

**USC Staff Assembly**  
**University of Southern California Staff Assembly**  
**General Assembly Meeting Minutes**  
**Friday, January 27, 2023, 9:30AM – 11AM PT**  
**Zoom Session**

1 **Present (42)**

2 Abbott, Zarita  
3 Acuna, Lali  
4 Adams, Sam  
5 Andalon, Tiffany  
6 Arroyo, Stephanie  
7 Arthur, Stacey  
8 Azarraga, Arlene  
9 Bartlett, Amber  
10 Bonagofsky, Kathleen  
11 Brown, Amber  
12 Brown, JaBari  
13 Coles, Richard  
14 Culpepper, Kristi  
15 DeMartini, John  
16 Diaz, Anabel  
17 Gallegos, Lisa (2021-2023)  
18 Hernandez, Irma  
19 Holdren, Sarah  
20 Huizar, Nichelle  
21 Jebavy, Erin  
22 Kita, Dawn

23 Livermore, Shanna  
24 Mardirossian, Jackie  
25 Martinez, Naomi  
26 Nielson, Holly  
27 Ochoa-Springer, Liliana  
28 Patterson, Stacy  
29 Portero, Yanara  
30 Randle, Kelley  
31 Sanabria, Pilar  
32 Schroth, Richard  
33 Smith, Shamae  
34 Sommer, Russ  
35 Stender, Cynthia  
36 Sy, Dan  
37 Taylor, Bernice  
38 Turner, Philip  
39 Villanueva Padilla, Jeanette  
40 Wilkinson, Michelle  
41 Wood, Ian  
42 Yeghnanyan, Stella  
43 Zamora, Grace

44

45 **Absent (18)**

46 Abrams, Mayra  
47 Acosta, Dulce  
48 Agraz-Sanchez, Elizabeth  
49 Alexander, Sarah  
50 Caballero, Marc  
51 Corbett, Kevin  
52 De La Rosa, April  
53 Decker, Amanda  
54 Gallegos, Robert

55 Gallegos, Lisa (2022-2024)  
56 Jones, Michelle  
57 Martinez, George  
58 Moe, Kristine  
59 Salazar, Nelida  
60 Sandhu, Juggy  
61 Smith, Corinne  
62 Yang, William  
63 Zuniga, Jeremy

64

65 **Guests (93)**

66

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

68

69 President Culpepper welcomed the 2022-2023 Staff Assembly body reviewed the  
70 agenda and addressed the USC Unifying Values by highlighting *Wellbeing*. President  
71 reminded attendees to submit time off in Workday.

72

73 **January 2023 Staff Monthly Staff Recognition Award Winner:**

74 Winner Monica Dodd, Level Three Maintenance Technician, USC Facilities Planning  
75 and Management

76

77 **Approval of Minutes:**

78 The **November** meeting minutes were distributed prior to the meeting via email on  
79 1/21/2023.

80

81 Motion made by Jackie Mardirossian to accept the meeting minutes as presented and  
82 seconded by Richard Schroth

83

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

85

86 The **December** meeting minutes were distributed prior to the meeting via email on  
87 1/21/2023.

88

89 Motion made by Jackie Mardirossian to accept the meeting minutes as corrected and  
90 seconded by Richard Schroth

91

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

93

94 **Tragedy Acknowledgement and Resources**

95 Moment of silence and acknowledgement of the tragedy in Monterey Park. Please  
96 reach out if you are in need of assistance.

97 Here are a few ways USC can support you, and those around you, now:

98 • [Our support and intervention teams](#) are available to provide immediate and long-  
99 term assistance.

100 • [USC Counseling and Mental Health teams](#) stand at the ready to offer guidance  
101 and counsel – or just to listen.

102 • The Asian Pacific Islander Faculty and Staff Association (APIFSA) executive  
103 board will host [a virtual space for listening and support](#) from 2-3 p.m. today.

