

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – December 17, 2021
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (38):

Acuna, Lali	Martinez, George
Alarcon, Patricia	Martinez, Naomi
Azarraga, Arlene	Mitchell-Huizar, Nichelle
Bartlett, Amber	Mizushima, Linda
Brown, Amber	Nieto, Lou
Brown, JaBari	Ochoa-Springer, Liliana
Chesley, Erika	Padilla-Casillas, Sara
Coles, Richard	Salazar, Nelida
Culpepper, Kristi	Sandhu, Juggy
DeFrank, Ginny	Smith, Shamae
Ferrer, Brian	Sommer, Russ
Fried-Gintis, Sarah	Stender, Cynthia
Gallegos, Lisa	Taylor, Bernice
Halfacre, Gloria	Turner, Philip
Hansen, Jenny	Vazquez, Lydia
Hinojosa, Shannon	Villanueva Padilla, Jeanette
Jebavy, Erin	Yang, William
Jester, Tonisha	Zamora, Grace
Jones, Michelle	Zuniga, Randolph

Absent 2021-2022 Body (22)

Acosta, Dulce	Hernandez, Irma
Adams, Teri	Mardirossian, Jackie
Alexander, Sarah	Moe, Kristine
Amescua, Josie	Ortiz, Bryan
Bodiwala, Sonali	Portero, Yanara
Caballero, Marc	Preciado, Aida
De la Rosa, April	Rivera, Lillian
DeMartini, John	Sanabria, Pilar
Estrada, Laura	Schroth, Richard
Gallegos, Robert	Smith, Corinne
Gratz, Thomas	Thompson-Harper, Wade

Guest (14)

1 Kristi Culpepper, Staff Assembly President, called the meeting to order at 9:32 AM.

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

4
5 **Culture Value: Well-Being**

6 President Culpepper presented the Culture Value on Well-Being. Members were asked to
7 share holiday traditions and what well-being means to them.

8
9 **Approval of November 2021, General Assembly Meeting Minutes**

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

12
13 The floor was open for discussion.

14 One correction was noted at line 44. The Trojan Encore is a “registry”.

15
16 Bernice Taylor moved to approve the minutes as submitted with the correction. George
17 Martinez seconded. Motion passed by majority voice consent. 46 members present
18 (Oppose – 0; Abstain - 1).

19
20 **2021 Monthly Staff Recognition Award Recipient**

21 Liliana Ochoa-Springer announced the December Staff Recognition Award Recipient.

22
23 Lois Nishimoto presented the award for Elise Lee, Associate Research Administrator,
24 USC Viterbi School of Engineering.

25
26 **President’s Report** - (Kristi Culpepper)

27 President Culpepper met with the provost last week and reiterated that Staff Assembly
28 would like to be a consultative partner and not an afterthought. Staff Assembly would like
29 the same respect as the Academic Senate. We would like to invite the provost to a Staff
30 Assembly General meeting. Please reach out to your constituents for questions for
31 President Culpepper to present to the provost in advance to prepare. Submit questions to
32 the Staff Assembly email account. We would also like to invite President Folt to speak
33 again to the General Assembly and will coordinate with her office.

34
35 A survey will be sent to all USC Staff from the USC Libraries in partnership with Staff
36 Assembly to find out how the Libraries can support staff and meet their needs. Dean
37 Quinlan would like to discuss library services at the General Assembly meeting in January.

38
39 An employee relations group has been established to support the “non-protected” class of
40 employees in the workplace. This is in addition to the EEO-TIX office and Office of
41 Professionalism and Ethics (OPE).

42
43 The floor was open for questions.

44 A member asked where do they go now for support? President Culpepper
45 indicated that it is usually within the academic or business unit, but in the past, it
46 didn’t go anywhere.

47
48 Vice President Sarah Fried Gintis announced that she will be leaving USC in January
49 2022. President Culpepper expressed appreciation for her service.

50

51 Parliamentarian, Phil Turner, noted the Standard Operating Procedure (SOP) for
52 this vacancy is to elect a replacement at the earliest general meeting which will be
53 in January 2022. It will be a Zoom poll for the vote. If there are any candidates
54 interested, please submit your interest to the Staff Assembly email. Nominations
55 and self-nominations will be accepted from the floor at the General Assembly
56 meeting. JaBari Brown will be the interim Staff Assembly representative at the
57 University Club Board meetings.

