

University of Southern California
USC Staff Assembly General Assembly Meeting
Thursday, February 5, 2015
Tutor Campus Center (TCC) 227, UPC

Present: Lali Acuna, Suzanne Alexander, Evelyn Alva, Suzanne Armstrong, Jennifer Avancena, Melissa Azarcon, Gabe Badillo, Anthony Bailey, Dan Bayer, Susan Biddlecomb, Robbie Boyd, JaBari Brown, Cody Busia, Rickey Craddock, Jeffrey DeCaen, David Donovan, Josie Drury, Laura Estrada, Felicia Felton, Lisa Gallegos, Jane Gollayan, Sandra Gonzalez, Abraham Gutierrez, Michelle Jones, Markisha Lea, Jacalyn Mardrossian, Lois Nishimoto, Veronica Perez, Rosemarie Tellez, Lydia Vazquez, Pamela Wallace, Allie Welsh, Sue Wiedem, Peter Zamar, Randy Zuniga

Absent: Monique Abeyta, Jennifer Alvarado, Josie Amescua, Tammy Anderson, Melissa Aparicio, Teri Aparicio, Linda Bakabak, Debra Bernstein, Cynthia Brass, Diana Breda, Desiree Brown, Delfina Candelaria, Rosa Cervantes, Tracy Charles, Fanny Cisneros, Rita Gonzales, Sarah House, Christina Nelson, John Ng, Lou Nieto, Lillian Rivera, Rodney Rubio, Cynthia Schirmer, Rick Scott, Vicki Young

Call to Order:

President David Donovan called the meeting to order at 9:07a.m.

Staff Monthly Recognition Award:

February Monthly Staff Recognition awardee Matt Rouso, Director of Ticket Sales and Service for Athletics, was introduced by Associate Athletic Director Tim Martin and former Staff Assembly President Jennifer Gerson. Tim spoke of Matt's contributions to Athletics and the outstanding job he's doing working to keep the LA Memorial Coliseum and the Galen Center full during events. Jennifer shared her appreciation for Matt's ideas and contributions to staff appreciation events during her tenure as President. Matt expressed his appreciation for the Assembly and desire to continue doing more staff appreciation events.

President David Donovan presented Matt with a plaque and his nomination packet on behalf of the Staff Assembly, and Staff Club President Wade Thompson-Harper presented Matt with a gift card in the amount of \$100 from the Staff Club. Matt will also receive a month of free parking, courtesy of Transportation Services.

Approval of December General Assembly Meeting Minutes:

The Assembly reviewed the December 4th General Assembly meeting minutes. On a motion by Pamela Wallace (seconded by Michelle Jones), the minutes were unanimously approved.

Approval of January General Assembly Meeting Minutes:

The Assembly reviewed the January 8th General Assembly meeting minutes. On a motion by Peter Zamar (seconded by Randy Zuniga), the minutes were unanimously approved.

Associate Senior Vice President for Administration Report–Janis McEldowney

Janis McEldowney reported on some projects in her area that are in progress, including: planning for an on-line employee engagement survey, likely to be launched in May immediately following Commencement and be open for a 2-3 week period; putting a proposal together for a “manager gateway” website – similar to “employee gateway” but with content and links focused on information most valuable for managers and supervisors; Talent Management is looking into ways to improve onboarding of new employees – they are currently surveying recently hired employees and the managers of those employees to get their feedback on the experience; 2015 is

a training year for Harassment Prevention – all staff and faculty will be required to take the mandated 2-hour refresher training, which will also now include content on sexual assault. Current plan is for the training to take place in March or April; and finally, looking at possible changes to the Third Party Administrator for Workers Compensation and Disability programs. An RFP was released this week, they expect to make a decision by May 1, and any changes would become effective July 1.

Personnel Council Report–Awilda Bregand

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

Introduction of New Staff Assembly Member

President David Donovan asked new Staff Assembly member Cody Busia to stand and introduce himself. Cody is the Assistant Director of Financial Aid with USC Enrollment Services, and has worked for USC for about five years. This is his first time being on the Assembly, and he will serve on the Rules and Elections committee.

