University of Southern California Staff Assembly
General Assembly Meeting
Thursday, April 6, 2017
McKibben Hall (MCH) Room 156


Absent: Josie Amescua, Bertha Arce, JaBari Brown, Aaron Brown, Andy Chen, Kristi Culpepper, Jerome Fletcher, Sarah Fried-Gintis, Jane Gollayan, Erin Jebavy, Dawn Kita, Jacob Laux, Theodore Low, John Ng, Wendy Pedersen, Yolanda Rios, Isabel Rodriguez, Rosemarie Tellez, Sue Wiedem, Victoria Young, Amy Yung

Call to Order:
President Jeffrey de Caen called the meeting to order at 9:04am.

April Staff Recognition Award:
Jeff introduced March awardee Victor Patino, Desktop Support, University Hospital, and Jorge Castilla, who shared some of the kind things Victor’s nominators said about him. Jeff presented Victor with a certificate signed by the Presidents of the Staff Assembly, Staff Club, and University. USC Staff Club President Wade Thompson-Harper then presented Victor with a check in the amount of $100 on behalf of the Staff Club, and Vice President Gabe Badillo presented Victor with an award letter for one free month of parking, courtesy of USC Transportation.

Approval of Minutes:
Vice President Gabe Badillo coordinated the approval of March’s General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by Angela Walker (seconded by Lisa Gallegos), the meeting minutes of March 2, 2017 were unanimously approved as presented.

Host Presentation – Dr. Laura Mosqueda
Dr. Mosqueda welcomed the Assembly to HSC and spoke about the Department of Family Medicine. FM provides care for every member of the family, from newborns to seniors, looking at the health of the individual as well as the community. Her department has a large social component, serving patients of all socio-economic levels, and they combine patient care, education, and research to further their department. The school boasts 180 Physician Assistants (PA’s), one of the largest such groups in the country. Additional departmental stats: 91 Faculty/staff, 2 clinical sites (HSC and Alhambra), and $4.5M in grants awarded in 2016. Laura concluded by describing her department and the work they do as being mission-based, collaborative, innovative, team-based, supportive, and high-achieving.

Associate Senior Vice President for Administration Report – Janis McEldowney
Janis was not present due to a conflict; no report was given.

Personnel Council Report – Awilda Bregand
Awilda reported that there was nothing much new this month in the Personnel Council; Awilda toured the new HSC Alcazar Childcare site, and said it’s beautiful. The new site already went through their waiting list and there’s still space – the group with highest need is still newborns. Final inspections for the Honors House site at UPC are today and tomorrow, so they can get a temporary certificate of
occupancy (TCO) on Monday at the latest, which will allow them to move back in and continue with other improvement work.

**Staff Retirement Association (SRA) Report – Bill Givens & Katie Boeck**

Bill reported that the luncheon for 2016 retirees in March was a great success, and reminded the Assembly that you do not have to be retired to join SRA. Katie mentioned events coming up through the Emeriti Center and the SRA, and handed out a flyer describing those events, which included the RFA “Sherry Hour”, an iPad workshop, and a medicare workshop. The next Lunch and Learn on Memory, Street and Aging is also coming up.

**Employee Gateway Report – Sonia Mentz**

Sonia was not present, no report was given.

**President’s Report – Jeffrey de Caen**

Jeff reported on some of the activities he’s been involved in, including: Diversity and Inclusion Council meetings (3/6, 3/13, 4/3), Staff Assembly Executive Committee Meeting (3/16), Staff Assembly Budget Review and Cash Flow Reporting (3/22), Staff Recognition Luncheon (3/27), UPC Child Care Center Site Visit (3/30), and the USC Trustee’s Conference (3/31-4/2). He also reminded the Assembly about Project Scientist, which is offering a Science Camp for Girls, ages 4-12 ON CAMPUS AT USC June - July 2017, 9am - 5pm. For more information, please email Celina Guerrero at celina@projectscientist.org. He also shared a Sustainability 2020 Update, and mentioned that five projects have been funded by Senior leadership: 3 Water Conservation Projects, 1 Waste Diversion Project, and 1 Sustainable Procurement Program. Finally, he reminded the Assembly about the upcoming Environment Fairs (April 11 at UPC, April 26 HSC).

