

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, December 4, 2014
Radisson Hotel Ballroom**

Present: Eliza Aceves, Lai Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Apricio, Jennifer Avancena, Melissa Aparicio, Melissa Azarcon, Gabe Badillo, Anthony Bailey, Linda Bakabak, Debra Bernstein, Susan Biddlecomb, Diana Breda, Desiree Brown, JaBari Brown, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Ellen Castillo, Andy Chen, Ricky Craddock, Jeffrey De Caen, David Donovan, Josie Drury, Laura Estrada, Felicia Felton, Francis Fitzgerald, Jennifer Gerson, Jane Gollyayan-Valerio, Rita Gonzales, Abraham Gutierrez, Teresita Jamanila, Michelle Jones, Dawn Kita, Markisha Lea, Jacalyn Mardirossian, John Ng, Lois Nishimoto, Veronica Perez, Irene Rodriguez, Cynthia Schirmer, Rick Scott, Rosemarie Tellez, Lorna Tureaud, Wade Thompson-Harper, Lydia Vazquez, Pamela Wallace, Jeanne Weiss, Allison Welsh, Susan Wiedem, Victoria Young, Peter Zamar, Randy Zuniga.

Absent: Susanne Alexander, Evelyn Alva, Josie Amescua, Wendy Arima, Teri Aparicio, Suzanne Armstrong, Carmen Atkins, Roxana Bellia, Robbie Boyd, Cynthia Brass, Rosa Cervantes, Monique Franklin, Lisa Gallegos, Sandra Gonzales, Graciela Medina, Christina Nelson, Lou Nieto, Ingrid Popper, Luis Ramirez, Lillian Rivera, Rodney Rubio, Diana Sabogal, Mary Trujillo, Sarah Watari, Cris Wilkins, Amy Yung

Call to Order:

President Jennifer Gerson called the meeting to order at 2:10 pm.

Staff Monthly Recognition Award:

Alexander Sawchuk, Professor of the Signal & Image Processing department in the Viterbi School of Engineering introduced December's Staff Monthly Recognition Award recipient, Gloria Halfacre, Budget/Business Analyst for the Electrical Engineering Systems department. Dr. Sawchuk mentioned that Ms. Halfacre is a service-oriented person who is energetic, loyal, and dedicated and is therefore deserving of this award. Ms. Halfacre thanked the Staff Assembly for the award, and thanked her USC family for the honor.

Staff Assembly President Jennifer Gerson presented Ms. Halfacre with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper indicated that Ms. Halfacre would receive an additional \$150.00 in her next paycheck from the Staff Club.

Approval of General Assembly Minutes

On a motion by David Donovan and seconded by Wade Thompson-Harper, the minutes of the November 12, 2014 Staff Assembly General Meeting were approved as amended.

Introduction of New Staff Assembly Members

President Jennifer Gerson asked all newly elected members of the 2015 Staff Assembly to stand, and requested that each of them introduce themselves to the Assembly.

**Associate Senior Vice President for Administration Report – Janis McEldowney
Personnel Council Report – Awilda Bregand**

Janis McEldowney was not present; Awilda Bregand reported on her behalf. Awilda reported that all exempt employees are required to go to Workday and request Winter Recess time if taking time off during the break. She also reported that the Administration has hired a manager to

oversee the HR Service Center. Awilda reported that Dovetail, HR's new case management tracking system, has tracked almost 11,000 cases since October (when it was first implemented).

Awilda reported that the Personnel Council met and discussed changes to the sexual harassment training, adding new components per new regulations.

President's Report – Jennifer Gerson

President Jennifer Gerson reported that the Staff Appreciation football game was on Thursday November 13th which had a great turnout. Some tickets were raffled to staff members, and discounted tickets were also made available to staff. Lastly, Jennifer thanked all of the 2014 members for their support as she ended her term as Staff Assembly President.

Committee Reports

Communications – Eliza Aceves – Chair

Eliza Aceves reported that the fall edition of the Assembled Voice will be finalized today. She also thanked her committee for all of their hard work and contributions during the year.

Compensation and Benefits – Rick Scott– Chair

Rick Scott was not present; Frances Fitzgerald reported on his behalf. Frances reported that the committee did not meet last month. Jennifer Gerson mentioned that she and Rick Scott did attend the Employee Benefits Advisory Council (EBAC) meeting recently. She reported that the Council is working on improving its communication to employees regarding the different benefits available.

Environment – Rita Gonzales – Chair

Rita Gonzales reported that she met with Jim Andersen from Risk Management and discussed water conservation. She also reported that the committee will continue its work on the environmental fairs, non-smoking policies on campus, and bike safety issues. Rita also thanked her committee for all of their hard work during the year.

Rights and Responsibilities – Michelle Jones – Chair

Michelle Jones reported that the committee would continue its work on reviewing policies on the Employee Gateway regarding staff employees. She also thanked her committee for all of their time spent on gathering information on the catastrophic leave programs of peer aspirant universities, as well as all of their hard work during 2014.

Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs

Irene Rodriguez thanked the committee for their hard work, and thanked Jeanne Weiss for leading the group during the year.

Transportation – Lou Nieto – Chair

Lou was not present; no report was given.

Adjournment of the 2014 Staff Assembly

A motion to adjourn the 2014 Staff Assembly and move on to elections for 2015 was made by Teresita Jamanila and was seconded by Markisha Lea. The meeting adjourned at 3:16 p.m.

Nominations and Election of the 2014-2015 Executive Board

President – David Donovan

Assembly member who was nominated for the position of President – David Donovan
With no other nominations from the floor, David Donovan was elected unanimously by acclamation.

Vice President – Michelle Jones

Assembly member who was nominated for the position of Vice President – Michelle Jones
Michelle gave a short speech summarizing her qualifications and intent to run for the position of Vice President. With no other nominations from the floor, Michelle Jones was elected unanimously by acclamation.

Secretary – Vicki Young

Assembly member who was nominated for the position of Secretary – Vicki Young
With no other nominations from the floor, Vicki Young was elected unanimously by acclamation.

Parliamentarian – Jackie Mardirossian

Assembly member who was nominated for the position of Parliamentarian – Jackie Mardirossian
With no other nominations from the floor, Jackie Mardirossian was elected unanimously by acclamation.

New Business: No new business was introduced.

Next Meeting:

Thursday, January 8, 2015. Location: TCC 227

Adjournment:

A motion to adjourn was made by Rick Scott and was seconded by Eliza Aceves.
The meeting adjourned at 3:31p.m.

Minutes submitted by Cynthia Schirmer/Vicki Young.

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Staff Assembly E-mail Address: staff.assembly@usc.edu

Staff Assembly Twitter: @USC_SA

Staff Assembly Facebook page: <https://www.facebook.com/uscstaffassembly>