

# USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA  
General Assembly Meeting – Friday, March 20, 2020  
Zoom Meeting

## **Present:**

Acevedo-Lam, Tanya  
Adcook, Steve  
Akulov, Anton  
Almassizadeh, Renee  
Andalon, Tiffany  
Arce, Bertha  
Ault, Vannesa  
Boeck, Kathleen  
Bonagofsky, Kathleen  
Brown, Amber  
Castaneda, Agustin  
Chesley, Erika  
Culpepper, Kristi  
De Vera Mata, Nicole  
Estrada, Laura  
Gorse, Michael  
Halfacre, Gloria  
Hinojosa, Shannon  
Hoang, Queena  
Jebavy, Erin  
Kidder, Eric  
Kirchner, Jake  
Lee, Paul

Lewis, Kierra  
Low, Theodore  
Lynn, Crystal  
Luna, Sarah  
Malan, Mark  
Martinez, Naomi  
Mico, Brian  
Mizushima, Linda  
Morataya, Claudia  
Nieto, Lou  
Ochoa-Springer, Liliana  
Olivos Romero, Deborah  
Ortiz, Bryan  
Reano, Cory  
Ramirez, Sergio  
Rivera, Lillian  
Sandhu, Juggy  
Sinclair, Sandry  
Wang, Jonathan  
Williams, Debbie  
Yu, Jenny

## **Absent:**

Abrahamyan, Ann  
Acosta, Dulce  
Aguilar, Carmen  
Alarcon, Patricia  
Boyd, Robert  
De la Rosa, April  
Gallegos, Lisa  
Jacobs, Anette Jeltsje

Jones, Michelle  
Schroth, Richard  
Reyes, Natasha  
Turner, Philip  
Vazquez, Lydia  
Welch, Ryan  
Welch, Zelinda  
Williams, Even

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:02AM.

2  
3 Words of welcome were extended to all assembled. Brian Mico initiated a poll to ask if  
4 people were teleworking, on campus, or on administrative leave. 91% reported they  
5 were teleworking and 9% said they were on campus.

6  
7 **April Staff Monthly Recognition Award**

8 Gloria Halfacre, Scholarship and Awards Committee Chair, introduced Jeep Hauser  
9 who introduced and shared very kind words and sentiments on the April awardee, Jakita  
10 Morgan, Office Manager of the USC Career Center. Morgan said a few words and  
11 Chesley relayed that once we are back on campus, we would invite her to come to our  
12 meeting and celebrate her in person.

13  
14  
15 **Approval of February 28, 2020 General Assembly Meeting draft minutes**

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

18  
19 The minutes were approved by unanimous consent.

20  
21 **Guest Speaker: David Donovan- USC Transportation**

- 22 • Transportation is updating their web site. [usc.edu/transportation](http://usc.edu/transportation) had a banner on  
23 top that says COVID-19 and if you click on it, you are taken to a page that is  
24 updated daily.
- 25 • Buses are being cleaned and sanitized twice a week by an outside company.
- 26 • The main office is closed, but there is a “Chat” feature and the guest services  
27 employees are working from home and answering any questions people may  
28 have.
  - 29 ○ They have answered 575 questions by 400 individuals this week
- 30 • Parking passes
  - 31 ○ If you have a USC parking pass then you can park anywhere on UPC  
32 except the Jefferson Structure (formerly Structure B) so they can keep it  
33 clear for the health center.
  - 34 ○ For people who take public transportation and would rather bring a  
35 personal vehicle, they have each been emailed a code that can be used  
36 during this time. There is a separate code for each campus.
  - 37 ○ If someone wants to cancel their pass and not pay for it, they can either  
38 email [auxtspad@usc.edu](mailto:auxtspad@usc.edu) or mail their pass in and they will not lose their  
39 spot.
    - 40 ▪ ATTN: PERMIT CANCELLATION
    - 41 USC Transportation
    - 42 620 USC McCarthy Way, PSX-100
    - 43 Los Angeles, CA 90089

- 44 • Campus Cruiser has been suspended but Lyft hours have been extended. If  
45 Faculty or Staff would like to use Lyft, please email Michelle Garcia at  
46 [garciaml@usc.edu](mailto:garciaml@usc.edu) and she will help sign the person up.

