



New Faculty Orientation

**Administration & Finance  
Viterbi Business Affairs**

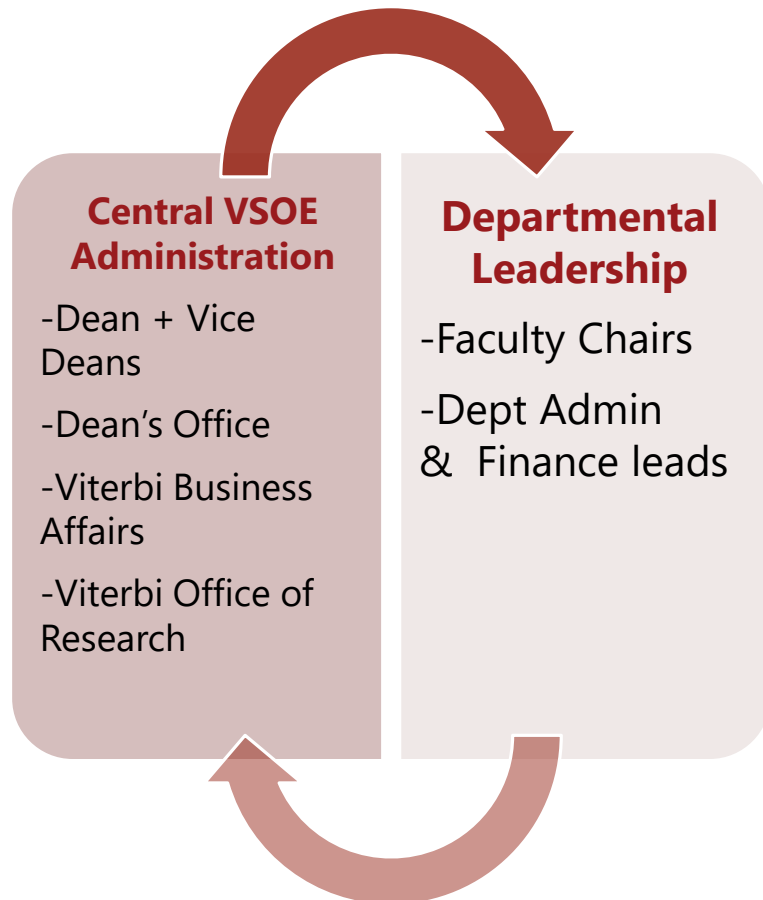
**Presented by Kimberly Bregenzer  
Vice Dean of Administration & Finance**

August 2023

## Viterbi School of Engineering – Simplified Org Chart



## Viterbi Administration Model – Decentralized Structure



### **Department Admin & Finance Leads are a key resource!**

Responsibilities include:

- Department HR, employee relations, staff supervision/oversight, etc.
- Department finances, purchasing, travel & business expense, etc
- General space/facilities such as admin. space allocations, key requests, housekeeping, etc.
- Research administrator assignments (staff who will handle your pre & post award activities)

## Vice Dean of Administration & Finance - Kim Bregenzer



### Department Leads

Chris James



Chief Financial  
Officer

Kasia Bzdak



Executive  
Director of  
Human  
Resources

Jeffrey  
Wiginton



Senior  
Director of  
Facilities  
Mangement,  
Operations ,  
and Safety

Tim Cowell



Director of  
Space  
Planning &  
Design

Michael Goay



Executive  
Director of  
Information  
Technology

Ken Bonner



Associate  
Dean,  
Inclusion  
and Diversity  
Initiatives &  
Chief  
Inclusion  
and Diversity  
Officer

# USC Viterbi

School of Engineering

## Viterbi Finance Chief Financial Officer – Chris James

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## Team



Leticia  
Cornelio

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Director Finance  
and Senior  
Business Officer



