

USC Staff Assembly
University of Southern California Staff Assembly
General Assembly Meeting Minutes
Friday, November 18, 2022, 9:30AM – 11AM PT
Zoom Session

- 1 **Present (43)**
- | | | |
|----|----------------------------------|-------------------------------|
| 2 | Abbott, Zarita | Ochoa-Springer, Liliana |
| 3 | Abrams, Mayra | Patterson, Stacy |
| 4 | Acuna, Lali | Portero, Yanara |
| 5 | Agraz-Sanchez, Elizabeth | Randle, Kelley |
| 6 | Andalon, Tiffany | Salazar, Nelida |
| 7 | Arroyo, Stephanie | Sanabria, Pilar |
| 8 | Arthur, Stacey | Sandhu, Juggy |
| 9 | Bonagofsky, Kathleen | Schroth, Richard |
| 10 | Brown, Amber | Smith, Shamae |
| 11 | Brown, JaBari | Sommer, Russ |
| 12 | Culpepper, Kristi | Stender, Cynthia |
| 13 | DeMartini, John | Sy, Dan |
| 14 | Gallegos, Lisa Marie (2021-2023) | Taylor, Amber |
| 15 | Hernandez, Irma | Taylor, Bernice |
| 16 | Holdren, Sarah | Turner, Phil |
| 17 | Huizar, Nichelle | Villanueva Padilla, Jeanette |
| 18 | Jebavy, Erin | Wilkinson, Michelle |
| 19 | Jones, Michelle | Wood, Ian |
| 20 | Kita, Dawn | Yang, William |
| 21 | Mardirossian, Jackie | Yeghnanyan, Stella |
| 22 | Martinez, Naomi | Zamora Kukuk, Grace |
| 23 | Nielson, Holly | |
| 24 | | |
| 25 | Absent (17): | |
| 26 | Acosta, Dulce | 35 Diaz, Anabel |
| 27 | Adams, Sam | 36 Gallegos, Lisa (2022-2024) |
| 28 | Alexander, Sarah | 37 Gallegos, Robert |
| 29 | Azarraga, Arlene | 38 Livermore, Shanna |
| 30 | Caballero, Marc | 39 Martinez, George |
| 31 | Coles, Richard | 40 Moe, Kristine |
| 32 | Corbett, Kevin | 41 Smith, Corinne |
| 33 | De La Rosa, April | 42 Zuniga, Jeremy |
| 34 | Decker, Amanda | |
| 43 | | |
| 44 | Guests (51) | |

45
46 **Call to Order:** President Kristi Culpepper called the meeting to order at 9:31 AM.

47
48 President Culpepper welcomed the 2022-2023 Staff Assembly body reviewed the
49 agenda and addressed the USC Unifying Values by highlighting *Accountability*.

50
51 **November 2022 Staff Monthly Recognition Award:**

52 Zivia Wilson Sweeney, Associate Professor of Clinical Accounting
53 Leventhal School of Accounting

54
55 Tiffiani Frye, Assistant Dean and Director of Undergraduate Admissions and Outreach,
56 Marshall School of Business and Leventhal School of Accounting

57
58 **Approval of Minutes:**

59 The meeting minutes were distributed.

60
61 Are there any corrections?

62
63 Would someone please make a motion to accept the meeting minutes as they stand.

64 Motion made by Phil Turner to accept the meeting minutes as presented and seconded
65 by Cynthia Stender.

66
67 All in favor say aye, opposed say nay, abstentions? The motion was passed by voice
68 consent with 2 abstentions (No-0, Abstain-2 - Liliana Ochoa-Springer and Naomi
69 Martinez).

70
71 **President's report**

- 72 ▪ Discussion about focusing on accountability, focusing on not repeating mistakes,
73 making sure staff are recognized and supported
74 ▪ Exciting event this past week that will be discussed later

75 **Vice President's report**

- 76 ▪ Grateful to colleagues here and at USC
77 ▪ No other report

78 **Parliamentarian's report**

- 79 ▪

80 **Ad-hoc Reorganization Committee Report**

81 Phil Turner

- 82 ▪ 1st meeting of the committee
83 ▪ Senate model will take effect in July
84 ▪ Please send contact suggestions to the Staff Assembly email.

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Staff Retirement Association Report

Naomi Martinez

- <https://emeriti.wufoo.com/forms/retiree-community-holiday-breakfast-2022/>
- Holiday breakfast is December 1st
- Biggest event of the year

University Club Report

Dr. Liliana Ochoa-Springer

- No report

Committee Reports

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

- Communications Committee
 - Vacant, **Chair – Executive Committee members are covering for now**
 - Amber Bartlett
 - Robert Gallegos
 - George Martinez
 - Nelida Salazar
 - Corinne Smith
 - Report
 - Meeting minutes are available here: <https://staffassembly.usc.edu/governance/2022-meeting-minutes/>
 - Slight delay to post meeting minutes
 - Grace put together to support website updates and many other things
- Compensation and Benefits
 - Richard Schroth, **Chair**
 - Elizabeth Agraz-Sanchez
 - Arlene Azarraga
 - Kathleen Bonagofsky
 - Marc Caballero
 - Nelida Salazar
 - Juggy Sandhu
 - Stella Yeghnanyan
 - Report
 - Use your fitness incentives benefits before the end of the year

