

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – February 26, 2021
Zoom Meeting

Present (48):

Acevedo-Lam, Tanya	Hinojosa, Shannon
Adams, Teri	Jester, Tonisha
Alarcon, Patricia	Jones, Michelle
Almassizadeh, Renee	Kirchner, Jake
Amescua, Josie	Lewis, Kierra
Andalon, Tiffany	Lynn, Crystal
Azarraga, Arlene	Mardirossian, Jackie
Bartlett, Amber	Mitchell-Huizar, Nichelle
Bodiwala, Sonali	Mizushima, Linda
Boeck, Kathleen	Morataya, Claudia
Bonagofsky, Kathleen	Nieto, Lou
Brown, Amber	Ochoa-Springer, Liliana
Caballero, Marc	Padilla-Casillas, Sara
Chesley, Erika	Preciado, Aida
Coles, Richard	Sandhu, Juggy
De la Rosa, April	Schroth, Richard
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 (10):

Abrahamyan, Ann	Luna, Sarah
Acosta, Dulce	Mico, Brian
Culpepper, Kristi	Ortiz, Bryan
Gratz, Thomas	Reyes, Natasha
Harper, Wade Thompson	Rivera, Lillian

Guest (26)

1 Erika Chesley, Staff Assembly President, called the meeting to order at 9:00 AM.

2
3 President Chesley extended words of welcome and noted the monthly meetings will
4 incorporate and highlight cultural values. This month is Integrity.

5
6 **Approval of January 29, 2021, General Assembly Meeting draft minutes**

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

9
10 Gloria Halfacre moved to approve the minutes. Michelle Jones seconded. Motion
11 passed with unanimous voice consent. (Oppose – 0; Abstain - 0)

12
13 **Third-Party Security Risk Management: Guest Kennde McCurumada, Data**
14 **Protection Manager**

15
16 The Chief Information Security Officer (CISO) is implementing Third-Party Security Risk
17 Management (TPSRM) as a Secure USC Initiative. Sixty percent of data breaches
18 occur through third-party service providers working with a primary entity. USC data is a
19 high-value asset and must be protected. One breach could cost a university 3 million
20 dollars or more. TPSRM reduces risks by establishing relationships with schools and
21 business units to identify third-party service providers, set up security profiles, work with
22 procurement to evaluate third-party service providers, understand their security
23 environment, how they manage and secure USC data, identify gaps and continuously
24 monitor and ensure their environment is secure. Please work with TPSRM when
25 engaging service providers and to help with executing third party service agreements.
26 To initiate the Third-Party Security Profile, email tpsrn@usc.edu. More information at
27 https://trojansecure.usc.edu/security_services/tpsrn/

28
29 **Human Resources: Guest Felicia Washington and Manuel Pastor**

30 Felicia Washington greeted the body with words of appreciation and reflection. She
31 introduced Manuel Pastor, REDI Co-Chair, Distinguished Professor, Sociology and
32 American Studies & Ethnicity, Dornsife College of Letters, Arts and Sciences.

33
34 They provided an overview of the USC Trojan Council Forum on the Racial Equity,
35 Diversity, and Inclusion (REDI) Task Force findings such as:

- 36
37
- 38 • Diversity in the staff workforce has decreased in some areas over time. The
39 results could be influenced by not providing the information or declining to
40 answer. There needs to be a university-wide directive to include staff
41 diversity. Data can be changed by setting up an office to maintain reportable
42 data.
 - 43 • A need to prioritize culture and values.
 - Identify gaps and incorporate.

- 44 • A need to create mechanisms to communicate to alumni, donors, and
45 stakeholders.
- 46 • A need to have a system for people to raise concerns without fear of
47 retaliation.
- 48 • A need for more effective data capturing systems.
- 49 • A need to be able to receive faculty behavioral concerns since not all go
50 through a formal complaint process, and create and build a streamlined
51 feedback process.
- 52 • A need to establish clear and consistent programs to manage employees.
- 53 • A need to ensure performance goals align with the values of the university.
- 54 • A need to establish equitable promotions.
- 55 • Increase transparency, recognition, and acknowledgment.

56

57 The Task Force identified ten big themes which include hiring 100 prominent faculty
58 with a less restricting timeline, leveraging strengths to become the nation's leading
59 institution, support staff to become leaders, and create a "Campaign for Equity."
60

61

61 Breakout Session – "What would effective implementation look like?"

62 Members were asked to provide answers to the question by posting sticky notes on the
63 Jamboard. Notes will be sorted and grouped for further discussion with Staff Assembly
64 at a later time. Additional comments or thoughts can be added to the Jamboard. It will
65 remain open for one week.

66

67 **March Staff Monthly Recognition Award**

68 Gabe Vincent, Head, Interlibrary Loan & Document Delivery (IDD), introduced Wendy
69 Gonzalez, Library Supervisor, IDD, as the March awardee.

