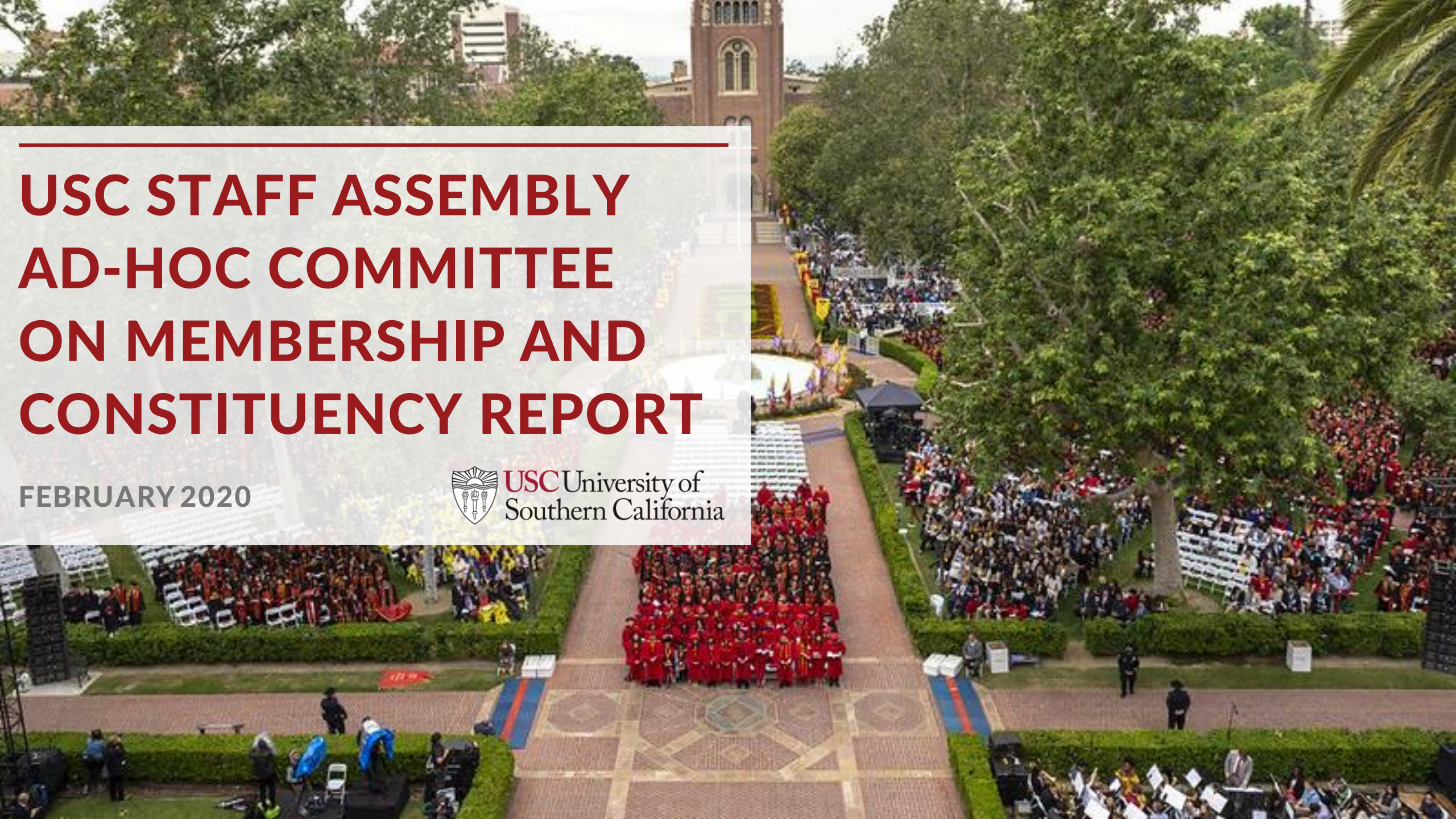


USC STAFF ASSEMBLY AD-HOC COMMITTEE ON MEMBERSHIP AND CONSTITUENCY REPORT

FEBRUARY 2020



USC University of
Southern California



USC STAFF ASSEMBLY EXECUTIVE COMMITTEE AGENDA

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Hybrid between units and other
characteristics

