

**University of Southern California
Staff Assembly Monthly Minutes
September 10, 2015**



Tutor Campus Center – 227

Present: Evelyn Alva, Melissa Aparicio, Melissa Azarcon, Linda Bakabak, Dan Bayer, Susan Biddlecomb, Robbie Boyd, JaBari Brown, Cody Busia, Delfina Candelaria, Rickey Craddock, Jeffrey De Caen, David Donovan, Felicia Felton, Rita Gonzales, Akram Gorgi, Sarah House, Erin Jebavy, Michelle Jones, Markisha Lea, Lillian Rivera, Lydia Vazquez, Sue Wiedem, Peter Zamar, Randy Zuniga

Absent: Lali Acuna*, Jennifer Alvarado, Josie Amescua, Tammy Anderson, Teri Aparicio, Jennifer Avancena, Gabe Badillo, Anthony Bailey, Debra Bernstein, Cynthia Brass, Tracy Charles, Fanny Cisneros, Laura Estrada, Sarah Fried-Gintis, Lisa Gallegos, Jane Gollayan, Sara Lora, Sarah Luna, Jackie Mardirossian, Leilani Mendez, John Ng, Lou Nieto, Lois Nishimoto, Carla Obnillas, Veronica Perez, Isabel Rodriguez, Rodney Rubio, Rosemarie Tellez, Pamela Wallace, Allie Welsh, Shelly Wong

***Medical leave**

Call to Order: 9:09 A.M. by President David Donovan

Monthly Staff Recognition Award

Award recipient Carmy Peters, Director of Development, Keck School of Medicine, was introduced by Sr. Executive Director for Development, John Baker from USC Norris Comprehensive Cancer Center. Mr. Baker said Ms. Peters helped raised \$30 million for the Cancer Center and Athletics. Carmy uplifts and inspires everyone, from physicians, to scientists and patients. Ms. Peters thanked the entire staff for coming with her. President Donovan presented the Staff Monthly acknowledgment from Staff Club.

President Donovan reminded the Assembly that we will approve the May, June, July, and August minutes via email, Yes, No, or refrain will be the options for approving.

Associate Sr. Vice President for Human Resources—Janis McEldowney

No report due to Jury Duty.

Personnel Council Report—Awilda Bregand

The Human Resources Services Center has taken over procuring the Gold Card for retired faculty and staff since the reduced staff of Emeriti Center and the shrinkage of Human Resources. The process has now been streamlined and we now have a high tech card with photo. The new card will look more like our USCard. Currently there is no charge to change from your old card.

Worker's Comp took over TPA July 1. There were some delays due to old vendor/new vendor but nothing major. The process is going smoothly. In the Worker's Comp/Disabilities area there may be changes to the plan but nothing that should affect employees.

Sean Milton resigned due to family and personal reasons. She had 30 years of Workers Comp experience and will be hard to replace. Sean said the USC team is the best she had ever worked with. A search has begun for her new replacement.

Please look at your email through Work Day inbox for any announcements. Open enrollment begins Monday November 2, 2015 and goes through Sunday November 15, 2015. The Service Center will work additional hours before and after open enrollment.

CCLC (Child Care Advisory Committee)

There are 130 families on the waiting list for child care at HSC. We will have new facilities in Fall 2016. We will keep the old facilities on both campuses. Parents will have a choice to go to the new facility. There will be a \$75 registration fee which will go towards tuition.

Staff Retirement Association (SRA) Update–Bill Givens

Emeriti Center has been reorganized. The office is moving this week into the University Religious Center (URC). Staff Assembly will have a mailbox there, and will be able to hold meetings there as well.

The Gold Card program will continue (free parking on UPC and HSC) if you retired with 10 or more years of service. You can also get 10% off at the bookstore.

President Donovan mentioned if you pay \$400 you can become a lifetime member instead of paying the \$20.00 each year. You are invited to everything the club has. SRA (Staff Retirement Association) is a completely separate entity from the Emeriti Center.

President's Report–David Donovan

David mentioned that he participates in various committees on campus. He spoke briefly about the upcoming changes to the Figueroa Corridor and the new bike lane. USC is a huge part of the Corridor, and bike safety is high on the list. He will be meeting with students this week to talk about it.

Committee Reports

Communications–Lali Acuna, Chair (out on maternity leave) Report by President Donovan
Fall Assembled Voice will be at the end of the year. Typically we do the AV in April and October. This year we did them in June, and the next one will be December. This way we capture more events.

Compensation and Benefits–Jeff De Caen, Vice Chair

Committee met last month; they are working on freedom to apply various Work Day titles. The word “Manager” trips up the system. There is also a disconnect that happens with ergonomics and worker's comp issues. Awilda commented that if an assessment has been done and it was determined it was a worker's comp issue, the department would have to pay for it.

Environment–Rita Gonzales, Chair

The committee did not meet last month. She approved the smoking assessment survey to be sent. President Donovan noted that the email will go out to all employees. There is currently no way to make the email UPC specific. HSC already has a policy.

Rights and Responsibilities–Evelyn Alva, Chair

Committee is continuing its work on catastrophic leave. They have more work to do than they first thought but have made progress. This may not be completed by the end of the year.

Rules and Elections–Cody Busia, Co-Chair

The Electoral process should be done by end of September. We have two new programmers who are working on it. He asked for the members whose first term is ending and they want to make sure others know they are running for another term to stand and let their presence be known. Several members stood.

Transportation–Ricky Craddock and Peter Zamar, Committee Members

Ricky reported on UPC issues, and Peter reported on HSC issues. Ricky noted that PS2 garage people are driving too fast and not stopping at the stop signs. A suggestion was to put in speed bumps. Also noted was a near accident of student speeding coming out of underground parking garage next to Pizza Studio, who came close to hitting a student. Also, the construction workers who are working on projects near do not obey the stop signs. Peter reported that crime is higher during the hours of 8:00 AM to 4:00 PM when students are in class. There are reports of stolen batteries and car break in's. One solution would be the security employees who wear the yellow jackets to patrol HSC.

Guest Speaker – Dr. Lernik Torossian, Asst. Prof. of Ophthalmology, Keck School of Medicine. Dr. Torossian said that our eyes are the most amazing organ in our bodies, although she said she is biased. The USC Eye Institute has been around for 40 years. Although we have split from the Doheny Eye Institute, we have kept the Top 10 ranking with US News and World Reports. We have been the Top 10 in the Nation for 21 years. We serve all USC students, faculty, and staff with Vision Insurance purchased through USC. We have Optometry and Optical Services. We have offices on HSC, soon to be here at UPC in Gateway opening October 1st; Pasadena, Arcadia, and Beverly Hills. Dr. Torossian said their prices are competitive. They do your yearly eye exams for a \$15 Co-Pay, \$59 Co-Pay for contact lenses. They do LASIK Surgery and the consultation is free. The surgery cost around \$5,000.00 and you get a 20% USC discount. There are new daily contact lenses that are very good and she recommends. There are a lot of options for eye products and they are very good. All information is in the book made available by your seat. For appointments please call the telephone number listed on the flyer.

New Business

None

Next General Assembly Meeting - Thursday October 1, 9:00 A.M. Room TBD. Lisa Macchia is our Guest Speaker next month to talk about health insurance benefits.

Meeting Adjourned: 10:32 A.M.

Motioned by Michelle Jones, Seconded by Rickey Craddock

Minutes submitted by Michelle Jones