

USC Staff Assembly
University of Southern California Staff Assembly
General Assembly Meeting Minutes
Friday, February 24, 2023, 9:30AM – 11AM PT
Zoom Session

1 **Present (37)**

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3 Abbott, Zarita
4 Acuna, Lali
5 Adams, Sam
6 Andalon, Tiffany
7 Arroyo, Stephanie
8 Arthur, Stacey
9 Azarraga, Arlene
10 Bartlett, Amber
11 Brown, Amber
12 Brown, JaBari
13 Caballero, Marc
14 Coles, Richard
15 Culpepper, Kristi
16 DeMartini, John
17 Diaz, Anabel
18 Gallegos, Lisa (2022-2024)
19 Hernandez, Irma
20 Holdren, Sarah
21 Huizar, Nichelle

22 Jebavy, Erin
23 Kita, Dawn
24 Livermore, Shanna
25 Mardirossian, Jackie
26 Martinez, George
27 Martinez, Naomi
28 Ochoa-Springer, Liliana
29 Patterson, Stacy
30 Randle, Kelley
31 Salazar, Nelida
32 Schroth, Richard
33 Sommer, Russ
34 Stender, Cynthia
35 Turner, Philip
36 Villanueva Padilla, Jeanette
37 Wood, Ian
38 Yang, William
39 Yeghnanyan, Stella

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41 **Absent (22)**

42 Abrams, Mayra
43 Acosta, Dulce
44 Agraz-Sanchez, Elizabeth
45 Alexander, Sarah
46 Bonagofsky, Kathleen
47 Corbett, Kevin
48 De La Rosa, April
49 Decker, Amanda
50 Gallegos, Lisa (2021-2023)
51 Gallegos, Robert
52 Jones, Michelle

53 Moe, Kristine
54 Nielson, Holly
55 Portero, Yanara
56 Sanabria, Pilar
57 Sandhu, Juggy
58 Smith, Corinne
59 Smith, Shamae
60 Sy, Dan
61 Taylor, Bernice
62 Wilkinson, Michelle
63 Zamora, Grace

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65 **Guests (80)**

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Call to Order:

President Kristi Culpepper called the meeting to order at 9:32 AM.

President Culpepper welcomed the 2022-2023 Staff Assembly and reminded attendees to register their attendance in the chat.

Approval of Minutes:

The **January** meeting minutes were distributed prior to the meeting.

Amber Brown sent a correction via email.

Motion made by Phil Turner to accept the meeting minutes as corrected and seconded by Jackie Mardirossian

The motion was passed by voice consent (No-0, Abstain-1).

February 2023 Staff Monthly Staff Recognition Award Winner:

Congratulations to the winner: Gozde Fryc, Senior Scheduling Coordinator, Enrollment Services Academic Records and Registrar

Speakers

Erroll G. Southers, Professor of the Practice in National and Homeland Security Associate Senior Vice President, Safety and Risk Assurance

Announcement of new **Chief Laretta Hill, Assistant Vice President, Chief of Public Safety**

Happy to be here, excited to get to work and support everyone.

Likes challenges and plans to operationalize the recommendations sent forth.

CAB report: <https://cpb-us->

[e1.wpmucdn.com/sites.usc.edu/dist/0/580/files/2021/07/CAB_Report_EngFINAL.pdf](https://cpb-us-e1.wpmucdn.com/sites.usc.edu/dist/0/580/files/2021/07/CAB_Report_EngFINAL.pdf)

Plans to meet as many people as possible

Will develop a 60, 90 day etc. plans

Wants to be transparent and accessible

Will have a Townhall after spring recess to meet the new Chief. Date forthcoming.

106 Raena Hawkins, Volunteer Coordinator, LA Times Festival of Books



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Free to the community



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Children's area available.



Volunteer

- ★ Over 1000 Volunteers
 - 600 spots to fill
- ★ Leadership Opportunities
- ★ Lines/Tickets
- ★ Panel Rooms
- ★ Author Escorts
- ★ Information Booth
- ★ Crossword Puzzles
- ★ Registration
- ★ Book Signings



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The “T” on Volunteering



- 3-4 hour shifts...or stay the whole day!
- Free parking, shuttle service from the parking lot, and lunch
- Free T-shirt to wear and keep after the event.
- Must be 18 years of age or older.
 - 15-17 if they are volunteering with an adult.
- The majority of volunteer activities require being on your feet for most of your shift.

