

USC Staff Assembly

University of Southern California Staff Assembly

General Assembly Meeting

Thursday, March 7, 2019

Ray R. Irani Hall (RRI), 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
Johnson	Karen		x

USC Staff Assembly

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 9:04 am

January Staff Recognition Award:

Jeff introduced March awardee Diane Demetras, Director Electrical Engineer Student Affairs and David Ho, Student Services Advisor Electrical Engineering Systems in Verterbi School of Engineering, who shared some of the kind things about Diane. Jeff presented Diane 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 Diane with a check in the amount of \$100 on behalf of the USC Staff Club.

Approval of Minutes:

Katie 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 Robbie Boyd (seconded by Brian Mico), the meeting minutes of February 7, 2019 were unanimously approved.

USC Staff Assembly

Personnel Council Report-Awilda Bregand

Awilda reported that there is continued growth and she has been working on the onboarding of several units. On February 23, 2019, the University purchased a health care clinic in Vegas for culinary employees from hotels and restaurants. There isn't a tertiary place for them to go and they either have to go to a hospital in Arizona or one in Los Angeles. There are 60 people working in the clinic.

On March 1, 2019 there was the acquisition of Los Angeles Cardiology from Good Sam and it is an office with 40-50 people. Jeff asked if they had unions and they answer is no so they would be a part of Staff Assembly. Jeff also asked if they are a part of Keck Medicine and the answer was yes.

Denise Steiner asked if they are going to include wellness incentives like Weight Watchers or gym membership and they are looking at adding monetary incentives that could be used toward a fit bit or a gym. There was also a question about making staff hours at the Lyons Center and at the Village because they are being used so much by the students that it is hard to find any equipment to use.

Committee Reports

Staff Appreciation – Paul Lee, Chair

Paul reported on the 2018 Staff Appreciation Week Budget was ~\$10K, there were 215 events and discounts, 135 raffle prizes (20 Baked Bear, 20 Blaze Pizza, 50 items from Staff Assembly (23 gift cards and 27 USC swag items from bookstore)). ~5,500 USC staff participated in one way or another. For 2019, we have 21 confirmed vendors (Ahmanson Theater, USC Village, LAFC Team Store, Fitness entities), ~200 giveaways (Trio House coupons, iPads, 1 month free parking, complimentary accommodations at hotels), ~20 pending vendors and growing (USC Hospitality, Village), and they are talking about a revised approach to the raffles. In the past, you had to fill out a survey to participate and they are looking at all staff are automatically participants.

The Ice Cream Socials will be spread out throughout the week for the different campuses that way we can utilize the Staff Assembly step and repeat backdrop for pictures and provide more opportunities for Jeff and other senior officials/ administrators to attend. The proposed schedule is: Monday 4/22- UPC @ Baked Bear, Tuesday 4/23- HSC @ Farmer's Market (Vendor TBD), Wednesday, 4/24- N/A, Thursday 4/25- Vendor TBD for DTLA, ALH, Marina, Friday 4/26- Location and Vendor TBD for DTLA, ALH, and Marina.

Going forward we need to solicit more promotions, deals and raffles by March 31st. They need assistance with satellite campuses and how to better engage people. They are also working on confirming ice cream social logistics by the next meeting (vendor, location, equipment, confirm volunteers, receive quotes). They are also working on solidifying the budget and expenses (~\$3 a scoop) and they are still soliciting sponsors for the ice cream socials. They are also looking at partnering with Sustainability Week and the Farmer's Market. They have also come up with flyers and as soon as they get all of the vendors confirmed, they will finish the flyers and send them out so they can be distributed. Jeff said that the senior staff are willing to participate.

USC Staff Assembly

Rules and Elections – Rosemarie Tellez, Chair

Rosie reported the elections are coming up and she is working with ITS to change the process. The Shibbolah authentication won't be available until next year but they have updated it to have the employee's name and department so there won't be confusion with people with the same name. There are 38 current members who don't need to get re-elected, there are 7 terming out, 11 need to be re-elected and 4 alternates that need to be re-elected on their own. Renee asked if Rosie could send a list of the people in the committees to the Chairs so they could double check and tell their members. Jeff asked Rosie to connect with Employee Gateway to make sure we are on it.

March 25th – the email about nominations will come out and it will no current Staff Assembly members.

