

University of Southern California
Staff Assembly
General Assembly Meeting Minutes
November 7, 2013
Hedco Neurosciences Building (HNB) #100
University Park Campus (UPC)

Present: Eliza Aceves, Lali Acuna, Jennifer Alvarado, Carmen Atkins, Roxana Bellia, Paul Biddlecomb, Susan Biddlecomb, Carolina Castillo, Ricky Craddock, David Donovan, Frances Fitzgerald, Jennifer Gerson, Teresita Jamanila, Markisha Lea, Rachel Levy, Lou Nieto, Bryan Ortiz, Ingrid Popper, Luis Ramirez, Irene Rodriguez, Rick Scott, Elizabeth Stewart, Wade Thompson-Harper, Jeanne Weiss, Victoria Young, Amy Yung

Absent: Gary Allen, Julia Andaya, Tammy Anderson, Wendy Arima, Linda Bakabak, Catherine Ballard, Halia Biel Milunovic, Cynthia Brass, Delfina Candelaria, Ellen Castillo, Sarah Cusimano, Josie Drury, Laura Estrada, Monique Franklin, Lisa Gallegos, Tracy Kerr, Dawn Kita, Doris Lee, Graciela Medina, Kathleen Neal, Diana Sabogal, Lydia Vasquez, Sarah Watari

Call to Order:

President Jennifer Gerson called the meeting to order at 9:07 a.m. There was no quorum.

Staff Monthly Recognition Award:

Staff Assembly President Jennifer Gerson read a letter for the September Staff Monthly Recognition Award recipient, Tina Orkin, Associate Director for Parent Programs in the Student Affairs Office of Residential Education. Tina said that she enjoys her job and likes to interact with and help parents. She said that she enjoyed supporting student activities. Tina thanked all those who nominated her for this award.

Staff Assembly President Jennifer Gerson presented Tina with a plaque on behalf of Staff Assembly. Staff Club President Wade Thompson-Harper presented Tina with a check in the amount of \$150.00 on behalf of the Staff Club.

Staff Monthly Recognition Award:

Azar Shahabi, Director of Financial Affairs and Human Resources in the School of Pharmacy, introduced October Staff Monthly Recognition Award recipient, Rita Bownds, who is an accountant in the School of Pharmacy. Ms. Shahabi spoke of Rita as an excellent employee who puts in extra time, is dedicated to her department, and provides the knowledge and support that the School of Pharmacy needs. Rita thanked all the people who nominated her.

Staff Assembly President Jennifer Gerson presented Rita with a plaque on behalf of Staff Assembly. Staff Club President Wade Thompson-Harper presented Rita with a check in the amount of \$150.00 on behalf of the Staff Club.

Staff Monthly Recognition Award:

Jennifer Barczykowski, Office Manager in the Thornton School of Music, introduced November Staff Monthly Recognition Award recipient, Marvin Munson, who is a Facilities Assistant in the Thornton School of Music. Ms. Barczykowski spoke of Marvin as a valuable team player who supports and works cooperatively with management. He is an employee who always completes his duties and who recently took on additional duties in the absence of the manager. Marvin thanked everybody for the award, saying that he is happy with what he does and is able to do good work because he has great team support.

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

Personnel Council Report:

Awilda Bregand reported that the Personnel Council did not meet; therefore, there is nothing to report. Also she commented that the open enrollment Benefits will be completed in paper just this time only. The deadline is November 15, 2013

Associate Senior Vice President for Administration Report:

Janis McEldowney was not present; no report was given.

President's Report: Jennifer Gerson

Jennifer reported that the next general meeting will be held December 5, 2013 from 2:00 p.m. to 5:00 p.m. at the Radisson Hotel. Jennifer reported that for the next Staff Appreciation event, which will be a basketball game, there may be an option to buy additional tickets. Further, Jennifer thanked all members for provide a feedback regarding the survey about a smoke-free campus. (This initiative was begun by Faculty Center.)

Committee Reports

Communications: Laura Estrada and Eliza Aceves, Co-Chairs

Eliza Aceves was absent; no report was given.

Compensation and Benefits: Jennifer Gerson, Interim Chair

Jennifer Gerson reported that this month, the committee did not meet.

Environment: Lisa Gallegos, Chair

Lisa Gallegos was absent; no report was given.

Right and Responsibilities: Jeanne Weiss, Chair

Jeanne Weiss said that there was nothing to report.

Rules and Elections: Carolina Castillo, Chair

Carolina Castillo announced that elections are taking place this month and that the committee is working on that. E-mails were sent to all staff in October; people who have a higher number of votes will receive e-mails for nominations. Further, Carolina mentioned that this year, she noticed a lack of participation among Staff Assembly members as compared to previous years.

Transportation: Lou Nieto, Chair

Lou Nieto said that there was nothing to report.

Guest Speaker: Timothy Brunold, Dean of Admission

David Donovan introduced Dean Brunold, who has been working at the university for 20 years. Dean Brunold has held several positions at the university.

Dean Brunold spoke about the process of admissions for undergraduate programs, including the evaluation of applications. He briefly spoke about graduate admissions but did not provide details because the graduate admissions process is very different from the undergraduate process in that graduate schools handle admissions individually. Dean Brunold's presentation provided good material for staff interested in applying to USC for further education. Dean Brunold provided a helpful information sheet for staff regarding the admissions processes at the undergraduate and graduate levels.

New Business:

No new business was reported.

Next Meeting:

Thursday, December 5, 2013, from 2:00 p.m. to 5:00 p.m. at the Radisson Hotel.

Adjournment:

A motion to adjourn was made by Eliza Aceves and was seconded by Lou Nieto. The meeting adjourned at 10:28 a.m.

Minutes submitted by: Bryan Ortiz.

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

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

Staff Assembly Twitter: [@USC_SA](#)

Staff Assembly facebook page: <https://www.facebook.com/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>