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University Relations has excellent swag!
Pharmacy Students will also provide services to participants



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[bit.ly/fobvolunteers](https://www.ontimeteams.com/festival-of-books-volunteers/volunteer-home)

<https://www.ontimeteams.com/festival-of-books-volunteers/volunteer-home>

Email: latfobvolunteers@gmail.com if there are any questions

Julie Chobdee, Associate Director, health and Well-Being Program, USC Work Well Center

Programs & Services



Health & Well-being



Counseling



Coaching



Consulting

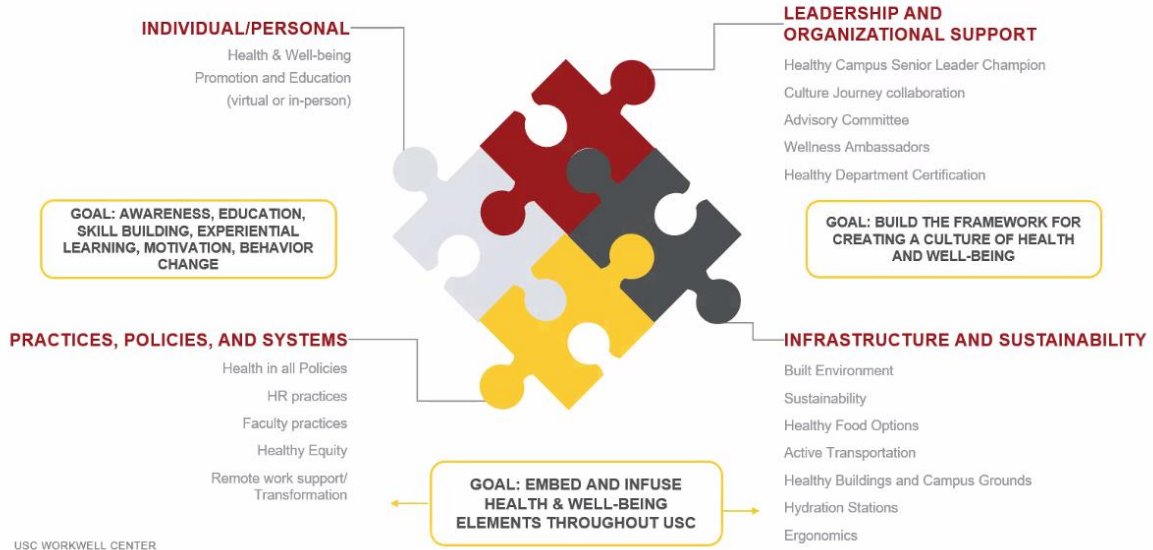


Talks & Groups

Serving Faculty, Staff, Post-docs | Cost-free, Confidential, Convenient
Learn more at workwell.usc.edu | Call us 24/7 at 213-821-0800 | Email us at WorkWell@usc.edu

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USC Healthy Campus Framework

