

The ASSEMBLED VOICE

NEWSLETTER OF THE STAFF ASSEMBLY OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

Fall 2005

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STAFF ASSEMBLY
MEETINGS

ALL STAFF MEMBERS
ARE WELCOME

TIME:

9:00 AM - 10:30 AM

October 6, 2005
MCA 156, HSC
(McKibben Addition)

November 3, 2005

December 1, 2005

FOR COMMITTEE MEETINGS,
LOCATIONS, AND LATEST
UNIVERSITY INFORMATION
RELEVANT TO STAFF
MEMBERS

VISIT OUR

USC STAFF ASSEMBLY
WEB SITE:
www.usc.edu/org/staffassembly

Contact us at:
sacontac@usc.edu

PRESIDENT'S MESSAGE

TIME(KEEPING), IT'S A-CHANGIN'

My fellow Trojans, Greetings,



*Michelle Jones, President
Staff Assembly 2005*

As we embark on a new mode of time keeping, keep in mind that with new technology some things will change. This is one of them. If you have any questions regarding OTiS, please contact the help desk at (213) 437-1830 or the website at otisusc@usc.edu.

On another note, there have been questions regarding Staff Appreciation Day. We are working with the administration on how best to celebrate Staff Appreciation Day according to the responses received from the online survey. We will advise you of the outcome here in the Assembled Voice.

If you have any comments or questions or you would like the Staff Assembly to look into a particular topic, feel free to e-mail us at sacontac@usc.edu. We will do our very best to research your inquiry and get back to you as soon as we can.

IN MEMORIUM

The ranks of the university's staff were diminished on Saturday, June 11, 2005 when Crycenthia (Chris) Gill died of a heart attack.

Chris was elected to several terms on the Staff Assembly and often served on its Rules and Elections Committee in which capacity she helped to select the monthly Staff Recognition Award recipient. She brought her tireless work ethic to whatever she did -- her job, her work on the Staff Assembly, even playing UNO® (in which she was a fierce competitor).

Chris also was very active in her church using her financial acumen to benefit both the church itself, and its individual members.

Chris is survived by her children, William (Billy) Gill and Dorothy (Angel) Gill, two grandchildren, five siblings, many nieces and nephews, and a host of friends and colleagues. She will be sorely missed by all.

by Steven Barnhart



*Crycenthia (Chris) Gill
1947 - 2005*

The BULLETIN Board:

(A smattering of the dates and things you should know from around campus)

BEING GREEN!

(AND WE'RE NOT TALKING KERMIT)

Tips for a Green Office:

- Use reusable products. Provide employees with a ceramic company coffee mug to replace disposable cups.
- Turn off PCs, monitors, printers, and copiers nightly and on weekends.
- Paper-reducing strategies, such as double-sided printing, re-using paper, and using e-mail instead of sending memos or faxing documents save energy.
- Recycle printer toner cartridges.
- Encourage others to participate in recycling and conservations activities.

Did you know:

You can use e-Trac to check important details of your pay information? Log in and find out all it can do!

www.usc.edu/etrac

Si Ud. necesita una forma en español para nominar un empleado de la USC para este reconocimiento mensual, visite este sitio Web:
<http://www.usc.edu/org/staffassembly/recognition.html>



Memo to self:
AM I A "ONE-PERCENTER?"

KEEP AN EYE ON OTIS!

What is OTIS?

OTIS stands for **Online Timekeeping System**. Time worked will be recorded, approved and processed through a paperless, all electronic system. Visit the website www.usc.edu/otis for FAQ and project updates, as well as the name and contact information for your departmental liaison.

OTIS Help Desk (213) 437-1830 or email otiscsc@usc.edu

Don't forget!!

CRIME PREVENTION EXPO

HSC Wednesday, October 12, 2005 10 a.m. – 1 p.m. Quad
UPC Wednesday, October 19, 2005 10 a.m. – 2 p.m. Trousdale Pkwy

Additionally, here are a few tips to help prevent crime.