47 **Guest Speaker: Greg Condell, Vice President of Finance and Prateek Bhatia,**  
48 **Assistant Vice President, Health Plans**

- 49 • Available to employees during this time
- 50 ○ Telehealth with LiveHealth and Keck Telehealth
  - 51 ○ Mental/ behavioral telehealth with Lyra Health
  - 52 ○ Waived Copays for COVID-19 testing
  - 53 ○ COVID-19 treatment is covered
- 54 • Bhatia shared the process that they go through in deciding the benefits
- 55 ○ Between January and June
    - 56 ■ Health Plans & HR evaluate how open enrollment went and what  
57 the trends are
    - 58 ■ Steering Committee (President's Cabinet, Academic Senate, Staff  
59 Assembly). Reach out to get input
    - 60 ■ Employee Benefits Advisory Committee (EBAC). Staff Assembly  
61 has 3 representatives.
    - 62 ■ External Consultants- make sure the numbers work and the access  
63 is adequate
  - 64 ○ June to September
    - 65 ■ Make final recommendations and get the approval of the three  
66 governing bodies and then roll them out in open enrollment.
- 67 • 2020 Recap
- 68 ○ 88% Employees actively selected their benefits
  - 69 ○ 10,200 Employees now have the USC EPO plan, growth by 34%
  - 70 ○ USC EPO rates steady over three years
  - 71 ○ 11,230 Employees got the Wellness Incentive (\$480/year)
  - 72 ○ New Mobile App (Health Comp USC)
  - 73 ○ Free Flu shots (worked with USC Pharmacy)
  - 74 ○ New Diabetes Program
  - 75 ○ New Fitness Incentive & GymPass (\$220/year)
  - 76 ○ 14,300 Employees got the Tobacco Free Incentive (\$300/year)
- 77 • Questions
- 78 Questions: How many COVID-19 test kits are there?  
79 Answer: Bhatia doesn't know the exact amount.  
80
- 81 Question: Can we get a full list of Hospitals that are NOT County USC that  
82 employees can use as EPO members?  
83 Answer: Bhatia will send the list.  
84
- 85 Question: Does Keck give back some of the profits?  
86 Answer: Keck shares money but it doesn't tie back to the health plan. Keck is not  
87 given special treatment and they are held accountable if something is not  
88 working well for the members.

89 Question: What date do people have to redeem the fitness incentive?  
90 Answer: Any incentives have to be purchased in calendar 2020 and submitted by  
91 December 31, 2020.

92  
93 Question: Will Keck be hiring more doctors soon?  
94 Answer: It is hard to get in to see a doctor. Access to doctors is a point that is  
95 discussed a lot. A new clinic was opened in Pasadena and they are looking to  
96 expand other areas.

97  
98 Question: If employees are currently signed up for dependent care (Wage  
99 Works), but now cannot meet the \$5,000 now that the day cares are closed, what  
100 can or will be done?  
101 Answer: Not sure of the answer and will take it back and confirm.

102  
103 Question: Does the Livongo Diabetes Management Program apply to Kaiser  
104 Members as well?  
105 Answer: No because Kaiser has its own plan that the University pays for in a  
106 package.

107  
108 Question: Will the salary based program for helping with health care costs  
109 continue to grow?  
110 Answer: Yes it is still looked at to grow.

111  
112 Question: Why do the students have a health plan outside of Keck?  
113 Answer: The students pay a premium and get a certain plan. They are looking at  
114 a self-insured type plan for students similar to the level 1 PPO plan for  
115 employees.

116  
117

## 118 **Committee Reports**

119 Rights & Responsibilities Chair – Michael Gorse

- 120 - Gorse and Chesley are on a newly formed committee that is reviewing OCAP.
- 121 They have had two meetings and have another one on Monday. Please send any
- 122 concerns or information to either of them.

123 Transportation Committee Chair - Erin Jebavy

- 124 - Donovan covered the report.

125 Environment and Safety Committee Chair - Naomi Martinez

- 126 - Emergency Preparedness Fairs at UPC and HSC have been canceled.
- 127 - Earthy Day is April 22<sup>nd</sup> and it is the 50<sup>th</sup> Anniversary of Earth Day. Not sure if it
- 128 has been canceled or not.

129 Compensation & Benefits Co-Chair – Shannon Hinojosa

- 130 - Guest already covered the report

131 Scholarships and Awards Chair- Gloria Halfacre

- 132 - Scholarship application is ready to launch on Monday and is already up on the
- 133 website.
- 134 - Flyers will be going out soon

135 - Good time to work on monthly nominations.

136 Staff Appreciation Chair- Paul Lee

- 137 ○ Met with officers earlier this month to revamp the SAW
- 138 ○ Talked about something similar to Springfest that the students have and
- 139 have food trucks, something fun and festive
- 140 ○ Event planning is on pause due to the pandemic.

141 Rules and Elections Chair- Phil Turner

- 142 ○ Chesley will include his update in her President's Report email next week.

143 Reorganization Co-Chairs- Renee Almassizadeh and Brian Mico

- 144 ○ Chesley will include this update in her President's Report email next week.
- 145 ○ There is a SharePoint document available for people to comment on.
- 146 ○ The suggestion was made that when looking at different proposals to
- 147 remember our responsibilities and maybe look to see how it works but
- 148 give room to try it and correct what doesn't work.
- 149 ○ A question was asked about the Academic Senate and Keck School of
- 150 Medicine Faculty and yes there is representation.

