

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, May 7, 2015
Los Angeles Memorial Coliseum Board Room

Present: Lali Acuna, Suzanne Alexander, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Jennifer Avancena, Linda Bakabak, Susan Biddlecomb, JaBari Brown, Cody Busia, Rickey Craddock, Jeffrey De Caen, David Donovan, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Akram Gorgi, Sarah House, Erin Jebavy, Michelle Jones, Markisha Lea, Jackie Mardirossian, Leilani Mendez, John Ng, Lillian Rivera, Isabel Rodriguez, Rosemarie Tellez, Lydia Vazquez, Allie Welsh, Sue Wiedem, Peter Zamar

Absent: Evelyn Alva, Josie Amescua, Teri Aparicio, Suzanne Armstrong, Melissa Azarcon, Gabe Badillo, Anthony Bailey, Dan Bayer, Debra Bernstein, Robbie Boyd, Diana Breda, Desiree Brown, Cynthia Brass, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Laura Estrada*, Felicia Felton, Sara Lora, Sarah Luna, Lou Nieto, Lois Nishimoto, Carla Obnillas, Veronica Perez, Rodney Rubio, Pamela Wallace, Shelly Wong, Vicky Young, Randy Zuniga

***Medical leave**

Call to Order:

President David Donovan called the meeting to order at 9:01 am.

Staff Monthly Recognition Award:

The May Staff Monthly Recognition Award winner was Jared Beck, Print Materials Manager for the USC Libraries. His supervisor, Adam Sexton, Doheny Library Manager, introduced Jared and shared some of the great comments people had written in support of his nomination. As a Staff Monthly Recognition Award winner, Jared 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!

Approval of April minutes – April General Meeting minutes were approved.

Associate Senior Vice President for Administration Report–Janis McEldowney

Janis McEldowney reported that the budget season and the performance review process are keeping staff busy. She announced that a staff engagement survey will be launched on May 19 through June 9, the information provided will be confidential and it will take 10-15 minutes to complete. There will be raffles for the participants.

The Harassment Prevention and Campus SaVE Act Mandatory Training will be due by July 2015. A new federal law requires additional training on combatting sexual violence, including sexual assault, domestic violence, intimate partner violence, stalking and bystander intervention.

During July or August Trojan Learn will launch a mandatory training for newly hired managers (optional for current managers) that will take approximately 6 hours to complete within 6 months of being hired.

The onboarding module in Workday was updated, now the education verification is optional, there is a new offer letter template with a three-month evaluation period for newly hired staff.

Personnel Council Report–Awilda Bregand

Awilda Bregand reported that the onboarding module for Workday is moving along. New employees will receive a notification to go to Workday after they sign the hire letter.

There will be an annual review for security access for Workday transactional users.

The staff recognition luncheon was held on April 9 and was well attended.

Awilda's area held transition sessions at UPC and HSC during April, and there will be special breakout sessions for the July sessions.

Staff Retirement Association Report (SRA)–Bill Givens

Bill Givens reported that the SRA is updating the bylaws. The Trojans helping Trojans group is working on a website with resources for people living alone. The Association's next event will occur at McKay's Center during June 2015, Fantasia and Fantasia 2000 show at the Chinese Theatre on June 7, for more information go to <http://www.lahtf.org>, and more Los Angeles Theatre tours will be offer during July.

President's Report–David Donovan

President David Donovan reported on and described the events which he has attended since the Assembly's last meeting. He then asked two of the three newly elected members, Erin Jebavy and Akram Gorgi, to stand and coordinated each of them to introduce themselves to the Assembly. Sarah Luna was not present.

Future events needing volunteers:

- Staff Appreciation Week Ice Cream Social at three locations: UPC, HSC and Alhambra.
- Special Olympics: Los Angeles 2015

Guest Speakers:

John Gaspari, Executive Director USC Center for Work and Family Life

Michelle Jones introduced the guest speaker.

Presentation will be sent to Staff Assembly members. For more information, please go to <http://www.usc.edu/programs/cwfl/>

Committee Reports

Communications–Lali Acuna, Chair

Lali Acuna reported that the Committee has been busy working on the Assembled Voice Spring newsletter. The release date will be the last week of May in order to include the SAW activities. The Facebook page will be used to advertise the SAW activities and announce the winners.

Compensation and Benefits–Gabe Badillo, Chair

Gabe Badillo reported that the committee did not meet since the last general meeting. The committee will meet directly after the general meeting today.

Environment–Rita Gonzales, Chair

Rita Gonzales reported that the committee held two environment fairs during April at HSC and UPC, she thanked the committee members for their participation. Rita attended two task force meetings for sustainability and water conservation, and she has been meeting with faculty and students regarding smoking. Rita proposed DPS Communications Center tours during the summer. Staff interested in participating can contact Rita directly. The committee will meet directly after the general meeting today.

Rights and Responsibilities–Felicia Felton, Committee Member

Felicia reported that the Committee met on April 14, and Michelle Jones was the guest speaker. The Committee discussed the information gathered during last year regarding the catastrophic leave proposal, and will review it before presenting it to the Staff Assembly and Associate Senior Vice President for Administration, Janis McEldowney. The committee received three questions from staff and promptly responded those inquiries. Their next meeting will be held on May 19th.

Rules and Elections–Cody Busia, Co-Chair

David announced that Josie Drury had left the university as of May 1, and introduced Cody Busia as the new Co-Chair. Cody informed that the Committee has selected and confirmed three replacement members for the General Assembly. These members were introduced earlier during this meeting. All necessary materials and rosters have been revised to reflect the addition of these new members. The Committee will meet directly after the general meeting today.

Transportation

No report. Lou Nieto was not present.

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

Felicia thanked the committee members for the events, raffle prizes and discounts secured for this year's Staff Appreciation Week. The last committee meeting was held on May 5 and hosted by Lisa Gallegos at the Community House. There are more than 140 items for the online raffle. An email was sent on Monday, May 4 to all staff members with the link to participate. Another email with all discounts and events will be sent next week.

New Business: President David Donovan announced he is relocating to the Health Sciences Campus.

Next Meeting:

Thursday, June 4, 2015 from 9:00 a.m.-10:30 a.m. Location: UPC (room TBD)

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Lisa Gallegos. The meeting adjourned at 10:38 a.m.

Minutes submitted by Lali Acuna.

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>