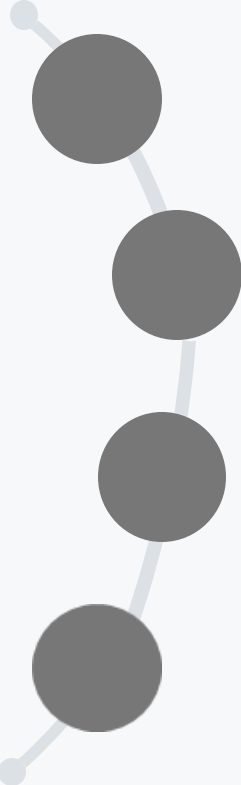
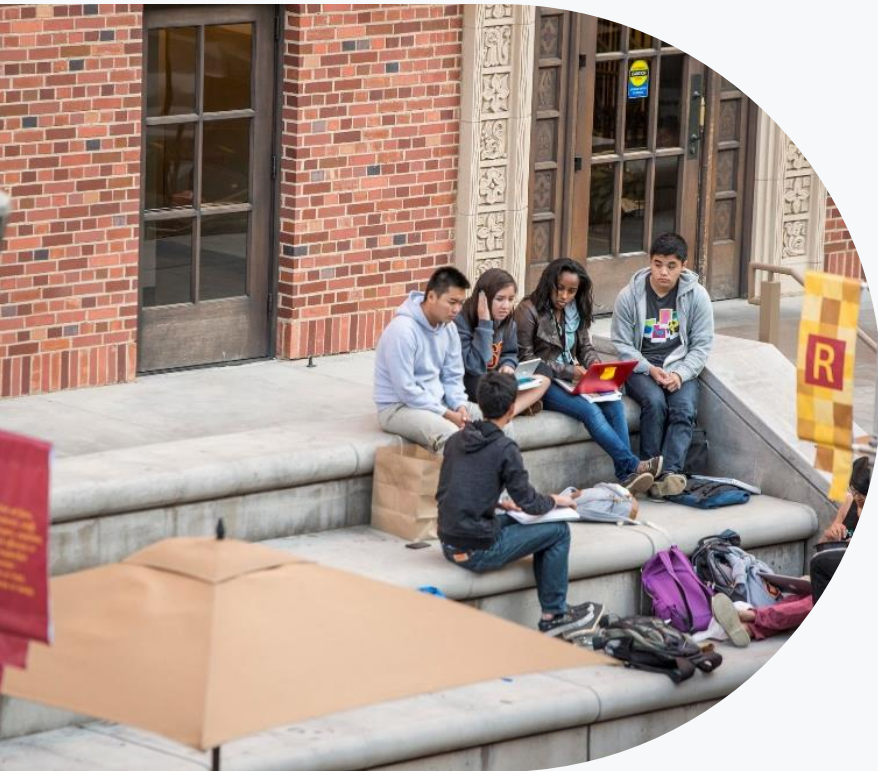
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Next Steps

Important design elements to be
considered

0

WHY DOES STAFF ASSEMBLY NEED TO BE REORGANIZED



OUR CURRENT MAKEUP IS NOT REPRESENTATIVE OF ALL USC

OUR GOVERNING RULES DO NOT GUARANTEE DIVERSE REPRESENTATION

BY ENSURING ALL UNITS HAVE ACCESS TO DIRECT REPRESENTATION THERE IS A GREATER LIKELIHOOD OF ENGAGEMENT WITH SCHOOL AND UNIT LEADERSHIP

