

USC Staff Assembly
University of Southern California Staff Assembly
General Assembly Meeting Minutes
Friday, October 28, 2022, 9:30AM – 11AM PT
Zoom Session

- | | |
|-------------------------------------|---------------------------------|
| 1 Present (41): | 22 Mardirossian, Jackie |
| 2 Abbott, Zarita | 23 Martinez, George |
| 3 Acuna, Lali | 24 Martinez, Naomi |
| 4 Arroyo, Stephanie | 25 Huizar, Nichelle |
| 5 Arthur, Stacey | 26 Moe, Kristine |
| 6 Azarraga, Arlene | 27 Nielson, Holly |
| 7 Bonagofsky, Kathleen | 28 Portero, Yanara |
| 8 Brown, JaBari | 29 Salazar, Nelida |
| 9 Caballero, Marc | 30 Sanabria, Pilar |
| 10 Coles, Richard | 31 Sandhu, Juggy |
| 11 Corbett, Kevin | 32 Schroth, Richard |
| 12 Culpepper, Kristi | 33 Smith, Corinne |
| 13 De La Rosa, April | 34 Smith, Shamae |
| 14 Decker, Amanda | 35 Sommer, Russ |
| 15 DeMartini, John | 36 Stender, Cynthia |
| 16 Gallegos, Lisa Marie (2021-2023) | 37 Taylor, Bernice |
| 17 Hernandez, Irma | 38 Turner, Philip |
| 18 Holdren, Sarah | 39 Villanueva Padilla, Jeanette |
| 19 Jebavy, Erin | 40 Wilkinson, Michelle |
| 20 Kita, Dawn | 41 Yeghnanyan, Stella |
| 21 Livermore, Shanna | 42 Zamora Kukuk, Grace |
| 43 | |
| 44 Absent (19): | 54 Donovan, David |
| 45 Abrams, Mayra | 55 Gallegos, Lisa (2022-2024) |
| 46 Acosta, Dulce | 56 Gallegos, Robert |
| 47 Adams, Sam | 57 Jones, Michelle |
| 48 Agraz-Sanchez, Elizabeth | 58 Ochoa-Springer, Liliana |
| 49 Alexander, Sarah | 59 Patterson, Stacy |
| 50 Andalon, Tiffany | 60 Randle, Kelley |
| 51 Bartlett, Amber | 61 Sy, Dan |
| 52 Brown, Amber | 62 Yang, William |
| 53 Diaz, Anabel | 63 Zuniga, Jeremy |
| 64 | |
| 65 Guests (102) | |
| 66 | |

67 **Call to Order:** President Kristi Culpepper called the meeting to order at 9:32 AM.

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69 President Culpepper welcomed the 2022-2023 Staff Assembly body reviewed the
70 agenda and addressed the USC Unifying Values by highlighting diversity, equity and
71 inclusion as well as wellbeing.

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73 **Approval of Minutes:**

74 The meeting minutes were posted.

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76 Are there any corrections?

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78 Would someone please make a motion to accept the meeting minutes as they stand.
79 Motion made by Jackie Mardirossian to accept the meeting minutes as presented and
80 seconded by Phil Turner.

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82 All in favor say aye, opposed say nay, abstentions? The motion was passed by
83 unanimous voice consent (No-0, Abstain-0).

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85 **Guest Speakers**

86 **Sam Garrison, Senior Vice President, University Relations**

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- 88 ■ Events coming up:
 - 89 ○ Staff Appreciation Fall Social 1PM event on the party lawn today on UPC
 - 90 ○ Next Wed, November 2nd on the Health Science Campus
 - 91 ○ LA Grind Coffee and Tea Bar and Southern Girl Dessert (UPC) and
92 MX3030 (HSC) are the TSL vendors we will be partnering with for the UR
93 Sponsored Staff Assembly events today and next week!
 - 94 ■ Connect you to neighbors, community partners, and public officials
 - 95 ■ Support external community partnership and civic engagement efforts
 - 96 ■ Strengthen USC's contributions to economic equity in UPC & HSC



