

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, January 5, 2012
TCC Rosen Room (Room 227) – University Park Campus
(Please silence all cell phones/pagers)

Present: Teri Adams, Steve Adcook, Evelyn Alva, Josie Amescua, Linda Bazilian, Paul Biddlecomb, Halina Biel Mllunovic, Delfina Candelaria, Frida Canono, Sarah Cusimano, Monique Franklin, Lisa Gallegos, Tony Hong, Christine Lavoie, Monica Morita, Kathleen Neal, Bryan Ortiz, Lillian Rivera, Elizabeth Stewart, Rosie Tellez, Mary Trujillo, Lorna Tureaud, Margaret Turner, Kathy White

Absent: Monique Abeyta, Laura Aguilar, Nicole Aguirre, Tammy Anderson, Teri Aparicio, Rachel Baeza, Shirley Beard-King, Corliss Bennett, Robert Boyd, Cynthia Brass, Desiree Brown, Allison Bryant, Carmen Carillo, Carolina Castillo, Amy Cienfuegos, Cynthia Clayton, Robert Cuthill, Stephanie Cypert, Ingrid DeCook Josie Drury, Paul Flores, Jennifer Gerson, Rita Gonzales, Shannon Hinojosa, Jennifer Hong, John Johnson, Michelle Jones, Yolanda Mora, Lou Nieto, Joyce Perez, Gloria Reyes, Yolanda Rios, Raquel Rodriguez, Wade Thompson-Harper, Connie Vargas, Gretchen Villaluz-Picazo, Jeanne Weiss, Susan Wiedem, Amy Yung, Marisela Zuniga

Call to Order:

The meeting was called to order at 9:10 a.m. by President Lisa M. Gallegos. A quorum was not present.

Approval of December 1, 2011 General Assembly Minutes

Because there was no quorum, minutes were reviewed but not approved.

Associate Vice President for Administration – Janis McEldowney

Janis reported that it had been a busy year with WorkDay. Human Resources conducted a series of Playback (demo) Sessions to present an initial understanding of WorkDay features to HR Partners. WorkDay is on schedule for a 2013 implementation.

Personnel Council Report – Janis McEldowney

Janis reported on behalf of Awilda Bregand. Janis reported that they have been working on year-end close out and that the electronic W-2 should be available around January 23, 2012, if all goes well and the paper W-2 will be mailed out shortly thereafter.

Janis also reported that we will see a change on our the distribution of USC/Employee contribution amounts on the payroll checks regarding our retirement plans and that PBBS systems were being worked on during winter recess in order to meet the end of year deadlines.

There was a problem with 2012 Network Card mailing. The mailing house had an issue with envelopes and bunches of cards were sent back to USC. The issue has been resolved and everyone should have their cards in the next couple of weeks. If not, please have them contact Benefits.

President's Report – Lisa M. Gallegos

Lisa thanked and welcomed all new members to the 2012 Staff Assembly. She also thanked Linda Bazilian for all her hard work and commitment in the last two years as President of Staff Assembly. Lisa encouraged everyone to send in names for the Monthly Staff Recognition Award and would like to have names in the queue every month. She emphasized the opportunity we have to appreciate and recognize staff for their hard work and dedication. She promised to reach out personally to her constituent group.

Committee Reports

Committees did not meet prior to January and announced their committee members. Committees were going to meet briefly as a group to discuss next steps.

Communications – Christine Lavoie, Chair

Compensation and Benefits – Michelle Jones, Chair

Environment – Rita Gonzales, Chair

Rights and Responsibilities – Jennifer Gerson, Chair

Rules and Elections – Carolina Castillo, Chair

Transportation – Evelyn Alva, Chair

New Business:

No new business was reported.

Next Meeting:

Thursday, February 2, 2012 from 9:00 a.m. - 10:30 a.m. Location: THH 201

Adjournment:

A motion to adjourn was made by Lorna Tureaud and was seconded by Evelyn Alva. The meeting adjourned at 10:18 a.m.

Minutes submitted by Lisa M. Gallegos.

Staff Assembly E-mail Address: staff.assembly@usc.edu

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