

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – September 24, 2021
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (50):

Acuna, Lali	Jester, Tonisha
Alarcon, Patricia	Jones, Michelle
Alexander, Sarah	Mardirossian, Jackie
Amescua, Josie	Martinez, George
Azarraga, Arlene	Martinez, Naomi
Bartlett, Amber	Mitchell-Huizar, Nichelle
Bodiwala, Sonali	Mizushima, Linda
Brown, Amber	Moe, Kristine
Brown, JaBari	Ortiz, Bryan
Caballero, Marc	Padilla-Casillas, Sara
Chesley, Erika	Portero, Yanara
Coles, Richard	Rivera, Lillian
Culpepper, Kristi	Salazar, Nelida
De la Rosa, April	Sanabria, Pilar
DeFrank, Ginny	Sandhu, Juggy
DeMartini, John	Schroth, Richard
Estrada, Laura	Smith, Corinne
Fried-Gintis, Sarah	Smith, Shamae
Gallegos, Lisa	Sommer, Russ
Gratz, Thomas	Taylor, Bernice
Halfacre, Gloria	Thompson-Harper, Wade
Hansen, Jenny	Turner, Philip
Hernandez, Irma	Yang, William
Hinojosa, Shannon	Zamora, Grace
Jebavy, Erin	Zuniga, Randolph

Absent 2021-2022 Body (10)

Adams, Teri	Preciado, Aida
Ferrer, Brian	Stender, Cynthia
Gallegos, Lisa	Vazquez, Lydia
Nieto, Lou	Villanueva Padilla, Jeanette
Ochoa-Springer, Liliana	Wills, Olivia

Guest (59)

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 August 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 Jackie Mardrossian moved to approve the minutes with the submitted changes. Bryan
12 Ortiz seconded. Motion passed by majority voice consent. 50 members present (Oppose
13 – 0; Abstain - 0).

14
15 **2021 Monthly Staff Recognition Award Recipient**

16 Russ Sommers announced the September Staff Recognition Award Recipient on the
17 behalf of Lilita Ochoa-Springer.

18
19 Kierra Lewis, Special Projects Coordinator, Dornsife Dean's Office, USC Dornsife College
20 of Letters, Arts, and Sciences presented the award to Renee J. Perez, Vice Dean,
21 Administration and Finance, Dornsife Dean's Office, USC Dornsife College of Letters,
22 Arts, and Sciences.

23
24 **Guest Speaker**

25 **Health Benefits Preview**

26 Alice Chen, Assistant Vice President, Health Plans, Office of Budget and Planning
27 Greg Condell, Vice President of Finance, Office of Budget and Planning

28
29 A preview of the 2022 Health Benefits was presented to the body by Alice and Greg.

- 30
31 1. Employee Benefits Advisory Committee (EBAC)
32 Voting members are nominated by Academic Senate, Staff Assembly, Provost, and
33 SVP Administration. (3 members each from Academic Senate and Staff
34 Assembly.)
35 2. How are my health benefits decided?
36 • Benefits Planning – Market Research, Consultants, Health Plans + Human
37 Resources, Executive Sponsors.
38 • EBAC – provides inputs on current and proposed benefits, votes on benefits
39 changes.
40 • Communication / Feedback – President's Cabinet, Academic Senate, Staff
41 Assembly.
42 • Open Enrollment.
43 3. What are my health insurance options?
44 USC PPO, USC Trojan Care EPO/USC EPO Plus, Anthem HMO, Kaiser HMO.
45 No change to provider networks this year.
46 4. 2022 Medical Premiums
47 USC PPO and USC Trojan Care EPO is less than 3% increase this year. This is the
48 lowest in the past few years. HMOs are fully insured management plans which
49 USC has no control over the managed costs or plan design, therefore must
50 negotiate rates.

