

**University of Southern California  
Staff Assembly  
General Meeting Minutes  
Thursday, January 10, 2013  
THH 102 - University Park Campus**

**Present:** Eliza Aceves, Kay Allen, Jennifer Alvarado, Tammy Anderson, Wendy Arima, Catherine Ballard, Paul Biddlecomb, Cynthia Brass, Delfina Candelaria, Francisco Chang, Ricky Craddock, Sarah Cusimano, Paul Dieken, Josie Drury, Laura Estrada, Lisa Gallegos, Jennifer Gerson, Teresita Jamanila, Tracy Kerr, Alana Kita, Doris Lee, Monica Morita, Kathleen Neal, Lou Nieto, Ingrid Popper, Aida Preciado, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Raquel Rodriguez, Diana Sabogal, Rosie Tellez, Wade Thompson-Harper, Mary Trujillo, Margarita Turner, Gretchen Villaluz-Picazo, Sarah Watari, Jeanne Weiss, Amy Yung

**Absent:** Monique Abeyta, Josie Amezcua, Julia Andaya, Teri Aparicio, Corliss Bennett, Susan Biddlecomb, Halina Biel Milunovic, Robert Boyd, Carolina Castillo, Monique Franklin, Frances Fitzgerald, Dawn Kita, Rachel Levy, Pauline Martinez, Yolanda Mora, Bryan Ortiz, Elizabeth Stewart, Lydia Vazquez, Veronica Villa, Victoria Young

**Call to Order:**

President Jennifer Gerson called the meeting to order at 9:10 a.m. There was a quorum.

**Staff Monthly Recognition Award:**

Rosemary Kennedy, Assistant Vice President, Financial Services introduced December's Staff Monthly Recognition Award recipient, Tom Tritto, Student Programs Manager, University Collections and Bank Reconciliations. Ms. Kennedy spoke of Tom's dedication to the students over the years. Tom thanked the Staff Assembly for the award, mentioning that the timing was great, since he will be retiring from USC in February 2013.

Staff Assembly President Jennifer Gerson presented Tom with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented a check for \$150.00 to Tom on behalf of the Staff Club.

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

On a motion by Wade Thompson-Harper and seconded by Margaret Turner, the minutes of the November 8, 2012 meeting of the Staff Assembly were approved as amended.

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

On a motion by Margaret Turner and seconded by Wade Thompson-Harper, the minutes of the December 6, 2012 meeting of the Staff Assembly were approved as amended.

**Associate Senior Vice President for Administration Report:**

Janis McEldowney was not present, so no report was given.

**Personnel Council Report:**

Awilda Bregand was not present, so Jennifer Gerson gave the report on her behalf. Personnel Council has not met in 2013 yet. Benefits is status quo. Everyone is busy with Workday right now. This week major review and testing is happening.

**President's Report:**

Jennifer Gerson thanked everyone for coming to the first Staff Assembly meeting of 2013. Jennifer reported that the Staff Assembly pins were not available for today's meeting; however, they should be available at the February 7<sup>th</sup> meeting. Jennifer asked the Staff Assembly to save Thursday, March 14<sup>th</sup> for the President's Address to the Staff, which will take place from 8:30-9:30 a.m. in Bovard Auditorium. An email invitation will be sent next month to all USC staff.

**Introduction of the Executive Board**

President, Jennifer Gerson  
Vice President, Raquel Rodriguez  
Secretary, Bryan Ortiz  
Parliamentarian, Victoria Young  
Communications, Eliza Aceves and Laura Estrada  
Compensation and Benefits, Alan Kita  
Environment, Lisa Gallegos  
Rights and Responsibilities, Jeanne Weiss  
Rules and Elections, Carolina Castillo  
Transportation, Robert Boyd

**Introduction of Staff Assembly Members**

All General Meeting attendees introduced themselves, stated the departments in which they work, and the years of service at USC.

**New Business:**

Monica Morita announced that staff may attend all USC athletic events, except football and men's basketball, for free with a staff ID card.

**Next Meeting:**

Thursday, February 7, 2013 at 9:00-10:30AM in Ronald Tutor Campus Center (TCC) 227 on UPC.

**Adjournment:**

A motion to adjourn was made by Tammy Anderson and was seconded by Monica Morita. The meeting adjourned early at 9:45 a.m. in order for Committees to meet.

**Minutes submitted by:** Jennifer Gerson.

Staff Assembly Face Book Page: <http://www.facebook.com/pages/USC-Staff-Assembly>

Staff Assembly Website: <http://www.usc.edu/org/staffassembly/>

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)