- 124 • Diversity, Equity, and Inclusion Committee
- 125 ○ Nichelle Huizar, **Chair**
- 126 ○ Grace Zamora, **Chair**
- 127 ○ Zarita Abbott
- 128 ○ Mayra Abrams
- 129 ○ Kevin Corbett
- 130 ○ Dawn Kita
- 131 ○ Yanara Portero
- 132 ○ Kelley Randle
- 133 ▪ Report
- 134 • November is Native American History month
- 135 • Closing Events: <https://calendar.usc.edu/NAHM>
- 136 • Native American Student Assembly (NASA):
- 137 <https://nasu.usc.edu/about/>
- 138 • --Native American & Pasifika Lounge located at the USC
- 139 Student Union, 4th Floor. (STU405)
- 140 • Building university directory
- 141 ○ Sign up form:
- 142 [https://docs.google.com/forms/d/e/1FAIpQLSfVH7Yy](https://docs.google.com/forms/d/e/1FAIpQLSfVH7YyHgupXZk7xcr5Pi61jL6lkdGiJYGLppyLcXIIYAih-Q/viewform)
- 143 [HgupXZk7xcr5Pi61jL6lkdGiJYGLppyLcXIIYAih-](https://docs.google.com/forms/d/e/1FAIpQLSfVH7YyHgupXZk7xcr5Pi61jL6lkdGiJYGLppyLcXIIYAih-Q/viewform)
- 144 [Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfVH7YyHgupXZk7xcr5Pi61jL6lkdGiJYGLppyLcXIIYAih-Q/viewform)
- 145 • Environment and Safety Committee
- 146 ○ Erin Jebavy, **Chair**
- 147 ○ Dulce Acosta
- 148 ○ Stacey Arthur
- 149 ○ Naomi Martinez
- 150 ○ Holly Nielson
- 151 ○ Shamae Smith
- 152 ▪ Report
- 153 • Event coming up in April
- 154 • Plastics elimination policy implemented, speaker last
- 155 meeting
- 156 • USC has eliminated over 1 million plastic bottles from the
- 157 waste stream
- 158 • <https://www.instagram.com/p/CIFHnXQgB9q/?hl=en>
- 159 • Safety issue
- 160 ○ Scooters on campus, in buildings, and in class
- 161 ○ Policies being developed before the Spring
- 162 ○ Bike locks are available

- 163 ○ DPS also offers bike locks
- 164 ● Rights and Responsibilities Committee
- 165 ○ Lisa Gallegos, **Chair**
- 166 ○ Tiffany Andalon
- 167 ○ Michelle Jones
- 168 ○ Kristine Moe
- 169 ○ Stacy Patterson
- 170 ○ William Yang
- 171 ■ Report
- 172 ● Staff handbook is a constant conversation
- 173 ● On January 1st new law is going to effect requiring salary
- 174 ranges to be posted on jobs
- 175 ○ Link to the salary transparency policy-
- 176 [https://www.cnbc.com/2022/09/28/california-pay-](https://www.cnbc.com/2022/09/28/california-pay-transparency-law-to-require-salary-ranges-on-job-postings.html)
- 177 [transparency-law-to-require-salary-ranges-on-job-](https://www.cnbc.com/2022/09/28/california-pay-transparency-law-to-require-salary-ranges-on-job-postings.html)
- 178 [postings.html](https://www.cnbc.com/2022/09/28/california-pay-transparency-law-to-require-salary-ranges-on-job-postings.html)
- 179 ● Discussion about internal title and a business title
- 180 ● Rules and Elections Committee
- 181 ○ Bernice Taylor, **Co-Chair**
- 182 ○ Phil Turner, **Co-Chair**
- 183 ○ Lali Acuna
- 184 ○ Amanda Decker
- 185 ○ April De La Rosa
- 186 ○ Jeremy Zuniga
- 187 ■ Report
- 188 ● Looking for feedback and increase communication
- 189 ● Scholarship and Awards Committee
- 190 ○ Jeanette Villanueva Padilla, **Chair**
- 191 ○ Amber Brown
- 192 ○ Ricky Coles
- 193 ○ Jackie Mardrossian
- 194 ○ Russ Sommer
- 195 ■ Report
- 196 ● Please send in nominations!
- 197 ○ *We are seeking nominations* Please nominate a
- 198 USC Staff member for the USC Staff Assembly and
- 199 University Staff Club Monthly Recognition Award. For
- 200 more details: [https://staffassembly.usc.edu/awards-](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
- 201 [scholarship/monthly-recognition-scholarships/](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)

