

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – April 29, 2022
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (44):

Abbott, Zarita	Martinez, George
Acosta, Dulce	Martinez, Naomi
Acuna, Lali	Mitchell-Huizar, Nichelle
Amescua, Josie	Mizushima, Linda
Azarraga, Arlene	Moe, Kristine
Bartlett, Amber	Nieto, Lou
Bodiwala, Sonali	Ochoa-Springer, Liliana
Brown, JaBari	Padilla-Casillas, Sara
Coles, Richard	Portero, Yanara
Culpepper, Kristi	Rivera, Lillian
DeFrank, Ginny	Salazar, Nelida
DeMartini, John	Sandhu, Juggy
Estrada, Laura	Schroth, Richard
Gallegos, Lisa	Smith, Shamae
Halfacre, Gloria	Sommer, Russ
Hernandez, Irma	Taylor, Bernice
Hinojosa, Shannon	Turner, Philip
Jebavy, Erin	Vazquez, Lydia
Jester, Tonisha	Villanueva Padilla, Jeanette
Low, Theodore	Yang, William
Jones, Michelle	Zamora, Grace
Mardirossian, Jackie	Zuniga, Randolph

Absent 2021-2022 Body (16)

Adams, Teri	Gallegos, Robert
Alarcon, Patricia	Gratz, Thomas
Alexander, Sarah	Hansen, Jenny
Brown, Amber	Ortiz, Bryan
Caballero, Marc	Sanabria, Pilar
Chesley, Erika	Smith, Corinne
De la Rosa, April	Stender, Cynthia
Ferrer, Brian	Thompson-Harper, Wade

Guest (84)

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 March 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:

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11 There was a question of whether “Bookworm” should be “Book Room” on line 122.
12 “Bookworm” is correct.

13
14 Line 140 is referenced as an upcoming event and should be noted in the past.

15
16 Jackie Mardrossian moved to approve the minutes as submitted with corrections. Gloria
17 Halfacre seconded. Motion passed by majority voice consent. 44 members present
18 (Oppose – 0; Abstain – 1).

19
20 **2022 Monthly Staff Recognition Award Recipient**

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

22
23 Loryetta Council, Customer Service Manager, USCard Services presented the award to
24 Bernie Moreno, Assistant Director of Operations, USCard Services.

25
26 **Guest Speakers**

27
28 **Clark Stroud, Director of Operations, Football introduced Lincoln Riley, Head
29 Coach, Athletics.**

30
31 Lincoln expressed his interest in being here at USC and was thankful for the warm
32 welcome from everyone. Building the football program is an important goal. It is
33 necessary to change the culture, teach accountability, academic responsibility, engage the
34 team to be productive members, and be a part of USC. He is also looking forward to
35 learning from everyone what you do and how it can help with recruitment.

36
37 President Culpepper asked what we can do to support the team. Lincoln said please do
38 not hesitate to communicate how to do things better. He wants to build a culture of
39 accountability. He wants to prioritize education at USC when recruiting and be able to
40 bring in the right people and mold them. Lastly, you can support the team by coming to
41 the games.

42
43 Clark Stroud provided his email (stroudc@usc.edu) in the chat for anyone to reach out to
44 them.

45
46 The floor was opened for questions – none.

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48 **University Club, Brittany Welsh, Sr. Associate Director Sales and Membership
49 Programs, USC Hotel**

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The University Club is not just for faculty. All are welcome. It would like to be a home base to gather, be part of a community and be inclusive. The board is 50% staff and 50% faculty.

There are member benefits such as a USC Hotel discount, reciprocal privileges with other institutions and your spouse and the first year is free.

The University Club recently hosted the 2022 recognition awards. Many staff honorees were recognized for serving above and beyond during the challenges of the pandemic over the past two years. This was in addition to their regular job duties. It was a great day of celebration which was also enjoyed with their immediate families.

The floor was opened for questions:

- A member asked if the University Club extends to the HSC campus. Edmondson is not part of the University Club but this is something that will be considered. The University Club would like feedback on the wants and needs to improve their services.
- A member asked how the reciprocal benefits work. The benefits will vary with other institutional clubs but send Brittany an email for more information.
- Membership is free for the first year and will cost about \$300 per year after which is competitively priced. This is approximately \$25 per month with a payroll deduction.
- A member asked about purchasing bedding from the Hotel. Currently, it is not available in the gift shop but reach out to Brittany for more information. Bathrobes are available for purchase.
- President Culpepper also mentioned the Brown Bag Lunch deal available at the University Club.

