

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, April 7, 2016
McKibben Hall Addition (MCA 149)

Present: Lali Acuna, Evelyn Alva, Gabe Badillo, Anthony Bailey, Linda Bakabak, Susan Biddlecomb, Katie Boeck, Robbie Boyd, Jeffrey De Caen, David Donovan, Felicia Felton, Rita Gonzales, Sarah House, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Theodore Low, Sarah Luna, Jacalyn Mardirossian, Carla Obnillas, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Yolanda Rios, Isabel Rodriguez, Mary Trujillo, Angela Walker, Susan Wong, Annie Yu, Peter Zamar, Randy Zuniga.

Absent: Jennifer Alvarado, Bertha Arce, Jennifer Avancena, Octavio Avila, Aaron Brown, JaBari Brown, Cody Busia, Delfina Candelaria, Tracy Charlese, Andy Chen, Fanny Cisneros, Rickey Craddock, Kristi Culpepper, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Teresita Jamanila, Markisha Lea, Naomi Martinez, Leilani Mendez, John Ng, Lois Nishimoto, Rosemarie Tellez, Sue Wiedem, Shelly Wong, Amy Yung.

Call to Order:

President David Donovan called the meeting to order at 9:05 am.

Staff Monthly Recognition Award:

The April Staff Monthly Recognition Awardee was Annamaria Pensavalle Ahern, Program Manager for the Development Office with the Keck School of Medicine. Amanda Deshazier, Manager of Donor Services, introduced Annamaria and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Annamaria received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a \$100 check courtesy of the USC Staff Club; and free parking for a month!

Approval of General Assembly Minutes:

Since there was not a quorum present, the March minutes will be approved at the May General Assembly meeting.

Associate Senior Vice President for Administration Report – Janis McEldowney

No report. Janis was not present.

Personnel Council Report – Awilda Bregand

Awilda informed the assembly that there is a new leave checklist with step by step instructions on the disability and worker's compensation website. This checklist, designed for disability, maternity, Faculty Paid Parental Leave and Paid Family Leave, will help guide employees through the disability claim, and it will also be included in the Broadspire (plan administrator) packet. Awilda also informed that the new UPC childcare facility will add over 150 spots to the current capacity, and that some modifications have to be made to the kitchen and stairs in order to make Honors House child-safe.

President's Report – David Donovan

President Donovan shared some of the meetings he attended since the March General Assembly meeting: 3/3: Good Neighbors Campaign Meeting, 3/9: Sustainability 2020 Steering Committee Meeting, 3/11: ADA Accessibility Advisory Committee Meeting, 3/17: Staff Retirement Luncheon at Town & Gown, 3/21: Lunch meeting with Vice Provost Janette Brown and Academic Senate President Ginger Clark,

3/24: SA Executive Committee Meeting, 3/30: FREE USC Staff night at Asia-Pacific Museum, 3/31: FREE Spring football practice, 4/1-4/3: USC Trustee Retreat, and 4/5: Retired Faculty/Staff Benefits & Resource Committee Meeting.

President Donovan informed the assembly that other upcoming meetings include: 4/8: ADA Accessibility Advisory Committee Meeting, 4/12: Environment Fair at HSC, 4/14: Annual Staff Recognition Luncheon for all staff celebrating milestone anniversaries (10+ years), all Staff Assembly monthly winners from past 12 months and TWO winners of President Nikias' Annual Award for Staff Achievement; 4/14: Meet with Budget office regarding FY17 SA budget, 4/21: SA Executive Committee Meeting, 4/27: Environment Fair at UPC, 5/16-20: Staff Appreciation Week.

Finally, he reminded the assembly that per the SA Standard Operating Procedures, Executive Committee members can only serve two consecutive years in any given position, and that David, Michelle and Jackie will not be able to serve in their current roles on the Executive Committee next year. He encourage all members interested in serving in any EC position in 2017 to talk to the person currently in that role.

