

University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, October 2, 2014
McKibbon Hall (MCH) Room 156 on HSC

Present: Eliza Aceves, Lali Acuna, Jennifer Alvarado, Tammy Anderson, Melissa Aparicio, Melissa Azarcon, Linda Bakabak, Susan Biddlecomb, Desiree Brown, David Donovan, Frances Fitzgerald, Jennifer Gerson, Sandra Gonzalez, Teresita Jamanila, Michelle Jones, Dawn Kita, Markisha Lea, Christina Nelson, Lou Nieto, Veronica Perez, Luis Ramirez, Lillian Rivera, Wade Thompson-Harper, Mary Trujillo, Jeanne Weiss, Susan Wiedem, Vicki Young, Randy Zuniga

Absent: Wendy Arima, Carmen Atkins, Jennifer Avancena, Roxana Bellia, Debra Bernstein, Cynthia Brass, Delfina Candelaria, Ellen Castillo, Rosa Cervantes, Andy Chen, Ricky Craddock, Josie Drury, Monique Franklin, Jane Gollayan, Rita Gonzales, Graciela Medina, Lois Nishimoto, Ingrid Popper, Lisa Rayburn-Parks, Irene Rodriguez, Rodney Rubio, Diana Sabogal, Cynthia Schirmer, Rick Scott, Lydia Vazquez, Pamela Wallace, Sarah Watari, Allison Welsh, Cris Wilkins, Amy Yung

Call to Order:

The meeting was called to order at 9:05 a.m. by President Jennifer Gerson.

Staff Monthly Recognition Awards – October, 2014

Mr. Adam Rogers, Project Specialist for the USC Annenberg Norman Lear Center introduced October's Staff Monthly Recognition Award recipient, Mr. Clemente Ladrado, Department Business Manager for the USC Annenberg Norman Lear Center. Mr. Rogers spoke kindly about Clemente and thanked him for all of his hard work and kindness towards others who work closely with him. Mr. Ladrado expressed his gratitude for receiving the award and thanked his colleagues for all of their support.

Staff Assembly President Jennifer Gerson presented Clemente with a plaque on behalf of the Staff Assembly. Staff Club President Wade Thompson-Harper presented Mr. Ladrado with a check from the Staff Club in the amount of \$150.00.

Approval of the September 4th General Assembly Minutes

No quorum was present.

**Associate Senior Vice President for Human Resources Report – Janis McEldowney
Personnel Council Report – Awilda Bregand**

Janis McEldowney was not present; Awilda reported on her behalf. Awilda reported that the Benefits Office is currently preparing for open enrollment and the Affordable Care Act requirements for 2015. As part of the Affordable Care Act requirements, the University will need to provide the federal government with a benefits-eligible employee roster on a monthly basis. This is to prove that USC is offering coverage to employees, whether it is via USC benefits or California coverage.

Awilda reported that the Open Enrollment newsletter will be sent on Monday October 6th and that October 27th is the start date for open enrollment. She reported that notifications will be sent via email and the Workday inbox.

President's Report – Jennifer Gerson

President Jennifer Gerson reported that the Staff Assembly received many entries from staff (over 3000 entries) for the football game raffle. She reported that raffle winners will be notified next week. Winners will receive 2-packs of tickets to November 13th football game; one grand prize winner will receive a family 4-pack of tickets to the same game. Jennifer also reported that an email will be going out soon regarding discounted tickets for staff; tickets will be discounted to \$30 per ticket for the Thursday November 13th game.

Jennifer also reminded the general assembly that next month's meeting is on Wednesday, November 12th, with guest speaker Todd Dickey from Administration.

Committee Reports

Communications – Eliza Aceves – Chair

Eliza Aceves reported that the committee is still working on the fall edition of the Assembled Voice. She thanked the assembly for responding to the survey sent out by the Communications committee regarding the Assembled Voice; she reported that the committee will incorporate some of the suggestions based on the feedback provided. Eliza also reminded the General Assembly to continue sending pictures of staff events—office parties, meetings, etc.—to add to the end of the year photo montage which is shown during the December Staff Assembly general meeting.

Compensation and Benefits – Rick Scott – Chair

Rick Scott was absent; no report was given.

Environment – Rita Gonzales – Chair

Rita Gonzales reported that the committee is still working on planning and scheduling next year's environmental fairs, and will send out letters to vendors this month. The dates for the fairs will be Tuesday, April 14th at HSC and Tuesday, April 28th at UPC. She also reported that the committee will continue looking at the areas of bike safety and the smoking/non-smoking policy of the University. The next committee meeting will be on Monday, October 6th in PED 130.

Rights and Responsibilities – Michelle Jones – Chair

Michelle Jones reported that the committee has gathered information on the catastrophic leave plans of multiple institutions; eight peer aspirant universities have programs in place. The committee will put its findings together and will forward to Janis McEldowney's office. Michelle also reported that the committee is currently looking at discrepancies in the wording of the University's jury duty policy, as well as continuing its work on the staff handbook. The next committee meeting will be held in two weeks.

Rules and Elections – Irene Rodriguez and Jeanne Weiss – Co-Chairs

Jeanne reported that members Tracy Kerr and Shannon Carter resigned from Staff Assembly. The committee has 11 nominations for the staff monthly recognition award. The committee is still working with Steven Barnhart to get the election process finalized. The nominations email will go out to all USC staff within a week or so.

Transportation – Lou Nieto – Chair

Lou Nieto reported that faculty and staff who pay for parking at the AT&T center and Citigroup buildings were issued and received parking passes to park in certain structures on campus. Lou also reported that the garage door at PS2, which was damaged during the first football game weekend, is still damaged but the door and frame replacements have been ordered.

Staff Assembly Guest Speaker:

Vice President David Donovan announced the guest speaker of the month, Lisa Macchia, Assistant Vice President of University Health Plans. Lisa has over 31 years of experience working in health care management. She has been with the University for over 20 years, working as the chief administrator of the University's PPO plan and other health plans, as well as starting and managing USC's Senior Care plan. Lisa presented on the different health care plans currently available to USC's benefits eligible employees.

Next Meeting:

Wednesday, November 12, 2014 at 9:00 a.m. in the Ronald Tutor Campus Center (TCC), room 350 on UPC.

Adjournment:

A motion to adjourn was made by Wade Thompson-Harper and seconded by Markisha Lea. The meeting adjourned at 10:39 a.m.

Minutes submitted by Cynthia Schirmer.

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Staff Assembly Twitter: @USC_SA

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