104 • The [Office of Religious and Spiritual Life chaplains](#) are also available for spiritual  
105 care and grief counseling.

106

107 **Speakers**

108

109 **Tuition Assistance and Exchange Programs**

110 Suzanne M LeAnce, Benefits Specialist, Tuition Assistance and Exchange Programs

111

112 <https://employees.usc.edu/benefits-perks/tuition-benefits/tuition-assistance-for-employees/>

113 <https://employees.usc.edu/benefits-perks/tuition-benefits/tuition-help-for-your-family/>

114 **Tuition Assistance**

115 2 year waiting period, staff, bachelors, masters or doctorate

116 No limit to degrees you can get

117 You must be admitted

118 It is taxable to you - details are on the benefits website Tuition Assistance

119 Benefits for Families

120

121 **Tuition Exchange**

122 USC is an organization that offers 700 schools

123 Under 26

124 Have not received a degree already

125 Details are on the benefits website <https://telo.tuitionexchange.org/schools.cfm>

126 <https://employees.usc.edu/benefits-perks/tuition-benefits/tuition-help-for-your-family/tuition-exchange/>

127

128 **Admission**

129 Chelsey Kaufman, Associate Director of Undergraduate Admissions, USC Enrollment Services Division

130 Transferring to USC:

131 [https://issuu.com/esdwebm/docs/transferring\\_issuu\\_?fr=sMGU5ZTE3OTlyODA](https://issuu.com/esdwebm/docs/transferring_issuu_?fr=sMGU5ZTE3OTlyODA)

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133 Articulation Document: [https://camel2.usc.edu/articagrm/artic\\_hist\\_range.aspx](https://camel2.usc.edu/articagrm/artic_hist_range.aspx)

134

135 Admission Blog: <https://admissionblog.usc.edu/planning-your-transfer-to-usc/>

136

137 <https://admission.usc.edu/apply/transfer-students/>

138

139 USC Articulation Agreements: <https://camel2.usc.edu/articagrm/artic.aspx>

140

141 Maximum number of units that can transfer – 64

142 1375 transfer students accepted this year

143 No minimum GPA needed but the average 3.8

144

147 Guidelines for transferring students  
148 Consider a wide variety of items in the transfer process  
149 Please see the website for details about minimum requirements  
150 Require official transcripts from any schools  
151 A checklist is available for items needed  
152 Departments have their own requirements on top of the general requirements  
153 Some deadlines for this academic year have passed already or coming up soon  
154  
155 Common Application Transfer Deadline is February 15, 2023  
156 <https://www.commonapp.org/>  
157  
158 USC Articulation History: [https://camel2.usc.edu/articagrmt/artic\\_hist\\_range.aspx](https://camel2.usc.edu/articagrmt/artic_hist_range.aspx)  
159  
160 [Chelseyk@usc.edu](mailto:Chelseyk@usc.edu)  
161  
162 How much consideration is given to students in the Trojan Transfer Program and  
163 Attending school in UK?  
164 Large group sessions are available  
165 Legacy students are considered in the transfer process, but it is not a guarantee  
166  
167 If staff have questions about earning their bachelors at USC- should they reach out to  
168 you or another admissions representative?  
169 You can reach out directly to [Chelseyk@usc.edu](mailto:Chelseyk@usc.edu)  
170  
171 Is there an advantage if a student is transferring from a 2-year school vs 4 year school?  
172 There are pros and cons  
173 2-year schools allow students more flexibility in choosing their schedule, which might  
174 allow them to align their course load more inline with USC requirements.  
175  
176 Application fee is waived if you are staff. There are other waivers available for those  
177 applying if it is a barrier.  
178  
179 **Occupational Science and Occupational Therapy**  
180 Director Chantelle Rice, Associate Professor of Clinical Practice, USC Chan Division of  
181 Occupational Science and Occupational Therapy  
182  
183 Many services available <https://chan.usc.edu/patient-care>



