

# USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA  
General Assembly Meeting – December 11, 2020  
Zoom Meeting

## **Present 2019-2020 Body:**

Acevedo-Lam, Tanya	Lee, Paul
Acosta, Dulce	Lewis, Kierra
Adcook, Steve	Low, Theodore
Akulov, Anton	Malan, Mark
Alarcon, Patricia	Martinez, Naomi
Almassizadeh, Renee	Mizushima, Linda
Andalon, Tiffany	Morataya, Claudia
Arce, Bertha	Nieto, Lou
Boeck, Kathleen	Ochoa-Springer, Liliana
Bonagofsky, Kathleen	Olivos Romero, Deborah
Brown, Amber	Ramirez, Sergio
Castaneda, Agustin	Reyes, Natasha
Chesley, Erika	Rivera, Lillian
Culpepper, Kristi	Sandhu, Juggy
Gorse, Michael	Schroth, Richard
Halfacre, Gloria	Sinclair, Sandry
Hinojosa, Shannon	Turner, Philip
Hoang, Queena	Vazquez, Lydia
Jacobs, Anette Jeltsje	Wang, Jonathan
Jebavy, Erin	Welch, Zelinda
Jones, Michelle	Williams, Debbie
Kidder, Eric	Yu, Jenny
Kirchner, Jake	

## **Absent 2019-2020 Body:**

Abrahamyan, Ann	Lynn, Crystal
Aguilar, Carmen	Luna, Sarah
Ault, Vannesa	Mico, Brian
Boyd, Robert	Ortiz, Bryan
De Vera Mata, Nicole	Reano, Cory
De la Rosa, April	Welch, Ryan
Estrada, Laura	Williams, Evan
Gallegos, Lisa	

**Present Jan-Jun 2021**

**Body:**

Acevedo-Lam, Tanya  
Adams, Teri  
Alarcon, Patricia  
Almassizadeh, Renee  
Amescua, Josie  
Andalon, Tiffany  
Azarraga, Arlene  
Bartlett, Amber  
Bodiwala, Sonali  
Boeck, Kathleen  
Bonagofsky, Kathleen  
Brown, Amber  
Caballero, Marc  
Chesley, Erika  
Coles, Richard  
Culpepper, Kristi  
DeFrank, Ginny  
Gallegos, Robert  
Gorse, Michael  
Gratz, Thomas  
Halfacre, Gloria  
Hansen, Jenny  
Hernandez, Irma  
Hinojosa, Shannon

Jester, Tonisha  
Jones, Michelle  
Kirchner, Jake  
Lewis, Kierra  
Mardirossian, Jackie  
Mitchell-Huizar, Nichelle  
Mizushima, Linda  
Morataya, Claudia  
Nieto, Lou  
Padilla-Casillas, Sara  
Preciado, Aida  
Reyes, Natasha  
Rivera, Lillian  
Sandhu, Juggy  
Schroth, Richard  
Taylor, Bernice  
Turner, Philip  
Vazquez, Lydia  
Welch, Zelinda  
Wills, Olivia  
Williams, Debbie  
Yu, Jenny  
Zuniga, Randolph

**Absent Jan-Jun 2021:**

Abrahamyan, Ann  
Acosta, Dulce  
De Vera Mata, Nicole  
De la Rosa, April  
Estrada, Laura  
Harper, Wade  
Lynn, Crystal  
Luna, Sarah  
Mico, Brian  
Ochoa-Springer, Liliana  
Ortiz, Bryan  
Welch, Ryan  
Williams, Evan

1 Erika Chesley, Staff Assembly President, called the final meeting of the 2019-2020 body  
2 to order at 9:02 AM.

3  
4 President Chesley extended words of welcome and land acknowledgement. USC is on  
5 the traditional land of the Tongva People. We should pay respect and also recognize  
6 the Chumash, Tataviam, Serrano, Cahuilla, Juaneño and Luiseño People for the land  
7 that USC occupies around Southern California. Would like to start embracing the  
8 practice to recognize topics unknown and to integrate more acts of diversity and  
9 inclusivity into our meetings.

### 10 11 **Icebreaker**

12 Members in groups of four were sent to breakout rooms to introduce themselves and to  
13 say what values the member brings to the Staff Assembly.

### 14 15 **Approval of November 20, 2020 General Assembly Meeting draft minutes**

16 President Chesley 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 **President Report- Erika Chesley**

22 Chesley acknowledged the outgoing members and thanked them for their service. The  
23 incoming members were asked to introduce themselves and state what department they  
24 work in.

### 25 26 **Committee Reports**

27  
28 Communication/Transportation- Erin Jebavy, Chair

- 29 - Transportation
  - 30 ○ Hasn't been active since we began working at home.
  - 31 ○ Thanked the small but mighty committee.
  - 32 ○ Earlier in the year worked with the USC Transportation on parking.
  - 33 ○ Helped to bring back the Transportation Subsidy.
- 34 - Communication
  - 35 ○ Publicized new Watercooler Wednesday.
  - 36 ○ Promoted different opportunities and benefits.
  - 37 ○ Kept Facebook page and webpage up-to-date.
  - 38 ○ Publicized elections.

