

# USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA  
General Assembly Meeting – January 29, 2021  
Zoom Meeting

## **Present (54):**

|                      |                           |
|----------------------|---------------------------|
| Abrahamyan, Ann      | Hinojosa, Shannon         |
| Acevedo-Lam, Tanya   | Jester, Tonisha           |
| Acosta, Dulce        | Jones, Michelle           |
| Adams, Teri          | Kirchner, Jake            |
| Alarcon, Patricia    | Luna, Sarah               |
| Almassizadeh, Renee  | Lynn, Crystal             |
| Amescua, Josie       | Mardirossian, Jackie      |
| Andalon, Tiffany     | Mitchell-Huizar, Nichelle |
| Azarraga, Arlene     | Mizushima, Linda          |
| Bartlett, Amber      | Morataya, Claudia         |
| Bodiwala, Sonali     | Nieto, Lou                |
| Boeck, Kathleen      | Ochoa-Springer, Liliana   |
| Bonagofsky, Kathleen | Ortiz, Bryan              |
| Brown, Amber         | Padilla-Casillas, Sara    |
| Caballero, Marc      | Reyes, Natasha            |
| Chesley, Erika       | Rivera, Lillian           |
| Coles, Richard       | Sandhu, Juggy             |
| Culpepper, Kristi    | Schroth, Richard          |
| De la Rosa, April    | Smith, Corinne            |
| DeFrank, Ginny       | Taylor, Bernice           |
| De Vera Mata, Nicole | Turner, Philip            |
| Estrada, Laura       | Vazquez, Lydia            |
| Gallegos, Robert     | Welch, Ryan               |
| Gorse, Michael       | Welch, Zelinda            |
| Halfacre, Gloria     | Wills, Olivia             |
| Hansen, Jenny        | Yu, Jenny                 |
| Hernandez, Irma      | Zuniga, Randolph          |

## **Absent (6):**

|               |                |
|---------------|----------------|
| Gratz, Thomas | Mico, Brian    |
| Harper, Wade  | Preciado, Aida |
| Lewis, Kierra |                |

## **Guest (25)**

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:06 AM.

2  
3 President Chesley extended words of welcome and land acknowledgement.

4  
5 We will also give thought to our culture values by mentioning and giving the time and  
6 attention to Act with integrity in the pursuit of excellence, Embrace diversity, Equity and  
7 inclusion and promote well-being, Engage in open communication and be Accountable  
8 for living our values.

9  
10 **Icebreaker**

11 Members in groups of 2 or 3 were sent to breakout rooms to introduce themselves and  
12 discuss what they are grateful for.

13  
14 **Approval of December 11, 2020 General Assembly Meeting draft minutes**

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

17  
18 Katie Boeck moved to approve the minutes. Gloria Halfacre seconded. Motion passed  
19 by unanimous consent.

20  
21 **Human Resources Updates: Guest Felicia Washington**

22 Felicia Washington greeted the body with words of appreciation and reflection. She  
23 introduced 2 new team members:

24 Derek Reisinger – Associate Vice President, HR Operations and Information  
25 Systems.

26  
27 Catherine Spear – Vice President for Equity, Equal Opportunity, and Title IX  
28 (EEO-TIX).

29  
30 Spear introduced the purpose of EEO-TIX office and provided highlights to the  
31 changes in the website. These were 2 separate offices (Office of Equity and  
32 Diversity and Title IX) which are now combined into one, to centralize the  
33 University's reporting, investigation, and resolution procedures. As stated on the  
34 website, the mission is to eliminate discrimination, harassment, and retaliation;  
35 advance equal opportunity and inclusion; and execute anti-discrimination  
36 enforcement and compliance functions related to sex, race, national origin,  
37 disability, age, religion, and other protected characteristics. EEO-TIX also  
38 supports and centralizes ongoing prevention, education, and training efforts to  
39 promote and protect the civil rights of community members across the University.

40  
41 Spear noted two new protected classifications have been added: 1) political  
42 belief or affiliation, and 2) income status. The website policy page outlines the

43 process and options for reporting as well as support options. The office offers  
44 tailored training and resources. Lastly, feedback on the law, comments on the  
45 policy, and suggestions are welcome. Select the “Feedback” button on the  
46 bottom left of the policy page.

### 47 48 **Approval of Staff Assembly 2021 Standard Operating Procedures (SOP)**

49 Renee Almassizadeh referenced the draft SOP distributed to the members in advance  
50 of the meeting for discussion and approval. The changes updated the language to  
51 reflect how we are actually working today. The SOP is a “work in progress” and will  
52 occasionally be brought back to the body for edits and modification.

53  
54 Richard Schroth moved to approve the SOP modifications. Katie Boeck seconded.  
55 Motion passed by voice favor, no voiced opposition, and 4 abstentions documented via  
56 chat.

### 57 58 **February Staff Monthly Recognition Award**

59 Sergio Galindo, FMS Custodian Supervisor shared kind words and sentiments on the  
60 February awardee, Andrea Naranjo. Naranjo said a few words of thanks and  
61 appreciation.

### 62 63 **President’s Report**

- 64 • Officers’ will meet with Felicia Washington and David Wright on Thursday,  
65 February 4. Please email us with any questions or concerns to bring to their  
66 attention.
  - 67 • Constituent inquiries emailed to Staff Assembly or direct to members will be  
68 captured in ASANA. This new process provides tracking of inquiries and how  
69 they are handled. Some inquiries can be answered immediately and others may  
70 need to be assigned to a committee for further research and analysis.
  - 71 • Committee Meetings – some committees have met for the first time this week or  
72 will be meeting next week to establish their goals for this year. Communications  
73 committee is collecting photos to update the website of the current body.
  - 74 • Chesley is establishing self-training in LinkedIn for the body such as  
75 communications, Word Press, Canva, and more. For committee chairs – “How to  
76 lead meetings.”
  - 77 • President Chesley sits on the Race, Equity, Diversity and Inclusion (REDI) with  
78 Staff Assembly members Michael Gorse and recent member Jonathan Wang –  
79 created a 47-page document to present findings for President Folt. Felicia  
80 Washington and Manuel Pastor will present the report at the February General  
81 Assembly meeting.
  - 82 • DPS Community Advisory Board (CAB) is hosting Co-Design Public Safety  
83 Sessions scheduled for the weeks of February 8-12, and February 16-20. All  
84 students, faculty, staff and neighbors are invited to participate.
  - 85 • Trojan Council Forum to be held at the end of February. Watch for “Save the  
86 Date.” Tentative date is February 23<sup>rd</sup>. Topic will be on culture.
- 87

88 **Announcements**

89 No announcements presented.

90

91 **Next Meeting**

92 General Assembly: February 26, 2021 9-11 am on Zoom.

93

94 **Adjournment**

95 Michelle Jones moved to close the meeting. Richard Schroth seconded. Motion  
96 passed by unanimous consent. Meeting was adjourned at 10:13 am.

97

98

99 Respectfully submitted,

100

101 Linda Mizushima

102 USC Staff Assembly Secretary