

USC Staff Assembly

University of Southern California Staff Assembly General Assembly Meeting Minutes Friday, August 26, 2022, 9:30AM – 11AM PT Zoom Session

1	<u>Present</u> (38):	
2	Abbott, Zarita	Huizar, Nichelle
3	Abrams, Mayra	Jebavy, Erin
4	Agraz-Sanchez, Elizabeth	Jones, Michelle
5	Andalon, Tiffany	Kita, Dawn
6	Arroyo, Stephanie	Livermore, Shanna
7	Azarraga, Arlene	Mardirossian, Jackie
8	Bartlett, Amber	Martinez, Naomi
9	Bonagofsky, Kathy	Nielson, Holly
10	Brown, Amber	Patterson, Stacy
11	Brown, JaBar	Portero, Yanara
12	Caballero, Marc	Salazar, Nelida
13	Coles, Ricky	Sommer, Russ
14	Corbett, Kevin	Steiner, Denise
15	Culpepper, Kristi	Sy, Dan
16	Decker, Amanda	Turner, Philip
17	Donovan, David	Villanueva Padilla, Jeanette
18	Gallegos, Robert	Yang, William
19	Hernandez, Irma	Yeghnanyan, Stella
20	Holdren, Sarah	Zamora Kukuk, Grace
21		
22	<u>Absent</u> (22):	
23	Acosta, Dulce	Moe, Kristine
24	Acuna, Lali	Ochoa-Springer, Liliana
25	Adams, Sam	Randle, Kelley
26	Alexander, Sarah	Sanabria, Pilar
27	Arthur, Stacey	Sandhu, Juggy
28	De La Rosa, April	Schroth, Richard
29	DeMartini, John	Smith, Corinne
30	Diaz, Anabel	Smith, Shamae
31	Gallegos, Lisa (21-23)	Stender, Cynthia
32	Gallegos, Lisa (22-24)	Taylor, Bernice
33	Martinez, George	Zuniga, Jeremy
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36 **Guests (51)**

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38 **Call to Order:** President Kristi Culpepper called the meeting to order at 9:31 AM.

39

40 President Culpepper welcomed the 2022-2023 Staff Assembly body and addressed the
41 USC Unifying Values.

42

43 **Approval of Minutes:**

44 Motion to approve as corrected made by David Donovan and seconded by Jackie
45 Mardirossian. The motion was passed by unanimous voice consent (No-0, Abstain-0)

46

47 **Guest Speaker – USC Athletics Doren Weil, Account Executive, USC Athletics**

48 **Marketing:**

49 Fill out the Google form for a chance to win tickets to the Rice home game!

50 <https://forms.gle/SijfFWERiHv9GBNn9>

51

52 4 main benefits for staff:

- 53 1. Faculty and staff members get 20% off for season tickets
 - 54 a. Same seat every home game
- 55 2. Group tickets
 - 56 a. Groups of 20+
 - 57 b. On-field/court-time experiences (e.g., photos on the field, high-five tunnel)
 - 58 c. FEVO – build unique promocodes for discounts and distribution
- 59 3. Premium suites
 - 60 a. Lou Galen Club Seats
 - 61 b. Field suites
 - 62 c. Party Deck
 - 63 d. Galen Suites
- 64 4. Other sports
 - 65 a. Complimentary tickets and non-ticketed events

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BASEBALL	12-TIME NATIONAL CHAMPIONS	WOMEN'S BEACH VOLLEYBALL	2022 NATIONAL CHAMPIONS
WOMEN'S BASKETBALL	2-TIME NATIONAL CHAMPIONS	WOMEN'S LACROSSE	2019 PAC-12 CHAMPIONS
WOMEN'S SOCCER	2-TIME NATIONAL CHAMPIONS	MEN'S SWIMMING & DIVING	91 NCAA TEAM & INDIVIDUAL TITLES
TRACK & FIELD	2021 NATIONAL CHAMPIONS	WOMEN'S SWIMMING & DIVING	91 NCAA TEAM & INDIVIDUAL TITLES
MEN'S VOLLEYBALL	6-TIME NATIONAL CHAMPIONS	MEN'S TENNIS	21-TIME NATIONAL CHAMPIONS
WOMEN'S VOLLEYBALL	6-TIME NATIONAL CHAMPIONS	WOMEN'S TENNIS	36 NCAA TOURNAMENT APPEARANCES
		MEN'S WATER POLO	10-TIME NATIONAL CHAMPIONS
		WOMEN'S WATER POLO	7-TIME NATIONAL CHAMPIONS