CRIME PREVENTION TIPS FOR THE WORKPLACE:

- Lock your door when leaving your office unattended.
- Avoid leaving your purses and wallets unsecured. Thieves know where to look.
- Log off your computer when leaving your office, even for a short time.
- **Notify DPS of any suspicious activity or person loitering in your work areas**

▪ **EMERGENCIES: x04321**

USC BENEFITS FAIR!

Gotta be there!

UPC: Weds. 10/19/2005
9:30 am to 2 pm, VKC Plaza

HSC: Thurs, 10/20/2005
9:30 am to 2 pm, QUAD



USC GOOD NEIGHBORS
CAMPAIGN 2005
A Decade of Sharing!

October 1st - October 31st

October 3-28, 2005

USC GOOD NEIGHBORS CAMPAIGN: A DECADE OF SHARING

Join USC's community outreach efforts by making generous tax-deductible contributions to this year's campaign. Look for USC GNC packets coming to you via campus mail or call 323-442-3571 or visit www.usc.edu/ext-relations/gnc

COMMUNICATIONS**Rita Gonzales – Chair**

David Amescua, Wendy Cook, Barry Grubs, Dawn Kita, Lisa Kofman, Sena Schlessinger, Christopher Stephan, Amy Yung

The Communications Committee is responsible for publishing the Staff Assembly newsletter, The Assembled Voice as well as planning and coordinating any Open Forums on the Health Sciences and University Park Campuses. In addition, this committee is responsible for maintaining the Staff Assembly's web page, the Staff Assembly mailing list and publicizing Staff Assembly events.

RIGHTS & RESPONSIBILITIES**Chair – Ruth Scott-Johnson**

Sharon Wallace – Vice Chair; Kay Allen, Delfina Candelaria, Ruth Johnson-Scott, Rick Lovely, Judy Mar, Bill Ortiz, Irene Ortiz, Fatima Perez

The Rights and Responsibilities Committee monitors and makes recommendations regarding the Staff Handbook, and any other publications with policies that affect the staff. In addition, the committee monitors issues related to staff development, sexual harassment, and staff grievances as well as promoting the recognition of staff as valuable, responsible members of the university community.

RULES AND ELECTIONS**Carolyn Ward – Chair**

Ardell Nolan, Vice Chair; Josie Amescua, Ofelia Galvan, Linda Lewis, Ellen Miyasaki, Lori Suarez, Lorna Tureaud, Denise Wiegel

The Rules and Elections Committee is responsible for reviewing and recommending changes to the Constitution, By-laws, and Standard Operating Procedures of the Staff Assembly. It conducts the nomination and elections process for the next Assembly as well as the election of officers. The committee monitors the Assembly's attendance, maintains the official membership list, and is responsible for filling vacant seats. The committee also selects the Staff Monthly Award recipient in conjunction with the Staff Club.

COMPENSATION & BENEFITS**Evelyn Alva – Chair**

Teri Aparicio, Bob Cuthill, Trudy Exler, Paul Flores, Shirley Johnson, Veronica Pete, Lillian Rivera, Chris Schweska, Pamela Wallace

The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The committee reviews the benefits offered by the university to staff and passes on to the administration concerns and suggestions for changes or enhancements.

The committee continues to keep abreast of staff concerns regarding implementation of the biweekly payroll system and Otis (Online Timekeeping Systems), the university's new timekeeping system that will affect all non-exempt employees and student workers in late 2005, and encouraging information regarding this new system be imparted to the non-exempt staff accurately, in a timely manner and in user-friendly language. Visit www.usc.edu/otis for information and updates.

ENVIRONMENT**Joyce Perez – Chair**

Noemi Adalin, Deborah Aguilar, Octavio Avila, Myrna Cisneros, Neil Flowers, Beverly Franco, Paul McCabe, Wyman Thomas

The Environment Committee is responsible for monitoring the safety and security of the university working environments at the Health Sciences, University Park, and auxiliary campuses. In addition, the committee reviews and reports on recycling and waste reduction, and investigates disaster preparedness on all campus locations

The Environment Committee used the summer to refocus its efforts on other areas that fall within our responsibilities. The scope of the committee's efforts extends beyond issues related to environmentalism. The mission of the committee is to oversee the general safety of the USC campus community, thus the Environment Committee now includes the issue of crime prevention. In an effort to increase campus safety and to create awareness about crime prevention, the Environment Committee will be hosting a Crime Prevention Expo during October. Please mark your calendars for this event on both the Health Science and University Park Campuses!

