

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, September 8, 2016
University Religious Center, The Fishbowl

Present: Lali Acuna, Gabe Badillo, Anthony Bailey, Linda Bakabak, Kathleen Boeck, Aaron Brown, JaBari Brown, Delfina Candelaria, Andy Chen, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Markisha Farrier, Felicia Felton, Lisa Gallegos, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Theodore Low, Sarah Luna, Naomi Martinez, Lois Nishimoto, Carla Obnillas, Veronica Perez, Leslie Ann Picazo, Isabel Rodriguez, Mary Trujillo, Angela Walker, Amy Yung, Peter Zamar, Randy Zuniga.

Absent: Evelyn Alva, Octavio Avila, Jennifer Alvarado, Bertha Arce, Susan Biddlecomb, Robbie Boyd, Cody Busia, Tracy Charles, Fanny Cisneros, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Jane Gollayan, Dawn Kita, Jacalyn Mardirossian, Leilani Mendez, John Ng, Wendy Pedersen, Yolanda Rios, Rosemarie Tellez, Sue Wiedem, Annie Yu, Shelly Wong, Susan Wong.

Call to Order:

President David Donovan called the meeting to order at 9:02 am.

Staff Monthly Recognition Award:

The September Staff Monthly Recognition Awardee was Laura Cajero, Department Contracts and Grants Coordinator for the Molecular Biology Department at Dornsife College of Letters, Arts and Sciences. Rokas Oginskis, Program Manager for the Molecular Biology Department introduced Laura and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Laura 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, July and August 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 university is trying to negotiate a contract with a new vendor for the HSC childcare facilities, and that there is a new vendor interested in the UPC facilities. She also informed the assembly that the changes in the long-term care plans will be announced via email in the upcoming weeks. This email will be sent to employees currently not enrolled, and the deadline will be mid-to-late October.

President's Report – David Donovan

President Donovan shared some of the meetings he attended since the August General Assembly meeting, and the feedback he received after the Staff Appreciation scholarships were awarded. 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.

Committee Reports:

Communications – Lali Acuna, Chair

Lali reported that the Facebook post with the Staff Assembly scholarship winners was performing really well, reaching almost 2,000 people in less than 24 hours.

Compensation and Benefits – Jeff De Caen, Chair

Jeff reported that the committee will meet immediately following the assembly meeting, and that the committee received a question regarding the tuition assistance benefit extending to staff's grandchildren. After researching with USC Benefits, Jeff informed that only spouses and biological or legally-adopted children are eligible to use TAB. Jeff also shared that in response to a separate email, TAB cannot be applied to graduate certificate programs, only to degree-granting programs.

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, and she reminded the assembly to extend the invitation to other departments that would like to participate.

Rights and Responsibilities – Michelle Jones, Co-Chair

Michelle informed the assembly that the committee presented the catastrophic leave proposal to the Executive Board, and that it will be presented to the assembly at the October General Assembly meeting.

Rules and Elections – Amy Yung, Committee Member

Amy reported that the committee is working on the election process, and that they will be compiling the list and testing the form in the upcoming weeks. Amy also gave a brief description of the election process.

Transportation – Markisha Farrier, Chair

Markisha reported that the Citation Review Board will meet on September 16, and invited members of the assembly to participate.

Staff Assembly Scholarship – JaBari Brown, Chair

JaBari thanked all members, and informed the assembly that the selection process had finished and awards would be disbursed soon. The committee will be working on the protocols for next year's application and selection processes. President Donovan commented that he received a lot of positive feedback regarding the inaugural Staff Assembly scholarships.

Staff Retirement Association (SRA) Report – Janette Brown, Director, Emeriti Center

Janette reported that the SRA is having a lecture for Frank Sinatra's 100th birthday at the Norris Cinema Theater on September 30. She also informed the assembly that the Emeriti Center will be hosting workshops open to staff and relatives/friends during the fall.

Guest Speaker: Todd Richmond, Ph.D.

Director of Mixed Reality Lab/Studio and Advanced Prototypes, USC Institute for Creative Technologies & School of Cinematic Arts

Michelle Jones introduced the guest speaker. Established in 1999, ICT is a DoD-sponsored University Affiliated Research Center (UARC) working in collaboration with the U.S. Army

Research Laboratory. UARCs are aligned with prestigious institutions conducting research at the forefront of science and innovation. Research projects explore and expand how people engage with computers, through virtual characters, video games and simulated scenarios. ICT is a recognized leader in the development of virtual humans who look, think and behave like real people. ICT prototypes provide engaging experiences to improve skills in decision-making, cultural awareness, leadership and coping, to name a few.

New Business:

Katie Boeck announced that the Staff Assembly and the Emeriti Center will be hosting a lunch & learn session in URC 108 on September 27th about confidential documents and aging parents. An email with more details will be sent to all staff members.

Next Meeting:

Thursday, October 6, 2016 from 9:00 a.m.-10:30 a.m. Location: TBD, HSC.

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Kristi Culpepper. The meeting adjourned at 10:17am.

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](#)

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