

USC Staff Assembly
University of Southern California Staff Assembly
General Assembly Meeting Minutes
Friday, July 29, 2022, 9:30AM – 11AM PT
Zoom Session

- 1 **Present** (37):
2 Abrams, Mayra Mitchell-Huizar, Nichelle
3 Acuna, Lali Jebavy, Erin
4 Agraz-Sanchez, Elizabeth Kita, Dawn
5 Andalon, Tiffany Livermore, Shanna
6 Azarraga, Arlene Mardirossian, Jackie
7 Bartlett, Amber Martinez, Naomi
8 Bonagofsky, Kathleen Nielson, Holly
9 Brown, Amber Patterson, Stacy
10 Caballero, Marc Portero, Yanara
11 Culpepper, Kristi Salazar, Nelida
12 De La Rosa, April Sandhu, Juggy
13 Decker, Amanda Smith, Corinne
14 DeMartini, John Sommer, Russ
15 Diaz, Anabel Sy, Dan
16 Donovan, David Turner, Philip
17 Gallegos, Lisa (21-23, Chair) Villanueva, Jeanette
18 Gallegos, Robert Yeghnanyan, Stella
19 Holdren, Sarah
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21 **Absent** (22):
22 Acosta, Dulce Martinez, George
23 Adams, Sam Moe, Kristine
24 Alexander, Sarah Ochoa-Springer, Liliana
25 Arroyo, Stephanie Randle, Kelley
26 Arthur, Stacey Sanabria, Pilar
27 Brown, JaBari Schroth, Richard
28 Coles, Richard Smith, Shamae
29 Corbett, Kevin Stender, Cynthia
30 Gallegos, Lisa (22-24) Taylor, Bernice
31 Hernandez, Irma Yang, William
32 Jones, Michelle Zuniga, Jeremy
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35 **Guest** (31)

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37 **Call to Order:** President Kristi Culpepper called the meeting to order at 9:36 AM.

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

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42 **Approval of Minutes:**
43 No corrections, additions or subtractions were submitted. Motion made by Jackie
44 Mardirossian to accept the meeting minutes as presented and seconded by David
45 Donovan.

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48 **Officer Introductions and Welcomes**

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50 2022-2023 Staff Assembly President, Kristi Culpepper Associate Director of
51 Undergraduate Admissions and Outreach, Marshall School of Business

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53 2022-2023 Staff Assembly Vice-President, JaBari Brown Senior Associate Director of
54 Academic Advising and Civic Engagement, Annenberg School for Communication and
55 Journalism

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57 2022-2023 Staff Assembly Parliamentarian, Phil Turner Program Manager, USC
58 Housing Central Administration

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60 2022-2023 Staff Assembly Secretary, Shanna Livermore, Academic Program Manager,
61 Keck School of Medicine

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63 2022-2023 Staff Assembly Health Science Campus Representative Jackie Mardirossian

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65 2022-2023 Staff Assembly Staff Retirement Representative, Naomi Martinez

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67 2022-2023 Staff Assembly Staff Club Representative Liliana Ochoa-Springer

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69 **Committee Introductions, Welcomes, and Assignments – 2022-2023 Service Term**

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

- 71 • Communications Committee
72 ○ David Donovan, **Chair**
73 ○ Amber Bartlett
74 ○ Robert Gallegos
75 ○ George Martinez

- 76 ○ Nelida Salazar
- 77 ○ Corinne Smith
- 78 ● Compensation and Benefits
- 79 ○ Richard Schroth, **Chair**
- 80 ○ Elizabeth Agraz-Sanchez
- 81 ○ Arlene Azarraga
- 82 ○ Kathleen Bonagofsky
- 83 ○ Marc Caballero
- 84 ○ Nelida Salazar
- 85 ○ Juggy Sandhu
- 86 ○ Stella Yeghnanyan
- 87 ● Diversity, Equity, and Inclusion Committee
- 88 ○ Nichelle Mitchell-Huizar, **Chair**
- 89 ○ Grace Zamora, **Chair**
- 90 ○ Zarita Abbott
- 91 ○ Mayra Abrams
- 92 ○ Kevin Corbett
- 93 ○ Dawn Kita
- 94 ○ Yanara Portero
- 95 ○ Kelley Randle
- 96 ● Environment and Safety Committee
- 97 ○ Erin Jebavy, **Chair**
- 98 ○ Dulce Acosta
- 99 ○ Stacey Arthur
- 100 ○ Naomi Martinez
- 101 ○ Holly Nielson
- 102 ○ Shamae Smith
- 103 ● Rights and Responsibilities Committee
- 104 ○ Lisa Gallegos, **Chair**
- 105 ○ Tiffany Andalon
- 106 ○ Michelle Jones
- 107 ○ Kristine Moe
- 108 ○ Stacy Patterson
- 109 ○ William Yang
- 110 ● Scholarship and Awards Committee
- 111 ○ Jeanette Villanueva Padilla, **Chair**
- 112 ○ Amber Brown
- 113 ○ Ricky Coles
- 114 ○ Jackie Mardirossian

