USC Viterbi

New Faculty Orientation
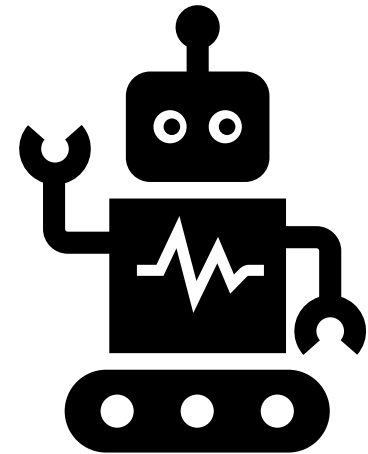
Administration: Viterbi Business Affairs

HR & Administration | Facilities & Space Planning | IT

August 2022

Presenters: Kasia Bzdak Perdue, Jeffrey Wigintton, Tim Cowell, Michael Goay

Viterbi School of Engineering – Simplified Org Chart

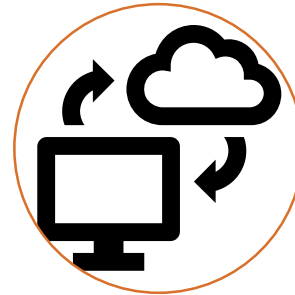**Viterbi Business Affairs (VBA) - Organization**

| Budget Administration & Finance | Facilities & Space Planning | Human Resources & Payroll | Information Technology | Research Administration (Contracts & Grants) |

Viterbi Business Affairs (VBA) – Leadership

Vice Dean for Administration & Finance
Kim Bregenzer

- Director, Research Administration (Operations)
  Nicole Burelli
- Director, Research Administration
  Nichole Phillips
- Chief Financial Officer
  Chris James
- Director, Space Planning & Design
  Tim Cowell
- Sr. Director, Facilities Management & Operations
  Jeffrey Wigintton
- Executive Director, Information Technology
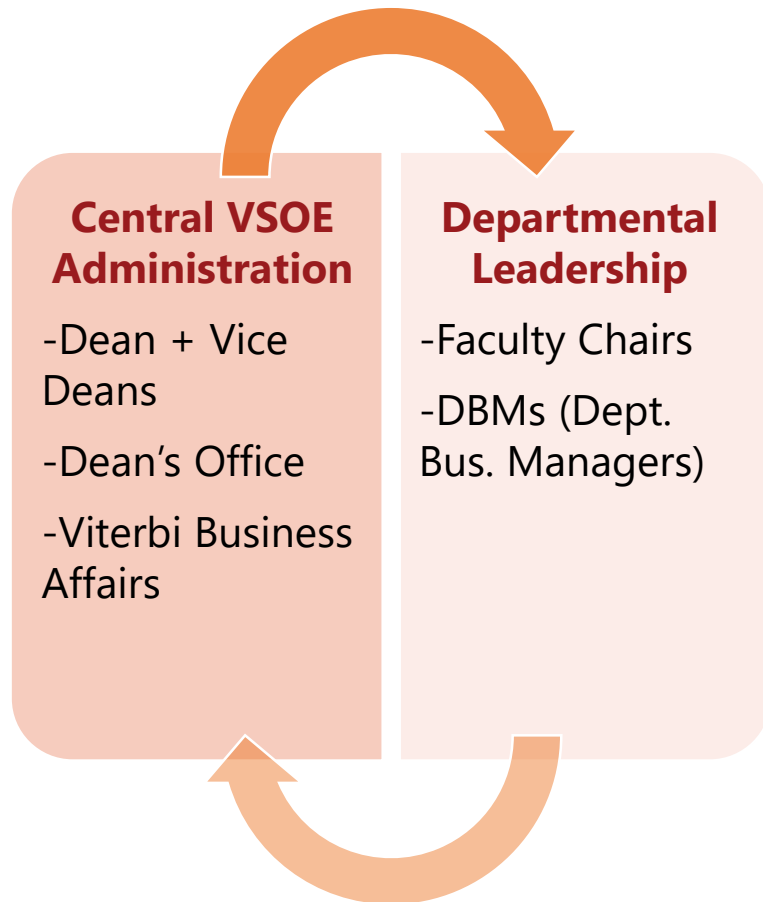 **Michael Goay**
- Executive Director, Human Resources
  Kasia Bzdak Perdue
- Director, Payroll Operations
  Max Kipnis