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<https://usctrojans.com/> - sign up early
Working on more ways to highlight the benefits to staff

Proposed ideas:

- Staff assembly tour of the coliseum
- Take our 2022-2023 Staff Assembly photo as a "photo on the field"
- Staff Assembly Day at a football game would be great.
- Heritage Hall tour

Suggestions for the speaker:

- Offer a discount for single ticket games rather than only season tickets
- The retired staff should be able to sit with the retired faculty and not by the visitor section and receive discounts.

Contact information:

dorenwei@usc.edu
323.610.2885

President's Report

Will be meeting monthly with senior leadership.
If you have items for discussion, please send them to the Staff Assembly email address

Employee Relations board – discussing resources available

USC New Student Convocation 2022
is available here: https://www.youtube.com/watch?v=pBfw2_CUPys&ab_channel=USC

96 Discussion of inviting a speaker for the next meeting focused on staff benefits

97

98 Discussion of what to focus on for staff professional or personal development

99

100 **Vice President's Report**

101 Chairs, if you have expenses for the year, please send those to the Staff Assembly
102 email address.

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104 **Parliamentarian's Report**

105 Staff Assembly reorganization effort volunteers will be contacted soon.

106 Will be updating documents

107 Will be testing the new portal for accommodating micro elections

108 **Suggestion for the Parliamentarian:**

109 Ask the office of institutional accessibility and ADA compliance for feedback about
110 accessibility of the tech to ensure all staff can access it. Accessibility.usc.edu is the
111 website for contact and they have a consultation request feature

112

113 **Jackie Mardrossian Health Sciences Campus Representative**

114 It was confirmed that the new building will be going up in the "East Lake Lot" and Broad
115 Lawn.

116

117 **Naomi Martinez, Staff Retirement Association**

118 SRA met last week.

119

120 **Dr. Liliana Ochoa-Springer, University Club Representative**

121 Report provided by President Culpepper

122 Board of Councilors meeting was held.

123 Hospitality at USC updates coming

124 Restaurants reopening

125 80 positions open in auxiliary services

126 Focus on attraction and retention of talented staff

127 The first year at University Club is free and subsequent years at \$25

128 <https://universityclub.usc.edu/>

129

130 **Committee Reports:**

131 Standing Committees' descriptions: <https://staffassembly.usc.edu/about/committees/>

132 • Communications Committee

133 ○ David Donovan, **Chair**

134 ○ Amber Bartlett

135 ○ Robert Gallegos

- 136 ○ George Martinez
137 ○ Nelida Salazar
138 ○ Corinne Smith
139 ○ Report:
140 ▪ Schedule for committee meetings has been established
141 ▪ Need member photos and bios
142 ▪ Scoreboard announcements were used last year. Will be reaching
143 out to Doren to discuss for this year.
- 144 • Compensation and Benefits
145 ○ Richard Schroth, **Chair**
146 ○ Elizabeth Agraz-Sanchez
147 ○ Arlene Azarraga
148 ○ Kathleen Bonagofsky
149 ○ Marc Caballero
150 ○ Nelida Salazar
151 ○ Juggy Sandhu
152 ○ Stella Yeghnanyan
153 ○ Report:
154 ▪ No major updates per President Culpepper
- 155 • Diversity, Equity, and Inclusion Committee
156 ○ Nichelle Huizar, **Co-Chair**
157 ○ Grace Zamora, **Co-Chair**
158 ○ Zarita Abbott
159 ○ Mayra Abrams
160 ○ Kevin Corbett
161 ○ Dawn Kita
162 ○ Yanara Portero
163 ○ Kelley Randle
164 ○ Report:
165 ▪ Report given by Grace Zamora
166 • Hope to move toward creating more infrastructure,
167 communications plans, and increase accessibility
168 • Advocating for greater staff power in decision making
169 • Continuing participation in major University committees
170 • Looking for ways to get involved? Here are some things you
171 can do:
172 ○ Events Calendar Page:
173 ▪ [https://calendar.usc.edu/LGBTQplus_History_](https://calendar.usc.edu/LGBTQplus_History_Month)
174 Month