Jake  
Kirchner

Senior Business  
Data Analyst



Casey  
Ray

Director  
Instructional  
Management



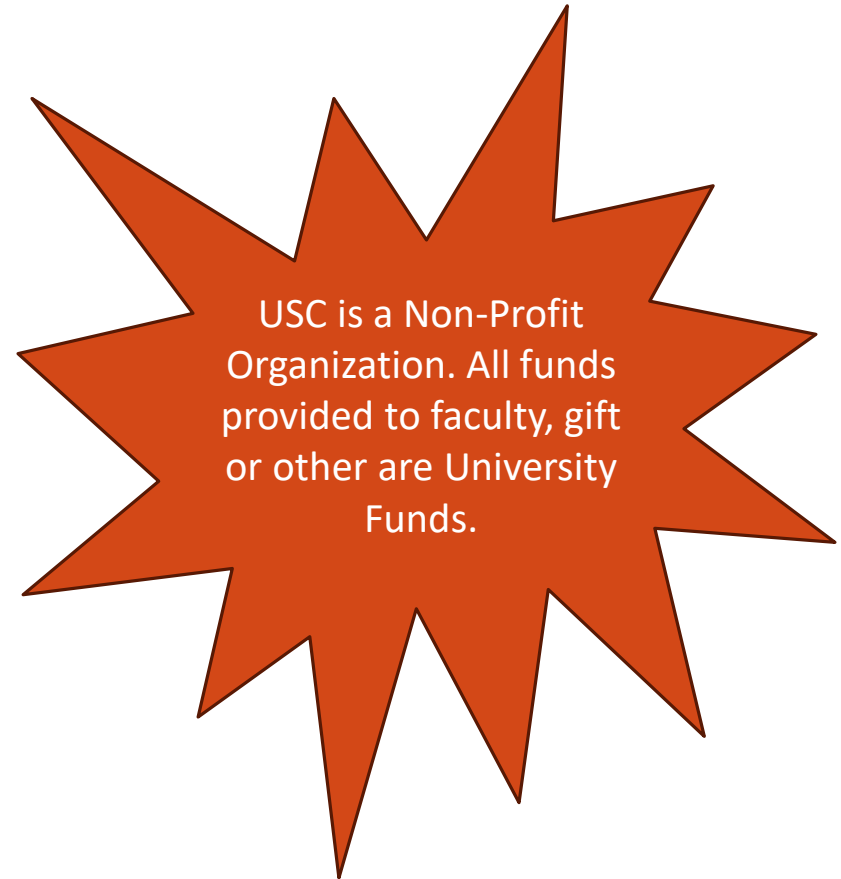
Nichole  
Phillips

Senior Director -  
Compliance

# Types of Funding Sources

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- Grant Funding
  - Federal
  - State
  - Corporate
  
- Gift Funding
  
- Unrestricted Funding
  - Start-ups
  - Discretionary





# Common Policies to Remember

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Maximum Rates (from [USC Business Services](#) website, any exemption requires **prior approval** from Dean/VD Administration & Finance)

\$400	Hotel/Lodging limit per night
\$100	Per person Meal Limit (including tax and tip)
\$.655	Personal vehicle mileage limit ( <i>Federal guideline 2023</i> )
\$100	Gift/Decoration
\$10k	Cash Advance (Trip)
\$5k	Cash Advance (Event)

Business Class Airfare: requires **prior** approval from the Provost and must be requested through the Dean's Executive Assistant

Events/Parties/Field Trips: Require prior approval from Dean/VD Administration & Finance

*Please contact your Research Administrator or departmental Administration & Finance lead for more information regarding University Expense policies and approval requirements*



# Common Policies to Remember

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Expense Restrictions (*from USC Business Services website, any exemption requires prior approval from Dean/VD Administration*)

- ATM Fees are not permitted
- Charitable contributions in lieu of payment for services
- Citations
- Commuting expenses
- Credit card fees and interest
- Dependent and pet care
- Employee-permit parking
- Political contributions

# **Viterbi Business Affairs Facilities Management and Operations**

**Jeffrey Wiginton**

# Team Members

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*Jeffrey Wigintton*  
*Senior Director, Facilities*  
*Management, Operations,*  
*& Safety*



*Heidi Barrera*  
*Facilities*  
*Coordinator*



*Jivin Seward*  
*Facilities*  
*Manager*



*Jose Escobar*  
*Facilities*  
*Manager –*  
*Michelson B*  
*uilding*

## Facilities Management and Operations

Viterbi Facilities oversees and manages:

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- Administrative Unit Space (the Dean's Office, VBA, Advancement, etc.)
- Ronald Tutor Hall (RTH), an interdisciplinary building
- School-wide activities such as general and lab safety, coordination of the school's Emergency Response Drill, annual 'clean-up' events, etc.

Facilities and space, including instructional and research laboratories, are jointly managed by departments and the school

- School coordinates major renovations & projects while the units handle issues such as housekeeping, keys, data lines, minor repairs & maintenance, etc.; however, keys are ordered thru our space database "Space Manager"
- For urgent facilities-related matters (water leaks, flooding, electrical issues, etc. – immediately contact USC Facilities Management Services (FMS) @ (213) 740-6833 (open 24/7), then notify Viterbi Facilities staff
- **Before purchasing equipment:**
  - Ensure it meets LADBS requirements (*e.g.*, is UL rated or equivalent); foreign equipment purchases take months to get certified by an independent testing company and then approved by LADBS
  - Check with Viterbi Facilities to determine if building infrastructure supports the equipment

## Facilities Management and Operations **continued**

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### Space

- **Research space** is assigned at the department level; Department Chairs work with Dean's Office as needed to assign space to new faculty and to reassign space within their units.
- **Process to request additional space** –
  - First work with your department chair
  - If no space is available at the department level, then space may be requested from the school via a Space Request Form available at VBA-Facilities website
- **If a research proposal submittal will require additional space** if awarded than what PI currently has, the PI needs to notify the department chair **prior to submittal of the proposal** to ensure the department is able to meet the space needs upon award
- **As with most universities, space is limited** (all our space is allocated). Shared instrumentation labs are becoming more popular and are encouraged

