

USC Staff Assembly

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

Present 2021-2022 Body (42):

Abbott, Zarita	Martinez, George
Acosta, Dulce	Martinez, Naomi
Acuna, Lali	Mitchell-Huizar, Nichelle
Alarcon, Patricia	Mizushima, Linda
Azarraga, Arlene	Ochoa-Springer, Liliana
Bartlett, Amber	Ortiz, Bryan
Brown, Amber	Portero, Yanara
Brown, JaBari	Rivera, Lillian
Chesley, Erika	Sanabria, Pilar
Coles, Richard	Sandhu, Juggy
Culpepper, Kristi	Schroth, Richard
De la Rosa, April	Smith, Corinne
DeFrank, Ginny	Sommer, Russ
DeMartini, John	Taylor, Bernice
Gallegos, Lisa	Thompson-Harper, Wade
Gallegos, Robert	Turner, Philip
Hansen, Jenny	Vazquez, Lydia
Hernandez, Irma	Villanueva Padilla, Jeanette
Jebavy, Erin	Yang, William
Low, Theodore	Zamora, Grace
Mardirossian, Jackie	Zuniga, Randolph

Absent 2021-2022 Body (18)

Adams, Teri	Hinojosa, Shannon
Alexander, Sarah	Jester, Tonisha
Amescua, Josie	Jones, Michelle
Bodiwala, Sonali	Moe, Kristine
Caballero, Marc	Nieto, Lou
Estrada, Laura	Padilla-Casillas, Sara
Ferrer, Brian	Salazar, Nelida
Gratz, Thomas	Smith, Shamae
Halfacre, Gloria	Stender, Cynthia

Guest (85)

1 President, Kristi Culpepper, 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 February 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 Erika Chesley moved to approve the minutes as submitted. Wade Thompson-Harper
12 seconded. Motion passed by majority voice consent. 42 members present (Oppose – 0;
13 Abstain - 0).

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

16 Liliana Ochoa-Springer announced the March Staff Recognition Award Recipient. Wade
17 Thompson-Harper is representing the University Staff Club.

18
19 Ellen Dux, Associate Director, Office of Sustainability, presented the award to Elias Platte-
20 Bermeo, Sustainability Specialist, Office of Sustainability.

21
22 **Guest Speakers**

23 **Human Resources - Felicia Washington, Senior Vice President, Human Resources,**
24 **and Moira Mulrone, Senior Advisor, Strategic Initiatives,**

25
26 Felicia Washington greeted the body and described the resolution reached with the Office
27 of Civil Rights to confront and prevent sexual harassment. USC needs to show the correct
28 care when issues are raised. Therefore, all supervisors are asked to participate in the
29 supervisor file review. This included those that act in a supervisory capacity.

30
31 Moira Mulrone described the email sent on February 28th. Many tools were created to
32 support the process. The website provided the step-by-step process of what to do.

33
34 The floor was open for questions.

35
36 A question was asked on how to complete the attestation form when student worker
37 information is not available in Workday. It was suggested to consider other records, files,
38 or documents, information from a prior supervisor, or notes. The purpose is to find
39 unreported complaints that need to be elevated to Title IX. If there is nothing, go to
40 attestation form Step 4 answering that you reviewed the information to the best of your
41 ability. If you received an email and don't feel you are a supervisor, still fill out the
42 attestation form to close the loop.

43
44 Felicia acknowledged receiving the resolution on sick time accrual and is open to meeting
45 with the Committee to hear other things staff are asking for.

46
47 **Culture Update on Unifying Values - Patrick Cates, Director of Organizational**
48 **Change, USC Office of Culture, Ethics and Compliance**

50 The Culture Journey started in 2017 with a task force established to change the culture,
51 systems, and processes. In 2019, the entire university provided feedback in town hall
52 discussions and value polls to identify the six desired values and five focus areas.

53
54 We are now moving the organization forward with a Culture Journey Shared Vision where
55 behaviors are guided by the unifying values, systems and processes utilizing values, and
56 psychological safety.

57
58 The Advisory structure reflects the voice of the community and we want all voices at the
59 table.

60
61 We are working in the focus areas (operational) to make changes to processes and
62 systems. 1) Concerns - Addressing the concerns of the USC Community; 2) Development
63 - Strengthening our people and leadership model; 3) Diversity, Equity & Inclusion -
64 Prioritizing diverse viewpoints, representation, access and opportunity; 4) Well-Being -
65 Amplifying connection to self, others, and our community; and 5) Values - Living our
66 values.

67
68 Measurement and reporting committees have been established to measure and report on
69 culture change and how it is measured.

70
71 2 staff sessions are remaining for focus group sessions and dates will be posted in the
72 chat.

73
74 “Culture change happens one conversation at a time.” Patrick is happy to meet with or talk
75 to any of you.

76
77 President Culpepper encouraged all to participate in the focus group so that our voices
78 are heard in the transformation.

79
80 The floor was opened for questions – none.

81
82 **Visions and Voices - Daria Yudacufski, Executive Director of Visions and Voices,**
83 **Cultural Relations and University Events (CRUE) & Marie-Reine Velez, Cultural**
84 **Relations and University Events (CRUE)**

85
86 A short video was presented on the 15th anniversary of Visions and Voices.

