

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, December 3, 2015
Radisson Hotel

Present: Lali Acuna, Evelyn Alva, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Teri Aparicio, Jennifer Avancena, Gabe Badillo, Linda Bakabak, Susan Biddlecomb, Robbie Boyd, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Rickey Craddock, Jeffrey De Caen, David Donovan, Laura Estrada, Felicia Felton, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Akram Gorgi, Sarah House, Erin Jebavy, Michelle Jones, Markisha Lea, Jackie Mardirossian, Leilani Mendez, John Ng, Lois Nishimoto, Carla Obnillas, Veronica Perez, Isabel Rodriguez, Lillian Rivera, Rosemarie Tellez, Lydia Vazquez, Sue Wiedem, Peter Zamar, Randy Zuniga

Absent: Melissa Azarcon, Anthony Bailey, Dan Bayer, Debra Bernstein, Cynthia Brass, Fanny Cisneros, Sara Lora, Sarah Luna, Lou Nieto, Rodney Rubio, Pamela Wallace, Allie Welsh, Shelly Wong

Call to Order:

President David Donovan called the meeting to order at 2:10pm.

Staff Monthly Recognition Award:

The December Staff Monthly Recognition Awardee was Cristina Wilson, Director of Finance and Research Administration at the USC Schaeffer Center. Her supervisor, Ann Harada, introduced Cristina and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Cristina received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a \$100 gift card courtesy of the USC Staff Club; and free parking for a month!

Approval of General Assembly Minutes:

Approval of October and November minutes will be done via Qualtrics. President Donovan will send the minutes and the link via email.

Introduction of Staff Assembly Members:

President Donovan asked all members to stand and introduce themselves to the Assembly.

Associate Senior Vice President for Administration Report–Janis McEldowney

No report. Janis McEldowney was not present.

Personnel Council Report–Awilda Bregand

Awilda Bregand reminded the assembly to complete the cybersecurity awareness training. This training is currently available to and required for all USC staff in order to add layers of security to protect university's information and assets.

Another reminder was sent to all employees regarding W-2 forms. USC employee W-2 forms are being provided through a new vendor – ADP. This means that even if you already are signed up for electronic access to your W-2 – you must sign up now through ADP to receive your 2015 W-2 electronically.

Awilda reported that open enrollment was closed and provided some statistics regarding the transactions completed, canceled and accounts with no activity.

Awilda attended a meeting with parents (faculty, staff and students) of kids enrolled in the childcare programs in late November. HSC new center is scheduled to open in fall 2016 and the UPC new center will be located next to the existing center.

Awilda also reported about the newly implemented ITS Duo two-factor authentication program, and stated that there would be no reimbursements for the usage of personal cell phones.

President's Report–David Donovan

President David Donovan presented a recognition plaque to Vice President, Michelle Jones, and thanked her for her service to the Staff Assembly during 2015.

Staff Retirement Association (SRA) Report–Bill Givens

Bill Givens reported that the SRA has been participating in the Staff Assembly since 2014, and that they have also developed liaisons with the Faculty Retirement Association. Future events included the Annual Holiday Breakfast to be held on December 4, 2015.

Committee Reports

Communications – Lali Acuna, Chair

Lali Acuna reported that the Committee has been busy working on the Fall/Winter *Assembled Voice* newsletter. The release date will be the week of Dec 14-18. President Donovan presented a recognition plaque and thanked Lali for her service to the Assembly.

Compensation and Benefits – Gabe Badillo, Chair

Gabe Badillo was not present.

Environment – Rita Gonzales, Chair

Rita Gonzales thanked the committee members for all the work done during 2015. Rita reported that the committee held two environment fairs during April at HSC and UPC, and launched a smoking survey to all staff during the month of November. Rita also shared some of the preliminary results. The committee will be working on a proposal in 2016, and she reported that bicycle safety will be a new focus for the committee. President Donovan presented a recognition plaque and thanked Rita for her service to the Assembly.

Rights and Responsibilities – Evelyn Alva, Chair

Evelyn Alva reported that the committee is working on the catastrophic leave donation program, and its goal is to present a proposal to the Executive Committee at the beginning of next calendar year. President Donovan presented a recognition plaque and thanked Evelyn for her service to the Assembly.

Rules and Elections – Cody Busia, Co-chair

Cody Busia informed that the election process was completed and he thanked the committee's members for the work done. President Donovan presented a recognition plaque and thanked Cody for his service to the Assembly.

Transportation – Lou Nieto, Chair

No report. Lou Nieto was not present.

Staff Appreciation Week Committee – Felicia Felton, Chair

Felicia Felton thanked the committee members for all the work done during the 2015 Staff Appreciation Week, and encouraged new members to join the committee that will start planning more events, discounts and prizes during January 2016. President Donovan presented a recognition plaque and thanked Felicia for her service to the Assembly.

Adjournment of the 2015 Staff Assembly:

A motion to adjourn was made by Robbie Boyd and was seconded by Markisha Lea. The meeting adjourned at 3:07pm.

Nominations and Election of the 2016 Executive Committee

President

Cody Busia announced the 2016 Executive Committee Election process began with the office of president and that there is one declared candidate, David Donovan. David stated it was an honor to serve as president during 2015 and that he would like to continue in that capacity.

Cody opened the nominations from the floor, of which there were none. Jackie Mardrossian proposed to close nominations and was seconded by Peter Zamar. The motion carried and the nominations for the office of president were closed.

David Donovan was elected to the office of President by acclamation. He thanked the assembly.

Vice President

Cody Busia announced that there is one declared candidate for the office of Vice President, Michelle Jones.

Cody opened the nominations from the floor, of which there were none. David Donovan proposed to close nominations and was seconded by Robbie Boyd. The motion carried and the nominations for the office of Vice President were closed.

Michelle Jones was elected to the office of Vice President by acclamation.

Secretary

Cody Busia announced that there is one declared candidate for the office of Secretary, Lali Acuna.

Cody opened the nominations from the floor, of which there were none. Peter Zamar proposed to close nominations and was seconded by Evelyn Alva. The motion carried and the nominations for the office of Secretary were closed.

Lali Acuna was elected to the office of Secretary by acclamation.

Parliamentarian

Cody Busia announced that there is one declared candidate for the office of Parliamentarian, Jackie Mardrossian.

Cody opened the nominations from the floor, of which there were none. Sue Wiedem proposed to close nominations and was seconded by Markisha Lea. The motion carried and the nominations for the office of Parliamentarian were closed.

Jackie Mardrossian was elected to the office of Parliamentarian by acclamation.

New Business: no new business.

Next Meeting:

Thursday, January 14, 2016 from 9:00 a.m.-10:30 a.m. Location: UPC (room TBD)

Adjournment:

A motion to adjourn was made by Felicia Felton and was seconded by Robbie Boyd. The meeting adjourned at 4:13pm.

Minutes submitted by Lali Acuna.

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>