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- David Galaviz
 - South LA and Eastside neighbors – focus on opportunities and keep in touch with them and communicate what we are doing, building, and how they can benefit.
 - New opportunities coming soon
 - Civic and community partnerships are a key focus
 - Provide food, vaccines, job referrals, etc.
 - Engage with neighborhood councils and community organizations
 - Support USC program delivery – Street Medicine KSOM
 - Support USC community research – Urban Trees Dornsife
- Amanda Vanni
 - Good Neighbors campaign
 - Community outreach initiative directly funded by USC staff and faculty (over \$28 mil donated since 1994)
 - 100% of every contribution goes to community organizations
 - In 2022, \$1.2 million awarded to 64 programs
 - Embarking on an evolution; launching co-design sessions with all members of our community
 - More to come!
 - Good Neighbors Zoom backgrounds and thumbnails here: <https://sites.usc.edu/goodneighbors/participate/>
 - <https://sites.usc.edu/goodneighbors/>

- 119 • You can donate once, monthly, via paycheck deductions as
- 120 well.
- 121 ○ Bridges to Business
- 122 ▪ Connects small businesses to grants and funding with over \$61mil
- 123 dispersed since 2017
- 124 ○ Business Diversity & Economic Opportunity
- 125 ▪ Expands access and opportunity for diverse and sustainable
- 126 suppliers to do business with USC
- 127 ○ Nonprofit Resilient Leaders
- 128 ▪ Builds capacity for local non-profit leaders of color
- 129 ○ Trojan shop local
- 130 ▪ Started at a USC student-led grass roots movement by the USC
- 131 Black Student Assembly
- 132 ▪ <https://sites.usc.edu/trojanshoplocal/>
- 133 ○ <https://communities.usc.edu/>
- 134 ○ Outlined the workforce pipeline
- 135 ○ USC Radio Group
- 136 ▪ James Muhammed
- 137 • jmuhammad@classicalcalifornia.org classicalcalifornia.org
- 138 • #1 classical music provider in America
- 139 • KUSC (SoCal) & KDFC (SF)
- 140 • 75th anniversary of KUSC in 2021
- 141 • Curating creative content and multiplatform/online
- 142 • Engaging diverse audiences beyond broadcast, including to
- 143 bring arts and music to local communities
- 144 • <https://tinyurl.com/2a8c2zlv>
- 145 ○ ur.partnerships@usc.edu or Sam.garrison@usc.edu
- 146 ▪ Please reach out if you have questions, or ideas

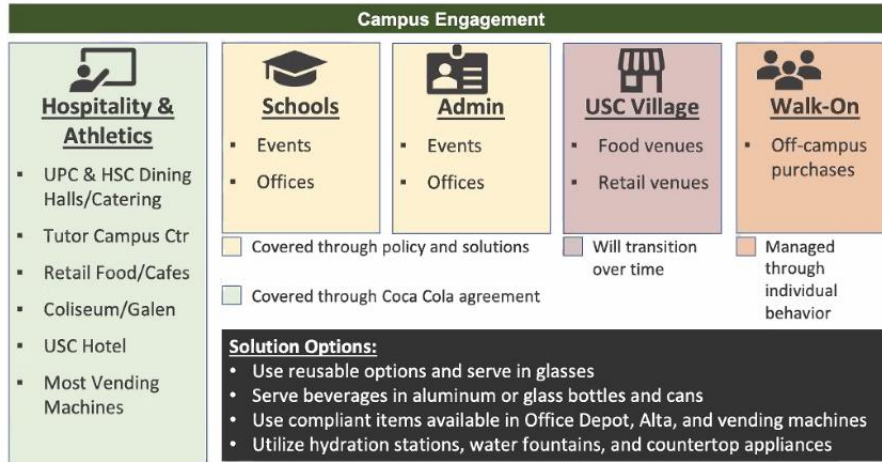
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148 **Josh Sierra, Sustainability Specialist, USC Office of Sustainability**