March 26th - they will add members who are on the Staff Assembly

March 27th – they will add Staff Assembly members that need to be re-elected

April 1st - last email to nominate people

April 8th - Part two will be elections and we will be electing 22 people

April 15th – the committee will go through the list

April 22nd – the committee will reach out to people to see if they are willing to serve as well as reaching out to current members to make sure they are still willing to continue to serve

Communications – Erika Chesley, Chair

Erika reported that they submitted the first official media results. The 5 Things Campaign and Did you Know have been up on Facebook. There are 350-370 views on each post. The new web site will be launched in time for Staff Appreciation Week. The first pass of the new web site will go to the Executive Committee at their next meeting.

Compensation & Benefits – Steve Adcook, Committee Member

Steve reported that they have been going through the policies and mostly finding names of people who are no longer at USC. Jeff said that since the committees have defined pockets of policies that their committee would probably see that more than others.

Rights and Responsibilities – Renee Almassizadeh, Chair

Renee reported that many policies existed in December when we started reviewing them, and many are no longer there or have been renamed. She is going to try and figure out the delta of what was there vs what is gone. The policies are due to the chairs by the Executive Committee meeting in two weeks. Mainly they are looking for top level issues like things have been renamed and general recommendations. Jeff said that we have a heavy load now since this is the first time we are doing this and hopefully as we move forward it will get easier. Jeff said that the assembly has been included in four or so policies recently and we have been giving good input and it is great that we are being used as a sounding board.

Environment & Safety – Naomi Martinez, Chair

Naomi reported that regarding the change of access to Cromwell Field, they have reached out to Athletics and communications. They are working on finding a reasonable solution for staff who want to work out at lunch. The 2019 Sustainability report was sent out and April is the Sustainability event. The Provost's Sustainability Retreat was last week and it was mostly faculty as it was driven by the Academic Senate. Most of the items were denied by the Provost because the faculty couldn't agree.

USC Staff Assembly

Scholarship – Gloria Halfacre, Committee Member

Gloria reported that they are transitioning to an online submission process for the monthly Staff Award. They are also starting to ramp up for the 2019 Scholarship. April 24th they will open the site and May 24th at 5 pm is the submission due date.

Transportation – Ted Low, Chair

Ted reported that he met with David Donovan to talk about the lack of parking at HSC. Here was the response from David. In September 2017, USC Transportation forecast that we would have a capacity issue in the coming years based on Hospital growth rates, new facilities that we knew were coming online (hotel, student housing), and historical parking demand. In February 2018, we engaged Gibson Transportation Consulting to verify our forecast, and around April 2018, they confirmed we would be approximately 2,000 spaces below projected demand by December 2020. Since then, we have been working with USC CCD (Capital Construction and Development), USC REAM (Real Estate and Asset Management), Gibson, and others to identify possible solutions to the problem we know is bearing down on us.

The challenge at HSC is a small geographic footprint, combined with the fact that parking is the lowest functional use of space on a medical campus. The only parcels of land USC owns outright are either already in use or earmarked for future biomedical facilities. A feasibility study in April 2018 (different than the demand study Gibson performed) identified a few different places we could develop either a surface lot or a structure, but none have panned out yet, for various reasons (building code restrictions, future development project plans, utility easements, etc.). We recently completed a proposal to Cabinet that would demolish the Valley Warehouse Building (VWB) and the abandoned Edmonson Building (EDM), and create a 12-acre surface parking lot in the short term (the parcel is slated for REAM development long-term, but that is far enough out that we can use the site short-term). We have engaged with all the units identified above in addition to USC Civic Relations, Keck Hospital, and others, to identify a long-term solution, which would include conversations about funding (initial projections for a parking structure run between \$60-80MM).

So, long story short, we're acutely aware of the parking challenges at HSC, and have been working positively towards solving them for about two years now. I would invite anyone with questions to reach out to me directly at ddonovan@usc.edu

Renee asked how much the subsidy cost would be and Ted said \$1.3 million. She asked why we can't do the \$1.3 million but we can do the \$60-80 million for the parking. Ted said the parking rates go to things like buses, drivers, and support staff so they are more willing to spend money that they will then get back.

Ted also reported that Transportation Services is letting the Staff Assembly rename the C route. The committee has talked about North UPC Route, but they are open to other suggestions. The name will probably not take place until this summer or fall. Naomi asked Ted if he was aware that URB-E was no longer at the Village and so it will not be the mobility hub. Ted wasn't aware.