## USC Occupational Therapy Faculty Practice

- OT services offered in person and via telehealth
  - Two clinic locations: Health Sciences Campus and University Park Campus
- Clients include: USC employees, USC students, USC patients, and members of the community
- Specializing in wellness, mental health and chronic disease management



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### Lifestyle Redesign®

“The process of acquiring health-promoting habits and routines in daily life”

(Clark et al., 1997)



### Ergonomics

OTFP clinicians complete all ergonomic evaluations, equipment viewings and space consultations for USC



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## Lifestyle Redesign®

An OT intervention that promotes awareness of the relationship between everyday activities and health, and guides individuals in the process of creating habits and routines to enhance health and well-being (Pyatak et al., 2022).



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### Lifestyle Redesign Service Areas

Autism	Mental Health
Chronic Headaches	MCAS and Dysautonomia
Chronic Pain	Multiple Sclerosis
Cognition	Neurologic Conditions
College Students	Parkinson's
Diabetes Management	Pelvic Floor
Dizziness	Post Concussion
Epilepsy	Post-COVID
Gender Affirming Care	POTS
Health Coaching	Oncology
<b>Hand Therapy</b>	Smoking Cessation
Hypertension	Weight Management

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## Lifestyle Redesign Topic Areas

Habits and Routines	Environmental Factors
Sleep Hygiene	Meaningful Relationships
Eating Routines	School/Work/Volunteering
Physical Activity	Time Mgmt
Healthy Coping	Chronic Condition Mgmt
Medication Mgmt	Pacing and Energy Conservation
Meaningful Leisure	Financial Mgmt

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## Occupational Therapy Intervention

- Evaluation
  - Medical History
  - Daily Routines
  - Specific Health Behaviors
  - Client Background/History
  - Lifestyle Factors
  - Setting LTGs

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## Occupational Therapy Intervention

- Treatment
  - In person or via telehealth (depending on insurance coverage and client preference)
  - Weekly to start
  - Focused on achieving LTGs
    - Clinical expertise
    - Patient priorities

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## Reasons to Try OT

- Encountering challenges with implementing desired lifestyle changes and/or recommendations from healthcare providers
- Lifestyle is impacting overall sense of health and well-being
- You feel you would benefit from increased attention to self-care behaviors
- You are managing a chronic condition
- You would benefit from collaborating with someone and ongoing accountability

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## Ongoing Lifestyle Redesign and Hand Therapy

Covered by EPO and PPO plans with referral

Covered by Medicare and most PPO plans

Individual Sessions

- Telehealth and In-office
- Individual Sessions

Complimentary benefits check

Self-pay options

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## Ergonomic Services

Ergonomics services are provided in partnership between OTFP and USC EH&S

There is no cost to the employee

Services include:

- Ergonomic evaluation
- Equipment viewing
- Follow-up visit
- Group inservice

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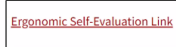
## Ergonomic Services



USC Environmental Health & Safety

### Requesting a Visit

1. Go to USC Environmental Health and Safety Website, [ehs.usc.edu](http://ehs.usc.edu)
2. Click on "Complete an Ergonomic Assessment"
3. Scroll down and click on "Ergonomic Self-Evaluation Link"
4. Login with USC Shibboleth
5. Complete self-assessment
6. Click "Request Visit"
  
7. If you encounter ANY challenges, email us to schedule [otfp@med.usc.edu](mailto:otfp@med.usc.edu)



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## Workshops

OTs frequently provide workshops to different departments and teams on campus.

