

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – October 30, 2020
Zoom Meeting

Present:

Acevedo-Lam, Tanya	Lee, Paul
Adcook, Steve	Lewis, Kierra
Akulov, Anton	Low, Theodore
Alarcon, Patricia	Luna, Sarah
Almassizadeh, Renee	Malan, Mark
Andalon, Tiffany	Martinez, Naomi
Arce, Bertha	Mizushima, Linda
Bonagofsky, Kathleen	Morataya, Claudia
Boyd, Robert	Nieto, Lou
Brown, Amber	Ochoa-Springer, Liliana
Castaneda, Agustin	Olivos Romero, Deborah
Chesley, Erika	Ortiz, Bryan
Culpepper, Kristi	Ramirez, Sergio
De Vera Mata, Nicole	Sandhu, Juggy
Estrada, Laura	Sinclair, Sandry
Gorse, Michael	Turner, Philip
Halfacre, Gloria	Vazquez, Lydia
Hinojosa, Shannon	Wang, Jonathan
Hoang, Queena	Welch, Ryan
Jones, Michelle	Welch, Zelinda
Kidder, Eric	Williams, Debbie
Kirchner, Jake	Yu, Jenny

Absent:

Abrahamyan, Ann	Jacobs, Anette Jeltsje
Acosta, Dulce	Jebavy, Erin
Aguilar, Carmen	Mico, Brian
Ault, Vannesa	Reano, Cory
Boeck, Kathleen	Reyes, Natasha
De la Rosa, April	Rivera, Lillian
Gallegos, Lisa	Schroth, Richard
Lynn, Crystal	Williams, Evan

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:02AM.

2
3 President Chesley extended words of welcome and land acknowledgement. USC is on
4 the traditional land of the Tongva People. We should pay respect and also recognize
5 the Chumash, Tataviam, Serrano, Cahuilla, Juaneño and Luiseño. People for the land
6 that USC occupies around Southern California. Would like to start embracing the
7 practice to recognize topics unknown and to integrate more acts of diversity and
8 inclusivity into our meetings.

9
10 **November Staff Monthly Recognition Award**

11 Holly Nielson, Department Business Manager, USC Dornsife Wrigley Institute for
12 Environmental Studies shared kind words and sentiments on the November awardee,
13 Arthur Mireles. He was not able to attend due to technology issues.

14
15 **Approval of September 25, 2020 General Assembly Meeting draft minutes**

16 President Chesley referenced the minutes that were distributed to the members in
17 advance of the meeting for discussion and approval.

18
19 The minutes were approved by unanimous consent.

20
21 **Rules & Elections Report**

22 Chair Phil Turner presented overview of the election process.

- 23 - 1130 nominations cast by 534 staff members.
- 24 - 61 with two or more nominations.
- 25 - 432 with single nomination.
- 26 - The number 1 nominee was not a current staff assembly member.
- 27 - Marketing was effective for those who received a high number of nominations.
- 28 - Nomination issues were fairly minor such as mixing up credentials to logon and
29 access by union employees.
- 30 - The Staff Assembly website was not accessible from 3pm-5pm on the last day of
31 nominations, Wednesday, October 28, but nominations were accepted via direct
32 access to email.
- 33 - Tally and nomination confirmations will occur over the next week.
- 34 - Voting will begin November 9 through 18.
- 35 - Votes will be tallied and await final confirmations through the Thanksgiving
36 holiday weekend.

37
38 **ITS**

- 39 - Renee Almassizadeh, Turner, and Brian Mico have been in communications and
40 partnering with ITS to improve the voting process.
- 41 - There have been delays with communications with senior administration due to
42 COVID-19 and work from home.

- 43 - Delays are also due to lack of bandwidth at ITS and the commitment to prioritize
44 this project. Phil has been working with ITS for over 15 months to improve the
45 process, but has the commitment of ITS.

46

47 Communication

- 48 - Mark Malan motioned to request President Chesley to reach out to senior
49 administration for the ability to communicate to all staff without having to get
50 approval. Since the website was not accessible, Chesley was not able to quickly
51 send out an email to all staff to advise what to do. She was only able to send an
52 email to the members to contact us immediately if they wanted to participate.
53 - Almassizadeh 2nd the motion.

