

# USC Staff Assembly

**General Assembly Meeting  
Thursday, February 7, 2019  
Michelson Hall (MCB), Room 101 @ University Park Campus (UPC)**

## 2018-2019 Members

Last Name	First Name	Present	Absent
Acevedo-Lam	Tanya	x	
Adcook	Steve	X	
Aguilar	Carmen	X	
Aguinaldo-Dino	Maybelyn		x
Akulov	Anton	x	
Alarcon	Patricia	X	
Almassizadeh	Renee		x
Andalon	Tiffany	x	
Aranda	Karla	x	
Arce	Bertha	x	
Ault	Vanessa	x	
Boeck	Katie	x	
Bonagofsky	Kathy	x	
Boyd	Robert		x
Brown	Jabari		x
Castaneda	Agustin		x
Castilla	Jorge	x	
Chesley	Erika	x	
de Caen	Jeff	x	
Feeley	Sabrina		X
Fried-Gintis	Sarah		x
Gallegos	Lisa		x
Gallegos	Lisa	x	
Godinez	Mike		x
Gonzalez	Adriana	x	
Gorse	Michael	x	
Halfacre	Gloria	x	
Hinojosa	Shannon	x	
Hoang	Queena		X
Jacobs	Anette	x	
Jamanila	Teresita	x	
Jebavy	Erin		x

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Johnson	Karen		x
Johnston	James	x	
Kidder	Eric	x	
Lee	Paul	x	
Lewis	Kierra	x	
Low	Theodore	x	
Luna	Sarah		x
Malan	Mark	x	
Mardirossian	Jackie	x	
Martinez	Naomi	X	
Mico	Brian	X	
Mizushima	Linda	x	
Nieto	Lou	x	
Olivos Romero	Deborah	x	
Ortiz	Bryan	x	
Ramirez	Sergio		x
Reano	Cory	x	
Rivera	Lillian	x	
Sinclair	Sandry	x	
Smith	Rona		x
Tai	Joyce	x	
Tellez	Rosemarie	x	
Trujillo	Mary	x	
Wang	Jonathan		x
Weiss	Jeanne	x	
Williams	Debbie	x	
Zuniga	Randy	x	

**Call to Order:**

President Jeffrey De Caen called the meeting to order at 9:06 am

**January Staff Recognition Award:**

Jeff de Caen said that the February awardee couldn't attend and that Erika Chesley and JaBari Brown were planning to surprise him at his office.

**Approval of Minutes:**

Katie coordinated the approval of January's General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by James Johnston (seconded by Gloria Halfacre), the meeting minutes of January 10, 2019 were unanimously approved.

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## **Personnel Council Report-Awilda Bregand**

Awilda reported that they are still working on open enrollment cleanup. Janis sent her report through Awilda. They are working on the wage policy as the wording is confusing. There will be online training through Trojan Learn and they hope to fix the issues with people not clocking in and out, and managers not approving time sheets. They will bring the training video to Staff Assembly for feedback. Jeff asked if the Assembly could also see the wording of the policy to give feedback. Awilda will ask Janis. Jeff also asked if the majority of the issues with managers not approving time sheets comes from Faculty, and Awilda wasn't sure but probably a significant number were Faculty members. Mark Malan asked if the supervisors could also get training about specific meal period breaks. Awilda said yes and that there is also confusion about hourly employees checking emails on weekends and that they get at least two hours of overtime and if the supervisors know and don't make sure it is on the timesheet then the University could be in trouble. Jeff said it is something that should be told before they decide to hire someone to make sure that the extra money is in the budget and maybe it is something that could be in the training when someone is onboarded. Bryan Ortiz said another issue is that people need more time to learn about the I-9 regulations and it is hard to learn in just an hour or two. Awilda knows that departments hate I-9s and she will make the suggestion for more time during the training. Mark reported that people have been coming to him from different areas about a rumor that layoffs are coming and that there is fear out there. Awilda had not heard that rumor and would pass it on.

