

# USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA  
General Assembly Meeting – August 27 2021  
9:30 AM – 11:00 AM  
Zoom Meeting

## **Present 2021-2022 Body (43):**

Acuna, Lali	Jones, Michelle
Alarcon, Patricia	Mardirossian, Jackie
Azarraga, Arlene	Martinez, Naomi
Bartlett, Amber	Mitchell-Huizar, Nichelle
Bodiwala, Sonali	Mizushima, Linda
Brown, JaBari	Moe, Kristine
Caballero, Marc	Nieto, Lou
Chesley, Erika	Ochoa-Springer, Liliana
Coles, Richard	Padilla-Casillas, Sara
Culpepper, Kristi	Portero, Yanara
De la Rosa, April	Preciado, Aida
DeFrank, Ginny	Sanabria, Pilar
DeMartini, John	Sandhu, Juggy
Ferrer, Brian	Smith, Corinne
Fried-Gintis, Sarah	Smith, Shamae
Gallegos, Lisa	Sommer, Russ
Gratz, Thomas	Stender, Cynthia
Halfacre, Gloria	Turner, Philip
Hansen, Jenny	Villanueva Padilla, Janette
Hernandez, Irma	Yang, William
Hinojosa, Shannon	Zamora, Grace
Jebavy, Erin	

## **Absent 2021-2022 Body (18):**

Adams, Teri	Ortiz, Bryan
Alexander, Sarah	Patterson, Stacey
Amescua, Josie	Rivera, Lillian
Brown, Amber	Salazar, Nelida
Estrada, Laura	Schroth, Richard
Gallegos, Robert	Thompson-Harper, Wade
Huerta, Veronica	Taylor, Bernice
Jester, Tonisha	Vazquez, Lydia
Martinez, George	Zuniga, Randolph

**Guest (54)**

1 Kristi Culpepper, Staff Assembly President, called the meeting to order at 9:30 AM.

2  
3 President Culpepper extended words of welcome and reviewed the agenda.

4  
5 **Approval of June 2021, General Assembly Meeting Minutes**

6 Linda Mizushima referenced the minutes that were distributed to the members in advance  
7 of the meeting for discussion and approval.

8  
9 The floor was opened for discussion – None.

10  
11 Phil Turner moved to approve the minutes as submitted. Jackie Mardirossian seconded.  
12 Motion passed by majority voice consent. 42 members present (Oppose – 0; Abstain - 0).

13  
14 **2021 Staff Assembly Scholarship Award Recipient**

15 Lilliana Ochoa-Springer recognized the committee members and additional readers for  
16 sorting and reviewing the scholarship applications. Six recipients received a \$1000  
17 scholarship award.

- 18 1. Sabrina Espinoza – Master of Nonprofit Leadership and Management
- 19 2. Julie Loppacher – Doctor of Education in Educational Leadership
- 20 3. Reyna Macias – Doctor of Education in Educational Leadership
- 21 4. Steve Pham – Master of Education in Educational Counseling
- 22 5. Lucy Rinard – Doctor of Education in Educational Leadership
- 23 6. Mallika Samtani – Master of Public Administration

24  
25 **Guest Speaker**

26 **Mick Dalrymple** – Chief Sustainability Officer in Fire Safety, Emergency Planning, and  
27 Sustainability.

28 **Mark Ewalt** – Executive Director, Administrative Operations in Fire Safety, Emergency  
29 Planning, and Sustainability.

30  
31 Mick comes from Arizona State. He sees sustainability in everything we do and buy. He  
32 is planning sustainability goals for 2021 – 2028 which will align with the Olympics. This  
33 includes athlete camps, transportation, construction, and working with significant players  
34 in the effort. He is also working with faculty and staff on a Committee Operations Working  
35 Group to refine the goals for research, education, curriculum, DEI, social justice,  
36 operations, integrating with the community, climate goals, water, and waste goals. The  
37 new climate report suggests the situation is more dire than what was previously believed.  
38 The scientific models were conservative on the drought crisis. There is a need to change  
39 to a circular economy by mimicking how nature works such as the water cycle, carbon  
40 cycle, and natural re-use and re-design.

41  
42 The floor was opened for questions.

43  
44 A member asked if hybrid classes or working from home options help to reduce emissions  
45 and power usage. Mick responded that it would be necessary to look at the best  
46 advantages and would need to involve Curriculum to do an analysis.

47  
48 A member asked how PPE's are disposed of and how to make them better for the  
49 environment. Mick indicated it would be necessary to think about what materials are used  
50 to make them and to come up with solutions.

