forum. Lisa also noted that she would like to hold an open forum for staff members regarding issues and concerns for the new MTA Light Rail that will be opening near the UPC Campus in a few months.

**Committee Reports****Communications: Joyce Perez, Chair**

Joyce Perez has agreed to be the chair of the Communications Committee. At their last meeting they discussed the different duties of each committee member and they will have more information at the next GA meeting.

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

The Compensation and Benefits Committee met on January 10 and they discussed the university's layoff policy. Specifically, they focused on a section of the policy that states that Employee Recruitment Services will provide concierge services to affected employees, but since the staff of Employee Recruitment Services was laid off who will now perform this service? Michelle noted that an email with a question regarding the percentage of the employee contribution being deducted from our health plan was sent to the committee and they are currently researching the answer.

**Environment: Rita Gonzales, Chair**

The Environment Committee met by conference call last month. They discussed a number of safety issues concerning both the UPC and HSC campuses. One issue on the UPC campus on Royal Street at the Shrine where pedestrians have little regard for cars and that poses a dangerous situation. Another UPC safety issue is that the employees at the CAL building will have to deal with the Light Rail that bisects Jefferson Boulevard. The trains will pass by at the opening of the underpass of the 110 freeway and it could wind up being extremely dangerous for pedestrians. A safety issue at the HSC campus concerns the intersection of San Pablo and Alcazar Streets because pedestrians never stop for cars and they just keep walking. This issue is also a problem at San Pablo and Eastlake Streets. Rita met with David Galaviz of Local Government Relations and he will help out with safety protocol. There will be an Environment Fair on both campuses this year and they are currently working on dates for both events.

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

The committee met after last month's GA meeting. The first issue the committee is working on is getting a staff portal on the USC website. Jennifer met with Diane Schrader of Policy Development and Communications and ideally the staff portal will be a page where an employee can access a number of different things such as benefits, Kualii, and Trojan Time. Benefits Administration is currently in the data collection phase and will soon be working on site design. Hopefully, the site will go live June 30, 2012. Jennifer urged members of the assembly to email her with comments or concerns regarding the staff portal.

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

The Rules and Elections Committee met by email last month. They successfully chose a candidate for February's Staff Monthly Recognition Award. Carolina thanked Lorna Tureaud for serving as Vice Chair. The committee will meet after today's GA meeting.

**Transportation: Evelyn Alva, Chair**

The Transportation Committee met directly after the GA meeting last month. Evelyn noted that the committee is currently looking into issues left by last year's Transportation Committee. One issue that was brought to the committee's attention was that the drivers of the campus cruisers are still going the wrong way through the Biggy Structure on the HSC Campus. A suggestion that was brought up was having a "How am I Driving?" stickers for the USC shuttles and having visible ID's for shuttle drivers. Evelyn noted that the committee will bring these issues to the attention of the Transportation Department.

**Guest Speaker: Jason Sackett**

Jason Sackett works in the Center for Work and Family Life at USC. He discussed the Stress Reduction Lab that employees may benefit from. The Stress Reduction Lab was started two and half years ago and consists of techniques that regulate heart rate in order that a person can reduce stress. It consists of an exercise with three steps that combine breathing, focus on positive emotions, and real time feed back. While at the lab, the individual will be hooked up to a monitor until he or she learns how to do these techniques on his or her own. Jason demonstrated how the Stress Reduction Lab worked. He noted that staff members can set up appointments at the Center for Work and Family Life and that the lab can be set up individual departments.

**New Business:**

Lisa Gallegos announced that the Festival of Books will be held on the UPC Campus at the end of April. She asked the assembly if they should have a booth for staff members who have written books. It was suggested that a poll be taken on this issue, as it might not be cost effective. Carolina Castillo announced that Neighborhood Outreach Grant proposals were due on February 24. She encouraged anyone who was interested to apply.

**Approval of the Staff Assembly Standard Operating Procedures:**

On a motion by Raquel Rodriguez and seconded by Wade Thompson-Harper, the Staff Assembly Standard Operating Procedures were approved.

**Next Meeting:**

Thursday, March 8, 2012 from 9:00 a.m. to 10:30 a.m. Location: TCC 227, UPC 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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Staff Assembly Web page address: <http://www.usc.edu/org/staffassembly/>