

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, March 12, 2015**  
**Tutor Campus Center 227**

**Present:** Lali Acuna, Evelyn Alva, Tammy Anderson, Jennifer Alvarado, Josie Amescua, Melissa Aparicio, Gabe Badillo, Anthony Bailey, Robbie Boyd, Diana Breda, Cody Busia, Tracy Charles, Fanny Cisneros, Jeffrey DeCaen, David Donovan, Laura Estrada, Felicia Felton, Lisa Gallegos, Sarah House, Michelle Jones, Jacalyn Mardirossian, John Ng, Lois Nishimoto, Lillian Rivera, Isabel Rodriguez, Carolyn Stirling, Rosemarie Tellez, Lydia Vazquez, Allie Welsh, Sue Wiedem, Shelly Wong, Vicki Young, Peter Zamar

**Absent:** Monique Abeyta, Suzanne Alexander, Teri Aparicio, Suzanne Armstrong, Jennifer, Avancena, Melissa Azarcon, Linda Bakabak, Dan Bayer, Debra Bernstein, Susan Biddlecomb, Cynthia Brass, Desiree Brown, JaBari Brown, Delfina Candelaria, Rickey Craddock, Josie Drury, Jane Gollayan, Rita Gonzales, Abraham Gutierrez, Markisha Lea, Sara Lora, Christina Nelson, Lou Nieto, Veronica Perez, Rodney Rubio, Pamela Wallace, Randy Zuniga

**Call to Order:**

President David Donovan called the meeting to order at 9:08 am.

**Staff Monthly Recognition Award:**

The March Staff Monthly Recognition Award winner was Cesar “Sonny” Rosales III, an Entrance Ambassador with Transportation Services. His supervisor, Guest Relations Manager Ramon Vaca, introduced Sonny. As a Staff Monthly Recognition Award winner, Sonny received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a \$100 gift card courtesy of the USC Staff Club; and free parking for a month courtesy of Transportation Services.

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

On a motion by Fanny Cisneros and seconded by Lisa Gallegos, the February 5, 2015 Staff Assembly General Meeting minutes were approved.

**Associate Senior Vice President for Administration Report–Janis McEldowney**

Janis McEldowney reported that a total of 110 staff members were laid-off from Keck Hospital and Norris Comprehensive Cancer Center out of a total of 201 employees. Trained staff members from HR were on site to help with the transition. May 8, 2015 will be the last day of work for the affected staff members.

**Personnel Council Report–Awilda Bregand**

Awilda Bregand reported that an email went out to the staff describing a benefit increase for the Genworth Long Term Care Insurance. Awilda also mentioned that Workday was still having a few growing pains in regards to its performance review process.

**Staff Retirement Association Report (SRA)–Bill Givens**

Bill Givens reported that the new faculty/staff recruitment navigator came to the last SRA meeting. The Association’s next event will occur Saturday, March 14, 2015 and it will be a tour of the historic theater where Mary Pickford performed.

### **Introduction of New Staff Assembly Members**

President David Donovan asked the newly elected members (Shelly Wong, Isabel Rodriguez, and Carolyn Stirling) to stand and coordinated each of them to introduce themselves to the Assembly.

### **President's Report–David Donovan**

President Donovan reported on and described the events which he has attended since the Assembly's last meeting. These events included:

- Feb. 11: USC vs. Oregon basketball game @ Galen Center
- Feb. 12: New Trojans Networking Day @ Town & Gown
- Feb. 17: Surprised President Nikias' Annual Award winner Joe Chivara at HSC
- Feb. 18: SA Executive Committee Meeting
- Feb. 19: President Nikias' Annual Address @ Bovard Auditorium
- Feb. 26: Met with Associate Senior Vice President David Wright, re: Jefferson Blvd. issues
- Mar. 2: Inaugural Staff Appreciation Week committee meeting
- Mar. 5: USG meeting, re: bicycle planning

David also asked for volunteers for two events:

- March 27 (2:30-5:00pm):  
In partnership with USC Academic Senate and Student Governments – joint USC Environmental Sustainability Committee meeting
- May 18-22: STAFF APPRECIATION WEEK  
S.A.W. Committee – Felicia Felton, Chair

### **Committee Reports**

#### **Communications–Lali Acuna-Chair**

Lali Acuna reported that the Committee has been busy updating the Staff Assembly website and all Staff Assembly social media applications as well as taking pictures of all the Staff Assembly events. The Committee will meet directly after the general meeting today.

#### **Compensation and Benefits–Gabe Badillo-Chair**

Gabe Badillo introduced himself as the new Compensation and Benefits Committee Chairman and he is looking forward to working with the Committee and learning about the issues, which the Committee is working on. The Committee will meet directly after the general meeting today.

#### **Environment–Lisa Gallegos and Vicki Young**

Committee members Lisa Gallegos and Vicki Young gave the Environment Committee report. Lisa discussed what occurred at the AQMD Environment Conference on February 27, 2015. Susan Biddlecomb is working with the Smoking policy committee to develop a revised policy. Lisa also asked if there were any volunteers to attend the joint USC Environmental Sustainability Committee meeting on March 27, 2015. Lois Nishimoto will also attend. Vicki reported that the Pappas Quad on HSC has been reserved for the Environment Fair on April 14, 2015. The Committee will meet directly after the general meeting today.

#### **Rules and Elections–Jacalyn Mardirossian–Co-chair**

Jacalyn reported that the Committee has chosen the Staff Monthly Recognition Award Recipients for March, April, and May. The Committee has also selected and confirmed four replacement members for the General Assembly. These members have been introduced earlier during this meeting. All necessary materials and rosters have been revised to reflect the addition of these new members.

**Rights and Responsibilities–Evelyn Alva–Chair**

Evelyn reported that the Committee met on February 10, 2015. The Committee members chose a vice chair and a secretary. The Committee is looking into how user friendly the Employee website interface is, and it is working on clarifying the university's Jury Duty policy. The Committee invited Michelle Jones, as a guest, to attend their meeting in order to complete a project which it was working on from last year.

**Transportation–Tammy Anderson**

Committee member Tammy Anderson gave the report. The Committee met on Friday, February 20, 2015. The Committee discussed numerous issues including updating the crosswalk signage in front of the Credit Union building on Flower St. and the disproportionate number of HSC trams compared to the UPC trams, which arrive at Union Station before 8:00 am.

**S.A.W. Committee – Felicia Felton, Chair**

Felicia discussed all of the new and exciting things which are being developed for this year's Staff Appreciation Week. She introduced the committee members to the Assembly and asked for the Assembly members help with the solicitation of more raffle items for the event.

**Guest Speakers:****Joe Furin, Anastasia Palmer Johnson, and Niki Angleton**

*The Los Angeles Memorial Coliseum and Sports Arena (LAMCSA).*

Michelle Jones introduced the guest speakers.

Mr. Furin and his associates discussed the changes and upgrades which are occurring at the Los Angeles Memorial Coliseum and Sports Arena (LAMCSA) since USC has taken over the management of these facilities. For more exciting information, please visit their website at <http://www.lacoliseum.com/>

**New Business:** No new business was introduced.

**Next Meeting:**

Thursday, April 2, 2015 from 9:00 a.m.-10:30 a.m. Location: MCH 156, Health Science Campus

**Adjournment:**

A motion to adjourn was made by Michelle Jones and was seconded by Tammy Anderson. The meeting adjourned at 10:40 a.m.

Minutes submitted by Vicki Young.

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

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/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>