51  
52 A member asked about increasing the number of charging stations in the parking

53 structures for hybrid and electric cars. Mark Ewalt responded that USC is ahead of the  
54 game. There are approximately 130 charging stations and hopes to double capacity by  
55 the end of the calendar year. Most will occur on the Health Sciences Campus (HSC)  
56 campus in the new Valley Parking Lot. University Park Campus (UPC) is more restricted  
57 due to existing infrastructure limits. Mick indicated it is important to balance what is  
58 needed and not to overbuild.

59  
60 A member asked about solar charging. Mark Ewalt responded that Tony Mazza, USC  
61 Transportation is planning with FPM on a larger solar project on the roofs of parking  
62 structures.

63  
64 The USC Sustainability report was shared in the chat:  
65 [https://green.usc.edu/files/2021/08/USC-Sustainability-Summary-Report\\_2015-2020.pdf](https://green.usc.edu/files/2021/08/USC-Sustainability-Summary-Report_2015-2020.pdf)

66  
67 **Catherine Spear** – Vice President for Equity, Equal Opportunity and Title IX  
68 Office of Equity Equal Opportunity and Title IX (EEO-TIX)

69  
70 EEO-TIX is committed to the annual review of regulations that impact policies and follow  
71 news on changes to Title IX regulations.

72  
73 The webpage has been updated to make it more accessible, easier to read policy and  
74 procedures, understand what conduct is prohibited, where to go for resources or help,  
75 where to go for an emergency, etc. EEO-TIX would like feedback from the community on  
76 how to make their documents more understandable.

77  
78 The floor was opened for questions and discussion.

79  
80 Question – How does EEO-TIX work with OEC with regards to policy review, changes,  
81 updates, etc.? Is there a formal hierarchy?

82  
83 OEC is the Office of Ethics and Compliance.

84  
85 Catherine responded that EEO-TIX works with the OEC to create a policy document,  
86 identify with stakeholder groups, utilize representatives of various groups for review,  
87 provide feedback, and changes. Some legal requirements will dictate what can be done.  
88 It is possible to make a change counter to legal requirements if there are enough  
89 recommendations.

90  
91 A member asked if EEO-TIX works with departments to support them in  
92 developing/aligning their internal processes. Catherine responded that EEO-TIX works  
93 with the Office of Professionalism and Ethics. Both areas are happy to consult and talk  
94 through the issue, try to be proactive and partner which is the best way to approach  
95 equity, civil rights issues.

96  
97 Website: [EEO-TIX.usc.edu](http://EEO-TIX.usc.edu)

98 Email: [EEO-TIX@usc.edu](mailto:EEO-TIX@usc.edu)

99 Phone: 213-740-5086

100  
101 EEO-TIX will be at the Involvement Fair next week by Tommy Trojan with SWAG.

### 102 103 **Staff Assembly Return to Work Statement**

104 President Culpepper prefaced that a response from Staff Assembly needs to be

105 formulated, discussed, and voted on by the body. Phil Turner, Parliamentarian, indicated  
106 that a remote vote can be conducted.

107

108 Phil Turner motioned to review the response prepared by President Culpepper. Michelle  
109 Jones seconded the motion. The body was asked to vote to approve the statement for  
110 release to senior leadership by posting "Yes" in the chat or not to release the statement by  
111 posting "No" in the chat. 42 members present (12-Yes, 19-No, 4-Abstain). The motion was  
112 not approved.

113

114 Parliamentarian Turner conducted a live count of the vote as it was recorded in the chat.  
115 The vote on the resolution was not approved based on having 19 members who voted  
116 "No."

117

118 The floor was opened for discussion.

119

120 A member mentioned that Sarah Van Orman, Chief Health Officer, Student Affairs, came  
121 and spoke with their group on how some of the decisions were made on the return to  
122 work. It was enlightening, provided conversation to understand the policies, planning, and  
123 keeping open communications.

124

125 A member asked about the poor communication and transparency from senior leadership.  
126 Did they talk to Staff Assembly before announcing? President Culpepper responded that  
127 going forward senior leadership will consult with Staff Assembly on future announcements.  
128 We need to build trust with them.

129

130 President Culpepper attended the Council of Academic Advisors (CAA) which discussed  
131 the grievance statement being circulated. She also noted there is a Concerned Staff at  
132 USC Instagram account where staff are sharing concerns. Staff Assembly needs to  
133 partner with senior leadership to suggest solutions.

