

USC Staff Assembly

University of Southern California Staff Assembly

General Assembly Meeting

Thursday, June 6, 2019

Scriptorium at the University Club @ University Park Campus (UPC)

2019-2020 Members

Acevedo-Lam, Tanya
Adcook, Steve
Aguilar, Carmen
Alarcon, Patricia
Almassizadeh, Renee
Andalon, Tiffany
Anton Akulov
Aranda, Karla
Arce, Bertha
Ault, Vannesa
Boeck, Kathleen
Bonagofsky, Kathleen
Boyd, Robert
Brown, Amber
Castaneda, Agustin
Chavira, Shawn
Chesley, Erika
Crenshaw, Erika
Culpepper, Kristi
De la Rosa, April
Fowles, Theophilus
Gallegos, Lisa
Godinez, Mike
Gorse, Michael
Halfacre, Gloria
Hinojosa, Shannon
Hoang, Queena
Jacobs, Anette Jeltsje
Jebavy, Erin
Johnston, James
Kidder, Eric
Lee, Paul
Lewis, Kierra
Low, Theodore
Luna, Sarah

Lynn, Crystal
Malan, Mark
Martinez, Naomi
Mata, Nicole
Mico, Brian
Mizushima, Linda
Morataya, Claudia
Nieto, Lou
Ochoa-Springer, Liliana
Olivos Romero, Deborah
Ortiz, Bryan
Ramirez, Sergio
Reano, Cory
Rivera, Lillian
Sandhu, Juggy
Schroth, Richard
Sinclair, Sandry
Smith von Almen, Rona
Turner, Philip
Vazquez, Lydia
Wang, Jonathan
Weiss, Jeanne
Welch, Zelinda
Williams, Debbie
Yu, Jenny

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Call to Order:

President Jeffrey De Caen called the meeting to order 2:12 pm

Approval of Minutes:

Katie coordinated the approval of May's General Assembly meeting minutes, which had been distributed to Assembly members in advance of the meeting. On a motion by Lou Nieto (seconded by James Johnston), the meeting minutes of May 2, 2019 were unanimously approved.

Committee Reports

Communications – Erika Chesley, Chair

Erika thanked the committee members. The new web site was launched in time for the Staff Appreciation Week. There were 3,869 visits, 1,573 unique visits, 8,394 page views. Erika invited everyone to visit the website and encouraged people to subscribe to the website at the top right of the page. Once a week they will send an email to the subscribers with links to the current posts and this will be our newsletter. The committee also worked on social media strategies this past year, strengthened relations with USC Communications and with the Gateway. This led to more of the Staff Assembly announcements being in prominent places on the weekly Gateway email. Erika had the pleasure of being on the Presidential Culture Commission with Jeff and they have been working on the communications piece of how to make sure the survey reaches everyone. Jeff gave Erika a plaque and thanked her for transforming the committee and the web page. Jeff also gave Erika certificates for each of the committee members.

Compensation & Benefits – James Johnston, Chair

James thanked the members of his committee. He said that the committee work has been more individual this year. James thanked Jeff for making us more global and having him as well and Jeff and Steve Adcock sit on the Employee Benefits And Compensation Committee (EBAC) and also the Emeriti Center Benefits and Resources Committee. One of the benefit on being on the Employee Benefits Committee was that they could help increase the benefit pool and he mentioned the \$220 wellness benefit. Jeff gave James a plaque and thanked him for his work on the EBAC. Jeff also gave James certificates for each of the committee members.

Environment & Safety – Naomi Martinez, Chair

Naomi asked her committee members to stand. Naomi said that Safety usually trumps Environment with projects. In the fall we had the Emergency Preparedness Fair and in the spring we had the Sustainability Fair in which we partnered with the Office of Sustainability. Every year we get more people interested in partnering with us. This coming year there is a lot of momentum so there will be two chairs: one for safety and one for environment. Jeff gave Naomi a plaque and he thanked her for keeping up with the Sustainability Meetings when he could not. He said this will be an important committee as Dr. Carol Folt is very into sustainability. Jeff also gave Naomi certificates for each of the committee members.

Rights and Responsibilities – Renee Almassizadeh, Chair

Renee thanked everyone for allowing her to be the chair of the committee for the second year. She asked her committee members to stand. She said that each of the members present has sat on a University Committee. There were two major projects that the committee focused on. In

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the fall they looked at salary transparency and they met with Dawn Thompson. There is a lot of work being done on the salaries but a lot of it is also based on the local budgets. The biggest thing that the committee helped do was to communicate up what was going on at the ground level with the salaries. The committee also lead the review of the policies and there is now a 30 page document with everyone's comments. Jeff gave Renee a plaque and thanked her for her work on the document and getting it all together. Jeff also gave Renee certificates for each of the committee members.

Rules and Elections – Rosemarie Tellez, Chair

Rosie asked her committee members to stand. They have been working on changes to the Bylaws and the SOP's. The committee is responsible for elections. She said that the three changes to the SOP's were approved. (1. The University Mechanism 2. The election of the President 3. Archives). These updates will be in before the new term starts. Jeff gave Rosie a plaque and thanked her for her work on the elections and thanked her in advance for running the officer elections after the main meeting was over. Jeff also gave Rosie certificates for each of the committee members.