## Facilities Management and Operations **continued**

**Viterbi Lab Safety** is a top priority, so we work closely with our PIs, and USC's Depts of Environmental Health & Safety (EH&S) and Fire/Life Safety

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### ➤ **Lab Facility Improvements**

- Contact your Unit Administrative Lead about submitting an online **Facilities Request Form**; if approved, a Lab Renovations Request Form must be completed and returned to VBA Facilities

### ➤ **General Facilities Improvements**

- We annually ask departments and faculty to submit requests for needed improvements
- As budgets allow, we review requests submitted throughout the year as issues arise
- The online Facilities Request Form link is available at the VBA Facilities website. Requests should be submitted through your Dept Admin lead and Dept Chair

### ➤ **Resources**

- **Viterbi Facilities** website: <https://viterbibusinessaffairs.usc.edu/facilities/>
- **Environmental Health & Safety (EH&S)** website: <https://ehs.usc.edu/>
  - Laboratory Safety Policies and Procedures including [training requirements](#)
  - Chemical Inventory User Guide
- **Fire/Life Safety** website: <https://fsep.usc.edu/>

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## **Campus Adjacent Viterbi Facilities**

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### **Center for Advanced Manufacturing (CAM) - <http://cam.usc.edu/#!/>**

- Located at 1119 W. 25th Street (corner of Hoover and 25th Streets)
- Equipment includes a suite of 3-D printers including a metal 3-D printer, CNC machines, injection molding machine and manufacturing robots
- Director is Professor S. K. Gupta (AME)

### **Flying Robotics Shared Research Lab**

2917 S. Flower St – a few blocks north of campus at Flower and 30<sup>th</sup> Street

- ~3,500 SF total warehouse with motion-capture installation, and seating area
- Research time may be scheduled in the space
- Contact: Professor Gaurav Sukhatme (CS)



# **Viterbi Business Affairs Space Planning & Design**

**Tim Cowell**

## Team Members

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***Tim Cowell, IIDA***  
***Director of Space***  
***Planning & Design***



***Mita Patel***  
***Administrative***  
***Assistant***



## Office of Space Planning & Design

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- Incoming Faculty offices
- Furniture specification and procurement
- New Construction
- Work Modality
- Workplace Experience
- Finish Coordination



## Dr. Allen and Charlotte Ginsburg Human-Centered Computation Building



### **New Building** ***under construction***

~115,000 Gross SF/~77,900 Net SF

5 floors above + 2 levels below grade

285 seat auditorium

adjacent foyer/pre-function area

175 seat interior amphitheater


**Expected completion Spring 2024**











# New Faculty Orientation

August 2023

**USC Viterbi**  
School of Engineering  
*Business Affairs*

**Michael Goay**  
*Executive Director of Information Technology*



# IT Services

## ITS

- USC's central IT
- **Functions:** University-wide core IT functions, e.g., NetID account, USC email, campus networks, VPN, etc.
- **Information:** <https://itservices.usc.edu>
- **Contact:** 24x7 | 213-740-5555, [consult@usc.edu](mailto:consult@usc.edu), [https://itsusc.service-now.com/its\\_sp](https://itsusc.service-now.com/its_sp)

## Viterbi IT

- Viterbi School's central IT
- **Functions:** Viterbi-specific IT functions, mostly school-wide, with AME and ECE-S excluded in some
- **Information:** <https://viterbiit.usc.edu>
- **Contact:** M-F 8a-5p | DRB 205, 213-740-0517, [engrhelphelp@usc.edu](mailto:engrhelphelp@usc.edu), Viterbi Service Desk in <https://myviterbi.usc.edu>

## AME IT

- Aerospace & Mechanical Engineering departmental IT
- **Functions:** AME-specific IT functions
- **Contact:** Dennis Plocher, OHE 430N, 213-740-7190, [plocher@usc.edu](mailto:plocher@usc.edu)

## ECE-S IT

- Electrical & Computer Engineering - Systems departmental IT
- **Functions:** ECE-S-specific IT functions
- **Contact:** Seth Scafani, EEB 402, 213-740-9595, [sscafani@usc.edu](mailto:sscafani@usc.edu); Richard Tsung, EEB B225, 213-821-4415, [ctsung@usc.edu](mailto:ctsung@usc.edu)



# Viterbi IT Leadership Team



**Michael Goay**, mgoay@usc.edu  
*Executive Director of Information Technology*



**Jason Dziegielewski**  
dziegiel@usc.edu

## Application Services

- myViterbi application portal:
  - students & faculty services
  - financial services
  - administrative services
- Digital communications



**Jesus Mendoza**  
jesusm08@usc.edu

## Research IT Services

- Research systems support:
  - consultative assistance
  - hands-on assistance
  - proactive system administration
- Develop joint solutions and sound practices applicable across research groups.