- 214 ○ Erin Jebavy, **Chair**
- 215 ○ Dulce Acosta
- 216 ○ Stacey Arthur
- 217 ○ Naomi Martinez
- 218 ○ Holly Nielson
- 219 ○ Shamae Smith
- 220 ○ Report:
 - 221 ■ Met a week and half ago
 - 222 ■ Establishing priorities
 - 223 ■ DPS will be at their next meeting
 - 224 ■ University wide sustainability survey
 - 225 ■ Will be inviting someone to speak on elimination of the single use
 - 226 water bottle ban
 - 227 ■ **Question for the committee:**
 - 228 ● Where can extra cables be e-wasted?
- 229 ● Rights and Responsibilities Committee
 - 230 ○ Lisa Gallegos, **Chair**
 - 231 ○ Tiffany Andalon
 - 232 ○ Michelle Jones
 - 233 ○ Kristine Moe
 - 234 ○ Stacy Patterson
 - 235 ○ William Yang
 - 236 ○ Report:
 - 237 ■ Given by Michelle Jones
 - 238 ● Lisa is following up with the executive committee
 - 239 ● Set priorities for the year
 - 240 ● Addressing salary inequities
- 241 ● Rules and Elections Committee
 - 242 ○ Bernice Taylor, **Chair**
 - 243 ○ Lali Acuna
 - 244 ○ Amanda Decker
 - 245 ○ April De La Rosa
 - 246 ○ Jeremy Zuniga
 - 247 ○ Report
 - 248 ■ Given by Philip Turner
 - 249 ■ Waiting on resolutions to come through at the end of the year
- 250 ● Scholarship and Awards Committee
 - 251 ○ Jeanette Villanueva Padilla, **Chair**
 - 252 ○ Amber Brown

- 253 ○ Ricky Coles
254 ○ Jackie Mardrossian
255 ○ Russ Sommer
256 ○ Report
257 ▪ Reviewing all applications for awards
258 ▪ Narrowing down the number of awards
259 ▪ Currently have 40 applicants
260 ▪ 2 readers per application
261 ▪ Additional funding will be available as well
262 ▪ Next meeting is at the end of September
263 ▪ Please spread the word and encourage your teams to submit
264 monthly recognition applicants
265 • [https://staffassembly.usc.edu/awards-scholarship/monthly-
266 recognition-scholarships/](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
267 • Staff Engagement and Appreciation Committee
268 ○ Pilar Sanabria, **Co-Chair**
269 ○ Cynthia Stender, **Co-Chair**
270 ○ Sam Adams
271 ○ Sarah Alexander
272 ○ Stephanie Arroyo
273 ○ Lisa Gallegos
274 ○ Irma Hernandez
275 ○ Report:
276 ▪ Report given by President Culpepper
277 ▪ Would like to focus on having events and partnerships more
278 frequently rather than just Staff appreciation week
279 ▪ Dedicated event once a month on both campuses
280 • Transportation Committee
281 ○ Liliana Ochoa-Springer, **Chair**
282 ○ Anabel Diaz
283 ○ John DeMartini
284 ○ Sarah Holdren
285 ○ Dan Sy
286 ○ Report:
287 ▪ Given by Vice President Brown
288 ▪ Met once
289 ▪ Identified some projects
290 ▪ Concerns or kudos should be emailed to the staff assembly email
291 ▪ Concern about City Center parking charges, locations for parking
292 and safety brought to the table by Amanda Decker