87
88 “Arts moves us”

89
90 “Arts connects us with others”

91
92 “Experiences in the arts can be transformative”

93
94 “Unifying values are central to vision and voices”

95
96 The newest program in Visions and Voices is “USC Arts In Action.” It supports long-term
97 collaborative projects, pressing social issues, inequality, and homelessness. The USC
98 Thornton students work with skid row musicians to help gain a better understanding, build

99 connections and relations and use creativity to create change.

100
101 Keck School of Medicine and Kaufman School of Dance use dance and movement to aid
102 well-being in patients with Parkinson's.

103
104 The floor was open for questions.

105
106 A member asked how Visions and Voices programs are determined, suggested, or
107 nominated? Faculty and schools apply for grants to be part of Visions and Voices, but
108 different components are required including collaboration, diversity, equity and inclusion.
109 The deadline has passed for next year but Visions and Voices would also like staff to
110 participate.

111 112 **Los Angeles Times Festival of Books - Larry Deckel, Volunteer Coordinator**

113
114 Presented a short video about the Los Angeles Times Festival of Books. This is the
115 largest literary festival in the world and its 27th year. Happy to be returning after 2 virtual
116 years. This will be a live event on April 23rd and 24th.

117
118 There is an average of 1200 volunteers a year, but due to the pandemic this year the
119 festival needs volunteers to supervise interactive activities, book signings, check-in,
120 escorting from the green room to the panel discussions, and more. Volunteers must be 18
121 years or older. Ages 15 – 17 are allowed with a parent or guardian. Most shifts are 3-4
122 hours and you may sign up for more than one shift. You can sign up as a "Bookworm"
123 which is a full day shift. There is training on procedures, emergency response, a tour of
124 the campus, maps and written guides will be provided. Volunteers receive free parking,
125 shuttle service, lunch and a free t-shirt. More information at:

126 <https://volunteer.troutco.com/fob>

127
128 Covid protocols are evolving and Trojan Check is to be determined. Masks will be
129 required in all indoor spaces to protect authors and possibly at tables for the book signing.

130
131 **Erica Keil, Administrative Assistant, Center for Investment Studies, Marshall**
132 **Department of Finance and Business Economics** announced the Marshall School of
133 Business Financial Literacy event on Tuesday, April 5th.

134 135 **President's Report**

136 President Culpepper asked the body to share ideas for Beyond DEI Week.

137
138 The Culture Journey Council and Employee Relations Council are looking for ideas and
139 suggestions to give a voice to non-protected staff.

140
141 President Culpepper was available at Literatea from 12 PM – 1:30 PM on March 21 to
142 meet with, chat, and receive ideas or suggestions for Staff Assembly.

143
144 President Culpepper will be speaking at "What Matters to Me and Why" on April 6th at
145 noon.

146 147 **Committee Reports**

148

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

150 The sick time proposal is posted on the Staff Assembly website. The Committee is
151 scheduling time to meet with Felicia Washington to further discuss the proposal and bring
152 up other things staff would like to have.

153

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

155 Women's History Month is wrapping up. The Women's Conference was last week. Cesar
156 Chavez Day is March 31st. The Committee is preparing for Diversity Month and Staff
157 Engagement and Appreciation Week. The Committee would like to promote a book and
158 leverage it with the Festival of Books.

159

160 **Environment and Safety** (Nichelle Mitchell-Huizar)

161 Earth Week is April 18-22. The SC Garden Club Plant Swap event is April 22 at Parkside.
162 Staff Assembly has seeds to hand out to staff, students, and faculty.

163

164 **Rights and Responsibilities** (Lisa Gallegos)

165 The final draft of the staff handbook is almost complete. The Committee is reviewing 12
166 other Universities that have a staff handbook and preparing the resolution.

167

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

169 Phil Turner reported for Chair Sonali Bodiwala. The nominations are complete with 444
170 qualifying candidates. 49 accepted out of the 80 eligible staff. The election portal will
171 begin on April 5th and close on April 14th. A message will be posted on the Gateway as
172 well as an all-staff email.

173

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

175 The scholarship application will open on April 1st and close on June 1st. All details for the
176 application process are on the website. The committee is looking for nominations for the
177 monthly staff award.

178

179 **Transportation** (JaBari Brown)

180 Randy Zuniga presented for Chair and Vice President JaBari Brown. The General
181 Assembly was asked to continue submitting transportation concerns or issues for the
182 Committee to bring up with the Department of Transportation.

183

184 **New Business**

185 A member asked if there was an update on the cost-of-living increase for the faculty.
186 President Culpepper responded that it was not approved for faculty and therefore it would
187 probably not be approved for staff. More information will be provided to Staff Assembly if
188 there is any.

189

190 **Announcements**

191 **Next Executive Committee Meeting Reminder**

192 Thursday, April 21, 2022, 12:00 – 1:30 PM, Location: Zoom

193

194 **Next General Assembly Meeting Reminder**

195 Friday, April 29, 2022, 9:30 – 11:00 AM, Location: Zoom

196

197 **Adjournment**
198 Richard Schroth moved to close the meeting. Nichelle Mitchell-Huizar seconded. Motion
199 passed by unanimous voice consent. The meeting was adjourned at 11:33 AM.
200
201 Respectfully submitted,
202
203 Linda Mizushima
204 USC Staff Assembly Secretary
205

APPROVED