University of Southern California Staff Assembly
General Assembly Meeting
Thursday, July 13, 2017
McKibben Hall (MCH) Room 156


Absent: Renee Almassizadeh, Lali Acuna, Josie Amescua, Bertha Arce, Anthony Bailey, Kathleen Boeck, JaBari Brown, Delfina Candelaria, Jorge Castilla, Andy Chen, Kristi Culpepper, David Donovan, Jerome Fletcher, Lisa Gallegos, Erin Jebavy, Dawn Kita, Theodore Low, John Ng, Lois Nishimoto, Wendy Pedersen, Yolanda Rios, Jeanne Weiss, Debbie Williams, Shelly Wong, Susan Wong, Michael Yarsky

Call to Order:
President Jeffrey de Caen called the meeting to order at 9:06 a.m.

July Staff Recognition Award:
Dr. Jesus Dominguez, Assistant Professor of Clinical Physical Therapy in the Division of Biokinesiology & Physical Therapy with Ostrow School of Dentistry introduced and spoke highly of July awardee Virginia Orcasitas, Admissions Coordinator of the same division. Jeff presented Virginia with a certificate signed by the Presidents of the Staff Assembly, Staff Club, and University. USC Staff Club President Wade Thompson-Harper then announced to Virginia she’ll be receiving a check in the amount of $100 on behalf of the Staff Club (is in transit on intercampus tram), and Vice President Gabe Badillo presented her with one free month of parking, courtesy of USC Transportation.

Approval of Minutes:
The June 2017 minutes will be sent via Qualtrics for approval.

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

Personnel Council Report – Awilda Bregand
Awilda was not present; no report was given.

Staff Retirement Association (SRA) Report – Bill Givens
Bill was not present; no report was given.

Sustainability Strategy 2030
The Assembly discussed the Sustainability Strategy 2030 Report. A motion to endorse the strategy was made by Susan Biddlecomb and seconded by Tiffany Andalon. **Motion carried.**

President’s Report – Jeffrey de Caen
Jeff proposed and the Assembly discussed the transitioning the Assembly from calendar year to academic year for better collaborative efforts with the Student and Academic Senates; and for budgetary reasons (fresh budget for a new Assembly). Concerns included taking into account the timeframe for the elections (is a busy period for academic units and may deter people from wanting to be on the ballot); and to discuss the proposed election cycle with ITS (Sheel Bhure). Jeff took a poll,
and the Assembly is in agreement of investigating this change further. The Rules & Elections Committee will proceed with drafting language for the revisions of the governing documents, and will put forth in motions for the Assembly’s vote.

Host Presentation – Dr. Rohit Varma, Dean, Keck School of Medicine
Dr. Varma spoke about the Keck School of Medicine. It is the largest school within USC, with 40% of faculty belonging to Keck. It is 51% of USC’s total budget. Dr. Varma reviewed their vision statement, the accomplishments of the medical students, highlighted esteem faculty and extramural funding. There are 44 clinical sites across Southern California.

President’s Report – continued
Discussion took place and Jeff took polls on the following topics:
1) Add official language to the Vice President’s ‘Duties’ & ‘Powers’ to include fiscal responsibility. Assembly in agreement.
2) Change the Staff Appreciation Committee from an Ad Hoc committee to a standing committee. Assembly in agreement.
3) Change the Scholarship & Awards Committee from an Ad Hoc committee to a standing committee. Assembly in agreement.
The Rules & Elections Committee will proceed with drafting language, and will put forth in motions for the Assembly’s vote.

Guest Speaker – Dr. Varun Soni, Vice Provost for Campus Wellness & Crisis Intervention and Dean of Religious Life
Dr. Varun Soni discussed the newly formed Campus Wellness & Crisis Intervention office. The office was created out of the tragic death of Bosco Tjan, to better prepare for, and try to prevent, any future tragedies, by promoting a more mindful, compassionate, and healthy campus. They brought in an outside consulting firm to help structure programs and services. Their aim is to have a well-organized system to educate the community, provide support for those in need, and better direct the university’s wellness, threat assessment, and crisis response teams under one office.

Next Meeting:
Thursday, August 3, 2017 at 9:00 a.m., Annenberg Lobby (ANN) on University Park Campus.

Adjournment:
A motion to adjourn was made by Randy Zuniga and was seconded by Sarah Fried-Gintis. The motion carried, and the meeting adjourned at 10:35 a.m.

Minutes respectfully submitted by Jackie Mardirossian.