University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, December 5, 2013
Radisson Hotel Ballroom


Call to Order:
The meeting was called to order at 2:18 pm by President Jennifer Gerson. There was no quorum present.

Staff Monthly Recognition Award:
Michelle Garcia, Associate Director of Transportation introduced December’s Staff Monthly Recognition Award recipient, Clayton Alford, Tram Driver--Transportation Services. Ms. Garcia mentioned that Mr. Alford is an independent employee who always cooperates with his co-workers and always accommodates his customers, and is therefore deserving of this award. Mr. Alford thanked the Staff Assembly for the award, mentioning that it was a surprise for him and was excited to accept it.

Staff Assembly President Jennifer Gerson presented Mr. Alford with a plaque on behalf of the Staff Assembly. Jennifer also mentioned, on behalf of Staff Club President Wade Thompson-Harper (who was not present), that Mr. Alford will also receive a check from the Staff Club in the amount of $150.00.

Introduction of New Staff Assembly Members
President Jennifer Gerson asked all newly-elected members of the 2014 Staff Assembly to stand, and Vice President David Donovan requested that each of them introduce themselves to the Assembly.

Associate Senior Vice President for Administration Report – Janis McEldowney
Janis McEldowney was not present; no report was given.

Personnel Council Report – Awilda Bregand
Awilda Bregand was not present; no report was given.

President’s Report – Jennifer Gerson
Jennifer reported that the next Staff Appreciation Event may be a ‘buy one ticket and get one free’ option for the basketball games on January 26 and February 16, 2014. Furthermore, Jennifer informed the Assembly of the USC Admissions Office monthly information session for
those wishing to learn more about admissions to USC, specifically staff members who plan to
return to school, or who have children planning to attend USC (she mentioned to contact her for
details). Lastly, Jennifer thanked all of the 2013 members for their support as she ended her
yearly term as Staff Assembly President; she also mentioned that she was planning to run for one
more term as President.

Committee Reports

Communications – Eliza Aceves – Co-Chair
Eliza Aceves was not present; no report was given

Compensation and Benefits – Jennifer Gerson – Interim Chair
Jennifer mentioned upcoming changes to the FSA program at the University. The Wage Works
website announced that employers have the option to roll-over unused Flexible Spending Account
funds to the following year.

Per WageWorks, employers that offer FSA programs will have the option of allowing participants
to roll over up to $500 of unused funds at the end of the plan year (effective in plan year 2014).
Employers that offer FSA programs that do not include a grace period will have the option of
allowing employees to roll over up to $500 of unused funds at the end of the current 2013 plan
year.

USC does not plan to do this for 2014 but possibly for 2015; Benefits needs to do an analysis of
our population and their accounts.

Environment – Lisa Gallegos – Chair
Lisa Gallegos was not present; no report was given.

Rules and Elections – Carolina Castillo – Chair
Carolina reported she had no updates other than administering elections for new members and the
pending Executive Board elections.

Rights and Responsibilities – Jeanne Weiss – Chair
Jeanne was present; no report was given as committee had nothing new to report.

Transportation – Lou Nieto – Chair
Lou was present; no report was given as committee had nothing new to report.

Adjournment of the 2013 Staff Assembly
A motion to adjourn the 2013 Staff Assembly and move on to elections for 2014 was made by
Vicki Young and was seconded by Lou Nieto. The meeting adjourned at 3:20 p.m.

Nominations and Election of the 2013-2014 Executive Board

President – Jennifer Gerson
Assembly member who was nominated for the position of President – Jennifer Gerson
Jennifer gave a short speech summarizing her qualifications and intent to run for the position of
President. With no other nominations from the floor, Jennifer Gerson was elected unanimously
by acclamation.

Vice President – David Donovan
Assembly member who was nominated for the position of Vice President – David Donovan
David gave a short speech summarizing his qualifications and intent to run for the position of Vice President. With no other nominations from the floor, David Donovan was elected unanimously by acclamation.

**Secretary** – Cynthia Schirmer
Assembly member who was nominated for the position of Executive Secretary – Cynthia Schirmer
With no standing board member available for re-election for this position, nominations were sought from the floor. Cynthia Schirmer volunteered and was elected unanimously by acclamation.

**Parliamentarian** – Vicki Young
Assembly members who were nominated for the position of Parliamentarian – Vicki Young, Wade Thompson-Harper.
Vicki gave a short speech summarizing her qualifications and intent to run for the position of Parliamentarian. Wade Thompson-Harper was not present, but his intent to run was announced by Carolina Castillo. Since there were multiple candidates, a balloting was performed; Vicki Young was elected by a majority ballot.

**New Business:** No new business was introduced.

**Next Meeting:**
Thursday, January 14, 2014 from 9:00am-10:30 a.m. Location: Ronald Tutor Campus Center (TCC-227), University Park Campus.

**Adjournment:**
A motion to adjourn was made by Vicki Young and was seconded by David Donovan.
The meeting adjourned at 3:25p.m.

Minutes submitted by Bryan Ortiz.

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