

# USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA  
General Assembly Meeting – November 19, 2021  
9:30 AM – 11:00 AM  
Zoom Meeting

## **Present 2021-2022 Body (51):**

Acuna, Lali	Martinez, George
Alarcon, Patricia	Martinez, Naomi
Amescua, Josie	Mizushima, Linda
Azarraga, Arlene	Nieto, Lou
Bartlett, Amber	Ochoa-Springer, Liliana
Bodiwala, Sonali	Ortiz, Bryan
Brown, Amber	Portero, Yanara
Brown, JaBari	Preciado, Aida
Chesley, Erika	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
Gallegos, Robert	Stender, Cynthia
Gratz, Thomas	Taylor, Bernice
Halfacre, Gloria	Thompson-Harper, Wade
Hansen, Jenny	Turner, Philip
Hernandez, Irma	Vazquez, Lydia
Hinojosa, Shannon	Villanueva Padilla, Jeanette
Jebavy, Erin	Yang, William
Jester, Tonisha	Zamora, Grace
Jones, Michelle	Zuniga, Randolph
Mardirossian, Jackie	

## **Absent 2021-2022 Body (9)**

Acosta, Dulce	Ferrer, Brian
Adams, Teri	Mitchell-Huizar, Nichelle
Alexander, Sarah	Moe, Kristine
Caballero, Marc	Padilla-Casillas, Sara
Coles, Richard	

## **Guest (32)**

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

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

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5 **Approval of October 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.

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9 The floor was open for discussion – None.

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11 Jackie Mardirossian moved to approve the minutes as submitted. Wade Thompson-  
12 Harper seconded. Motion passed by majority voice consent. 51 members present  
13 (Oppose – 0; Abstain - 0).

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

16 Liliana Ochoa-Springer announced the October and November Staff Recognition  
17 Awardees.

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19 **October** – Ashot Minasyan presented the award for Suraj Chandwani, Clinical  
20 Investigations Support Office (CISO), USC Norris Comprehensive Cancer Center,

21  
22 **November** – Louise Smith presented the award for Tye Pemberton, Digital Imaging Lab  
23 Supervisor, USC Digital Library, Information Technology.

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25 **Guest Speaker**

26 **Staff Retirement Association (SRA)** – Janette Brown, Assistant Vice Provost, Emeriti  
27 Center

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29 The SRA serves as an advocate for USC retiree benefits, along with the Retired  
30 Faculty Association (RFA) and the Emeriti Center (EC). Together these groups are  
31 represented on the Emeriti Center Benefits and Resource Committee that cooperates  
32 with the USC Administration and Staff Assembly.

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34 SRA is located with The Emeriti Center in the University Religious Center. The Emeriti  
35 Center is run by one full-time staff member with students and volunteers. Please note,  
36 Staff Assembly also has an official mailing address at this location.

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38 The Staff Retirement Association (SRA) is for everyone, it is intergenerational, and  
39 currently has over 700 active members. All staff are welcome to join. The membership  
40 fee is \$25 to cover fees and food. Members are invited to the annual staff retirement  
41 luncheon as well as Emeriti events and other SRA events such as field trips, guest  
42 speakers, and the holiday breakfast. Retired staff are eligible for “Gold Card” privileges  
43 which offer benefits to help with the transition. Current projects are focusing on health and  
44 wellness, and culture. Trojan Encore keeps a registry of retired staff and faculty.

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46 The floor was open for questions.

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48 A member asked about paying the dues online. The option is available but there are a  
49 few problems. Please contact Janette if it doesn't work.

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51 The slide deck will be distributed to the Staff Assembly members after the meeting.

52  
53 **USC Office of Sustainability** – Erin Jebavy, Marketing Specialist, Ellen Dux, Associate  
54 Director of Sustainability

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56 Introductions and review of the 2020 Sustainability goals and accomplishments.

- 57 • Reduce greenhouse gas emissions per square foot by 20% from the 2014 baseline –  
58 achieved 35% reduction.
- 59 • Reduce single-occupancy vehicles traveling to/from USC's campus – achieved 2.0  
60 average riders per vehicle.
- 61 • Achieve 75% waste diversion rate – achieved 33.7% diversion rate.
- 62 • Decrease potable water use by 25% from the 2014 baseline – achieved 10%  
63 decrease.
- 64 • Purchase 20% of food from sustainable sources – achieved 41.4% sustainable food  
65 purchases.
- 66 • Increase awareness of sustainability practices – established regular sustainability  
67 programming.
- 68 • USC will freeze new investment from fossil fuels in 2021.
- 69 • Mick Dalrymple was hired as the first USC Chief Sustainability Officer.
- 70 • USC Received STARS rating from The Association for the Advancement of  
71 Sustainability in Higher Education (AASHE). USC earned a Silver rating out of the four  
72 levels - bronze, silver, gold, platinum.