**John Ng**  
johnng@usc.edu

## IT Operations Services

- Your first stop for IT services – Service Desk
- Host registration, break/fix, etc.
- Instructional classroom support & software management
- Endpoint security management & inventory
- Student computing center operations



**Kenny Wang**  
kennywan@usc.edu

## Enterprise Systems Services

- Colocation data center operations
- Viterbi IT infrastructure services
- Virtual Desktop Infrastructure (VDI) services for instructional support
- Vulnerability assessment and management
- Patch management

# Faculty Directory, Web Publishing, & myViterbi Tools

## USC Directory (<https://usc.edu/directories>)

- You can update your contact information via Workday: <https://employees.usc.edu/>

## Viterbi & Dept Faculty Directory Info (<https://viterbi.usc.edu/directory/faculty/>)

- You can manage most of this directory information yourself through the **Web Profile and Faculty Information Tool** within **myViterbi** web portal, <https://myviterbi.usc.edu/>

## Web Publishing

- USC provides a hosted WordPress solution for faculty to use for websites. It is called sites@USC (<https://itservices.usc.edu/sites/>)
- The point person for Viterbi is Andreas Tillmann, [tillmann@usc.edu](mailto:tillmann@usc.edu).
- Other website hosting options: <https://viterbiit.usc.edu/services/digital-communication-services/websites/>

## Key Tools for Faculty in myViterbi Web Portal

- PhD Application Viewer
- Teaching Assistant System
- Grader, Mentor & Course Producer Applications
- Directed Research Management

Contact your departmental student services team to learn which tools and how your department uses them. Check out **myViterbi Catalog** in the **myViterbi web portal** – to see what tools are available within myViterbi, and learn more about your access to the tools enabled for you.



# Software

## USC ITS

- University-wide Software
- **Information:** <https://software.usc.edu> & <https://keep-teaching.usc.edu/faculty/full-toolkit/>
- **Highlights:** Google Apps, MATLAB, Mathematica, Microsoft Office 365, Qualtrics, SentinelOne EDR, Slack Enterprise, Sympa bulk emailer, Zoom



## Viterbi IT

- School-wide Software
- **Information:** <https://viterbiit.usc.edu/services/software/>
- **Native install:** Adobe Creative Cloud, Microsoft Azure Dev Tools for Teaching, Oracle Academy, VMware Academic Software Licensing Program (e.g., VMware Workstation/Fusion)
- **SaaS:** Grammarly Premium, Overleaf Premium (web LaTeX), Piazza (Q&A platform)
- Software available for use on various **Viterbi computing platforms:**  
<https://viterbiit.usc.edu/services/software/viterbi-software-list/>

# Computing Resources

## ITS - Trojan Cloud / general

- Web Catalog to self-provision virtual servers [\$]
- **Function:** Self-provision virtual servers into ITS infrastructure managed Private Cloud (CAL-VMware) & Public Cloud (AWS)
- **Benefits:** Built on USC's security framework – hardened OS, security agents, secured networks, monthly OS patching
- **Information:** <https://itservices.usc.edu/trojan-cloud>

## ITS – CARC / research

- Center for Advanced Research Computing
- **Function:** Provide high-performance computing resources and condo clustering to the USC research community
- **Information:** <https://carc.usc.edu>

## ITS – Instructional

- **Time-Sharing Systems:** Linux-based systems accessible anywhere, anytime, via SSH at viterbi-scf1.usc.edu, viterbi-scf2.usc.edu; primarily used by VLSI-related classes to run EDA software by Cadence and Synopsys.
- **CloudApps Virtual Desktop System** with lightweight GPU support, accessible anywhere, anytime at <https://cloudapps.usc.edu/>
- **Student computing centers** at KOH and WPH; information at <https://itservices.usc.edu/spaces/computingcenters/>

## Viterbi IT - Instructional

- **myDesktop Virtual Desktop System** with powerful GPU support, accessible anywhere, anytime at <https://mydesktop.vlab.usc.edu/>
- **Information:** <https://viterbiit.usc.edu/instructional-support/#myDesktop>
- **Windows virtual desktops with NVIDIA L40 GPU** and many Windows-based graphic-intensive instructional software: Adobe Creative Cloud, ANSYS, Arena, Autodesk, AVEVA, COMSOL, Minitab, Siemens NX, R, SolidWorks, etc.
- **Linux virtual desktops with NVIDIA A100 GPU** and machine learning software stack – **coming Fall 2023**
- **Engineering Computing Center (ECC)**, 24x7 in SAL building; information at <https://viterbiit.usc.edu/services/engineering-computing-center/>

# Cloud Data Storage & Collaboration

Information: <https://itservices.usc.edu/storage/>

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## Google Drive

- **Services:** Google Apps and data storage
- What can you do with it?
  - Total storage up to 100GB
  - Share files with colleagues with Google accounts around the world
- Approved for the storage of **Public** and **Internal Use Only** data as stated in the [USC Data Classification Standard](#). Not approved for the storage of HIPAA-regulated data.