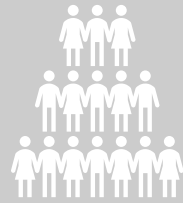
OUR ULTIMATE GOAL IS TRUE STAFF REPRESENTATION AND BECOMING AN INTEGRAL PART OF UNIVERSITY-WIDE GOVERNANCE

REPRESENTATIVE MODELS CONSIDERED

- Our current model of seats allocated by majority of votes received by other staff.
- Each defined USC unit appoints a representative.
- Staff Assembly representatives randomly chosen from all staff.
- Staff Councils which send a representative to Staff Assembly.
- All staff are automatically on Staff Assembly.



WHAT PRINCIPLE IS MORE IMPORTANT FOR THE BODY?



REPRESENTATION BY POPULATION

DIVIDE UP SEATS
EQUALLY ACROSS ALL
UNITS BASED ON
NUMBER OF STAFF

HOUSE OF
REPRESENTATIVES
MODEL



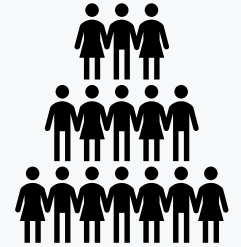
REPRESENTATION BY TRADITIONALLY DEFINED UNITS

UNIQUE CHARACTERISTICS
AND CULTURES OF USC'S

UNITS MERIT
REPRESENTATION
SENATE MODEL

PROPOSAL # 1

This proposal primarily allocates seats based on the unit that the individual is an employee of. 5 units have more than one seat from the get-go due to the size of their staff. Three additional seats are set aside for extra non-exempt employees to ensure that they are fairly represented (at least 9 of the 60 seats will be non-exempt employees/15%).



UNIT BASED MEMBERSHIP

SENATE MODEL WITH
ADDITIONAL
REPRESENTATIVES FOR VERY
LARGE UNITS

50 + 10

PROPOSAL # 1 (CONTINUED)

This proposal primarily allocates seats based on the unit that the individual is an employee of. 5 units have more than one seat from the get-go due to the size of their staff. Three additional seats are set aside for extra non-exempt employees to ensure that they are fairly represented (at least 9 of the 60 seats will be non-exempt employees/15%).

50 Seats Assigned:

1) Keck Medicine of USC (Exempt)	17) Marshall School of Business	35) Office of Legal Affairs and Professionalism
2) Keck Medicine of USC (Non-Exempt)	18) Enrollment Services	36) USC Credit Union
3) Keck Medicine of USC (Non-Exempt)	19) Athletics	37) Institute for Creative Technologies
4) Keck School of Medicine (Exempt)	20) Office of the Provost	38) Leonard Davis School of Gerontology
5) Keck School of Medicine (Non-Exempt)	21) Student Affairs	39) Capital Construction
6) Keck School of Medicine (Non-Exempt)	22) University Relations	40) Thornton School of Music
7) Auxiliary Services (but not individuals employed at the Coliseum/Sports Arena)	23) Financial and Business Services	41) Office of the Comptroller
8) Coliseum/Sports Arena Employee	24) School of Pharmacy	42) Bovard College
9) Dornsife College of Letters, Arts and Sciences (Exempt)	25) Annenberg School for Communication and Journalism	43) School of Dramatic Arts
10) Dornsife College of Letters, Arts and Sciences (Non-Exempt)	26) Rossier School of Education	44) Kaufman School of Dance
11) Viterbi School of Engineering (Exempt)	27) University Advancement	45) Strategic and Global Initiatives
12) Viterbi School of Engineering (Non-Exempt)	28) Sol Price School of Public Policy	46) University Finance
13) Herman Ostrow School of Dentistry of USC	29) Office of Research	47) School of Architecture
14) Administrative Operations	30) Gould School of Law	48) Iovine and Young Academy
15) Facilities Management Services	31) Human Resources	49) Roski School of Art and Design
16) Information Technology Services	32) School of Cinematic Arts	50) Department of Public Safety
	33) Dworak-Peck School of Social Work	
	34) Libraries	

PROPOSAL # 1 (CONTINUED)

This proposal primarily allocates seats based on the unit that the individual is an employee of. 5 units have more than one seat from the get-go due to the size of their staff. Three additional seats are set aside for extra non-exempt employees to ensure that they are fairly represented (at least 9 of the 60 seats will be non-exempt employees/15%).

