

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, June 2, 2016
Radisson Hotel – Ballroom

Present: Lali Acuna, Jennifer Alvarado, Bertha Arce, Jennifer Avancena, Susan Biddlecomb, Kathleen Boeck, Robbie Boyd, JaBari Brown, Cody Busia, Delfina Candelaria, Andy Chen, Rickey Craddock, Kristi Culpepper, Jeffrey De Caen, David Donovan, Lisa Gallegos, Rita Gonzales, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Markisha Farrier, Sarah Luna, Naomi Martinez, Leilani Mendez, Wendy Pedersen, Veronica Perez, Mary Trujillo, Angela Walker, Susan Wong, Annie Yu, Peter Zamar, Randy Zuniga.

Absent: Evelyn Alva, Octavio Avila, Gabe Badillo, Anthony Bailey, Linda Bakabak, Aaron Brown, Tracy Charles, Fanny Cisneros, Elmer Duran, Laura Estrada, Felicia Felton, Sarah Fried-Gintis, Jane Gollayan, Theodore Low, Jacalyn Mardirossian, John Ng, Lois Nishimoto, Carla Obnillas, Leslie Ann Picazo, Yolanda Rios, Isabel Rodriguez, 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 June Staff Monthly Recognition Awardee was Troy Gunderson, Research Lab Specialist for the Marine Environment Biology department at Dornsife College of Letters, Arts and Sciences. President David Donovan introduced Troy and shared some of the great comments people had written in support of his nomination. As a Staff Monthly Recognition Awardee, Troy 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 Kristi Culpepper and seconded by Robbie Boyd, the minutes of the May General Assembly meeting were approved.

Associate Senior Vice President for Administration Report – Janis McEldowney

Janis was not present. Awilda Bregand reported that Janis had to attend the university's threat assessment committee biweekly meeting to review the process of identifying and responding to individuals who may pose a danger to themselves or others in the USC community. Training is provided to all members once a year, and different scenarios are covered during simulations (active shooter, catastrophic natural disaster, etc.).

Personnel Council Report – Awilda Bregand

Awilda reported that the Personnel Council does not meet until next week, and that the Benefit Office is working on open enrollment 2016 and discussing communication strategies. She also informed the assembly that the new salary threshold for exempt employees is >\$47,000, and that HR recommends changes to be made by July 1, 2016 based on the nature of the duties performed, not the salary amount. Finally, Awilda informed that there will be another long-term care enrollment process concurrently with the open enrollment, and that more information will be sent in the future.

President's Report – David Donovan

President Donovan shared some of the meetings he's attended since the May General Assembly meeting, and the feedback received after the Staff Appreciation Week. He also informed the assembly of other upcoming events/meetings. Finally, David 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 as President, Vice President and Parliamentarian, respectively, next year. He encouraged 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 their next meeting will be next week at the Hancock Museum, and that future events include the Frank Sinatra Seminar at the Norris Cinema Theater. He also informed the assembly that the SRA is working on an initiative with L.A. Works to connect seniors with pro bono organizations on and off campus.

Committee Reports:

Communications – Lali Acuna, Chair

Lali shared that the Staff Assembly seal was not in compliance with the university's graphic identity program, and that it will be replaced with a new logo. Lali reported that the Staff Assembly "took over" the USC Employee Gateway Instagram account during the Staff Appreciation Week posting events as well as where/how employees used the discounts and promotions using the #USCSAW2016 hashtag. The Facebook page received more than 160 new likes during SAW, and reached over 15,000 people. Finally, Lali also informed that the Spring-Summer *Assembled Voice* newsletter will be released next week, and reminded the assembly to submit ideas/suggestions for future editions.

Compensation and Benefits – Jeff De Caen, Chair

Jeff reported that the committee will meet briefly after the general meeting, and that he also received good feedback regarding the Staff Appreciation Week.

Environment and Safety – Rita Gonzales, Chair

Rita informed that the committee will meet briefly after the general meeting.

Rights and Responsibilities – Michelle Jones, Vice Chair

Michelle informed the assembly that she will step in to chair the committee while Evelyn is out, and that the committee will meet briefly after the general meeting.

Rules and Elections – Cody Busia, Chair

Cody reported that the committee is working on the election process, and is also on track with the monthly awardee selections. He also shared that the committee will meet briefly after the general meeting.

Transportation – Markisha Farrier, Chair

Markisha informed the assembly that Aaron Brown and James Johnston were interested in attending the Citation Review Board meetings, and that the committee will meet briefly after the general meeting.

Staff Appreciation Week – JaBari Brown, Member

JaBari thanked all members and informed that this year's SAW had more locations and more raffle prizes than in the past. A total of 270+ raffle prizes, 19 discounts and 7 benefits were available in 5 different locations.

Guest Speaker:**Thomas Sayles, Senior Vice President of University Relations**

Michelle Jones introduced the guest speaker. Thomas Sayles joined the university 7 years ago, and he was appointed Senior Vice President for University Relations in 2011. In this capacity, he provides strategic direction and leadership of USC's efforts to continuously improve its relationships with external and internal stakeholders. His responsibilities include government relations, communications, media relations, public relations, marketing, community outreach, and USC's eleven public radio stations.

New Business:

President Donovan informed the assembly of the summer construction taking place at UPC (Kaufman School of Dance, University Village, USC Shrine parking structure), the new Staff Assembly logo, and that as of July 1, USC owns the United University Church and parking lot.

Next Meeting:

Thursday, July 7, 2016 from 9:00 a.m.-10:30 a.m. Location: McKibben Hall Annex 149, Health Sciences Campus.

Adjournment:

A motion to adjourn was made by Peter Zamar and was seconded by Markisha Farrier. The meeting adjourned at 10:23am.

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>