

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, October 6, 2016
McKibben Hall Annex 149

Present: Lali Acuna, Gabe Badillo, Susan Biddlecomb, David Donovan, Felicia Felton, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Sarah House, James Johnston, Michelle Jones, Dawn Kita, Theodore Low, Sarah Luna, Leilani Mendez, Carla Obnillas, Isabel Rodriguez, Mary Trujillo, Angela Walker, Sue Wiedem, Susan Wong, Annie Yu, Peter Zamar.

Absent: Evelyn Alva, Jennifer Alvarado, Bertha Arce, Octavio Avila, Anthony Bailey, Linda Bakabak, Kathleen Boeck, Robbie Boyd, Aaron Brown, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Andy Chen, Fanny Cisneros, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, Elmer Duran, Laura Estrada, Markisha Farrier, Sarah Fried-Gintis, Teresita Jamanila, Erin Jebavy, Jacalyn Mardirossian, Naomi Martinez, John Ng, Lois Nishimoto, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Yolanda Rios, Rosemarie Tellez, Shelly Wong, Amy Yung, Randy Zuniga.

Call to Order:

President David Donovan called the meeting to order at 9:10 am.

Staff Monthly Recognition Award:

The October Staff Monthly Recognition Awardee was Patricia Delgado, Clinical Manager at Keck School of Medicine's USC Institute of Urology. Joan McLane, Senior Clinical Administrative Director for the USC Institute of Urology introduced Patricia and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Patricia 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, August and September General Assembly meetings will be approved via Qualtrics.

Associate Senior Vice President for Administration Report – Janis McEldowney

Janis was not present due to a child care vendor presentation for UPC parents at the Radisson Hotel. No report was given.

Personnel Council Report – Awilda Bregand

Awilda reported that there are two vendors for the UPC Child Care facilities presenting to the parents today at the Radisson Hotel, and that Janis wants to make a decision by Monday morning to start the licensing process. There will be a survey going out to parents after the presentation so parents can provide feedback.

Awilda also informed the assembly that Personnel Council met, and Janis reported that the implementation of the new temp agency -Kelly Services- went very smoothly. Phase 1 was UPC and the administrative side of the medical campuses, phase 2 will include nurses and will go live in January 2017. The Workday Recruiting has been delayed and will also be launched in January 2017. Finally, the Verdugo Hills Hospital transition to Workday is going as planned, and "Workday Palooza" will be held next Thursday, October 13.

President's Report – David Donovan

President Donovan shared some of the meetings he's attended since the September General Assembly meeting, and he informed the assembly of other upcoming events/meetings. David also described the election process and the responsibilities of the President, Vice President, Secretary and Parliamentarian.

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 reported that the SRA lecture for Frank Sinatra’s 100th birthday at the Norris Cinema Theater sold out. He also informed the assembly that the SRA is planning an artwork tour of Metro train stations, and a trip to the Walt Disney Concert Hall in the near future. Everybody is welcome.

Committee Reports:

Communications – Lali Acuna, Chair

Lali reported that the committee will be working on the Fall/Winter *Assembled Voice* and the December Holiday party, and encouraged the assembly to submit photos/ideas to any of the committee members.

Compensation and Benefits – Gabe Badillo, Vice Chair

Gabe reported that the committee is looking at options for archiving the Comp & Benefits notes, and that the storage space will be available to all members of the assembly. The committee also received questions regarding Wagework flexible spending accounts applied to transportation. David, Awilda and the committee will discuss and inform the assembly on this issue.

Environment and Safety – Rita Gonzales, Chair

Rita informed that the committee is working on the upcoming Safety Fair that will be held at Alumni Park on October 12. The committee will raffle a gift certificate for a complementary one-night stay, parking and breakfast for 2 at McKay’s Restaurant courtesy of the Radisson Midtown Hotel at USC, and a USC gift basket courtesy of USC Civic Engagement.

Rights and Responsibilities – Michelle Jones, Vice Chair

Michelle informed the assembly that the committee will be presenting the catastrophic leave proposal to the assembly during the “New Business” portion of this meeting.

Rules and Elections – Mary Trujillo, Member

Mary informed the assembly that the nomination email went out on October 3, and that the last day to submit your list of nominees is Monday, October 10, 2016. She also informed that the staff monthly awardee for the month of November was selected.

Transportation – Markisha Farrier, Chair

Markisha was not present; no report was given

Staff Assembly Scholarship – David Donovan, President

David informed the assembly that the awards would be disbursed soon. The committee is working on the protocols for next year’s application and selection processes. President Donovan also informed that the committee will have a debriefing phone conference meeting next week.

New Business:

Michelle Jones and the Rights and Responsibilities Committee introduced a new resolution for the assembly’s consideration to encourage the university’s administration to adopt a Catastrophic Leave Program. The Committee had been working on this resolution for the last 2 years.

Michelle read Resolution 002-2016: Catastrophic Leave Program to the assembly, and a motion to adopt the resolution was made by the Rights and Responsibilities Committee, and was seconded by Peter Zamar.

The assembly had questions regarding how different cases would be evaluated, the difference between donating to a pool and a designated employee, and how it would apply to contracted employees. Michelle informed the assembly that the university's administration would define the program and how it would be implemented, if approved. Bill Givens mentioned how the university approved and implemented the severance benefit per the Staff Assembly recommendation in 2007.

President David Donovan called for votes and with a 2/3 vote of present members, the resolution was adopted.

Ayes: 24 (two via email from Assembly members who could not attend in person)

Nays: 0

Abstentions: 0

Guest Speaker: Stephanie Honda

Director of Planning and Strategy, USC Office of Budget and Planning

Michelle Jones introduced the guest speaker. Stephanie informed the assembly that there are no major changes to benefits this year for most employees, but Provost Michael Quick and Senior Vice President for Administration Todd Dickey have issued a memo regarding medical insurance rate changes that affect everyone except Verdugo Hills employees, and employees represented by Local 11.

As the cost of health care continues to rise significantly, the contributions that employees make for their health care coverage will be increasing. The calendar year 2017 employee cost can be found at <https://benefits.usc.edu/healthcare/medical/>

The increases in the employee contribution reflect two factors. The first is related to the increases in the total costs of the benefits themselves. The second is related to changes in the relative contributions of the university and the employee. In the past, the university has contributed 77% toward medical plan premiums (requiring employees to contribute the other 23%). Beginning in 2017, an employee enrolling only him/herself in any of the medical plans will contribute 24.25% of the medical premium. Employees will contribute a higher percentage for dependent coverage, as is the case at many of our peer institutions. For example, employees enrolling in the Employee + Adult, Employee + Child(ren), or Employee + Family coverage tier will contribute 26% of the medical premium.

Open enrollment for 2017 runs from Monday, November 7 to Sunday, November 20 at 11:59pm (PST). All benefit changes, new rates, etc. take effect January 1, 2017.

Next Meeting:

Thursday, November 3, 2016 from 9:00 a.m.-10:30 a.m. Location: TBD, UPC.

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Lisa Gallegos. The meeting adjourned at 10:32am.

Minutes submitted by Lali Acuna.

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

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

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