

USC Staff Assembly

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

Present:

Acevedo-Lam, Tanya	Lee, Paul
Adcook, Steve	Lewis, Kierra
Akulov, Anton	Low, Theodore
Alarcon, Patricia	Luna, Sarah
Almassizadeh, Renee	Malan, Mark
Andalon, Tiffany	Martinez, Naomi
Arce, Bertha	Mico, Brian
Ault, Vannesa	Mizushima, Linda
Boeck, Kathleen	Nieto, Lou
Bonagofsky, Kathleen	Olivos Romero, Deborah
Brown, Amber	Ortiz, Bryan
Castaneda, Agustin	Ramirez, Sergio
Chesley, Erika	Reano, Cory
De Vera Mata, Nicole	Rivera, Lillian
Estrada, Laura	Sandhu, Juggy
Halfacre, Gloria	Schroth, Richard
Hinojosa, Shannon	Sinclair, Sandry
Hoang, Queena	Turner, Philip
Jacobs, Anette Jeltsje	Vazquez, Lydia
Jebavy, Erin	Welch, Zelinda
Jones, Michelle	Williams, Debbie
Kidder, Eric	Williams, Evan
Kirchner, Jake	Yu, Jenny

Absent:

Abrahamyan, Ann	Gorse, Michael
Acosta, Dulce	Lynn, Crystal
Aguilar, Carmen	Ochoa-Springer, Liliana
Boyd, Robert	Morataya, Claudia
Culpepper, Kristi	Reyes, Natasha
De la Rosa, April	Wang, Jonathan
Gallegos, Lisa	Welch, Ryan

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:01AM.

2
3 President Chesley extended words of welcome and land acknowledgement. USC is on
4 the traditional land of the Tongva People. We should pay respect and also recognize
5 the Chumash, Tataviam, Serrano, Cahuilla, Juaneño and Luiseño. People for the land
6 that USC occupies around Southern California. Would like to start embracing the
7 practice to recognize topics unknown and to integrate more acts of diversity and
8 inclusivity into our meetings. Words of thanks were extended to all Veterans and also
9 acknowledged all of the traditions and celebrations that members have recently
10 celebrated. Chesley also welcomed the 2020 Staff Assembly nominees to the meeting.

11 **December Staff Monthly Recognition Award**

12 Agustin Castaneda, Print Materials Manager, USC Library Sciences shared kind words
13 and sentiments on the December awardee, Carlos Diaz. Diaz said a few words.

14 **Guest - President Carol Folt**

15
16 Dr. Folt and SVP of Human Resources attended the meeting to provide updates and
17 answer questions.

- 18 - Folt thanked all staff members for their support during the transition to online
19 learning this past spring.
- 20 - Addressed the financial impacts that COVID has had for staff who weren't able to
21 work from home or return to campus duties. The university continued to pay their
22 salary through June and will continue to pay for benefits through the end of the
23 year (December 31, 2020).
- 24 - Expressed gratitude to Assembly Member Richard Schroth and the FMS Air
25 Conditioning team who supported Project Restart by replacing air filters in all
26 buildings at UPC and HSC
- 27 - Acknowledged Assembly Member Queena Hoang's participation in the
28 establishment of USC's First Generation Plus Success Center.

29
30
31 Question: LA has been called the 10th most expensive city to live in. Jobs have been
32 eliminated and we are losing our matching for retirement. Do we know what other cuts
33 will be made?

34
35 Answer: We are \$190 million in the hole and will be \$400 million in the hole by the end
36 of next semester. We generate \$2 billion in student tuition. These funds the daily
37 running of the university which now includes COVID testing expenses. We didn't cut
38 paychecks, but we did have to make cuts.

39
40 Question: With the news coming out about vaccines, is there any discussion for the
41 University to get the vaccine out to the staff and faculty?

42

43 Answer: Right now, the federal government will decide how it comes out and then the
44 state will determine the levels that it goes out. We are hoping to be a distribution center,
45 but we don't have any information yet. Right now, testing is the most important aspect.
46

47 Question: What are the plans for the Spring Semester?

48 Answer: The numbers in LA County are surging and we are dealing with lockdowns
49 again. She is in touch with county officials and she believes that we can probably keep
50 people safer on campus than out in the community. We are ready for the students to
51 come back and IT has been working with the libraries to create signups and registration
52 to use the facilities.
53

54 Question: What measures are being put into place for bringing faculty and staff back to
55 campus?
56

57 Answer: The Project Restart Committee is made up of 110 faculty and staff who are
58 working hard to make sure we come back onto campus safely. There are some faculty
59 who are ready to come back to campus, and the University is working to outfit
60 classrooms to allow faculty and staff back once we get the okay. We are hoping to all be
61 back by September 2021.
62
63

64 **Approval of October 30, 2020 General Assembly Meeting draft minutes**

65 President Chesley referenced the minutes that were distributed to the members in
66 advance of the meeting for discussion and approval.
67

68 The minutes were approved by unanimous consent.
69

70 **Guest- Mark Ewalt, Executive Director, Administrative Operations**

71 Mark Ewalt provided an overview of the Sustainability 2028 Plan Proposal.

- 72 - No other school is committing to it the way we are.
- 73 - A search has already started for a Sustainability Officer.
- 74 - Proposed Primary Goals
 - 75 ○ Carbon Neutrality: achieve net zero carbon emissions from direct
 - 76 (university-controlled) sources and purchased electricity by 2028.
 - 77 ○ Zero Waste: divert 90% or more of campus waste from landfills by 2028.
- 78 - Goals align with and support the City of LA's Green New Deal Sustainability
- 79 Plan.
- 80 - Will provide suggestions to the board in March with a target "go live" date later in
- 81 the spring.
82

83 Question: Where do we put the process of looking at what we purchase such as table
84 cloths made of polyester?
85

86 Answer: USC Hospitality management is responsible for that and they are doing a good
87 job. It takes time to identify and then suggest alternatives.