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74 Looking Ahead: 2028 Sustainability Vision

- 75 • Build goals for continuous improvement.
- 76 • STARS report is conducted every 3 years. USC wants to be at the platinum level by  
77 2028.
- 78 • Presidents Working Group (PWG) has been established as a sustainability steering  
79 committee to bring recommendations for the 2028 vision.
- 80 • 2028 goals are aligned with the 2028 Olympics in Los Angeles.
- 81 • Zero Waste by reuse, recycling, and composting by diverting 40% from landfills.
- 82 • Carbo Neutrality is a partnership with LADWP. USC is one of its largest private  
83 customers. If they get cleaner, we get cleaner.
- 84 • Increase energy efficiency by changing to LED lighting, upgrading HVAC, monitoring,  
85 retrofitting, energy star, and using renewable energy such as the Galen Center.
- 86 • Partnership established with Coke to ban single-use plastic bottles. This is driven by  
87 Auxiliary Services and supported by President Folt.
- 88 • Other initiatives for 2028 are to reduce potable water use for grounds and landscaping.
- 89 • Foster a culture of sustainability knowledge and behavior by teaching students how to  
90 build a sustainability culture.

91

92 The floor was opened for questions:

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94 A member asked about energy-efficient buildings and classrooms. There are 5 LEED  
95 buildings at USC. One building at HSC and four buildings at UPC. The new Ginsburg  
96 Computer Science (GCS) building will be the first LEED Platinum building. There are two  
97 more reconstruction projects planned for LEED Platinum.

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99 The slide deck will be distributed to the Staff Assembly members after the meeting.

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## **Committee Reports**

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

- The Committee is working on a proposal to change the sick time accrual benefit now that the COVID supplemental paid time has ended. Hope to have a draft at the beginning of the year.

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

- November is Native American Heritage Month. The Dornsife History Department has provided a document to acknowledge the land occupied by the University at: [https://dornsife.usc.edu/assets/sites/527/docs/USC\\_Department\\_of\\_History\\_Acknowledgement\\_of\\_Tongva\\_Lands\\_2021.pdf](https://dornsife.usc.edu/assets/sites/527/docs/USC_Department_of_History_Acknowledgement_of_Tongva_Lands_2021.pdf)
- A survey will be sent late December or early January to gain more insight on cultural events.
- The Committee would like to balance DEI with a desire to drive change. There are three areas of focus 1) need for data within the staff population; 2) need for DEI training (The Committee will prepare a resolution); 3) be an active participant in the April DEI Awareness event.

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

- The Committee is working on a proposed Staff Handbook and will make sure not to overlap with the Policy and Community Advisory Board Committee Staff Handbook work.

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

- The Committee is reviewing changes to the Staff Assembly bylaws and the constitution.

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

- The Committee has updated the rubric and application process in partnership with USC Staff Club. They have approved the changes and the website will be updated.
- Next is brainstorming ways to promote more applications.
- Lastly, working on documents to pass on to the next committee.

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

- The Committee budget has been confirmed for April 2021.
- Looking for ways to support staff with basketball tickets or future football tickets.
- The Committee would like to raffle off leftover Staff Appreciation and Engagement prizes before the end of the year.

### **Transportation (JaBari Brown)**

- Wade Thompson-Harper reported for JaBari. The stream of parking and parking permit questions has subsided.
- The Citation Review Board (CRB) has had its first meeting and there was only one case.
- The Committee is reviewing and updating its list of past goals and resolutions.
- A question was asked about the closing of the Downey Way gate. It is having a major impact on vehicles leaving campus. Can anything be done to extend the traffic light?

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

- President Culpepper is representing Staff Assembly on the Department of Public Safety (DPS) Chief Search Committee. A meeting was established to identify expectations and set goals. They are looking for candidates with demonstrated experience in engaging students and the community. Also, experience with diversity and inclusion over the last 4 years (not just a response to the social justice issues in 2020). Please submit additional thoughts and questions for President Culpepper to mention in the Staff Assembly email.
- President Folt has established an Advisory Committee on Investment Responsibility. President Culpepper acknowledged appreciation for the Staff Assembly members appointed to this committee: Amber Bartlett, Ginny DeFrank, Michelle Jones, Nichelle Mitchell-Huizar, and Randy Zuniga.
- President Culpepper is representing Staff Assembly on the Policy and Community Advisory Board to look at the university policy and a Staff Handbook. A Staff Handbook is a priority and would like to get that completed as soon as possible. The Committee is looking at policies to ensure they are applicable and equitable to all members of the USC Community. The meeting last week discussed sexual assault and violence. Senior leadership response has not been received well. Staffing has been increased at HSC and UPC to help with this issue. Next semester, students will receive more training on sexual assault and violence. A Rape Crisis Center has not been established at USC because the state requires available housing in which Student Health does not have the capacity or counselors to help with this. Staff are available and will accompany students through the rape center process.
- Employee Relations and Consultative Group is established to protect the non-protected classes at USC. The group is established to help report challenges in the workplace without fear of retaliation and to make sure equity is provided for the non-protected class staff.

**Announcements**

University Staff Club Holiday Party is Friday, December 10. Dinner and dancing on the Marina Hornblower from 7 pm – 11 pm.

Next General Assembly Meeting: December 17, 2021, 9:30 AM -11:00 AM on Zoom.  
Future in-person are still to be determined.

**Adjournment**

Michelle Jones moved to close the meeting. Gloria Halfacre seconded. Motion passed by unanimous voice consent. The meeting was adjourned at 10:50 AM.

Respectfully submitted,

Linda Mizushima  
USC Staff Assembly Secretary