- 149 ▪ Single use plastics and plastic bottles elimination initiatives
- 150 ○ As of July 1, 2022, all university entities are prohibited from purchasing
- 151 single-use plastic bottles

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Policy Implementation Roadmap



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- Please use refillable, reusable bottles or items made from glass or aluminum
- Carton water products are NOT sustainable alternatives for our campus waste stream

Next Steps

- DO NOT PURCHASE SINGLE-USE PLASTIC BEVERAGE PRODUCTS**
- Review and share policy with your teams and colleagues
- Plan and implement transition to compliant alternatives
- Request support and communicate any compliance-related issues through the Policy Transition Request procedure (see next slide)
- Raise any questions and report issues of non-compliance by contacting plasticfreeusc@usc.edu



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Transition Support: Policy Transition Request Procedure

1. To report instances where you have not yet eliminated a single-use plastic beverage product, complete the Policy Transition Request Form at <http://green.usc.edu/transitionform>
2. For any questions or to request additional support please contact plasticfreeusc@usc.edu
3. To read the complete policy on the USC Policy and Governance website visit <https://policy.usc.edu/single-use-plastics-elimination-beverage-bottles/>
4. For additional policy tools and resources, or to report instances of non-compliance please visit <https://sustainability.usc.edu/plastic-water-bottles/toolkit/>
5. For more FAQs and policy news please visit <https://sustainability.usc.edu/plastic-water-bottles/plastic-water-bottles-faq/>



Transition Request Form



Single-use Plastic Elimination-Beverage Bottles Policy



FAQs and additional resources



USC Sustainability

plasticfreeusc@usc.edu
#plasticfreeUSC

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- <https://www.lacoliseum.com/sustainability-awards/>
- For any plastic related questions/concerns, please reach out to plasticfreeusc@usc.edu. I can also be reached at jlsierra@usc.edu.

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

President's report

- No updates
- The Executive Committee meets the Thursday before the week of the General Meeting.
- Reminder about Fall social today at 1PM at UPC
- Next week on Wednesday social on HSC

Vice President's report

- No updates

Parliamentarian's report

- No updates

Ad-hoc Reorganization Committee Report

Phil Turner

- Senate model in 2023
- 3 pillars
 - Outreach and communications
 - Portal testing

- 182 ○ Updating governance documents
- 183 ○ Webpage on Staff Assembly website forthcoming
- 184 ○ Reach out to Phil Turner directly with questions or email the Staff
- 185 Assembly email address

187 **Staff Retirement Association Report**

188 Naomi Martinez

- 189 ■ <https://emeriti.usc.edu/events/category/emeriti-center-events/>
- 190 ■ November 4th last Trojan Table event of the year
 - 191 ○ Looking for volunteers from 4-6PM

193 **University Club Report**

194 Dr. Liliana Ochoa-Springer

- 195 ■ Dr. Ochoa-Springer out ill
- 196 ■ Dr. Culpepper attended the meeting
- 197 ■ Open on game day
- 198 ■ Located near Tutor Campus Center
- 199 ■ Events happening
 - 200 ○ Next Thurs at the staff club
 - 201 ■ Will be talking about upcoming elections
- 202 ■ https://hospitality.usc.edu/dining_locations/moreton-fig/
 - 203 ○ You need a reservation
- 204 ■ <https://universityclub.usc.edu/>

206 **Committee Reports**

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

- 208 ● Communications Committee
 - 209 ○ Vacant, **Chair**
 - 210 ○ Amber Bartlett
 - 211 ○ Robert Gallegos
 - 212 ○ George Martinez
 - 213 ○ Nelida Salazar
 - 214 ○ Corinne Smith
 - 215 ■ Report
 - 216 ● Met two weeks ago
 - 217 ● Phil Turner is covering as Chair
 - 218 ● Chair is vacant
 - 219 ● Duties have been divided among members
- 220 ● Compensation and Benefits

