

USC Staff Assembly

UNIVERSITY OF SOUTHERN CALIFORNIA
General Assembly Meeting – June 24, 2022
9:30 AM – 10:30 AM
In-Person at DCC and Zoom Meeting

Present 2021-2022 Body (43):

| | |
|---------------------------|------------------------------|
| Abbott, Zarita | Mizushima, Linda |
| Acosta, Dulce | Moe, Kristine |
| Acuna, Lali | Nieto, Lou |
| Alarcon, Patricia | Ochoa-Springer, Liliana |
| Azarraga, Arlene | Padilla-Casillas, Sara |
| Bartlett, Amber | Portero, Yanara |
| Brown, Amber | Rivera, Lillian |
| Brown, JaBari | Salazar, Nelida |
| Chesley, Erika | Sandhu, Juggy |
| Culpepper, Kristi | Schroth, Richard |
| DeFrank, Ginny | Smith, Corinne |
| DeMartini, John | Smith, Shamae |
| Gallegos, Lisa | Sommer, Russ |
| Halfacre, Gloria | Stender, Cynthia |
| Hinojosa, Shannon | Taylor, Bernice |
| Jebavy, Erin | Thompson-Harper, Wade |
| Jester, Tonisha | Turner, Philip |
| Jones, Michelle | Vazquez, Lydia |
| Mardirossian, Jackie | Villanueva Padilla, Jeanette |
| Martinez, George | Yang, William |
| Martinez, Naomi | Zamora, Grace |
| Mitchell-Huizar, Nichelle | |

Absent 2021-2022 Body (17)

| | |
|-------------------|------------------|
| Adams, Teri | Gallegos, Robert |
| Alexander, Sarah | Gratz, Thomas |
| Amescua, Josie | Hansen, Jenny |
| Bodiwala, Sonali | Hernandez, Irma |
| Caballero, Marc | Low, Theodore |
| Coles, Richard | Ortiz, Bryan |
| De la Rosa, April | Sanabria, Pilar |
| Estrada, Laura | Zuniga, Randolph |
| Ferrer, Brian | |

Guest (44)

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 May 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 open for discussion: None.

10
11 Jackie Mardirossian moved to approve the minutes as submitted. Gloria Halfacre
12 seconded. Motion passed by majority voice consent. 43 members present (Oppose – 0;
13 Abstain – 0).

14
15 **Guest Speakers**

16 **USC Benefits – Stephen Pasdiora, Director, Benefits and Leave Administrator,**
17 **Human Resources, Office of the Senior Vice President Human Resources**

18
19 Stephen provided an update on USC Parental Leave and the USC Disability Plan. In
20 2019 there was a State of California audit on disability recovery after the birth of a child
21 and the alliance with disability plans. It was identified that USC’s disability plan was too
22 generous, and disability should only be used if medically necessary. Typically, disability
23 pay is for the period of recovery, six weeks after normal childbirth, and eight weeks for
24 childbirth by c-section. Some changes will go into effect on July 1, 2022. The definition of
25 a child has been expanded. Parental leave is available for foster care and adoption.
26 Consult with Stephen for additional information on parental leave.

27
28 HR partners will be receiving training on these changes and updates will be provided in
29 the Gateway or HR newsletters.

30
31 The floor was open for discussion and questions:

32
33 A member asked to clarify disability leave four weeks before childbirth and when
34 the six or eight weeks of disability would start. The State of California requires a
35 physician to certify it is medically necessary to take leave before childbirth.

36
37 **Staff Assembly Proposal Resolutions**

38 Parliamentarian Phil Turner introduced the two resolutions and provided background to
39 the Staff Assembly members.

40
41 **SA 21/22-02 – Proposed Resolution for a Staff Handbook – Lisa Marie**
42 **Gallegos, Chair, Rights & Responsibilities Committee**

43 Chair Lisa Gallegos described the purpose of the resolution. Faculty have a
44 handbook and therefore staff should also have a handbook as a central resource to
45 reference information. The proposed handbook is not as robust as the Faculty
46 handbook, but it is a first draft that can be improved.

47
48 The floor was open for discussion and questions – none.