54

55 Floor open for discussion –

- 56 - Turner - had the bandwidth to accept nominations, names and screenshots
57 during the 3pm-5pm time. Names received after 5pm were taken for
58 consideration. If nominations are extended to recover the time not accessible it
59 would shorten the time to confirm intent to serve because confirmations cannot
60 be sent until after the nomination extension.
- 61
- 62 - Malan – point is not to reopen the nomination but for Staff Assembly to have the
63 power to send an email to all staff without approval.
- 64
- 65 - As Parliamentarian, Almassizadeh agreed that it is permissible to allow
66 nominations to remediate the situation and timeline to not delay.
- 67
- 68 - Chesley requests any other voices and if Mark would like to amend the motion
69 for those to connect with us if they were not able to cast a nomination.
- 70
- 71 - Malan re-emphasized the concern for the need to ask permission to reach out to
72 all staff. Staff Assembly is the only group that must do this.
- 73
- 74 - Malan made a motion for Staff Assembly to send out communications in a more
75 timely fashion. Almassizadeh seconded.
- 76
- 77 - Post vote in chat – yes, no, abstain
- 78
- 79 - Turner - These will be tabulated after the meeting, need to ensure there is a
80 quorum, motion requires 75% of the body.
- 81
- 82 - Results for the motion by Mark Malan on timely communication.
83 Turner - 64% yes vote, does not pass per section 8 of the SOP (Yes- 37, No-0,
84 Abstain- 2)
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Diversity Equity Inclusion Vote

Turner shared the language to make Diversity Equity Inclusion (DEI) ad hoc committee as a permanent committee

- The Diversity, Equity and Inclusion (DEI) committee will promote and encourages inclusivity and diversity throughout campus in order to make all members of the USC community feel welcome, safe, and validated.

The DEI committee will track/support university initiatives and collaborate on programs that directly impact staff. The committee will identify top priorities for Staff Assembly with a focus on actions that will lead to real change.

- Chesley is on the ad hoc DEI committee, along with co-chair Kristi Culpepper and Jonathan Wang.
- Turner motioned to make the DEI committee a permanent committee. Kristi Culpepper seconded the motion.
- floor opened for questions or comments
- A member expressed concerns for reduced membership in existing committees in order to participate in this new committee.
- Chesley commented that committees are reviewed each term and adjusted as needed.
- Almassizadeh expressed that the executive committee reviewed this proposal with all committee chairs. Committee members are adjusted as needed and some members serve on more than one committee. Committees can rewrite the mission statement each term. The details of the DEI committee were researched and written by Culpepper and Wang to start the conversation and responsibilities can be refined. This committee would start January 2021.
- Chesley requested any further comments or questions.
- A member commented this is overdue and excited to make it a permanent committee.
- Turner identified we have a quorum and can take a voice vote.
- Almassizadeh – majority of the members must approve
- Vote count (Yes- 39, No-0, Abstain- 0)

President's Report

There will be a special session on the culture commission to report on unifying values to share with committees before rolling out to the community. The session will occur between now and the November meeting. Hold Nov. 16, Monday.

- Malan – expressed that there is still not full transparency on how decisions are being made such as Keck Medical Center getting retirement matching, but grant funded employees are not.

- 129 - Staff Assembly has been engaged and active since last meeting. Financial
130 review with Provost Zukowski. This was the first collective meeting with
131 Academic Senate.
132
- 133 - Remote Work Assets - work from home agreement checklist was not clear and
134 not received well, assurance from central HR to review and seek SA insight and
135 perspective. We have had 2-3 meetings (officers invited, Chesley,
136 Almassizadeh, Katie Boeck) and went line by line with feedback - too controlling,
137 not appropriate re: equity, understand accept most requests.
138
- 139 - Website was posted in chat- [https://employees.usc.edu/covid-19-employee-
140 resources/](https://employees.usc.edu/covid-19-employee-resources/). Checklist dated 10/16/20 has some revisions.
141
- 142 - Update on actives over the last month.
143 - Culpepper, Tiffany Andalon, and Chesley attended DPS community advisory
144 board. Involved Staff, Faculty, and Community members. Pilot conversations,
145 small group, focus group. Larger listening session will be coming.
146
- 147 - Chesley is involved in an essential management project to train managers at
148 USC. Almassizadeh and Erin Jebavy sit on advisory board to discuss
149 management challenges at USC, what tools available to be more effective with
150 their staff. Chesley will compile and share at the next meeting.
151
- 152 - Trojan Council waiting for a response from President Folt. Want to connect
153 similar committees to work together with GSG, USG, Academic Senate.
154
- 155 - Started Water Cooler Wednesday at 9am every week. There are about 10
156 people on average attending. Mostly newer staff members looking to make
157 connections. Please feel free to join in the discussion.
158
- 159 - Chesley acknowledged Queena Hong's hosted event for undocumented aliens.
160 Provided to train USC staff on undocumented individuals and expand their
161 knowledge. Next event planned for next spring.
162
- 163 - First virtual resource for new hires was hosted this week for new employees to
164 see and know who we are.
165
- 166 - CIDO – University has engaged a search committee for a nation wide search.
167
- 168 - Chesley met with Laura Hilton, CWFL last month. She presented 2 sessions
169 during election engagement - Zoom Fatigue and Basics for managing children
170 and family. The recorded session is publically available on the Staff Assembly
171 website. CWFL is redesigning the department and would like to talk to Staff
172 Assembly about what they are doing and planning to do.
173

174 - Chesley express appreciation for responding to her email about research for the
175 READY Task force.