![USC Viterbi School of Engineering]

Viterbi Administration Model – **Decentralized Structure**

Central VSOE Administration

- Dean + Vice Deans
- Dean's Office
- Viterbi Business Affairs

Departmental Leadership

- Faculty Chairs
- DBMs (Dept. Bus. Managers)

DEPARTMENT BUSINESS MANAGERS are a key resource!

DBMs manage:

- Department HR, employee relations, staff supervision/oversight, etc.
- Department finances, purchasing, 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 Business Affairs
Human Resources

Human Resources & Payroll – Overview of Key Resources
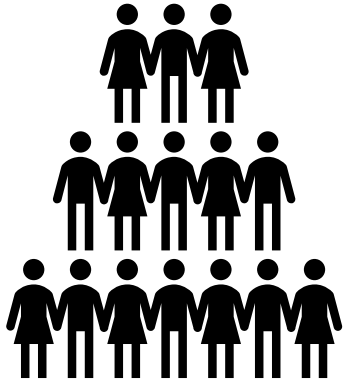
Human Resources:
- Human Resources & Payroll Team (School-level)
- HR/Payroll System - Workday
- Office of Human Resources, Equity, and Compliance: https://svphr.usc.edu/
  - Subordinate Offices: Office for Equity, Equal, Opportunity, and Title IX (EEO-TIX); Office of Culture, Ethics & Compliance; Office of Professionalism and Ethics

Key Employee Resources:
- Employee Gateway: http://employees.usc.edu/
- University Policies: http://policy.usc.edu/

Key University Offices:
- USC Benefits Office: https://employees.usc.edu/benefits-perks/
- USC Payroll Services: https://comptroller.usc.edu/payroll-services/
- USC Office of Postdoctoral Affairs: https://postdocs.usc.edu/

Human Resources & 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 the benefit 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

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
Facilities & Space Planning

Facilities & Space Planning

➢ 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 the VBA Facilities Coordinator
  - Problems in research labs (water leak, electrical issue, etc. – contact USC Facilities Management Services (FMS) @ (213) 740-6833 and the Viterbi facilities staff
  - <u>Before</u> purchasing equipment:
    - Ensure it meets LADBS requirements (e.g., is UL rated or equivalent)
    - Check with Viterbi Facilities if building infrastructure supports the equipment

➢ Viterbi Facilities manages:
  - Administrative Unit Space (the Dean's Office, VBA, Advancement, etc.)
  - Ronald Tutor Hall (RTH), an interdisciplinary building
  - Many school-wide activities such as coordination of the school's Emergency Response Drill, annual 'clean-up' events, etc.

➢ Michelson Hall (MCB) has a dedicated Building Manager – Jivin Seward– jseward@usc.edu

Facilities & Space Planning (continued)

Check out the Facilities pages of the VBA website = http://viterbi.usc.edu/vba/ especially if you have experimental research laboratories, and

University **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

Viterbi Lab Safety Specialist – Megan Utley – meganutl@usc.edu - is on our facilities team. Megan coordinates closely with our PIs and USC Environmental Health & Safety (EH&S) and Fire/Life Safety, and is a valuable resource for experimental researchers

Need an improvement to your lab facility?
Complete a **Facilities Request Form** and submit to your Department Chair/DBM, who will review first, then submit to the Viterbi Facilities Director via Google Docs link
- If a lab renovation is approved, a Lab Renovations Request Form is completed
- 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 Facilities Request Form link is available at the VBA Facilities website

Facilities & Space Planning continued

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. Formal, school-level reviews of research space assignments every 2-3 years

- 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

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

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 is Professor S. K. Gupta (AME)