50 Erika Chesley moved to approve the resolution as submitted. President Kristi
51 Culpepper seconded. Motion passed by majority voice consent of the 2021-2022
52 body. 43 members present (Oppose – 0; Abstain – 0).

53
54 **SA 21/22-03 – Staff Monthly Recognition Award Guidelines – Lilianna Ochoa-
55 Springer, Chair, Rights & Responsibilities Committee**

56 Chair Lilianna Ochoa-Springer described the purpose of the resolution. The
57 Scholarship Awards have guidelines clearly stating eligibility for Staff Assembly
58 members and this is not clearly outlined for the Staff Monthly Recognition Award.
59 The committee felt it was important to have the guidelines documented for
60 transparency.

61
62 The floor was open for discussion and questions – none.

63
64 Jackie Mardirossian moved to approve the resolution as submitted. Nichelle
65 Mitchell-Huizar seconded. Motion passed by majority voice consent of the 2021-
66 2022 body. 43 members present (Oppose – 0; Abstain – 0).

67
68 **Presidents Report**

69 President Culpepper shared the Staff Assembly accomplishments for this past year.

70
71 President Culpepper served on the Employee Relations Advisory Group to ensure
72 continuous support to unprotected staff and to ensure there are no penalties or retaliation
73 for staff to come forth when reporting wrongdoing.

74
75 President Culpepper served on the Student Athlete Taskforce to represent students,
76 education, and develop a sense of belonging.

77
78 President Culpepper presented three Staff Assembly resolutions to senior leadership this
79 year. One from Compensation and Benefits, one from Scholarship and Awards, and one
80 from Rights and Responsibilities. The floating holiday announcement last week can be
81 contributed to the resolution submitted by Compensation and Benefits.

82
83 President Culpepper expressed appreciation to the body to serve as President for the
84 2021-2022 term and was happy to be able to make the last meeting of the year hybrid.

85
86 **Committee Reports**

87 **Communications** (Jenny Hansen)

88 Jeanette Villanueva Padilla reported for Chair Jenny Hansen.

- 89
- 90 • President Culpepper and Chair Jenny Hansen were recognized for their leadership as
well as the support from the Executive Committee.
 - 91 • Committee members were recognized for their service - George Martinez, Linda
92 Mizushima, Nelida Salazar, Connie Smith, Jeanette Villanueva Padilla.
 - 93 • The Committee used the Staff Assembly weekly newsletter, social media, and the
94 Gateway to expand engagement with all staff.

95
96 **Compensation and Benefits** (Richard Schroth)

- 97
- 98 • President Culpepper was recognized for her leadership and the Executive Committee
for support.

- 99 • Committee members were recognized for their service - Richard Coles, April De La
100 Rosa, Juggy Sandhu, and Bernice Taylor.
101 • The Committee submitted a resolution to increase sick time this year. The newly
102 added personal holiday was attributed to the past Committee's resolution submitted to
103 observe Cesar Chavez Day.
104

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

- 106 • President Culpepper was recognized for her leadership and the Executive Committee
107 for support.
108 • Committee members were recognized for their service - Patricia Alarcon, Ginny De
109 Frank, Erin Jebavy, Tonish Jester, and Bryan Ortiz.
110 • Chair Erika Chesley expressed appreciation as past president and has served four
111 years with Staff Assembly.
112 • Christopher Manning is putting together a university report on DEI.
113 • This month we celebrate Juneteenth and Pride month. The Title IX anniversary
114 celebration will be today. There is a Support Women's Rights event on June 23rd
115 • Chair Chesley introduced a book titled "We can't talk about that at work! How to Talk
116 about Race, Religion, Politics, and Other Polarizing Topics."
117

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

- 119 • President Culpepper was recognized for her leadership and the Executive Committee
120 for support.
121 • Committee members were recognized for their service - Sarah Alexander, Robert
122 Gallegos, Thomas Gratz, Naomi Martinez, Grace Zamora
123 • The Committee serves to be a liaison to the members and constituents. They will
124 continue to bring guest speakers to inform and be a communications hub and
125 distribute information.
126 • The Ron Finley project was a success among staff, students, and the community on
127 sustainability. Students want more engagement with the community.
128

