

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, November 5, 2015
Tutor Campus Center 227

Present: Lali Acuna, Evelyn Alva, Tammy Anderson, Melissa Aparicio, Jennifer Avancena, Gabe Badillo, Susan Biddlecomb, JaBari Brown, Delfina Candelaria, Fanny Cisneros, Rickey Craddock, Jeffrey De Caen, David Donovan, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Rita Gonzales, Akram Gorgi, Sarah House, Erin Jebavy, Michelle Jones, Markisha Lea, Jackie Mardirossian, Lois Nishimoto, Carla Obnillas, Isabel Rodriguez, Allie Welsh, Sue Wiedem, Randy Zuniga.

Absent: Jennifer Alvarado, Teri Aparicio, Melissa Azarcon, Anthony Bailey, Linda Bakabak, Dan Bayer, Debra Bernstein, Robbie Boyd, Cynthia Brass, Cody Busia, Tracy Charles, Felicia Felton, Jane Gollayan, Sara Lora, Sarah Luna, Leilani Mendez, John Ng, Lou Nieto, Veronica Perez, Lillian Rivera, Rodney Rubio, Rosemarie Tellez, Pamela Wallace, Shelly Wong, Peter Zamar.

Call to Order:

President David Donovan called the meeting to order at 9:06 am.

Staff Monthly Recognition Award:

The November Staff Monthly Recognition Awardee was Jacqueline Wiedel, Systems Programmer II with Information Technology Services. Her father, James Wiedel, ITS Director of Network Engineering and Voice Communications, accepted the award on her behalf and spoke kindly about Jacqueline. Rita Gonzales also shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Jacqueline 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:

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

Associate Senior Vice President for Administration Report – Janis McEldowney

No report. Janis was not present.

Personnel Council Report – Awilda Bregand

Awilda reminded the assembly that open enrollment will run from November 2 through November 15 at 11:59pm. All changes are made via Workday, and they will take effect on January 1, 2016.

The HR Service Center will be open during both weekends of open enrollment (November 7/8 and 14/15) to take benefits and open enrollment questions! HR Service Center open enrollment weekend hours are from 10am-4pm each of the four days – call (213) 821-8100.

Also new this year, the IRS is requiring USC to provide full-time employees with an annual statement describing the health insurance available to them, called Form 1095-C, which you may need to report as part of your income tax submission.

President's Report – David Donovan

President Donovan reported that he attended a number of meetings this past month representing the assembly. He also attended the Staff Appreciation Football Game on October 8 at the Los Angeles Memorial Coliseum. He listed some of the events taking place during the month of November, and reminded the assembly that the last General Meeting and Election of the Executive Committee for 2016 will take place on December 3.

Staff Retirement Association (SRA) Report – Bill Givens

Bill Givens reported that the SRA is planning the Annual Holiday Breakfast that will be held on December 4, 2015.

Committee Reports:**Communications – Lali Acuna, Chair**

Lali returned from maternity leave and reported that the Committee will be busy working on the Fall/Winter *Assembled Voice* newsletter. The release date will be the week of Dec 7-11. Lali encouraged the assembly to submit photos of staff events to be included in the AV and/or the year-end slideshow.

Compensation and Benefits – Gabe Badillo, Chair

No report. Gabe reported that the C&B Committee did not meet since the last General Assembly meeting.

Environment – Rita Gonzales, Chair

The Environment Committee is conducting a survey regarding the current smoking policy, and practices at USC, specifically at the University Park Campus. President Donovan distributed the smoking survey to the assembly for review. On a motion made by Jackie Mardirossian, and seconded by Jeff De Caen, the smoking survey was approved by the assembly.

Rita reported that the committee will launch the anonymous survey to all staff during the month of November, and that they will be working on a proposal during 2016.

Bikes also continue to be a safety hazard on UPC, there are too many violations (e.g. near Lyons Center).

Rights and Responsibilities – Evelyn Alva, Chair

Evelyn Alva reported that the committee is working on the catastrophic leave donation program, and its goal is to present a proposal to the Executive Committee by the beginning of next calendar year.

Rules and Elections – Jackie Mardirossian, Co-Chair

Jackie informed the assembly that the nomination process was completed, and the committee received over 500 nominations for the assembly. All members currently serving on the assembly that are eligible for re-election will automatically appear on the ballot. Once the nominations are tabulated, President Donovan will send an email with instructions & link to all staff to cast their ballot. The new Staff Assembly will be announced via our website and email in late November or early December, once all candidates-elect have accepted their appointments.

Transportation – Lou Nieto, Chair

No report. Lou was not present.

Staff Appreciation Week Committee – Felicia Felton, Chair

No report. Felicia was not present.

Guest Speaker:

Todd Dickey, Senior Vice President of Administration

Todd was unable to attend the General Assembly Meeting due to a last-minute illness. We will try to reschedule Todd early in 2016, as a number of staff had questions for him.

New Business:

No new business.

Next Meeting:

Thursday, December 3, 2015 from 2:00-5:00 pm Location: Radisson Hotel

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Markisha Lea. The meeting adjourned at 10:23 am.

Minutes submitted by Lali Acuna.

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

Staff Assembly E-mail Address: staff.assembly@usc.edu

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

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