- Topics include all listed on the "Lifestyle Redesign Topic Areas" slide
- We charge for these workshops at a discounted rate
- We typically have a phone call with the coordinator to customize content

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## USC Occupational Therapy Faculty Practice

Phone Number: 323-442-3340  
Fax Number: 323-442-3351  
Email: [otfp@med.usc.edu](mailto:otfp@med.usc.edu)  
Web: [www.usc.edu/otfp](http://www.usc.edu/otfp)

Addresses:

**UPC, Engemann Student Health Center (ENG)**  
1031 W. 34<sup>th</sup> Street, Suite 452  
Los Angeles, CA 90089

**HSC, Clinical Sciences (HRA)**  
1640 Marengo Street, Suite 500  
Los Angeles, CA 90033

**Chantelle Rice Collins OTD, OTR/L, CDCES**  
[chantelle.rice@med.usc.edu](mailto:chantelle.rice@med.usc.edu)



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209 USC Occupational Therapy Faculty Practice

210 Email: [otfp@med.usc.edu](mailto:otfp@med.usc.edu)

211 Phone: (323) 442-3340

212

213 There is a waiting list of a week or two.

214

### 215 Pay Transparency – SB 1162 – California Pay Transparency Bill

- 216 • Marisol Marks, Associate Vice President, Strategic Communications and Chief of
- 217 Staff, Human Resources
- 218 • Kelly Moy, Associate Vice President
- 219 • Lillian Yoo, University Counsel
- 220 • Brigid Balcom, Associate Vice Provost

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California has been on the forefront of legislative efforts to increase pay transparency. On September 27, 2022 Governor Newsom signed SB 1162, which expands employee access to information regarding pay scales and requires employers who were previously exempt from state pay data reporting to submit an annual pay data report to the California Civil Rights Department.

*"This is a big moment for California workers, especially women and people of color who have long been impacted by systemic inequities that have left them earning far less than their colleagues," Sen. Monique Limón (D-Goleta)*

*"California has the strongest equal pay laws in the nation, but we're not letting up on our work to ensure all women in our state are paid their due and treated equally in all spheres of life. These measures bring new transparency to tackle pay gaps..." Gov. Gavin Newsom, addressing Legislative Women's Caucus*

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### SB 1162 Posting and Pay Data **Reporting Requirements**

- Applies to all employers with  $\geq 100$  employees
- Effective January 1, 2023:
  - Must include the **pay scale** for a position in all job postings.
  - Must provide **pay scale** for the position in which employee is currently employed **upon reasonable request by any current employee**.
- Due May 10, 2023, and annually thereafter:
  - Submission of pay data report to California Civil Rights Department.

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### SB 1162 Pay Scale **Posting and Inquiries**

- “Pay scale” means “the salary or hourly wage range that the employer reasonably expects to pay for the position.”
- Cannot circumvent requirement to post pay scale in job posting by using third parties.
- Employers must maintain records of job title and wage rate history for each employee for duration of their employment, plus three years, to be open to inspection by the Labor Commissioner.
- Other states have similar legislation:
  - New York, Colorado, Washington

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### SB 1162 Pay Data **Reporting Requirements (Cont.)**

- Total earnings on W-2 for each employee in “snapshot” for entire Reporting Year
- Total number of hours worked by each employee in each band during Reporting Year
- For employers with multiple establishments, must submit a report **covering each establishment**
- Within each job category, the **median** and **mean** hourly rate for each combination of race, ethnicity, and sex

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**SB 1162 What Pay Data Reporting Looks Like**

- There are 2,520 possible combinations of job category, pay band, and race/ethnicity/sex:
  - 10 job categories x 12 pay bands x 21 race/ethnicity/sex combinations = 2,520
  - <https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2021/01/EmployeeDetailVisualization.pdf>
- Pay data will not be made public, but law permits CRD to publish aggregate reports, provided the reports are reasonably calculated to prevent association of any data with any individual business or person.
  - <https://calcivilrights.ca.gov/paydatareporting/results/>


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**SB 1162 Enforcement**

- Upon request by the CRD, court may impose a civil penalty not to exceed \$100/employee for failure to file a report and not to exceed \$200/employee for a subsequent failure to file.
- Allows aggrieved persons to file complaints with the Labor Commissioner for violations and bring civil actions for injunctive relief, other relief court deems appropriate.
  - Authorizes the Labor Commissioner to investigate and order civil penalties ranging \$100 to \$10,000 per violation.
  - For a first violation, no penalty shall be assessed upon demonstration that all job postings for open positions have been updated to include the pay scale as required.