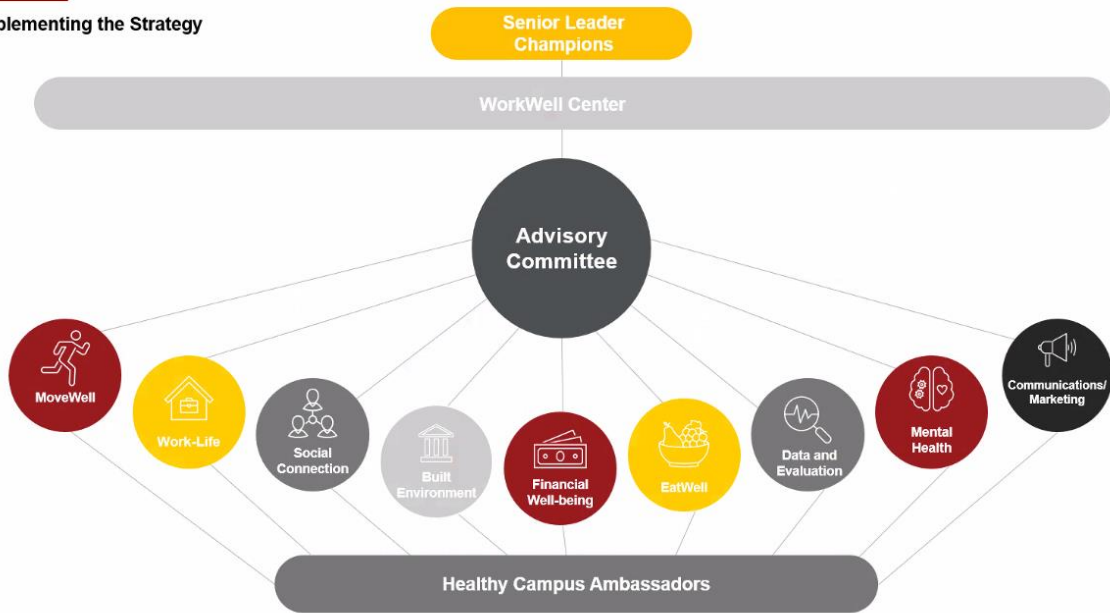


USC WORKWELL CENTER

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Implementing the Strategy



USC WORKWELL CENTER

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Healthy Campus Subcommittees



USC WORKWELL CENTER

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- 135 Subcommittees are coming up with plans of actions
- 136 1-2 hours per month to volunteer
- 137 Reach out to Julie Chobdee if you are interested in joining – open to everyone at USC
- 138
- 139 Project – MoveWell @USC
- 140 Launching WalkUSC – on campus walking program lead by trained walk leaders
- 141

WalkUSC

WalkUSC is an on-campus walking program led by trained volunteer faculty and staff aimed at creating a culture of movement and social connection through group activity.



Trained walk leaders

oriented by the Health & Well-being team with information provided by USC Physical Education department's walking program.



Weekly group walks

determined by walk leaders.



Participant incentives

to encourage consistent walking.



Accommodations

Accommodations will be made for those using mobility devices.

USC WORKWELL CENTER



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Have incentives for participation

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Schedules determined by availability

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Recruiting soon for walk leaders

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Sign-up to be a walking leader and to stay in the loop to receive more information!

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https://usc.qualtrics.com/jfe/form/SV_8CaCLAASYmLAUtw

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Coming this fall

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Wellness Ambassadors

Coming in the Fall:
Wellness Ambassador Program



Wellness Ambassadors play a vital role in supporting the promotion of health and well-being among USC faculty and staff.



Faculty and staff **volunteer ambassadors** help drive employee participation and engagement in wellness activities.



Wellness Ambassadors serve as **USC's key communicators of the Health & Well-being Program**, helping to direct employees to wellness programs, activities, and resources.



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USC
WorkWell Center

Join our Mailing List!

Sign up to receive announcements from the WorkWell Center

Learn more at workwell.usc.edu

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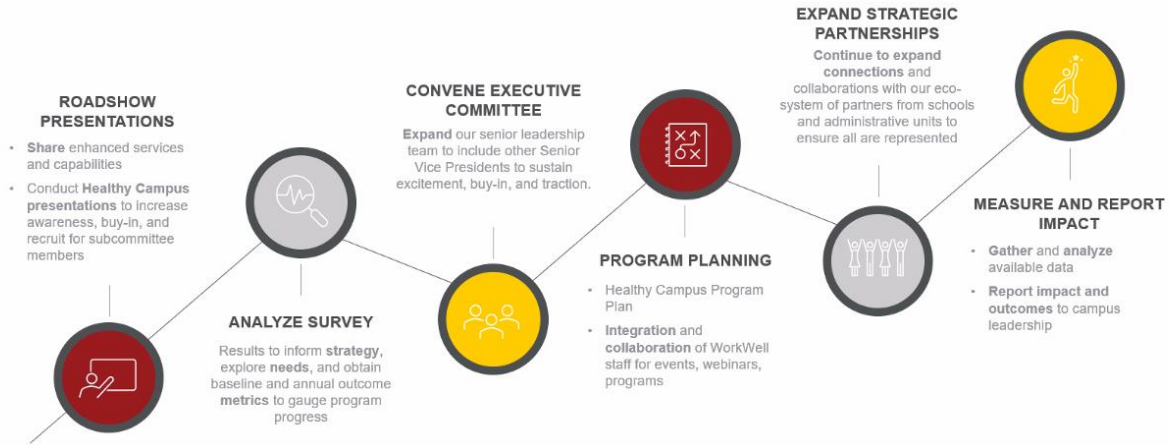
USC WORKWELL CENTER
workwell.usc.edu

Scan the QR code to sign up



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2023 at a Glance



USC WORKWELL CENTER

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If you want a Roadshow contact Julie Chobdee

Contact



JULIE CHOBDEE, MPH
Associate Director, Health & Well-Being Program
jchobdee@usc.edu



LARA HILTON, PHD, MPH
Director, USC WorkWell Center
lhilton@usc.edu



USC WORKWELL CENTER

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Join our WorkWell Center mailing list:
https://usc.qualtrics.com/jfe/form/SV_3kJch0aMfPmCZYq

164 Learn more about the WorkWell Center: <https://workwell.usc.edu/>

165
166 Access to food options can be challenging especially when students are not on campus.

