

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, April 2, 2015
MCH 156, Health Science Campus**

Present: Lali Acuna, Evelyn Alva, Melissa Aparicio, Teri Aparicio, Jennifer Avancena, Gabe Badillo, Anthony Bailey, Linda Bakabak, Dan Bayer, Susan Biddlecomb, Robbie Boyd, Diana Breda, Cody Busia, Delfina Candelaria, Jeffrey DeCaen, David Donovan, Josie Drury, Sarah Fried-Gintis, Felicia Felton, Jane Gollayan, Rita Gonzales, Sarah House, Michelle Jones, Markisha Lea, Jaclyn Mardirossian, Leilani Mendez, Lou Nieto, Lillian Rivera, Shelly Wong, Vicki Young, Randy Zuniga

Absent: Tammy Anderson, Jennifer Alvarado, Suzanne Alexander, Josie Amescua, Suzanne Armstrong, Melissa Azarcon, Debra Bernstein, Cynthia Brass, Desiree Brown, JaBari Brown, Fanny Cisneros, Tracy Charles, Rickey Craddock, Laura Estrada*, Lisa Gallegos, Abraham Gutierrez, Sara Lora, Christina Nelson, John Ng, Lois Nishimoto, Veronica Perez, Isabel Rodriguez, Rodney Rubio, Rosemarie Tellez, Lydia Vazquez, Pamela Wallace, Allie Welsh, Sue Wiedem, Peter Zamar

**Medical Leave*

Call to Order:

President David Donovan called the meeting to order at 9:09am.

Staff Monthly Recognition Award:

The April Monthly Staff Recognition Award winner is Martha Montoya, Lead Cardiac Sonographer at the USC Cardiovascular and Thoracic Institute. Her supervisor, Rafael Llerena, introduced Martha and shared some of the great comments about her. As a Monthly Staff Recognition Award winner, Martha received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; copies of all her nomination letters; a \$100 gift card courtesy of the USC Staff Club; and free parking for a month!

Approval of General Assembly Minutes:

On a motion by Jaclyn Mardirossian and seconded by Robbie Boyd, the minutes of the March 12, 2015 Staff Assembly General Meeting were approved as amended.

Associate Senior Vice President for Administration Report–Janis McEldowney

Janis McEldowney was not present; no report was given.

Personnel Council Report–Awilda Bregand

Awilda Bregand had no report to give as Personnel Council will not meet until next month.

Staff Retirement Association Report (SRA)–Bill Givens

Bill Givens reported that the Association had its annual luncheon. The luncheon was held at Town and Gown where Todd Dickey spoke to the attendees about progress on the campus. This event honored all of the retirees of the past year. Mr. Givens discussed the results of the SRA survey and will send a copy of the results to Ms. Bregand.

President’s Report–David Donovan

President Donovan reported on and described university events, which he has attended and which were coming up since the Assembly’s last meeting. Events in the last month included: a USC Baseball game, SA Executive Committee Meeting, USC Trustees Retreat, and Joint USC Environmental Sustainability Committee Meeting. Lois Nishimoto, Tracy Charles, Rosie Tellez,

and Lisa Gallegos represented Staff Assembly; David read a report from Lisa Gallegos about the results of this meeting.

David also advised about the following upcoming events: a number of USC Baseball games (free for staff w/ID), annual Staff Recognition Luncheon, Women's Beach Volleyball, Environment Fair @ HSC, SA Executive Committee Meeting, Academic Honors Convocation, Elizabeth Garrett Farewell Event.

David also asked for volunteers for the Environment Fairs @ HSC and UPC, and Staff Appreciation Week.

Introduction of New Staff Assembly Members

President David Donovan introduced the newly elected member, Sarah Fried-Gintis, to the Assembly. Sarah discussed her job and how long she has been with the university.

