

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – Friday, February 28, 2020
Tutor Campus Center (TCC) Ballroom A
University Park Campus

Present:

Acevedo-Lam, Tanya
Acosta, Dulce
Aguilar, Carmen
Akulov, Anton
Almassizadeh, Renee
Andalon, Tiffany
Arce, Bertha
Ault, Vannesa
Boeck, Kathleen
Bonagofsky, Kathleen
Boyd, Robert
Brown, Amber
Chesley, Erika
Culpepper, Kristi
De Vera Mata, Nicole
Estrada, Laura
Gorse, Michael
Halfacre, Gloria
Hoang, Queena
Jacobs, Anette Jeltsje
Jebavy, Erin
Jones, Michelle

Kidder, Eric
Kirchner, Jake
Lee, Paul
Lewis, Kierra
Lynn, Crystal
Malan, Mark
Martinez, Naomi
Mico, Brian
Mizushima, Linda
Morataya, Claudia
Olivos Romero, Deborah
Ortiz, Bryan
Reano, Cory
Reyes, Natasha
Sandhu, Juggy
Sinclair, Sandry
Turner, Philip
Vazquez, Lydia
Wang, Jonathan
Williams, Debbie
Williams, Even
Yu, Jenny

Absent:

Abrahamyan, Ann
Adcook, Steve
Alarcon, Patricia
Castaneda, Agustin
Gallegos, Lisa
Welch, Ryan

Excused:

De la Rosa, April
Hinojosa, Shannon
Low, Theodore
Luna, Sarah
Nieto, Lou
Ochoa-Springer, Liliana
Ramirez, Sergio
Rivera, Lillian
Schroth, Richard
Welch, Zelinda

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:04AM.

2
3 Words of welcome were extended to all assembled.

4
5 **February Staff Monthly Recognition Award**

6 Chesley introduced Javier Franco who introduced and shared very kind words and
7 sentiments on the February awardee, Laura Hough, Program Assistant of the English
8 Department.

9
10 USC Staff Club Vice-President, Michelle Jones, presented Hough with a \$100
11 honorarium. Chesley presented Hough with a plaque and an awardee packet that
12 included recommendation letters and complimentary parking instructions.

13
14 **Approval of January 31, 2020 General Assembly Meeting draft minutes**

15 Katie Boeck, Secretary, referenced the minutes that were distributed to the members in
16 advance of the meeting for discussion and approval.

17
18 The minutes were approved by unanimous consent.

19
20
21 **HR Update- Tim Bessolo, AVP, HR Strategy and Special Projects**

- 22 • Office of Civil Rights released their findings which were emailed earlier in the
23 week.
 - 24 ○ HR will prepare a summary of findings and will release it.
 - 25 ○ Resolution agreement lists suggestions of what needs to happen going
26 forward.
 - 27 ○ Good alignment between design for future effort and recommendations.
- 28 • HR is designing for the future.
- 29 • Progress to date.
 - 30 ○ Take an innovative and collaborative approach.
 - 31 ○ True challenge- diverse perspectives.
 - 32 ○ Onboarding team.
 - 33 ○ What is the vision and what do we want to accomplish?
- 34 • Strategic Priorities and Initiatives
 - 35 ○ Developing common training pathways/programs.
 - 36 ○ Create campus-wide wellbeing programs to improve health and wellbeing
37 of faculty and staff.
 - 38 ○ Process redesign of performance management and workforce planning.
 - 39 ○ Transform Employee Relations
 - 40 ○ Create consistent communication channels for efficient delivery of HR
41 information.
 - 42 ○ Create a continuous improvement program to build capabilities across
43 USC (began with Onboarding)
 - 44 ○ Optimize Workday to improve value to users and reduce need for shadow
45 processes

- 46 • General Updates
- 47 ○ Working on the Cell Phone Policy and it is in General Council for review.
- 48 ○ Whistleblower protection
- 49 ■ Stacy Giwa, the VP for Compliance, is working with HR on new
- 50 ethics and compliance code.
- 51 ■ They will elicit feedback from faculty and staff.

