

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – February 25, 2022
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (49):

Abbott, Zarita	Martinez, Naomi
Acuna, Lali	Mitchell-Huizar, Nichelle
Adams, Teri	Mizushima, Linda
Alarcon, Patricia	Moe, Kristine
Amescua, Josie	Nieto, Lou
Azarraga, Arlene	Ortiz, Bryan
Bartlett, Amber	Padilla-Casillas, Sara
Bodiwala, Sonali	Portero, Yanara
Brown, Amber	Rivera, Lillian
Brown, JaBari	Salazar, Nelida
Chesley, Erika	Sanabria, Pilar
Coles, Richard	Sandhu, Juggy
De la Rosa, April	Schroth, Richard
DeFrank, Ginny	Smith, Corinne
DeMartini, John	Smith, Shamae
Gallegos, Lisa	Sommer, Russ
Gallegos, Robert	Stender, Cynthia
Halfacre, Gloria	Taylor, Bernice
Hansen, Jenny	Turner, Philip
Hernandez, Irma	Vazquez, Lydia
Hinojosa, Shannon	Villanueva Padilla, Jeanette
Jebavy, Erin	Yang, William
Low, Theodore	Zamora, Grace
Jones, Michelle	Zuniga, Randolph
Mardirossian, Jackie	

Absent 2021-2022 Body (11)

Acosta, Dulce	Gratz, Thomas
Alexander, Sarah	Jester, Tonisha
Caballero, Marc	Martinez, George
Culpepper, Kristi	Ochoa-Springer, Liliana
Estrada, Laura	Thompson-Harper, Wade
Ferrer, Brian	

Guest (44)

1 Interim Vice President, JaBari Brown, called the meeting to order at 9:30 AM.

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

4
5 **Approval of January 2022 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 Mardirossian moved to approve the minutes as submitted. Gloria Halfacre
12 seconded. Motion passed by majority voice consent. 49 members present (Oppose – 0;
13 Abstain - 1).

14
15 **2022 Monthly Staff Recognition Award Recipient**

16 Russ Sommer announced the February Staff Recognition Award Recipient. Michelle
17 Jones is representing the University Club.

18
19 Dieuwertje Kast presented the award to Darin Gray, Director, STEM Educational Outreach
20 Programs Viterbi K-12 STEM Center, USC Viterbi School of Engineering.

21
22 **Guest Speakers**

23
24 **Dr. Erroll G. Southers, Associate Senior Vice President, Safety and Risk Assurance**

25 The Community Advisory Board (CAB) consists of 20 members and took over 10 months
26 to produce the report published in July 2021. The outcome of the report was 45
27 recommendations. “ONE USC Safety Vision” was an overarching priority. Other reforms
28 were re-envisioning public safety, community care, alternatives to armed response,
29 transparency and accountability. In addition, partnerships with Diversity, Equity, and
30 Inclusion (DEI), and Keck Medicine have been developed.

31
32 A committee has been established for the Department of Public Safety (DPS) Chief
33 Search. There are approximately 22 members, consisting of staff, students, faculty,
34 community, and stakeholders. The committee participated in the selection of the search
35 firm. There were 9 applications and 5 have been interviewed. The top 3 will participate in
36 listening sessions. They will also be asked how they have managed and how they have
37 demonstrated inclusiveness. It is desired to select a candidate by April 25 before
38 commencement and to start in Fall 2022.

39
40 The floor open for discussion:

41
42 A member asked how to attend the listening sessions. Please go to the DPS Chief Search
43 website for more information: <https://dps.usc.edu/chiefsearch/>

44
45 A member asked if there was any feedback that was received and not heard before. Some
46 responses were more community collaboration, a female chief, a college university
47 experience without public safety, or community engagement without public safety.

48
49 A member commented on a situation where a member from KECK Medicine accompanied
50 a DPS officer. They did not know there was an officer dedicated as a health and safety

51 counselor and not in uniform. It was a great way to talk to students and to help them
52 through a difficult time.

53
54 Other partnerships have been established with the School of Social Work to help with
55 crime challenges, Metro challenges, cell phone thefts, and to help with mitigations.

56
57 CAB's Kitchen Cabinet sessions are monthly meetings open to stakeholders for feedback
58 and input. They are held on the second Thursday of each month from 10 AM to Noon.

59
60 **USC Asian Pacific Islander Faculty and Staff Association (USC APIFSA)**
61 Glenn Kazuo Osaki, Senior Advisor-International Marketing and Communications, Senior
62 Vice President Communications introduced Co-Chairs Grace Ryu, Associate Director,
63 East Asian Studies Center & Linda Truong, Managing Director, Library IT, USC Libraries.

64
65 Website: <https://apifsa.usc.edu/>
66 Presented Video about APIFSA: <https://www.youtube.com/watch?v=0TYt29goSvA&t=3s>

67
68 The USC APIFSA was established to create a safe space and strong voice to advocate for
69 API faculty and staff across the USC Community. There are over 300 members.

70
71 The APIFSA Committees were introduced:

- 72 • Advocacy and Policy Committee – Lead and advocate needs for APIFSA, host town
73 halls to share concerns and issues, unite faculty and staff, review, assess, and provide
74 recommendations on increasing API.
- 75 • Communications and Engagement Committee – To educate the USC community on
76 APIFSA to increase involvement, membership, and knowledge.
- 77 • Community Outreach and Relations Committee – Build a wider USC community of API
78 and other affinity groups to develop programming and partnership at USC, highlight
79 experience, leverage APIFSA and the USC community to create partnerships with
80 organizations throughout Southern California and beyond, such as LA Mayor's office.
- 81 • Curriculum Committee – Identify and create Asian and Asian American thematic
82 coursework. Engage, support, and educate API students and students interested in
83 Asian and Asian American studies.
- 84 • Health Sciences Campus Committee
- 85 • Professional Development, Mentorship and Networking Committee – Identify and
86 promote professional development opportunities for API faculty and staff. Create a
87 mentorship program for faculty and staff to build relationships and share knowledge,
88 experiences, and support outside one's department/school.
- 89 • Programming and Events Committee – Organize social and educational events geared
90 specifically to staff and faculty that showcase API history and culture. The next event
91 is Wednesday, March 9th from 5 PM – 6 PM, to support victims of Asian hate.

