

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting Minutes**  
**Thursday, March 3, 2016**  
**Hedco Neurosciences Building Auditorium (HNB 100)**

**Present:** Lali Acuna, Octavio Avila, Gabe Badillo, Anthony Bailey, Linda Bakabak, Susan Biddlecomb, JaBari Brown, Cody Busia, Delfina Candelaria, Andy Chen, Fanny Cisneros, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Elmer Duran, Felicia Felton, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Markisha Lea, Jacalyn Mardirossian, Naomi Martinez, Leilani Mendez, John Ng, Lois Nishimoto, Carla Obnillas, Leslie Ann Picazo, Yolanda Rios, Rosemarie Tellez, Mary Trujillo, Angela Walker, Sue Wiedem, Shelly Wong, Susan Wong, Annie Yu, Amy Yung, Peter Zamar, Randy Zuniga

**Absent:** Evelyn Alva, Jennifer Alvarado, Bertha Arce, Jennifer Avancena, Melissa Aparicio, Robbie Boyd, Aaron Brown, Tracy Charles, Laura Estrada, Sarah Fried-Gintis, Sarah House, Theodore Low, Sarah Luna, Wendy Pedersen, Veronica Perez, Isabel Rodriguez

**Call to Order:**

President David Donovan called the meeting to order at 9:09 am.

**Staff Monthly Recognition Award:**

The March Staff Monthly Recognition Awardee was Tim Gotimer, Student Services Assistant at Dornisfe's English Department. Flora Ruiz, Graduate Coordinator for the English Department, introduced Tim and shared some of the great comments people had written in support of his nomination. As a Staff Monthly Recognition Awardee, Tim 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 the February 2016 meeting minutes will be done via Qualtrics. President David Donovan sent out the minutes on March 7th 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 was not present; no report was given.

**Personnel Council Report – Awilda Bregand**

Awilda reminded the assembly about the significant retirement plan changes. Their office handled 42 calls and 43 emails on different questions from staff. They hosted 21 different information sessions that had a total of 317 attendants, 9 webinars that had 309 attendants, and 1 recorded session that had 702 views. Below are a few reminders on upcoming deadlines:

March 24<sup>th</sup> – Blackout period  
April 15<sup>th</sup> – Last day to enroll  
April 25<sup>th</sup> – Prudential Account will be frozen  
April 29<sup>th</sup> – Mapping plans will occur  
May 1<sup>st</sup> – Transfers completed

Awilda also shared that a new workers compensation or disability benefits fraud hotline is now available 1-800-492-2806.

### **2016 Photos**

After Awilda's report, the Assembly convened outside to take 2016 committee and Assembly photos, which will be posted on the Staff Assembly website and used in the Spring edition of *The Assembled Voice*.

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

President Donovan informed the assembly that the USC Sustainability 2020 Chairperson's meeting took place on February 5<sup>th</sup>, with members of the Staff Assembly represented on each of the seven subcommittees. The Sustainability 2020 plan is organized around the following seven areas: education and research, community engagement, energy conservation and greenhouse gas mitigation, sustainable transportation, sustainable procurement, waste diversion, and water conservation.

On February 9<sup>th</sup> and February 12<sup>th</sup>, the two co-winners of the 2016 President's Annual Award for Staff Achievement were surprised with the news of their awards. Videos of the surprise presentations are on Employee Gateway.

Other upcoming meetings include:

- 3/9 – Sustainability 2020 Steering Committee Meeting
- 3/11 – ADA Accessibility Advisory Committee Meeting
- 3/17 – Staff Retirement Association Annual Luncheon
- 3/24 – Staff Assembly Executive Committee Meeting

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

Bill provided updates on the retirement luncheon that will take place on March 17. From June 4<sup>th</sup> through the 13<sup>th</sup>, members of the SRA will take a trip from Memphis to New Orleans.

### **Committee Reports:**

#### **Communications – John Ng, Committee Member**

Committee Chair Lali Acuna was not present. John Ng shared that the team is looking into setting up an Instagram account with the USC Communications Office.

#### **Compensation and Benefits – Jeffrey De Caen, Chair**

Jeff reported that the committee is looking into the "85 rule" and other early staff benefits that are not currently at USC.

#### **Environment – Rita Gonzales, Chair**

Rita shared that her team toured the DPS facilities last month. She reminded the assembly that the environment fair is coming up. She also shared that they will be meeting with the students in regards to promoting a non-smoking campus.

#### **Rights and Responsibilities – Felicia Felton, Committee Member**

Felicia shared that they are currently working on the catastrophic leave.

#### **Rules and Elections – Cody Busia, Chair**

Cody shared that they are looking to have an even earlier start on the election process for next year. There are several current board members that are not eligible to run again next year, so the plan is to think ahead.

**Transportation – Markisha Lea, Chair**

Markisha shared that the SPS structure at HSC had opened up in mid-January. This is still a permit required structure. Markisha brought up issues in regards to smoking in the Parking lot, and David will look into this.

**Staff Appreciation Week – Felicia Felton, Chair**

Felicia reported that the committee is starting to secure more events, discounts and prizes for this year's Staff Appreciation Week to be held the week of May 16<sup>th</sup> to May 20<sup>th</sup>. USC's satellite campuses also inquire about participating in the appreciation week. For the ice cream social, they are currently looking for a less expensive vendor.

**New Business:**

No new business was introduced.

**Next Meeting:**

Thursday, April 7, 2016 from 9:00 a.m.-10:30 a.m. Location: (MCA-149), Health Sciences Campus.

**Adjournment:**

A motion to adjourn was made by Michelle Jones, and was seconded by Markisha Lea. The meeting adjourned at 10:07am.

Minutes submitted by Andy Chen.

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>