

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – January 28, 2022
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (46):

Acuna, Lali	Mardirossian, Jackie
Azarraga, Arlene	Martinez, George
Bartlett, Amber	Martinez, Naomi
Bodiwala, Sonali	Mitchell-Huizar, Nichelle
Brown, Amber	Mizushima, Linda
Brown, JaBari	Moe, Kristine
Chesley, Erika	Ochoa-Springer, Liliana
Coles, Richard	Ortiz, Bryan
Culpepper, Kristi	Portero, Yanara
De la Rosa, April	Rivera, Lillian
DeFrank, Ginny	Salazar, Nelida
DeMartini, John	Schroth, Richard
Estrada, Laura	Smith, Corinne
Gallegos, Lisa	Smith, Shamae
Gallegos, Robert	Sommer, Russ
Gratz, Thomas	Stender, Cynthia
Halfacre, Gloria	Taylor, Bernice
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

Absent 2021-2022 Body (13)

Acosta, Dulce	Nieto, Lou
Adams, Teri	Padilla-Casillas, Sara
Alarcon, Patricia	Preciado, Aida
Amescua, Josie	Sanabria, Pilar
Alexander, Sarah	Sandhu, Juggy
Caballero, Marc	Thompson-Harper, Wade
Ferrer, Brian	

Guest (49)

1 Parliamentarian, Phil Turner, called the meeting to order at 9:31 AM.

2
3 Phil Turner extended words of welcome and reviewed the agenda.

4 **Culture Value**

5 USC Unifying Value: Diversity, Equity, and Inclusion

6 **Approval of December 2021, General Assembly Meeting Minutes**

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

10
11 The floor was open for discussion – none.

12
13
14 Gloria Halfacre moved to approve the minutes as submitted. Bryan Ortiz seconded.
15 Motion passed by majority voice consent. 46 members present (Oppose – 0; Abstain - 3).

16 **2022 Monthly Staff Recognition Award Recipient**

17 Liliana Ochoa-Springer announced the January Staff Recognition Award Recipient.
18 Michelle Jones represented the University Club.

19
20
21 Shahla Bahavar presented the award to Jynna Hughes, Library Supervisor, Library of
22 International and Public Affairs, USC Libraries.

23 **Guest Speakers**

24 **Department of Public Safety (DPS) – Roy White**

25
26 The department consists of approximately 280 academy-trained members. It is one of the
27 largest private-public safety departments. Community Service Officers (CSO) are used for
28 non-emergency services and identified with a different color uniform. Security
29 Ambassadors are also known as “yellow jackets” are provided by Allied Universal.

30
31
32 USC DPS patrols the immediate two square miles of the campus plus two miles outside.
33 DPS has a partnership with LAPD. DPS has over 386 cameras and some are used for
34 license plate recognition (LPR). Other services provided are:

- 35 • Residence hall security for access control and to deter crime.
- 36 • Campus perimeter security and the COVID checkpoints.
- 37 • Responding to the blue light phone emergency calls.
- 38 • Live Safe mobile safety application for texting directly to DPS dispatch.
- 39 • Lyft transportation within the USC area for students, staff, and faculty. This is
40 currently in place of the Campus Cruiser.
- 41 • Bike safety and registration.
- 42 • Free self-defense class to students, staff, faculty, and community members. It
43 requires 12 hours of training to receive the Rape Aggression Defense (RAD)
44 certification and free lifetime return and practice policy, honored worldwide.

45
46 A member asked about the area of coverage around USC. The area is determined by
47 density and university responsibility and has been expanded over the years. Please reach
48 out to DPS if areas outside of the immediate campus area need to be patrolled or added.

49

50 A member asked about reckless student bike riders. Citations are issued and bikes are
51 impounded if there is continued disregard to follow the rules. Students are also written up
52 as a violation of the Student Conduct Code or policy. A policy is being developed for
53 electric skateboards and bikes. This involves the city and the implementation of new laws.

54 55 **Data Privacy Day – Bob Gross**

56 Today is National Data Privacy Day and Bob expressed his appreciation to talk about it to
57 Staff Assembly. Please stop by Tommy Trojan today for tips on safeguarding personal
58 information, understanding your digital footprint, and free laptop stickers.

59
60 Data privacy is any information that can identify or link to an individual. This includes how
61 information is shared internally or with third-party vendors or collaborators. It is different
62 from data security.

63
64 The Office of Culture, Ethics and Compliance (OCEC) is responsible for developing a
65 comprehensive Data Privacy Compliance Program. This will also align with the USC
66 unifying values. Programs are being developed on how to use and collect personal data.
67 OCEC can interact with your areas to identify areas of high risk, look at personal data in
68 possession and develop solutions to protect the information.

69
70 The key program activities include 1) Culture, Governance, Oversight; 2) Risk
71 Assessment; 3) Policies, Standards, Systems; 4) Education, Training, Outreach; 5)
72 Monitoring, Auditing, Program Evaluation; and 6) Corrective Action, Investigation
73 Enforcement.