## OneDrive for Business

- **Services:** Office 365 Apps and data storage
- What can you do with it?
  - Upload files up to 10GB in size; store up to 5TB of files.
  - Share files with other USC Office 365 account holders, and anyone with a Microsoft account.
- Approved for the storage of **Confidential** data as stated in the [USC Data Classification Standard](#). Securely store HIPAA- and FERPA-regulated documents.

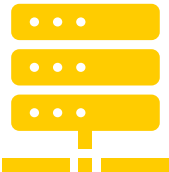
# Colocation Services

## ITS Colocation [\$\$\$]

- **Information:** <https://itservices.usc.edu/colo/>
- **Services:** Lease colocation space measured in full/half rack, or contract for managed colocation services
- **Features:**
  - Provides a secure environment with around-the-clock monitoring, controlled physical access, highly resilient and available power, and regulated cooling systems
  - Access to equipment 24 hours a day, 7 days a week, year-round
  - Cost: \$6k/year/full rack; \$4.2k/year/half rack; additional charges for electrical and network provisioning

## Viterbi IT Colocation [\$]

- **Information:** <https://viterbiit.usc.edu/services/hardware/server-colocation-service/>
- **Services:** Lease colocation space, zero-cost to faculty up to half a rack (21U)
- **Locations:** Present - PHE 108C and EGG 120; Spring 2024 – Ginsburg Hall of Computer Science (GCS)
- **Features:**
  - Provides a secure environment with around-the-clock environmental monitoring, controlled physical access, resilient and available power, and regulated cooling systems
  - Access to equipment 24 hours a day, 7 days a week, year-around
  - Cost: > half a rack, nominal fees apply; additional charges for electrical and network provisioning



# IT Asset Tagging and Endpoint Security

## IT Assets In Scope

- Desktops, Laptops, Servers, Storage Devices, Network Devices

## Asset Tagging

- $\geq \$5000$  : Tagged by USC FBS Equipment Management + Viterbi IT
- $< \$5000$  : Tagged by Viterbi IT

## Endpoint Security

- Desktops, Laptops, and Servers – Installation of SentinelOne EDR security software
- Laptops and portable storage devices – Enable full disk encryption

## Vulnerability Assessment and Patch Management

- **Coming Fall 2023**
- Regular scanning of servers (via Tenable.io) for known vulnerabilities and suggest remediation measures
- Regular patching of OS and applications (via BigFix)





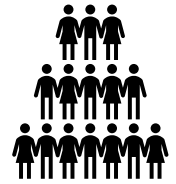
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**Thank you for listening, and  
Welcome to USC and Viterbi School of  
Engineering!**

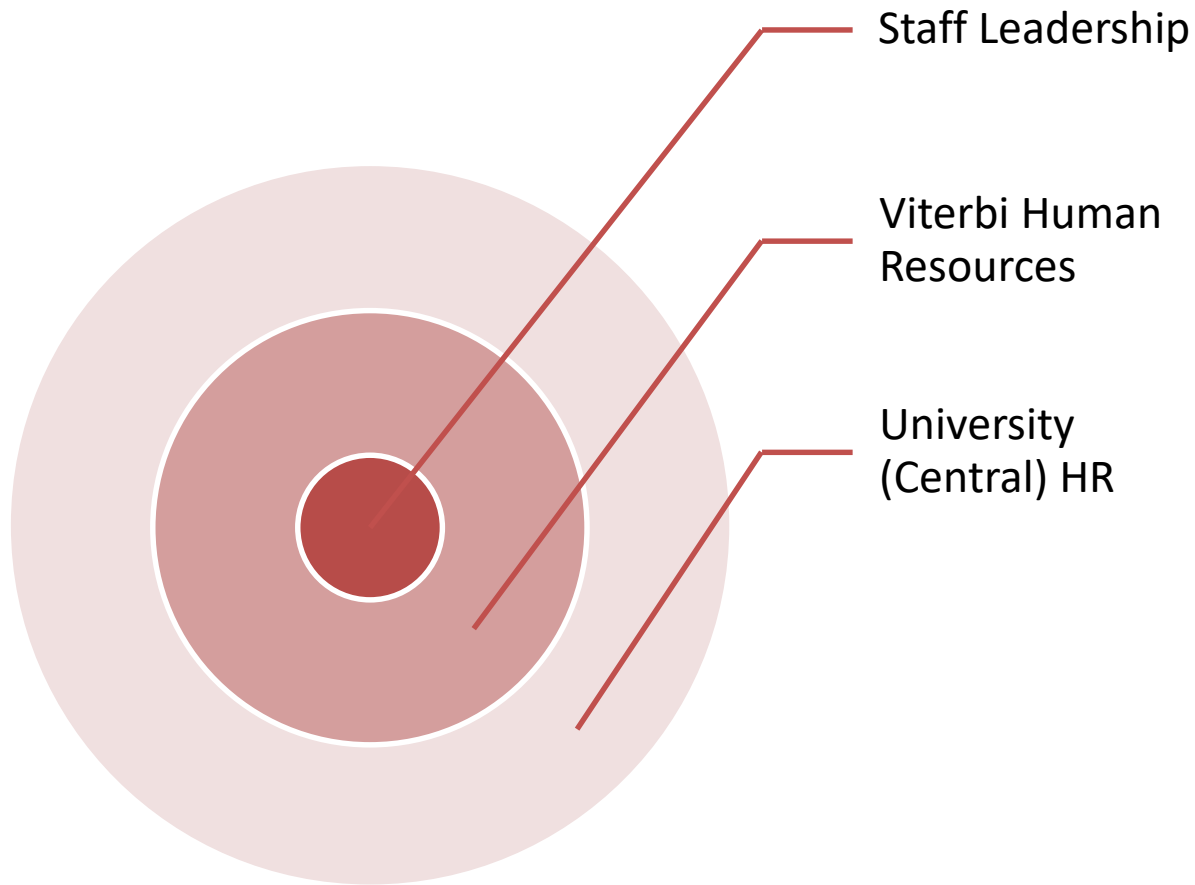
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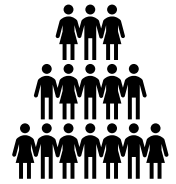
**Viterbi Business Affairs**  
**HUMAN RESOURCES**

