University of Southern California Staff Assembly
General Assembly Meeting
Thursday, March 8, 2018
Annenberg School of Communication and Journalism (ASC) Room G24
@ University Park Campus (UPC)


Absent: Josie Amescua, Bertha Arce, Susan Biddlecomb, Delfina Candelaria, Felicia Felton, Sarah Fried-Gintis, Jane Gollayan, Jennifer Hong, Dawn Kita, Jacob Laux, Sarah Luna, John Ng, Lois Nishimoto, Leslie Ann Picazo, Carla Obnillas, Yolanda Rios, Isabel Rodriguez, Carla Stanard, Mary Trujillo, Angela Walker, Jeanne Weiss, Sue Wiedem, Shelly Wong, Susan Wong, Randy Zuniga

Call to Order:
President Jeffrey De Caen called the meeting to order at 9:07 am.

March Staff Recognition Award:
Jeff introduced March awardee Joe Wallenstein, Director of Physical Production in the School of Cinematic Arts, and, Professor Michael Fink who shared some of the kind things about Joe. Jeff presented Joe with a certificate signed by the Presidents of the Staff Assembly, Staff Club, and University and an award letter for one free month of parking, courtesy of USC Transportation, and introduced Wade Thompson Harper, who presented Joe with a check in the amount of $100 on behalf of the USC Staff Club.

Approval of Minutes:
Gabe coordinated the approval of February’s General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by Mike Yarsky (seconded by Renee Almassizadeh), the meeting minutes of February 1, 2018 were unanimously approved.

Staff Retirement Association (SRA)/Emeriti Center Report – Bill Givens and Janette Brown
Bill reported that there is a Physical Therapy Workshop on Tuesday, March 13, 2018 in the Fishbowl. Everyone is welcome but they ask that you go to the Emeriti Center web page and RSVP. The SRA luncheon for new retirees is Friday, March 16, 2018.

Janette reported that the SRA will be going on a tour of Dauterive Hall but that the date is unknown. The Caldwell Scholars lunch is coming up (the scholars are first generation students). The Trojan Encore will be meeting monthly. They are faculty and staff retirees who are willing to volunteer or come back and work part time for a short period of time. The monthly meetings are to help find volunteer opportunities. Jeff mentioned that if you have people who are on extended leave then it is good to bring someone back like a retiree who knows the mechanics of the job and the culture of USC.
Committee Reports

Communications – Lali Acuna, Chair
Lali reported that the Employee Gateway was there to do the video interviews that will be posted to help encourage people to join the Staff Assembly. The videos will be used to promote the upcoming election.

Environment & Safety – Naomi Martinez, Chair
Naomi reported they met with Mark Ewalt yesterday. They are moving forward with planning the Environmental Fair and that Mark and his team are willing to work with them with the budget they have. Ted and Naomi met with some members of the Academic Senate and they are drafting a proposal for the motorized conveyances.

Rights and Responsibilities – Renee Almassizadeh, Chair
Renee reported that the committee is working on two proposals. The first is to make the salary ranges more transparent. They are coming up with three questions on what they would want to know and could be asked across departments and schools. Examples are: How are the amounts for the salaries calculated and how is HR involved. The second is staff mentorship. They are looking at 26 other tier one peer Universities to see how they handle mentoring. She also talked to Janette about having some of the retired staff members mentor current staff members. There is no fiscal impact for mentoring.

Rules and Elections – Rosemarie Tellez, Chair
Rosie reported that she got the list of all of the current staff last week. There are 11,548 eligible employees who are not currently apart of Staff Assembly. She sent the list to ITS last week to get a link which should be sent back to her next week so she can test it. An email will go out on March 26, 2018 calling for nominations. People may nominate themselves.

Jeff would like all of us to forward a nomination since we had issues last year with not enough people who could be on the waiting list in case someone had to step down. Rosie said it wasn’t because of the nominations but rather the voting. Jeff reminded us that Officer Positions need to be considered as well. James asked if we could include some of the videos in the email and the answer was yes.

Scholarship – JaBari Brown, Chair
JaBari reported that the committee will meet next Wednesday and that the application will be posted in April. Renee asked that if someone starts school in fall of 2018 are they still eligible. JaBari responded that the reason we delay announcing the winners is so that they can be verified as being an active student.

Staff Appreciation – Felicia Felton, Chair
Felicia wasn’t there but Jeff announced that she is already working on the Staff Appreciation week and that it will be the week of Memorial Day. That way it is before the end of the Fiscal Year and farther away from Commencement.

