

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

**Present:** Lali Acuna, Jennifer Alvarado, Wendy Arima, Tammy Anderson, Debra Bernstein, Susan Biddlecomb, Paul Biddlecomb, Cynthia Brass, Desiree Brown, Delfina Candelaria, Rosa Cervantes, Carolina Castillo, Ellen Castillo, Ricky Craddock, David Donovan, Monique Franklin, Jane Gollayan-Valerio, Rita Gonzales, Jennifer Gerson, Teresita Jamanila, Tracy Kerr, Dawn Kita, Markisha Lea, Lou Nieto, Lois Nishimoto, Lisa Rayburn-Parks, Rodney Rubio, Cynthia Schirmer, Rick Scott, Bryan Ortiz, Ingrid Popper, Luis Ramirez, Irene Rodriguez, Lydia Vazquez, Jeanne Weiss, Victoria Young, Amy Yung

**Absent:** Eliza Aceves, Gary Allen, Julia Andaya, Carmen Atkins, Linda Bakabak, Catherine Ballard, Roxana Bellia, Halina Biel-Milunovic, Sarah Cusimano, Josie Drury, Laura Estrada, Frances Fitzgerald, Lisa Gallegos, Doris Lee, Rachel Levy, Graciela Medina, Kathleen Neal, Lilian Rivera, Elizabeth Stewart, Rosie Tellez, Wade Thompson-Harper, Sarah Watari

**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/>

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/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>