

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – Friday, July 31, 2020
Zoom Meeting

Present:

| | |
|----------------------|-------------------------|
| Abrahamyan, Ann | Luna, Sarah |
| Acosta, Dulce | Malan, Mark |
| Adcook, Steve | Martinez, Naomi |
| Akulov, Anton | Mico, Brian |
| Almassizadeh, Renee | Mizushima, Linda |
| Andalon, Tiffany | Morataya, Claudia |
| Arce, Bertha | Nieto, Lou |
| Ault, Vannesa | Ochoa-Springer, Liliana |
| Boeck, Kathleen | Olivos Romero, Deborah |
| Bonagofsky, Kathleen | Ortiz, Bryan |
| Boyd, Robert | Ramirez, Sergio |
| Brown, Amber | Reano, Cory |
| Castaneda, Agustin | Reyes, Natasha |
| Chesley, Erika | Rivera, Lillian |
| Culpepper, Kristi | Sandhu, Juggy |
| De Vera Mata, Nicole | Schroth, Richard |
| Estrada, Laura | Sinclair, Sandry |
| Halfacre, Gloria | Turner, Philip |
| Hinojosa, Shannon | Vazquez, Lydia |
| Hoang, Queena | Welch, Ryan |
| Jebavy, Erin | Welch, Zelinda |
| Jones, Michelle | Williams, Debbie |
| Kidder, Eric | Williams, Evan |
| Kirchner, Jake | Yu, Jenny |
| Lee, Paul | |
| Lewis, Kierra | |
| Low, Theodore | |

Absent:

| | |
|--------------------|------------------------|
| Alarcon, Patricia | Gallegos, Lisa |
| Acevedo-Lam, Tanya | Jacobs, Anette Jeltsje |
| Aguilar, Carmen | Lynn, Crystal |
| Gorse, Michael | Wang, Jonathan |
| De la Rosa, April | |

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

2
3 Words of welcome were extended to all assembled by President Chesley.

4
5 **August Staff Monthly Recognition Award**

6 Chesley introduced Susan Harris, Program Director of the Joint Educational Project who
7 introduced and shared very kind words and sentiments on the August awardee, Brenda
8 Pesante, Director of Community Partnerships. Pesante said a few words and Chesley
9 relayed that once we are back on campus, we would invite her to come to our meeting
10 and celebrate her in person.

11
12 **Approval of June 26, 2020 General Assembly Meeting draft minutes**

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

15
16 The minutes were approved by unanimous consent.

17
18 **Reorganization Update**

19 Brian Mico, Staff Assembly Vice-President, gave an update from the Ad Hoc Committee
20 which consists of Renee Almassizadeh, Robert Boyd, Mark Malan and himself. Mico
21 gave an update from the Qualtrics survey which was sent to the body the month before.
22 41 members participated in the survey.

- 23 • Proposal 1- One seat for every 230 employees. Large units have more
24 representation (House of Representatives Model).
- 25 • Proposal 2 – Primary allocation by 50 defined units. 10 additional seats
26 allocated to mix of larger units, non-exempt/ exempt, and Assembly Officers
27 (Senate Model with some additional representation).
- 28 • Proposal 3 – 30 seats allocated to 30 units and 30 seats allocated to a mix of
29 larger units, popular vote, non-exempt/ exempt, geographic considerations,
30 and Assembly Officers (Hybrid Model).
- 31 • No change to Staff Assembly's current representation model.

32 Results:

- 33 • Proposal 3: 15 votes as primary preference/ 20 votes as secondary choice.
- 34 • No changes to representative model: 15 votes as primary preference/ 10
35 votes as secondary choice.
- 36 • Proposal 2: 8 votes as primary choice/ 7 votes as secondary choice.
- 37 • Proposal 1: 1 vote as primary choice/ 4 votes as secondary choice.

38 The next steps are that the Assembly will be sent a follow-up Qualtrics survey asking
39 between the two top-choices. This will be a motion to direct the Ad Hoc Committee on
40 pursuit of reorganization.

41
42 Chesley asked if the body wanted more time to review or if we should vote now.
43 Almassizadeh reminded the body that even a vote for no reorganization would likely
44 mean that small tweaks would be made to our current policies to ensure better

45 representation. Phil Turner, Chair of the Rules and Elections Committee asked if the
46 group would be open to reviewing the resolution now, having open discussion but then
47 conducting a remote vote. Mico read the motion to direct the ad hoc committee.
48 Almassizadeh said that the former vote was directional to give the committee a way to
49 move forward. Mark Malan said that the top two choices, Proposal 3 and no change,
50 were a tie and the motion is to tell the committee which we want. The committee doesn't
51 want to take time to work on something that the body doesn't want. They will work on
52 the one that the Assembly wants and then come back to the group with a proposal that
53 can then be voted on. We will vote remotely to give the body time to think about it.

