

**University of Southern California**  
**Staff Assembly Monthly Minutes**  
**August 13, 2015**



**Tutor Campus Center – 227**

**Present:** Evelyn Alva, Tammy Anderson, Gabe Badillo, Linda Bakabak, Robbie Boyd, Cody Busia, Fanny Cisneros, Rickey Craddock, Jeffrey De Caen, David Donovan, Felicia Felton, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Akram Gorgi, Erin Jebavy, Michelle Jones, Leilani Mendez, John Ng, Lou Nieto, Lois Nishimoto, Carla Obnillas, Veronica Perez, Lillian Rivera, Isabel Rodriguez, Sue Wiedem, Randy Zuniga

**Absent:** Lali Acuna\*, Suzanne Alexander, Jennifer Alvarado, Josie Amescua, Melissa Aparicio, Teri Aparicio, Suzanne Armstrong, Jennifer Avancena, Melissa Azarcon, Anthony Bailey, Dan Bayer, Debra Bernstein, Susan Biddlecomb, Cynthia Brass, Desiree Brown, JaBari Brown, Delfina Candelaria, Tracy Charles, Laura Estrada, Sarah House, Markisha Lea, Sara Lora, Sarah Luna, Jackie Mardirossian, Rodney Rubio, Rosemarie Tellez, Lydia Vazquez, Pamela Wallace, Allie Welsh, Shelly Wong, Peter Zamar

**\*Medical leave**

**Call to Order: 9:07 A.M.** by President David Donovan.

**Monthly Staff Recognition Award**

Award recipient Kamilah Mayfield, Department Business Administrator in the Hamovitch Research Center, began working for USC as a student worker. She is an eight year employee currently working at the School of Social Work. She was introduced by Haluk Soydan, Research Professor Director, Hamovitch Center for Science in the Human Services. Check presented to her by President of Staff Club Wade Thompson-Harper. Ms. Mayfield was joined by her co-workers and her parents.

**Approval of July 9 General Assembly Minutes**

Quorum Needed – 29 members present

**Associate Sr. Vice President for Human Resources – Janis McEldowney**

Sent regrets – previously scheduled meeting

**Personnel Council Report – Awilda Bregand**

Sent regrets – previously scheduled meeting

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

- Emeriti Center is being reorganized. All staff except Janette Brown were laid off.
- In a few weeks, the office will be moved to the University Religious Center (URC). The conference room will be shared with the Academic Senate.
- Staff Retirement Association will also be headquartered there, but will operate under the Provost's Office. Occasional meetings will continue to be in Gerontology.
- Programs will continue, but most will be operated by volunteers.

- Janette Brown is now Associate Provost. Professor Najwa Hanel will serve as Emeriti College Director.
- The Gold Card program will continue (free parking on UPC and HSC), but will be administered by USCard Services. The current card will be converted to the standard USC ID format.
- We were encouraged to join SRA as soon as retirement is on the horizon. Membership is \$25.00 per year and includes the annual luncheon.
- There is space for the Staff Assembly in the URC if we need space for files, meetings, etc.

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

David thanked all the employees who served as volunteers for the Special Olympics which took place on campus July 25 - August 2.

David attended and was invited to participate in various meetings on campus. One he spoke about in detail is the million dollar Figueroa Corridor getting a facelift, which USC is a part of. The busy street will become more pedestrian and cyclist friendly. There will be a bus lane for only buses (MTA), and a bike lane. Four miles will be affected by the project. There will be improved bus platforms and sidewalk repairs.

### **Committee Reports**

**Communications**—Lali Acuna, Chair (out on maternity leave) Report by President Donovan Fall Assembled Voice will be at the end of the year. Historically, we did the AV in April and October. This year we wanted to wait until after the Staff Appreciation awards after commencement. Doing the AV at the end of the year will also allow us to include the new members/officers, since elections for the 2016 Assembly are in the Fall.

### **Compensation and Benefits**—Gabe Badillo, Chair

Committee did not meet last month. Meeting will take place after General Assembly meeting today.

### **Environment**—Rita Gonzales, Chair

Rita spoke about the brief survey online regarding the smoking policy for UPC. HSC already has a smoking policy in place. Bike safety on campus is still on the agenda. Committee will begin talking about the environment fair again.

### **Rights and Responsibilities**—Evelyn Alva, Chair

Committee is continuing its work on catastrophic leave. They have information on our peer and peer aspirant institutions, however, would also like to include information in the private sector. Next meeting is Tuesday August 18, UGB at noon.

### **Rules and Elections**—Cody Busia, Co-Chair

The Staff Assembly Election process is underway. We have two new programmers who will work next week adjusting the data sources. September we will start the process.

**Transportation**—Lou Nieto, Chair

Letter was submitted to Capital Construction regarding 37<sup>th</sup> and Flower and Jefferson and Royal Streets. Lou was on conference call with Brian Gross discussing the plans for a redesign and assessment being done. Three designs being done. They will submit to USC for approval before it goes to the City of LA. Royal Street and Jefferson includes Gate 4 and the Shrine Auditorium. This crosswalk continues to be dangerous. There are no plans currently to make 37<sup>th</sup> and Flower Street the same (with flashing lights) as the crosswalk at Carol Little Building. Concern is what the plan will be if there are no flashing lights warning cars of pedestrian crossing.

**Guest Speakers** – Brittany Welsh – Director of Sales & Marketing and Dirk De Jong, Director and General Manager - USC Hospitality & USC Radisson.

Mr. DeJong said it was great to be host to the Special Olympics this year at USC. We were host to over 6,500 athletes from 165 nations. We fed and housed them here at USC. We went through 60,000 pounds of chicken.

The Radisson Hotel is owned and operated by USC. It has recently gone through a renovation. They now have larger suites on the first floor overlooking the pool area. The top floor has also been renovated to include Kurig Coffee. They have Executive Suites and a lounge that overlooks the campus and downtown. They serve breakfast and coffee in the lounge area.

There are Standard Room types, Double Beds. Some rooms come with desk seating, and higher ceilings. There are also Suites with Parlors. The Grand Ballroom has been renovated as well with new carpet and top of the line AV System.

They have groups from all over the world coming to the Radisson. They also have preferred rates for employees and departments at USC.

The Radisson is a One Stop shop now. They have streamlined everything. It's a much smoother process for a better experience. Upcoming will be the Asia concept, Grab & Go, and several platform options. HSC will have Nectar Juice Bar and Pizza Studio.

Everyone is invited to come for a tour and food samples at their August 25<sup>th</sup> event from Noon to 2:00 PM. This is the first time the Radisson has provided this. Eat, drink, stay, celebrate!

**New Business**

None

**Next General Assembly Meeting** - Thursday September 10, 9:00 A.M. TCC – 227, on UPC.

**Meeting Adjourned:** 10:30 A.M.

Motioned by Michelle Jones

Seconded by Cody Busia

Minutes submitted by Michelle Jones