

**University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday, August 7, 2014  
Ronald Tutor Campus Center (TCC) Room 450 on UPC**

**Present:** Lali Acuna, Jennifer Alvarado, Tammy Anderson, Jennifer Avancena, Linda Bakabak, Roxana Bellia, Susan Biddlecomb, Desiree Brown, Delfina Candelaria, Andy Chen, Ricky Craddock, David Donovan, Josie Drury, Frances Fitzgerald, Jennifer Gerson, Jane Gollayan, Rita Gonzales, Teresita Jamanila, Michelle Jones, Tracy Kerr, Dawn Kita, Christina Nelson, Lou Nieto, Lois Nishimoto, Ingrid Popper, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Cynthia Schirmer, Rick Scott, Mary Trujillo, Lydia Vazquez, Pamela Wallace, Jeanne Weiss, Allison Welsh, Cris Wilkins, Vicki Young, Amy Yung

**Absent:** Eliza Aceves, Melissa Aparicio, Wendy Arima, Carmen Atkins, Melissa Azarcon, Debra Bernstein, Cynthia Brass, Shannon Carter, Ellen Castillo, Rosa Cervantes, Monique Franklin, Sandra Gonzalez, Wade Thompson-Harper, Markisha Lea, Graciela Medina, Veronica Perez, Lisa Rayburn-Parks, Diana Sabogal, Sarah Watari, Susan Wiedem, Randy Zuniga

**Call to Order:**

The meeting was called to order at 9:05 a.m. by President Jennifer Gerson.

**Staff Monthly Recognition Award:**

President Jennifer Gerson announced that the August Staff Monthly Recognition Award recipient could not attend the meeting; hence, both the August and September Staff Monthly Recognition Awards will be presented at the Staff Assembly general meeting in September.

**Approval of the June 5<sup>th</sup> and July 10<sup>th</sup> General Assembly Minutes:**

On a motion by Vicki Young and seconded by Cris Wilkins, the minutes for the June 5, 2014 Staff Assembly General Meeting minutes were approved as amended.

On a motion by David Donovan and seconded by Desiree Brown, the minutes for the July 10, 2014 Staff Assembly General Meeting minutes were approved as amended.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney  
Personnel Council Report – Awilda Bregand:**

Janis reported that the Administration is currently working on finalizing the dates for Open Enrollment this year; tentative dates for open enrollment are October 27<sup>th</sup> thru November 14<sup>th</sup>. Janis reported that the Administration has decided to add-on a week to open enrollment due to the implementation of Workday, as it will be the first time the Benefits Office handles changes to benefits during open enrollment via Workday. Janis also reported that the publication for new benefit rates and options will be released on October 6<sup>th</sup>.

Awilda Bregand was not present; Janis reported on her behalf. Janis reminded the Assembly about the current recruitment for a Retirement Navigator, a person to assist with the transition to retirement as well as to assist families of deceased former USC employees with issues regarding life insurance benefits, retirement benefits, etc. She also reminded the Assembly that interviews for a Director of Workers Compensation and Disabilities is still underway.

**Staff Assembly Guest Speaker:**

Vice President David Donovan announced the guest speaker of the month, David L. Carlisle, Deputy Chief of the USC Department of Public Safety (DPS). Deputy Chief Carlisle presented on the current safety issues and concerns on and around campus. He discussed the current goals of DPS—working towards making USC the safest campus in America and striving to create a crime-free environment. He presented on the numbers of DPS personnel, resources fleet, security ambassadors, and proactive community policing. Deputy Chief Carlisle also mentioned that one of the ultimate goals of DPS is to get the community and students more informed and involved with safety on- and off-campus.

**President's Report – Jennifer Gerson**

President Jennifer Gerson reported that she collected the surveys sent to all staff on feedback on the Staff Appreciation Week events. She reported that the surveys provided both positive and negative feedback; some of the feedback also included requests to include satellite campuses in the events. She also reported that the Staff Assembly will be raffling off sets of two (2) USC football tickets as well as a grand prize of a family four (4) pack of USC football tickets.

Jennifer also reported that the Staff Retirement Association (SRA) expressed some interest in getting a Staff Assembly member to represent the Assembly at the SRA meetings.

Jennifer also reported that the Staff Assembly meeting in November will be held on Wednesday, November 12<sup>th</sup> with Todd Dickey, Senior Vice President for Administration, as the guest speaker.

**Committee Reports****Communications – Eliza Aceves – Chair**

Eliza Aceves was not present; Jennifer Gerson reported on her behalf. Jennifer reported that the committee is working on the fall edition of the Assembled Voice publication.

**Compensation and Benefits – Rick Scott – Chair**

Rick Scott reported that the committee met on July 17<sup>th</sup> and put together a list of questions regarding USC's health insurance and benefits negotiations to bring up during their meeting with Lisa Macchia on August 14<sup>th</sup> at noon at UPC.

**Environment – Rita Gonzales – Chair**

Rita Gonzales reported that the committee is working on planning and scheduling next year's environmental fairs; dates for the fairs will be Tuesday, April 14<sup>th</sup> at HSC and Tuesday, April 28<sup>th</sup> at UPC. She reported that the committee will be contacting vendors for the events this month. She also reported that the committee will soon start addressing bike safety and other safety issues. She also reported that a staff member had brought up concerns about smoking and non-smoking areas around campus. The committee will research some of these areas and zones. The next committee meeting will occur immediately after the Staff Assembly general meeting in PED 130.

**Rights and Responsibilities – Michelle Jones – Chair**

Michelle Jones reported that the committee did not meet this month due to most members being on vacation. The next committee meeting will be on Tuesday, August 12<sup>th</sup>.

**Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs**

Jeanne Weiss reported that there are now 60 members in Staff Assembly. She also reported that the committee currently has 11 nominations for the monthly Staff Recognition award—7 nominations for staff at UPC and 4 for staff at HSC.

**Transportation – Lou Nieto – Chair**

Lou Nieto reported that the committee did not meet. Committee members will attend the Citations Review Board meeting scheduled for Friday, August 8<sup>th</sup>.

**Next Meeting:**

Thursday, September 4, 2014 from 9:00-10:30 a.m. in the Ronald Tutor Campus Center (TCC) room 350 (Franklin Suite) at UPC.

**Adjournment:**

A motion to adjourn was made by Lou Nieto and seconded by Michelle Jones. The meeting adjourned at 10:24 a.m.

Minutes submitted by Cynthia Schirmer.

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

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

Staff Assembly Twitter: @USC\_SA

Staff Assembly Facebook page: <https://www.facebook.com/uscstaffassembly>