

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, December 1, 2016**  
**Radisson Hotel – Champions Room**

**Present:** Lali Acuna, Jennifer Alvarado, Bertha Arce, Octavio Avila, Gabe Badillo, Anthony Bailey, Susan Biddlecomb, Kathleen Boeck, JaBari Brown, Andy Chen, Rickey Craddock, Kristi Culpepper, Jeffrey de Caen, David Donovan, Markisha Farrier, Felicia Felton, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Theodore Low, Jackie Mardirossian, Naomi Martinez, Leilani Mendez, Lois Nishimoto, Veronica Perez, Isabel Rodriguez, Mary Trujillo, Angela Walker, Annie Yu, Amy Yung, Peter Zamar, Randy Zuniga

**Absent:** Evelyn Alva, Linda Bakabak, Aaron Brown, Cody Busia, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Sarah Luna, John Ng, Carla Obnillas, Wendy Pedersen, Leslie Ann Picazo, Yolanda Rios, Rosemarie Tellez, Sue Wiedem, Shelly Wong, Susan Wong

**Call to Order:**

President David Donovan called the meeting to order at 2:12pm.

**Approval of General Assembly Minutes:**

Approval of November and December minutes will be done via Qualtrics. President Donovan will send the minutes and the link via email.

**Introduction of New Staff Assembly Members:**

President Donovan asked all new members to stand and introduce themselves to the Assembly.

**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.

**President’s Report – David Donovan**

President Donovan described the election process that will take place after the general assembly meeting. Michelle Jones presented a recognition plaque and a gift card from the Executive Committee, and thanked David for his service to the assembly during 2016. President Donovan thanked all members for their hard work during 2016.

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

Bill Givens reported that the SRA has been participating in the Staff Assembly since 2014, and reminded the assembly that you don’t have to be retired to join the SRA. Bill reported that during the fall semester the SRA celebrated the life of Frank Sinatra with a presentation filled with rare photos, film clips and stories of Sinatra, his family, his art and iconic career. The program concluded with a visit to the Norris Theater Lobby, and USC’s unique and extensive collection of Mr. Sinatra’s lifetime achievements and memorabilia donated by the Sinatra Family.

He also reported that the SRA’s Fall Day Trip -The Metro Red Line Art Tour- began at Union Station under the guidance of a Metro docent, and that the tour ended at the Hollywood/Highland station followed by lunch at Mel’s Drive-in.

Finally, Bill reported that the 11th Annual USC Retiree Community Holiday Breakfast will be held on December 2, and it will be a joint SRA/RFA/Emeriti Center event.

## **Committee Reports**

### **Communications–Lali Acuna, Chair**

Lali thanked the committee members for all the work done during 2016 and reported that the Committee has been busy working on the Fall/Winter *Assembled Voice* newsletter. A draft will be presented to the Executive Committee tomorrow, and the release date will be December 9. President Donovan presented a recognition plaque and thanked Lali for her service to the Assembly.

### **Compensation and Benefits – Jeff de Caen, Chair**

Jeff thanked the committee members for all the work done during 2016. He reported that during this year, the committee has reviewed the possibility for providing supplementary insurance for parents, investigated inquiries about the extent and distribution of the Tuition Assistance Benefit, title questions, and the question of ergonomic assessments as a benefit versus departmental expense. In addition, the committee has prepared a record-keeping architecture, peer-institution comparison chart, and USC benefits and compensation org chart for future committee use. President Donovan presented a recognition plaque and thanked Jeff for his service to the Assembly.

### **Environment–Rita Gonzales, Chair**

Rita Gonzales thanked the committee members for all the work done during 2016. Rita reported that the committee held two environment fairs during April at HSC and UPC and a Safety Fair at UPC during October. The committee also passed a resolution to urge USC's Administration to make USC a smoke-free campus. The committee will be planning two Environment and two Safety Fairs during 2017, and Rita also reported that bicycle safety will be a new focus for the committee next year.

President Donovan presented a recognition plaque and thanked Rita for her service to the Assembly.

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

Michelle reported that the committee passed a resolution during 2016 to urge USC's Administration to join many other universities in providing a Catastrophic Leave program. She also reported that the committee is working on a new resolution re: health-care benefits for early retirement that will be presented to the Executive Committee at the beginning of next calendar year.

David presented recognition plaques and thanked Michelle for her service to the Staff Assembly both as committee Vice Chair and Assembly Vice President.

