

# USC Staff Assembly

## University of Southern California Staff Assembly

### General Assembly Meeting

Thursday, April 4, 2019

Herklotz Seminar Room, Zilkha Neurogenetic Institute @ Health Sciences Campus (HSC)

#### 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 9:10 am

## **April Staff Recognition Award:**

Jeff announced that our winner could not join us.

## **Approval of Minutes:**

Katie coordinated the approval of March's General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by Mark Malan (seconded by Erin Jebavy), the meeting minutes of March 7, 2019 were unanimously approved.

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## Committee Reports

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

Erika reported that they the committee is supporting Staff Appreciation Week and Elections Committees. Erika suggested we look at the Facebook site to see some of the new changes. The goal is to have the new website up and live by Staff Appreciation Week so people can go to it to see the winners. Erika asked people to send any pictures that they might have taken during the Staff Assembly meeting with President-Elect Dr. Carol Folt to the Staff Assembly email address.

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

James was not there and no member from the committee had a report.

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

Naomi reported that the inaugural trash pickup at Expo Park yielded 90 pounds of trash; 70 pounds to the landfill and 20 pounds to recycling. The April sustainability event is April 24, 2019 during the Farmer's Market on McCarthy Quad. There will be a committee meeting today.

### **Rights and Responsibilities – Renee Almassizadeh, Chair**

Renee reported that there is nothing to share. The policies will be reviewed at the next Executive Meeting. Renee asked that people please send their updates to the chairs of their committees.

### **Rules and Elections – Bryan Ortiz, Committee Member**

Bryan reported

#### Nominations as of Wednesday April 3, 2019 6:06pm

We have 112 employees who have made nominations and submitted. 10 employee made nomination but have not yet submitted. Total of 438 employees nominated to be placed on ballot

**The last day to nominate is Sunday April 7 at 12pm.**

#### Monday April 8, 2019

Elections will Go live-

Election email reminder will be sent via Gateway Announcement

**April 11-** Last Election email reminder will be sent via Gateway Announcement

**April 14-** Last day to submit elections

**April 22 -** All current members will be contacted via email requesting if they will continue to serve Staff Assembly.

**April 26 -** Confirmations will be sent to all Newly elected, Re-Elected and continuing members

### **Scholarship – JaBari Brown, Chair**

JaBari reported that they are looking for monthly award nominations and that they will make a push during Staff Appreciation Week. The application for the scholarship will be announced on the Gateway April 15, 2019. They are looking for volunteers to review applications and they will have a training day.

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

Paul showed the assembly what the flyers will look like. They will finalize them soon and send them out. USC hospitality is helping with offers. Tapingo will have 25% off that week if people order from their app. At UPC during the Ice Cream Social, there will be a magician and Beau will come visit people in line. A member asked if the location at HSC could be moved from the Farmer's Market to the Board Lawn as it is more central. Jackie Mardirossian thought that FMS could help with tables as they have been willing in the past. For the raffles, everyone is automatically entered and the winners will be announced on the new web site.

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

Ted reported that the CRB will meet at 2 pm on April 19, 2019 at the Transportation Conference Room. There are some ideas to lower parking costs. They are also looking at making things safer around campus especially with Lyft and Uber. The drivers have been making crazy stops and U-turns and they are looking at special/ designated drop off areas. Mark Malan asked why they aren't being given tickets. Lisa Gallegos asked if little cars could be given tickets if they take the bigger car spaces just as the big cars get tickets when they take the smaller spaces. There was also a general appeal for more tickets to be given when people park badly. Gloria Halfarce said that she would like to be able to make a parking reservation after 3 pm for the same day if they have a guest who comes after 5 or the next day. The mobility hub is gone from the Village as the business went out of business. Transportation is trying to figure out where to put it.

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

President De Caen reported on the University Forum and said that HSC parking was front and center in discussions. Jeff thanked Katie for taking notes during the forum and said that there were five scribes that the meeting that day. The themes from the meeting were Communication, Services, Professional Development, Campus Culture, and Safety & Wellness. The Trojan Council met last weekend at the Trustees Conference and they are now trying to figure out what to do with the information they have.

Jeff reported that the Trojan Council could talk to people this year at the Trustee's conference. There were two sessions that were closed and were only for the trustees. They were governance and the Presidential Transition. Two of the governance committee members met with the Executive Committee last fall and they were talking about size and expertise.