## **Committee Reports**

### **Communications – Erika Chesley, Chair**

Erika asked the Assembly who has looked at the 5 Things and only four people raised their hands. Erika asked who was active on Facebook and who follows the Staff Assembly page. Only a couple of people raised their hands. The Committee has done two weeks now of the 5 Things. Gloria Halfacre said she learned something important and passed it onto her colleagues at a staff meeting; the Student Loan Forgiveness. The Committee is also working on the website.

### **Compensation & Benefits – James Johnston, Chair**

James reported that the committee is meeting next week. They are looking at the 8 or 9 policies that they were asked to review. He will have an update from the Staff Retirement next week. The Employee Benefits Committee met and they are reviewing the 2020 offers. They are preparing documents to take to the board about gym stipends and other stipends to help promote wellness. They have split into subcommittees and will get input as well. There is a faculty, staff, wellness and communications subcommittee. There are three representatives from the Staff Assembly (Jeff, James, and Steve Adcook) and they are all on the staff committee. Jeff said this is a sign of more engagement. James said they shared the interesting trends and he will ask Prateek if he can share that with us.

### **Environment & Safety – Naomi Martinez, Chair**

Naomi said the committee was working on the Cromwell Field Access policy and they have communicated with Rec Sports that it didn't go out as well as it should have and that they didn't talk to any of the governing bodies. It is affecting people working out at lunch and it is athletics driven. Jeff said it was brought up in the Employee Benefits Committee meeting and it is interesting that they are promoting health and yet closing the field. Mark said that most peer institutions don't let people on the tracks and that Mike Munson (Manager of Rec Sports) said that he wants people to know that they are giving access even if it is restricted and it is more than our peers. The field is closed on the weekends and between 12-6 pm. The

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big issue has been that communication is still lacking. Only people who are signed up with Rec Sports got the email.

## **Rights and Responsibilities – Jeanne Weiss, Committee Member**

Renee was at the Provost's Retreat so Jeanne gave the report. Over lunch on Wednesday, Feb. 6, 2019, members of the Rights and Responsibilities Committee met with Dawn Thompson, Assistant Director of Compensation and Classification, to discuss compensation practices across the university.

As many of you know, USC previously provided salary grades or ranges for staff positions; while this practice was abandoned, Dawn indicated that HR partners in individual units decide whether or not to provide salary ranges for particular positions. Instead of salary grades, Compensation uses "go to market" pricing and works with a consultant to ensure that pay is competitive. Dawn stated that concerns about cost-of-living are included in budget talks, where the standard is 3%. The committee indicated that 3% is not the merit increase provided to staff in certain units or schools; instead, increases are often less than 3%.

Compensation determines pay using the market pay range relative to national data. Cost-of-living and cost-of-labor metrics are considered. It is noted that living in LA is costly. Therefore, Compensation recommends a pay amount that is 15% above the national average. However, as the committee noted, this 15% is not realized in individual units or schools. There are cases in which hiring managers are told not to offer anything above the minimum wage. Dawn stated that while Compensation can set the standard, it has no control over the budgets; often, all that units can afford is the minimum. The committee responded that if budgets can always be used in terms of compensation structure, then no changes will happen in the culture of the university, where only certain individuals hold the resources and knowledge to make changes. Democratization of these processes could promote transparency.

Regarding pay equity, Compensation reviews requests for positions to ensure equity. Compensation uses the market pay system to identify disparities and breaks that data down across USC, but this process is available internally only to Compensation. The committee noted impediments to employees who question pay equity. It is not clear what the pay is supposed to be, and the onus of addressing this issue falls on the employee. Additionally, employees are fearful of retaliation if they do speak up. There is not a clear process by which employees can voice concerns; there is no support for employees who feel intimidated.

Compensation is working with SBOs and HR partners throughout the university to ensure more specificity in job descriptions to more accurately reflect the job responsibilities that people have. The goal is to eliminate the current general job descriptions that do not thoroughly describe the work that, for example, differentiates one program specialist from another.