58 **Committee Reports**

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

60
61 *President Culpepper reported for Committee Chair, Richard Schroth. The committee is*
62 *working on a draft proposal to increase sick time accrual to align with peer institutions.*
63
64

- 65 • A member asked whether a sick time resolution should be proposed to senior
66 administration if it will not be approved. President Culpepper indicated that it is
67 important to present whether it will be approved or not. Parliamentarian Phil Turner
68 commented that the resolution proposed is to align us with peer institutions with
69 supporting research and data and not in response to COVID policy changes.
70

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

72 *The committee met with Christopher Manning to understand his vision going forward. It*
73 *will be different in 2022. DEI Week will be replaced by a DEI Series that will span over the*
74 *year. It will focus on DEI and Sustainability. The items identified by the DEI Planning*
75 *Group in 2018 are still very present in 2020. We need Staff Assembly to push this*
76 *information to our constituents and get them involved and participate. The committee*
77 *would like to establish a DEI awareness month in April.*
78

79 *Erica, Committee Chair, asked for all to be mindful of everyone and not mis-gender*
80 *people. Try to use inclusive language such as friends, trojans, family, use their name, and*
81 *avoid using mis-gender terms.*
82

83 The floor was open for questions.

- 84 • A member asked if there was a document to share on gender terms. Trojan Learn
85 has a session titled “gender identity.”
- 86 • A member commented about using pronouns and being flexible because people
87 change.
- 88 • A member asked about DEI week partnering with Sustainability and how they
89 intersect. It will be necessary to try to ensure inclusivity and understand the
90 intersection. An example was presented on environmental justice and people of
91 color impacted by climate change and air pollution because they live close to the
92 freeway. The demographics of those who live near the freeway are impacted.
93 President Culpepper added, “It is important to ensure no one is left behind, ask
94 questions, make sure inclusive, and understand in our day to day, not just the
95 community.”
96

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

98 *The committee is working with the Department of Public Safety (DPS) to provide a virtual*
99 *presentation on self-defense and on and off-campus safety. Earth Week will be April 18-*
100 *22.*

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Rights and Responsibilities (Lisa Marie Gallegos)

The committee continues to work on the resolution for the Staff Handbook. Lisa, Committee Chair, acknowledged appreciation to Michelle Jones who has been a strong advocate for this document. The Staff Handbook aligns with university policy and procedures and provides staff with a quick reference to information.

Rules and Elections (Sonali Bodiwala)

Parliamentarian, Phil Turner, reported for Committee Chair, Sonali Bodiwala. The committee is reviewing verbiage changes to the bylaws and constitution to be more inclusive. Also, the current process for Staff Assembly elections will remain for this spring to allow more time to make changes in the future.

Scholarships and Awards (Liliana Ochoa-Springer)

Russ Sommer reported for Committee Chair, Liliana Ochoa-Springer. The committee has completed updating the rubric and application in partnership with USC Staff Club. This has been published on the website and look forward to the new applicants in the new year.

Staff Engagement and Appreciation (Shamae Smith)

The committee is proposing April 4-8, 2022, for Staff Engagement and Appreciation. National Employee Appreciation Day is March 4th. The leftover swag from past events were not given away in December due to the early winter recess. The committee is looking to host a virtual bingo, Facebook picture of the day, or scavenger hunts to give away swag in early 2022. There was a free basketball event with lunch from Chick-Fil-A hosted by the Athletics department. Staff Assembly would like to partner with the Athletics department for future events. The committee would like to invite Felicia Washington or Kelly Moy from HR to the General Assembly meeting to provide an update on employee engagement and what plans they may have and on the HR redesign.

Transportation (JaBari Brown)

The committee continues to review and verify their pending issues report. The issue of exiting McClintock has been raised with Transportation, as well as the limited parking for the HSC community coming to UPC and trams coming out of the Valley Parking Lot. We have also requested the number of citations issued to staff, students, and faculty to determine if there are trends that can be addressed and outreach to prevent those tickets from happening.

Announcements

President Culpepper encouraged Staff Assembly members to reach out to her with any questions or information that we should bring to the attention of senior administration. Please contact via her direct email or the Staff Assembly email account.

Next General Assembly Meeting: January 28, 2022, 9:30 AM -11:00 AM on Zoom.
Future in-person are still to be determined.

Adjournment

Gloria Halfacre moved to close the meeting. Randy Zuniga seconded. Motion passed by unanimous voice consent. The meeting was adjourned at 10:36 AM.

Respectfully submitted,

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Linda Mizushima
USC Staff Assembly Secretary

APPROVED