Presidents Report

Ron Finley is known as the “Gangsta Gardener” and spoke at Bovard Auditorium as part of the Earth Week celebration at USC. He has been showing people how to rebuild communities through gardening. A member noted that this was a great event where community partners were invited to USC that had never been on campus. It was great to support their environmental justice. The community partners were highlighted with students and stakeholders at the fair before the event. President Culpepper suggested viewing the TED talk for more information on Ron Finley.

Several Staff Assembly members volunteered at the Los Angeles Times Festival of Books. President Culpepper served as a “Bookworm” and participated for the whole day. Vice President Brown assisted at Father Greg Boyle’s table. Father Boyle developed the largest rehabilitation program for youth gang members including Homeboy Industry.

Committee Reports

Communications (Jenny Hansen)
Nelida Salazar reported for Chair Jenny Hansen.

- 97 • Staff Assembly Member Graduates please email the staff assembly email if you are
98 graduating with a degree this May. We want to honor you. Please email by Friday,
99 May 6.
- 100 • The Staff Assembly weekly digest is sent to all staff who have signed up to receive it
101 on our website. This is a digest of the previous week's posts on our website. Please
102 sign up and encourage your colleagues to sign up.
- 103 • Be sure to follow our Staff Assembly social media pages and encourage staff to do so.
- 104 • Thank You to the Communications Committee for all of their efforts this past
105 month. We had a lot on our plate, and I am so appreciative of their teamwork.

106
107 **Diversity, Equity, and Inclusion** (Erika Chesley)

108 Ginny DeFrank reported for Chair Erika Chesley.

- 109
- 110 • The Committee hosted an event at the University Club during Staff Engagement and
111 Appreciation Week. They brought together different staff engaged in DEI advocacy
112 throughout the University. This was the first time getting everyone together. There
113 were about 30 guests from APIFSA, Women in Management, Student Affairs, Marshall
114 School, and the Chief Diversity Officer Chris Manning. The event provided positive
115 feedback and generated interest to have more events to collaborate.
- 116
- 117 • Asian Heritage Month is coming up.
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- 119 • Cinco de Mayo is also coming up. Dornsife is providing a lecture on the history of
120 Cinco de Mayo at: [https://dornsife.usc.edu/news/stories/3003/americans-might-love-](https://dornsife.usc.edu/news/stories/3003/americans-might-love-cinco-de-mayo-but-few-know-what-theyre-cele/)
121 [cinco-de-mayo-but-few-know-what-theyre-cele/](https://dornsife.usc.edu/news/stories/3003/americans-might-love-cinco-de-mayo-but-few-know-what-theyre-cele/)
- 122
- 123 • The Student Equity and Inclusion Programs (SEIP) is looking for partnerships with
124 Schools or Colleges to support their program and cultural groups.

125
126 **Environment and Safety** (Nichelle Mitchell-Huizar)

- 127
- 128 • The Resource Fair and Student Art Show were held just before the Ron Finley event.
129 Both were huge successes.
- 130 • There was a student sustainability town hall with a staff panel to discuss with students
131 to merge our voices and efforts towards sustainability.
- 132 • Staff Assembly donated seeds as giveaways at the SC Garden Club plant swap/sale
133 and picnic. The seeds were also used for planting in the various campus gardens.
- 134 • Today is Arbor Day which celebrates nature. There are events today and through the
135 weekend. City Nature Challenge is sponsored by Dornsife, Wrigley Institute, ESA and
136 Peaks and professors. Bioblitz is open to students, staff, and faculty. This is a walk,
137 hike or trek around the local area finding plants and wildlife.
- 138 • Remember to complete the Sustainability Survey due tomorrow. The link provided in
139 the chat: <http://green.usc.edu/sustainabilitysurvey>

140
141 President Culpepper mentioned the single-use plastic water bottle ban is expected to start
142 on July 1st. This is a partnership with Coke, but there is now an aluminum shortage which
143 may have an impact on the implementation. The University orders approximately 15,000
144 bottles a week.

145
146 A member asked about investing more in hydration stations and if there is a proposal to
147 create more.

148
149 **Rights and Responsibilities** (Lisa Gallegos)

- 150
151 • The Committee is still working on the Staff Handbook. It turned out to be a much
152 larger project than anticipated to layout. Also working with the Compensation and
153 Benefits Committee on policies to include.

