

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, July 7, 2016**  
**McKibben Hall Annex 149**

**Present:** Jennifer Alvarado, Octavio Avila, Gabe Badillo, Linda Bakabak, Susan Biddlecomb, Katie Boeck, Aaron Brown, Felicia Felton, Rita Gonzales, Erin Jebavy, James Johnston, Michelle Jones, Theodore Low, Jackie Mardirossian, Naomi Martinez, Yolanda Rios, Isabel Rodriguez, Mary Trujillo, Susan Wong, Annie Yu, Amy Yung, Peter Zamar, Randy Zuniga.

**Absent:** Lali Acuna, Evelyn Alva, Bertha Arce, Jennifer Avancena, Anthony Bailey, Robbie Boyd, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Andy Chen, Fanny Cisneros, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Sarah House, Teresita Jamanila, Dawn Kita, Markisha Farrier, Sarah Luna, Leilani Mendez, John Ng, Lois Nishimoto, Carla Obnillas, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Rosemarie Tellez, Angela Walker, Sue Wiedem, Shelly Wong.

**Call to Order:**

Vice President Michelle Jones called the meeting to order at 9:02 a.m.

**Staff Monthly Recognition Award:**

The July Staff Monthly Recognition Awardee was Lydia Vazquez, Division Administrator with the Division of Biokinesiology & Physical Therapy. Associate Dean James Gordon and Associate Professor George Salem introduced Lydia and shared their personal remarks as well as from the letters of support on her nomination. As a Staff Monthly Recognition Awardee, Lydia received a plaque signed by the Presidents of the University, Staff Assembly and Staff Club, and received a \$100 check courtesy of the USC Staff Club; and free parking for a month!

**Approval of the June General Assembly Minutes:**

June General Assembly meeting minutes will be approved via qualtrics.

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

Janis was not present; no report was given.

**Personnel Council Report – Awilda Bregand**

Awilda reported on the Personnel Council meeting held on June 14<sup>th</sup>; Debbie Fabanish had reported the retirement transition went smoothly and the brokerage fee is 2%; Lisa Macchia had reported the USC Network Plan had a Dept. of Labor audit and passed; Margot Steurbaut is leaving USC for Cal Tech; the university is working on adding a recruitment module to Workday; Talent Management had reported a 18% utilization of Trojan Learn, and has a goal to increase utilization to 40%; the Center for Work & Family Life will add a new employee for HSC; Janis McEldowney had reported a change in vendors for temp staffing to Kelly Services and they will subcontract with Cross Country for hospital staffing. Awilda also provided an update on Child Care. Three weeks ago there was a meeting with CCLC to discuss ongoing issues and the university was fired. The university's intent is not to disrupt services and has interviewed two potential vendors and they are submitting proposals. CCLC will not leave until a new provider is in place. The waitlist will go to the new provider.

**President's Report – David Donovan**

David was on vacation and not present; no report was given.

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

Bill stated the SRA participants have been great with volunteering. Their last event was at the Hancock Museum which holds hidden treasures of USC. Their next event is a seminar celebrating the 100<sup>th</sup> birthday of Frank Sinatra at the Norris Theatre auditorium. Bill reminded the assembly you do not need to be retired to be a member – it's a way for everyone to stay connected. He also reminded the URC is available to hold committee meetings by contacting Jeanette Brown.

**Committee Reports:****Communications – Lali Acuna, Chair**

Lali was not present. Michelle Jones stated the Assembled Voice was disseminated.

**Compensation and Benefits – Jeff De Caen, Chair**

Jeff was not present. No updates this month.

**Environment – Rita Gonzales, Chair**

Rita shared the Safety Fair will be held at UPC on October 12<sup>th</sup>.

**Rights and Responsibilities – Michelle Jones, Vice Chair**

Michelle stated the committee will meet next Wednesday, location TBA. They will discuss catastrophic leave.

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

Parliamentarian Jackie Mardirossian shared that Cody will meet with the programmer to begin the election process when he returns from vacation. The committee will meet today following the general meeting.

**Transportation – Peter Zamar, Committee Member**

There has been no meeting since last month. Peter stated there was a Citation Review Board meeting two weeks ago and will be another in August.

**Staff Assembly Scholarship – Katie Boeck, Committee Member**

The committee is charged to design and execute the inaugural Staff Assembly scholarships for degree-seeking staff. They are working on the draft of the application and have August 1 as a goal to launch the website, and August 15 as the submission deadline. The committee has also drafted a marketing plan.

**New Business:**

Awilda reported that Rosie Tellez lost her home to fire. Contributions can be made through <https://www.gofundme.com/2c4s6cc>.

**Guest Speaker:****Dr. Lernik Torossian, Assistant Professor of Clinical Ophthalmology, USC Roski Eye Institute, Keck Medicine of USC**

The Roski Eye Institute has two campus locations: HSC in Doheny and UPC at Gateway, with three satellite locations in Arcadia, Pasadena and Beverly Hills. VSP vision participants can come to Roski Eye Institute for their optometry needs with a \$15 co-pay. With VSP, frames are covered every two years and lens every year. Without VSP, eye exams are \$190. USC employees can bring

their prescription from other providers to get products (frames, lens). Contact Michelle at [mjones@law.usc.edu](mailto:mjones@law.usc.edu) to set up in-services with goodie bags for your department.

**Next Meeting:**

Thursday, August 4, 2016 from 9:00 a.m.-10:30 a.m. Location TBD.

**Adjournment:**

A motion to adjourn was made by Jackie Mardirossian and was seconded by James Johnston. The meeting adjourned at 10:17 a.m.

Minutes respectfully submitted by Jackie Mardirossian.

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>