Remaining 10 Seats:

- 1) One seat from the remaining units not represented above (71 employees from President, External Relations, Investment Office, Communications, Fisher Museum of Art, The Graduate School, Administration, and “Blank.”)
- 2) Non-Exempt Employee who received the highest number of votes and does not work for Keck Medicine of USC, Keck School of Medicine, Dornsife College of Letters, Arts and Sciences, or Viterbi School of Engineering.
- 3) Non-Exempt Employee who received the next highest number of votes and does not work for Keck Medicine of USC, Keck School of Medicine, Dornsife College of Letters, Arts and Sciences, Viterbi School of Engineering, or the entity of the individual in seat #2.
- 4) Non-Exempt Employee who received the next highest number of votes and does not work for Keck Medicine of USC, Keck School of Medicine, Dornsife College of Letters, Arts and Sciences, Viterbi School of Engineering, or the entity of the individuals in seats #2 or #3.
- 5) Exempt Employee who received the highest number of votes and does not work for Keck Medicine of USC, Keck School of Medicine, Dornsife College of Letters, Arts and Sciences, or Viterbi School of Engineering.

PROPOSAL # 1 (CONTINUED)

This proposal primarily allocates seats based on the unit that the individual is an employee of. 5 units have more than one seat from the get-go due to the size of their staff. Three additional seats are set aside for extra non-exempt employees to ensure that they are fairly represented (at least 9 of the 60 seats will be non-exempt employees/15%).

Remaining 10 Seats:

- 6) Employee who received the highest number of votes that does not work at UPC or HSC.
- 7) President of Staff Assembly*
- 8) Vice President of Staff Assembly*
- 9) Secretary of Staff Assembly*
- 10) Parliamentarian of Staff Assembly*

**For the officers, whatever seat they come from above would be backfilled by the next individual on the list with the highest number of votes.*

PROPOSAL # 2

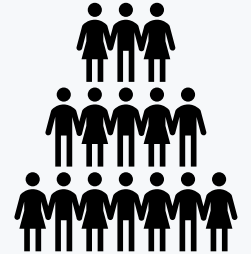
This proposal allocates 30 seats based upon unit and the other 30 seats are distributed using other metrics. This is likely the closest to our current model but ensures representation.



HYBRID MODEL FOR SEAT ALLOCATION

SENATE AND HOUSE OF
REPRESENTATIVES

30 +30



PROPOSAL # 2

This proposal allocates 30 seats based upon unit and the other 30 seats are distributed using other metrics. This is likely the closest to our current model but ensures representation.

30 Seats Assigned:

- | | |
|--|---|
| 1) Keck Medicine of USC | 16) School of Pharmacy |
| 2) Keck School of Medicine | 17) Annenberg School for Communication and Journalism |
| 3) Auxiliary Services | 18) Rossier School of Education |
| 4) Dornsife College of Letters, Arts and Sciences | 19) University Advancement, Strategic and Global Initiatives, and Capital Construction |
| 5) Viterbi School of Engineering | 20) Sol Price School of Public Policy |
| 6) Herman Ostrow School of Dentistry | 21) Gould School of Law |
| 7) Administrative Operations | 22) School of Cinematic Arts |
| 8) Facilities Management Services | 23) Dworak-Peck School of Social Work |
| 9) Information Technology Services | 24) Libraries and Office of Research |
| 10) Marshall School of Business | 25) Institute for Creative Technologies and Alfred E. Mann Institute for Biomedical Engineering |
| 11) Enrollment Services and Student Affairs | 26) Leonard Davis School of Gerontology |
| 12) Athletics | 27) Thornton School of Music and School of Architecture |
| 13) Office of the Provost, Office of the President, External Relations, Communications, Human Resources, The Graduate School, Administration, "Blank," and Office of Legal Affairs and Professionalism | 28) Bovard College and Fisher Museum of Art |
| 14) University Relations and USC Credit Union | 29) School of Dramatic Arts and Iovine and Young Academy |
| 15) Financial and Business Services, Office of the Comptroller, Investment Office, and University Finance | 30) Kaufman School of Dance and Roski School of Art and Design |

