

**Staff Assembly Reorganization Proposal
Resolution SA- 2021-03**

Introduction

The purpose of this document is to provide a high-level overview of what the structure of Staff Assembly will look like moving forward. To recap, the body of Staff Assembly has approved the following proposal, but it was decided that a more thorough approach would be taken to allocate the 30 “Senate” seats and the 30 “House of Representatives” Seats. In addition, the previous Committee charged with this work decided that it would be best to ensure that there was a system in place that could be followed without too much adjustment (meaning without calculating the exact number of employees in each unit on an annual basis but having some kind of timeframe in which that was done).

Approved Proposal


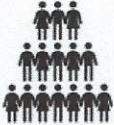
PROPOSAL # 3

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

Preliminary
&
Pre-Decisional



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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

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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.*



General Information

Staff Assembly will remain with 60 active members. In addition to the four Officers, there will be 56 members, some of which will be appointed to Chair or Co-Chair of the various committees. Like now, voting will take place annually, and 30 seats will be voted upon at each election, with some additional

seats as needed due to attrition. The first election to enact this proposal would fill the 30 "Senate" seats and the following election would fill the 30 "Representative Seats." In general, this is how the election cycle would continue; year "A" filling one kind of seat and year "B" filling the other kind. That being said, if an individual leaves a specific type of seat mid-term, the following election would refill that seat. For example, if a Dornsife representative left USC during their term and the next election was the "House of Representatives" one, there would still be a vote among Dornsife staff for their representative. This requires two main voting structures to be established, one in which all staff vote for the "House of Representatives" members, and a unit specific format when "Senate" seats are voted on.

First Step in Process

The first step in this process is to do an analysis of staff counts via Workday in all of the various units. It is suggested that this is done every four years. When staff numbers are tabulated, an adjustment can be made to the "Senate" seats to account for major changes in staffing numbers across units. For example, if a specific unit or school grows by a significant amount, we would account for that once every four years. This makes the process less laborious and also doesn't micro-adjust for small, and perhaps short-term staffing changes. The Chair of the Rules and Elections Committee would hold responsibility for this process with support from the Parliamentarian. The staff count analysis will be done every four years in the month of November (approximately between November 1 and November 15) to allow for enough time to prepare for the upcoming election. Once a count is complete, these two individuals would allocate the 30 "Senate" seats in a way that best represents the staff count across the university. After they complete this process it will go to the Rules and Elections Committee for approval by November 30. The Executive Committee will then approve the allocation at the EC meeting in December. This process will not go to the entire body for approval (the allocation every four years) and will only be approved by the Rules and Elections and Executive Committees.

Timeline

The election cycle will remain the same, with elections taking place in early Spring and each new term beginning on July 1 of that same year (in alignment with the USC fiscal calendar).

Allocation of 30 "Senate" Seats (30 seats)

It is proposed that a staff count take place in November 2021 to inform the elections in 2022, 2023, 2024, and 2025 (with the next staff count taking place in November 2025). After the count takes place, the Chair of the Rules and Elections Committee should allocate the 30 "Senate" seats in a way similar to the 30 seats assigned in the second slide provided above. Care will need to be taken to ensure that there is appropriate distribution between academic schools and business units according to staff counts. In addition, as shown above, certain units and/or schools will need to be combined to create one seat. There are multiple ways this can be done, and the Chair of the Rules and Elections Committee and the Parliamentarian will work together to come up with the best proposal for the Rules and Elections Committee to approve. In the example above, there are a few more seats allocated to academic units, but this may not be the case at each 4-year allocation. The Parliamentarian and Chair of the Rules and Elections Committee will diligently approach this task to assure the best possible allowance for representation of all non-union benefits-eligible staff at USC.

Election of Officers (4 seats)

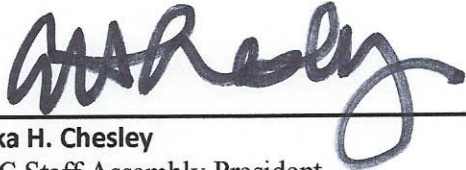
Officer Elections will take place in February of each year as part of the February general assembly meeting via Qualtrics or another online and secure voting mechanism agreed upon by the Rules and Elections Committee. Candidates for Officers must be current Staff Assembly members in the first or second year of their first term or the first year of their second term. Like now, Officer positions are for a term of one year. Once the four Officers are elected into their Officer positions, even if they are in the second year of their first term they will automatically be re-elected to a second term and will not need to run in the general election. This allows incoming and current Officers to work together between March and June for a successful handover of responsibilities on July 1. In addition, since we are moving to a more representative style of governance, Officer elections in advance ensures that Officers are not also tasked with being a "Senate" representative for a specific school or unit.

Allocation of 26 "House of Representative" Seats (26 seats)

26 seats remain to be allocated. The third slide of Proposal #3 above shows the suggested way to allocate those seats. To recap:

- 5 seats to the five individuals receiving the highest number of votes that work on the HSC campus (and surrounding locations).
- 5 seats to the five individuals receiving the highest number of votes that work on the UPC campus (and surrounding locations including Downtown LA).
- 1 seat to an individual not working at HSC, UPC, or Downtown LA who receives the highest number of votes.
- 5 seats to 5 exempt employees receiving the highest number of votes after the location-based seats in bullet points 1-3 have been slotted.
- 10 seats to non-exempt employees receiving the highest number of votes after the location-based seats in bullet points 1-3 have been slotted.

X



Erika H. Chesley
USC Staff Assembly President

Date June 25, 2021