167
168 Need healthy options in vending machines, especially at HSC

169
170 Suggestion to form a hiking group. Response: the formation of interest groups at USC
171 has been suggested.

172
173 At the CAL building. Farmer's Fridge vending machines were recently installed in the
174 lobby, that provide healthy choices.

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176 **President's report**

177 None

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179 **Vice President's report**

180 None

181 Send any expenses in as soon as you can.

182
183 **Parliamentarian's report**

184 Staff Appreciation Week coming up. See flyer below and the email.

185 Senate elections starting in March

186 Will be having an information session about the new model

187

188 **Staff Retirement Association Report**

189 Naomi Martinez

190 Trojan Table is next Friday

191 Call for volunteers

192 4-5:30PM PT

193 <https://emeriti.usc.edu/event/usc-emeriti-center-trojan-table-on-2-24/>

194

195 **University Club Report**

196 Dr. Liliana Ochoa-Springer

197 We are seeking nominations. 🙋 Please nominate a USC Staff member for the USC
198 Staff Assembly and University Staff Club Monthly Recognition Award. For more details:

199 <https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/>

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201 Event next Wednesday on March 1st

202 Annual spring musical event March 30th

203 <https://universityclub.usc.edu/club-events/>

204 Free year of membership as a staff member <https://universityclub.usc.edu/club-events/>

205

206 **Committee Reports**

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

208 • Communications Committee

209 ○ Amber Brown, (NEW) **Chair**

210 ○ Amber Bartlett

211 ○ Robert Gallegos

212 ○ George Martinez

213 ○ Nelida Salazar

214 ○ Corinne Smith

215 ■ Report

216 • President Culpepper thanked the committee for their
217 amazing efforts promoting Staff Appreciation Week

218 •

219 • Compensation and Benefits

220 ○ Richard Schroth, **Chair**

221 ○ Elizabeth Agraz-Sanchez

222 ○ Arlene Azarraga

223 ○ Kathleen Bonagofsky

224 ○ Marc Caballero

225 ○ Nelida Salazar

226 ○ Juggy Sandhu

227 ○ Stella Yeghnanyan

228 ■ Report

229 • Starting EBAC Employee Advisory Committee next month

230 • Committee makes recommendations to senior staff for
231 benefits etc.

232 • Will bring updates as they can

233 • Committee has been discussing topics to bring up with
234 Felicia Washington

235 ○ What topics would you like to discuss?

236 ■ Please fill out the questionnaire.

237 • Questions for HR Leadership

238 <https://cglink.me/2nB/s472>

239 • An error was discovered on the USC website about Delta
240 Dental benefits charges for cleanings

241 ○ Corrected now

242 • Diversity, Equity, and Inclusion Committee

- 243 ○ Nichelle Huizar, **Chair**
- 244 ○ Grace Zamora Kukuk, **Chair**
- 245 ○ Zarita Abbott
- 246 ○ Mayra Abrams
- 247 ○ Kevin Corbett
- 248 ○ Dawn Kita
- 249 ○ Yanara Portero
- 250 ○ Kelley Randle
- 251 ▪ Report
- 252 • DEI mixer had over 70 attendees and feedback was
- 253 excellent
- 254 • 2 heritage groups need representatives for their planning
- 255 committees
- 256 • Still accepting for volunteers for
- 257 • The University Diversity and Inclusion Council, responding to
- 258 the REDI Report, will be a change coalition to actualize a
- 259 “ONE USC” vision of Diversity, Equity, Inclusion, and
- 260 Belonging. We are seeking a small group of staff DEI
- 261 leaders to organize the staff area by the start of the Fall
- 262 semester, which would include setting the direction of the
- 263 area (charter), setting the area subgroups, and setting the
- 264 area officers and election cycles. This work is provisional.
- 265 This entire process is new, and thus all aspects of it are
- 266 iterative. We ask that this group not pressure themselves to
- 267 create a perfect system. We expect this group to transition
- 268 leadership by the Fall semester of 2023, if not sooner.
- 269 If you are a staff member interested in the Diversity and
- 270 Inclusion Council initiative, please contact me, Nichelle
- 271 Huizar (nichellm@usc.edu).
- 272 • Environment and Safety Committee
- 273 ○ Erin Jebavy, **Chair**
- 274 ○ Dulce Acosta
- 275 ○ Stacey Arthur
- 276 ○ Naomi Martinez
- 277 ○ Holly Nielson
- 278 ○ Shamae Smith
- 279 ▪ Report
- 280 • Lily Ledesma, Engagement Specialist in the office of
- 281 sustainability