Flying Robotics Shared Research Lab
- 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)

Other Viterbi Resources

<u>Machine Shop</u> – KAP Basement – Seth Weiman, Machine Shop Foreman
- Located in basement of KAP
- Shared with Dornsife College
- Faculty Advisory Committee meets annually
- https://viterbischool.usc.edu/shared-research-infrastructure/viterbi-dornsife-machine-shop/

<u>Graduate Student Machine Shop</u> – SSC 109 - contact Seth Weiman for training/access
- http://gradstudentshop.usc.edu/

<u>Baum Family Maker Space</u> – SSL First Floor - Dr. Allan Weber, Director
- <u>Undergraduate facility</u> to support instructional projects/extracurricular teams
- On-site lab manager, machinist, and technician
- http://viterbiundergrad.usc.edu/bfms/

Viterbi Business Affairs
Information Technology

IT Services at Viterbi

- USC central IT aka **ITS** provides core IT services campus-wide, while local IT units provide supplemental services. ITS info is at https://itservices.usc.edu/

- **Viterbi IT** supports all Viterbi academic units except **ECE-Systems** & **AME** that currently have their own IT support for faculty. More info is at https://viterbiit.usc.edu/

- <u>**Highlights of Viterbi IT services:**</u>
    - Endpoint management, break/fix, data backup
    - Support services to use ITS resources – host/DNS registrations, firewall rules, etc
    - Web publishing
    - Software
    - Instructional computing resources

IT Services at Viterbi (continued)

Getting Assistance

- **Viterbi IT**, M-F 8a-5p: **213-740-0517**, walk-in DRB 205
  - engrhelp@usc.edu
  - **Viterbi Service Desk** tool in **myViterbi** https://myviterbi.usc.edu/

- **ITS**, 24x7**: 213-740-5555**
  - consult@usc.edu
  - **ITS Service Portal** at https://itusc.service-now.com/its_sp

Directory Info, Web Publishing, & myViterbi Tools

USC Directory   https://usc.edu/directories

You can update your contact info yourself 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.

Key Tools for Faculty in myViterbi Web Portal:

- **PhD Application Viewer**

- **Teaching Assistant System**

- **Grader, Mentor & Course Producer Applications**

- **Directed Research Management**

To learn which tools and how your department uses them your first contact should be your departmental student services team. Check out also **myViterbi Catalog** – to see what tools are available within myViterbi, learn more about your access within tools that are enabled for you.

Software

School-wide Software

More info is at https://viterbiit.usc.edu/services/hardware-software/

Native install: Adobe Creative Cloud, **Microsoft Azure Dev Tools for Teaching**, **Oracle Academy**, **VMware Academic** (e.g., VMware Workstation/Fusion)

SaaS: Overleaf Premium (web LaTeX), **Piazza**; coming Fall-2022, **Doodle** Premium, **Grammarly** Premium

Software available for use on various Viterbi computing platforms: https://viterbiit.usc.edu/services/hardware-software/viterbi-software-list/

Campus-wide Software via ITS

https://software.usc.edu

Google Drive/Suite, **LastPass** Premium, **MATLAB**, **Mathematica**, **Microsoft Office**, Microsoft **OneDrive for Business**, **Qualtrics**, **SentinelOne EDR**, **Slack**

Computing **Resources**

Viterbi - Instructional

Engineering Computing Center (ECC), 24x7 in SAL building:
https://viterbiit.usc.edu/services/engineering-computing-center/

Virtual Desktop with powerful GPU support
More Info: https://viterbiit.usc.edu/instructional-support/#myDesktop

To access: https://mydesktop.vlab.usc.edu

ITS - Instructional

**Linux-based Student Computing Facility accessible via SSH at viterbi-scf1.usc.edu,
viterbi-scf2.usc.edu.**

Several student computer centers

https://itservices.usc.edu/spaces/computingcenters/

Virtual Desktop with lightweight GPU support, to
access https://cloudapps.usc.edu/

ITS - Research

Center for Advanced Research Computing https://www.carc.usc.edu

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