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Academic Senate
Meeting of March 26, 2014
University Club, Scriptorium Room

MINUTES

Present: D. Blaine, B. Brown, P. Cannon, L. Carver, E. Collins, G. Clark, P. Conti, A. Crigler, S. Curran, C. Daley, D. Davies, B. Edwards, C. Gomer, S. Gupta, J. Kagan, R. Labaree (alternate for S. Mosley), P. Liebig, O. Mayer, K. Murphy, A. Ouellette, M. Safonov (alternate for P. Rosenbloom), M. Schroeder, J. Silvester, J. Steele, A. Trope

Absent: J. Barnes, R. Ben-Ari, R. Davila, Y. DeClerck, A. Dowd, L. Fetters, H. Greenwald, T. Lyon, M. Marx, S. Mosley, L. Palinkas, S. Palmer, R. Paulson, D. Richter, P. Riley, D. Ruddell, R. Rueda, C. Russell, S. Sanudo-Wilhelmy, E. Webb, R. Weisberg, M. Weinstein

Guests: E. Garrett, K. Gran, K. Howell, M. Levine, M. Madden, B. Meyerowitz, D. Yudacufski, C. Zachary

President Chuck Gomer called the meeting to order at 2:01pm:

1. Approval of Minutes

The minutes from the January meeting were approved with the following vote:

Approve: 19

Oppose: 0

Abstain: 0

The minutes from the February meeting were approved with the following vote:

Approve: 20

Oppose: 0

Abstain: 1

2. Report from the Nominating Committee – John Silvester

We had hoped to have the slate ready by today but it is not quite finished; we will have it ready by next week. Each candidate will be asked to put together a short statement for distribution and the candidates will be presented at the April meeting. The results of the election will be announced at the May meeting. Candidates can also be directly nominated by members of the Academic Senate. Please let me know if you have any suggestions.

3. Update on the Provost/Senate Retreat – Chuck Gomer

I want to thank those of you who participated in the retreat; it was very successful. We want to see how we can utilize the information that came out of the retreat regarding ways to enhance the experience at USC with regard to global activities. We are planning on having a working group move forward with information that was presented at retreat. Let me you are interested in being a part of this. Self-nominations are welcome. This will occur during this year and the next part of next academic year. We will be looking at the Strategic Vision of the university, specifically as related to global activities and possibly in some of the accreditation processes that are going on in some units.

45 C: John Silvester – I am co-chair of the Committee on Information Services. We have monthly
46 meetings with the CIO of ITS, etc. Much concern has been expressed about the rollout of
47 Workday. The Executive Board met with individuals involved to provide feedback about
48 problems of students not being paid. We have received a statement from the CIO that this should
49 not be happening. The payroll office is committed to doing a one-day turnaround. We
50 discovered an information gap between HR, Payroll and the units. We received a follow up
51 today that this has been addressed through the Provost Academic Council and will be passed
52 back down through the deans. A check can be cut within a day for people who are in the USC
53 payroll system.

54
55 C: Chuck Gomer – Over a number of years the Senate has been involved in various wellness
56 initiatives, one of which was the establishment of USC as a smoke-free campus. Unfortunately
57 the administration is not yet ready to take this step. We spoke with Todd Dickey’s office about
58 the matter. Architecture and Cinema have already established non-smoking areas. The updated
59 policy as of 3/10/14 is that some outdoor areas with busy thoroughfares can be designated as
60 smoke-free. We will have this policy sent members of the Senate.

61 62 **3. Update regarding the L.A. Times Festival of Books – Daria Yudacufski**

63 This will be the fourth year that this event is held at USC. It is the largest festival of its kind in
64 the country. Our first year exceeded UCLA attendance; last year we had 151,000 people attend.
65 We have expanded the programming that was originally developed by the LA Times. We offer a
66 series of panel discussions in Kaufman Hall, a health and wellness pavilion hosted by the Keck
67 School, a performance by the USC Trojan Marching Band and keynote addresses by the
68 president of the L.A. Times and Provost Garrett. Several performances are staged across campus
69 featuring students of the Thornton School. There is a schedule of the panels and performances in
70 your packet. We also coordinate the USC Book Drive with the Office of Civic Engagement.

71
72 Q: What about parking?

73 A: This is always a struggle. Faculty will have all parking available early in the day but we can’t
74 guarantee it for later attendance. The Metro will be running – get off by Mudd Hall.

75 76 **4. Dialogue with the Provost – Elizabeth Garrett**

77 Today letters dropped in the mail for the undergraduate class. We had 51,570 freshman
78 applications that took over 20,000 staff hours to read. On Jan. 24 we accepted 1,450 students as
79 Presidential/Trustee finalists and early Dean admits. We just mailed 50,000 additional letters.
80 We have admitted 7615 students for fall and 1,300 for spring. We sent out 41,000 deny letters –
81 this is the number of admits three years ago. We are doing a lot for spring admits – putting the
82 word out there that it is also a big deal to be a spring admit to USC. We will be putting on 32
83 conversion events and anticipate our admissions rate to be circa 17.8%. We admitted students
84 from all 50 states, 66 pairs of twins and three sets of triplets. Now we have to convert them and
85 this is getting harder and harder.