151

152 **Guest Speaker: Felicia Washington, Senior Vice President, Human Resources;**

153 **Kelly Moy Associate Vice President, Strategy and Programs; Marisol Marks,**

154 **Associate Vice President, Strategic Communications**

155 An update from HR was given

156 • COVID-19

- 157 ○ All getting used to a new normal and a new way of working and
- 158 Washington wanted to acknowledge it.
- 159 ○ Planning
  - 160 ▪ University has an executive planning team that is meeting several
  - 161 times a day.
  - 162 ▪ Looking at what is necessary to keep operations going, but also
  - 163 caring for employees working on campus and remotely.
  - 164 ▪ One question being looked at is whether or not employees were
  - 165 told to work from home due to the fear it was not safe to be on
  - 166 campus because no information was sent out about it other than to
  - 167 keep social distance.
  - 168 ▪ The University is researching the Administrative Paid Leave and
  - 169 looking at the Federal Government Legislation.
  - 170 ▪ Continuation of FMOA - employees unable to work to care for a
  - 171 minor child if the care facility has been closed. Not full pay but
  - 172 additional funding (up to \$200 a day)
  - 173 ▪ Sick leave - six different points when the sick time can be
  - 174 accessed.
  - 175 ▪ University's policy is related to the employee's condition.
  - 176 ▪ A community message will come out either today or Monday.
- 177 ○ FAQs webpage
  - 178 ▪ Marisol Marks relayed that her team is now responsible for the
  - 179 FAQs page and updates will be made more quickly

- 180
- 181
- 182
- 183
- 184
- 185
- Updates are made on a daily basis by 8 pm. The page lists the dates/time of the communication.
  - On COVID-19 site there is information for staff and links to Transportation, Services, Food, etc.
  - Staff members were encouraged to send questions to Central HR or to their HR partners.

186

- Questions

187 Question: Is the Administrative Leave for Faculty as well? Specifically the faculty  
188 who have essential jobs but may be at high risk.

189 Answer: There is a FAQ about the health and wellness and accommodations around  
190 the high risk categories. It depends on the individual's criteria and they should reach  
191 out to their HR Partners.

192

193 Question: Are the vendors being told about social distancing? Member had an  
194 incident with a vendor when he wouldn't let them on the elevator with him.

195 Answer: We will bring it up with the team and talk about it.

196

197 Question: If a staff member feels unsafe returning to work on the schedule return  
198 date of April 13<sup>th</sup> due to personal health conditions (considered at risk) or having to  
199 deal with family health issues related to COVID-19, could there be a non-retaliatory  
200 arrangement at USC for those staff members who continue to work from home?

201 Answer: They would encourage employees to work with their HR Partners. The April  
202 13<sup>th</sup> date is based on the information received last week but things are changing so  
203 quickly and updates are coming in from the Mayor's Office and the Governor's  
204 Office, so it is hard to know when the return date will be.

205

206 Question: What if different information is coming in from payroll and HR Partners?

207 Answer: If a staff member is getting different information, feel free to let Moy or Tim  
208 Bessolo know. The HR Partner should be the person to go to. A member brought up  
209 that when staff go to HR Partners there has been retaliation and although we want  
210 people to share that information we also want to protect them. Moy said that if  
211 anyone is having a problem with a specific HR person to let them know and they will  
212 help work it out. Washington added that they have meetings with the HR Partners  
213 and this gives the HR Partners an opportunity to ask questions and discuss different  
214 things.

215

216 Question: Will hiring proceed as normal for the Keck School? Will there be hiring  
217 freezes at the University?

218 Answer: The University is considering a pause on hiring for non-critical faculty and  
219 staff positions. Guidelines are still being worked on since so many types of  
220 employees and areas that we need to make sure it is as complete and accurate as  
221 possible.

222

223 Question: Will there be emergency measures for hiring of clinical staff and faculty?

224 Answer: Hiring of physicians is different and that will also be looked at separately.

225

226

227 **President's Report**

228 Chesley gave a brief report. Almassizadeh, Chesley and Mico met with Washington and  
229 President Carol Folt earlier in the week by Zoom.

- 230 • Staff Assembly has been in support of teleworking as a means to support  
231 sustainability initiatives and work/life balance. This forced situation from the  
232 pandemic is giving us the opportunity to showcase that the model can work for  
233 some positions.
- 234 • Communications
  - 235 ○ All communications have to be reviewed before they go out so there will
  - 236 be some lag time.
- 237 • State of Elections
  - 238 ○ Officers have been discussing this
  - 239 ○ Hard to run a campaign right now
  - 240 ○ Will put it to the Rules and Elections Committee to discuss what we should
  - 241 do with this process.
  - 242 ○ Will create a SharePoint so we can have a conversation about it.

243

244 **Adjournment**

245 Meeting adjourned at 10:48 AM.

246

247 **Next Meeting**

248 TBD

249

250 Respectfully submitted,

251

252 Katie Boeck

253 USC Staff Assembly Secretary