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

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

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

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

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

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

5. Dialogue with the Vice Provost for Faculty Affairs – Beth Meyerowitz
We are rolling out an Early Retirement Program. As you know there is no mandatory retirement age at USC. We have examined the impediments to retiring and have found three basic things:

1) The process to do so is so complex and byzantine it is too much of a hassle
2) Uncertainty due to financial market
3) Loss of identity

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

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

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

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

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

6. Trojan Family Navigator Program – Keith Gran

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

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

Keith Gran, CPA, MBA
CEO USC Care Medical Group
Keith.gran@med.usc.edu
323.442.6876

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

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

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

Q: Is stronger language appropriate? Northwestern banned all faculty/student relationships.
There is an inherent power differential between faculty and students; an implied influence that a
faculty member can have on the student’s career later on.
A: We can look at the Northwestern language. It is important to look at the fact that
Northwestern is one of many universities. Do their handbooks prohibit it rather than discourage
it? We don’t want to be overly influenced by what one university has done.
C: We can beef up the language to ‘strongly discourage’

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

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

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

The meeting was adjourned at 3:55pm.

Respectfully submitted,

Lucinda Carver, D.M.A.
Secretary General of the Academic Senate