88

89 Question: Working from home has been a good time to look at what we have done to
90 help the environment such as commuting and less cars on the road. Do we know what
91 else we are doing to help?

92 Answer: Staff Assembly Member Zelinda Welch has been tracking things, but we don't
93 collect information by building (such as water usage) but more for the entire University.
94 They are trying to catch more information for 2021 and USC Transportation is aware of
95 how much working from home has helped the environment.

96

97 Question: What ideas have been floating around to help Transportation on how they
98 prefer people to commute to work?

99

100 Answer: There is a demand side which is to offer options and promote them such as
101 van pools, ride share and working from home when possible. The compliance side
102 would look at raising parking or restricting parking on campus. These options have not
103 been looked at yet.

104

105 **Rules & Elections Report**

106 Chair Phil Turner provided an update on the fall election.

- 107 - We are expecting to receive the results from ITS soon
- 108 - Acknowledged the nominees present at the meeting.
- 109 - Received positive feedback on the voting process and suggestions:
 - 110 ○ Confirmation that the vote was submitted successfully.
 - 111 ○ Provide candidate statements for the community to review.
- 112 - ITS
 - 113 ○ Renee Almassizadeh, Turner, and Brian Mico met with ITS on updating
 - 114 the election and portal to have a more modern look.
 - 115 ○ Waiting for data to come from ITS
- 116 - Will send out a Qualtrics from November 23- December 6 to make sure everyone
- 117 who is elected can still serve.
- 118 - December 11, 2020 meeting.
 - 119 ○ Transition meeting and will welcome new members.
 - 120 ○ Officer elections
 - 121 ■ Aware that we have to honor nominations from the floor.
 - 122 ■ Members who are interested in running for an officer position will need to
 - 123 submit a statement with a photo to declare their intent to run.

124

125 **Human Resources Updates: Guest Marisol Marks**

126 Marisol Marks presented on behalf of Senior Vice-President Felicia Washington.

- 127 - Racial Equity And Diversity Task Force (READI)
 - 128 ○ Having their retreat today.
 - 129 ○ Have been meeting bi-weekly since September.

- 130 ○ Finalizing actions to offer to Dr. Folt and Provost Chip Zukoski to be
131 implemented.
132 - Chief Inclusion and Diversity Officer (CIDO)
133 ○ National search process and they will review candidates in early
134 December.
135 - COVID Update Webinar
136 ○ Opportunity to tell on-site employees how to report, what the numbers are,
137 and how to continue with best practices.
138 - Spring Semester
139 ○ Information will come out in December about on-site employees having to
140 test weekly in the spring.
141 ○ Using Color testing and are using the opportunity to test to see if people
142 are asymptomatic
143

144 Question: Do we have the demographic data from ITS?

145
146 Answer: No not yet.

147
148 Question: Do we need to get documentation if getting the Color testing right now?
149

150 Answer: You do not need to show documentation now. In the future it will be a part of
151 Trojan Check questions.
152

153 Question: Why isn't more being done to hold students accountable like the big party
154 recently?
155

156 Answer: The students have a different way of being held accountable and she doesn't
157 have that information. If there is a concern, people should follow up with their HR
158 partners.
159
160

161 **President's Report**

- 162 - Special Meetings
163 ○ December
164 ▪ Before the end of the year the outgoing Executive Committee and
165 incoming Executive Committee will meet to transition information
166 and solidify committee assignments
167 ▪ Offered a reminder that officers in the current election will serve
168 from January 2021-June 2021
169 ○ January Retreat
170 ▪ Will plan a Staff Assembly Retreat to identify short term targets and
171 updates on campus-wide programs that impact staff:
172 ▪ Culture Journey session.
173 ▪ Center for Work and Family Life
174 ▪ Shared the six proposed unifying values: integrity, excellence,
175 diversity, equity, and inclusion, well-being, open communication,

- 176 and accountability. Suggested that we incorporate and align them
177 into our committee work.
178 - Big topic: How can the Assembly proactively support staff to
179 avoid situations like (ITS and Social Work)?
180 • Sentiment in the community is that there isn't a plan or
181 process to help staff during department and school
182 transformations.
183 • We want to be more forward-thinking, so we don't repeat
184 these very negative experiences and job loss
185 • Focus on dialogues around solutions.
186 - Several Events are planned for today and tomorrow to offer support and build
187 community.
188 ○ WIM- Fireside Chat
189 ○ School of Gerontology Family Caregivers Support
190 ○ Game Day- Rec Sports putting together a virtual experience
191 ○ Trojan Marching Band will do a virtual half time show on their YouTube
192 channel.
193
194
195

196 **New Business**

- 197 - Mark Malan suggested we engage with staff members who can't go home for
198 Thanksgiving and do something similar for what they have for the students.
199 ○ Not sure we can accomplish this for this week, but a good idea for the
200 future.
201 ○ Maybe Staff Appreciation Committee could work on this.
202 - Chesley asked members to think about what goals the assembly can work on for
203 the next six months and send ideas that the new officers and chairs can work on.
204
205

206 **Adjournment**

Anette Jeltsje Jacobs moved to close the meeting. Richard Schroth seconded. Vote was unanimous. Meeting adjourned at 10:29 AM.

207 **Next Meeting**

208 General Assembly: December 11, 2020 9-10:30 AM on Zoom.
209

210 Respectfully submitted,
211

212
213 Katie Boeck
214 USC Staff Assembly Secretary