54
55

56 **President's Report**

57 We are still waiting for an update from the state as to whether or not we can open the
58 campus. Chesley decided not to have the panel about opening up because things could
59 change.

60

61 **Guest Speaker: David Donovan, Associate Director, Health Sciences Campus of** 62 **USC Transportation**

63 David Donovan was invited to come talk about Transportation and he was hoping to
64 have an update on parking, but because they are still waiting direction from the state,
65 there is no update.

- 66 • USC Transportation will work with everyone to make it as fair as possible.
- 67 • Buses are still running between the two campuses. Less ridership partially
68 due to less riders being allowed on each bus due to social distancing
69 guidelines.
- 70 • Some smaller routes have been stopped due to the decreased ridership.
- 71 • Monitor the USC Transportation COVID page or email auxtspad@usc.edu.

72 Questions from chat:

73

74 Question: Will monthly parking fees begin again via payroll for staff/ faculty?

75

76 Answer: No, not yet. They are not sure when they will be charging for parking again.
77 When they do, they will alert everyone and give everyone a chance to respond.

78

79 Question: What about staff that will only be allowed on campus a few times a week?
80 Will there be a modified permit to reflect this new work schedule or will everyone be
81 forced to pay the full price?

82

83 Answer: They are working on a modified permit for part time, but it has not been
84 approved yet.

85

86 Question: When will Gate One reopen?

87

88 Answer: Gate One is also known as Watt Way Entrance. Right now it is the vendor only
89 entrance because vendors have their own check in. Please come onto the campus
90 through McClintock.

91
92 Question: Are prices going up?

93
94 Answer: No, not this year.

95
96 Question: I was told parking charges will begin August 17th. Is this true?

97
98 Answer: No, this has not been approved. Unless you see something from USC
99 Transportation, things will remain the same.

100
101 Question: Is the parking at HSC still free?

102
103 Answer: It is free until USC Transportation says it is not.

104
105 Question: Given the traffic exit flow problems at McClintock, will we at least be able to
106 exit the campus from multiple gates?

107
108 Answer: They are trying to restrict the number of entrances to be able to do the Trojan
109 Check. They can't open the exit gates because people sneak in. The Royal Structure
110 will have the exit straight onto Jefferson during the evening hours when the traffic
111 numbers will be up.

112
113 Additional Questions will be sent to Donovan. Chesley also suggested that Donovan
114 double check with the people answering the Transportation information line as
115 misinformation about parking charges starting in August are being communicated.

116
117 **Staff Assembly Fall Elections**

118 Turner gave an update on the election process. The timeline for the 2020 election has
119 been tentatively set as follows:

- 120
- 121 • USC Staff Nominations: Friday 10/19/2020 through Wednesday 10/28/2020
 - 122 • Tally Nominations/Confirmations: Thursday 10/29/2020 through Sunday
123 11/8/2020
 - 124 • USC Staff Vote: Monday 11/9/2020 through Wednesday 11/18/2020
 - 125 • Tally of votes: Thursday 11/19/20 through Sunday 11/22/2020
 - 126 • Notification and Confirmations of intent to serve: Monday 11/23/2020 through
127 Sunday 12/6/2020.
 - 128 • General Assembly Transition meeting during the week of December 7th or 14th.

129 The Rules and Elections Committee will partner with the Communications Team to get
130 the information out with marketing and a campaign. Chesley thanked the
131 Communications Committee for doing such a great job while their Chair has been out.
132 Chesley asked Erin Jebavy to work with the committee since she works in a

133 communications role at USC. Turner opened the floor to the body to see if anyone had
134 comments or feedback. No feedback was given, so they will move forward with this
135 timeline.

