USC Viterbi
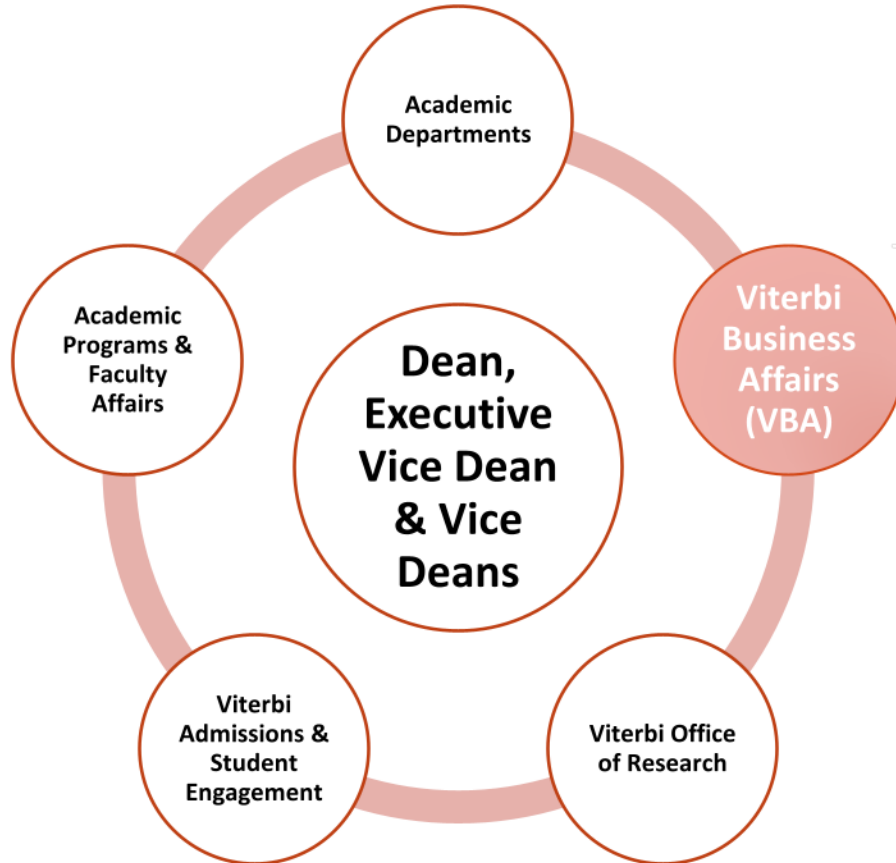
New Faculty Orientation

Administration & Finance
Viterbi Business Affairs

August 2024

USC Viterbi
School of Engineering

Viterbi Business Affairs – Kim's Leadership Team

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

Kasia Bzdak Perdue
Executive Director, Human Resources

Leticia Cornelio
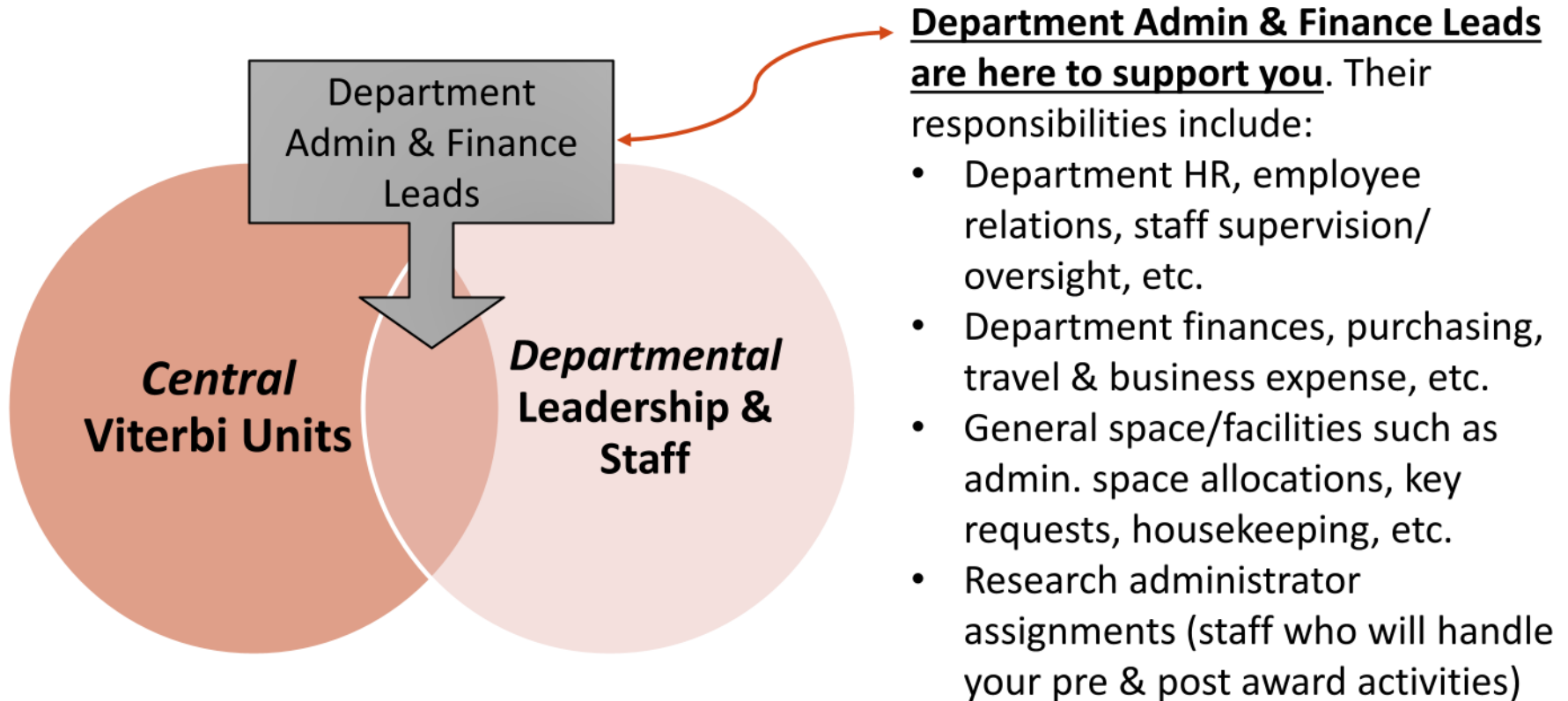Director of Finance and Senior Business Officer