Staff Retirement Association (SRA) Report – Bill Givens

Bill reported that the Annual Staff Retirement Recognition Luncheon was held on March 17 at Town and Gown, and that upcoming events include: the Los Angeles Historic Theater tour and lunch at Clifton's Cafeteria, the Frank Sinatra Hall tour at the Norris Cinema Theater, and the Annual Spring Musical at the Bing Theater. PS - Happy Birthday, Bill!

Committee Reports

Communications – Lali Acuna, Chair

Lali reported that the committee communicated via email during this month. Lali and Sonia Mentz, Writer and Social Media Specialist from Employee Communications, discussed how to leverage our Facebook/Instagram audiences. Lali and Sonia agreed that the Staff Assembly can "take over" the USC Employee Gateway Instagram account during the Staff Appreciation Week posting events, where/how employees are using the discounts, promotions, etc. Staff Assembly will send the content (photos/captions/hashtags) to Sonia to post to the USC Employee Gateway Instagram account as if they were the Staff Assembly.

Lali also informed that the Assembled Voice newsletter for the Spring/Summer will be released after Staff Appreciation Week (May 16-20), and reminded the assembly to submit any ideas/suggestions.

Compensation and Benefits – Jeffrey De Caen, Chair

Jeff reported that the committee is looking into the Rule 85 and other staff benefits that are not currently at USC like health care benefits for parents.

Environment – Rita Gonzales, Chair

Rita informed that her committee is looking for volunteers to help at the Environment Fairs at HSC on 4/12, and UPC on 4/27. Her committee will also be presenting a smoke-free resolution to the assembly under new business.

Rights and Responsibilities – Evelyn Alva, Chair

Evelyn reported that the committee is working on a Power Point presentation and resolution to present the catastrophic leave donation program proposal to the Executive Committee and the Assembly. She also reported that the committee met twice during last month.

Rules and Elections – Jacalyn Mardirossian, Committee Member

Jackie reminded the assembly to nominate any benefits-eligible staff member for the monthly staff recognition award.

Transportation – Veronica Perez, Committee Member

Veronica reminded the assembly to contact Markisha if interested in attending the Citation Review Board meetings. A member inquired about Metro charging for parking at their park and ride lots, Veronica will research this and inform at the next General Assembly meeting.

Staff Appreciation Week – Felicia Felton, Chair

Felicia reported that the committee secured two new locations for this year's SAW Ice-Cream Social: Verdugo Hills and USC Center, and that per Randy Zuniga's suggestion, the committee is looking into a new ice-cream vendor that will serve all 5 locations for a smaller budget.

Guest Speaker:**Awilda Bregand, Executive Director of Benefits Administration**

Michelle Jones introduced the guest speaker. Awilda informed the assembly that long term care insurance provides additional coverage intended to complement employees' health care plan. Long term care insurance provides benefits for extended care resulting from long-term, chronic illnesses or injuries that USC's health care plans are not designed to cover. It reimburses charges for covered in-home and facility care (up to the benefit maximums selected).

Awilda recommended this benefits to new hires because there is no medical form required in order to get accepted, but she also informed that USC will be offering a new plan in the fall. Currently, USC's long term care insurance program is available through Genworth Financial and more information can be found in the Benefits website <https://benefits.usc.edu/healthcare/ltc/>

New Business:

Rita Gonzales and the Environment and Safety Committee introduced a resolution for the Assembly's consideration to encourage the university's Administration to make USC a smoke-free campus. Rita and Susan Biddlecomb have worked very hard, and in conjunction with many other groups on campus.

A motion to adopt the smoke-free resolution was made by Rita and seconded by Jacalyn Mardirossian. The passing of a resolution requires 2/3 majority so the resolution could not be passed. A qualtrics survey will be sent via email, all members should review the resolution and register their votes, even if they were not in attendance today.

Next Meeting:

Thursday, May 5, 2016 from 9:00 a.m.-10:30 a.m. Location: Hedco Neurosciences Building (HNB 100), University Park Campus.

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Randy Zuniga. The meeting adjourned at 10:29am.

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](https://twitter.com/USC_SA)

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