

# The ASSEMBLED VOICE

NEWSLETTER OF THE STAFF ASSEMBLY OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

Fall 2007



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STAFF ASSEMBLY  
MEETINGS

ALL STAFF MEMBERS  
ARE WELCOME

MONTHLY MEETINGS  
First Thursday of the month  
(subject to change)

TIME:

9:00 AM - 10:30 AM

Locations TBA

FOR STAFF ASSEMBLY  
2007 MEETINGS, COMMITTEE  
MEETINGS, LOCATIONS, AND  
LATEST  
UNIVERSITY INFORMATION  
RELEVANT TO STAFF MEMBERS

VISIT OUR  
USC STAFF ASSEMBLY  
WEB SITE:  
[www.usc.edu/org/staffassembly](http://www.usc.edu/org/staffassembly)

Contact us at:  
[staff.assembly@usc.edu](mailto:staff.assembly@usc.edu)

## ON BEING RESOLUTE ∞

*Steven Barnhart, 2007 Staff Assembly President*



When I first joined the Assembly in the early 1990's, the pattern of Assembly action had for many years been to pass resolutions in response to the implementation of new or revised policies, as well as proactively making suggestions of changes the staff would like to see. The process was often reactive, rather than proactive, and sometimes adversarial.

With the incumbencies of Senior Vice Presidents for Administration Dennis Dougherty and now Todd Dickey, that process has become proactive and participatory. Members of the Assembly or its nominees are members of the committees making policy recommendations guaranteeing that our input is considered as the policy is crafted.

While this does not guarantee that we achieve all of our goals, such participation and advocacy by Assembly members has resulted in the offering of free flu shots, increases in the annual dental maximum coverage, and staving off some dramatic changes proposed for the health plans several years ago, among other things. In addition, the university administration will occasionally ask the Assembly to investigate

*(Continued, Page Three)*

### CHANGE IS GOOD, CHANGE IS EASY,

**CHANGE IS AT YOUR FINGERTIPS... (But only during Open Enrollment!)**

**Open Enrollment** for USC Employee Benefits begins November 1 and ends November 21<sup>st</sup>. Open Enrollment is the only time you can make certain changes to your benefits, including changes to your medical or dental plans and to your Supplemental Retirement Plan, as well as to re-enroll for 2008 Flexible Spending Accounts. Except for certain changes in your employment or family status, Open Enrollment is the only time you can make the above changes. Changes made during Open Enrollment will be effective January 1<sup>st</sup>, 2008.

During Open Enrollment you will input many of your own changes to your medical or dental plans and to your Supplemental Retirement Plan on eTrac. Details about the services and information available on eTrac are online at "[Use eTrac to See Your Benefits Summary](#)". When you make a change that requires verification (such as adding a dependent), you will receive e-mail with information about the type of documentation you need to submit to your benefits office.

*(Excerpted liberally from the USC Benefits website and **Benefits News 2007**)*

# The BULLETIN Board 2007

Have anything special to share? Send it here!! [Staff.Assembly@usc.edu](mailto:Staff.Assembly@usc.edu)

## IT'S A TRAM! IT'S A BUS! IT'S... IT'S...



A great way to get around! Campus transportation has changed tremendously in the past 25 years, from (left) bumpy, wide-open trams (no other words for it) of the 70's/80's, to closed trams to the large air-conditioned bio-diesel buses we have today. So don't call them trams anymore...



And don't forget about the Campus Cruisers! Neither bus nor tram, these student-driven on-call escorts are a great way to get from Point A to B safely when you can't get there by USC tram or bus.... Did you know they moved over 3500 Trojans last week! That's mass transit! Call **213-740-4911** for pickup.



## November 7th E-Waste Collection

(7:30 am-1 pm) and

## Laboratory Safety Fair

(10 am-2 pm),

## Health Sciences Campus

Bring in your electronic waste from home: unwanted computers, monitors, TVs, etc. A collection trailer will be set up in the San Pablo Parking Lot; personnel will be on hand to help unload it from your vehicle. The Laboratory Safety Fair will highlight USC resources, accident prevention equipment & techniques, & vendor booths.



October 1<sup>st</sup> - October 31<sup>st</sup>!

