

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – May 20, 2022
9:30 AM – 11:00 AM
Zoom Meeting

Present 2021-2022 Body (40):

| | |
|----------------------|------------------------------|
| Abbott, Zarita | Martinez, Naomi |
| Acosta, Dulce | Mitchell-Huizar, Nichelle |
| Acuna, Lali | Mizushima, Linda |
| Alarcon, Patricia | Moe, Kristine |
| Bartlett, Amber | Nieto, Lou |
| Brown, Amber | Ochoa-Springer, Liliana |
| Chesley, Erika | Padilla-Casillas, Sara |
| Coles, Richard | Portero, Yanara |
| Culpepper, Kristi | Rivera, Lillian |
| DeFrank, Ginny | Sanabria, Pilar |
| DeMartini, John | Sandhu, Juggy |
| Estrada, Laura | Smith, Corinne |
| Gallegos, Robert | Smith, Shamae |
| Halfacre, Gloria | Sommer, Russ |
| Hernandez, Irma | Stender, Cynthia |
| Hinojosa, Shannon | Taylor, Bernice |
| Jebavy, Erin | Turner, Philip |
| Jester, Tonisha | Vazquez, Lydia |
| Jones, Michelle | Villanueva Padilla, Jeanette |
| Mardirossian, Jackie | Zuniga, Randolph |

Absent 2021-2022 Body (20)

| | |
|-------------------|-----------------------|
| Adams, Teri | Gratz, Thomas |
| Alexander, Sarah | Hansen, Jenny |
| Amescua, Josie | Low, Theodore |
| Azarraga, Arlene | Martinez, George |
| Bodiwala, Sonali | Ortiz, Bryan |
| Brown, JaBari | Salazar, Nelida |
| Caballero, Marc | Schroth, Richard |
| De la Rosa, April | Thompson-Harper, Wade |
| Ferrer, Brian | Yang, William |
| Gallegos, Lisa | Zamora, Grace |

Guest (14)

1 President, Kristi Culpepper, called the meeting to order at 9:31 AM. (27)

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

4
5 **Approval of April 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:

10 Line 236: correct date for Thursday is May 12th.

11
12 Gloria Halfacre moved to approve the minutes as submitted. Erika Chesley seconded.
13 Motion passed by majority voice consent. 40 members present (Oppose – 0; Abstain – 0).

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

16 Liliana Ochoa-Springer announced the May Staff Recognition Award Recipient.

17
18 Nicole Kerns, Customer Service Manager, USCard Services presented the award to Juli
19 Legat, Assistant Director, Graduate Events and Programming, USC Viterbi School of
20 Engineering.

21
22 **USC Unifying Value - Integrity**

23 President Culpepper presented this value because of the challenges staff are having
24 when serving on Staff Assembly. A supervisor cannot prevent staff from serving or require
25 them to use vacation or sick time. Senior leadership supports Staff Assembly participation
26 and has written university policy to document this.

27
28 **Staff Assembly Reorganization Proposal Resolution 2021-03**

29 Parliamentarian Phil Turner provided background on the Staff Assembly reorganization
30 proposal as well as recognized the past members of the Ad Hoc Committee. This was
31 voted on by the body and signed by President Erika Chesley in 2021.

32
33 It is a hybrid senate and representative group model with 60 seats to ensure
34 representation of all the units. The plan was to complete implementation with the 2022
35 election. Since this did not happen, the plan is to form an Ad Hoc Committee with the new
36 2023 body. The Chair of Rules and Elections Committee and Parliamentarian will
37 oversee.

38
39 The body was asked for any last feedback before the final vote to proceed.

40
41 A member asked about breaking up specific units and including those not on the
42 University Park Campus (UPC). Parliamentarian Turner did not have the visibility to get
43 those specific details. Workday no longer has the "Region ID" to help find how many can
44 serve per unit and reengineering the process will delay implementation. Representation is
45 not balanced and the Bylaws will be reviewed to ensure there is campus-wide
46 representation.

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48 The Ad Hoc Committee will consist of 3-4 members able to commit to 2-3 hours per
49 month.

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Parliamentarian Turner also reminded the continuing body and new incoming members that there will be officer elections at the June general assembly meeting. Interested members can self-nominate and submit their biography to be posted on the Staff Assembly website. The open positions are President, Vice President, Parliamentarian, and Secretary.