52

53 **New Business**

- Zoom Meeting- testing it today with members Anton Akulov and Claudia Morataya
- 54 • Unable to vote on the proposed Executive Powers Resolution due to lack of quorum
- 55 • SharePoint- Chesley asked if everyone had access to it and the answer was yes.

56

57 **Committee Reports**

58 Rights & Responsibilities Chair – Michael Gorse

- 59 - For the Whistleblower Protections Resolution the committee is looking at an
- 60 appeals panel for anyone who is terminated and looking to include verbiage that
- 61 says people are protected from retaliation. Gorse and Chesley are on a newly
- 62 formed committee that is reviewing OCAP.

63

64 Transportation Committee Chair - Erin Jebavy

- 65 - An extra CSC person has been deployed to help keep staff members safe near
- 66 the CAL building where there is a homeless encampment. Reports are that
- 67 things have improved.
- 68 - Working with HR to include information about safety in the Onboarding talk.
- 69 - Provided to Employee Communications information about Transportation
- 70 holidays.
- 71 - Metro line 550 bus may not be continuing. If people have concerns they can
- 72 contact Metro directly or email Jebavy and she will put people in touch with the
- 73 correct people.

74 Environment and Safety Committee Chair - Naomi Martinez

- 75 - The Sustainability Steering Committee has met monthly.
- 76 - 2019 Sustainability Report was released and is on SharePoint.
- 77 - USG created waste sorting magnets and Martinez is trying to get some.
- 78 - Emergency Preparedness Fair is March 31st at HSC and April 2nd at UPC.
- 79 - Safety Survey will be used for the raffle.
- 80 - Earthy Day is April 22nd and it is the 50th Anniversary of Earth Day.

81 Communications Chair- Anette Jacobs

- 82 - Committee sees themselves in a support role for other committees.
- 83 - Created internal form to capture signature events to put on calendar.
- 84 - Would like feedback from members about internal communication.
- 85 - Promoting campaign for Monthly Recognition Award.
- 86 - Champions to each committee to promote comradery between us.

87 Compensation & Benefits Member – Lydia Vazquez

- 88 - Cell phone policy review. Looking at separating the use of from the purchase.
- 89 ○ Looking at DUO and using tokens or calling work phone.
- 90 ○ Looking at who committee reaches out to, to talk about the change.

- 91 - Alternative work schedules- provided questions to HR and still waiting for
92 feedback. USC allows it but leaves the decision to the departments and units.
93 - Staff Retirement Association has asked us to investigate some of the coverages
94 in Senior Care. Also looking at changing status in workday to “Retired” rather
95 than “Terminated” when retire so they can get privileges such as emails to USC
96 community. Not sure if this is an HR or an EBAC question.

97 Scholarships and Awards Chair- Gloria Halfacre

- 98 - Completed final tweaks for Monthly Award submission and it is now online.
99 - Hopefully will be online next week for the Scholarship.
100 ○ Will ask for volunteers to be readers in May and June. Would like readers
101 to be continuing members since this occurs during the transition time.
102 - Working on more incentives for monthly award winner.

103 Staff Appreciation Chair- Paul Lee

- 104 - Overall staff appreciation efforts have benefited by the listening tours.
105 ○ There will be a picnic or lunch option.
106 ○ Central is still deciding on dates.

107 Rules and Elections Chair- Phil Turner

- 108 - Don't have a quorum to vote but we can have a discussion.
109 ○ Michelle Jones gave an example of when she was President of Staff
110 Assembly and how she didn't have the time to bring something back to the
111 assembly. She had to vote on something immediately.
112 - Nominations for Staff Assembly
113 ○ Trying to get copy of export from IT and HR to be able to get people on
114 the nomination form. Been trying for 2 ½ months to get the information.
115 ○ Reviewing communications that goes out about nominations.
116 ○ Nominations go out in late March with voting in late April.
117 ○ Should there be a minimum requirement of being an employee of USC
118 before being nominated?
119 ○ Should there be a service requirement before becoming an officer? Does
120 the President need more requirement than the other officers?
121 - Attendance
122 ○ Talking about excused vs absent.