## 2007 Staff Assembly Executive Committee

President  
Vice President  
Parliamentarian  
Secretary

Steven Barnhart  
Jackie Mardirossian  
Lorna Tureaud  
Mary Trujillo

Visit [www.buildexpo.org](http://www.buildexpo.org) & [www.metro.net](http://www.metro.net) for info and updates on Expo Line construction

## FAD DIETS GET A FAILING GRADE

by Andrea Cruickshank, Program Coordinator,  
Work/Life & Wellness, USC Employee Assistance Program

Billions of dollars are spent on quick and easy weight-loss products every year, so it's clear that many of us are searching for that special juice, pill, or food combination that will melt away the pounds. And, while fad diet products - products with unrealistic, unproven claims - that miraculously melt away the fat are doing very well financially, the weight-loss they claim to produce isn't. Every year more and more adults and children are becoming overweight and

obese. And every year the fads keep coming back.

Just last week I received an e-mail touting the miraculous benefits of a weight loss product. Who wouldn't want the outstanding results they claim?

This product says it "improves the quality of your life by soothing the feeling of hunger and always cheering you up." Then it goes on to include this testimonial: "It is wonderful! I

stopped watching TV constantly and stuffing myself with food I became rather more interested in taking exercise. (This product) made me stride on confidently. I have a great figure now and lots of men devour me with their eyes!"

However, some fad diets can harm your health, including your heart and kidneys. In that moment of weakness, when you are considering nutrient supplements, specific food combinations that burn calories, and

(Continued, Page Three)

## WORDS FROM THE PRESIDENT (continued from Page One)

a particular issue such as vacation/leave policy which resulted in the university's being closed each year between the Christmas and New Years holidays.

Finally, the Assembly may take up issues brought to it by members on behalf of staff which require research and the formulation of a resolution. There are two particular issues which illustrate this process. In 2003, the Compensation & Benefits Committee of the Assembly took up the issue of providing long-term employees with the option of retiring prior to being Medicare-eligible with the ability to maintain their health insurance coverage. Over a three-year period, the committee researched the policies of a group of about thirty other universities which USC considers our peers or to whom we aspire to be peers.

These include the major Ivy League schools, as well as other private universities, some out-of-state public institutions, and the UC System. After analyzing and comparing those policies, the committee drafted a resolution which was presented to the Assembly's Executive Committee, passed by the Assembly, and presented to Mr. Dickey along

with a binder containing all of the Assembly's research.

The administration is investigating the impacts of such a program and will respond to the Assembly, hopefully by the end of 2007. The proposal has recently received support from members of the faculty who sit on the university's Employee Benefits Advisory Committee.

Similarly, in 2007 the Rights & Responsibilities Committee of the Assembly took up the issue of the university's Layoffs & Reorganizations policy with respect to the severance pay provisions.

Research was done amongst the same group of peer and peer-aspirant universities, a resolution was formulated and presented to the Executive Committee, passed unanimously in the Assembly's July meeting, and will have been presented to Mr. Dickey along with the committee's research by the time you read this article.

I hope that this insight into how the Assembly does its work has motivated you to consider participation during the next election cycle –

either to run for membership yourself, or at least to participate in the elections process.

Please remember that we're always happy to hear from staff members what issues you would like us to address. The best way to communicate with us is to send an e-mail to [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu).

### Did you know?

- A new Student Health Center is scheduled to open in 2010 that will include a Faculty/Staff Clinic, which will be available to all benefits-eligible employees
  - A staff employee who temporarily perform duties unrelated to his or her normal responsibilities or who temporarily assumes additional responsibilities due to unusual circumstances in his or her department may be eligible to receive extra compensation as "overload." See the January 1, 2007 Staff Compensation Administration Guidelines for more details
- [www.usc.edu/dept/personnel](http://www.usc.edu/dept/personnel)

### Fad Diets, continued from Page Two

miracle pills that promote weight-loss, there are some tips from the *American Dietetic Association* that can be used to help you hold onto your hard-earned money and soundly gauge the value of what's being offered:

- If it sounds too good to be true, it is.
- Avoid products offering a guaranteed cure.
- Consider the source of the information; is it a book or author also trying to sell a product?
- Watch out for products that describe certain foods as "good" or "bad."
- Are personal testimonials offered as "proof" that it works?
- Is it a "secret formula?" Are the ingredients and possible side-effects listed on the label, or are they missing?