The Executive Board met with Senior VP David Wright this past Monday. They are still looking to hire a Senior VP of Human Resources immediately. We talked about the concerns with Terranea. The UPC Child Care center is being taken over by Bright Horizons who already does HSC. The Staff Compensation Audits has movement afoot and the Compensation Office is looking at jobs and industry standards of pay. There is a concern and a need for internal communication. Sarah Fried-Gintis asked what was the goal is of this movement. Jeff said that there are too many people in the Administrative 1 bucket for example and the variety is great. Sarah asked if the goal is to better describe the job or the compensation and Jeff responded both. People are not getting compensated for what they do and they aren't sure what will happen at the local level as this will affect budgets and we have already gone through the budget cycle. They are trying to better match and catch up with pay because this is USC and it is also expensive to live in Los Angeles. They are looking at the bottom 25% to see if they are making enough and

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also looking at the 75% to see if they are making too much. They are also trying to have better job descriptions which will help with recruitment and also help the people who are already here. It is good that we have a foot in the door and are a part of the conversation. There has been early push back by the SBOs because they are unsure how this is going to happen. The board also talked to David about elections and Jeff thought the meeting was very fruitful.

There are a lot of important dates coming up

April 1-5- we are in the second week of nominations

April 8-12- one week of elections

April 15- the Scholarship submission starts and will go through May 24, 2019

April 22-26- Staff Appreciation week. Jeff is going to try and make it to every Ice Cream Social. Jeff has reached out to the Senior Administration to see if they would like to participate.

April 24 – National Administrative Professional Day. Jeff has asked Senior Administration to thank their people in their area and the Academic Senate, Undergraduate Student Government and the Graduate Student Government are going to something that day. There will also be a raffle at the Farmer's Market that day. Jeff also reminded people of the Gateway Shout out.

April 29- Gateway will announce the new Staff Assembly. Mark asked if we can remind people about the policy that was approved by Todd Dickey that any service to the University can be done during regular working hours.

## **Guest Speaker- Erik Brink, Associate Senior Vice President, University Comptroller**

Erik talked about the Workday Financial upgrade. It is not just a financial implementation; they have been looking at the financial systems and the workday financials for two years. Imagine is the new branding, and the question is why Imagine and why now. This will be a transformation of the way we work, and we all have ideas of what can be done to make things better. July 1, 2021, 818 days away we will go live with Workday Financials. We are not going to have another moment like this to help determine how the University moves forward financially. All of the work we do matters. There is a team of 80 people working on this project. 32 people are focusing on planning, stakeholder and engagement meetings, and training which was a big issue with Workday Human Resources.

Mark asked if we can establish compliance and have an anonymous way for people to look at it or a check box that we can send things to people without everyone knowing. Lower people might lose their jobs if they question things but they might really want someone higher up to see what is going on. Renee asked if there was a way to customize a working group like Workday HR and the answer was no. She suggested that there should be an email address or a web site where people can say this function stinks because sometimes issues at the bottom level may not be seen at a higher level. Erik said we can't customize Workday because it is cloud based. Renee said that a big issue has been there was no place to give feedback. Katie asked why we are going from one system to three (Workday, Quali and Concur). Erik said that Quali is going away totally. Purchasing and other functions may look the same. Katie also emphasized that we need better communication during roll out because she didn't know about the Concur help desk number until it had been up a week and when Concur says that it is a USC issue or decision, it took her 5 hours to get a live human and now it is taking more than a week to get an answer by email.

Sarah asked about communication with the credit card company and she has discovered that if there is fraud, she won't be notified and she isn't sure it goes to the main USC group. It is possible to get a new card without a lot of people in the department knowing about it. Erik had mentioned that this project is going to cost \$100 million and Sarah asked what was it going to be

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spent on. Erik responded that the project really costs \$75 million and that there are 75-80 people working on it and that includes consulting time and purchase of software.

Anton Akulov asked if we are working on making USC better and would like to see this system bigger than USC and make it flexible. He would like to have it been a system that could be sold to peers. He would like to see the decision team include people in research because we need a system to work easier and faster for the researchers. He would like to see people from medical research involved to have input.

## **Adjournment:**

A motion to adjourn the current Staff Assembly was made by JaBari Brown and was seconded by Bryan Ortiz. The motion was passed unanimously. The meeting adjourned at 10:32.

## **Next Meeting:**

Thursday May 2, 2019 9:00-10:30 am. Location: MCB 101 at UPC.

Minutes submitted by Secretary Katie Boeck.