

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, January 8, 2015
Tutor Campus Center 227**

Present: Suzanne Alexander, Evelyn Alva, Tammy Anderson, Melissa Aparicio, Teri Aparicio, Jennifer Avancena, Melissa Azarcon, Gabe Badillo, Anthony Bailey, Dan Bayer, Debra Bernstein, Susan Biddlecomb, Robbie Boyd, Desiree Brown, JaBari Brown, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Rickey Craddock, Jeffrey DeCaen, David Donovan, Josie Drury, Laura Estrada, Felicia Felton, Jane Gollayan, Rita Gonzales, Abraham Gutierrez, Sarah House, Michelle Jones, Markisha Lea, Jaclyn Mardirossian, Christina Nelson, John Ng, Lou Nieto, Lois Nishimoto, Lillian Rivera, Rodney Rubio, Cynthia Schirmer, Rick Scott, Rosemarie Tellez, Lydia Vazquez, Pamela Wallace, Allie Welsh, Sue Wiedem, Peter Zamar, Randy Zuniga

Absent: Monique Abeyta, Lali Acuna, Jennifer Alvarado, Josie Amescua, Suzanne Armstrong, Linda Bakabak, Cynthia Brass, Diana Breda, Rosa Cervantes, Lisa Gallegos, Sandra Gonzales, Veronica Perez, Lorna Tureaud, Vicki Young

Call to Order:

President David Donovan called the meeting to order at 9:04 am.

Staff Monthly Recognition Award:

No Staff Monthly Recognition Award recipient was chosen for this month; therefore, no award was given.

Associate Senior Vice President for Administration Report–Janis McEldowney

Janis McEldowney was not present; therefore, no report was given.

Personnel Council Report–Awilda Bregand

Awilda Bregand was not present; therefore, no report was given.

Introduction of New Staff Assembly Members

President David Donovan asked all newly elected members of the 2015 Staff Assembly to stand and coordinated each of them to introduce themselves to the Assembly.

Introduction of the 2015 Executive Committee Members

President David Donovan asked each of the Executive Committee Members of the 2015 Staff Assembly to stand and to introduce themselves to the Assembly.

President’s Report–David Donovan

President Donovan’s first order of business was to have the assembly members review and approve the Standard Operating Procedures (SOP) of the Assembly. A motion to approve the SOP was made by Michelle Jones and was seconded by Desiree Brown.

David reported that the President’s Annual Address to Staff is scheduled for February 19, 2015 in Bovard Auditorium and he strongly urged all staff assembly members to attend. Staff Appreciation Week this year will occur on May 18-22, 2015 (the week after commencement). Any suggestions for Staff Appreciation Week would be greatly appreciated. New Student Convocation occurs tomorrow; next week he is meeting with Todd Dickey. If you have any questions for Todd please forward them to David and he will be happy to address them. A New Trojans Networking event is occurring on February 12, 2015 at Town and Gown.

Staff Retirement Association Report–Bill Givens

Bill Givens was not present; therefore, no report was given.

Committee Reports**Communications–Lali Acuna-Chair**

Lali Acuna was not present, so Laura Estrada reported. The Communications Committee is responsible for publishing the *Assembled Voice* newsletter. The *Assembled Voice* is now “green” and it is now electronic. This new format is much more cost-effective and environmentally friendly. The Committee is responsible for updating the Staff Assembly website and all Staff Assembly social media applications as well as taking pictures of all the Staff Assembly events.

Compensation and Benefits –Rick Scott–Chair

The Committee reviews the university’s benefits and looks to see what can be changed if necessary and/or what can be improved. In recent years, the Committee has reviewed and addressed the cost of the health plans, which the University offered its employees. The Committee will meet directly after the general meeting today.

Environment–Rita Gonzales–Chair

The Environment Committee is responsible for putting on two fairs during the year. The first fair is the Environment Fair, which occurs in the spring. The second fair is the Campus Safety Awareness Fair, which occurs in the fall. The Committee is currently reviewing the University’s policy on smoking and bicycle safety. The Committee will meet directly after the general meeting today.

Rules and Elections–Lorna Tureaud–Chair

Lorna was not present, so David Donovan reported. The Rules and Election Committee is responsible for the Staff Assembly membership. The Committee handles the nominations and the elections to the assembly. The Committee monitors the attendance at the meetings and replaces members during the term if needed. The Committee selects the monthly recognition award recipients and handles the nomination and election process.

Rights and Responsibilities–Evelyn Alva–Chair

Evelyn is looking forward to meeting with the Committee members to discuss what they worked on last year and what continuing issues may still need to be addressed. The Committee will meet on January 12, 2015.

Transportation–Lou Nieto–Chair

The Committee deals with any transportation issue on campus such as crosswalks, parking, stop signs, bus schedules, campus cruisers, etc. One of the most interesting things the Committee gets to do is go to the Citation Review Board (CRB) sessions. The next CRB session will occur on January 23, 2015 and the Committee members will be receiving invitations to the next CRB session soon. The Committee will meet directly after the General Assembly Meeting today.

New Business: No new business was introduced.

Next Meeting:

Thursday, February 5, 2015 from 9:00 a.m.-10:30 a.m. Location: Ronald Tutor Campus Center (TCC-227), University Park Campus.

Adjournment:

A motion to adjourn was made by Cynthia Schirmer and was seconded by Rita Gonzales. The meeting adjourned at 9:40 a.m.

Minutes submitted by Cynthia Schirmer/Vicki Young.

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/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>