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

- 130 • President Culpepper was recognized for her leadership and the Executive Committee
131 for support.
132 • Committee members were recognized for their service - Brian Louis Ferrar, Michelle
133 Jones, Kristine Moe, Lillian Rivera, and William Yang.
134 • The Staff Handbook was the primary focus of the committee this year. Michelle Jones
135 has been a strong advocate for this and we are excited for approval to move forward.
136

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

138 Parliamentarian Phil Turner reported for Chair Sonali Bodiwala.

- 139 • President Culpepper and Chair Bodiwala were recognized for their leadership and the
140 Executive Committee for support.
141 • Committee members were recognized for their service - Lali Acuna, Teri Adams, Irma
142 Hernandez, Yanara Portero, Lydia Vazquez.
143 • The proposed Staff Assembly Re-Org will need an ad-hoc committee to implement the
144 representative model in 2023.
145 • Parliamentarian Turner also expressed appreciation for the catering staff, special
146 events staff, and the AV crew for all their assistance with today's meeting.

147

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

- 149 • President Culpepper was recognized for her leadership and the Executive Committee
150 for support.
- 151 • Committee members were recognized for their service - Dulce Acosta, Arlene
152 Azarraga, Amber Bartlett, Laura Estrada, Gloria Halfacre, Shannon Hinojosa, Sara
153 Padilla-Casillas, and Cynthia Stender. Special thanks to Gloria and Shannon who will
154 be terming out.
- 155 • The Staff Engagement and Appreciation week was a success with support from the
156 Work Well Center, a mixer at the LAB, an ice cream social, a fur baby photo contest,
157 baseball night, and bingo. Hoping to do more next year with an event in the fall as well
158 as the spring.
- 159 • It was suggested to create a calendar at beginning of the term to help with more staff
160 engagement throughout the year.

161

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

- 163 • President Culpepper was recognized for her leadership and the Executive Committee
164 for support.
- 165 • Committee members were recognized for their service - Amber Brown, Marc
166 Caballero, Jackie Mardirossian, Pilar Sanabria, Russ Sommer, Ted Low, and Zarita
167 Abbott.
- 168 • The Scholarship and Awards website was updated this year as well as a re-vamp of
169 the Monthly Staff Recognition award and rubric.
- 170 • Forty Scholarship applications were received this year. An increase from last year.
171 The new Committee will select the 6 scholarship winners to be announced in August.

172

173 **Transportation** (JaBari Brown)

- 174 • President Culpepper was recognized for her leadership and the Executive Committee
175 for support.
- 176 • Committee members were recognized for their service – Josie Amescua, John
177 DeMartini, Wade Harper-Thompson, Lou Nieto, and Randolph Zuniga.
- 178 • The Committee helped with the return to work needs of staff and parking policy
179 changes. The year finished with a review of transportation at peer institutions in the
180 next committee will determine how to proceed with this information.

181

182 President Culpepper also acknowledged that Chair Brown started as the Chair of
183 Transportation and also took on the leadership of Vice President this year.

184

185 **New Business –**

186 President Kristi Culpepper and past President Erika Chesley were presented flowers in
187 appreciation and to acknowledge their leadership.

188

189 Jackie Mardirossian, Health Science Campus Representative, and Jeanette Villanueva
190 Padilla, Staff Assembly Representative at the Staff Retirement Association were
191 recognized for their leadership.

192

193 Members terming out after fours years were also recognized:

194 Bryan Ortiz, Erika Chesley, Gloria Halfacre, Lillian Rivera, Linda Mizushima,

195 Lou Nieto, Lydia Vazquez, Patricia Alarcon, and Shannon Hinojosa/
196

197

Announcements

198 **Next Executive Committee Meeting Reminder**

199 Thursday, TBD July 21, 2022, 12:00 – 1:30 PM, Location: TBD
200

201

Next General Assembly Meeting Reminder

202 Friday, July 29, 2022, 9:30 – 11:00 AM, Location: TBD
203

204

Adjournment

205 Michelle Jones moved to close the meeting. Nichelle Mitchell-Huizar seconded. Motion
206 passed by unanimous voice consent. The meeting was adjourned at 10:40 am.
207

208

Respectfully submitted,

209

210 Linda Mizushima

211 USC Staff Assembly Secretary
212

APPROVED