

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, August 4, 2016
Allan Hancock Foundation Building, Torrey Webb Room

Present: Lali Acuna, Octavio Avila, Linda Bakabak, Susan Biddlecomb, Kathleen Boeck, Aaron Brown, Cody Busia, Andy Chen, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Markisha Farrier, Theodore Low, Naomi Martinez, Leilani Mendez, Lois Nishimoto, Wendy Pedersen, Angela Walker, Sue Wiedem, Annie Yu, Amy Yung, Peter Zamar, Randy Zuniga.

Absent: Evelyn Alva, Jennifer Alvarado, Bertha Arce, Jennifer Avancena, Gabe Badillo, Anthony Bailey, Robbie Boyd, JaBari Brown, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Elmer Duran, Laura Estrada, Felicia Felton, Sarah House, Dawn Kita, Sarah Luna, Jacalyn Mardirossian, John Ng, Carla Obnillas, Veronica Perez, Leslie Ann Picazo, Yolanda Rios, Isabel Rodriguez, Rosemarie Tellez, Mary Trujillo, Shelly Wong, Susan Wong.

Call to Order:

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

Staff Monthly Recognition Award:

The August Staff Monthly Recognition Awardee was Diane Lapa, Director of Patient Relations and Concierge Services at Keck Medical Center of USC. Char Ryan, Patient Experience and Employee Engagement Officer, introduced Diane and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Diane 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:

The minutes of the June and July General Assembly meetings 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 that the Personnel Council met the day before, and that her office is working on the Workday recruiting module that will go live in October 2016. She also attended an open enrollment planning meeting, and she informed the assembly that the Department of Labor audited the university's medical plans, and gave USC a clean report. Awilda also reported that the Verdugo Hills Hospital will join Workday, and that a small benefits fair will be held for all employees. She also informed that the benefits office is working on a protocol for managers and supervisors suspecting an employee is working under the influence. Finally, Awilda informed that the USC Center in downtown Los Angeles has over 1,000 employees, and that they requested that USC hold a Benefits fair at their location during open enrollment.

President's Report – David Donovan

President Donovan shared some of the meetings he's attended since the July General Assembly meeting, and the feedback received after the Staff Appreciation Week. He also informed the assembly of other upcoming events/meetings. Finally, David reminded the assembly that per the SA Standard Operating Procedures, Executive Committee members can only serve two consecutive years in any given position, and that David, Michelle and Jackie will not be able to serve as President, Vice President and Parliamentarian, respectively, next year. He encouraged all members interested in serving in any EC position in 2017 to talk to the person currently in that role.

Staff Retirement Association (SRA) Report – Bill Givens

Bill suggested this location for our general assembly meeting. Thank you, Bill! He reported that the SRA is having a lecture for Frank Sinatra's 100th birthday at the Norris Cinema Theater. He also informed the assembly that the SRA is planning a presentation about the movie *Woman in Gold* in the near future.

Committee Reports:

Communications – Lali Acuna, Chair

Lali reported that the committee didn't meet since the last general assembly meeting, and that the Staff Assembly website was updated to include the Staff Assembly Scholarship information.

Compensation and Benefits – Jeff De Caen, Chair

Jeff reported that the committee didn't meet since the last general assembly meeting, and that he is working to arrange a tour of the state-of-the-art Glorya Kaufman International Dance Center for all members.

Environment and Safety – Rita Gonzales, Chair

Rita informed that the committee is working on the upcoming Safety Fair that will be held at UPC on October 12.

Rights and Responsibilities – Michelle Jones, Vice Chair

Michelle informed the assembly that the committee is working on the final changes to the catastrophic leave proposal that will be presented to the assembly next month.

Rules and Elections – Cody Busia, Chair

Cody reported that the committee is working on the election process, and is also on track with the monthly awardee's selection.

Transportation – Markisha Farrier, Chair

Markisha reported that the committee didn't meet since the last general assembly meeting. Her committee received two questions from the assembly: Will Metro increase the number of cars per train on the Expo Line once classes start? And does USC Transportation have any plans to increase the tram service to the Alhambra campus?

Staff Assembly Scholarship – Kristi Culpepper, Committee Member

Kristi thanked all members, and informed everyone that a completed application was received within the first few hours of the announcement going out via email. She also reminded the assembly that applicants must be in good standing with the university and be a tuition assistance benefit eligible staff member currently enrolled in any USC degree-granting program.

Guest Speaker:

In lieu of a guest speaker this month, members of the assembly toured the Hancock Memorial Museum immediately following the general assembly meeting. Located at the center of UPC, the Hancock Memorial Museum features four rooms – each decorated in the style of a different era – moved to USC from the Hancock mansion at Vermont Avenue and Wilshire Boulevard before it was demolished in 1938. Today those rooms comprise the Hancock Museum.

New Business:

No new business.

Next Meeting:

Thursday, September 8, 2016 from 9:00 a.m.-10:30 a.m. Location: TBD, UPC.

Adjournment:

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

Minutes submitted by Lali Acuna.

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

Staff Assembly E-mail Address: staff.assembly@usc.edu

Staff Assembly Twitter: [@USC_SA](https://twitter.com/USC_SA)

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