

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Wednesday, November 12, 2014**  
**Ronald Tutor Campus Center (TCC) Room 350 on UPC**

**Present:** Eliza Aceves, Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Linda Bakabak, Desiree Brown, Delfina Candelaria, Ellen Castillo, Andy Chen, Ricky Craddock, David Donovan, Frances Fitzgerald, Jennifer Gerson, Rita Gonzales, Teresita Jamanila, Dawn Kita, Markisha Lea, Christina Nelson, Lois Nishimoto, Veronica Perez, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Cynthia Schirmer, Mary Trujillo, Lydia Vazquez, Jeanne Weiss, Allison Welsh, Susan Wiedem, Amy Yung, Randy Zuniga

**Absent:** Wendy Arima, Carmen Atkins, Jennifer Avancena, Melissa Azarcon, Roxana Bellia, Debra Bernstein, Susan Biddlecomb, Cynthia Brass, Rosa Cervantes, Josie Drury, Monique Franklin, Jane Gollayan, Sandra Gonzalez, Michelle Jones, Graciela Medina, Lou Nieto, Ingrid Popper, Lisa Rayburn-Parks, Diana Sabogal, Rick Scott, Wade Thompson-Harper, Pamela Wallace, Sarah Watari, Cris Wilkins, Vicki Young

**Call to Order**

The meeting was called to order at 9:07 a.m. by President Jennifer Gerson.

**Staff Monthly Recognition Awards – November, 2014**

Mr. Gary Seaman, Associate Professor of the Department of Anthropology and Director for the Center for Visual Anthropology, introduced November's Staff Monthly Recognition Award recipient, Mr. Dennis Miranda, Arts & Laboratory Specialist for the Anthropology department. Mr. Seaman spoke kindly about Dennis, stating that he is very deserving of the award because without him the Anthropology department would not have existed as a functioning department this semester. He also thanked Dennis for all of his hard work and kindness towards others who work closely with him. Mr. Miranda expressed his gratitude for receiving the award, thanking his colleagues for all of their support, and mentioning that receiving the award on his 25<sup>th</sup> anniversary as an employee of USC, made receiving the award much more significant.

Staff Assembly President Jennifer Gerson presented Dennis with a plaque on behalf of the Staff Assembly. Rita Gonzales, on behalf of the Staff Club, congratulated Mr. Miranda and informed him that he will be awarded with a check in the amount of \$150.00 which he will receive at a later date.

**Approval of the September 4<sup>th</sup> and October 2<sup>nd</sup> General Assembly Minutes**

On a motion by Jeanne Weiss and seconded by Mary Trujillo, the September 4, 2014 Staff Assembly General Meeting minutes were approved as amended.

On a motion by Irene Rodriguez and seconded by Tammy Anderson, the October 2, 2014 Staff Assembly General Meeting minutes were approved as amended.

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

Janis McEldowney reported that the Administration sent out a survey to all USC employees for feedback on the USC Human Resources Services Center, and received an 11% response rate. Janis reported that 65% of those who responded did not know there was an HR Services Center. Some of those who had heard of the center either had not used them or were dissatisfied with the

service. Janis reported that the Administration is currently hiring a manager for the HR Service Center group in order to provide more in-depth training, and will also ramp up staffing in the center by next year. Janis also reported that a case management tracking system was put in place within the center in mid-October to address cases opened by the HR Services Center. The target goal is to provide a 24-hour turnaround time for resolutions.

#### **Personnel Council Report – Awilda Bregand**

Awilda reported that Open Enrollment is currently underway, with 17,676 employees eligible to complete a transaction, 859 transactions in progress, and 164 transactions on hold for new hires, eligibility paperwork, etc. Awilda also reported that the Benefits Office is currently taking notes on what can be improved in Workday for the next open enrollment period.

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

President Jennifer Gerson reported that the Staff Assembly elections are currently open. She also reported that the Staff Appreciation football game is this Thursday November 13<sup>th</sup>. Discounted tickets will continue to be available until 5pm on Wednesday, November 12<sup>th</sup>.

Jennifer also reminded the general assembly that next month’s meeting is on December 4<sup>th</sup> in the afternoon at the Radisson Ballroom. She reported that this will be the last general meeting of the year and reminded everyone that elections will take place during the meeting, followed by the holiday party from 3:30p to 5pm.

#### **Committee Reports**

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

Eliza Aceves reported that the committee is still working on the fall edition of the Assembled Voice. She reminded the General Assembly to continue sending pictures of staff events to add to the end of the year photo montage which is shown during the December Staff Assembly general meeting. Eliza also reported that the committee will meet briefly after the general meeting.

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

Rick Scott was absent; no report was given.

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

Rita Gonzales reported that the committee is still working on planning and scheduling next year’s environmental fairs. The dates for the fairs will be Tuesday, April 14<sup>th</sup> at HSC and Tuesday, April 28<sup>th</sup> at UPC. Rita also reported that she will be meeting with Jim Anderson from Risk Management to discuss water sustainability on campus. She also reported that the committee will continue looking at the areas of bike safety and the smoking/non-smoking policies of the University.

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

Michelle Jones was absent; Frances Fitzgerald reported on her behalf. Frances reported that the committee met recently and is continuing its discussion on the information gathered regarding catastrophic leave plans of multiple institutions. She also reported that the committee is continuing its review of the staff handbook.

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

Jeanne Weiss reported that the Staff Assembly currently has 57 members. The Rules and Elections committee is reviewing 11 nominations for the staff monthly recognition award. She also reminded the Staff Assembly that elections are currently underway and asked all to vote. Jeanne also reported that the committee will meet briefly after the general meeting.

**Transportation – Lou Nieto – Chair**

Lou Nieto was absent; Markisha Lea reported on his behalf. She reported that faculty and staff who pay for parking at the AT&T center and Citigroup buildings were issued and received parking passes to park in certain structures on the UPC campus. She also reported that several members of the committee attended the most recent Citations Review Board meeting.

**Staff Assembly Guest Speaker:**

Vice President David Donovan announced the guest speaker of the month, Todd Dickey, Senior Vice President of Administration. Todd is a USC graduate who served who served as vice president, general counsel and secretary of the university from 2001 to 2005. In 2005, Todd was appointed Senior Vice President of Administration, overseeing many administrative functions and departments, such as public safety, human resources, legal counsel, student housing, parking and transportation, athletics, risk management, and fire safety and emergency planning.

Todd Dickey discussed topics chosen by the general assembly, including changes to the Los Angeles Memorial Coliseum, changes to college athletics programs, construction and parking on the HSC campus, and USC hosting the 2015 Special Olympics World Summer Games.

**Next Meeting:**

Thursday, December 4, 2014 at 2:00 p.m. in the Radisson Ballroom.

**Adjournment:**

A motion to adjourn was made by Markisha Lea and seconded by Andy Chen.  
The meeting adjourned at 10:31 a.m.

Minutes submitted by Cynthia Schirmer.

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

Staff Assembly E-mail Address: [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

Staff Assembly Twitter: @USC\_SA

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