There is no magic elixir for weight-loss. Activity (dare I say exercising), controlling how much we eat, and balancing our diet by eating mostly fruits, vegetables, lean proteins, and whole grains is the basis of maintaining a healthier weight. It really is a matter of how many calories we put into our bodies and how many calories we burn by being active.

If you're struggling with maintaining a healthy weight, don't struggle alone. Call the Center for Work and Family Life at (213) 821-0800 for information about weight loss resources right here at USC.

The CWFL sponsors Weight Watchers, one of the few commercial programs with evidence to support the effectiveness of its weight-loss claims. Plus, USC's Occupational Therapy program offers an

excellent evidence-based weight loss program called Lifestyle Redesign. When you have questions about your nutrition, you can always contact USC dietitian Patrice Barber, R.D. And, the Lyon Center has classes, workout equipment and even personal coaching to help you increase your exercise. Unlike fad diets, these programs are not quick and easy, but they do work.

So stay away from those fad diets and embrace life-long healthy habits. With the right resources, motivation and the support of others, you can reach your weight-loss goals. And you can do it right here at USC.

**Second in a series of articles on life-improvement opportunities available to USC staff and faculty.** Article by Andrea Cruickshank, USC Center for Work and Family Life. Visit their website at:

<http://www.usc.edu/dept/socialwork/cwfl/>

The Center for Work and Family Life (CWFL) formerly known as the Faculty/Staff Counseling Center, has been helping USC faculty, staff and their families find a healthy and manageable balance between work and personal life since 1980. We recognize that when employees are able to meet their professional and personal responsibilities as well as their health and wellness goals, they are happier and more productive. The programs and initiatives of the Center for Work and Family Life are designed to foster a welcoming and supportive environment for all faculty and staff, to help faculty and staff have a sense of positive well-being and morale, and to contribute to improved recruitment and retention.



## ENVIRONMENT

### Jane Bartlett – Chair

Anthony Rodriguez (Vice-Chair), Josie Amescua, Tony Mazza, Denise Porter, Marian Purcell, Joshua Schmidt, Sylvia Stafford

*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.*

### Recycling Update

If your office is not recycling your paper waste: **Get With It!**

The USC Recycling Program now accepts ALL mixed paper, including white and colored paper; letterhead; envelopes—plastic windows and craft paper are okay; post-it notes; message paper; coated paper; fax paper; thermal paper; carbonless NCR forms; bulk mail; magazines; newspaper; tablet backings; chipboard; and file folders (please remove tabs and excess labels).

You don't need to remove staples and paper clips. Please DO NOT add paper ream wrappers (the paper cover for copier paper); garbage, styrofoam, plastic coated paper, carbon paper, paper towels; tissues, pressure sensitive labels and backing; paper plates or cups, or tape.

Deposit recyclable paper waste in the blue "Recycle" receptacles; the receptacles will be emptied when full. Contact Facilities Management for receptacles and information (323-442-7001 or 213-740-6833).

Over 10,000 pounds of metal was recycled from just one of USC's summer remodel projects, saving disposal costs.

To recycle building materials requires additional pre-planning and coordination between project managers, contractors and Environmental Health and Safety, but the potential benefits to the university and the community are large.

We hope to keep good news like this coming your way.

## COMMUNICATIONS

### Amy Yung – Chair

Rita Gonzales (Vice-Chair), Delfina Candelaria, Valerie Fitzgerald, Gloria Gamboa, Michael Grabarsky, Dawn Kita, Janet Prince, Veronica Villa, Tina Walsh

*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.*

The communications committee has had several members who resigned due to job related reasons. Fortunately new members joined our committee and we are at full roster again. We thank those who have left our committee for their hard work and efforts during their time with us. Our committee would not have functioned properly without their participation.

We have worked hard this year to meet our goal of publishing three issues of the *Assembled Voice* and updating the web page. Senior Vice-President of Administration Todd Dickey has been very generous with Staff Assembly, providing the funding to publish our newsletters in color. We are very fortunate to now have a webmaster assigned to help us update our web page. We continue to collect information to update our site. Make sure you check our web page periodically. We hope to have our web page updated completely by the end of the year.

Please contact any of the committee members with questions or visit us at [www.usc.edu/org/staffassembly/](http://www.usc.edu/org/staffassembly/).

### DID YOU KNOW...

Even though your Health Insurance premium may seem expensive, USC pays 83% of the actual cost of the premium for not just the employee (you!), but also for your dependents.