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- <https://sustainability.usc.edu/>
 - 2022 progress report is live
<http://green.usc.edu/annualreport>
 - There are hyperlinks within the document to explore more
 - Please share the report with your networks
 - To get involved subscribe to the office of sustainability's newsletter
 - Sustainability Newsletter:
<https://us3.campaign-archive.com/home/?u=4f64ad288b5226f39c2e1ebce&id=a2e6e0944f>
 - Follow their Instagram as well
 - Rights and Responsibilities Committee
 - Lisa Gallegos, **Chair**
 - Tiffany Andalon
 - Michelle Jones
 - Kristine Moe
 - Stacy Patterson
 - William Yang
 - Report
 - None
 - Rules and Elections Committee
 - Bernice Taylor, **Co-Chair**
 - Phil Turner, **Co-Chair**
 - Lali Acuna
 - Amanda Decker
 - April De La Rosa
 - Jeremy Zuniga
 - Report
 - Working on creating a network of resources with other staff councils, senates, etc.
 - Send any information you have to Phil Turner
 - Scholarship and Awards Committee
 - Jeanette Villanueva Padilla, **Chair**
 - Amber Brown
 - Ricky Coles
 - Jackie Mardrossian
 - Russ Sommer

- 321 ▪ Report
- 322 • In need of nominations
- 323 • Prepping for next cycle
- 324 • We are seeking nominations. 🙏 Please nominate a USC
- 325 Staff member for the USC Staff Assembly and University
- 326 Staff Club Monthly Recognition Award. For more details:
- 327 [https://staffassembly.usc.edu/awards-scholarship/monthly-](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
- 328 [recognition-scholarships/](https://staffassembly.usc.edu/awards-scholarship/monthly-recognition-scholarships/)
- 329 • Staff Engagement and Appreciation Committee
- 330 ○ Pilar Sanabria, **Co-Chair**
- 331 ○ Cynthia Stender, **Co-Chair**
- 332 ○ Sam Adams
- 333 ○ Sarah Alexander
- 334 ○ Stephanie Arroyo
- 335 ○ Lisa Gallegos
- 336 ○ Irma Hernandez
- 337 ▪ Report
- 338 • Please check the Staff Assembly website for the Staff
- 339 Appreciation Week details

USC Staff Assembly

Staff Engagement & Appreciation Week 2023 Upcoming Events

Feb 27th 12-1pm	Staff Assembly 2023 Senate Election Information Session Learn about the re-organization resolution and upcoming elections Presented by Phil Turner – Staff Assembly Parliamentarian <i>Zoom Meeting - Click to RSVP</i>
Feb 28th 12-1pm & 5-6pm	Mental Health Webinar - Creating a Balanced Lifestyle 12-1 - Speaker: Jonathan Wong 5-6 - Speaker: Kati Wechsler <i>Zoom Meeting - Click to RSVP</i> <i>Zoom Meeting - Click to RSVP</i>
March 1st 12-1pm	Culture Journey Collaboration Updates on the Student Commitment and Efforts of the Network <i>Zoom Meeting - Click to RSVP</i>
March 1st 5-7:30pm	"Virtual" Paint and Sip <i>Zoom Meeting - Click to purchase your ticket</i> RSVP no later than February 25th @ 12:00pm
March 2nd 5-7:00pm	Staff Appreciation Mixer at the Lab GastroPub <i>Click to RSVP - Must present a valid USC ID</i>
March 3rd 6:30 pm	USC vs. Sacramento State - Men's Baseball Dedeaux Field - (4) Complimentary Tickets In Person - <i>Click to RSVP</i> no later than March 1st @ 12:00pm

More exciting events to come!
Visit us at staffassembly.usc.edu for the most updated information!