Kasia Bzdak Perdue  
Executive Director, Human Resources



## USC Human Resources: **Decentralized HR Model**





## USC Human Resources: **Areas of Oversight**

### **Staff (Unit) Leadership**

- Key Contact: Staff **Director** or **Business Manager/Administrator**
- *Areas of oversight:*
  - General HR questions
  - Hiring and Onboarding
  - Performance & employee relations issues
  - Departmental policy compliance

### **Viterbi Human Resources**

- Key Contacts: **Kasia Bzdak Perdue & Eleni Yokas**
- *Areas of oversight:*
  - Performance & employee relations issues
  - Staff discipline & terminations
  - Employee rights & policy violations
  - Leaves & accommodations
  - Other School-level policy compliance

### **University (Central) Human Resources**

- Key Contacts: **HR Service Center, USC Benefits, OPE, EEO-TIX**, other Central offices
- *Areas of oversight:*
  - **Benefits Administration (inc. Open Enrollment)**
  - Involuntary terminations
  - Employee rights & policy violations
  - Leaves & accommodations
  - Other University-level policy compliance



## General Employee Rights

All employees of the University of Southern California (USC) are guaranteed certain rights and protections that are guaranteed by law and University policy:

- **Compliance with wage and hour laws:** USC complies with all applicable wage and hour laws, including minimum wage, overtime, and meal and rest break requirements. These protections are provided under the **Fair Labor Standards Act**.
- **Non-discrimination and harassment prevention:** USC is committed to providing an environment that is free from discrimination, harassment, and retaliation based on an individual's race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or veteran status. These protections are provided under federal and state laws, including **Title VII of the Civil Rights Act of 1964**, the **Americans with Disabilities Act**, and the **Age Discrimination in Employment Act**.
- **Accommodation for disabilities:** USC provides reasonable accommodations to employees with disabilities to enable them to perform the essential functions of their job. This protection is provided under the **Americans with Disabilities Act**.
- **Family and Medical Leave:** USC's family care and medical leave policy adheres to the requirements of the **California Family Rights Act of 1991 and Amendment of 1993 (CFRA)**, and the **Federal Family and Medical Leave Act of 1993 (FMLA)**.



## Human Resource **Issues**

Contact the Human Resources team (either Viterbi HR and/or central HR) if you experience any issues pertaining to:

- **Staff Compensation:** base salary/wages, overtime, bonuses, overloads, merit/equity increases
- **Benefits** (centrally administered): health insurance, detail/vision coverage, retirement plans, paid time off, disability insurance, life insurance, retirement benefits
- **Employee relations:** any matters and/or conflicts that arise between employees, managers, and/or management, or within teams
- **Incivility/conduct issues:** behaviors and actions within a workplace that violate respectful and professional conduct norms
- **Performance issues:** challenges or problems that affect an employee's ability to meet job expectations and perform at a satisfactory level
- **Plus:** Other sensitive issues or challenging situations pertaining to a staff member



## Reporting Responsibilities

Faculty and staff reporting requirements are based on the University-wide [Policy on Prohibited Discrimination, Harassment, and Retaliation](#) (the Policy), which details reporting responsibilities related to Title IX of the Education Amendments of 1972, as well as the current [Resolution Agreement with the Office for Civil Rights](#), California Senate Bill 493, and the [Clery Policy](#).