- 221 ○ Richard Schroth, **Chair**
- 222 ○ Elizabeth Agraz-Sanchez
- 223 ○ Arlene Azarraga
- 224 ○ Kathleen Bonagofsky
- 225 ○ Marc Caballero
- 226 ○ Nelida Salazar
- 227 ○ Juggy Sandhu
- 228 ○ Stella Yeghnanyan
- 229 ▪ Report
- 230 • No update
- 231 • Open enrollment is happening now – November 7th
- 232 ○ A couple of new benefits to check out
- 233 ○ Spend your Flexible Spending Account funds
- 234 ○ Pet insurance is coming next year
- 235 • Contact the Chair with any questions or suggestions
- 236 • Diversity, Equity, and Inclusion Committee
- 237 ○ Nichelle Huizar, **Chair**
- 238 ○ Grace Zamora, **Chair**
- 239 ○ Zarita Abbott
- 240 ○ Mayra Abrams
- 241 ○ Kevin Corbett
- 242 ○ Dawn Kita
- 243 ○ Yanara Portero
- 244 ○ Kelley Randle
- 245 ▪ Report
- 246 • We now have consistent program across the year
- 247 • Events, trainings, panels, discussions, professional
- 248 development workshops
- 249 • We now have on the USC calendar just for DEI events
- 250 • Visions and Voices
- 251 ○ <https://visionsandvoices.usc.edu/>
- 252 • 11/1 Natasha Tretheway poet, English Professor Danzy
- 253 Senna
- 254 • 11/3 Dahlak Brathwaite performing Try/Step/Trip, Professor
- 255 Jody Armour
- 256 • Race + Equity + Wellbeing Series:
- 257 ○ [https://employees.usc.edu/employee-events/race-](https://employees.usc.edu/employee-events/race-equity-wellbeing/)
- 258 [equity-wellbeing/](https://employees.usc.edu/employee-events/race-equity-wellbeing/)

- 259 • 11/1 But Look What Great Programs We Have! Is all
- 260 programming performative?
- 261 • 11/15 Seats at the Table: On representation and
- 262 relationships
- 263 • DEI Events Calendar: <https://calendar.usc.edu/DEI>
- 264 • Contact the Chair with any questions or suggestions
- 265 • Environment and Safety Committee
- 266 ○ Erin Jebavy, **Chair**
- 267 ○ Dulce Acosta
- 268 ○ Stacey Arthur
- 269 ○ Naomi Martinez
- 270 ○ Holly Nielson
- 271 ○ Shamae Smith
- 272 ▪ Report
- 273 • Event on April 19th at 12PM
- 274 ○ Details soon
- 275 • Working on additional events
- 276 • Rights and Responsibilities Committee
- 277 ○ Lisa Gallegos, **Chair**
- 278 ○ Tiffany Andalon
- 279 ○ Michelle Jones
- 280 ○ Kristine Moe
- 281 ○ Stacy Patterson
- 282 ○ William Yang
- 283 ▪ Report
- 284 • Pushing forward with new handbook
- 285 • New HR representative will be helping with the handbook
- 286 • Will be working with the compensation committee as well
- 287 • Assisting with the event today and next week
- 288 • Rules and Elections Committee
- 289 ○ Bernice Taylor, **Co-Chair**
- 290 ○ Phil Turner, **Co-Chair**
- 291 ○ Lali Acuna
- 292 ○ Amanda Decker
- 293 ○ April De La Rosa
- 294 ○ Jeremy Zuniga
- 295 ▪ Report
- 296 • Had an introductory meeting
- 297 •

