

**University of Southern California
Staff Assembly
General Assembly Meeting
Thursday, June 2, 2015
Tutor Campus Center 227**

Present: Lali Acuna, Suzanne Alexander, Evelyn Alva, Melissa Aparicio, Teri Aparicio, Gabe Badillo, Linda Bakabak, Dan Bayer, Susan Biddlecomb, Desiree Brown, JaBari Brown, Robbie Boyd, Diana Breda, Cody Busia, Delfina Candelaria, Jeffrey DeCaen, David Donovan, Sarah Fried-Gintis, Akram Gorgi, Jane Gollayan, Michelle Jones, Markisha Lea, Jackie Mardirossian, Lillian Rivera, Isabel Rodriguez, Rodney Rubio, Rosemarie Tellez, Lydia Vazquez, Shelly Wong, Allie Welsh, Sue Wiedem, Vicki Young, Peter Zamar, Randy Zuniga

Absent: Tammy Anderson, Jennifer Alvarado, Josie Amescua, Suzanne Armstrong, Jennifer, Avancena, Melissa Azarcon, Anthony Bailey, Debra Bernstein, Cynthia Brass, Fanny Cisneros, Tracy Charles, Rickey Craddock, Laura Estrada*, Felicia Felton, Lisa Gallegos, Rita Gonzales, Abraham Gutierrez, Sarah House, Erin Jebavy, Sara Lora, Leilani Mendez, Lou Nieto, John Ng, Lois Nishimoto, Carla Obnillas, Veronica Perez, Pamela Wallace.

*=**Medical Leave**

Call to Order:

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

Staff Monthly Recognition Award:

The June Monthly Staff Recognition Award winner is Richard Guevara, Tram Driver from USC Transportation. His supervisor introduced Richard and shared some complementary comments about Richard. As a Monthly Staff Recognition Award winner, Richard received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; copies of all his nomination letters; a \$100 gift card courtesy of the USC Staff Club; and free parking for a month!

Approval of the May 2015 General Assembly Minutes:

The minutes were not available for approval.

Associate Senior Vice President for Administration Report–Janis McEldowney

Janis McEldowney reported that the announcement for the Sexual Harassment training was sent to the staff. This year managers need to review the Sexual Harassment training module within Trojan Learn by July 10, 2015 and non-management staff members will be directed to review an on-line document outlining the university's Sexual Harassment policy. Reminders will be sent to the managers on a weekly basis. The Staff PULSE survey has been sent to the staff. Please take this Survey by June 23, 2015. The results of this Survey will be released in July.

This is the time of the year for workforce planning and reorganization and there have been quite a few layoffs this month. The people affected were notified about a month ago. Layoffs notices were been sent out to about 40 staff members. Administrative units throughout the university were requested to permanently release some budget monies for other institutional priorities. By looking at the services each unit provides and which of these services really add value and which services were mission critical. Two significant cuts occurred after this review. The Employee Relations Office was dissolved, and the office of Talent Management was streamlined.

Personnel Council Report

The Personnel Council did not meet; no report was given.

Staff Retirement Association Report (SRA)

David Donovan read a prepared statement from Bill Givens. The statement addressed Mr. Givens' dismay concerning the immediate closure of the USC Emeriti Center by the Provost's Office. The staff members of the Center were laid off and the Executive Director, Janette Brown, was transferred to the Provost office. Mr. Givens' statement also stated that the Staff Retirement Association will continue and the Association's next meeting will be in the next two weeks. If you would like to discuss these developments, you may reach Bill Givens at wgivens@usc.edu.

President's Report—David Donovan

President Donovan reported on and described university events, which he has attended since the Assembly's last meeting. Some of these events included:

- ADA accessibility meeting – This meeting primarily addresses the housing buildings but also deals with on campus buildings.
- Commencement
- Meeting with Todd Dickey (upcoming June 18, 2015)
- Special Olympics is coming (week of July 25, 2015)

President Donovan reported on the success of this year's Staff Appreciation Week.

- David attended all three of the ice cream socials in 90 minutes.
- Staff Appreciation Survey Statistics
 - 282 surveys were completed last year (2014) of which 30% of those surveyed did not participate.
 - 252 of those who completed the survey wrote a comment.
 - 800 surveys were completed this year (2015)
 - 387 of those who completed the survey wrote a comment.
 - 104 had suggested comments.

Committee Reports

Communications—Lali Acuna, Chair

Lali Acuna reported that the Committee has been busy working on the next issue of the *Assembled Voice* and the issue is almost done. The Staff Assembly Facebook page currently has 720 likes.

Compensation and Benefits—Gabe Badillo, Chair

Gabe Badillo reported that the Committee is working on how and why the process for posting the different jobs to the jobs.usc.edu website is different between departments.

Environment—Rita Gonzalez, Chair

David Donovan reported that Rita Gonzales is on jury duty and there is no Committee report this month.

Rights and Responsibilities—Evelyn Alva, Chair

Evelyn reported that the Committee did not meet and therefore there is not a Committee report. However, Evelyn encouraged her committee to review the Google Doc, which has been created for their use. The next Committee meeting will be on July 21, 2015.

Rules and Elections–Cody Busia, Co-Chair

Dave reported that there is a new member, Carla Obnillas, who will be on the Compensation and Benefits Committee. The Committee is organizing and facilitating the upcoming election process.

Transportation–Markisha Lea, Vice Chair

At the last CRB meeting, the Board reviewed 12 citations. The Committee also sent a letter to Robert Scrofano, Director of Capitol Construction Development. David Donovan suggested that the letter should be sent to Joe Back as Mr. Back manages the projects UPC. The letter addressed the PSD crosswalk as well as the crosswalk at 37th and Flower situations.

Guest Speaker:

Steve Goldfarb

Fire Safety & Emergency Planning Specialist, USC Environmental Health and Safety

Michelle Jones introduced out guest speaker.

Mr. Goldfarb discussed and described how to prepare for an earthquake.

New Business: No new business was introduced.

Next Meeting:

Thursday, July 9, 2015 from 9:00 a.m.-10:30 a.m. Location: Health Sciences Campus MCH 256

Adjournment:

A motion to adjourn was made by Jackie Mardirossian and was seconded by Tammy Anderson. The meeting adjourned at 10:26 a.m.

Minutes submitted by Vicki Young.

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

Staff Assembly E-mail Address: staff.assembly@usc.edu

Staff Assembly Twitter: @USC_SA

Staff Assembly Facebook page: <https://www.facebook.com/pages/USC-Staff-Assembly/113366988699692?ref=ts&fref=ts>