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- The committee will follow up and reach out to various parties to discuss and attempt to resolve
 - Additional question: For those who have moved to hybrid. Is there a possibility for a 2 or 3 day a week pass?
 - Question brought forth about a USC commuter express option for those living in Long Beach
 - Send an email to transportation email: auxtrans@usc.edu
 - Can we request a demographic pull from Workday for the potential population? Data would help.
 - 3 free parking passes are available per month if someone uses public transportation?
 - Question brought forth about whether there is a discount for single day parking?
 - **Resources:**
 - Parking permit rates including hybrid options- <https://transnet.usc.edu/index.php/parking-rates/>
 - Faculty and staff transit subsidy <https://transnet.usc.edu/index.php/faculty-staff-subsidy/>
 - President Culpepper has some TAP cards available
 - TAP cards are available in the Transportation Office as well
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318 The Executive Committee meets the Thursday before the week of the General Meeting.

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320 **New Business**

321 None

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323 **Announcements**

324 Attend the Rice home game if possible!

325 <https://usctrojans.com/sports/football/schedule/2022>

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327 If any of you have students in your office: Please tell them about the Emeriti Center's free student dinner next Friday hosted by our retired USC staff and faculty!

328 Students' RSVP (just so we can prepare enough food!)

329 <https://emeriti.wufoo.com/forms/trojan-table-92/>

330 For more info:

331 jcbrown@usc.edu and [https://emeriti.usc.edu/event/usc-emeriti-center-trojan-table-](https://emeriti.usc.edu/event/usc-emeriti-center-trojan-table-returns-on-9-2)
332 [returns-on-9-2](https://emeriti.usc.edu/event/usc-emeriti-center-trojan-table-returns-on-9-2)
333
334 Can still do walk-ins for Friends and Neighbors volunteer day tomorrow -
335 [https://campusactivities.usc.edu/programs/volunteer/friends-neighbors-day/register-for-](https://campusactivities.usc.edu/programs/volunteer/friends-neighbors-day/register-for-friends-neighbors-day/)
336 [friends-neighbors-day/](https://campusactivities.usc.edu/programs/volunteer/friends-neighbors-day/register-for-friends-neighbors-day/)
337
338 Call for Guest Speaker(s) for the General Assembly Meeting
339 Please send speaker suggestions to staff.assembly@usc.edu
340
341 This year's meeting schedule:
342 Aug 26, 2022 09:30 AM Pacific Time (US and Canada)
343 Sep 30, 2022 09:30 AM Pacific Time (US and Canada)
344 Oct 28, 2022 09:30 AM Pacific Time (US and Canada)
345 Nov 18, 2022 09:30 AM Pacific Time (US and Canada)
346 Dec 16, 2022 09:30 AM Pacific Time (US and Canada)
347 Jan 27, 2023 09:30 AM Pacific Time (US and Canada)
348 Feb 24, 2023 09:30 AM Pacific Time (US and Canada)
349 Mar 31, 2023 09:30 AM Pacific Time (US and Canada)
350 Apr 28, 2023 09:30 AM Pacific Time (US and Canada)
351 May 19, 2023 09:30 AM Pacific Time (US and Canada)
352 Jun 30, 2023 09:30 AM Pacific Time (US and Canada)
353
354 Please register for the series of meetings via the website and mark your calendars!
355 <https://staffassembly.usc.edu/>
356
357 **Next General Assembly Meeting Reminder**
358 Friday, September 30th, 2022, 9:30 – 11:00 AM, Location: Zoom
359
360 Adjournment:
361 Jackie Mardrossian moved to adjourn the meeting. David Donovan seconded. The
362 motion was passed by unanimous voice consent (No-0, Abstain-0). The meeting was
363 adjourned at 10:49 AM PT.
364
365 *Meeting minutes submitted by*
366 *Shanna Livermore*
367 *USC Staff Assembly Secretary*
368 *August 26th, 2022*