134

135 Vice President Sara Fried-Gintis expressed that it is important to voice the concern, but  
136 this response may not be received well by senior leadership. Is it representative of the  
137 entire staff community? The response to leadership needs to align with shared goals and  
138 this response may be more damaging than productive.

139

140 A member acknowledged appreciation that the response included front-line workers and is  
141 thinking of everyone including HSC staff.

142

143 A member asked where this response would appear and who is the intended audience?  
144 President Culpepper said it has not yet been decided where the response will appear.  
145 This response is for staff and distribution is open to suggestions.

146

147 A member mentioned the response should be forward-looking such as emphasizing  
148 remote work to improve sustainability. It should also focus on open communications. It  
149 may be necessary to separate the two issues.

150

## 151 **Committee Reports**

152

### 153 **Communications** (Jenny Hansen)

154 The committee has established liaisons with the other committees. This will help  
155 Communication Committee be aware of upcoming information to share with the body. The  
156 committee is in the process of updating the committee web pages and rosters. Please

157 submit a high-resolution picture to the Staff Assembly email by next Friday, September 3<sup>rd</sup>.  
158

159 **Compensation and Benefits** (Richard Schroth)

160 Richard Coles reported for Richard. More options have been added to the fitness  
161 incentive. The committee is looking at sick hours and how that rolls over. Also  
162 researching how to include certificate programs as a tuition benefit. Currently, tuition  
163 benefits can only be used for a degree program.  
164

165 **Diversity, Equity, and Inclusion** (Erika Chesley)

166 Latin Heritage month is September 15 - October 15. There is a robust committee with  
167 campus partners and leaders. A month of activities and events are planned to spotlight  
168 achievements and accomplishments of the Latin Community. The committee is working  
169 on event ideas to be hosted by Staff Assembly for Latin Heritage Month. Please send  
170 ideas, suggestions, or thoughts to the Staff Assembly email.  
171

172 **Environment and Safety** (Nichelle Mitchell-Huizer)

173 The committee is taking a new approach and now going more in-depth, and creating  
174 deeper relationships with Environmental Health and Safety (EHS), Department of Public  
175 Safety (DPS), Fire Safety and Emergency Planning (FSEP), and Sustainability. The  
176 relationships will help to include Staff Assembly in future decisions.  
177

178 **Rights and Responsibilities** (Lisa Marie Gallegos)

179 The committee is working on the priorities and goals of Rights and Responsibilities. Top  
180 priority is "Return to Work" and how it impacts culture. Also looking at the impacts of  
181 systems and protocols, bylaws, staff handbook, etc. Will pinpoint 1-2 goals to move  
182 forward within the next couple of weeks.  
183

184 **Rules and Elections** (Sonali Bodiwala)

185 The committee is looking at automating the attendance process, improving electronic  
186 processes, using SharePoint, and updating the governance document.  
187

188 **Scholarships and Awards** (Liliana Ochoa-Springer)

189 The Fall 2021 scholarship recipients have been announced. The committee will focus on  
190 the monthly award recipients, Slack channel, email communications, a process to review  
191 monthly awards, and updating the website with past winners.  
192

193 **Staff Appreciation and Engagement** (Shamae Smith)

194 The committee is looking at ways to initiate engagement and acknowledge staff concerns  
195 with the return to campus.  
196

197 **Transportation** (JaBari Brown)

198 Lou Nieto reported for Jabari. The committee is waiting for transportation to announce the  
199 Citation Review Board meeting schedule. The HSC Valley Lot is open with 1600 spaces.  
200 It took 2 years of construction. Please send transportation concerns or comments to the  
201 Staff Assembly email.  
202

203 **President's Report**

204 President Culpepper will meet with the Provost before the next General Assembly  
205 meeting. Some agenda items are 1) Return to Work; 2) Communications Roll Out; 3)  
206 Budget for Staff Assembly going forward. Please send additional topics to the Staff  
207 Assembly email.  
208

209 **New Business** – None.

210

211 **Announcements**

212 Next General Assembly Meeting: September 24, 2021, 9:30 AM -11:00 AM on Zoom.

213 Future in-person are still to be determined.

214 **Adjournment**

215 Michelle Jones moved to close the meeting. Liliana Ochoa-Springer seconded. Motion  
216 passed by unanimous voice consent. Meeting was adjourned at 11:05 AM.

217

218 Respectfully submitted,

219

220 Linda Mizushima

221 USC Staff Assembly Secretary

222

APPROVED