AGENDA

Approval of May and September Senate meetings draft minutes
May and September draft minutes were presented for discussion and approval.

May: Cheryl Resnik moved; Jeremy Kagan seconded; 25 in favor; 0 opposed; 1 abstentions
September: Cheryl Resnik moved; Jeff Chisum seconded; 29 in favor; 0 opposed; 0 abstentions

Nominating Committee election (4 Senators)
2016/2017 Nominating Committee consists of four members from the Executive Board and four members elected by the Academic Senate.

Nominees for the four additional members were presented:

- Dorine Lawrence-Hughes, Co-Chair, RTPC-Track Faculty Affairs Committee
- Edwin McCann, Co-Chair, Faculty Handbook Committee
- Daniel Pecchenino, Senate Representative from Dornsife College
- Geraldine Peters, Senate Representative from Dornsife College
- Stephanie Shroyer, Senate Representative from Dramatic Arts
- Gabriel Zada, Senate Representative from Keck School

Secret ballot election was held and four committee members were selected.

2016-2017 Nominating Committee Members are:
- From the Executive Board
  - Paula Cannon, President of the Faculty, Keck School
  - Paul Rosenbloom (Chair), Academic Vice President, Viterbi School
Rebecca Lonergan, Administrative Vice President, Gould School
Mike Lee, Secretary General, Viterbi School

- From the vote of the Senate (presented at the end of the meeting)
  - Dorine Lawrence-Hughes, Co-Chair, RTPC-Track Faculty Affairs Committee
  - Edwin McCann, Co-Chair, Faculty Handbook Committee
  - Daniel Pecchenino, Senate Representative from Dornsife College
  - Gabriel Zada, Senate Representative from Keck School

**Review and Vote on Smoke-Free USC Resolution (Resolution 16/17-01)**

Paula Cannon presented the Smoke-Free USC Resolution for discussion and approval.

Discussion included why smoke-free vs. tobacco free (second hand hazards of vaping and need to allow use of nicotine patch), issues to enforcement (partial bans don’t work), and California resolution to make marijuana legal (this resolution will proactively address).

Resolution can be viewed at: [https://academicsenate.usc.edu/documents/resolutions/](https://academicsenate.usc.edu/documents/resolutions/)

Mary Eshaghian motioned to approve; Jeff Chisum seconded; 30 in favor; 0 opposed; 0 abstentions

**Update on USC Village**

Steve Wesson, USC Village Ombudsman, Civic Engagement, provided an update on USC Village’s impacts on the neighboring community.

Project was approved by the city in part due to the outreach that USC made to the community that included commitments on local hiring. When plan came for approval – 900 members of the community came to support the plan.

Two major documents were included in the plan:

- Development agreement – listing the benefits to the local community. Ombudsman was part of the development agreement.
- Project labor agreement – with the construction unions. All hours will be union labor.

**Development Agreement**

- Goals/Targets: good faith effort
  - 30% Local Hire
  - 10% *Disadvantaged Workers
  - 20% Apprentice Workers

- Areas of Focus - Tiers
  - Tier 1: Within a 5-mile radius from the project site
  - Tier 2: If cannot fill within 5-mile, then we expand to City of Los Angeles
  - Tier 3: If we cannot fill with City of Los Angeles, then we expand to County of Los Angeles

- Performance (Q2 2016)
  - Local Hire 30%: 75.34% (Tiers 1-3), 37.34% (Tiers1-2)
    - Tier 1: 18.88% 5-mile
    - Tier 2: 18.46 all city excluding 5-mile radius
• Tier 3 38% LA County excluding 5-mile and city
  o Disadvantaged 10%: *9.93%
  o Apprentice 20%: 29%
  o * Pending additional certifications which will lead to a higher percentage

• Performance (Cumulative)
  o 3 Tiers 67%
  o All city 31.6%
  o Disadvantaged 10%
  o Apprentice 22%

• Challenges
  o Increasing the number of workers within the 5-mile radius
  o Increasing competition for workers due to the active construction in the area
    ▪ 10 Billion dollars in downtown construction
    ▪ 50 Billion county-wide
  o Competing for experienced vs. apprentice workers

Employed about 4500 people so far since the beginning of the project. Roughly 500 working today.