70

71 **Committee Reports**

72 Rules and Elections (Phil Turner)

73

- 73 • Election process to begin in March.
- 74 • March 22nd – 31st Nominations.
- 75 • April 1st – 10th Confirm nominees willing to serve. It will take about 10 days for
76 the committee to go through the nominations and confirm the nominees.
- 77 • April 12th – 22nd Voting is open.
- 78 • Communicating with ITS to improve the process for future elections.

79

80 Staff Engagement and Appreciation Committee (Shannon Hinojosa)

81

- 81 • What does Staff Assembly do to engage the staff? What does the staff need?
82 What are they interested in? What are the hot topics?
- 83 • April 5-9 staff engagement week activities.
- 84 • What do people need to have to do their jobs?
- 85 • Wellness and organizational chats.
- 86 • Chats - who do we want to hear from?

- 87 • Watercooler days.

88

89 Communications (Jenny Hansen)

- 90 • Qualtrics Survey will be coming out asking questions about our members.
91 • New handle for social media to add Instagram @USCStaffAssembly .
92 • Lots of events coming up in March for Staff and Community.

93

94 Environment and Safety (Nichelle Mitchell-Huizar)

- 95 • Endorsing Healthy at Home Habits webinar on March 16th from 12:00 pm to 1:00
96 pm.

97

98 Scholarship and Awards (Gloria Halfacre)

- 99 • The fall scholarship information has been updated to the website and is now
100 open.

101

102 Transportation (interim Lou Nieto)

- 103 • A question was asked to Transportation if there will be a part-time parking pass
104 when the staff returns in-person part-time. Transportation is working on a solution
105 and more information will come out soon.

106

107 DEI (Michael Gorse)

- 108 • Can permanently change your zoom name to have your pronouns show.
109 • Advertising broadly to staff.
110 • DEI Week is coming up March 8-12.

111

112 Other committees are not reporting today.

113

114 **Culture Value of the Month**

115 April and Jenny spotlighted the value for the month with activity around “Integrity”.

- 116 • “Where do you see integrity showing up in your day-to-day work environment
117 and where are we falling short?”
118 ○ Where do we see it showing up?
119 ▪ Enforce it in everything the team does
120 ▪ Being honest, being transparent in commitments we make
121 ▪ Coming to work even from home
122 ▪ Prioritizing student needs
123 ▪ Period of grace, people making mistakes
124 ▪ Fear of retaliation can compromise integrity
125 ▪ Self-reflection and showing up
126 ▪ Storytelling is a skill to use to build your integrity
127 ○ Where are we falling short?
128 ▪ Communication, transparency
129 ▪ People-focused is not the current experience

- 130 ▪ Need to be realistic about the bottom line
- 131 ▪ Lack of transparency, full disclosure
- 132 ▪ People not feeling shamed and called out
- 133 ▪ Empowered to do the right thing
- 134 ▪ Provide a safe space
- 135 ▪ Hold all staff accountable to all policies and procedures

136 **President's Report**

137 Questions to where the meeting minutes live.

- 138 • The minutes and the agenda are attached to the meeting outlook calendar.
- 139 • They are sent out the Friday or Saturday before.

140

141 Trojan Council Meeting happened on Tuesday with lots of other events going on
142 (including the Imagine Virtual Conference) which brought about some anxiety.

143

144 Department of Public Safety Community Advisory Board – Co-Design Public Safety
145 Sessions.

- 146 • Glad to have so many staff assembly members come.
- 147 • If you have any ideas to share with DPS please reach out and let them know.

148

149 University communications

- 150 • When communications go out to the University broadly, in most cases, it says
151 that Staff Assembly was “cc’d”. It goes to the listed organizations and individuals
152 in advance before sending it out more broadly. Sometimes it comes seconds or
153 hours in advance.
- 154 • President Folt’s announcement on the return to campus in the fall was not sent
155 broadly to everyone. Many staff members reported learning about it from
156 external media or from those who received it as parents.
- 157 • We have expressed to the administration our opinion that the communication
158 should have gone to all employees first or to all groups at the same time.
- 159 • The communication is not clear about what “opening” means.
- 160 • Staff Assembly members expressed frustration that additional information as of
161 that date had not yet been sent to the entire community.

162

163 TrojanLearn

- 164 • Content and training resources to help Staff Assembly members will be sent out
165 to the body.

166

167 The first meeting of Employee Benefits Advisory Committee (EBAC) was attended by
168 President Chesley, Shannon Hinojosa, and Richard Schroth.

- 169 • Discussed the future of EBAC and how we want to participate.
- 170 • Would like our feedback on the health assessment option (going to a physician or
171 a lab) for this past year.

- 172 • Send feedback to Staff Assembly email so it can be combined into one document
173 for discussion.
174 • Other programs that you would like to have investigated.

175
176 **Next Meeting**

177 General Assembly: March 26, 2021, 9:00 -11:00 am on Zoom.

178
179 **Adjournment**

180 Jenny Hansen moved to close the meeting. Jackie Mardrossian seconded. Motion
181 passed by unanimous voice consent. Meeting was adjourned at 11:00 am.

182
183 Respectfully submitted,

184
185 Linda Mizushima
186 USC Staff Assembly Secretary
187 With assistance from Katie Boeck

188

APPROVED