- 340
- 341 • [https://staffassembly.usc.edu/contact-us/2022-staff-](https://staffassembly.usc.edu/contact-us/2022-staff-engagement-and-appreciation-week/)
- 342 [engagement-and-appreciation-week/](https://staffassembly.usc.edu/contact-us/2022-staff-engagement-and-appreciation-week/)

USC Staff Assembly

The USC Bookstore will offer a **20% discount***
in-store and online between
Monday, Feb 27th to Friday, March 3rd for
Staff Engagement & Appreciation Week



In-store, employees must show their USC ID.
Online, employees should use promo code: **Staff2023**

*Discount is not valid on prior purchases and may not be combined with any other promotion or discount. No price adjustments. Exclusions include: lululemon, special event items, technology products, CAMPUSCONNECT products, logo and non-logo electronics and accessories, special orders, commencement products and sale merchandise. Additional exclusions may apply, offers are subject to change. Contact store for details.

USC Bookstores

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- Transportation Committee

- Dr. Liliana Ochoa-Springer, **Chair**
- Anabel Diaz
- John DeMartini
- Sarah Holdren
- Dan Sy
 - Report
 - Downy parking structure were not working and this was reported
 - Citation review board meeting soon
 - USC Citation Review Board (CRB) meeting Friday 2/24 2-4pm
<https://usc.zoom.us/j/92103738249?pwd=Qkx3bHFBeFZPQ29ldHE3UzdsQkZjZz09>
 - Dr. Liliana Ochoa-Springer will be leaving USC. The Staff Assembly wishes her the best of luck in her endeavors.
 - New email address after March 8:
ochoaspringer@alumni.usc.edu

363 **New Business**

364 None

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366 **Announcements**

367 USC Staff Engagement and Appreciation Week 2023



The poster features a yellow background with a maroon header box containing the text "USC Staff Assembly" in white serif font. Below the header, the title "Staff Engagement & Appreciation Week 2023 Upcoming Events" is written in a brown, cursive-style font. The main content is organized into seven entries, each with a date and time on the left and event details on the right. The entries are: Feb 27th 12-1pm: Staff Assembly 2023 Senate Election Information Session; Feb 28th 12-1pm & 5-6pm: Mental Health Webinar - Creating a Balanced Lifestyle; March 1st 12-1pm: Culture Journey Collaboration; March 1st 5-7:30pm: "Virtual" Paint and Sip; March 2nd 5-7:00pm: Staff Appreciation Mixer at the Lab GastroPub; March 3rd 6:30 pm: USC vs. Sacramento State - Men's Baseball. At the bottom, there is a call to action: "More exciting events to come! Visit us at staffassembly.usc.edu for the most updated information!"

USC Staff Assembly

Staff Engagement & Appreciation Week 2023 Upcoming Events

Feb 27th
12-1pm **Staff Assembly 2023 Senate Election Information Session**
Learn about the re-organization resolution and upcoming elections
Presented by Phil Turner – Staff Assembly Parliamentarian
[Zoom Meeting - Click to RSVP](#)

Feb 28th
12-1pm &
5-6pm **Mental Health Webinar - Creating a Balanced Lifestyle**
12-1 - Speaker: Jonathan Wong 5-6 - Speaker: Kati Wechsler
[Zoom Meeting - Click to RSVP](#) [Zoom Meeting - Click to RSVP](#)

March 1st
12-1pm **Culture Journey Collaboration**
Updates on the Student Commitment and Efforts of the Network
[Zoom Meeting - Click to RSVP](#)

March 1st
5-7:30pm **"Virtual" Paint and Sip**
[Zoom Meeting - Click to purchase your ticket](#)
RSVP no later than February 25th @ 12:00pm

March 2nd
5-7:00pm **Staff Appreciation Mixer at the Lab GastroPub**
[Click to RSVP - Must present a valid USC ID](#)

March 3rd
6:30 pm **USC vs. Sacramento State - Men's Baseball**
[Dedeaux Field - \(4\) Complimentary Tickets](#)
[In Person - Click to RSVP](#) no later than March 1st @ 12:00pm

More exciting events to come!
Visit us at staffassembly.usc.edu for the most updated information!

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370 This year's Staff Assembly General Assembly meeting schedule:

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

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

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

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

375

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

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

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379 **Next General Assembly Meeting Reminder**

380 March 31, 2023, 09:30 AM Pacific Time (US and Canada)

381

382 **Adjournment:**

383 Jackie Mar moved to adjourn the meeting. Liliana Ochoa-Springer seconded. The
384 motion passed by unanimous voice consent (No-0, Abstain-0). The meeting adjourned
385 at 10:59 AM PT.

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Meeting minutes submitted by

388

Shanna Livermore

389

USC Staff Assembly Secretary

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February 24, 2023

APPROVED