

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, November 3, 2016
Science and Engineering Library, Room 150

Present: Lali Acuna, Jennifer Alvarado, Bertha Arce, Anthony Bailey, Susan Biddlecomb, Kathleen Boeck, Rickey Craddock, Kristi Culpepper, David Donovan, Jane Gollayan, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Theodore Low, Naomi Martinez, John Ng, Lois Nishimoto, Carla Obnillas, Wendy Pedersen, Sue Wiedem, Susan Wong, Annie Yu, Peter Zamar.

Absent: Evelyn Alva, Octavio Avila, Gabe Badillo, Linda Bakabak, Robbie Boyd, Aaron Brown, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Andy Chen, Fanny Cisneros, Jeffrey De Caen, Elmer Duran, Laura Estrada, Markisha Farrier, Felicia Felton, Sarah Fried-Gintis, Lisa Gallegos, Sarah Luna, Jacalyn Mardirossian, Leilani Mendez, Veronica Perez, Leslie Ann Picazo, Yolanda Rios, Isabel Rodriguez, Rosemarie Tellez, Mary Trujillo, Angela Walker, Shelly Wong, Amy Yung, Randy Zuniga.

Call to Order:

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

Staff Monthly Recognition Award:

The November Staff Monthly Recognition Awardee was Jennifer Park, Executive Director of Student Services in the USC School of Architecture. Douglas Noble, Associate Professor of Architecture and Chair of the Ph.D. Program & Director of Discipline for Building Science Program, introduced Jennifer and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Jennifer 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:

On a motion by Kristi Culpepper and seconded by Rickey Craddock, the October General Assembly meeting minutes were approved.

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

No report. Janis was not present.

Personnel Council Report – Awilda Bregand

No report. Awilda was not present.

Staff Retirement Association (SRA) Report – Bill Givens

Bill reported that the SRA and its members have been very busy. Today they are hosting a Medicare forum, and he also informed the assembly that next Thursday they will have an artwork tour of the METRO train stations, starting at Union station. Everybody is welcome, please bring your TAP card.

Finally, he reported that the SRA will honor the university retirees at the Holiday breakfast to be held on December 2.

President's Report – David Donovan

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

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.

Finally, David informed the assembly that during the December General Assembly meeting we will introduce the new members and elect the Executive Committee for the 2017 calendar year.

Committee Reports:

Communications – Lali Acuna, Chair

Lali reported that the committee is 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 – James Johnston, Committee Member

James reported that the committee is looking at options for archiving the Comp & Benefits notes in a OCR format, and that the storage space will be available to all members of the assembly.

Environment and Safety – Rita Gonzales, Chair

Rita informed that the Safety Fair held at Alumni Park on October 12 was a learning experience. The committee raffled 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. Some staff inquired about hosting another Safety Fair at HSC, and Rita informed them that it will take place next year.

Finally, Rita reminded the committee members that they would meet following the general assembly meeting.

Rights and Responsibilities – Michelle Jones, Vice Chair

Michelle informed the assembly that the committee will be working on a resolution presented in 2006 re: health-care benefits for early retirement for employees over 55 year-old with at least 20 years of services. The committee will analyze what similar benefits are offered by peer universities.

Rules and Elections – Tessie Jamanila, Committee Member

Tessie informed the assembly that the election process ended last week, and that the new members will be notify shortly. The new Executive Committee will be elected next month during the December General Assembly meeting.

Transportation – Rickey Craddock, Committee Member

Rickey reported that the Citation Review Board will meet tomorrow.

New Business:

1. Royal St./Jefferson intersection: David and Markisha met with the university senior administration earlier this year to recommend a new design to the LA city. Todd Dickey presented the plan to the Board of Trustees and it was approved. The university will present a plan to the city with a target date of 2018/19.
2. Long-term care enrollment extended: there will be an informational session next week in TCC 450.

3. Inquiries from staff: bike safety, University St./30th St. intersection, Soto St. & Soto Complex.

Guest Speaker: Todd Dickey, Senior Vice President of Administration

No report. Todd could not attend the General Assembly meeting in November and asked to reschedule to February.

Next Meeting:

Thursday, December 1, 2016 from 2:00 p.m. – 5:00 p.m. Location: Radisson Hotel (Champions Room), UPC.

Adjournment:

A motion to adjourn was made by Rickey Craddock and was seconded by Peter Zamar. The meeting adjourned at 10:22am.

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>