

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – Friday, August 28, 2020
Zoom Meeting

Present:

Abrahamyan, Ann	Low, Theodore
Acevedo-Lam, Tanya	Luna, Sarah
Acosta, Dulce	Malan, Mark
Adcook, Steve	Martinez, Naomi
Alarcon, Patricia	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
Brown, Amber	Ramirez, Sergio
Castaneda, Agustin	Reano, Cory
Chesley, Erika	Reyes, Natasha
Culpepper, Kristi	Rivera, Lillian
De Vera Mata, Nicole	Sandhu, Juggy
Estrada, Laura	Schroth, Richard
Gorse, Michael	Sinclair, Sandry
Halfacre, Gloria	Turner, Philip
Hoang, Queena	Vazquez, Lydia
Jacobs, Anette Jeltsje	Wang, Jonathan
Jebavy, Erin	Welch, Ryan
Jones, Michelle	Welch, Zelinda
Kidder, Eric	Williams, Debbie
Kirchner, Jake	Williams, Evan
Lee, Paul	Yu, Jenny

Absent:

Akulov, Anton	Gallegos, Lisa
Aguilar, Carmen	Hinojosa, Shannon
Boyd, Robert	Lewis, Kierra
De la Rosa, April	Lynn, Crystal

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:00AM.

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3 Words of welcome were extended to all assembled by President Chesley. Chesley
4 encouraged those who engage with students to remind about mask requirements and
5 physical distancing to reduce the spread of COVID. We have had an uptick of cases
6 with students in the last week.

7 8 **Elections**

9 Chesley asked members to contemplate their plans for the next year. Phil Turner will
10 discuss further when he joins the meeting later but intends to send a survey through
11 Qualtrics next week to gather a preliminary count on members who plan to finish their
12 terms as well as those who will run for re-election.

13 14 **September Staff Monthly Recognition Award**

15 Chesley introduced Katie Capra, Manager of Academic Honors & Fellowships for
16 Undergraduates in the Office of the Provost who introduced and shared very kind words
17 and sentiments on the September awardee, Erica Lovano McCann, Assistant Vice
18 Provost for Academic Affairs in the Provost Office. Lovano McCann said a few words
19 and Chesley relayed that once we are back on campus, we would invite her to come to
20 our meeting and celebrate her in person.

21 22 **Approval of July 31, 2020 General Assembly Meeting draft minutes**

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

25
26 The minutes were approved by unanimous consent.

27 28 **Committee Breakout Rooms**

29 Chesley had previously announced that this meeting was going to be for the committees
30 to break out. She asked the members to discuss in their committees: 1) What are our
31 goals? 2) Do we need to remove any committees or add any that would enhance us
32 going forward? 3) What topics and issues would you like the Trojan Council to address
33 with Dr. Folt?

- 34 - The Transportation Committee members will join other committees during this
35 time since there aren't any Transportation updates.
 - 36 ○ Erin Jebavy is going to join the Communications Committee to help them
37 with marketing.
 - 38 ○ Lou Nieto will join the Compensation and Benefits Committee.
 - 39 ○ Bertha Arce will join the Environment and Safety Committee.
 - 40 ○ Lisa Gallegos was not present so Jebavy will reach out to her.
- 41 - Officers and Guests (Breakout Discussion)
 - 42 ○ Communication is coming through the Employee Gateway or staff
43 meetings.
 - 44 ■ Some information is coming out in a timely fashion while other
45 information comes out late on a Friday.

- 46 ○ Staff are hopeful that schedule flexibility will continue when everyone is
47 back on campus.
48 ○ A question was asked if anyone was hearing from people who have small
49 children or doing elder care and if so what issues they were having.
50 ▪ People with small children are sending emails that say you may
51 hear from me later in the day or in the evening so they can help
52 kids with school.
53 ○ Discussion about COVID
54 ▪ People would like to see a dashboard of cases similar to John
55 Hopkins University or the State of California.
56 ▪ Students and staff have been isolating in the USC Hotel.
57 ▪ A brief summary was given about the screening process for people
58 coming back to campus.
59 - The Committees returned to the main room at. Chesley encouraged the
60 committees to continue their discussions and to use their thoughts today to
61 prepare their committee goals for the year. She asked for feedback on discussion
62 points:
63 ○ Scholarship committee thought the DEI committee should be a permanent
64 committee and not an Ad Hoc.
65 ○ Scholarship committee also wanted to see if we can offer scholarships in
66 the spring as well as the fall.
67 ○ Staff Appreciation Week Committee suggested having a staff member
68 lead a monthly master class like painting.
69 ○ Agustin Castaneda suggested Watercooler Wednesday that would be
70 open to all staff to chat with each other for 15-20 minutes.

September General Meeting

73 Chesley reported the following confirmed activities for the September meeting:

- 74 - Our fall scholarship recipients will be announced. All six have confirmed their
75 attendance.
76 - Beong-Soo Kim, the university's new senior vice president and general counsel
77 is our featured guest. Chesley will create a SharePoint for members to post
78 questions in advance for him.
79 - HR Update

Adjournment

82 Ryan Welch moved to close the meeting. Gloria Halfacre seconded. Vote was
83 unanimous. Meeting adjourned at 10:26 AM.

Next Meeting

86 General Assembly: September 25, 2020 9-10:30 AM on Zoom.

88 Respectfully submitted,

89
90 Katie Boeck
91 USC Staff Assembly Secretary