92
93 The floor was opened for questions – none.

94
95 **Committee Reports**

96
97 **Compensation and Benefits (Richard Schroth)**

98 The Committee presented the proposal to increase the maximum sick time accrual to the
99 General Assembly to vote. It is important for staff wellness, a unifying value. We would

100 like to formally present to Senior Administration to increase the accrual from 12 sick days
101 per year to a maximum of 36 sick days per year.

102
103 The floor was opened for discussion:

104
105 A member asked if the proposal is denied, can we ask for an explanation of the reason? It
106 is assumed Senior Administration would provide a reason.

107
108 The members discussed the cost impact to the university. It is not the same as vacation
109 and didn't think there was a significant cost impact. It was noted the number of sick days
110 requested is ambitious and accrued sick time is reported as a liability in the financial
111 statement.

112
113 A member asked when 12 sick days were created, where did it come from, and why? This
114 information was unknown and will need to be researched.

115
116 It was asked if this was ever proposed in the past. Not that we are aware of.

117
118 Linda Mizushima moved to approve the proposal as submitted. Gloria Halfacre seconded.
119 Motion passed by majority voice consent. 49 members present (Oppose – 0; Abstain - 0).

120
121 **Diversity, Equity, and Inclusion** (Erika Chesley)

122 The Committee would like to collaborate with APIFSA.

123
124 The Committee would also like to find ways to “belong” and increase knowledge with
125 groups that don't belong.

126
127 Black History Month is ending. Master Class produced a 3-part series on Black History
128 Month. It is free in February at <https://learn.masterclass.com/blackhistorymonth>. It is also
129 available on Amazon Prime Video for those who have a subscription.

130
131 The Committee will post on social media the black-owned businesses to support:
132 https://www.instagram.com/p/CaF72x5PxeP/?utm_source=ig_web_copy_link

133
134 Celebrating Black Joy, SC Family Reunion is today, February 25th, at McCarthy Quad from
135 12:00 noon – 4:30 PM. There will be free food, live music, and swag.

136
137 March is Women's History Month. March 8th is the USC Women's Conference:
138 <https://alumni.usc.edu/womensconference/>

139
140 Cesar Chavez Day March 31st.

141
142 The Committee is still working on the book club list for Staff Engagement and Appreciation
143 Week.

144
145 **Environment and Safety** (Nichelle Mitchell-Huizer)

146 The Committee would like to remind the members that Earth Week will be April 18-22.

147
148 **Rights and Responsibilities** (Lisa Marie Gallegos)

149 The Committee is close to submitting the resolution for the staff handbook and hopes to

150 have it ready for a vote by next month.

151

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

153 The Committee is working with ITS on the upcoming election process and reviewing the
154 Senate model allocation.

155

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

157 Russ Sommer reported for Chair, Liliana Ochoa-Springer. The Committee is reviewing
158 the March monthly award nominations and updating the scholarship application.

159

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

161 The Committee announced that Staff Engagement and Appreciation week will be April 4-
162 8. A "Save-the-Date" will be announced on March 4th, which is National Staff Appreciation
163 Day. The Committee is securing discounts, freebies, and speakers for the week. They
164 hope to have an in-person event. There will be three daily events to include fitness,
165 wellness, and work-life balance. The Committee would like DEI Committee to co-chair
166 with them. They are also looking for more suggestions, such as a week of discounts from
167 the bookstore, free parking for a day or week, free metro pass for a day, week, or month
168 were a few suggestions.

169

170 **Transportation** (JaBari Brown)

171 Randy Zuniga reported for Chair, JaBari Brown. The Citation Review Board (CRB) is
172 meeting today. Anyone can join. Please contact Transportation committee for the Zoom
173 link. Please submit complaints or concerns to the Staff Assembly email account.

174

175 **New Business**

176

177 Parliamentarian Phil Turner advised on the policy and procedure to fill the current open
178 position for Staff Assembly Vice President. The position will serve through the end of this
179 fiscal year, June 30, 2022. The floor was open for nominations or self-nominations.

180 JaBari Brown was self-nominated and was the only nominee. It was a unanimous voice
181 vote. (No-0, Abstain-0) 49 members were present for the vote.

182

183 **Announcements**

184

185 Women in Management Group is hosting its signature event "State of the University with
186 the Provost and Senior Vice Presidents" on Wednesday, March 16 from noon to 1:30 PM
187 at Town and Gown. The cost is \$20.

188

189 A member asked about the minimum wage increase coming July 1, 2022, and the faculty
190 requested a cost-of-living increase. There should be staff representation because pay
191 adjustments are not equitable. How does USC pay compare to peer institutions? This
192 topic was also discussed at the Executive Committee meeting. It was suggested that Staff
193 Assembly align with Academic Senate and work together on a proposal. The increase in
194 sick hours is not the same as wage increases. This topic will also be brought up with the
195 Rights and Responsibility Committee.

196

197 **Adjournment**

198 Jackie Mardirossian moved to close the meeting. Nichelle Mitchell-Huizar seconded.
199 Motion passed by unanimous voice consent. The meeting was adjourned at 11:00 AM.

200

201 Respectfully submitted,

202

203 Linda Mizushima

204 USC Staff Assembly Secretary

205

APPROVED