51 5. 2022 health and wellness benefits

- 52 • Health choice offerings to all benefits-eligible employees – Health Assessment
53 Incentive, Tobacco Cessation Program, Free Flu Shot, Fitness Incentive, and
54 Gym Subsidies.
- 55 a) Health Assessment Incentive
- 56 ○ Save up to \$480 annually on your medical plan premiums by completing
57 the online questionnaire, and in-person health screening with your
58 primary care physician.
- 59 ○ LabCorp and Onsite Screening option will no longer be available starting
60 in 2022.
- 61 ○ If you are currently saving \$40/month in 2021, you will automatically save
62 the same in 2022 (no extra steps required).
- 63 ○ If not, complete both activities before December 17, 2021, and save for
64 the remainder of 2021 and 2022.
- 65 b) USC Tobacco Cessation Pilot Program
- 66 ○ Free Tobacco Cessation for USC employees starting November 15,
67 2021.
- 68 ○ Target cohort of 200 USC employee smokers.
- 69 ○ Contact: (833) SC NURSE (833-726-8773);
70 USCPremierCare@med.usc.edu; [www.keckmedicine.org/usc-premier-](http://www.keckmedicine.org/usc-premier-care/)
71 [care/](http://www.keckmedicine.org/usc-premier-care/)
- 72 c) Free Flu Shot – USC Pharmacy
- 73 ○ Offered to USC Staff and Faculty who are currently permitted to work on
74 campus.
- 75 ○ September 20, 2021 through January 31, 2022.
- 76 ○ More information at: <https://pharmacies.usc.edu/flu/>
- 77 d) Fitness Reimbursement Program with WageWorks
- 78 ○ Get \$220 per year towards any fitness activity or device.
- 79 ○ Learn more and join at: <https://www.wageworks.com/>
- 80 e) Gympass
- 81 ○ Membership gets you access to thousands of fitness activities, wellness
82 apps, and gyms, up to 70% less for you and your family.
- 83 ○ Register at <https://gympass.com/us/usc-us>
- 84 • USC PPO, USC Trojan Care EPO, and USC EPO Plus Plan Offerings – Keck
85 Medicine of USC Premier Care, Diabetes Program, Primary Care Doctor
86 Incentives, Lyra Mental Health.

87 6. Key dates

- 88 • Health Assessment Incentive Program – September 1, 2020 – December 17,
89 2021.
90 <https://employees.usc.edu/wellness-benefit/>
- 91 • Open Enrollment – October 25 – November 8, 2021 – More information coming
92 soon.
- 93 • Flu Shots – September 20 – January 31, 2022.
94 <https://pharmacies.usc.edu/flu/>
- 95

96 The floor was opened for questions.

97
98 A member asked how many employees have Kaiser? It is about 10%.

99
100 A member commented the appointment link for the flu shot is not working on Safari but

101 does work in Firefox. This will be reported to the USC Pharmacy.

102
103 It is confirmed that if you are currently receiving the health assessment incentive you do
104 not need to do anything this year to receive the incentive for 2022. The health
105 assessment completed in 2021 is good through 2022.

106
107 A member asked to clarify emergency services for out of network providers for USC PPO
108 and EPO plans. There are still copay and fees for out of network emergency services, but
109 if it is an emergency, please get care. It will be covered, including international
110 emergency service.

111
112 A member asked about the plan providers listed on the slide. This is only a partial list.
113 Consult the provider network list for more providers.

114 **Committee Reports**

115 **Communications** (Jenny Hansen)

116
117 Thanks to everyone for submitting your photos for the committee websites. These have
118 been updated. Please continue to keep the committee updated on information to post on
119 the website or social media by sending to the Staff Assembly email account.

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

121
122 No new information at this time.

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

124
125 Ginny DeFrank reported for Erika Chesley. We hope you are attending the Latinx
126 Heritage events: <https://calendar.usc.edu/LHM> The committee is working on opportunities
127 to recognize and celebrate Indigenous Peoples Day, Monday, October 11th. The REDI
128 report identified .3% of the 2021 population as Indigenous whereas in the past there were
129 none. Please send program ideas, events, or suggestions to the Staff Assembly email
130 account. The committee continues to work on the cultural calendar and programming.
131 Upcoming events:

- 132 • Gates Decentering Whiteness in Pathways Webinar: <https://uscrc.info/decentering>
- 133 • The USC Race and Equity Center is offering a new paid research opportunity for **staff**
134 **members at colleges and universities** to participate in cognitive interviews for
135 the National Assessment of Collegiate Campus Climates (NACCC) survey. We are
136 interested in collecting staff members' opinions and feedback on the survey item
137 pool. [https://staffassembly.usc.edu/2021/09/21/cognitive-interviews-for-naccc-survey-](https://staffassembly.usc.edu/2021/09/21/cognitive-interviews-for-naccc-survey-paid-research-opportunity/)
138 [paid-research-opportunity/](https://staffassembly.usc.edu/2021/09/21/cognitive-interviews-for-naccc-survey-paid-research-opportunity/)
- 139 • The USC Race and Equity Workshop is October 6-13.