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**SB 1162 IMPLEMENTATION: OBJECTIVES & STATUS**

➤ USC had to update job postings to include a "pay scale," and by May 10, submit data to the California Civil Rights Department reporting on gender and race/ethnicity of workforce

**STATUS- Job Postings Review**  
Complete

**STATUS- May 10th Reporting**  
In progress

➤ Provide training and tool kit for individuals who have direct reports

**STATUS-** Training has been loaded into Trojan Learn and was released last week.

10



## SB 1162 PAY SCALE LANGUAGE

### Requisition Language: Staff

The salary range for this position is \$x - \$y per month/per hour.

When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

### Requisition Language: Faculty

#### Full-time faculty positions:

The core salary range for this position is \$x - \$y per year/per month. This is a 9-month/12-month full-time position.

When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

#### Part-time or adjunct faculty positions:

The core salary range for this position is \$x - \$y per month/per unit/per hour. This is a part-time x%/adjunct position.

When extending an offer of employment, the University of Southern California considers factors such as (but not limited to) the scope and responsibilities of the position, the candidate's work experience, education/training, key skills, internal peer equity, federal, state and local laws, contractual stipulations, grant funding, as well as external market and organizational considerations.

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238 Will TAs be their own category? Separate from other student workers?  
239 The categories are laid out already so they would be within the state's 10 categories.

240  
241 I've heard of some institutions needing to adjust pay for people who were below the  
242 minimum pay for their position. Do you expect that to happen here?  
243 The university has made considerable efforts to ensure there is equity among pay.  
244 However, we don't know for sure there will not be instances. There is a 5-year plan in  
245 place to update job descriptions, wage matching, etc. Working to modernize job  
246 descriptions etc.

247  
248 How does an employee request the information for the pay scale for their current  
249 position?  
250 Ask your supervisor. No particular turnaround timeline for the request, but it should not  
251 take long. You can also email Kelly Moy.

252  
253 **President's report**

254 None

255  
256 **Vice President's report**

257 None

258  
259 **Parliamentarian's report**

260 Ad hoc reorg committee  
261 Had two meetings  
262 Resolution is posted on the website  
263 Getting close to using the micro election portal  
264 Will be conducting mock elections

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**Staff Retirement Association Report**

Naomi Martinez

Today is the Trojan Table event, at the Religious Center

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

Will be having a celebration to welcome members soon

Trojan Table- <https://emeriti.usc.edu/get-involved/volunteer-opportunities/trojan-table/>

**University Club Report**

Dr. Liliana Ochoa-Springer

We are seeking nominations. 🙌❤️❤️🔱

Please nominate a USC Staff member for the USC Staff Assembly and University Staff Club Monthly Recognition Award. For more details:

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

Deadline is February 6<sup>th</sup>

Recognition is in March at the University Club

You do not need to be a member of the University Club

2023 University Club Faculty and Staff Recognition Program

**Criteria for Selection**

~ Nominees must demonstrate exemplary service to the USC Community (i.e., peers, students, and the wider community beyond USC) as it relates to furthering the university's commitment to social justice, diversity and inclusion.

~ Dedication and willingness to assist students, staff, faculty and the community at large beyond USC (going above and beyond).

~ Sharing of personal expertise to advance the above.

~ Innovating new approaches, strategies or programs that advance the above.

~ Contributions to the community beyond USC that advances the inclusion and sense of belonging of its members.

