University of Southern California  
Staff Assembly  
General Assembly Meeting  
Thursday, August 3, 2017  
Wallis Annenberg Hall Auditorium, UPC


Call to Order:
President Jeffrey de Caen called the meeting to order at 9:05 am.

Host Presentation – James Vasquez  
Associate Dean for Operations, USC Annenberg School for Communication and Journalism  
James thanked Jeff and the assembly for the work done, and shared relevant information about the USC Annenberg School for Communication and Journalism. Originally founded in 1971 with generous support from Ambassador Walter H. Annenberg, it hosts approximately 2,000 undergraduate, graduate and PhD students, 179 faculty and 179 staff members, and 18 research centers.

Staff Monthly Recognition Award:
The August Staff Monthly Recognition Awardee was Sonia Savoulian, Associate Director of Programs in Real Estate at USC Sol Price School of Public Policy. Professor Richard Green, Chair of the Policy Analysis & Real Estate Development Department, introduced Sonia and shared some of the great comments people had written in support of her nomination. As a Staff Monthly Recognition Awardee, Sonia received a plaque signed by the Presidents of the Staff Assembly, Staff Club, and University; a $100 check courtesy of the USC Staff Club; and free parking for a month!

Approval of General Assembly Minutes:
Vice President Gabe Badillo coordinated the approval of July’s General Assembly meeting minutes, which had been distributed to the Assembly members in advance of the meeting. On a motion by Peter Zamar (seconded by Kristi Culpepper), the meeting minutes of July 13, 2017 were unanimously approved.

Associate Senior Vice President for Administration Report – Janis McEldowney  
Janis informed the assembly that there have been some organizing activity targeting school staff from the Service Employees International Union Local 721 (SEIU), providing misleading information on a staff survey and collecting signatures. She also shared her personal opinion on the former medical school dean’s press coverage and referred to the memo from President Nikias with the Announcement of the Task Force on Workplace Standards and Employee Wellness that will be co-chaired by Professor Paul
Rosenbloom, the President of the Faculty, and Jeffrey de Caen, the President of the Staff Assembly. The task force has representation by faculty and staff from UPC and HSC, and includes those with special expertise in privacy and employment law, human resources, faculty governance, organizational behavior, and mental health.

Janis informed the assembly that the mandated training regarding prohibit workplace conduct will be available from August 7 through September 8 for all staff. California law requires that all employees receive information about prohibited workplace conduct, specifically regarding discrimination, harassment, and retaliation. State law also requires that every two years, all supervisors receive harassment prevention training. The university has designated 2017 as an official training year for employees to meet all these requirements.

Finally she reminded the assembly that a new professional development program has been launched. Trojan Knowledge Expedition searches TrojanLearn's vast resources to offer employees handpicked curriculum, every month, on an important work-related topic. Some members of the assembly suggested to increase the number of in-person training sessions and its benefits (networking, certificate programs, no interruptions).

**Personnel Council Report – Awilda Bregand**
No report. Awilda was not present.

**Staff Retirement Association (SRA) Report – Bill Givens**
Bill reported that the SRA did another tour of the Metro artwork and is planning to host a meeting at the Law School’s Court Room. They are also planning a tour of the Disney Hall in the upcoming months.

The SRA is trying to expand the number of board’s members, so Bill reminded the assembly that all staff and their spouses/partners are eligible for membership, and that there is no age restriction.

**President’s Report – Jeffrey de Caen**
President Jeffrey announced that he will be co-chairing the Task Force on Workplace Standards and Employee Wellness, and that he will meet with Todd Dickey to propose a quarterly meeting with all four presidents of the university’s representative bodies (Academic Senate, Staff Assembly, Undergraduate Student Government and Graduate Student Government).

**Committee Reports:**

**Communications – Lali Acuna, Chair**
Lali reported that the committee will be working with the scholarship committee to announce the 6 winners of the 2017 Staff Assemble Scholarship.

**Compensation and Benefits – James Johnston, Chair**
James reported that the committee continues to review the Keck fit-bit program and is also reviewing a request from a former employee under the age of 55 y-o who did not receive the gold card. The Gold Card is available to retirees with at least 10 years of benefits-eligible employment at the university and who are 55 years or older upon completion of employment at USC.

**Environment and Safety – Naomi Martinez, Chair**
No report. Naomi was not present.

**Rights and Responsibilities – Angela Walker, Chair**
Angela informed the assembly that the committee is meeting monthly and working on a professional development and mentoring program for staff members.
Rules and Elections – Rosemarie Tellez, Chair
Rosemarie reported that the committee is working on the election process, and is also on track with the monthly awardee’s selection.

Transportation – Ted Low, Chair
Ted reported that there will be no Citation Review Board meeting this month, but then corrected this information via email to let the his committee know that the next CRB meeting will be on Friday, August 25, 2017 2:00 pm at PSX.
The committee is working on alternatives to the transportation subsidy, but facing problems with the funding options. Ted also shared that there is a free shower pass program offered through USC Recreational Sports and USC Transportation. To be eligible, participants must be a USC faculty, staff or student who commutes to campus from more than two miles away and does not have a USC parking permit. Eligible participants must first sign-up as a member of the Trojan Bike-to-Work “Shower Pass” Program in the USC Transportation office in PSX during normal business hours. Participants will be allowed access to use the Physical Education Building (PED, located at the center of campus) locker room facilities from: 7:30am – 1:00 p.m. and 5:00 – 6:00 p.m.

Staff Assembly Scholarship – JaBari Brown, Chair
JaBari informed the assembly that the six final candidates have been selected and they will be announced next week.

Guest Speaker: Brian League
Executive Director of Land Use & Planning, University Real Estate
Brian’s presentation focused on the University Village. The retail-residential development is the largest in the history of South Los Angeles, and is nearly finished. The first of 2,700 student residents will move in August 14, and the grand opening will be held by President Nikias on August 17, with several events happening throughout the weekend.
Target opened in late July, and Trader Joe’s will be opening the first week of August. Bank of America and Starbucks are legacy tenants.
Brian shared with the assembly that the UV’ master planning process started in 2005, and that the retail concept has changed since then. It now has more restaurants and “experience stores”.
There is also a transition at USC to become a residential campus, with 87% of students living within 1 mile from campus.

New Business:
Call for FY18 Staff Assembly Liaison Volunteers:
  1. Academic Senate
  2. Undergraduate Student Government
  3. Graduate Student Government (Michael Yarsky)
  4. Staff Retirement Association (David Donovan)
  5. University Club (Jeffrey de Caen)
  6. Staff Club (Michelle Jones)

Next Meeting:
Thursday, September 14, 2017 from 9:00 a.m.-10:30 a.m. Location: USC Village, UPC.

Adjournment:
A motion to adjourn was made by Angela Walker and was seconded by JaBari Brown. The meeting adjourned at 10:43am.

Minutes submitted by Lali Acuna.
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/uscstaffassembly