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

141
142 We hope you are participating in Green Week: <https://green.usc.edu/green-week/> There
143 are educational and engaging events on sustainability.

- 144 • The weekend football game will be the annual zero-waste game challenge on whose
145 stadium is the greenest: [https://usctrojans.com/sports/2021/9/16/2021-usc-trojans-](https://usctrojans.com/sports/2021/9/16/2021-usc-trojans-football-zero-waste-game-pac-12-green-recycle.aspx)
146 [football-zero-waste-game-pac-12-green-recycle.aspx](https://usctrojans.com/sports/2021/9/16/2021-usc-trojans-football-zero-waste-game-pac-12-green-recycle.aspx)
 - 147 • Thanks to Julie, Center of Work and Family Life, for the Healthy Habits webinar on
148 Sustainability: [https://employees.usc.edu/employee-events/healthy-habits-webinar-](https://employees.usc.edu/employee-events/healthy-habits-webinar-series/)
149 [series/](https://employees.usc.edu/employee-events/healthy-habits-webinar-series/)
- 150

- 151 • October 21 is the Great Shakeout, and our committee will coordinate with Fire Safety
152 on a safety presentation for the body.
153

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

155 President Culpepper reported for Lisa Gallegos. The committee continues to research
156 why there is a faculty handbook and not a staff handbook. The committee will update at
157 the next General Assembly meeting.
158

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

160 The committee continues to work with ITS to automate the election process, backup or
161 review existing processes, and make changes. Rules and Elections has a SharePoint site
162 and working to reorganize. Also working on a process for the Staff Assembly body re-
163 organization.
164

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

166 Russ Sommers reported on behalf of Liliana Ochoa-Springer. The committee is reviewing
167 the internal rubric and selection process for the monthly staff recognition awards. They
168 are looking for ways to improve the nomination process and get more nominees to review.
169

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

171 The committee is working on the following:

- 172 • Workday financials – provide support and help staff with coffee chats and check-ins, in
173 addition to the open labs.
174 • Return to work – help adjust to returning to campus.
175 • Events planned for Staff Appreciation and Engagement week – try to be all-inclusive
176 with all locations such as UPC, HSC, Hospital, Catalina, out-of-state offices, USC
177 Center in downtown Los Angeles, Health Sciences Alhambra, and more.
178

179 **Transportation** (JaBari Brown)

180 The committee continues to identify issues and challenges to address with USC
181 Transportation. We also want to find things that are going well and celebrate them.
182 Please submit comments and suggestions to the Staff Assembly email. The Citation
183 Review Board has not started meeting yet.
184

185 **President's Report** - (Kristi Culpepper)
186

187 **University Club Board of Councilor Representative** – Vice President Sarah Fried-
188 Gintis provided the update. University Club would like to increase visibility and awareness
189 of what the University Club offers. It is perceived as a benefit for faculty only, but it is not.
190 Please provide suggestions through the Staff Assembly email on how to get the word out
191 about the University Club and what it offers.
192

193 **Staff Retirement Assembly Representative** – Janette Villanueva Padilla

194 President Culpepper reported on behalf of Janette. The Staff Retirement Assembly is
195 similar to Staff Assembly but comprised of individuals retired from USC. Events are open
196 to staff, faculty, students, alumni, and the community. There are activities such as
197 museum tours, Disney Concert Hall tour, lunches, brunches, and more. Learn more here:
198 <http://emeriti.usc.edu>
199

200 **Advisory Committee on Investment Responsibility Representative Nominations**

201 President Culpepper noted this committee was created at the request of USC Trustees.
202 The committee will look at USC investments as a business responsibility and
203 sustainability. President Culpepper nominated 5 Staff Assembly members to participate
204 on the committee – Amber Bartlett, Ginny DeFrank, Nichelle Mitchell-Huizar, Michelle
205 Jones, and Randy Zuniga. President Culpepper acknowledged appreciation for the
206 members accepting to participate on the committee.

207

208 **New Business** – None.

209

210 **Announcements**

211 Next General Assembly Meeting: October 29, 2021, 9:30 AM -11:00 AM on Zoom.

212 Future in-person are still to be determined.

213 **Adjournment**

214 Jackie Mardirossian moved to close the meeting. JaBari Brown seconded. Motion
215 passed by unanimous voice consent. Meeting was adjourned at 10:17 AM.

216

217 Respectfully submitted,

218

219 Linda Mizushima

220 USC Staff Assembly Secretary

221

APPROVED