TRANSPORTATION**Wade Thompson Harper – Chair**

Suzanne Alcantara, Corliss Bennett, Olabisi Carr, Lory Council, Shannon Hinojosa, Georgina Nuttall, Marty Ruggles, James Vasquez, John Wolcott

The Transportation Committee is responsible for monitoring staff concerns regarding parking and transportation issues including parking free, current utilization of facilities, carpool, vanpool, and other ridesharing programs, and the construction of new parking facilities on both the Health Sciences and University Park campuses. Members of the committee also participate on the Department of Transportation Services' Citation Review Board.

Transportation Services painted several parking structures on both Health Sciences and University Park campuses this summer. Some structures had not been painted in about 20 years. While it created some inconveniences, it was necessary to improve the look of our parking facilities and your patience with the process was much appreciated.

A new crosswalk has been installed on the Health Science campus between the University Hospital and the Zilka Building, which should make it a lot safer to cross on that busy street. There is major construction going on around both campuses, which has either closed lots and/or relocated people to other parking lots and structures. To be sure that you are getting advance notices of changes in parking structures and special events around the campus that would impact traffic, please inform the transportation committee if you are not receiving TransNet (the periodic e-mail from transportation). You may reach the transportation committee by electronic mailed at wharper@pharmacy.usc.edu.

The committee would also like to send out an invitation to anyone who is interested in being part of the Transportation Citation Review board. This board meets periodically to review appeals of citations issued on campus. You will gain the knowledge of how and why citations are issued and decided the merits of the appeals from employees of the University. If you are interested in serving on this board, please contact Andre Gaines (againes@transportation.usc.edu) for consideration of the 2005-2006 academic year.

STAFF MEMBER OF THE MONTH AWARDS 2005



APRIL 2005

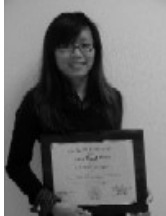
Donald McCann

Director
Student Services/Registrar
Keck School of Medicine

JULY 2005

Jacalyn A. Mardirossian

Director,
Communications & Development
Occupational Therapy



MAY 2005

Thuy Pham

Office Assistant III
American Language Institute

AUGUST 2005

Marian C. Kasai

Accountant I
ISD Administration, Information Services



JUNE 2005

Georgia Kinne

Assistant Manager
HSC Operations
University Payroll Services

SEPTEMBER 2005

Barbara Sussoev

Manager, Administrative Services
O & M Building & Grounds Administration
Facilities Management Services / UPC



UNIVERSITY STAFF CLUB UPDATE

On behalf of University Staff Club, we would like to thank the 580 recipients and 40 very special guests for attending this year's luncheon and making it a huge success. Everyone seemed to have a good time, however, our 45-year recipient, Gertrude Langerude, was unable to attend. You can view the pictures on the University Staff Club website. This luncheon marks the first year that the Presidential Staff Achievement Award was presented instead of at the Academic Honors Convocation. Nex Contreras from Facilities Management received this very special honor.



*Denise Wiegel,
Staff Club President*

The 2005-2006 year is going to be a very tough year. But the newly elected twenty-member Board is very enthusiastic and committed to restoring the health of our budget. The increase in the number of recipients attending the University Staff Recognition Luncheon has finally drained our budget. The University Administration has graciously lifted this burden from us. We will still support the Program and Luncheon but not fund it. Because of budgetary constraints, we had to move our Annual Dinner to September along with the Staff Club Member of the Year. Please watch for the flyer.

Do you want to get the sense of being a part of the Trojan Family? For as little as \$8.33 per month, you can become a member and volunteer your time on one of our committees. Your tax-deductible membership dues pay for five graduate student scholarships, three newsletters, the Staff Member of the Month monetary award, the Staff Club Member of the Year monetary award and plaque, fall and spring socials, the Holiday Party, the University Staff Recognition Luncheon, and the Annual Membership Dinner.