**Designated Employees:** Select USC employees are required to report prohibited conduct to the Office for Equity, Equal Opportunity, and Title IX (EEO-TIX). **PLEASE NOTE: ALL FACULTY MEMBERS ARE DESIGNATED EMPLOYEES AND REQUIRED TO UNDERGO MANDATORY TRAINING.**

**Mandated Reporters:** California law designates USC employees with certain positions as “mandated reporters.” Mandated reporters have an individual duty to report known or suspected abuse or neglect relating to children, elders or dependent adults.

- [Mandated Reporters Policy](#)
- [Protecting Minors Policy](#)





## Reporting Concerns

Any issues and/or concerns can be reported to Viterbi HR (directly) or to University HR via the Report & Response website. Viterbi Human Resources works in close partnership with central (University) offices to resolve any issues, concerns, or policy violations.

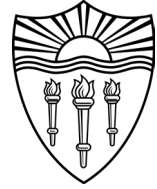
### **USC Report & Response Website**

*Centralized resource to report any concern, regulatory issue, or suspected USC policy violation*

<https://report.usc.edu/>

### **Other Confidential and Private Resources**

<https://eeotix.usc.edu/get-help/confidential-and-private-resources/>



## Key USC Offices

USC has a number of central offices that specialize in responding to and addressing different types of concerns. The Office of Human Resources, Equity, and Compliance and its subordinate offices are critical resources.

**Office for Equity, Equal Opportunity, and Title IX (EEO-TIX)** – responsible office for addressing reports of protected class discrimination, harassment, and retaliation.

- Contact: 213-740-5086, [eeotix@usc.edu](mailto:eeotix@usc.edu)
- Link: [USC Policy of Prohibited Discrimination, Harassment, and Retaliation](#).

**Office of Culture, Ethics & Compliance (OCEC)** – responsible office for aligning decisions and behaviors with USC's mission, Unifying Values, and compliance obligations, including Institutional Accessibility, Research Compliance, Privacy, Youth Protection, and the Clery Act.

- Contact OCEC via [USC Report & Response](#)

**Office of Professionalism and Ethics (OPE)** – serves as a central clearinghouse for complaints and the subsequent tracking of those complaints; serves as an impartial factfinder of policy violations outside of protected-class issues.

- Contact OPE via the [USC Report & Response](#)



## Other USC Resources

**HR Service Center:** centralized resource for HR support, including **benefits**  
Contact: [uschr@usc.edu](mailto:uschr@usc.edu)

### Additional Offices:

[Office of Institutional Accessibility, ADA Compliance \(OIA\)](#) – oversees efforts to ensure equitable access and full participation for individuals with disabilities in all USC programs and services

- Contact: [uschr@usc.edu](mailto:uschr@usc.edu)

[Office of the Ombuds](#) – available to faculty, staff, and students experiencing University-related concerns, conflicts, or challenging situations.

- University Park Campus Contact: (213) 821-9556, [upcombuds@usc.edu](mailto:upcombuds@usc.edu)
- Health Sciences Campus Contact: (323) 442-0341, [hscombuds@usc.edu](mailto:hscombuds@usc.edu)

[WorkWell Center](#) – provides mental health and well-being support for USC employees.  
(Formerly known as the Center for Work and Family Life.)

- Contact: (213) 821-0800, [workwell@usc.edu](mailto:workwell@usc.edu)

## Faculty Payroll – Highlights for Incoming Faculty

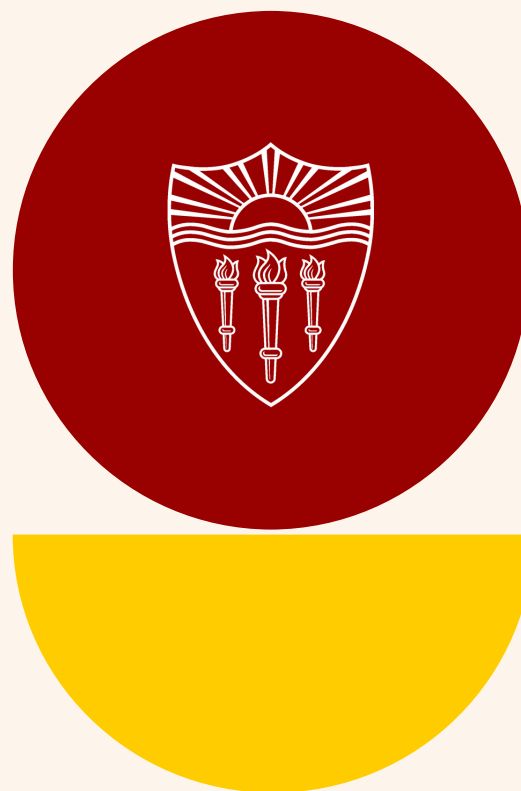
- Faculty with 9-month contracts may choose a 12-month pay option
- Payday occurs on the 26th of each month for monthly (exempt) employees
- Direct deposit is strongly encouraged, as is the online W-2 option
- All new employees must enroll in USC benefits programs within 30 days of their date of employment
- Benefits coverage is effective the first of the month after approval of your benefits enrollment transaction
  - Employees can make changes to their benefits during Open Enrollment - this occurs in November of each year; changes become effective January 1st
  - Benefits can be changes when other qualifying events occur (marriage, birth of a child, etc.)
  - The USC Supplemental Disability Plan & the USC Retirement Savings Program both have a 12-month waiting period (new faculty can enroll after completing 1 year of employment)