### **Rules and Elections – Jackie Mardirossian, Committee Member**

No report. President Donovan thanked Cody Busia and the committee members for all the work done during 2016. He also presented a recognition plaque and thanked Jackie for her service to the Staff Assembly as Parliamentarian.

### **Transportation – Markisha Farrier, Chair**

No report. President Donovan thanked Markisha and the committee members for all the work done during 2016.

President Donovan presented a recognition plaque and thanked Markisha for her service to the Assembly.

### **Staff Appreciation Week Committee – Felicia Felton, Chair**

Felicia Felton thanked the committee members for all the work done during the 2016 Staff Appreciation Week, and encouraged new members to join this ad hoc committee that will start planning more events, discounts and prizes in more locations during January 2017.

President Donovan presented a recognition plaque and thanked Felicia for her service to the Assembly.

### **Staff Assembly Scholarship – David Donovan, President**

David thanked the committee members for all the work done during 2016 and described how this new program and ad hoc committee was created.

### **New Business:**

- Memo from the Provost regarding DACA: the assembly is looking for two members to serve in the Provost committee. Talk to David if interested.
- President's Award for Staff Achievement committee: the assembly is looking for two members to serve in this committee. Talk to David if interested.

### **Adjournment of the 2016 Staff Assembly:**

A motion to adjourn was made by Kristi Culpepper and was seconded by Jackie Mardirossian.

The meeting adjourned at 2:56 pm.

Convening of the 2017 Assembly and election of Officers:

**Present:** Lali Acuna, Tiffany Andalon, Bertha Arce, Gabe Badillo, Anthony Bailey, Susan Biddlecomb, Kathleen Boeck, JaBari Brown, Jorge Castilla, Andy Chen, Kristi Culpepper, Jeffrey de Caen, David Donovan, Markisha Farrier, Sabrina Feeley, Felicia Felton, Jerome Fletcher, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Jennifer Hong, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Jacob Laux, Theodore Low, Jackie Mardirossian, Naomi Martinez, Leilani Mendez, Lois Nishimoto, Isabel Rodriguez, Mary Trujillo, Angela Walker, Jeanne Weiss, Annie Yu, Amy Yung, Peter Zamar, Randy Zuniga

**Absent:** Josie Amescua, Aaron Brown, Delfina Candelaria, Fanny Cisneros, Elmer Duran, Sarah Fried-Gintis, Layton Hansen, Sarah Luna, John Ng, Carla Obnillas, Wendy Pedersen, Leslie Ann Picazo, Yolanda Rios, Rona Smith, Rosemarie Tellez, Sue Wiedem, Shelly Wong, Susan Wong, Victoria Young

### **Nominations and Election of the 2017 Executive Committee**

#### ***President***

Mary Trujillo announced that the 2017 Executive Committee Election process begins with the office of President and that there is one declared candidate, Jeffrey de Caen. Jeff stated it would be an honor to serve as president of the Staff Assembly.

Mary then opened the nominations from the floor. Jackie Mardirossian proposed to close nominations and was seconded by James Johnston. The motion carried and the nominations for the office of president were closed.

Jeffrey de Caen was elected to the office of President by acclamation.

#### ***Vice President***

Mary Trujillo announced that there is one declared candidate for the office of Vice President, Gabe Badillo. Gabe gave a brief statement to the assembly.

Mary opened the nominations from the floor. David Donovan proposed to close nominations and was seconded by Michelle Jones. The motion carried and the nominations for the office of Vice President were closed.

Gabe Badillo was elected to the office of Vice President by acclamation.

***Secretary***

Mary Trujillo announced that there is one declared candidate for the office of Secretary, David Donovan. David gave a brief statement to the assembly.

Mary opened the nominations from the floor. Michelle Jones proposed to close nominations and was seconded by Markisha Farrier. The motion carried and the nominations for the office of Secretary were closed.

David Donovan was elected to the office of Secretary by acclamation.

***Parliamentarian***

Mary Trujillo announced that there is one declared candidate for the office of Parliamentarian, Michelle Jones.

Mary opened the nominations from the floor. Tessie Jamanila proposed to close nominations and was seconded by David Donovan. The motion carried and the nominations for the office of Parliamentarian were closed.

Michelle Jones was elected to the office of Parliamentarian by acclamation.

**New Business:**

No new business.

**Next Meeting:**

Thursday, January 12, 2017 from 9:00 a.m.-10:30 a.m. Location: UPC (room TBD).

**Adjournment:**

A motion to adjourn was made by Felicia Felton and was seconded by Michelle Jones. The meeting adjourned at 3:15pm.

Minutes submitted by Lali Acuna.

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>