- 115 ○ Russ Sommer
- 116 ● Staff Engagement and Appreciation Committee
- 117 ○ Pilar Sanabria, **Co-Chair**
- 118 ○ Cynthia Stender, **Co-Chair**
- 119 ○ Sam Adams
- 120 ○ Sarah Alexander
- 121 ○ Stephanie Arroyo
- 122 ○ Lisa Gallegos
- 123 ○ Irma Hernandez
- 124 ● Transportation Committee
- 125 ○ Liliana Ochoa-Springer, **Chair**
- 126 ○ Anabel Diaz
- 127 ○ John DeMartini
- 128 ○ Sarah Holdren
- 129 ○ Dan Sy

130 The Executive Committee meets the Thursday before the week of the General Meeting.

131 **New Business**

132 Communication channels for bringing new business to the floor were discussed. There
133 are many options available including the staff.assembly@usc.edu email address which
134 is monitored.

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137 Amanda Decker brought forth security concerns at The SCT Tower (former ATT
138 building in downtown LA).

139 Can these safety and security concerns be brought up for discussion in the Environment
140 and Safety Committee?

141 Parliamentarian Turner will follow up on this as will Lisa Gallegos and Erin Jebavy.

142 143 144 *Action Items:*

- 145 1. Jurisdiction of DPS (including a map) needs to be clarified
- 146 2. Sharing feedback on customer service
- 147 3. Reaching out to DPS to come speak to the Staff General Assembly

148 149 *Resources:*

- 150 ● DPS patrol maps: <https://dps.usc.edu/patrol/>
- 151 ● <https://dps.usc.edu/alerts/clery/>
- 152 ● Clery Geography Versus Patrol and Response Area:
153 <https://dps.usc.edu/alerts/clery-map/>

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Announcements

This year’s meeting schedule:

- Aug 26, 2022 09:30 AM Pacific Time (US and Canada)
- Sep 30, 2022 09:30 AM Pacific Time (US and Canada)
- Oct 28, 2022 09:30 AM Pacific Time (US and Canada)
- Nov 18, 2022 09:30 AM Pacific Time (US and Canada)
- Dec 16, 2022 09:30 AM Pacific Time (US and Canada)
- Jan 27, 2023 09:30 AM Pacific Time (US and Canada)
- Feb 24, 2023 09:30 AM Pacific Time (US and Canada)
- Mar 31, 2023 09:30 AM Pacific Time (US and Canada)
- Apr 28, 2023 09:30 AM Pacific Time (US and Canada)
- May 19, 2023 09:30 AM Pacific Time (US and Canada)
- Jun 30, 2023 09:30 AM Pacific Time (US and Canada)

Please register for the series of meetings via the website and mark your calendars!

<https://staffassembly.usc.edu/>

Guest Speaker(s) for the July General Assembly Meeting

None

Please send speaker suggestions to staff.assembly@usc.edu

Next General Assembly Meeting Reminder

Friday, August 26th, 2022, 9:30 – 11:00 AM, Location: Zoom

Adjournment:

Jackie Mardrossian moved to adjourn the meeting. Nichelle Huizar seconded. The motion was passed by unanimous voice consent (No-0, Abstain-0). The meeting was adjourned at 10:36 AM PT.

*Meeting minutes submitted by
Shanna Livermore
USC Staff Assembly Secretary
July 29th, 2022*