We have six annual events, with some trips sprinkled in. First is the **Annual Membership Drive** in which we recruit new members and award monetary prizes to staff club members who bring in the most new members. It takes place every year from September 1 through November 30th. Second is the **Fall Staff Club Members Luncheon** in October. The third event is our biggest fundraiser, the December **Holiday Party**. The Membership Drive winners are announced at the party. Fourth is the annual **HSC Staff Club Member Luncheon** held in March at the HSC Faculty Center. Fifth is the University Staff Recognition Luncheon in April. Also in April our scholarship committee selects 5

graduate students (can be staff) each receiving \$1000 to be applied as tuition for the following fall semester. Our last annual event is the **Membership Dinner** which is held in June. We present the Staff Club Member of the Year award at this dinner.

Lastly, I would like to encourage all of you to submit nominations for the Staff Member of the Month Award. Staff Assembly and the Staff Club give the award jointly. Staff Assembly presents the staff member with a plaque and Staff Club presents a \$100 check during the Staff Assembly meetings. The nomination form is now on our website.

Please feel free to visit us at: <http://www.usc.edu/org/staffclub/> and write to us with ideas and suggestions for new activities via our email address: staffclub@usc.edu

On behalf of the Staff Club Board, I would like to thank all of our members for their continued support in making this organization so successful.

Staff Assembly and Staff Club

Staff Monthly Recognition Award and Nomination Form

There are many individuals at USC whose constant and dedicated service makes a genuine contribution to the quality of life at the University. To recognize these extraordinary people for their job performance, the Staff Assembly and the Staff Club jointly offer public recognition and honor to these staff members. For this reason, the Staff Monthly Recognition Award was instituted at USC in 1986.

The Award is presented to the recipient at the Staff Assembly general meeting. Each recipient receives a check from the USC Staff Club and a framed certificate of appreciation from the Staff Assembly signed by USC President Steven B. Sample and the Presidents of the Staff Assembly and the USC Staff Club. Public recognition is provided through *The Assembled Voice*.

What is the Criteria?

- ✓ Any USC benefits eligible staff employed a minimum of 50%.
- ✓ Demonstration of exemplary job performance including but not limited to:
 1. Dedication and willingness to assist in problem solving beyond their job requirements (i.e. "going the extra mile");
 2. A positive attitude and generally cheerful disposition; and
 3. Sharing of personal expertise to enhance the University environment.
- ✓ **At least three (3) letters of recommendation.**
- ✓ Not having received this award in the past.

How to Nominate?

- ❑ Complete the form below or get one from the Staff Assembly's web site:
www.usc.edu/org/staffassembly.
- ❑ **Attach a letter providing all necessary information to support your nomination**
or
write your letter on the reverse side.
- ❑ Ask two (2) others to support your nominee by also writing a letter. Nomination must include at least one recommendation from faculty or staff.
- ❑ Submit the materials to: Carolyn Ward
DML 0187

Nominations are held for two years

Award Nomination Form

I would like to nominate the following individual for the Staff Monthly Recognition Award.

Name: _____ Department: _____

Position: _____ Dept. Telephone: _____

Supervisor/Department Head: _____

The reasons for my recommendation are supported in the attached letter or written on the reverse side.

I am: Staff Faculty Student Alumni

Submitted By: _____ Date: _____

Campus Address: _____ MC: _____ Campus Telephone: _____



*University of Southern California
Staff Assembly*

**THE NEW ON-LINE VOTING FOR
STAFF ASSEMBLY IS COMING!!**

The Staff Assembly is an officially recognized part of the university and contributes to the success of the University of Southern California and to the growth and welfare of its staff employees.

The University of Southern California Staff Assembly's nomination and election process is moving to an all new on-line system. The nomination, balloting and vote tallied will be handled entirely by the new system developed especially for us. The election process will require email access. For staff members without computer access, Doheny Library computers are available for voting from October 1 through November 1.

The Assembly encourages you to participate by nominating your co-workers to the Assembly.

If you have questions or require a hardcopy of the nomination or ballot, please contact Carolyn Ward cward@usc.edu ext. 05877.

USC STAFF ASSEMBLY

www.usc.edu/org/staffassembly

staff.assembly@usc.edu

Rita Gonzales, Communications Chair

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