President’s Report–David Donovan

David thanked Jennifer Catanes-Avanceña and the Radisson for generously providing this morning’s breakfast items and coffee. He detailed the meetings and events he has been involved with since the last General Assembly meeting on January 8th, and outlined some upcoming events, including the USC-Oregon basketball game on Feb. 11th, the New Trojans Networking Event on February 12th, President Nikias’ Annual Address to Staff on February 19th, and Staff Appreciation Week May 18th-22nd.

David asked for the Assembly’s help regarding President Nikias’ address, and requested that all Assembly members attend the event in person if possible, and encourage others to do so as well. He also solicited ideas for Staff Appreciation Week and announced that a new temporary committee would be formed to take action on as many of those ideas as possible. SA members who wish to serve on the committee were encouraged to email him indicating their interest/ideas.

Staff Retirement Association Report–Bill Givens

SRA liaison Bill Givens reported on their recent activities, including a planned downtown Los Angeles theatre tour and the upcoming New Retirees Luncheon in March. He reminded all SA members that the SRA is available for all USC staff to join, including current staff members.

Committee Reports

Communications–Lali Acuna–Chair

Lali Acuna reported that the SA website has been updated with the photos taken at last month’s General Assembly meeting. The next task for her committee will be preparing the Spring edition of *The Assembled Voice*. She requested that any time SA members attend events (including the Feb. 11th basketball game) that any pictures taken be given to her for inclusion in *The AV*.

Environment–Rita Gonzales–Chair

Rita Gonzales was not present; committee member Lois Nishimoto reported on some of the open issues her committee is working on, including the two Earth Day fairs being held at UPC and HSC in April (committee has applied for all permits and they have already heard back from many interested vendors). Rita and Susan Biddlecomb also met with Paula Swinford, of the USC Office for Wellness and Health Promotion. Paula has been active in campus-wide efforts regarding smoking and bicycles on campus over the last decade, and was able to both provide us with some valuable history and suggest some strategic collaborations with student constituencies that will strengthen our ability to make a change on both issues.

Rules and Elections–Josie Drury and Jackie Mardirossian–Co-Chairs

Josie reported that the Assembly is now back to a full 60 members with the election of Cody Busia, who replaced a member who resigned. The Committee is also planning to get a bit ahead of the curve in selecting the next few monthly recognition awardees in advance, so we have more time to obtain the appropriate signatures on the certificates.

Rights and Responsibilities–Evelyn Alva–Chair

Evelyn reported that last year’s chair, Michelle Jones, was a guest at their first meeting. She brought copies of agendas and minutes from last year for them to review. There was a discussion, and they will decide at their next meeting which issues to follow-up on this year.

Transportation–Lou Nieto–Chair

Lou Nieto was not present; committee Vice Chair Markisha Lea reported on some of the open issues her committee is working on, including: a complaint that the Flower Street entrance to PS2 isn’t working properly (Transportation contacted); trying to determine whether or not there was any notification to TAP Card holders about the recent increase in TAP fares (Transportation contacted – rideshare coordinator out on leave, so this is on hold); Jefferson/Royal Street crosswalk issues; and the recent Citation Review Board meeting on January 23, 2015.

Compensation and Benefits–Rick Scott–Chair

Rick Scott was not present; committee member Suzanne Armstrong reported on some of the open issues her committee is working on, including: Staff presenting diplomas to their children in satellite graduation ceremonies (faculty have this honor already); better options for retirees for medical insurance, until Medicare is an option; trying to extend 3 free parking passes for bus riders (currently only Metrolink train riders receive this benefit); increasing current transit subsidies; staff involvement on Veteran’s Day; and the disparities in University job titles.

Guest Speaker: Dr. David Tool

Dr. Tool is a Board member of the USC Staff Retirement Association (SRA), a 45-year neighborhood resident, a retired Army veteran/colonel, and an area committee development member/social activist. David related many stories from his life and decades of involvement in/around USC, and handed out literature regarding the Staff Retirement Association, becoming C.E.R.T. certified, and becoming involved in your community after retirement.

New Business: No new business was introduced.

Next Meeting:

The next General Assembly meeting will be held Thursday, March 12, 2015 from 9:00-10:30a.m.
Location: Ronald Tutor Campus Center (TCC-227), University Park Campus

Adjournment:

A motion to adjourn was made by Markisha Lea and was seconded by Lisa Gallegos. The meeting adjourned at 10:47a.m.

Minutes submitted by David Donovan.

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>