86 87 **5. Dialogue with the Vice Provost for Faculty Affairs – Beth Meyerowitz**

88 We are rolling out an Early Retirement Program. As you know there is no mandatory retirement
89 age at USC. We have examined the impediments to retiring and have found three basic things:

90 1) The process to do so is so complex and byzantine it is too much of a hassle

- 91 2) Uncertainty due to financial market
- 92 3) Loss of identity

93
94 We tried to come up with an early retirement incentive program for those who want to do so. No
95 one will be forced into retirement. There will be a two-year period between 7/2014 and 6/2016
96 when faculty can sign up. Any TT or NTT full time faculty member with minimum 10 years of
97 service, aged 55 and older is eligible. The program will allow for up to 4 years of phased
98 retirement in which the employee may go down as low as 50% (benefits eligibility rate.) The
99 person can work less time and be paid proportionally. All usual Gold Card benefits will apply:
100 maintenance of USC email account, University Club membership, parking, USC Senior Care, etc.

101
102 We are hiring a retirement navigator to help figure out the paperwork. The role of this person is
103 not to give advice but to help the faculty member walk through the process, interface with
104 Emeriti center, etc. They will be available to meet with families as well. We will provide a
105 reimbursement of up to \$2,000 to defray costs of legal and financial planning. We will also
106 provide a capstone project fund up to \$10,000 for a final project or something new in retirement.
107 In addition we will provide up to \$1,000 for moving costs to move from office, shredding etc.
108 The deans have agreed that when a faculty member is in phased retirement, we don't want them
109 to take a hit on retirement accrual. They will get money that would have been paid into
110 retirement paid instead as salary – e.g. 50% would get 55% pay, etc.

111
112 Q: If a faculty member goes to less than 100% who pays benefits?
113 A: Benefits come out of the fringe pool.

114
115 Q: What about the title of emeritus? Isn't it fraught with bureaucracy?
116 A: No it shouldn't be. The department votes on the title, it comes to the provost who will sign it
117 in 5 minutes. This should not be an onerous burden.

118
119 C: Elizabeth Garrett – Emeritus is not equivalent to distinguished professor or university
120 professor. Emeritus is something that is an honor and it has to go to the provost. The only time
121 the recommendation of faculty was not accepted was when the professor has gone to another
122 university.

123
124 **6. Trojan Family Navigator Program – Keith Gran**

125 We are setting up a 24/7 call center available only to faculty and staff. It is the Trojan Family
126 Navigator. The phone number is 323 TRO-JANS or 323.876.5267. They can coordinate all
127 services, triage, emergency etc. as well as primary care and priority access to specialists. There
128 are 8am-5pm primary hours but also a 24/7 triage staff. They can help with billing issues. This
129 is designed for faculty and staff and their families whose health insurance allows them to see our
130 doctors.

131
132 The UPC Faculty/Staff Clinic opened in January of 2013. They offer the following areas:
133 General Medicine, Gynecology, Dermatology, Rheumatology, Endocrinology, Orthopedics,
134 Gastroenterology and lab services. There are no x-ray facilities at this time. Everything is
135 located on the 4th floor, which also houses the Faculty/Staff Dental Clinic.

136

137 If anyone has questions here is my contact:
138 Keith Gran, CPA, MBA
139 CEO USC Care Medical Group
140 Keith.gran@med.usc.edu
141 323.442.6876
142

143 **7. Report from the Academic Senate Faculty Handbook Committee – Sandeep Gupta**

144 There are a number of changes to chapter 6 due to the most important factors:

- 145 1) Laws that keep changing – universities much comply
- 146 2) University has determined that the substance of what constitutes harassment should be
147 the same whether the person is faculty or staff. The process is somewhat different as
148 faculty may have different protection. Faculty have the right to a full grievance; staff are
149 more limited. Only after there is a finding of a violation is the procedure different.
150 Faculty go through the Provost’s office; staff through HR.

151
152 Q: Is stronger language appropriate? Northwestern banned all faculty/student relationships.
153 There is an inherent power differential between faculty and students; an implied influence that a
154 faculty member can have on the student’s career later on.

155 A: We can look at the Northwestern language. It is important to look at the fact that
156 Northwestern is one of many universities. Do their handbooks prohibit it rather than discourage
157 it? We don’t want to be overly influenced by what one university has done.

158
159 C: We can beef up the language to ‘strongly discourage’

160
161 Please seriously read the proposed new language, mark it up and email it to Connie.
162

163 **8. New Business**

164 There are problems with Parking Structure A being very overbooked. What is the recourse
165 regarding this. Transportation has not been clear about this. Another issue is that there is not
166 enough ports to support electric vehicles.

167
168 We will have someone from Transportation Services report back on this to the Executive Board.
169

170 The meeting was adjourned at 3:55pm.

171
172 Respectfully submitted,

173
174
175 Lucinda Carver, D.M.A.
176 Secretary General of the Academic Senate
177