Scholarship – JaBari Brown, Chair

JaBari thanked the committee members. He also thanked those who have read applications over the years and said it was an honor to help award all of the staff members who received the award. We have awarded \$18,000 over the last three years and will give out another \$6,000 later this summer. Readers and committee members will start reviewing applications in which there were 48 this year. The recipients will be contacted in August and then will be announced in September. This was also the first year that the committee took on the monthly awards and helped give them out with the Staff Club. Jeff gave JaBari a plaque and thanked him for his work as chair if the committee when it was an Adhoc committee and then to see it through the first couple of years as it became a full time committee. Jeff also gave JaBari certificates for each of the committee members.

Staff Appreciation – Paul Lee, Chair

Jeff thanked Paul for chairing a committee in which every sing member was new to not only the committee but also Staff Assembly. Paul asked the members to stand and thanked the committee and said it was a team effort and he asked everyone who volunteered in some capacity for Staff Appreciation Week to stand and thanked everyone. There was a huge learning curve and he sees more being done next year since there is now a baseline. He encouraged everyone to engage and brainstorm in the fall since most of the activities are in the spring. He is hoping to have more engagement activities for the General Assembly. The challenge will be how do we do this on a limited budget. There is another discount that he will send out for a family picnic on June 16 at Universal City. It is \$140 for \$85. Jeff gave Paul a plaque and thanked him for his work as the chair on the first year that this was an official committee. Jeff also gave Paul certificates for each of the committee members.

Transportation – Ted Low, Chair

Ted thanked his committee and asked them to stand. The committee has tackled some tough issues even if they don't have a lot to show for it. They worked on lowering parking rates, more parking at HSC, updating signs, and designated areas for Uber and Lyft pickup and drop off. They didn't all happen but all of these issues are in the works. Ted was happy to announce that the transportation subsidy was coming back. He sees the committee as an extension of the Transportation Department. There will be a CRB meeting on June 21, 2019 at 2 pm in the Transportation conference room.

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President's Report – Jeffrey De Caen

President de Caen thanked all of the members and he recognized everyone for their service. He has been touched by hearing people have a positive experience with our ambassadorship on lots of University committees. Jeff said that the liaison concept has room to grow but it has had a huge step in the right direction. He said that he needed to appoint a group representative from HSC and he thanked Tiffany Adalon for volunteering and he gave Tiffany a plaque. Jeff thanked the chairs again and he thanked the executive board. He thanked Lisa who wasn't there and said that she has been one of the best spokespeople for the assembly. He thanked Katie for the best minutes that were so easy to read and thanked her for being so reliable. Jeff thanked Brian who wasn't there for being an unsung hero and has given us the foundation for budget keeping.

Jeff thanked the Trojan Council members and the Senior Administration and especially David Wright who started meeting with the executive board monthly which had never been done before. Jeff thanked Prateek Bhatia who went out of his way to engage and advise the staff assembly. Jeff said that the EBAC committee now has a Staff Assembly subcommittee. Jeff thanked President Austen and her inclusion of the staff in her State of the University Address in February which was unprecedented. Jeff thanked Rick Caruso who showed up to meetings with the Staff Assembly and he and his chief of staff called Jeff on a regular basis. We are in our 39th year and will have our 28th President coming up.

Under his leadership there was a service window shift from January to December to July to June so we aligned with the academic calendar and fiscal year. Jeff thanked everyone who served an additional six months as we changed the terms. There was also a huge community connection with an army of liaisons, the Trojan Council creation, and we opened avenues to inject our voice. We had access to voices and influence and we did benefit from the scandals in that people were willing to change and ask us to review things. We are entering a new Trojan era and we have a seat at the table. Jeff sees that we have a critical role sitting at the table. We are a part of a three legged stool (students and faculty being the other legs) and we do not want to make the stool tumble or to point out the stool's defects. We are here to help strengthen the stool.

The 2018-2019 Staff Assembly term was closed by President Jeff de Caen.

Election of new Officers

Jeff welcomed the new members for the 2019-2020 term. Jeff read the names of the new members and they stood and introduced themselves. Each of the candidates for president introduced themselves (Katie Boeck, Erika Chesley) and a vote was taken. Each of the candidates for vice president introduced themselves (Brian Mico was absent, Bryan Ortiz, Shawn Chavira) and a vote was taken. Each of the candidates for secretary introduced themselves (Jonathan Wang, Anette Jacobs, Katie Boeck) and a vote was taken. Each of the candidates for parliamentarian introduced themselves (Renee Almassizadeh, Kristi Culpepper) and a vote was taken. The results were counted by Jeff de Caen, Rosie Tellez, and Bryan Ortiz.

Erika Chesley, President

Brian Mico, Vice President

Kathleen Boeck, Secretary

Renee Almassizadeh, Parliamentarian

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Adjournment:

A motion to adjourn the current Staff Assembly was made by Renee Almassizadeh and was seconded by James Johnston. The motion was passed unanimously. The meeting adjourned at 4:06.

Next Meeting:

Will be determined at the Executive Committee Transition Meeting.

Minutes submitted by Secretary Katie Boeck.