*(Well, I find that quite impressive...)*

## RIGHTS & RESPONSIBILITIES

### Chair – Ingrid DeCook

Ruth Scott-Williams (Vice-Chair), Steven Barnhart, Bill Givens, Erika Jimenez, Michelle Jones, Ba Shai Lagarde, Josie Nieto, Bryan Ortiz, Rosie Tellez

*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.*

The first half of the year has been a busy one for the Rights and Responsibilities Committee. A staff member brought forward a concern that the current severance pay offered to employees undergoing a lay off or reorganization is low, and appeared to compare unfavorably with other employers. The Rights and Responsibilities committee was tasked with researching to see if this was indeed the case, and if so, to make a recommendation.

We began researching the severance policies at 30 peer and peer-aspirant universities, and were able to gather data from nearly all. One lucky university doesn't have enough lay offs or reorganizations to have a policy, and a couple of others keep their policies restricted from outside viewing. Of the institutions with which we could make a comparison, it appeared that USC's current severance pay policy really is deficient.

Our current policy is one week of pay for each year of completed service, up to a maximum of four years service (4 weeks pay).

While a couple of other universities did not pay any severance at all the first year, where USC does, no other university maxed out at 4 weeks pay. About half of our competitors pay one week of pay after one year of service, as we do, but the other half pay anywhere from 2 weeks to 3 months after only one year of service.

*Continued, next page*

**RULES AND ELECTIONS****Lorna Tureaud – Chair**

Camillus Apakama, Josie Herrera, Kathy Neal, Ardell Nolan, Lillian Rivera, Sonia Savouljian, Sonya Sears

*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.*

**RIGHTS & RESPONSIBILITIES, CONTINUED**

USC is the lowest, maxing out at 4 weeks of pay at the highest years of service, while many other universities pay 26 weeks or more, with several at a high of 52 weeks or more. The lowest is 6 weeks (still higher than our current policy).

We were concerned not just that the pay was low, but that the current policy, inadvertently or not, provides financial incentives for getting rid of long term employees because they tend to be paid more highly than shorter term employees. Terminating a longer-term employee may save a higher salary, but we recognize that longer-term employees generally also represent a wealth of institutional knowledge that is expensive and time-consuming to replace.

After examining the data and discussing the surrounding issues, the committee unanimously felt the need to make a recommendation. We formulated a resolution that I am happy to report has had a favorable initial response. The text of the full resolution is available at the USC Staff Assembly website, [www.usc.edu/org/staffassembly](http://www.usc.edu/org/staffassembly). I'm proud of the work our committee has done this year to prepare a well-thought-out proposal. All of us on the committee are pleased that we were able to bring forward this issue of concern to staff in the university community. We appreciate the receptivity of Administrative Operations to the desirability of change in our current severance policy.

**COMPENSATION & BENEFITS****Veronica Pete – Chair**

Gloria Reyes (Vice-Chair), Tim Boston, Lisa Escobar, Roshonda Harrison, Stanley Henderson, Shannon Hinojosa, Chris Schweska, Wade Thompson-Harper, Lydia Vazquez, Pamela Wallace-Thompson

*The Compensation and Benefits Committee is charged with monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The committee reviews the annual salary survey, health and retirement plans, and is involved in any proposed benefits changes or enhancements.*

If you will recall in the last issue of Assembled Voice, the Staff Assembly presented to administration a proposal that would provide health coverage for long-term staff who retire prior to the age of Medicare eligibility. We are happy to report that Mr. Todd Dickey has taken the proposal under consideration and has asked several others to review it as well. A copy of the proposal has also been given to the Employee Benefits Advisory Committee and received enthusiastic support from the faculty on that committee.

Since the Compensation and Benefits Committee is not one to rest on its laurels, we have completed work on our next project which is "accrual of sick days and buying back sick days". The committee is in the process of researching and comparing data on several universities considered peer or peering aspirant to USC. We know a proposal for staff to buy back their sick leave was submitted and discussed with administration a few years ago but failed, nonetheless we have decided to revisit this topic.

Over the past few months you have asked us to investigate several issues such as reinstating free flu shots; being compensated for unused vacation time after reaching the maximum; arena seating for basketball season ticket holders; time off for volunteer service; and payroll deduction for IRA and ROTH accounts. The Compensation and Benefits Committee encourages you to continue submitting your questions and concerns.