**Submission Instructions**

~Please visit this link to submit your nomination: [hospitality.usc.edu/UClubAwards](https://hospitality.usc.edu/UClubAwards)  
(Please make sure you are signed into your USC Shibboleth authentication in your internet browser as this is required for access)

307 ~Nominations must be submitted by February 6, 2023. Honorees will be notified mid to  
308 late February 2023.

309

310 Eligible Faculty and Staff

311 • • Staff or Faculty (not a student worker; does not need to be a University Club  
312 member).

313 • • Full-time (not part-time).

314 • • Currently at work (not on leave, retired or terminated).

315 • • At least one year of service.

316 • • All persons recognized will be in good standing and uphold the standards and  
317 principles espoused in USC's Integrity and Accountability Code and the USC's Unifying  
318 Values.

319 •

320 Should you have any questions about the program or how to submit a nomination,  
321 please reach out to Brittany Welsh at [bwelsh@usc.edu](mailto:bwelsh@usc.edu)

322

### 323 **Committee Reports**

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

325 • Communications Committee

326 ○ Amber Brown, (NEW) **Chair**

327 ○ Amber Bartlett

328 ○ Robert Gallegos

329 ○ George Martinez

330 ○ Nelida Salazar

331 ○ Corinne Smith

332 ■ Report

333 • Working on the website

334 • 1<sup>st</sup> Thursday of the month are the standing meetings

335 • All committees should reach out to the Communications  
336 Committee if they have messages that need to go out

337 • Creating a Google Form for needs to keep things organized

338 •

339 • Compensation and Benefits

340 ○ Richard Schroth, **Chair**

341 ○ Elizabeth Agraz-Sanchez

342 ○ Arlene Azarraga

343 ○ Kathleen Bonagofsky

344 ○ Marc Caballero

345 ○ Nelida Salazar



- 346 ○ Juggy Sandhu  
347 ○ Stella Yeghnanyan  
348     ▪ Report  
349         • There was a levy against the University that was just settled  
350         • <https://news.bloomberglaw.com/employee-benefits/usc-settles-class-action-over-retirement-plan-on-eve-of-trial>  
351         • [https://www.bloomberglaw.com/public/desktop/document/AllenL.MunroetalvUniversityofSouthernCaliforniaetalDocketNo216cv06/22?doc\\_id=X77SIC2DK4H8J6PL2GTKFUL6CAA](https://www.bloomberglaw.com/public/desktop/document/AllenL.MunroetalvUniversityofSouthernCaliforniaetalDocketNo216cv06/22?doc_id=X77SIC2DK4H8J6PL2GTKFUL6CAA)  
352  
353  
354  
355 • Diversity, Equity, and Inclusion Committee  
356     ○ Nichelle Huizar, **Chair**  
357     ○ Grace Zamora Kukuk, **Chair**  
358     ○ Zarita Abbott  
359     ○ Mayra Abrams  
360     ○ Kevin Corbett  
361     ○ Dawn Kita  
362     ○ Yanara Portero  
363     ○ Kelley Randle  
364         ▪ Report  
365             • International Holocaust Remembrance Day  
366             Programming: <https://sfi.usc.edu/news/2023/01/34746-january-27-international-holocaust-remembrance-day>  
367  
368             USC Black History Month Calendar:  
369             [https://calendar.usc.edu/USC\\_BHM](https://calendar.usc.edu/USC_BHM)  
370  
371             DEI Staff  
372             Directory: <https://docs.google.com/forms/d/e/1FAIpQLSfVH7YyHgupXZk7xcr5Pi61jL6lkdGiJYGLppyLcXIYAih-Q/viewform>  
373  
374  
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376  
377 • Environment and Safety Committee  
378     ○ Erin Jebavy, **Chair**  
379     ○ Dulce Acosta  
380     ○ Stacey Arthur  
381     ○ Naomi Martinez  
382     ○ Holly Nielson  
383     ○ Shamae Smith  
384         ▪ Report

