

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, July 10, 2014**  
**McKibbon Hall (MCH) Room 256 on HSC**

**Present:** Eliza Aceves, Jennifer Alvarado, Melissa Aparicio, Susan Biddlecomb, Desiree Brown, Delfina Candelaria, Ellen Castillo, Rosa Cervantes, Andy Chen, David Donovan, Frances Fitzgerald, Jennifer Gerson, Rita Gonzales, Teresita Jamanila, Michelle Jones, Lou Nieto, Veronica Perez, Ingrid Popper, Lillian Rivera, Rodney Rubio, Cynthia Schirmer, Wade Thompson-Harper, Mary Trujillo, Jeanne Weiss, Allison Welsh, Susan Wiedem, Vicki Young, Amy Yung

**Absent:** Lali Acuna, Wendy Arima, Tammy Anderson, Carmen Atkins, Melissa Azarcon, Linda Bakabak, Roxana Bellia, Debra Bernstein, Cynthia Brass, Shannon Carter, Ricky Craddock, Monique Franklin, Jane Gollayan-Valerio, Sandra Gonzalez, Tracy Kerr, Dawn Kita, Markisha Lea, Graciela Medina, Christina Nelson, Lois Nishimoto, Luis Ramirez, Lisa Rayburn-Parks, Irene Rodriguez, Diana Sabogal, Rick Scott, Lydia Vazquez, Pamela Wallace, Sarah Watari, Cris Wilkins

**Call to Order:**

The meeting was called to order at 9:08 a.m. by President Jennifer Gerson.

**Staff Monthly Recognition Award:**

President Jennifer Gerson introduced July's Staff Monthly Recognition Award recipient, Ms. Xue-Jiao Luo, Systems Analyst I for the USC Norris Cancer Center. A few of Ms. Luo's colleagues spoke kind words about Ms. Luo's hard work and confidence. Ms. Luo thanked her colleagues and the Assembly for the nomination.

Staff Assembly President Jennifer Gerson presented Xue-Jiao with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper announced that a gift from the Staff Club will later be mailed to Ms. Luo as part of the award.

**Approval of the June 5<sup>th</sup> General Assembly Minutes:**

No quorum was present.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney**

Janis reported that an announcement from Todd Dickey's office regarding an incentive to hire military veterans, per Federal regulations, will be sent out to all faculty and staff. She reported that a referral incentive program (for faculty and staff who refer a veteran for hire) and a rebate program (Talent Management will provide a 25% rebate on fee to recruit veteran candidates for hire) will be put in place to incentivize hiring managers to employ veterans.

**Personnel Council Report – Awilda Bregand**

Awilda reported on the current recruitment for a Retirement Navigator, a person to assist with the transition to retirement as well as to assist families of deceased former USC employees with issues regarding life insurance benefits, retirement benefits, etc. Awilda also reported that interviews for a Director of Workers Compensation and Disabilities is currently underway.

### **President's Report – Jennifer Gerson**

President Jennifer Gerson reported that there will be a slight change to the Staff Monthly Recognition award criteria, adding a bullet point that the nominee needs to adhere to the USC Code of Ethics.

Jennifer also reported that she sent out a survey to all staff for feedback on the Staff Appreciation Week events. She also reported that the Administration has approved a budget for a 2015 Staff Appreciation week.

### **Committee Reports**

#### **Communications – Eliza Aceves – Chair**

Eliza Aceves was present; no update at this time.

#### **Compensation and Benefits – Rick Scott – Chair**

Rick Scott reported that the committee met on June 3<sup>rd</sup> and discussed USC's health insurance plans and benefits. The committee is taking a close look at how benefits have diminished while costs have increased, and will address their concerns with Lisa Macchia during their August committee meeting. The next committee meeting will be on July 17<sup>th</sup> at UPC.

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

Rita Gonzales reported that the committee is working on planning and scheduling next year's environmental fairs, and will be contacting vendors for the events by August. She also reported that the committee will soon start addressing safety issues and come up with suggestions to present to the Staff Assembly.

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

Michelle Jones reported that the committee will not be meeting this month due to most members being on vacation. She also reported that the committee has started a Google doc in order to input and update information on the catastrophic leave plans of peer universities. The committee will also continue to review and revise the staff handbook. Michelle also reported that a USC staff member emailed the committee with concerns about the CCLC-UPC child care center and will work with the staff member to get more details.

#### **Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs**

Jeanne Weiss reported that the committee is still looking to replace three members in the Communications and Rules and Elections committees. She also reported that the committee currently has 11 nominations for the monthly Staff Recognition award.

#### **Transportation – Lou Nieto – Chair**

Lou Nieto reported the committee had met via email. The committee is currently working with Transportation Services to address some issues with Parking Structure 2 (i.e. tire slashing).

#### **Staff Assembly Guest Speaker**

Vice President David Donovan announced the guest speaker of the month, Tony Mazza, Director of Transportation for USC Auxiliary Services. Mr. Mazza presented on the current Transportation Projects and Updates on both the HSC and UPC campuses. Some of those projects include: the student housing/hotel/parking structure project at HSC, the new EV charging stations at UPC, and the new transit shelters on both campuses (1<sup>st</sup> phase will begin at UPC). Mr. Mazza also mentioned the new vehicles—campus cruisers and fleet buses—purchased by Transportation Services.

**Next Meeting:**

Thursday, August 7, 2014 from 9:00-10:30 a.m. at UPC

**Adjournment:**

A motion to adjourn was made by Wade Thompson-Harper and seconded by Ingrid Popper.  
The meeting adjourned at 10:47 a.m.

Minutes submitted by Cynthia Schirmer.

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Staff Assembly Twitter: @USC\_SA

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