154
155 **Rules and Elections** (Sonali Bodiwala)

156 Parliamentarian Phil Turner reported for Chair Sonali Bodiwala.

- 157
158 • Staff Elections – the votes have been tallied and notifications have been sent to
159 candidates and alternates. Pending confirmation responses. Participation was low
160 this year possibly due to digital engagement and remote work as well as some
161 communication issues.
162 • June 24 will be the transition meeting to recognize the members leaving and welcome
163 the new members. This meeting will also vote for the new officers for the next term. It
164 will be necessary to present the slate of candidates prior but seeking volunteers to fill
165 the positions.
166 • The Committee is reviewing the new representative model. Some schools such as the
167 School of Fine Arts, School of Architecture, and Iovine Young Academy have lower
168 staff count so they would only have a single seat representative. Parliamentarian Phil
169 has been leading this charge and will try to complete it before the end of his term next
170 year.

171
172 A member asked about reminding management of the policy to participate in Staff
173 Assembly. Some members wish to participate but are not able to because of their
174 supervisor. The new model may help resolve this issue because the school or business
175 unit is selecting a representative for their area. President Culpepper will revisit the
176 dissemination of the policy with senior leadership.

177
178 **Scholarship and Awards** (Liliana Ochoa-Springer)

- 179
180 • The Committee launched the Scholarship Applications process on April 1st and asked
181 the body to “spread the word and encourage everyone that you know working on a
182 degree to apply.” It will close at the end of June.
183 • The body was also encouraged to nominate staff members from their departments for
184 the Monthly Staff Recognition Award.

185
186 **Staff Engagement & Appreciation** (Shamae Smith)

187 Amber Bartlett reported for Chair Shamae Smith.

- 188
189 • Staff Engagement and Appreciation week started with the Marshall School of Business
190 Financial Literacy event, in-person mixer at The Lab, Ice Cream Social at UPC & HSC,
191 Bingo with prizes, Fur Baby Contest with prizes and closed with a USC Trojan Baseball
192 game. The events were well attended.

193

- 194 • There were some communication issues announcing the events. President Culpepper
195 explained the new university communications process which now takes 2-3 days for
196 approval and distribution. Some Staff Assembly messages were denied because there
197 were too many messages being distributed to everyone on a day. It was suggested to
198 utilize the Gateway or other sources to distribute the information versus an ALL-STAFF
199 email. President Culpepper will meet with senior leadership to discuss an equitable
200 communication process.
201
- 202 • A member mentioned that many staff at the HSC campus were not aware of Staff
203 Assembly. The body discussed different ways to bring awareness. Staff Assembly
204 information can be provided during the onboarding process. It should include
205 Downtown Los Angeles, Health Science Alhambra, or even Verdugo Hills Hospital.
206 Remote work and virtual presence may have affected awareness. Staff at Keck
207 Medicine of USC was not able to access the voting portal therefore HSC membership
208 is at its lowest. Also encouraging more people to sign up for the Weekly Digest
209 Newsletter can bring more awareness.
210
- 211 • President Culpepper will work with Parliamentarian Turner to review the voting data
212 analytics and determine how to bring more awareness to Staff Assembly.
213

214 **Transportation (JaBari Brown)**

- 215
- 216 • Reminder to complete the AQMD Survey. The survey time period is the week of April
217 4-8. This complies with the federal rule.
218

219 **New Business and Announcements**

220 The body was asked to submit new business items in advance of the meeting. It allows
221 time to gather necessary information if needed.
222

223 A member asked about extending the meetings since they have been running overtime or
224 shortening the content to meet the scheduled time.
225

226 A member asked if there were any updates regarding the communication on the \$700
227 million investment in faculty and staff over the next five years. There were none.
228

229 The Career Center is offering a Career Planning and Resources Certificate Program to
230 Student Affairs professionals, Academic Advisors, Career Advisors, as well as other
231 members of the Trojan Family. It requires completing the four workshops within an
232 academic year.
233

234 **Announcements**

235 **Next Executive Committee Meeting Reminder**

236 Thursday, May 12, 2022, 12:00 – 1:30 PM, Location: Zoom
237

238 **Next General Assembly Meeting Reminder**

239 Friday, May 20, 2022, 9:30 – 11:00 AM, Location: This will be a virtual event.
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242

243 **Adjournment**
244 JaBari Brown moved to close the meeting. Jackie Mardirossian seconded. Motion
245 passed by unanimous voice consent. The meeting was adjourned at 11:15 AM.
246
247 Respectfully submitted,
248
249 Linda Mizushima
250 USC Staff Assembly Secretary
251

APPROVED