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- Are you a full-time TAB eligible USC staff member enrolled (or will be) in a degree program during Fall 2023? Apply for the USC Staff Assembly Scholarship. Due June 1, 2023, at 11:45pm For more details: <https://staffassembly.usc.edu/scholarships/>
 - Many perks are available for awardees
 - Questions can be directed to the Chair
 - Monthly Staff Recognition Award Perks: \$100 check from Staff Club; \$ Gift Card Green Leaf Café; Free one month parking (Transportation Services); Certificate
 - Staff Engagement and Appreciation Committee
 - Pilar Sanabria, **Co-Chair**
 - Cynthia Stender, **Co-Chair**
 - Sam Adams
 - Sarah Alexander
 - Stephanie Arroyo
 - Lisa Gallegos
 - Irma Hernandez
 - Report
 - Staff appreciation week upcoming February 27th - March 3
 - Looking into speaker series, treats on campus and other group activities
 - Dr. Culpepper arranged for an invitation to Staff Assembly Executive Committee members+1 to the Presidential Suite at the USC vs. Colorado football game on Friday, November 11, 2022. President's Suite located on Founders Level 2, Suite 201 in the Scholarship Club Tower
 - President Folt extended her thanks
 - Pictures will be posted on social media
 - Would like to make this an annual event
 - Working on trying to coordinate a tour of the stadium for staff members
 - Working on a holiday party
 - Might happen after the holidays
 - Transportation Committee
 - Liliana Ochoa-Springer, **Chair**
 - Anabel Diaz
 - John DeMartini

- 241 ○ Sarah Holdren
242 ○ Dan Sy
243 ▪ Report
244 • Working with liaison in the Transportation Office
245 • Reporting issues that have come up
246 • Metro was hosting a meeting last week about changes to
247 passes and fares – seeking more details on how this would
248 effect USC subsidy passes
249 • Citation Review Board (CRB) meeting today
250 ○ Virtual
251 ○ Might shift back to in person
252 ○ 2PM PT today
253 ○ Link will be shared
254 • Email the Chair if you have any questions or concerns
255 ○ ochoal@usc.edu

256 **New Business**

257 Need ideas for guest speakers – please send these to the Staff Assembly email
258 staff.assembly@usc.edu

259
260 Staff member reported that they were told they had to use their personal holiday on
261 11/11/22 because that was the last day on the list in the memo. Marc Caballero had a
262 similar question and therefore contacted HR and confirmed that the holiday can be used
263 as the staff person sees fit, but this must be used before the end of the calendar year
264 because it does not roll over.

265 <https://policy.usc.edu/paid-personal-holiday-policy/>
266 Compensation and Benefits Committee to follow up

267 268 **Announcements**

269 USC @ UCLA: Saturday, November 19, 5PM

270
271 Rose Parade float decorating volunteers needed

272 If anyone is interested in decorating Rose Parade Floats you can register at
273 floatdecorators.com in Irwindale.

274
275 Film Fest - Free documentaries and films

276 <https://laskinsfest.com/16th-annual-lasf-schedule/>

277
278 4th Annual Hollywood Pow Wow 11/20

279 <https://laskinsfest.com/event/4th-annual-hollywood-pow-wow/>

280 Student Equity and Inclusion Programs/Student Affairs is hosting an outing to attend the
281 Pow Wow https://calendar.usc.edu/event/4th_annual_pow_wow_outing#.Y3fN8nbMKUk

282

283 Good neighbor's campaign

284 ▪ Launched

285 ▪ Need volunteers

286 ▪ If you are interested in participating reach out to:

287 ○ Neighbor@usc.edu or to Dawn Kita

288 ▪ Good Neighbors Campaign- <https://sites.usc.edu/goodneighbors/>

289

290 Immediate Past President Erika Chesley suggested following up with the University
291 about the vacation donation program established by the university to inquire about its
292 status, effectiveness, and how it is marketed. Who has benefited?

293

294 This year's meeting schedule:

295 ▪ **Dec 16, 2022, 09:30 AM Pacific Time (US and Canada)**

296 ▪ Jan 27, 2023, 09:30 AM Pacific Time (US and Canada)

297 ▪ Feb 24, 2023, 09:30 AM Pacific Time (US and Canada)

298 ▪ Mar 31, 2023, 09:30 AM Pacific Time (US and Canada)

299 ▪ Apr 28, 2023, 09:30 AM Pacific Time (US and Canada)

300 ▪ May 19, 2023, 09:30 AM Pacific Time (US and Canada)

301 ▪ Jun 30, 2023, 09:30 AM Pacific Time (US and Canada)

302

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

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

305

306 **Next General Assembly Meeting Reminder**

307 Friday, **December 16**, 2022, 9:30 – 11:00 AM, Location: Zoom

308

309 **Adjournment:**

310 Jackie Mardrossian moved to adjourn the meeting. Lilita Ochoa-Springer seconded.

311 The motion passed by unanimous voice consent (No-0, Abstain-0). The meeting

312 adjourned at 10:36 AM PT.

313

314 *Meeting minutes submitted by*

315 *Shanna Livermore*

316 *USC Staff Assembly Secretary*

317 *November 18, 2022*