176
177 - Chesley requested Assembly members a list of known managers modeling
178 behaviors in diversity, equity, and inclusion and hiring in a healthy environment.
179

180 **Human Resources Updates: Guest Marisol Marks**

181 Marisol Marks express regrets that Felicia Washington will not be able to make it today.

182 - Open enrollment starts Nov. 2. The employee gate will announce the dates and
183 times of available webinars, will have time for Q&A. More webinars will be added
184 if needed. There will be Spanish translation, post presentation. A presentation
185 will be available for the Workday process, if you are not able to watch the video.
186 More information available at the website: [https://employees.usc.edu/open-
187 enrollment-webinars-now-open-for-registration/](https://employees.usc.edu/open-enrollment-webinars-now-open-for-registration/)

188
189 - USC is a polling place for the election next week. Safety protocols are in place
190 for the communities and staff.

191
192 - Flu immunization exemption request is due November 1, 2020. Consider
193 "accepted" in MYSHR if it says "In review". It will take a little time because
194 processing student exemption forms as well. FAQ at We Are USC website show
195 how to submit flu shot documentation.
196

197 Questions from Chat:

198
199 Question: Is it possible to set up zoom meetings for our department, which we had
200 people come to our department and go over the benefits before? Or only the two
201 sessions that you are doing?
202

203 Answer: Kelly Moy and May Herrera can answer or help
204

205 Question: If you visit campus only once a week for 30 min to an hour just to manage
206 something in the office, do you still need to have a flu shot or submit the exemption?
207

208 Answer: Yes, info will be tied to Trojan Check. Recommend to submit documentation or
209 exemption by Nov. 1
210

211 Question: will the dependent FSA be flexible? I.e. if schools remain online next
212 semester, can we cancel it?
213

214 Answer: Marks is not a benefits expert, but if government regulated
215

216 Question: Ask about demographics for the transformation of ITS. How many over 55?
217 Other demographics available?
218

219 Answer: Per Doug Shook there was 40% turnover. Marks will pass along request. OGC
220 is involved in the decisions that were made to ensure fair and equitable. Staff Assembly
221 member also discussed Finance and HR transformation, concerns for older employees,
222 rumor mill that those over 55 will be pushed out and only new hires will be in their
223 20/30's. Questioned if legal to do and feels stone walled. Marks will follow up.

224
225 Almassizadeh – there are questions in chat asking where waiver should be sent, and
226 what if staff are hesitant to get flu shot or COVID vaccine. Recommends a
227 communications plan.

228
229 Marks - We are SC website for where to submit flu or exemption documentation.
230 <https://we-are.usc.edu/faqs/general-employee-faqs/>

231
232 Question: What are the current return to in-person work timelines at the University
233 level? I know the KSOM is hoping to have administrative staff that are currently able to
234 WFH start returning to the office Jan 4th. However, there have been 500k new cases in
235 the last week. Are we really hoping to force people back in the office at the height of the
236 pandemic?

237
238 Answer: Following local guidelines from LADPH. There will probably be no updates
239 until after the Thanksgiving Holiday. USC is flexing what's allowable until we get full
240 return to work. Mark's personal opinion is that we will work from home for a while. Old
241 WFH agreement is still valid. Making updates based on the feedback. Email Marks
242 separately with question and she will get back to you. Don't need to resubmit updated
243 document.

244
245 Almassizadeh - USC will provide more communication about work from home
246 agreements

247
248 Question: Tobacco discount was phased out, but was there a communication to let
249 people know?

250
251 Answer: Marks believes it was in the Oct. 12 communication

252
253 Chesley indicated that Staff Assembly election engagement week had a workshop by
254 Greg Condell on the Vitality Platform. He also discussed health plans and will put in
255 share point for Staff Assembly members.

256
257 Question: A member asked about winter recess.

258
259 Answer: Marks said have not heard about any changes to winter recess.

260
261 Chesley will follow up with HR on the remaining chat questions

262
263 **New Business**

264 Malan express word of appreciation for supporting earthquake awareness webinar.

265 President Chesley also expressed appreciation to Mark Malan and Naomi Martinez.

266

267

268 **Adjournment**

269 Gloria Halfacre moved to close the meeting. Michelle Jones seconded. Vote was
270 unanimous. Meeting adjourned at 10:31 AM.

271

272 **Next Meeting**

273 General Assembly: November 20, 2020 9-10:30 AM on Zoom.

274

275 Respectfully submitted,

276

277 Linda Mizushima

278 USC Staff Assembly Member

DRAFT