**Committee Reports**

**Communications – Lali Acuna, Chair**

Lali reported that for her committee is entering a busy period; they will be taking photos and promoting the Assembly at the upcoming Environment Fairs at both UPC and HSC, they will be updating the website to promote the upcoming Staff Assembly Scholarship application, and the Spring/Summer edition of The Assembled Voice is coming out soon, so the committee needs photos and story ideas from the Assembly.

**Compensation and Benefits – James Johnston, Chair**

James reported that the committee met after the last Staff Assembly general meeting and assigned tasks to committee members, but have not met since and he has nothing new to report.

**Environment & Safety – Naomi Martinez, Chair**

Naomi reported that the Environment Fair is next Tuesday at UPC! This year there will be a solar panel demonstration, and all vendors will be giving something away. The UPC fair will be comprised of about 50% USC offices; the HSC fair will be later in the month, and will be smaller.

**Rights & Responsibilities – Angela Walker, Chair**

Angela reported that the committee has met twice since last general assembly meeting, once joined by Awilda Bregand. The initiative to bank vacation days for the catastrophic leave program will probably have to happen on a school-by-school basis instead of university-wide, and the committee is reaching out to Dornsife to see if they would be willing to roll out such a program. Enthusiasm for the initiative of getting health insurance for retirees has been dampened somewhat and no longer seems viable, so the committee is shelving that for now. New opportunities include seeking to establish meaningful “in person” (rather than strictly online) professional development opportunities/resources for staff.
Rules & Elections – Jorge Castilla, Committee Member  
Jorge reported that the committee is currently evaluating President’s award nominees who did not receive that award as potential future Staff Assembly monthly awardees.

Transportation – Jennifer Hong, Committee Member  
Jennifer reported that the next Citation Review Board (CRB) meeting will be on April 21. She reminded all staff to please complete both the AQMD survey from USC Transportation and the Metro survey Jeff distributed via email. Finally, Jennifer announced that “Bike to Work Week” is May 15-19, and the committee is looking into advocating for additional EV charging stations at HSC.

Scholarship – Katie Boeck, Committee Member  
Katie indicated that the committee has met twice in last week; a signup sheet will be at next meeting. Deadline to submit applications will be May 12, emails will be going out soon. In late May there will be a training session for prospective reviewers, and the review period begins on June 5.

Staff Appreciation Week – Felicia Felton, Chair  
Felicia reported this is a very busy time for her committee – last meeting was a few days ago, discussing updates and the raffle process this year. She asked that everyone print and distribute flyers in their departments/areas. Matt Binkley will be helping Peter Zamar at ISI this year, bringing the total to 13 people soliciting vendor prizes/donations at various campuses/locations. Pre-SAW raffle for 50 Evita tickets conducted last week. Joe from Drizzle providing ice cream again this year; there were five sites last year, possibly only four this year (no Verdugo due to melting issues/distant location). Five flavors this year: strawberry, chocolate, espresso, vanilla (sugar and lactose free) and butter caramel. This year the deadline by which to enter the main raffle for prizes will be May 5th; the drawing for prizes will be on May 8th, and then everything gets labelled and distributed in advance of the SAW week itself. Currently have five benefits (e.g., gym use), seven vendor discounts, and 98 raffle prizes.

Diversity & Inclusion Council Report – Michael Yarsky, Committee member  
Michael announced the members of the committee, and detailed recent meetings of the committee.

Guest Speaker – Robert Scrofano, Director, Health Sciences Campus, Capital Construction Development  
Robert Scrofano went through a PowerPoint presentation detailing the many construction projects and improvements currently being undertaken at the HSC campus, including beautification work, the new hospital building announced by Pres. Nikias, a new Hotel breaking ground this year, NC3 opening, the Cooling Tower relocation project, and many others. He also showed a drone flyover video of the campus detailing the project locations, and concluded with a question and answer session regarding the updates.

Next Meeting:  
Thursday, May 4, 2017 from 9:00-10:30am. Location: Cammilleri Hall, SGM, University Park Campus

Adjournment:  
A motion to adjourn was made by Michelle Jones and was seconded by James Johnston. The motion passed unanimously, and the meeting adjourned at 10:45am.

Minutes submitted by Secretary David Donovan.