- 298 • Exploring how to enhance communication across the
- 299 University
- 300 • Scholarship and Awards Committee
- 301 ○ Jeanette Villanueva Padilla, **Chair**
- 302 ○ Amber Brown
- 303 ○ Ricky Coles
- 304 ○ Jackie Mardrossian
- 305 ○ Russ Sommer
- 306 ▪ Report
- 307 • Please send in nominations!
- 308 ○ *We are seeking nominations* Please nominate a
- 309 USC Staff member for the USC Staff Assembly and
- 310 University Staff Club Monthly Recognition Award. For
- 311 more details: [https://staffassembly.usc.edu/awards-](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
- 312 [scholarship/monthly-recognition-scholarships/](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
- 313 ○ Are you a full-time TAB eligible USC staff member
- 314 enrolled (or will be) in a degree program during Fall
- 315 2023? Apply for the USC Staff Assembly Scholarship.
- 316 Due June 1, 2023, at 11:45pm For more details:
- 317 <https://staffassembly.usc.edu/scholarships/>
- 318 ○ Many perks are available for awardees
- 319 ○ Questions can be directed to the Chair
- 320 ○ Monthly Staff Recognition Award Perks: \$100 check
- 321 from Staff Club; \$ Gift Card Green Leaf Café; Free
- 322 one month parking (Transportation Services);
- 323 Certificate
- 324 • Staff Engagement and Appreciation Committee
- 325 ○ Pilar Sanabria, **Co-Chair**
- 326 ○ Cynthia Stender, **Co-Chair**
- 327 ○ Sam Adams
- 328 ○ Sarah Alexander
- 329 ○ Stephanie Arroyo
- 330 ○ Lisa Gallegos
- 331 ○ Irma Hernandez
- 332 ▪ Report
- 333 • Event today (see details above)
- 334 ○ Food truck coming
- 335 ○ Pastries available
- 336 • Feb 27th - March 3rd is Staff Appreciation Week

- 337 • Send the Chairs any suggestions for vendors to use, etc.
- 338 • Transportation Committee
- 339 ○ Liliana Ochoa-Springer, **Chair**
- 340 ○ Anabel Diaz
- 341 ○ John DeMartini
- 342 ○ Sarah Holdren
- 343 ○ Dan Sy
- 344 ▪ Report
- 345 • Dr. Culpepper gave the report
- 346 • Citations Review Board is something people can volunteer
- 347 for.
- 348 ○ Email the Chair if interested
- 349 • Someone had asked why there were not more Electric
- 350 Vehicles chargers on campus
- 351 ○ New buildings will be required
- 352 ▪ The Shrine structure has lots of EV chargers,
- 353 since it's so new
- 354 ○ Cost is a barrier as is infrastructure

New Business

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Announcements

359 Special drawing at the Fall events including the HSC Mixer

361 Ranked 10th USC @ Arizona : Saturday, October 29, 4pm Fight On, Forever!

363 The deadline (Oct 31) is close for the public student loan forgiveness verification - the

364 document that has to be verified for employees by the university.

366 Good neighbor's campaign coming soon

- Will be announced soon
- Need volunteers
- If you are interested in participating reach out to:
 - Neighbor@usc.edu or to Dawn Kita
- Good Neighbors Campaign- <https://sites.usc.edu/goodneighbors/>

374 This year's meeting schedule:

- [Nov 18, 2022, 09:30 AM Pacific Time \(US and Canada\)](#)

- 376 ▪ Dec 16, 2022, 09:30 AM Pacific Time (US and Canada)\
- 377 ▪ Jan 27, 2023, 09:30 AM Pacific Time (US and Canada)
- 378 ▪ Feb 24, 2023, 09:30 AM Pacific Time (US and Canada)
- 379 ▪ Mar 31, 2023, 09:30 AM Pacific Time (US and Canada)
- 380 ▪ Apr 28, 2023, 09:30 AM Pacific Time (US and Canada)
- 381 ▪ May 19, 2023, 09:30 AM Pacific Time (US and Canada)
- 382 ▪ Jun 30, 2023, 09:30 AM Pacific Time (US and Canada)

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

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

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387 **Next General Assembly Meeting Reminder**

388 Friday, **November 18**, 2022, 9:30 – 11:00 AM, Location: Zoom

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390 **Adjournment:**

391 Bernice Taylor moved to adjourn the meeting. Jabari Brown seconded. The motion
392 passed by unanimous voice consent (No-0, Abstain-0). The meeting adjourned at 10:56
393 AM PT.

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*Meeting minutes submitted by
Shanna Livermore
USC Staff Assembly Secretary
October 28, 2022*