The committee stated that there are significant differences in pay between revenue-generating and non-revenue-generating departments. According to Compensation, positions in revenue-generating units are extremely competitive in the marketplace and require different skill sets. Dawn and the members of the committee noted that better communication is needed to inform the larger university community of further developments.

Jeff gave props to the committee for opening up discussions and he thought that a lot of the issues were due to decentralizing HR and the Dean's having to decide things based on budgets.

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## **Rules and Elections – Rosemarie Tellez, Chair**

Rosie reported that they are working on the Bylaws and the SOP's and they would like to pass the two issues before elections. They are also reviewing that policies. The end of March is the nomination process for the ballot and then the elections are in April. Jeff reminded the Assembly that his term is up and that people need to start thinking about officers. He said that he has learned so much and he wishes everyone could be president to learn more about the University.

## **Scholarship – Jackie Mardirossian, Committee Member**

Jackie reported that they are working on collecting and soliciting nominations. They are also working with the Staff Club to simplify the nomination process.

## **Staff Appreciation – Paul Lee, Chair**

Paul reported that there were tickets available to the Spring Musical on March 30, 2019 at 8pm and April 4, 2019 at 7:30. He reminded us that he had sent out an email about it. The Staff Appreciation Week will be the last week of April. Paul will meet with other chairs for synergy and get their help on getting the word out. There will be raffles, discounts, promotions, and the ice cream social, and Paul is hoping people will help get additional swag. James asked if we had a specific date yet for the ice cream social so we can lock down the vendors. Paul said not yet but he is working with the past chair to talk about vendors and he is also researching ideas. Last year we ordered 800 scoops for HSC and we severed 2,400.

Gloria said that she had reached out and that USC now has a partnership with the Ahmanson and can get discounts for being USC Staff and Faculty (possibly students). This offer includes the Mark Taper, Ahmanson, and the Kirk Douglas. Mark said that the USC Dramatic Arts has a relationship with them too. <https://www.centertheatregroup.org/promo?code=usc>

## **Transportation – Ted Low, Chair**

Ted reported that the committee met with Shawn Chavira after last month's meeting. They talked about trying to bring back the \$30 subsidy, more parking at HSC and areas for Lyft and Uber to drop people off. Ted said things don't move as quickly as we would like them to. Shawn gave a report that they are trying to reinstate the subsidy but this would cost the University \$1 million and that it was taken away in 2015 to save money. They have looked into what other Pac-12 schools do: UCLA offers 50% subsidy, CAL offers 10%, and Stanford pays for everything if you carpool or vanpool. They are estimating that it will cost \$1.3 million to bring it back, but considering the parking issues they are hoping the administration will see the benefit. Mark suggested that we all do the CARB survey to say we drive and then CARB might help put pressure on the University.

Ted said there are plans on Trousdale, where the three flag poles are in front of Mudd Hall, to cut out and make a circle drive designated for Uber and Lyft since they are already stopping there on Exposition to drop people off and they are backing up traffic.

Mark mentioned that the signage in the Grand Parking garage is confusing about the pay for parking. It says 2 hours but the machine will let you purchase parking all day (for the 3<sup>rd</sup> floor of the parking lot). Jeff asked Mark to take a picture and send it to Ted. James asked Ted of the CRB is meeting and Ted didn't know.

Ted did say that they mentioned the signage and the renaming of Route C. He was told that it might have to wait until the end of the semester. Jeff asked Ted about the HSC parking and Ted said they are aware. Tiffany Andalón asked if they had elaborated on what they are doing to ease the parking issues and Jeff asked if they had a concrete sense of the delta between

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parking spaces and people. Ted said he will try to get a hold of the study that highlighted these issues.