Committee Reports

Communications–Lali Acuna-Chair

Lali reported that the Committee has been busy working on the Spring issue of the *Assembled Voice*. The next issue is going to include some very exciting new sections. The Staff Assembly Facebook page currently has 346 likes. Our goal is 500 likes, so please ask your friends and co-workers who are on Facebook to “like” the Staff Assembly page.

Compensation and Benefits–Gabe Badillo-Chair

Gabe reported that the university has a military liaison at the veteran's office. This person helps staff members and students who are military veterans transition back into mainstream life. The Committee also researched the university's definition of the word “manager” within a job description. To be defined as a manager, a person must bear at least two people or direct reports who report to them. The Committee will meet directly after the general meeting today.

Environment–Rita Gonzales-Chair

Rita discussed the upcoming environment fairs. The Pappas Quad on HSC has been reserved for the Environment Fair on April 14, and Alumni Park will be the site for the UPC Environment Fair on April 28. She solicited signups to volunteer and staff these two events. She also asked if anyone knew where the Staff Assembly banner was. The smoking and bicycle safety policies are still two hot topics within the university. Susan Biddlecomb updated the Assembly on the different constituencies of students and faculty who are working together to develop the new policies. A survey may be released to all staff to rate these issues overall. The Committee will meet directly at the general meeting today.

Rights and Responsibilities–Evelyn Alva–Chair

Evelyn reported that the Committee met on March 24. The Committee postponed researching the items on the agenda from last year, until Michelle Jones can meet with them. The next meeting will be held on April 14. However, this meeting may be rescheduled depending on how many members are available to attend. The Committee determined that although the wording for Jury Duty is vague, this wording allows for the individual departments to tailor the policy to fit their needs. Criminal background screening for staff members may be done at any time however, the screening must be authorized by a senior administrator. The Committee determined that this policy was in order.

Rules and Elections–Josie Drury–Co-Chair

Josie reported that two more members resigned from the Assembly, Monique Abeyta and Caroline Stirling. New members Leilani Mendez will be replacing Monique Abeyta on the Rights and Responsibilities Committee, and Sarah Fried-Gintis will be replacing Caroline Stirling on the

Rules and Elections Committee. The Committee asked the Executive Committee if the Staff Monthly Recognition Award Nomination Form should include a hire date, and the Executive Committee said no. The election process for Staff Assembly will be beginning earlier this year than in previous years. This Committee will be meeting directly after this meeting and will be discussing the following topics: reviewing the nomination criteria for the Staff Monthly Recognition Award, and the Staff Assembly member breakdown by campuses and/or locations.

Transportation–Lou Nieto-Chair

The Committee met on March 20. The Committee continued discussions on updating the crosswalk signage in front of the Credit Union building, at 37th and Flower, and issues at Parking Structure D and Parking Structure 2. The Committee determined that it would be a good idea to draft a letter to Transportation Services and the Los Angeles Department of Transportation detailing these issues.

Staff Appreciation Week Committee–Felicia Felton-Chair

Felicia discussed the ice cream socials on HSC and UPC. The HSC event has been set up. The UPC event is still being worked on. She still needs volunteers to work at both of the events. Please email Felicia or any of the S.A.W. committee members if you are available to help out. Felicia is working an additional ice cream social event for staff at the Alhambra campus.

Guest Speaker:

Chantelle Rice, CDE, OTD, OTR/L; Director of USC OT Faculty Practice

Vice-President Michelle Jones introduced our guest speaker. Dr. Rice discussed and described the services which the Occupational Therapy department offers our campuses, faculty, staff and students. For detailed information please go to www.usc.edu/otfp.

New Business: No new business was introduced.

Next Meeting:

Thursday, May 7, 9:00-10:30 a.m. Location: Los Angeles Memorial Coliseum Board Room

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Lou Nieto. The meeting adjourned at 10:21 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

Staff Assembly Twitter: @USC_SA

Staff Assembly Facebook page: <https://www.facebook.com/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>