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40 Environment and Safety- Naomi Martinez, Chair

- 41 - Earthquake Preparedness Program in October was well attended.
- 42 - Worked with the Office of Sustainability.

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Staff Appreciation- Paul Lee, Chair

- Staff Appreciation Week
  - o In 2019, 2,000 scoops of ice cream, more than 30 vendors and more than 120 gifts.
  - o In 2020, held virtual get-togethers such as cooking demonstration, occupational therapy, mindfulness, and coffee with President Folt and Dean Soni.
- Social media campaign reached 1,000 people daily.

Rights and Responsibilities- Michael Gorse, Chair

- Gorse, Chesley and Jonathan Wang were a part of the President's and Provost's Task Force on Racial Equity, Diversity, and Inclusion (REDI).
  - o Meetings were bi-weekly and sometimes more often.
  - o Developed concrete recommendations for the University around different topics.
- Gorse and Chesley were also on the OCAP Task Force

Scholarship and Awards- Gloria Halfacre, Chair

- Updated applications online and made them more user friendly.
- Continuing to improve the processes.

Compensation and Benefits- Richard Schroth and Shannon Hinojosa, Co-Chairs

- At the beginning of the year were encouraging the University to have a Work From Home Policy (WFH) and when we moved into COVID we were able to show that a WFH policy was needed and that employees could be just as productive at home.
- Staff on Catalina are limited in the medical care options because they have to come to the mainland. Trying to expand on options going forward.
- Engaged with Central HR in the EBAC meetings and having a voice for our staff in changes of benefits.
- Engaged with retired faculty and staff through the Emeriti Center to help be a voice for them and to learn new ideas that the retirees might have.

Rules and Elections- Phil Turner, Chair

- At the beginning of the year moved to electronic attendance.
- Election Improvements
  - o Trying the Zoom elections for the first time.
  - o Getting better information from the backend to help with smoother running elections.
- 6 resolutions were passed
  - o SA19-20- R001- Resolution - Trojan Council

- 85 ○ SA19-20- R002- Resolution -
- 86 Memorialize\_USC\_Staff\_Assembly\_June2020
- 87 ○ SA19-20- R003- Communication -
- 88 WFH\_findings\_recommendations\_June2020
- 89 ○ SA19-20- R004- Resolution - Communications\_mechanism\_June2020
- 90 ○ SA19-20- R005- Resolution - Remote\_vote\_June2020
- 91 ○ SA19-20- R006- Communication - blacklivesmatter\_June2020
- 92 - Qualtrics was really helpful for response to surveys.
- 93 - Roster compliance
- 94 ○ Able to get data and see that some areas had more seats than others.
- 95 - From flash drive of 400 files to Sharepoint where the Executive Committee
- 96 and members of the committee can see it all.
- 97

98 Chesley thanked Anette Jacobs for her service as Communication Committee Chair and  
99 thanked Jebavy for covering when Jacobs had to go on leave.

- 100 - Jacobs thanked team members for going to other committee meetings to help
- 101 make sure that communication was open and information was going out on
- 102 social media.
- 103 - Enjoyed being on multiple committees and representing the Staff Assembly
- 104 like the Ombudsman hiring committee.
- 105

106 Chesley thanked Anton Akulov for his service on the Executive Committee as the HSC  
107 Representative.

108  
109 DEI Ad-hoc Committee – Kristi Culpeper and Jonathan Wang, Co-Chairs

110 Chesley thanked both Culpepper and Wang for stepping up and being co-chairs and  
111 was grateful for their hard work in helping to make this committee a full time committee  
112 starting in January.

### 113 114 115 **Officers**

116 Vice-President, Brian Mico

- 117 - Chesley thanked Mico for managing our finances and being a faithful steward.
- 118

119 Parliamentarian, Renee Almassizadeh

- 120 - Chesley thanked Almassizadeh for all that she does and for being her rock.
- 121 She is grateful that Almassizadeh is a steward of the staff on all of the
- 122 committees in which she serves.
- 123

124 Secretary, Katie Boeck

- 125 - Chesley thanked Boeck for her three years of service under two
- 126 administrations.
- 127

128 President, Erika Chesley

- 129 - Chesley thanked everyone for letting her serve as President of the Staff  
130 Assembly and has found the experience to be amazing and eye opening.  
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### 135 **Open Floor**

- 136 - Mark Malan thanked everyone and hoped the body would work toward an appeal  
137 board for staff who are laid off.  
138 - Michelle Jones thanked everyone for serving.  
139  
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### 141 **Adjournment of final meeting of the 2020 Staff Assembly**

Michelle Jones moved to close the meeting. Richard Schroth seconded. Vote was unanimous.  
Meeting adjourned at 10:13 AM.

