

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, September 4, 2014
Ronald Tutor Campus Center (TCC) Room 350 on UPC

Present: Eliza Aceves, Lali Acuna, Tammy Anderson, Melissa Aparicio, Carmen Atkins, Melissa Azarcon, Linda Bakabak, Debra Bernstein, Susan Biddlecomb, Desiree Brown, Delfina Candelaria, Ellen Castillo, Rosa Cervantes, Andy Chen, Ricky Craddock, David Donovan, Josie Drury, Frances Fitzgerald, Jane Gollayan, Rita Gonzales, Sandra Gonzalez, Michelle Jones, Tracy Kerr, Markisha Lea, Christina Nelson, Lois Nishimoto, Ingrid Popper, Luis Ramirez, Lillian Rivera, Irene Rodriguez, Rodney Rubio, Cynthia Schirmer, Rick Scott, Wade Thompson-Harper, Jeanne Weiss, Allison Welsh, Susan Wiedem, Cris Wilkins, Vicki Young, Amy Yung, Randy Zuniga

Absent: Jennifer Alvarado, Jennifer Avancena, Roxana Bellia, Cynthia Brass, Shannon Carter, Monique Franklin, Jennifer Gerson, Teresita Jamanila, Dawn Kita, Graciela Medina, Lou Nieto, Veronica Perez, Lisa Rayburn-Parks, Diana Sabogal, Mary Trujillo, Lydia Vazquez, Pamela Wallace, Sarah Watari, Wendy Arima

Call to Order:

The meeting was called to order at 9:16 a.m. by Vice President David Donovan.

Staff Monthly Recognition Awards – August and September, 2014

Mr. Russ Hoffman, Associate Director for the HSC Mechanical Trades with Facilities Management Services introduced August's Staff Monthly Recognition Award recipient, Mr. Le Nghia, Facilities Manager for the USC Norris Cancer Center. Mr. Hoffman spoke kindly about Le and thanked him for all of his hard work and kindness towards others who work closely with him. Mr. Le expressed his gratitude for receiving the award and thanked his coworkers for all of their support.

Staff Assembly Vice President David Donovan presented Le with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper will present Mr. Le with a check from the Staff Club in the amount of \$150.00 at a later date.

Mr. Keith Paul, Chief Technology Officer of Information Services at the Keck School of Medicine introduced September's Staff Monthly Recognition Award recipient, Mr. John Barrow, Director of IT Infrastructure for the Keck School of Medicine. Mr. Paul spoke kindly about Keith, pointing out a few major accomplishments while working with Keck IT, and thanked him for all of his hard work and dedication. Mr. Barrow expressed his gratitude for receiving the award.

Staff Assembly Vice President David Donovan presented Mr. Barrow with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper will present Mr. Barrow with a check from the Staff Club in the amount of \$150.00 at a later date.

Approval of the August 7th General Assembly Minutes:

On a motion by Michelle Jones and seconded by Irene Rodriguez, the minutes for the August 7, 2014 Staff Assembly General Meeting minutes were approved as amended.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney
Personnel Council Report – Awilda Bregand:**

Janis McEldowney was not present; Awilda reported on her behalf. Awilda reported that the Administration has finalized the dates for Open Enrollment this year; open enrollment dates are October 27th thru November 14th. Awilda reported that the Administration has decided to add-on a week to open enrollment due to the implementation of Workday, as it will be the first time the Benefits Office handles changes to benefits during open enrollment via Workday. Awilda also reported that the publication for new benefit rates and options will be released on October 6th which will include two new AFLAC plans.

Awilda also reported that the USC Benefits Fair this year will be held on November 5th on the UPC campus, and on November 6th on the HSC campus.

President’s Report – Jennifer Gerson

President Jennifer Gerson was absent; David Donovan reported there was no new business.

Committee Reports

Communications – Eliza Aceves – Chair

Eliza Aceves reported that the committee is working on the fall edition of the Assembled Voice publication with a target date of October 1st. The committee is working on putting together a Qualtrics survey to get feedback on the Assembled Voice publication. Eliza also reminded committee chairs that committee reports are due on September 26th. She also reminded the General Assembly to send pictures of staff events—office parties, meetings, etc.—to add to the end of the year photo montage which is shown during the December Staff Assembly general meeting.

Compensation and Benefits – Rick Scott – Chair

Rick Scott reported that the committee met on August 14th with Lisa Macchia and discussed how health insurance rates are negotiated. She answered questions regarding premium costs, co-pays, and benefit deductibles.

Environment – Rita Gonzales – Chair

Rita Gonzales reported that the committee is still working on planning and scheduling next year’s environmental fairs; dates for the fairs will be Tuesday, April 14th at HSC and Tuesday, April 28th at UPC. She also reported that the committee will soon start addressing bike safety and other safety issues, such as smoking and non-smoking areas around the UPC campus.

Rights and Responsibilities – Michelle Jones – Chair

Michelle Jones reported that the committee did not meet last month. The next committee meeting will be on Tuesday, September 9th.

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

Jeanne Weiss reported that there are now 60 members in Staff Assembly. She also reported that the committee currently has 12 nominations for the monthly Staff Recognition award. The committee is also working with Steven Barnhart to finalize changes in the Staff Assembly election process.

Transportation – Lou Nieto – Chair

Lou Nieto was absent; Markisha Lea reported there was no new business.

Staff Assembly Guest Speaker:

Vice President David Donovan announced the guest speaker of the month, Lorna Tureaud, System Integrity Officer/Tuition Exchange Liaison for Academic Records & Registrar. Lorna has been working with the Tuition Exchange program for more than 20 years. She gave a brief overview of the Tuition Exchange policies and procedures at USC. She also provided a list of the participating universities and the Tuition Exchange application deadlines.

Next Meeting:

Thursday, October 2, 2014 at 9:00 a.m. at HSC in McKibbin Hall (MCH) room 156.

Adjournment:

A motion to adjourn was made by Eliza Aceves and seconded by Wade Thompson-Harper. The meeting adjourned at 10:39 a.m.

Minutes submitted by Cynthia Schirmer.

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

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Staff Assembly Twitter: @USC_SA

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