University of Southern California Staff Assembly
General Assembly Meeting
Thursday, September 14, 2017
USC Village (UV 1100)


Absent: Josie Amescua, Bertha Arce, Aaron Brown, Delfina Candelaria, Andy Chen, Kristi Culpepper, Jerome Fletcher, Sarah Fried-Gintis, Jane Gollayan, Erin Jebavy, Dawn Kita, Jacob Laux, Sarah Luna, Jackie Mardirossian, Wendy Pedersen, Yolanda Rios, Shelly Wong, Susan Wong, Michael Yarsky, Victoria Young, Amy Yung

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

Host Presentation:
Chris Ponsiglione & Dan Moran, Senior Associate Directors, USC Housing
Chris welcomed us to the University Village and described his role in USC Housing (maintenance and construction contracts, as well as AUX contracts, marketing, security). Dan then described his role and primary responsibility area (north University Park neighborhood, NOT “off campus”). Chris described the Village and the use of the meeting rooms as normally only being available to students. The Village contains 2,500 beds, 50 Resident Advisors, 528 freshmen in Bldg. 4 (all on full ride scholarship), which are suite style, no kitchens. Housing received 1,000 more applications this year than any previous year. There are mostly sophomores in the rest of the buildings, all of which feature super-fast IT speeds and air conditioning, which many students might not be used to. Contact Chris or Dan through their department email: housing@usc.edu.

September Staff Recognition Award:
Jeff introduced September awardee Neil Teixeira, Director, Distance Learning, Annenberg School, and Gordon Stables, Clinical Professor, Associate Dean of Student Affairs, who shared some of the kind things Neil’s nominators said about him. Jeff presented Neil with a certificate signed by the Presidents of the Staff Assembly, Staff Club, and University. Jeff then presented Neil with a check in the amount of $100 on behalf of the Staff Club, and an award letter for one free month of parking, courtesy of USC Transportation.

Approval of Minutes:
Vice President Gabe Badillo coordinated the approval of August’s General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by James Johnston (seconded by Michelle Jones), the meeting minutes of August 3, 2017 were unanimously approved as corrected.
USC Health Plan Updates for 2018: Prateek Bhatia
For 2018: USC Trojan Care EPO – new. Other plans largely the same as last year.
Introducing “with incentives” category as a way to lower rates by $65 (all plans): $40/month off
if you get health assessments (website) and screening (physical) once annually; $25/month
Tobacco/nicotine free incentive (honor code, email) [both need to be completed during open
enrollment, physical by March]. Additional $10 off doctor visit copays if your Primary Care
Physician (PCP) is in the USC Trojan Care EPO plan. All staff will be required to select/confirm
a plan or waive coverage during open enrollment – not doing anything will result in you being
assigned all the options (you’re a smoker, you do want vision care, etc.). Prateek will provide his
presentation to Jeff for distribution to the Assembly.

Staff Appreciation & Awards Committee: JaBari Brown – Chair
JaBari introduced winners of the 2017 Staff Assembly Scholarship, who were on hand to be
recognized and have their photos taken as a group:
   Sally Behpoornia, Residential College Community Coordinator, Office for Residential
           Education
   Amelia Spinrad, Program Specialist, Regulatory Sciences, USC School of Pharmacy
   Carmela Montero, RN, Surgical Oncology, USC University Hospital
   Queena Hoang, Student Programs Advisor II, Asian Pacific American Student Services
   Melissa Miller, Library Supervisor, Philosophy Library, USC Libraries
   Michelle Juarez, Student Services Advisor II, Academic Support, Provost

Associate Dean of Religious Life: Vanessa Gomez Brake
Vanessa Brake provided a DACA update: in next six months student and work permits will not be
renewed – the deadline is October 5 [two weeks] to get renewal applications in. The Immigration
clinic at the Gould School of Law is assisting with renewals, with workshops starting next week.
For additional information, contact: vanessagb@usc.edu

Environment & Safety Committee: Naomi Martinez – Chair
Naomi reminded everyone that the 2017 Emergency Preparedness Fair presented by USC Fire
Safety Emergency Planning and the USC Staff Assembly is next week. The Emergency
Preparedness Fair is designed to provide the USC Community with information on how to
prevent, prepare for and respond to emergencies and disasters. The fair will include numerous
different displays and demonstrations including home fire prevention, hands-on fire extinguisher
training, electrical safety, how to shut your home gas off, first aid, USC disaster response
equipment, hazardous materials emergencies, crisis support, and so much more.
Details:
   University Park Campus
   Thursday, September 21, 2017
   10:00am – 2:00pm
   Trousdale Parkway near Tommy Trojan

Rules & Elections Committee update: Rosemarie Tellez – Chair
Rosemarie gave a quick update on committee responses regarding the proposal to extend terms of
service from December 2017 to June 2018. Most people have agreed to extend their service.

President’s Report – Jeffrey De Caen
President De Caen called for votes on the following proposals before the Assembly:
   Bylaw changes: motion by Lisa Gallegos, seconded by Angela Walker, passed unanimously
   SOP changes: motion by David Donovan, seconded by Susan Wiedem, passed unanimously
Jeff announced the following Liaisons:
  Academic Senate (Rona Smith von Almen)
  Staff Retirement Association (Bill Givens/David Donovan)
  Undergraduate Student Government (Rosemarie Tellez)
  University Club (Jeff de Caen)
  Graduate Student Government (Michael Yarsky)
  Staff Club (Michelle Jones)

**Guest Speaker: Earl Paysinger**
Gabe Badillo introduced Earl Paysinger, VP, Civic Engagement
Earl shared his history with the LAPD (started Dec. 16, 1974, took exactly one sick day in over 15,000 days of service). He was 2nd in command when he left, and it was a different LAPD he left than when he arrived. During his tenure, Earl developed a deep appreciation for community, and how necessary community outreach is to help prevent crime. As a chief in south bureau, Earl met future USC President C.L. Max Nikias while he was Dean of the Viterbi School of Engineering. They built a friendship, and during a lunch in 2016, Earl shared that he was leaving LAPD, and Max recruited him to his current role. Earl now gets to do work entirely in his wheelhouse and passion – community outreach. Earl created the Alliance for Civic Engagement for faculty/staff who don’t work in the Office of Civic Engagement but who have resources, roles, or best practices that can benefit the community (currently 86 members). He is working now to get community buy-in for the biotech park that Max is spearheading at HSC. Some hurdles include noise, traffic, gentrification, and parking, but they’re trying to have that conversation together with local communities (Lincoln Heights, Boyle Heights). Earl’s cellphone is 213-216-9721, and he’s also in the directory – he’d love to get feedback that would help CE help you. Earl also took a moment to single out the efforts of Carolina Castillo, and her work spearheading the USC Good Neighbors Campaign.

**Next Meeting:**
Thursday, October 5, 2017 @ Health Sciences Campus (Time and location TBD)

**Adjournment:**
A motion to adjourn was made by James Johnston and was seconded by JaBari Brown. The meeting adjourned at 10:35am.

Minutes submitted by Secretary David Donovan.