**AND DO YOU KNOW...**

USC has a Savings Bond program managed by Security Market Group; **1-800-711-2922**, ask for Bill.

**TRANSPORTATION****Marty Ruggles – Chair**

Lou Nieto (Vice-Chair), Evelyn Alva, (Secretary), Yolanda Mora, Rich Pinder, Claudia Raphael, Cristi Shinn, Annie Willis

*The Transportation Committee is responsible for monitoring staff concerns regarding parking and transportation issues including parking fees, 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.*

2007 has been an interesting and challenging year to date. The Staff Assembly has suffered from a seemingly inordinate number of membership changes with the obvious impact on each of the committees. The year has been filled with many issues without ready and apparent solutions or resolutions. The issues have a broad scope of coverage from safety related (Jefferson Blvd intersections with multiphase signaling with pedestrian only sequence) to customer relations concerns (UPX changes converting 2<sup>nd</sup> floor to day pay parking but with inadequate signage for the informed let alone the casual visitor and pay to park ticket dispensing machines which only accept \$1 bills in good condition).

Other major topics of discussion included the 34<sup>th</sup> Street traffic and pedestrian issues caused by the Cinematic Arts Building construction, Exposition Parking Structure issues relating to ingress/egress, safety, traffic, access, monitoring, etc., HSC potholes and street parking lost to early arriving construction crews among many others.

The general assembly welcomed Transportation Services Director Ian Sephton as guest speaker at our July meeting. Ian gave an excellent overview of what Transportation Services has been in the past and his vision for a truly customer-centric, service-oriented department which utilizes technology to provide a much broader level of service to the campus community.

*Continued, Page Six*

# UNIVERSITY STAFF CLUB *FROM THE DESK OF THE PRESIDENT*

*Wade Thompson-Harper, 2007 USC Staff Club President*



Greetings from the Board of Directors of the Staff Club to the Staff Assembly. It is a pleasure to be able to address the entire staff through the Assembled Voice at the generosity of the Staff Assembly.

I would like to thank the 2006-2007 Board of Directors for a very successful year. The board was Cynthia Brass (Ways and Means), Laurie Cox (Technology), Trudy Exler, (Secretary), Beverly Franco, Amanda Gaines-Deshazier

(Social), Stanley Henderson, Connie Horak, BaShai Lagarde, Maria Lam (Staff Recognition), Ellen Miyasaki (Communication), Irene Rodriguez, Sonia Rodriguez, Imella Sanchez, Ruth Scott-Williams (Parliamentarian), Ladonna Trimble (Scholarship), Connie Vargas (Treasurer), Lydia Vazquez, Pamela Wallace-Thompson (Election and Nomination), Carolyn Ward and myself as President.

I would like to introduce the new 2007-2008 Board of Directors: Olabisi Carr, Laurie Cox (Technology), Beverly Franco (Ways and Means), Amanda Gaines-Deshazier (Social), Rita Gonzales (Communications), Stanley Henderson, Michelle Jones (Vice-President), Ba Shai Lagarde (Election and Nomination), Maria Lam (Treasurer), Kimberly Lu, Ellen Miyasaki (Staff Recognition), Jakita Morgan, Sonia Rodriguez (Scholarship), Ruth Scott-Williams (Parliamentarian), Sonia Sears, Lydia Vazquez, Pamela Wallace-Thompson, Vicky Williams and myself as President.

We look forward to a wonderful year with many events, parties and our successful scholarship competition and staff recognition program along with the President's Staff Member of the Year award. Be on the lookout for our Las Vegas trip, Catalina Jazz Festival and our holiday party. For those of you who enjoyed our "Evening of Wicked" this year attending the Broadway smash at the Pantages Theatre with dinner, transportation and the show, we are going to do it again, but this time it will be a "Color Purple" evening. This Broadway smash musical comes to Los Angeles in the spring of 2008. We will once again do a lovely evening complete with dinner, transportation and the show. More information will be sent out this fall for you to reserve your spot for this evening attending "The Color Purple."

The Staff Club had a wonderful three-day cruise to Mexico this past spring. We would like to have an annual trip with the staff of the University, so as we plan our year, I would like for you to e-mail me your thoughts on possible get-a-ways for this year. Keep in mind we want to make it a long weekend so the largest number of people can attend and not leave offices short staffed during the week.