Transportation – Ted Low, Chair
Ted reported that there is no CRB meeting scheduled this month. The schedule for a tram to the Alhambra site is being worked on.

President’s Report – Jeffrey De Caen
President De Caen asked Rona Smith to give a report as our Academic Senate Liaison. Rona reported that at the February meeting there were two items that would be of interest to the assembly. First, the false alarm of the active shooter from last October. Provost Quick put
together a committee to see how it went and what lessons could be learned. They discovered that the coordination between Department of Public Safety (DPS) and the Los Angeles Police Department (LAPD) was good. The communication between other units was not so good. There was a lot of confusion of what was going on and what people should do. The Dean of the Marshall School of Business emailed the Provost because he didn't know what was going on and the threat was in his building. Trojan Alerts only went out to 30% of the students and less of the Faculty. They discovered that the students were better equipped than the Faculty because most of the students had had drills in elementary, junior high and high school to prepare for active shooters. A Faculty member responded that they didn’t know what their responsibility was and the committee recommended training.

The second item was about Project Renewal. There is a concern of lack of clarity and communication. Marty Levine attended the meeting and confirmed that all schools are to reduce their budget by 5% over the next three years. That money will then be reinvested in other projects. There were specific questions asked of Dr. Levine and he will do a more in depth presentation at a later meeting. If we have any questions we can email them to Rona.

Jeff said that some schools have had training or is having DPS come and train them. Naomi said that many of the Faculty rely on the admins to know what to do and to tell them what to do. Katie gave the example of the issue that when the University gave the all clear and said classes would continue, Irani Hall was still locked and when she called DPS she was told that each building had to be searched by DPS and that when they cleared the building, it would be unlocked. That didn’t happen the rest of the day and the only way to let students into the building for class was to have someone stand in the lobby and let people in.

James said that ITS does practice sessions and they practice for earthquakes, fire etc. All of ITS participates. Jeff said that one of the issues was the responses overlapped. There is an Emergency Response, a Disaster Recovery Response, and a Business Services Response. They all overlapped and it didn’t work as well. It was reported that there was an emotional aspect that no one is trained in. In Bovard, Lisa reported that a person started panicking and running up and down the halls. There was also questions to whether they let students in to help protect them. She didn’t feel that the emotional aspect was addressed.

Renee said that Dornsife sent emails saying that if groups wanted training they should reach out. She thought that the training shouldn’t be optional and that she agreed with Naomi that the Faculty want the staff to take the lead and then teach everyone and she didn’t think that was the best approach. Jeff thought that future Safety Fairs could include information and that we need to have a more uniform response.

Regarding Project Renewal, Jeff said he was the one who planted the seed with the Academic Senate President. He reminded him that if you reduce the staff then the things that the Faculty want to get done won’t get done. We were hoping to have Ginger Clark come today and talk about Diversity and Inclusion, but she had to reschedule. The focus right now on Diversity and Inclusion is on the Faculty and students and he isn’t sure how it will affect the staff. The Task Force is going to send their recommendations to the Provost.

The Task Force has also been working on core values. President Nikias mentioned this in his State of the University address last week and the Task Force’s work on this has been amplified. It is Jeff’s understanding that the once the Gibson-Dunn report is in, that it will be shared with the President of the Academic Senate as well as himself, the Board of Trustees and lawyers to get very frank input on the findings. President Nikias will then meet with the Provost, Todd Dickey and the President of the Academic Senate and himself where the President Nikias will present a cement action plan and then he will meet with the Boards of the Academic Senate and the Staff.
Assembly and the Task Force to discuss the final action list. Jeff hopes that the new list will take place in the new fiscal year. The Task Force has broken up into four committees to discuss things more in depth. The first is leadership; the second is the idea of how we allow people to address concerns without the fear of retaliation; the third is how do we rewrite the core values with all partners involved; and fourth, how to we incorporate training and mentorship. The Task Force will meet after the four groups explore these areas and then they will come up with recommendations.

**Guest Speaker: Mark Ewalt, Executive Director, Administrative Operations**

Mark introduced himself and told us the status of Sustainability 2020. There are still a few key elements that are missing. The main one is communication of the status. Ellen Dux the new USC Sustainability Program Manager will create a tool so people can see the aggregate of all of the work that is being done towards the goal. Several professors in the Sol Price School are heading up a presentation forum and are presenting projects. The hope is to have Master’s and Ph.D. degrees in this area and eventually an undergraduate degree.