136
137

138 **President's Report (cont.)**

- 139 • VP Chief Diversity and Inclusion Search Committee (CIDO)
 - 140 ○ Committee has met every week for several weeks.
 - 141 ○ Staff, faculty, students (graduate and undergraduate) and administration
 - 142 ○ are on the committee
 - 143 ○ Will have four listening sessions for people to give input. Similar to what
 - 144 ○ the listening and Town Halls were when searching for a President.
 - 145 ○ Will be done at different times to accommodate different time zones.
 - 146 ○ Please join and give feedback.
 - 147 ○ if you cannot attend a listening session, you can also leave your
 - 148 ○ comments here: <https://forms.usc.edu/vp-cido-search-feedback/>
- 149 • USC Policy and Community Advisory Committee
 - 150 ○ Members consist of faculty, staff and administration.
 - 151 ○ Preparing for the new regulations for Title IX which are coming out August
 - 152 ○ 13th.
 - 153 ○ Chesley asked the body to be familiar with the recommendations from the
 - 154 ○ OCR committee. She will put them on SharePoint.
 - 155 ○ Very complex and a lot of information but very important.
 - 156 ○ Asking that it be shared with the community in bite sized pieces.
 - 157 ○ New Title IX Officer starting on the same day that the regulations go into
 - 158 ○ effect, August 14th.
- 159 • Lawsuit
 - 160 ○ Employee worked in the OCAP Department
 - 161 ○ Court documents are public
 - 162 ○ Very discouraging to see on the heels of the OCAP reform committee.
 - 163 ○ The allegations came out before the committee met.
- 164 • General Assembly Meeting Fall Dates
 - 165 ○ Assembly meetings were moved to the last Friday of the month to allow
 - 166 ○ HR to come.
 - 167 ○ HR has come to every meeting but this one.
 - 168 ○ Executive Committee will continue to meet on the 3rd Thursday of the
 - 169 ○ month.
- 170 • August 28, 2020 meeting
 - 171 ○ After we complete the business part of the meeting, we will breakout into
 - 172 ○ the committees.
 - 173 ○ This will give the committees time to meet and set up goals.
 - 174 ○ Will come back together for the last 5-10 minutes.
- 175 • Trojan Check
 - 176 ○ Marisol Marks went over this at the last meeting
 - 177 ○ Employees must take the training on TrojanLearn before they will have
 - 178 ○ access to Trojan Check.

- 179 ○ It is web based and anyone can fill it out and get a pass for the day.
180 ○ There will be a mobile version coming out soon and will require Shibboleth
181 login so will be very secure.
182 ○ Questions that are asked have been expanded to include whether or not
183 the employee has been exposed in the last 14 days or have experienced
184 any symptoms.
185 ○ When the questions have been completed, you are issued a campus day
186 pass that you show at the gate to get onto campus.
187 ○ Amber Brown told the Assembly that you can print it out at home too.
188 ○ Malan asked if the stipend for the internet and use of the phones would
189 continue in the fall since we are being asked to use our phones.
190

191 **Guest Speaker: Mark Ewalt, Executive Director, Administrative Operations,**
192 **Environmental Health and Safety- UPC**

193 Mark Ewalt came to talk to the Assembly.

- 194 • We are still in Phase 2 and we are waiting to hear from the LA County Health
- 195 if we can move to Phase 3 and have more people on campus.
- 196 • They are asking people who can work from home to continue to do so.
- 197 • If an employee works in a cubicle that is not as tall as they are, then the
- 198 employee is required to put on a mask when they stand up.
- 199 • On the UPC campus there will be 5 access points to enter. HSC is checking
- 200 on the building level since there isn't an outer perimeter.
- 201 • Instructional signage is being installed now.

202 Questions from Chat:

203
204 Question: What about checks at CAL?

205
206 Answer: Checks are being run outside of the building.

207
208 Question: What appetite has there been for accountability for non-compliance at the
209 University level, specifically for Staff? Not wearing masks as an example.

210
211 Answer: Standard procedure for discipline for anything else on campus. Your supervisor
212 will talk to you the first time and then the second time you can be disciplined. It will go
213 on your record.

214
215 Question: If we stay in Phase 2, will students be allowed into libraries and other
216 buildings?

217
218 Answer: Any students who are authorized to be on campus will have access to the
219 buildings. Any student can go into libraries and other computing centers.

220
221 Question: Who is the point of contact for the HSC restart?
222

223 Answer: Every department is in charge for their own restart and there isn't one person.

224

225 Question: Are they required to check for anything (at CAL)? Currently I go in and I have
226 my badge displayed but nothing else other than wearing a mask.

227

228 Answer: Ewalt will follow up because he flashed the Trojan Check pass but no one
229 asked to see a badge.

230

231 Question: On the parent side, information for housing is lacking. Students have no idea
232 what is going on. Travel plans have been made for students to return to campus.

233

234 Answer: At this point the University can't answer because we are still waiting to hear
235 from the LA County Department of Public Health. We won't know if the students can
236 come back until we hear.

237 - A member suggested this needed to be communicated to the students.

238 - Chesley said we are waiting so we don't have to send the communication out
239 twice.

240

241 Ewalt had to leave, but is happy to answer any other questions he didn't get to.

242

243

244 **Adjournment**

245 Renee Almassizadeh moved to close the meeting. Gloria Halfacre seconded. Vote was
246 unanimous. Meeting adjourned at 10:32 AM.

247

248 **Next Meeting**

249 General Assembly: August 28, 2020 9-10:30 AM on Zoom.

250

251 Respectfully submitted,

252

253 Katie Boeck

254 USC Staff Assembly Secretary