

**University of Southern California**  
**Staff Assembly**  
**General Assembly Meeting**  
**Thursday, January 14, 2016**  
**University Religious Center**

**Present:** Lali Acuna, Jennifer Alvarado, Bertha Arce, Jennifer Avancena, Octavio Avila, Robbie Boyd, Aaron Brown, JaBari Brown, Cody Busia, Tracy Charles, Fanny Cisneros, Jeffrey De Caen, David Donovan, Felicia Felton, Jane Gollayan, Rita Gonzales, Layton Hansen, Sarah House, Teresita Jamanila, Erin Jebavy, James Johnston, Michelle Jones, Dawn Kita, Markisha Lea, Theodore Low, Sarah Luna, Jacalyn Mardirossian, Naomi Martinez, Leilani Mendez, John Ng, Carla Obnillas, Wendy Pedersen, Veronica Perez, Leslie Ann Picazo, Yolanda Rios, Isabel Rodriguez, Mary Trujillo, Angela Walker, Sue Wiedem, Shelly Wong, Susan Wong, Amy Yung, Peter Zamar, Randy Zuniga.

**Absent:** Evelyn Alva, Melissa Aparicio, Gabe Badillo, Anthony Bailey, Linda Bakabak, Susan Biddlecomb, Delfina Candelaria, Andy Chen, Rickey Craddock, Kristi Culpepper, Elmer Duran, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Lois Nishimoto, Rosemarie Tellez.

**Call to Order:**

President David Donovan called the meeting to order at 9:09am.

**Staff Monthly Recognition Award:**

The January Staff Monthly Recognition Awardee was George Onodera, Computer Service Engineer II at USC Information Technology Services. Vivian Alegria, Accounting/Financial Supervisor for Restricted Fund Accounting, introduced George and shared some of the great comments people had written in support of his nomination. As a Staff Monthly Recognition Awardee, George received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a \$100 gift card courtesy of the USC Staff Club; and free parking for a month!

**Approval of General Assembly Minutes:**

Approval of October, November and December 2015 minutes will be done via Qualtrics. President David Donovan will send the minutes and the link via email. All members should review and approve the minutes, even if they were not in attendance.

**Associate Senior Vice President for Administration Report – Janis McEldowney**

Janis reported that she had some announcements regarding new hires. She announced that Christine Street, Executive Director of Disability Services, will be in charge of disability accommodations for students and employees campus wide. Also, the new Title IX Coordinator and Executive Director for the Office of Equity and Diversity, Gretchen Means, will join the university as of February 1.

**Personnel Council Report – Awilda Bregand**

No report. Awilda Bregand was not present.

**President’s Report – David Donovan**

The Vice President, Michelle Jones, presented a recognition plaque to President David Donovan, and thanked him for his service to the Staff Assembly during 2015.

President Donovan shared some of the projects presented at the USC Auxiliary Services’ Senior Staff Leadership Retreat regarding the transformation of HSC campus.

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

Bill Givens reported that the SRA did not meet during December because they hosted their Annual Holiday Breakfast on December 4, 2015. He informed the assembly he will have more information to share after the January Board meeting. He also shared that the SRA plans to meet at the Coliseum Board Room during 2016.

**Committee Reports****Communications – Lali Acuna, Chair**

Lali asked all members of the Communication committee to stand, and welcomed the new members. She reported that the committee will meet briefly after the general meeting.

**Compensation and Benefits – Jeffrey De Caen, Chair**

Jeff asked all members of the Compensation and Benefits committee to stand, and welcomed the new members. He reported that the committee will meet briefly after the general meeting

**Environment – Rita Gonzales, Chair**

Rita asked all members of the Environment committee to stand, and welcomed the new members. Rita reported that the committee monitors safety and security of university working environments at all campus locations, holds two environment fairs during April at HSC and UPC, and launched a smoking survey to all staff during the month of November 2015. The results will be released next month. She reported that the Undergraduate Student Government will be doing a survey among students, and the Academic Senate is analyzing launching one among faculty.

**Rights and Responsibilities – Robbie Boyd, Committee Member**

Robbie asked all members of the Rights and Responsibilities committee to stand, and welcomed the new members. Robbie reported that the committee will meet next week to start working on the Family Medical Leave Act. During the January Executive Committee Meeting, Evelyn Alva - Committee Chair, clarified that the committee will continue its work on the catastrophic leave, not the Family Medical Leave Act.

**Rules and Elections – Cody Busia, Chair**

Cody asked all members of the Rules and Elections committee to stand, and welcomed the new members. Cody informed that the committee conducts the nomination and election process, maintains the official membership list filling vacant seats, and selects recipients of the monthly Staff Recognition Award.

**Transportation – Markisha Lea, Chair**

Markisha asked all members of the Transportation committee to stand, and welcomed the new members. She reported that she met with Brian Gross and USC Transportation to discuss a timeline regarding the Royal St./Jefferson Blvd. intersection.

**Staff Appreciation Week – Felicia Felton, Chair**

Felicia reported that the committee will start working next month to secure more events, discounts and prizes for this year's Staff Appreciation Week to be held in May 2016. This is an ad-hoc committee and all members interested should contact Felicia.

**Guest Speaker:****Debra Fabanish, Director of Retirement Plans Administration**

Michelle Jones introduced the guest speaker. Debra reported that several meetings were held to preview the changes to the university retirement plans. In 2014, USC started reviewing plans and

set some guiding principles and goals. A survey of 25 private AAU universities was conducted to evaluate fees, investment options and establish a new structure:

- 3 providers: Fidelity, Vanguard and TIAA-CREF.
- 4 types of investors: do it for me, cost conscious, engaged and max choice.

The goals are to simplify the investment choices, reduce administrative fees, lower cost share classes and improve communication with employees.

By the end of January 2016, all participants will receive a memo from the Provost and a guide from the providers. The resources available include: group meetings and webcasts, help desk assistance, individual appointments with providers.

The new funds will be available on the vendor investment platforms on March 1, 2016, and during spring 2016, the participants will select their assets allocation. On April 26, 2016 the university will perform a default mapping if no selections are made by employees. The default provider will be Fidelity.

**Ratification of Standard Operation Procedures:**

The Assembly SOP's are required to be ratified during the first annual meeting of a given calendar year. A motion to approve the Standard Operating Procedures was made by Markisha Lea and was seconded by Robbie Boyd, and passed unanimously by the Assembly.

**New Business:**

No new business.

**Next Meeting:**

Thursday, February 4, 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 Robbie Boyd. The meeting adjourned at 10:31am.

Minutes submitted by Lali Acuna.

Staff Assembly Website: <http://www.usc.edu/org/staffassembly/>

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Staff Assembly Twitter: @USC\_SA

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