Mark then talked about energy usage. As part of looking at renewal, FMS put together a package of energy initiatives. All but two of them were approved yesterday by the Trustees. Installation of LED bulbs next year could help us reach our energy goals by 2020. In the Marshall School of Business they are testing a software package that shuts down equipment that isn’t being used. FMS is bringing in experts to look at buildings based on their standards and see which ones can be updated. The university had its first greenhouse gas assessment and the numbers look really good. There was a 16% reduction and there is only 4% to go to get to the 20% goal.

Transportation is looking at new software called Ride Amigos. It will allow people to connect the dots of where they are going anywhere in the Los Angeles area and show them the public transportation they can use. Hospitality has been able to reduce their waste by 33%. Procurement is getting better pricing. Every department has its own purchasing practice and they have hired a consultant to work with the different departments to help them learn to choose better options. There are centralized purchase projects that have been approved about ordering paper, cleaning supplies, janitorial supplies, toner and medical research tools that are used by most departments it help cut down costs.

LA has changed waste providers and Mark’s group is unsure that the new vendor, Republic, can do what Athens did for us. Athens sorted the trash for recycling and there was a 54% diversion. Republic does accept pure recycling and compost as long as it is separated here on campus and USC isn’t there yet. The cost of the waste contracted has tripled and that increase has come from LA increasing what they wanted. There are new trash and recycling bins that they have started distributing around campus. But the end of March, they should be throughout the entire campus. External recycling bins haven’t been approved yet but FMS is doing it on their own. The hopes is that in 1-1 ½ years USC will be a recycling campus. The Coliseum got an award from the Pac-12 for being a zero waste coliseum. It is the only one in the Pac-12.

Water fixture replacement was approved. The University is 90% piped with purple pipes that will allow gray water from the city to water plants with. LADWP was already supposed to have started this project but it isn’t starting until 2020, but USC is ready.

There is a lot on campus going on that is good but no one knows about it. A lot of departments do their own thing and they are doing it well, but there isn’t a centralized plan and Mark’s group doesn’t always know who is doing what. In an effort to improve communication Mark has hired Ellen. She comes from a varied background and she spent the first half of her career as a movie executive who pitched ideas. She is very good at the 30 second elevator pitch. Mid-career she
decided she was passionate about sustainability so she started working in start-ups. She most recently worked at Clean Tech where she was working with the City of Los Angeles in getting them to use Clean Tech incubators. A lot of the sustainability needs to be rolled out equally to all campuses and she is looking at how best to roll it out to satellite campuses. Mark’s group looked at how UCLA and Stanford have handled medical campus sustainability.

One of the big issues on campus has been traffic. Studies were done in 2012 and 2014 looking at the traffic patterns on campus. The biggest issue is with bicycles. Committees came together and submitted ideas to the Provost and he in turn wants more concrete plans that directs traffic and minimizes interaction. The University has hired a third party consulting group, Gibson Consulting, to put a report together of suggestions. The first proposal started with 34th Street when there were a lot of issues with the busses coming down the street and with bikes and pedestrians crossing over from the Village. They staggered bollards to help slow down the speed of the bikes, have CSC officers directing traffic, and warning signs. They have also had crosswalks painted at Royal Street and they are going to put speed bumps on either side of the crosswalks at Royal and Watt Way. They are also looking at rerouting traffic exiting Royal Street Structure (formerly known as PSD) and not let people exit onto 34th during peak hours. They are working with Uber and Lyft to pick people up off campus.

A question was asked about why there are no longer DPS officers in the middle of campus near Tommy Trojan telling people to walk their bikes. Mark said that so many citations were given out that Transportation couldn’t keep up with it and it was affecting the perception of DPS and when you recruit new officers, no one wants to come to USC and work traffic.

A statement was made regarding Uber and Lyft and how they are blocking traffic Exposition Blvd when they pick people up. It was also mentioned that on Pardee Way, the officer with the canopy is an eye sore and he doesn’t seem to be able to stop people from being picked up on the circle drive. Gabe and his team are working on this issue.

**Next Meeting:**
Thursday, April 5, 2018 from 9:00 a.m.-10:30 a.m. Location: (TBD), Health Science Campus

**Adjournment:**
A motion to adjourn was made by Kristi Culpepper and was seconded by Vicki Young. The meeting adjourned at 10:32 am.

Minutes submitted by Secretary Katie Boeck.