Ted said they also talked about the issue of the Bikes on Campus. They are looking at a no wheel zone around campus that would include bikes and scooters because of safety issues. They would put bike lanes around the perimeter of the campus but they downside would be that they would have to take parking spaces away in the parking garages for bike parking. Mark asked if they could make sure that DPS is on board. Katie suggested that they needed better crosswalk lighting on McClintock where the football players cross because they don't look they just cross. There are CRC people in the afternoon but maybe they can be there in the morning when the players are practicing on the field. Jeff said that near 32<sup>nd</sup> Street School and the Caruso Catholic Center, that something more was needed than just a stop sign. There is no real traffic control and the kids just blow through the intersection without looking.

## **President's Report – Jeffrey De Caen**

President De Caen reported that the Trojan Council (the presidents from Staff Assembly, Academic Senate, Graduate School Student Government, and Undergraduate Student Government) are working with the President to do a University Forum and they are looking at a beta version on March 19<sup>th</sup>. It would be an organized Town Hall with the agenda made up by the 4 presidents. They would talk to the President and the Provost beforehand about the agenda and they are hoping that the top officials from HSC & UPC would be able to video conference in. They are hoping it will allow people to converse on topics of interest, strive to increase University cohesion, and promote unity. Jeff asked people to email him with suggestions or questions about it.

Jeff is the co-chair of the working group on the President's Culture Commission. The first version of this group are the Task Force members to keep the continuity and the second version needs to be more diverse. They are engaging in the beta version of the Barrett Values Assessment and they allow us to be able to look at the good, the bad and the ugly. Jeff thinks it is very important to have outcomes and then we can start challenging what that means. Mark thought that if the University was willing to offer things then we can make changes. Jeff said the challenge is the new president and if Wanda was still there she would be committed but we can't see what the new president will do. It is supported by the top officials but the details are tricky because there is no telling what the new president will make as their priority and which top officials will still be in place.

Faculty have been saying, like Mark, you have to show us the details. Students also want to see results. Anette Jacobs, who was our representative on the hiring committee, said that each candidate was asked about standing up for the staff and each candidate has experience doing this at a high level. It was a robust and arduous process to choose them and now they have to develop an infrastructure.

The speakers for the remaining meetings are:

March- Ombudsman

April – Erik Brink (Financial Information)

May- Sexual Violence/ Harassment

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## **Guest Speaker- Sandy Taylor, Director of ISGR and the OCISO Governance and Risk Management Team**

Sandy has been in her current position for 15 ½ months. She said it was great to hear us and see people are concerned. Her group is raising awareness around policies around infrastructure of information security. They are looking at why it is important, what is changing and how can they help.

The why is a lot of units and schools don't have policies and most of the policies are compliance driven. They want to empower everyone to know what is okay. As a whole we are out of compliance and there needs to be more policies to bring us into compliance. They want to reduce risk. They are proposing 16 information policies and the how is a long process and one in the future. Right now they are looking at procedures that are more local and guidelines to help with best practices. What is changing is right now there are 10-11 policies that mention information security and they are proposing that these go into 4 out of the 16 new policies. They are looking at acceptable use, data protection, and third party risk management.

They are building ground up governance around security and they have an Information Risk Committee that discusses medium to high risk issues and what to do (like funding, how to escalate it etc.) Policies will be issued but still need to work through exceptions, standards etc. and they will be effective after a grace period. We can email questions to [infosecpolicy@usc.edu](mailto:infosecpolicy@usc.edu). Information will be emailed out to the assembly and we can see the policies and changes. Jeff said that the mindset must be different to most people on campus and Sandy that we are doing a risk assessment and not an audit.

## **Adjournment:**

A motion to adjourn the current Staff Assembly was made by James Johnston and was seconded by Mark Malan. The motion was passed unanimously. The meeting adjourned at 10:33.

## **Next Meeting:**

Thursday March 7, 2019 9:00-10:30 am. Location: Ray R. Irani Hall (RRI) 101 at UPC

Minutes submitted by Secretary Katie Boeck.