President's Report – Jeffrey De Caen

President De Caen reported that the President's Culture Committee has been working on the Barrett Assessment Prototype. There will be a random selection of staff, faculty and students who will receive an email and be asked to do the survey. This will be a test run to see how goes and to

USC Staff Assembly

test the experience. They also want to see the power of the words on the, make sure the lists are contained and be able to have people choose the words that they want. They will capture more data in the fall when the survey is sent out to everyone. The results will be the launching point to start doing actionable items. The Prototype will go out Spring 2019, Actual Survey Fall 2019, Engagement will be Spring 2020.

The University Forum will be March 19, 2019 from 4-5:30. It is an experiment and it was an idea that came from the Trojan Council (Presidents of Staff Assembly, Academic Senate, Undergraduate Student Government and Graduate Student Government). They are hoping for open communication across staff, students and faculty. This is a beta format and it is hard to get everyone from every area of the University involved at the same time. The four presidents will be moderating and the Academic Senate President is planning to be at HSC. They have two questions prepared, but they are hoping communication comes more from the participants. They also hope that the format works and they are pleased that they have support they need to engage in these kinds of activities. The questions are: 1. How can the university balance its goal of controlling tuition increases with its goal of providing a top-tier educational experience to the USC community? 2. How do we care for our entire USC community, both inside and outside the classroom?

Renee asked if they are talking and the audience is listening or are they putting in suggestions? Jeff said that they want to hear from the community and not lead the communication. Ideally the community is talking amongst themselves and they are hoping that this will lead to cross talking and other ideas. The Senior Administration will be there to listen and hear what the community is saying. This will not be recorded. Renee asked how they are going to get people to start talking with the high level people there. Jeff said that the questions are safe but loaded and they are interested in what people are saying. The Presidential Search Committee forums helped them understand they didn't really know what people were thinking and saying. Brian asked if HSC will be live and the answer is yes. Jeff and the others will be monitoring the screen and making sure that the individuals at HSC will be able to talk as well. The late time is based on President Austin's calendar. Mark Malan asked how much time will each person get at the mic. Jeff said he isn't sure but they want to make sure that everyone who wants to talk gets the opportunity.

Guest Speakers- Katherine Greenwood and Thomas Kosakowski, Ombudspersons

Katherine and Tom have been in their positions for 5 weeks and there has been a lot of traffic through their office. They are a safe place on campus to share concerns and they can give suggestions and share experiences or tell people about resources available. The four pillars of their job are: 1. Confidentiality 2. Neutral 3. Informal 4. Independent. They are not mandated to report any issues and they feel that they can't get to solutions unless someone can say everything and not be worried that things will be reported. They don't keep records and they can't testify. They report to the Provost Office. They are independent and are imbedded mediators who don't take sides. They can advocate for fair processes and they will be included in the faculty handbook for mediation between faculty members, but they can be used by students and staff as well. The visitors that have come to see them are equally divided between students, faculty and staff. They can help people explore options and they don't follow up so they don't know the endings to things.

They can give upward feedback which means that if they have an issue that comes up over and over again, then they can bring it up to the Provost. They can only bring up patterns and trends, although they can report of someone is going to harm themselves or others. There are three ways that people can interact with them. 1. Their doors are open and people can walk in. 2. We can

USC Staff Assembly

refer people to them. 3. They may contact us to find out how things work, the culture and policies in different areas so they can better advise.

Renee asked if people have gender issues, or if one or the other is out, can they talk to either one? The answer is yes, but Tom is primarily HSC, CHLA, Verdugo and Campus clinics because he has a background in the healthcare area. Katherine is UPC. Bryan Ortiz asked about the whether or not people who are a part of the unions can come see them and if there is an issue on the contract they need to go back to their union but if there is an issue with conflict with a coworker then they can come to them.

Anette Jacobs asked how can people reach them outside of normal business hours and the answer was they can email them and they will make arrangements to meet people outside of normal hours. Renee said it might be nice to get quarterly information to help let people know they are there and the statistical data of traffic might be helpful to encourage people to go see them, remind people of the pillars of the field and remind them that they are there for guidance. Tom and Katherine thought it was a good idea and will take that back with them.

Adjournment:

A motion to adjourn the current Staff Assembly was made by Gloria Halfacre and was seconded by Jackie Mardirossian. The motion was passed unanimously. The meeting adjourned at 10:33.

Next Meeting:

Thursday April 4, 2019 9:00-10:30 am. Location: ZNI 112 at HSC.

Minutes submitted by Secretary Katie Boeck.