Tim Cowell
Director of Space Planning & Design

Michael Goay
Executive Director of Information Technology

Jeff Wigintton
Senior Director of Facilities Management, Operations, and Safety

Viterbi's Administrative Model – Decentralized Structure

Department Admin & Finance Leads are here to support you. Their 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)

Viterbi Finance Basics – Types of Funding Sources

- Grant Funding
  - Federal
  - State
  - Corporate

- Gift Funding

- Unrestricted Funding
  - Start-ups
  - Discretionary

USC is a 501c3 nonprofit organization. All funds provided to faculty - gift or other - are University Funds.

![USC Viterbi School of Engineering]

Viterbi Finance Basics – Maximum Rates

*Any exemption requires **prior approval** from Dean/Vice Dean for Administration & Finance*

- $400 Hotel/Lodging limit per night (excludes taxes and fees)
- $100 Per person Meal Limit (including tax and tip)
- $.657 Personal vehicle mileage limit (Federal guidelines 2024)
- $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/Vice-Dean Administration & Finance
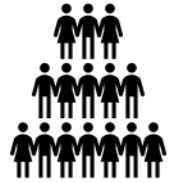
Please contact your Research Administrator or departmental admin & finance lead for more information regarding University Expense policies and approval requirements
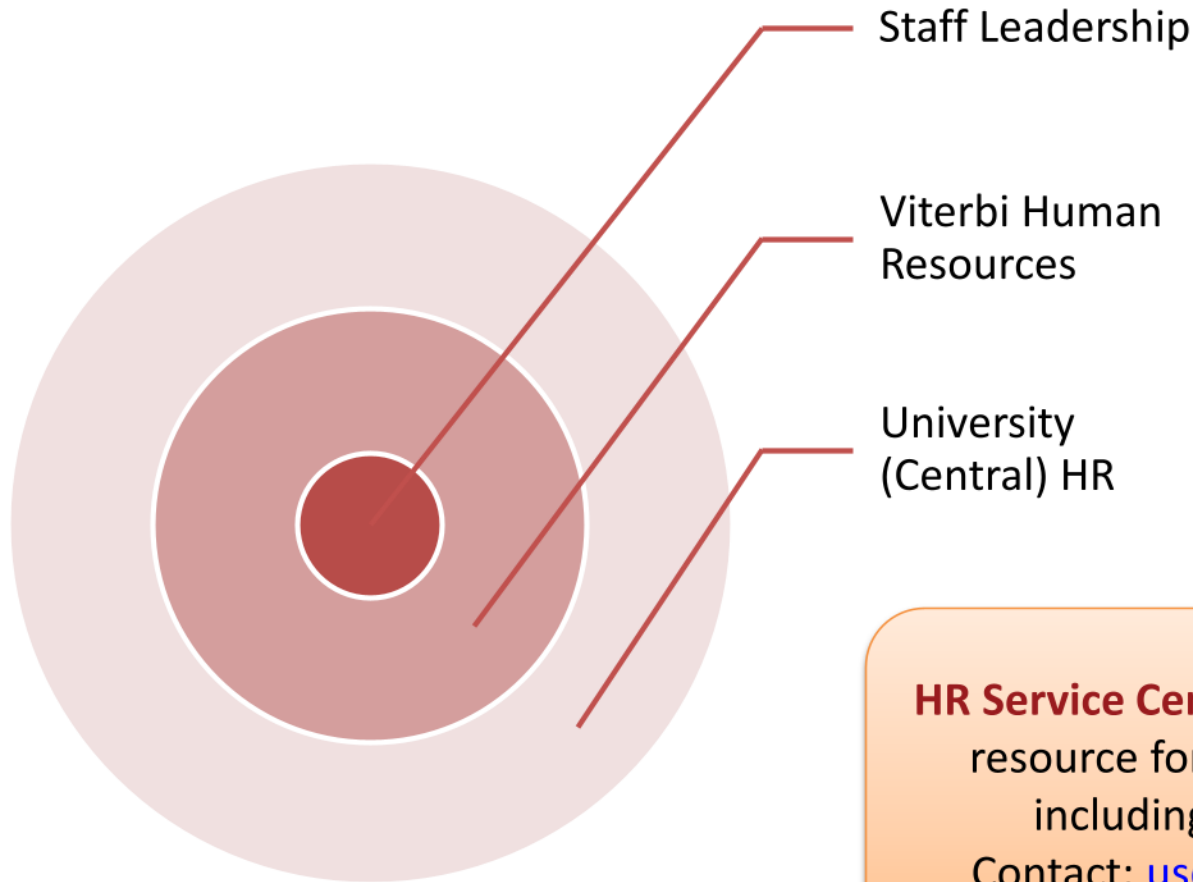
Viterbi Finance Basics – Expense Restrictions