- 385
- No updates
- 386
- Rights and Responsibilities Committee
- 387
- Lisa Gallegos, **Chair**
- 388
- Tiffany Andalon
- 389
- Michelle Jones
- 390
- Kristine Moe
- 391
- Stacy Patterson
- 392
- William Yang
- 393
- Report
- 394
- Committee met yesterday
- 395
- Continuing the conversation about the handbook
- 396
- Talking about jury duty example
- 397
- More to come next time
- 398
- Rules and Elections Committee
- 399
- Bernice Taylor, **Co-Chair**
- 400
- Phil Turner, **Co-Chair**
- 401
- Lali Acuna
- 402
- Amanda Decker
- 403
- April De La Rosa
- 404
- Jeremy Zuniga
- 405
- Report
- 406
- No updates
- 407
- Elections committee will be meeting again soon
- 408
- Scholarship and Awards Committee – Given by Ricky Coles
- 409
- Jeanette Villanueva Padilla, **Chair**
- 410
- Amber Brown
- 411
- Ricky Coles
- 412
- Jackie Mardirossian
- 413
- Russ Sommer
- 414
- Report
- 415
- Please share your ideas for how to spread the word
- 416
- We posted some updates to the nomination process that
- 417
- detail who can/can't nominate. It should be listed under
- 418
- Resolutions on the site. That being said, any current
- 419
- process is always open to refinement or improvement via
- 420
- resolution.
- 421
- <https://staffassembly.usc.edu/governance/resolutions/>
- 422
- The nomination for the monthly recognition only needs to
- 423
- have two letters of support. It does not need to come from a

424 supervisor, even though we appreciate the supervisors  
425 support.

- 426 • Staff Engagement and Appreciation Committee
  - 427 ○ Pilar Sanabria, **Co-Chair**
  - 428 ○ Cynthia Stender, **Co-Chair**
  - 429 ○ Sam Adams
  - 430 ○ Sarah Alexander
  - 431 ○ Stephanie Arroyo
  - 432 ○ Lisa Gallegos
  - 433 ○ Irma Hernandez
    - 434 ▪ Report
      - 435 • Continuing to work on a variety of events
      - 436 • Working on the ask list for donations for the raffle
      - 437 • Please send ideas to the Co-Chairs
      - 438 • Working to have regular staff events rather than just the
      - 439 formal week
- 440 • Transportation Committee
  - 441 ○ Dr. Liliana Ochoa-Springer, **Chair**
  - 442 ○ Anabel Diaz
  - 443 ○ John DeMartini
  - 444 ○ Sarah Holdren
  - 445 ○ Dan Sy
    - 446 ▪ Report
      - 447 • Not much activity as of late
      - 448 • Metro fair schedule
        - 449 ○ Discount proposed through June 2023

450 **New Business**

451 None

452 **Announcements**

453 None

454  
455  
456 This year's meeting schedule:

- 457 ▪ Feb 24, 2023, 09:30 AM Pacific Time (US and Canada)
- 458 ▪ Mar 31, 2023, 09:30 AM Pacific Time (US and Canada)
- 459 ▪ Apr 28, 2023, 09:30 AM Pacific Time (US and Canada)
- 460 ▪ May 19, 2023, 09:30 AM Pacific Time (US and Canada)
- 461 ▪ Jun 30, 2023, 09:30 AM Pacific Time (US and Canada)

462

463 Please register for the series of meetings via the website and mark your calendars!  
464 <https://staffassembly.usc.edu/>

465

466 **Next General Assembly Meeting Reminder**

467 February 24, 2023, 09:30 AM Pacific Time (US and Canada)

468

469 **Adjournment:**

470 JaBari Brown moved to adjourn the meeting. Richard Schroth seconded. The motion  
471 passed by unanimous voice consent (No-0, Abstain-0). The meeting adjourned at 11:25  
472 AM PT.

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*Meeting minutes submitted by  
Shanna Livermore  
USC Staff Assembly Secretary  
January 27, 2023*

APPROVED