PROPOSAL # 2 (CONTINUED)

This proposal allocates 30 seats based upon unit and the other 30 seats are distributed using other metrics. This is likely the closest to our current model but ensures representation.

Remaining 30 Seats:

- 4 seats are allocated by officer elections.
- Remaining 26 are a separate election from the one for the first 30 seats.
- First 30 seats are micro-elections where only the individuals who work in those units can vote for their representative.
- The remaining 26 seats that are voted on are open to all staff members.

5-9) The 5 individuals working at HSC receiving the highest number votes that have not already received a seat through the 30 assigned seats.

10-14) The 5 individuals working at UPC receiving the highest number votes that have not already received a seat through the 30 assigned seats.

15) An individual not working at UPC or HSC that receives the highest number of votes and has not already received a seat through the 30 assigned seats.

16-20) The 5 Exempt individuals receiving the highest number of votes that have not already received a seat through the 30 assigned seats or by location.

21-30) The 10 Non-Exempt individuals receiving the highest number of votes that have not already received a seat through the 30 assigned seats or by location.

**For the officers, whatever seat they come from above would be backfilled by the next individual on the list with the highest number of votes.*

REPRESENTATION FORMULAS TO CONSIDER



$$13,900 / 30$$
$$=$$
$$463$$



**SEAT = HOW MANY
STAFF?**
WHAT NUMBER OF STAFF
WILL A STAFF ASSEMBLY
MEMBER REPRESENT?



$$13,900 / 60$$
$$=$$
$$232$$

ITEMS FOR FURTHER CONSIDERATION



EXEMPT / NON-EXEMPT

IS THIS STILL A
CHARACTERISTIC
TO USE IN
DETERMINING
COMPOSITION?



HOW DO WE DEFINE A UNIT?

WHAT RULES AND
HIERACHY DO WE USE IN
THE DESIGN>



UNITS WITHOUT REPRESENTATION

- 1) WHAT ARE THE RULES
WHEN AN AREA HAS NO
CANDIDATES?
- 2) HOW ARE SMALLER
UNITS REPRESENTED?

STAFF ASSEMBLY REORGANIZATION NEXT STEPS



DETERMINE ASSEMBLY SEAT ALLOCATION

- Do we remain at 60 members?
- What is the threshold for a seat?
- Which are the Staff Assembly units?
- What are the characteristics of unit?



DRAFTING OF NEW CONSTITUTION, BYLAWS, AND STANDARD OPERATING PROCEDURE

- Considerable thought will be needed in this effort.
- Opportunity for other reforms to be made.



FEEDBACK AND RECOMMENDATIONS FROM STAFF ASSEMBLY

- Will the executive committee provide feedback prior to bringing to the General Assembly?



ADMINISTRATION OF FUTURE ELECTIONS

- Limiting voting to only staff members within a defined unit.
- Use of home department codes as a possibility.
- Technology for administration of unit-based voting.



CONTINUE THE DISCUSSION

- Confirm the characteristics of the future Staff Assembly.
- Elicit additional recommendations.



BRING TO THE ASSEMBLY FOR A VOTE

- Debate on the matter.
- Amend proposals as necessary.
- Finalize the reorganization through an officially sanctioned vote.

Thank You