142  
143 Erika Chesley, Staff Assembly President, called the first meeting of the January 2021 –  
144 June 2021 body to order at 10:16 AM.  
145

### 146 Rules and Elections- Phil Turner, Chair

- 147 - Turner welcomed the new body and explained the new meeting was so he could  
148 be in charge of the election polls.  
149 - Officer elections  
150 ○ Prefer to have the names of those running ahead of time so we can post  
151 bios and let people read it.  
152 ○ Also prepared to do nominations from the floor.  
153 ○ Question was asked if we had a quorum in case someone was nominated  
154 from the floor and Almassizadeh reported there were 46 members present  
155 (45 represented the quorum).  
156 ○ President  
157 ■ Erika Chesley previously submitted her name.  
158 ■ Floor was opened for nominations. No one spoke up.  
159 ■ Unanimous decision with only one name.  
160 ○ Vice-President  
161 ■ Lou Nieto previously submitted his name.  
162 ■ Floor was opened for nominations. No one spoke up.  
163 ■ Unanimous decision with only one name.  
164 ○ Secretary  
165 ■ Linda Mizushima previously submitted her name.  
166 ■ Floor was opened for nominations. No one spoke up.  
167 ■ Unanimous decision with only one name.  
168 ○ Parliamentarian  
169 ■ Renee Almassizadeh previously submitted her name.  
170 ■ Floor was opened for nominations. No one spoke up.  
171 ■ Unanimous decision with only one name.  
172 - Committee selections

- 173           ○ Turner will create a Qualtrics for members to choose their top three  
174           preferences for committees and will send it out Monday.  
175           ○ Committee descriptions will be included.  
176 - SAPs and Bylaws  
177           ○ Turner encouraged members to read them before the next meeting in  
178           January where they will be voted on.  
179           ○ If there are any suggestions, please send Turner an email.  
180

181 Question: Are elections always this simple?

182  
183 Answer: No this was unusual and probably because of the short-term length.  
184

### 185 **President's Report**

- 186 - December 15, 2020 the outgoing and incoming officers will meet with Felicia  
187 Washington and David Wright. The officers meet with senior administrators once  
188 a month.  
189 - December 17, 2020 the Executive Committee will meet for transition of officers  
190 and chairs and committee designation.  
191 - In January 2021 will have a joint meeting with the Academic Senate to hear the  
192 update on the University Finances.  
193 - Cultural Values update meeting coming soon.  
194 - January 2021 General Assembly Meeting  
195       ○ Washington will introduce Catherine Spear, the Vice-President for Equity,  
196       Equal Opportunity and Title IX.  
197       ○ Laura Hilton the new Director of Work and Family Life will come to talk to  
198       us. She is forming a new Executive Board and would like the Staff  
199       Assembly to have a seat on it.  
200 - Slack Channel  
201       ○ An invitation to join the Staff Assembly Slack Channel will come out soon.  
202       ○ A quick and easy way to communicate that isn't as formal as email.  
203       ○ Another tool to improve communication between members.  
204

205 Question: Many people use Teams instead of Slack. Can we use Teams instead?  
206

207 Answer: No, we are doing Slack and the Executive Committee uses Asana.  
208

- 209 - Member photo  
210       ○ Please email a business photo to the Staff Assembly email  
211       ([staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)) that can be put up on the web page. Since we  
212       can't do a group photo, we will do individual photos.  
213 - Attendance  
214       ○ Attendance is important as it allows us to have a quorum if there is  
215       anything we need to vote on that comes from the floor during meetings.  
216 - Communication

- 217           ○ Please reach out to communication directors in your area and see if there  
218           is a way that the top points that comes from the monthly meetings could  
219           be shared with your area.  
220           ○ If a constituent reaches out and has an issue or a suggestion, please have  
221           them email the Staff Assembly email and it will be brought to the  
222           Executive Committee.  
223       - Chair appointments  
224           ○ The Chair and the HSC Representative appointments will be made next  
225           week so if you have an interest, please let Chesley know.  
226       - Open floor at assembly meetings  
227           ○ Our meetings are usually jammed packed, but Chesley would like to leave  
228           time for issues or announcements to be brought to the assembly.  
229       - Lydia Vasquez let everyone know that parking will continue to be free while we  
230           are online and Chesley reminded everyone that a parking pass is still needed  
231           and it can be gotten from the USC Transportation web site.  
232

233 Question: Does a question about recognizing holidays go to the committee or to the  
234 floor?

235  
236 Answer: The idea would first go to the Executive Committee and then it will be sent to  
237 the correct committee where they will discuss it and then bring it to the body at the  
238 following meeting.  
239

#### 240 **Introductions**

- 241       - Continuing members introduced themselves  
242

#### 243 **Adjournment of first meeting of the January 2021-June 2021 body**

Jackie Mardirossian moved to close the meeting. Gloria Halfacre seconded. Vote was  
unanimous. Meeting adjourned at 11:03 AM.

244

#### 245 **Next Meeting**

246 General Assembly: January 29, 2021 9-10:30 AM on Zoom.  
247

248

248 Respectfully submitted,  
249

249

250 Katie Boeck

251 USC Staff Assembly Secretary