123
124
125 **President's Report**

126 **EBAC**

- 127 - Attended the first meeting yesterday.
128 - Glad to see the discussion on SharePoint.
129 - Showed the diagram about the workflow and when Staff Assembly gets input.
130 - We did have a subcommittee last year and they were encouraged to have
131 meetings with constituents and to invite Prateek and his group to come talk.
132 - Every meeting there is a vote.
133 - 2022 Onsite Assessments
134 ○ Looking at having these be done off-site with doctor in hopes that people
135 are more likely to work on issues.

- 136 ○ Employees are not taking information back to doctors and the same
- 137 people have the same issues year after year.
- 138 ○ Suggestion was made to still do it on-site but require a doctor's signature
- 139 to say you met with them.
- 140 ○ Doctors tend to charge when forms need to be filled out and it is hard for
- 141 some employees to carve time out to go to the doctor's office.
- 142 ○ A sharepoint discussion will be opened up.
- 143 - Asking for sessions similar to the when the results of the sexual harassment
- 144 study came out so more employees have a chance to give feedback.

145 OCAP Joint Committee

- 146 - University is asking for recommendations by the end of the semester.
- 147 - Asked members if they have had an experience with OCAP or have a coworker
- 148 who has to reach out to Chesley so she can talk to them about their experience.
- 149 ○ Do not have to currently work for the University.
- 150 ○ People will remain anonymous.

151 Data Privacy Compliance Committee

- 152 - Looking at technological issues at USC. Phil Turner is sitting on the committee.

153 Employee Workshop Participants

- 154 - Asking for 3 people – Eric Kidder, Tanya Acevedo-Lam, and Sergio Ramirez.
- 155 -

156 Good Neighbors Grant Review Committee

- 157 - Need another member to join Gloria Halfacre on the committee

158 DEI

- 159 - Diversity, Equity and Inclusion week is next week. Please attend and support
- 160 Staff Assembly members.

161 University Club Award

- 162 - Deadline is March 6, 2020.

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165 **Reorganization Proposal**

166 The Reorganization Committee (Renee Almassizadeh, Brian Mico, Mark Malan, Robbie

167 Boyd) have been looking at do we need to be reorganized and if so, how do we better

168 represent the University? To do the reorganization, rules would have to be changed.

169 With full representation, some areas would be more represented than others.

170 Almassizadeh and Mico gave a presentation.

171

172 Options

- 173 - Keep current model based on popularity of votes and where you work, non-
- 174 exempt vs exempt.
- 175 - Each area appoints a representative
- 176 - Representatives chosen randomly from all staff.
- 177 - Staff Councils send representatives.
- 178 - 13,900 non-union staff members.
- 179 - Do we want a House of Representative Model or a Senate Model?

180 Proposals

- 181 - Proposal 1- One seat for every 232 employees- direct representation model
182 (13,900/60= 232)
183 - Proposal 2- Unit Based Membership- Senate model with one additional
184 representatives for larger units (50 +10 = 60) The 5 remaining seats would be the
185 officers.
186 - Proposal 3 – 30 seats based upon unit and other 30 seats distributed using other
187 models. 4 seats to officers, 5-9 would be HSC 10-14 would be UPC 15 an
188 individual for another campus, 16-20 exempt, 21-30 non- exempt.
189 - Could be a lot of shifting every year depending on people coming and going if
190 based on the amount of people. Do we want a hybrid? Do we want the Senate
191 model? Do we stay the way we are?
192
193

194 **Adjournment**

195 Meeting adjourned at 10:48 AM.
196

197 **Next Meeting**

198 March 27, 2020 Doheny Memorial Library (DML) 121
199

200 Respectfully submitted,
201

202 Katie Boeck

203 USC Staff Assembly Secretary