

**University of Southern California  
Staff Assembly Monthly Meeting Minutes  
Thursday October 1, 2015 9:00 A.M.  
HSC – McKibben Hall (MCH) 156**



**Present:** Jennifer Alvarado, Teri Aparicio, Anthony Bailey, Linda Bakabak, Cody Busia, Jeffrey De Caen, David Donovan, Felicia Felton, Jane Gollayan, Rita Gonzales, Sarah House, Erin Jebavy, Michelle Jones, Markisha Lea, Jackie Mardirossian, Lou Nieto, Carla Obnillas, Veronica Perez, Lillian Rivera, Isabel Rodriguez, Sue Wiedem

**Absent:** Lali Acuna, Evelyn Alva, Josie Amescua, Tammy Anderson, Melissa Aparicio, Jennifer Avancena, Melissa Azarcon, Gabe Badillo, Dan Bayer, Debra Bernstein, Susan Biddlecomb, Robbie Boyd, JaBari Brown, Cynthia Brass, Delfina Candelaria, Tracy Charles, Fanny Cisneros, Rickey Craddock, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Akram Gorgi, Sara Lora, Sarah Luna, Leilani Mendez, John Ng, Lois Nishimoto, Rodney Rubio, Rosemarie Tellez, Lydia Vazquez, Pamela Wallace, Allie Welsh, Shelly Wong, Peter Zamar, Randy Zuniga

**Call to Order:** The meeting was called to order at 9:07AM by President David Donovan

**Monthly Staff Recognition Award – David Donovan and Wade Thompson-Harper**

The October Awardee was Hayley Peltz, Student Services Advisor in the Department of Molecular Biology. She was introduced by Kathleen Boeck, Administrative Assistant II, Molecular and Computational Biology. Ms. Boeck spoke highly of Ms. Peltz and her commitment to the Trojan Family. She was supported by all her co-workers in the department. As a Staff Monthly Recognition Awardee, Hayley 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!

**Announcement regarding General Meeting Minutes – David Donovan**

David announced that due to the lack of quorums in the summer months, we will approve the May-September minutes using an online survey. He will send a Qualtrics survey to the entire Assembly, with “Approve,” “Approve with suggested edits,” or “Abstain” as the three options.

**Associate Sr. Vice President for Human Resources – Janis McEldowney**

Janis was unable to attend due to jury duty, so no report was given.

**Personnel Council Report – Awilda Bregand**

Awilda Bregand was unable to attend, so no report was given.

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

Bill talked about the recent SRA meeting where their guest speaker gave a history of chocolate, after which they had a chocolate tasting/reception.

**President’s Report – David Donovan**

President Donovan attended various meetings throughout the month, including: Bike Safety Meeting, EBAC (Employee Benefits Advisory Committee Meeting), Jefferson Corridor Development Meeting, an HSC Beautification Project Meeting to expand area sidewalks and pave them with USC brick, the Citation Review Board Meeting, HSC Student Council Meeting, and Accessibility Advisory Committee Meeting. David also mentioned if anyone is interested in serving on the Executive Board for 2016, those

officers are President, Vice President, Secretary, and Parliamentarian, all of which are elected positions. The Chairs of all other Committees are asked/selected to serve by the President.

- For Staff Appreciation we gave away 146 pairs of tickets with food vouchers for a hot dog and drink.
- There is an upcoming Bike Safe USC ride to CicLAvia Event Sunday October 18, planning kick off in Pardee Plaza (by the flagpoles).
- Emeriti Center Open House Friday October 30 11-2PM at the University Religious Center, located at 835 34<sup>th</sup> Street, URC 103
- Sr. Vice President Todd Dickey will be our guest speaker 11/5. Room is TCC 227.

## **Committee Reports**

### **Communications – Erin Jebavy, Committee Member**

Assembled Voice will come out in December; please send photos to committee for inclusion.

### **Compensation and Benefits – Jeff De Caen, Vice Chair**

Meeting will be held after GA meeting. Committee is continuing to look into the title of “Manager” at the university level.

### **Environment – Rita Gonzales, Chair**

Meeting will be Thursday October 8 at Noon. Will discuss the smoking survey.

### **Rights and Responsibilities**

The committee did not meet, so no report was given.

### **Rules and Elections – Cody Busia, Co-Chair**

Elections will launch next week. President Donovan thanked committee for their efforts during the election process.

### **Transportation – Lou Nieto, Chair**

Committee concerns included some near-fatal misses in PS2 (speeding), and the pizza place driveway on the corner of Exposition and Figueroa. Forwarded complaint to Michelle Garcia, and Transportation will look into speed bumps for PS2. Veronica stated there were student complaints about batteries being stolen from vehicles parked in the streets at HSC. Transportation is now offering an evening parking permit valid seven days a week from 3PM-7AM on Biggy Lot for \$47/month. The permit is available to staff also.

A traffic design study for the pedestrian light at the Credit Union Building is being considered by Administration to get vehicles to yield to pedestrians in the area.

TFMV (Theft from Motor Vehicles) report at HSC: 5 last year, 18 this year. BFMV (Burglary from Motor Vehicles) were 0 in 2014 and 4 in 2015. Lock your car if you park on Valley, or any other street.

### **Guest Speaker: Lisa Macchia, Assistant Vice President, University Health Plans**

Lisa discussed all of the health plan changes for the new year. 62% of faculty and staff are on the USC Medical Plan. USC Network Med Plan is self-funded by USC. The main change for Network is that you must pay for VSP separately, it is no longer included. You must re-enroll each year for FSA (flexible spending account), it is not automatic. Please do all changes through Work Day. Open enrollment fair is

Wednesday November 4, 2015 on UPC and Thursday November 5, 2015 on HSC from 9:00AM to 2:00 PM.

**New Business**

None

**Next General Assembly Meeting** –Thursday, November 4, 2015, TCC – 227, 9:00 AM UPC.

**Meeting Adjourned:** 10:34 AM

Motioned by Teri Aparicio

Seconded by Jeff De Caen

Minutes submitted by Michelle Jones