

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, February 4, 2016**  
**Hedco Neurosciences Building Auditorium (HNB 100)**

**Present:** Lali Acuna, Evelyn Alva, Jennifer Alvarado, Bertha Arce, Octavio Avila, Gabe Badillo, Anthony Bailey, Linda Bakabak, Robbie Boyd, Aaron Brown, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Andy Chen, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Elmer Duran, Laura Estrada, Felicia Felton, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Markisha Lea, Sarah Luna, Naomi Martinez, Leilani Mendez, John Ng, Lois Nishimoto, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Isabel Rodriguez, Mary Trujillo, Sue Wiedem, Susan Wong, Amy Yung, Peter Zamar, Randy Zuniga.

**Absent:** Melissa Aparicio, Jennifer Avancena, Susan Biddlecomb, Fanny Cisneros, Sarah Fried-Gintis, Layton Hansen, Theodore Low, Jacalyn Mardirossian, Carla Obnillas, Yolanda Rios, Rosemarie Tellez, Angela Walker, Shelly Wong.

**Call to Order:**

President David Donovan called the meeting to order at 9:05 am.

**Staff Monthly Recognition Award:**

The February Staff Monthly Recognition Awardee was Henryk Chrostek, Contracts and Grants Administrator at Keck School of Medicine Research Advancement. Tim Boston, Assistant Administrator for Viterbi's Electrical Engineering Systems, introduced Henryk and shared some of the great comments people had written in support of his nomination. As a Staff Monthly Recognition Awardee, Henryk received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a \$100 check courtesy of the USC Staff Club; and free parking for a month!

**Approval of General Assembly Minutes:**

Approval of January 2016 minutes will be done via Qualtrics. President David Donovan will send the minutes and the link via email. All members should review and approve the minutes, even if they were not in attendance.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Janis introduced Christine Street, Executive Director of Disability Services, and Gretchen Means, Title IX Coordinator and Executive Director for the Office of Equity and Diversity, to the assembly. She also announced that Mary Campbell, Assistant Vice President for Talent & Organizational Effectiveness, is leaving USC and that her position will not be replaced. Roxana Bellia (Director for Talent Acquisition and Managing Partner, TrojanSearch), David Davis (TrojanLearn Curriculum Manager) and Diane Schrader (Director for Employee Communications) will report directly to her.

**Personnel Council Report – Awilda Bregand**

Awilda reminded the assembly about the memo sent to all employees regarding the retirement plan changes that are taking effect March 1. She recommended all staff to review the information about the changes carefully, and to take action.

She also announced that the form 1095-C is available in Workday. This form provides information about the health care coverage that employees and their dependents had or were offered during the previous year.

Awilda reported that the Employee Gateway website received 3 million hits in almost 3 years, and that her department was working on nearly 10,000 employees with no photo in Workday. Finally, she announced that a new online training program was designed for staff newly hired or promoted into positions with managerial responsibilities on or after March 1, 2016.

### **President's Report – David Donovan**

President Donovan shared some of the meetings he attended since the January General Assembly meeting. He also informed the assembly that the Executive Committee approved 3 proposed revisions to the Standard Operation Procedures:

- a. Election of Officers by new and continuing members.
- b. Members may serve on more than one committee.
- c. Update the Communications Committee responsibilities to include social media sites or pages.

On a motion by Jeff De Caen and seconded by Markisha Lea, the revisions were approved by the assembly.

President Donovan informed the assembly that the USC Sustainability 2020 plan is seeking members to serve in the 7 subcommittees. Sustainability 2020 is organized around seven areas: education and research, community engagement, energy conservation and greenhouse gas mitigation, sustainable transportation, sustainable procurement, waste diversion, and water conservation.

Finally, he reminded the assembly that President Nikias will address the university on February 18 from 8:30-9:15am at Bovard Auditorium, with an introduction by the Staff Assembly President. All staff are invited to attend.

### **Staff Retirement Association (SRA) Report – Bill Givens**

No report, guest speaker was allotted extra time to respond to questions from the assembly.

### **Committee Reports**

No reports, guest speaker was allotted extra time to respond to questions from the assembly.

### **Guest Speaker:**

#### **Todd Dickey, Senior Vice President of Administration**

Michelle Jones introduced the guest speaker of the month, Todd Dickey, Senior Vice President of Administration. Todd thanked the assembly for the work they do, and he discussed topics chosen by the general assembly, including the retirement plan changes, construction and parking at UPC and HSC, renovations to the Los Angeles Memorial Coliseum and Sports Arena, the possibility of USC hosting the 2024 Summer Olympic Games, the university campaign, the increase of staff positions over the last 5 years, and staff merit increases for fiscal year 2016-2017.

### **New Business:**

No new business.

### **Next Meeting:**

Thursday, March 3, 2016 from 9:00 a.m.-10:30 a.m. Location: Hedco Neurosciences Building (HNB 100), University Park Campus.

### **Adjournment:**

A motion to adjourn was made by Robbie Boyd and was seconded by Randy Zuniga. The meeting adjourned at 10:24am.

Minutes submitted by Lali Acuna.

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](https://twitter.com/USC_SA)

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