Guest Speakers

Christal Young, Acting Head, Reference & User Engagement, Acting Head, Leavey Library and Associate University Librarian

Christal presented information about the libraries and available resources. There are over 20 libraries. Some are specific to the academic schools, and some are general. Mass resources are located at the Carol Little Building (CAL) and brought to the libraries on the UPC campus. Staff can enter any library during open hours with USC Identification except for the Law Library which is separate from the main library system. The libraries are also open to the public community.

The library website has many research guides which are curated lists that librarians create to help find information. Content mining is also available if you are looking for large subsets of data sets of information. A popular links button will help you get to frequently used resources.

Other materials available are:

- Digitized documents
- Dissertations
- DVD & films. Some are popular sources as well as documentaries.
- Access to streaming media platforms
- Music
- and more

Presidents Report

President Culpepper represented Staff Assembly for this year’s commencement ceremony and was invited to sit on the platform with Alison Felix, the guest speaker, as well as the valedictorian and salutatorian. Staff Assembly leadership should continue to maintain representation in future events.

Submit nominations or self-nominations for the Staff Assembly leadership positions by June 10 if you would like your biography posted before elections. Nomination or self-nomination will also be available on the floor at the June General Assembly meeting. The positions are President, Vice President, Parliamentarian, and Secretary.

Location for the June General Assembly meeting is being determined. It will be in-person and virtual.

Committee Reports

Communications (Jenny Hansen)

- None

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

- 101 • None

102

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

- 104 • Many are not familiar with the “intersection of DEI and sustainability.” Link to video
105 provided in the chat: <https://youtu.be/-v0XiUQIRLw>
- 106 • We need to be aware of our personal biases to live out our cultural values. Harvard
107 survey link posted in the chat: <https://implicit.harvard.edu/implicit/takeatest.html>
- 108 • AAPI Heritage month is ending, but there are a few more events
- 109 • June will honor the 50th Anniversary of Title IX of 1952. The committee would like to
110 feature prominent women of Title IX. If you know anyone submit to the Staff Assembly
111 email so they can be featured.
- 112 • June is LGBTQIA Pride Month. An invitation was sent for Wednesday, June 1st to
113 celebrate. Zoom link in the chat:
114 https://calendar.usc.edu/event/pride_month_celebration_8841#.YofTr5PML0o
- 115 • Juneteenth is now on the University calendar and will be celebrated

116

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

- 118 • The USC Hospitality summer guide / menu is online.

119

120 President Culpepper suggested having food trucks, the farmer’s market, or other
121 sustainable and environmentally supported resources available to staff during the
122 summer. The body was asked to submit suggestions to the Staff Assembly email.

123

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

125 Michelle Jones reported for Lisa Gallegos.

- 126 • The staff handbook proposal is being submitted to the Executive Committee for review
127 before presenting the body.

128

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

130 Parliamentarian Phil Turner reported for Chair Sonali Bodiwala.

- 131 • No current updates.

132

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

- 134 • The committee continues to discuss how to get more nominations for the monthly staff
135 recognition award.
- 136 • The Scholarship application deadline is June 1st.

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138 **Staff Engagement & Appreciation** (Shamae Smith)

- 139 • The committee discussed the LAFC Event that occurred on May 10 and the
140 communication issues. The event was enjoyed by many and we would like to be able
141 to provide more of these events to staff to engage and be appreciated. The committee
142 is looking for ways to streamline the process and get these announcements to staff.
- 143 • The committee discussed the low voter turnout for this past election and ways to
144 increase Staff Assembly visibility in the future.

145

146 President Culpepper suggested having a communication plan and calendar prepared for
147 the next term. This will help with distribution through university communications.
148

149 **Transportation** (JaBari Brown)

150 John DeMartini reported for Chair JaBari Brown.

- 151 • The committee is reviewing and comparing transportation services at peer institutions
152 to provide recommendations for our institution.
- 153 • Please continue to submit transportation issues and concerns to the Staff Assembly
154 email.

155

156 **Announcements**

157 **Next Executive Committee Meeting Reminder**

158 Thursday, June 16, 2022, 12:00 – 1:30 PM, Location: TBD in-person
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160 **Next General Assembly Meeting Reminder**

161 Friday, June 24, 2022, 9:30 – 11:00 AM, Location: This will be a hybrid in-person
162 and virtual event. The location is TBD.
163

164 **Adjournment**

165 Jackie Mardirossian moved to close the meeting. Gloria Halfacre seconded. Motion
166 passed by unanimous voice consent. The meeting was adjourned at 10:54 AM.
167

168 Respectfully submitted,

169

170 Linda Mizushima

171 USC Staff Assembly Secretary
172