**Please note:** Faculty members should work with their departments to hire staff – employees **cannot** work in any capacity prior to completing Form I-9 (Employment Eligibility Verification)

# NEW FACULTY ORIENTATION

Office of Inclusion and Diversity Initiatives





## USC VITERBI DEPARTMENT OF INCLUSION AND DIVERSITY INITIATIVES



**Ken Bonner**  
**Associate Dean for Inclusion and  
Diversity Initiatives**



**Rhesa Singleton**  
**DEI and Employee Engagement Lead**



**Derek Mikuriya**  
**ISI Director of Human Resources**



**Jamani King**  
**ISI Diversity, Equity, and Inclusion  
Program Specialist**

## INCLUSION AND DIVERSITY INITIATIVES AT USC

### USC Mission Statement



"The central mission of the University of Southern California is the development of human beings and society as a whole through the cultivation and enrichment of the human mind spirit...The principal means by which our mission is accomplished are teaching, research, artistic creation, professional practice and selected forms of public service...Our first priority as faculty and staff is the education of our students...USC is pluralistic, welcoming outstanding men and women of every race, creed, and background."



## INCLUSION AND DIVERSITY INITIATIVES AT USC



**Dr. Christopher Manning**  
**VP & Chief Inclusion and Diversity**  
**Officer**



**Dr. Maria Romero-Morales**  
**Assistant Chief Diversity Officer for**  
**Communication, Community and**  
**Student Engagement**



**Dr. Karrie Kingsley**  
**Associate Chief Inclusion and**  
**Diversity Officer for Faculty and**  
**Staff Success**

As part of Folt's senior leadership team, the chief inclusion and diversity officer will have the support and the resources to build a framework for strategies, programs and initiatives that reinforce USC's commitment to inclusion, diversity, equity and belonging and to address ongoing challenges of discrimination and bias.





## INCLUSION AND DIVERSITY INITIATIVES AT USC

### Culture Journey

The USC Culture Journey is a university-wide initiative to explore our values, align the supportive behaviors that bring those values to life, and develop opportunities to improve our systems and processes. Together, we are shaping our culture.





## MISSION STATEMENT



**In our engagement in engineering education and research we benefit strongly and unequivocally from our unwavering commitment to diversity and inclusion, for all our constituencies, students, faculty and staff.**

## EQUITY MINDED ACTION PLAN



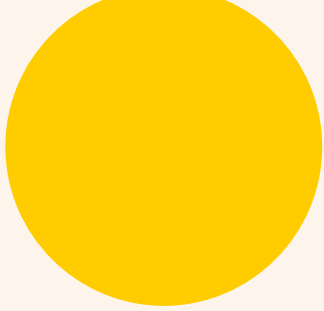
**Representation**



**Engagement and Support**



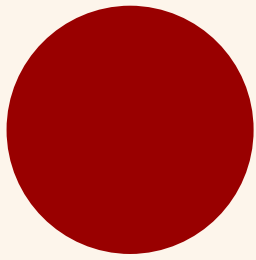
**Equity and Inclusion**



## **INCLUSION AND DIVERSITY INITIATIVES AT USC VITERBI**

The Associate Dean for Inclusion and Diversity Initiatives provides strategic leadership for Viterbi initiatives to enhance the experiences of students, faculty, and staff. IDI develops and fosters partnerships to advance initiatives while consulting with senior leadership, faculty, and staff on matters concerning diversity, equity, and inclusion.





## **USC VITERBI EMPLOYEES**

### **Employee Engagement Opportunities**



**Cultural Celebrations**



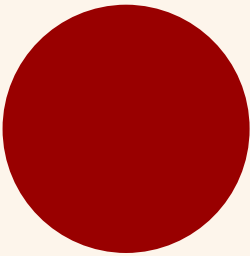
**Employee Resource Groups**  
Social, Professional, and Educational  
Programming



**Employee Training**

**Committees discuss culture of department and discuss strategies to improve culture, representation and dynamics.**





## USC VITERBI EMPLOYEES

### Employee Resource Groups (ERGs)

The mission of the ERGs is to retain, mentor, and empower USC Viterbi employees, building a supportive community through social, educational, and professional development programming.

ERGs strategically partner with Viterbi's DEI office to build community, provide leadership opportunities, and provide opportunities for employees to develop and grow personally and professionally.




#### Current ERGs

Black ERG  
Women's ERG



#### ERGs To Come:

Latinx / Hispanic ERG  
AAPI ERG



**THANK YOU FOR  
ATTENDING!**

**USC Viterbi Office of Inclusion and Diversity Initiatives**