Robin Romans, Associate Vice Provost, provided an update on the USC Village impacts to students and faculty.

Student residential spaces:
There will be a net impact of 2300 to 2500 additional student residential spaces. 1000 additional undergraduate student residential spaces (from 6500 grow to 7500). 1800-2000 additional graduate student spaces (from 500 grow to 1800-2000).

Parking
There will be 1900 additional parking spaces. 500 new parking spaces underground mostly for retail visitors at USC Village. 1400 new parking spaces for students between the Shrine and gateway.

Retail
There will be 30-35 retail spaces. They have publicly signed Trader Joes, City Target, Bank of America, and Starbucks. There are other vendors being considered, including local vendors.

Safety between UPC and USC Village
There will be 4 traffic lights between UPC and USC Village to slow the speed of traffic. Also the sidewalks are going to be widened.

Schedule & Budget
Project budgeted 43 days for El Nino. Used 5 days so far. Project is ahead of schedule, but he cannot comment on the budget.

**Dialogue with USC’s Chief Information Officer, Doug Shook**

Doug Shook, USC Chief Information Officer, presented the upcoming email retention and email forwarding policies. These changes were primarily driven by cybersecurity, ediscovery, and
Email retention policy
All emails in system default folders (e.g. Inbox, Sent Items, Deleted, Drafts) will be deleted after 16 months. Email can be kept in perpetuity by moving them into folders that you have created that are outside of the system default folders. Main concept is that if it’s in inbox/system-generated folder, it is considered email. If email is moved to another folder, then it is document retention.

Auto-forwarding policy
Automatic forwarding of email from USC-managed accounts to non-USC email accounts will not be allowed. There are about 2200 email accounts that currently do this.

Timeline for implementation:
- On January 18, 2017, the retention limit will be applied to staff email.
- On March 15, 2017, the retention limit will be applied to faculty, affiliate, and emeriti email.
- On March 15, 2017, the automatic forwarding of USC email to external domains will be disabled for staff, faculty, emeriti, and affiliates.

DUO implementation (two factor authentication) was briefly mentioned and no concerns were raised.

Policy can be viewed at: http://policy.usc.edu/employee-email/

Executive Board offered to help with the communication. Asked that CIO office send communications example to Executive Board. Anyone interested is to send email to the Executive Board.

**Update on USC child care situation**
Rebecca Lonergan, Administrative Vice President of the Academic Senate, Gould School, provided an update on the USC child care situation.

Existing child care provider for both HSC and UPC has given notice and will end service in November. USC has found a provider to take over HSC with no stoppage in service. USC is close to a provider for UPC and is trying to ensure continuity of service and possibly short term gap care.

Academic Senate’s Committee on Faculty Environment and Employment has invited child care experts to meet with them. Goal is to create a whitepaper on how to avoid problems going forward, including how the relationship should function among USC, the provider, and parents.

Contact the Faculty Environment Committee for more information.

**Announcement of the result of the Nominating Committee election**
Paula Cannon, President of the Faculty

**Announcements**
Paula Cannon, President of the Faculty
Call for nominations

1) Phi Kappa Phi Faculty Recognition Program Deadlines for nominations is October 28, 2016 (see attached for more details)

2) Retired Faculty Awards
   Deadline for nominations is November 11, 2016
   For more details, visit: https://emeriti.wufoo.com/forms/z1onrguj18aq0fo/

(b) This semester, no meeting will be held at HSC

(c) The November 9th Senate meeting will be held at the University Club, Scriptorium Room

New Business

- Contribution increase for healthcare

Announcements

Meeting was adjourned at 3:57pm

Respectfully submitted,

Mike S. Lee
Secretary General of the Academic Senate