74
75 Privacy incidents are data breaches, lost/stolen unencrypted mobile devices, faxing
76 medical information to a wrong fax number, etc. The implications can damage reputation,
77 bring negative media coverage, cause regulatory investigations and fines and penalties,
78 etc.

79
80 A member asked if USC sells any personal information. They do not.

81 82 **President's Report** - (Kristi Culpepper)

83 Student Athlete Experience Task Force. This task force will include staff, faculty, students,
84 alums, auxiliary services, and student services to get feedback and knowledge on how to
85 support students and athletes.

86
87 Staff Advisory Board is looking at ways to support staff issues, challenges, and concerns
88 in a unit. It will provide professional support such as tools to lead leaders or relationship
89 building. The committee will be reaching out for input and feedback.

90
91 DPS Chief Search Committee has been established to hire a new leader for DPS and
92 looks for input from all staff, faculty, students, and the community. There will be town hall
93 sessions. The Community Advisory Board (CAB) will oversee to ensure the new chief is
94 inclusive and representative of the recommendations developed.

95 96 **Committee Reports**

97 98 **Compensation and Benefits** (Richard Schroth)

99 *The committee is working on the increased sick time proposal to present to the Executive*

100 *Committee to review and approve for the body to vote on at the next General Assembly*
101 *meeting.*

102

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

104 *The committee is reviewing the ethnicity classifications in Workday because it does not*
105 *reflect everyone. They would like to make recommendations to update the classifications*
106 *and will work with the Academic Senate on the suggested changes. The committee*
107 *continues to review the Staff Assembly documents to make inclusive updates. Also, the*
108 *committee is working on highlighting culture days and seeking stories to share how they*
109 *are celebrated, working on DEI book recommendations list, and looking for external*
110 *speakers.*

111

112 A member asked about gender-neutral restrooms. The committee will research this
113 information.

114

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

116 *The committee is close to a final draft of the Staff Handbook resolution and hopes to*
117 *propose it at the next General Assembly meeting.*

118

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

120 *Phil Turner, Parliamentarian, noted that next month there will be two resolutions to vote on*
121 *– 1) staff handbook, 2) increased sick time and the election of the Staff Assembly Vice*
122 *President. Please let us know if you would like to nominate a member or self-nominate.*
123 *Send to the Staff Assembly email.*

124

125 **Scholarship and Awards** (Liliana Ochoa-Springer)

126 *Committee Chair, Liliana, expressed appreciation to the committee and University Club for*
127 *the changes to the monthly recognition award process. They are working to get the*
128 *message out to the divisions, schools, and departments.*

129

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

131 *The Staff Engagement and Appreciation week date will be April 4-8. A Save-The-Date will*
132 *be distributed on March 4, the National Staff Appreciation Day. The committee is planning*
133 *to highlight three activities per day. One in the morning, midday, and evening so that all*
134 *can attend and make the event inclusive. We understand some may not have computer*
135 *access or internet and look for alternate suggestions. Please send to the Staff Assembly*
136 *email. There will be yoga or meditation to promote work-life balance, ergonomic sessions,*
137 *and fun activities. Events will also be coordinated with the DEI committee. April is alcohol*
138 *awareness month and would like to also promote available resources.*

139

140 **Transportation** (JaBari Brown)

141 *The committee met with Transportation to clear the backlog of reported issues before the*
142 *pandemic. The committee is also researching transportation services at other institutions*
143 *to compare services and identify gaps so that a proposal can be developed to align with*
144 *other institutions.*

145

146 **Announcements**

147 President Culpepper asked the body for General Assembly topics such as speakers or
148 training.

149

150 Members suggested:
151 Errol Southers, Associate Senior Vice President, Safety & Risk Assurance
152 Lincoln Riley, USC Head Football Coach
153 Felicia Washington, Senior Vice President, Human Resources
154 Sustainability for greening your office
155 Updates on new buildings or large construction projects
156

157 A member asked about being contacted by Central HR to discuss concerns with the
158 student hiring process. There seem to be delays and not sure what the issues are. The
159 member was wondering if other schools were approached by Central HR or had issues. It
160 was noted that other areas did have some difficulty hiring students and it was taking
161 longer than usual. This includes hiring work-study students. President Culpepper will bring
162 this up with Central HR.
163

164 Next General Assembly Meeting: February 25, 2022, 9:30 AM -11:00 AM on Zoom.
165 Future in-person are still to be determined.

166 **Adjournment**

167 Michelle Jones moved to close the meeting. Richard Schroth seconded. Motion passed by
168 unanimous voice consent. The meeting was adjourned at 11:22 AM.
169

170 Respectfully submitted,

171
172 Linda Mizushima
173 USC Staff Assembly Secretary
174