Use of university funds is not permitted for the following miscellaneous travel and non-travel expenses:
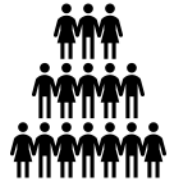
- ATM Fees

- 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

USC Human Resources: Decentralized HR Model

Staff Leadership

Viterbi Human Resources

University (Central) HR

HR Service Center: centralized resource for HR support, including **benefits**
Contact: uschr@usc.edu

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

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/

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)

Viterbi Business Affairs
Space Planning & Design

Your resource for:

- Incoming faculty offices
- Furniture specification and procurement
- New construction
- Work modality configuration
- Workplace experience
- Finish coordination

Tim Cowell
Director of Space Planning & Design

Facilities Management and Operations – Team Overview

Heidi Barrera
Facilities Coordinator (all Viterbi)

Jose Escobar
Facilities Manager, Michelson Center for Convergent Bioscience

E.J. Mitchem
Facilities Manager, Ginsburg Human-Centered Computation Hall

Jivin Seward
Facilities Manager (all Viterbi)

Facilities Management and Operations – Areas of Oversight

Viterbi Facilities oversees and manages:
- 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. Please note that:
- 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 <u>urgent</u> 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
- **<u>Before</u> 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 – 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.

➤ **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.

➤ **Additional 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/

Campus Adjacent Viterbi Facilities

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/Contact: Professor S. K. Gupta (AME)

Flying Robotics Shared Research Lab
- Located at 2917 S. Flower St – a few blocks north of campus at Flower and 30th 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)

New Faculty Orientation

August 2024

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, 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 excluded in some
- **Information**: https://viterbiit.usc.edu
- **Contact**: M-F 8a-5p | DRB 205, 213-740-0517, engrhelp@usc.edu, Viterbi Service Desk portal at 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

ECE IT

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

Viterbi IT Leadership Team

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

Application Services

Jason Dziegielewski
dziegiel@usc.edu

- myViterbi application portal https://myviterbi.usc.edu/:

  - students & faculty services

  - financial services

  - administrative services

- Digital communications

  - digital signage

  - collaboration tools

Research IT Services

Jesus Mendoza
jesusm08@usc.edu

- <mark>**Your first stop for research IT support:**</mark>

System lifecycle mgmt / assistance

  - procurement / inventory

  - setup / system administration / security mgmt / vulnerability remediation

- Research security compliance

IT Operations Services

John Ng
johnng@usc.edu

- <mark>**Your first stop for IT support**</mark>

- System lifecycle mgmt / assistance

  - procurement / inventory

  - setup / system administration / security mgmt / vulnerability remediation

- Classroom support & instructional software management

Enterprise Systems Services

Kenny Wang
kennywan@usc.edu

- **Data center operations & management**

- Viterbi IT infrastructure services: IAM, disaster recovery / biz continuity

- Virtual Desktop Infrastructure (VDI) services for instructional support

- Vulnerability assessment and 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.
- 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://keepteaching.usc.edu/faculty/full-toolkit/
- **Highlights:** Google Apps, MATLAB + Toolboxes, Mathematica, Microsoft Office 365, Qualtrics, SentinelOne EDR, Slack Enterprise, LISTSERV 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
- **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 GPUs** 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 GPUs** and machine learning software stack – **CUDA, PyTorch, TensorFlow, Jupyter Lab**, etc.
- **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/*

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?
  - Total storage up to **250GB**
  - 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; **Fall 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

- >=$5000 : Tagged by USC FBS Equipment Management + Viterbi IT
- <$5000 : Tagged by Viterbi IT

Endpoint Security

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

Vulnerability Assessment and Patch Management

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

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