

University of Southern California
Staff Assembly
General Meeting Minutes
Thursday, June 6, 2013
TCC Room # 227 – University Park Campus

Present: Tammy Anderson, Wendy Arima, Paul Biddlecomb, Susan Biddlecomb, Halina Biel Milunovic, Delfina Candelaria, Carolina Castillo, Ricky Craddock, Sarah Cusimano, David Donovan, Josie Drury, Laura Estrada, Frances Fitzgerald, Lisa Gallegos, Jennifer Gerson, Teresita Jamanila, Kita Down, Kathleen Neal, Lou Nieto, Bryan Ortiz, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Elizabeth Stewart, Rosie Tellez, Wade Thompson-Harper, Sarah Watari, Amy Yung

Absent: Eliza Aceves, Kay Allen, Jennifer Alvarado, Julia Andaya, Catherine Ballard, Cynthia Brass, Paul Dieken, Monique Franklin, Tracy Kerr, Doris Lee, Rachel Levy, Yolanda Mora, Monica Morita, Ingrid Popper, Aida Preciado, Raquel Rodriguez, Diana Sabogal, Mary Trujillo, Lydia Vazquez, Gretchen Villaluz-Picazo, Jeanne Weiss, Victoria Young

Call to Order:

President Jennifer Gerson called the meeting to order at 9:17 a.m. There was no quorum.

Staff Monthly Recognition Award:

David Glasgow, Director of Undergraduate Programs in the Office of the Provost, introduced May Staff Monthly Recognition Award recipient, Heather Cartagena, who is Assistant Director of Undergraduate Programs in the Office of the Provost. Dr. Glasgow spoke of Heather as an excellent employee who enjoys what she does while providing high-quality customer service. Heather mentioned that she celebrates with students when they accomplish their goals. Heather thanked Staff Assembly for the award.

Staff Assembly President Jennifer Gerson presented Heather with a plaque on behalf of Staff Assembly.

Staff Club President Wade Thompson-Harper presented a check in the amount of \$150.00 to Heather on behalf of the Staff Club.

Staff Monthly Recognition Award:

Kelly Goulis, Senior Associate Dean for Graduate and Professional Programs in the Viterbi School of Engineering introduced June Staff Monthly Recognition Award recipient, Tracy Charles, Doctoral Programs Coordinator, Graduate and Professional Programs in the Viterbi School of Engineering. Ms. Goulis considers Tracy an excellent employee because without Tracy, she would not have been able to complete the transition of the master's and doctoral programs.

Staff Assembly President Jennifer Gerson presented Tracy with a plaque on behalf of Staff Assembly.

Staff Club President Wade Thompson-Harper presented a check in the amount of \$150.00 to Tracy on behalf of the Staff Club.

Associate Senior Vice President for Administration Report:

Janis McEldowney was not present; no report was given.

Personnel Council Report:

Awilda Bregand reported that Personnel Council met this month. Implementation of WorkDay has been moved to January 2014; in late December, they will do parallel testing. Further, Awilda mentioned that the new service center will hire six to eight employees who will be able to answer all HR questions related to e-trac, benefits, human resources, and disciplinary action. Basically, the new call center will be designed to satisfy the customer. The center will be able to answer all questions or guide callers to the right places. In addition, the personnel office will buy a machine to record all calls. Awilda also stated that our current e-trac system will not be available to make any changes in the Benefits open enrollment; therefore, paperwork is required.

President's Report: Jennifer Gerson

Jennifer Gerson thanked everyone who assisted with the tour of the John McKay Center. Jennifer mentioned that she will send an email about the Engemann Center tour and about the session regarding the tuition exchange program. Jennifer noted that this tour is for Staff Assembly members only. Further, Jennifer commented that she is concerned about layoffs and re-organizations; she called Todd Dickey about her concerns and mentioned that she was not happy with the lack of communication because it affects the morale of the employees.

Committee Reports

Communications: Laura Estrada and Eliza Aceves, Co-Chairs

Laura reported that the Assembled Voice has been posted. Also, the postcard has been sent out.

Compensation and Benefits: Jennifer Gerson, Chair

The committee discussed the differences between exempt (salary) and non-exempt (hourly) employees. The committee also discussed the vacation and time-off scale between salary and hourly employees.

Environment: Lisa Gallegos, Chair

The committee discussed the future events place for 2014, at Health Science Campus. The committee is considering uses the Quad at HSC for a future event.

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne was not present; no report was given.

Rules and Elections: Carolina Castillo, Chair

Carolina reported that the committee reviewed the nomination form again; further, the committee is working to fill vacancies. Carolina asked for more award nominations. The winner of the award for referral of award nominations was Kathy Neal.

Transportation: Lou Nieto, Chair

Lou reported that there will be a new vanpool rate coming soon. Effective July 1, 2013, the new rate for the Parking Center will increase from \$51.00 to \$67.00.

Guest Speaker: Debra Fabanish, Director of Retirement Plans Administration, Human Resources

Debra talked about the history of retirement here at the university. In 1948, retirement was for faculty and Senior administrators over the age of 35. In 1983, the university started providing a support staff retirement plan, which was a deferral plan. In 2007, the university froze the support staff retirement plan, making the USC retirement saving program available to all non-exempt staff. In 2010, the university added the option of a Roth contribution for employees. In 2012, the university changed the “vesting” period for employees who are hired July 1, 2012 and later. Finally, on January 1, 2013, the university limited loans to one outstanding loan at a time.

New Business:

No new business was reported.

Next Meeting:

Thursday, July 11, 2013 from 9:00-10:30 a.m. in MCH 156 on the Health Science Campus (HSC).

Adjournment:

A motion to adjourn was made by Lisa Gallegos and was seconded by Lou Nieto. The meeting adjourned at 10:41a.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>