

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, May 5, 2016
Hedco Neurosciences Building Auditorium (HNB 100)

Present: Lali Acuna, Evelyn Alva, Jennifer Avancena, Octavio Avila, Gabe Badillo, Anthony Bailey, Kathleen Boeck, Robbie Boyd, JaBari Brown, Delfina Candelaria, Tracy Charles, Andy Chen, Fanny Cisneros, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Felicia Felton, Lisa Gallegos, Jane Gollayan, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Markisha Lea, Theodore Low, Naomi Martinez, Leilani Mendez, Lois Nishimoto, Carla Obnillas, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Isabel Rodriguez, Angela Walker, Sue Wiedem, Annie Yu, Amy Yung, Randy Zuniga.

Absent: Jennifer Alvarado, Bertha Arce, Linda Bakabak, Susan Biddlecomb, Aaron Brown, Cody Busia, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Sarah Luna, Jacalyn Mardirossian, John Ng, Yolanda Rios, Rosemarie Tellez, Mary Trujillo, Shelly Wong, Susan Wong, Peter Zamar.

Call to Order:

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

Staff Monthly Recognition Award:

The May Staff Monthly Recognition Awardee was Idania Takimoto, Administrative Assistant II at USC Viterbi School of Engineering's Mork Petroleum Engineering department. Dr. Iraj Ershaghi, Omar B. Milligan Professor and Director of the Petroleum Engineering Program, introduced Idania and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Idania 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:

On a motion by Robbie Boyd and seconded by Randy Zuniga, the minutes of the March General Assembly meeting were approved.

On a motion by Robbie Boyd and seconded by Kristi Culpepper, the minutes of the April General Assembly meeting were approved.

Associate Senior Vice President for Administration Report – Janis McEldowney

Janis reported that the transition to the new retirement plans went well. They received complaints from a small group of employees, and she stated that the communication needs to be improved since some employees were not aware of the changes.

Janis also reported that Workday will absorb the PeopleAdmin system currently used during the hiring process. Workday has a better tracking system and a more user-friendly interface for the applicants. This change will take place by the end of the calendar year.

She informed the assembly that due to the performance evaluations and merit increases, her office experienced a heavy workload during the last month. She also informed the assembly that the minimum wage for hourly employees will increase from \$10 to \$10.50/hour, and that the department of Labor will establish a new limit for exempt employees so the university is evaluating alternatives to accommodate employees below that limit: \$50,440/year.

Personnel Council Report – Awilda Bregand

No report. Awilda was not present.

President’s Report – David Donovan

President Donovan shared some of the meetings he attended since the April General Assembly meeting: 4/8: ADA Accessibility Advisory Committee Meeting, 4/12: Environment Fair at HSC, 4/13: Good Neighbors Campaign Allocation Meeting, 4/14: Annual Staff Recognition Luncheon 4/14: Meet with Budget office regarding FY17 SA budget, 4/15: SRA Board Meeting, 4:15: SAW Committee Conference Call, 4/19: Good Neighbors Campaign Allocation Meeting, 4/21: SA Executive Committee Meeting, and 4/27: Environment Fair at UPC.

President Donovan informed the assembly that other upcoming events/meetings include: 5/5: SAW Committee Meeting, 5/11: Raffle Drawings for Cello Concert/Laugh Factory Tickets, 5/12: Baccalaureate Dinner at Town & Gown, 5/13: Commencement, 5/16 - 5/20: STAFF APPRECIATION WEEK!, 5/20: ADA Accessibility Advisory Committee Meeting and 5/26: SA Executive Committee Meeting.

He also 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 Los Angeles Historic Theater tour and lunch at Clifton’s Cafeteria was well attended, and that upcoming events include the Frank Sinatra Hall tour at the Norris Cinema Theater, and their Annual Spring Musical at the Bing Theater.

Committee Reports:

Communications – Lali Acuna, Chair

Lali reported that the Staff Assembly will be “taking over” the USC Employee Gateway Instagram account during the Staff Appreciation Week posting events, where/how employees are using the discounts, promotions, etc., and encourage the assembly to participate using the #USCSAW2016 hashtag. Lali also informed that the Assembled Voice newsletter for the Spring/Summer will be released after the Staff Appreciation Week, and reminded the assembly to submit ideas/suggestions.

Compensation and Benefits – Jeffrey De Caen, Chair

Jeff reported that the committee met to discuss a proposal to extend health benefits to employees’ parents.

Environment – Rita Gonzales, Chair

Rita informed that both Environment Fairs at HSC on 4/12 and UPC on 4/27 were well attended, and she thanked all staff and vendors who participated. The committee is evaluating holding a Safety Fair at one campus during the fall. Finally, she thanked the assembly for passing the smoke free resolution.

Rights and Responsibilities – Evelyn Alva, Chair

Evelyn reported that the committee did not meet last month, and it will meet today after the general assembly meeting.

Rules and Elections – David Donovan, President

Cody was not present. President David Donovan reported that the committee is working on the election process, and he also shared that the committee received about 15 nomination packets from the President's Award pool from Employee Communications.

Transportation – Markisha Lea, Chair

Markisha reminded the assembly to contact her if interested in attending the Citation Review Board meetings. She also reported that Transportation sent a survey to 180+ existing EV permit holders to collect information about energy infrastructure needs. The old parking structures can't support EV chargers, but regular electrical outlets may be installed during the summer.

Happy Birthday Randy!

Staff Appreciation Week – Felicia Felton, Chair

Felicia reported that a staff member from the Washington DC office joined the SAW committee. She also informed the assembly that the new ice cream vendor visited UPC and all logistics were finalized. The committee is creating flyers to advertise all activities and discounts/benefits taking place during Staff Appreciation Week. As of today, 129 raffle prizes, 15 discounts and 3 benefits have been secured, plus a \$1,000 donation.

Guest Speaker:**Janette Brown EdD, Assistant Vice Provost, Emeriti Center**

Michelle Jones introduced the guest speaker. Janette informed the assembly that since it was founded in 1978, the USC Emeriti Center has served the university's retirees and pre-retirees in living healthy and purposeful lives by providing essential information, resources, services, advocacy, privileges, and support. It is part of the Office of the Provost and was recently relocated to the University Religious Center, Room 103.

She also shared some of the benefits for retirees like the Gold Card that is available to retirees with at least 10 years of benefits-eligible employment at the university, and who are 55 years or older upon completion of employment at USC.

Finally, she announced that Staff Assembly has an office in the University Religious Center and encourage the assembly to mail a letter to President Donovan using MC 0751.

New Business:

President David Donovan informed the assembly that a new ad hoc committee will be created for the inaugural Staff Assembly Scholarship for staff members enrolled in a USC degree program.

Next Meeting:

Thursday, June 2, 2016 from 9:00 a.m.-10:30 a.m. Location: Radisson Hotel Ballroom Center, University Park Campus.

Adjournment:

A motion to adjourn was made by Michelle Jones and was seconded by Robbie Boyd. The meeting adjourned at 10:22am.

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>