As you can see the Staff Club is thriving and we are here for you. Those who have not become apart of the Staff Club should really consider joining. The club tries to bring entertainment and networking to the staff as well as provide scholarships, staff recognition for years of service, the joint staff member of the month (with Staff Assembly) and our Staff Club Staff Member of the Year award. Please visit our website and download our application. The web link is [www.usc.edu/staffclub](http://www.usc.edu/staffclub).

We look forward to serving you and seeing you at our events. If you would like to volunteer for the staff to get a feel of what we do please e-mail me at [wharper@usc.edu](mailto:wharper@usc.edu).

## TRANSPORTATION, CONTINUED

Ian has completely reorganized the department and has put into place a management team with more focus and commitment to achieving new and improved levels of service.

Ian's staff has been responsive to issues presented by the Transportation Committee and we look forward to continuing our work with them to improve services and resolve issues brought to our attention by the staff.

The committee continues to encourage participation in the Citation Review Board by Assembly members and the USC staff in general. Peer review of citations challenged by faculty, staff and students is necessary and made even better by broader participation of staff.

This opportunity for involvement in campus oversight will only become a better vehicle for issue resolution with more individuals involved.

The Transportation Services website (<http://transnet.usc.edu>) is an important tool for keeping updated on policies, parking rates, tram schedules, etc. Be sure to visit it anytime you have a question relating to transportation issues.

The Transportation committee welcomes any questions or issues anyone may have regarding transportation at USC.

Please contact us at [staff.assembly@usc.edu](mailto:staff.assembly@usc.edu) or contact the committee chair directly at [marty@usc.edu](mailto:marty@usc.edu). It is our pleasure to serve.



## USC GOOD NEIGHBORS Campaign 2007

October 1 to October 31

Have YOU renewed your commitment to our neighborhood community partnerships for 2008? 100% of funds raised are given to support local efforts in our community. Be a part of the President's Leadership Circle of 1% donors!

For more information  
[www.usc.edu/goodneighbors](http://www.usc.edu/goodneighbors)  
(213) 821-2549

## 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](http://www.usc.edu/org/staffassembly)
- Attach a letter providing all necessary information to support your nomination**
- Ask two (2) others to support your nominee by also writing a letter.
- Submit the Materials to: Lorna Tureaud,  
**JHH 104 MC 0912**

*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.**

I am:             Staff             Faculty             Student             Alumni

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_ MC: \_\_\_\_\_ Campus Telephone: \_\_\_\_\_



## STAFF MONTHLY RECOGNITION AWARDS

April

May

June

July

August

September



**APRIL 2007**  
**KATHY JUNG**  
 Accountant I  
 Department of  
 Preventive Medicine

**MAY 2007**  
**GEORGE MARTINEZ**  
 Computer Systems  
 Administrator  
 Division of Biostatistics  
 Department of  
 Preventive Medicine

**JUNE 2007**  
**JULIE ANDAYA**  
 Senior Associate  
 Director, Financial  
 Aid Office,  
 Enrollment Services  
 Division

**July 2007**  
**SANDRA AMENT**  
 Senior Library  
 Assistant, Student  
 Coordinator  
 Philosophy Library

**August 2007**  
**WANDA JOHNSON**  
 Secretary II, Political  
 Science

**September 2007**  
**YOLANDA MORA**  
 Administrative  
 Services Manager  
 Keck School of  
 Medicine

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### FLU SHOTS available **FREE OF CHARGE** to USC Network members!

Influenza vaccinations are highly recommended for those working in the health fields and close setting (schools/colleges). Many experts suggest getting the flu vaccine before the Thanksgiving holiday, since the entire holiday season is filled with hugs, kisses, and close contact, realistically -- getting vaccinated NOW makes the most sense! However, if you're a procrastinator, getting your flu shot is still worth the effort any time during flu season, which may last from October to May.

#### USC Pharmacy (UPC)

3601 Trousdale Parkway, STU 101 (213) 740-2738  
 Walk-ins welcome  
 Monday-Friday, 10 am to 5 pm

#### USC Medical Plaza Pharmacy (HSC)

1510 San Pablo Street (323) 442-5770  
 Walk-ins OK, Appointments preferred  
 Monday to Friday, 10 am-12 noon, 2 pm to 5 pm

USC Network Employees with  
 USC Network Insurance Card and ID: **FREE**  
 Non-USC Network: \$30

USC Network Employees with  
 USC Network Insurance Card and ID: **FREE**  
 USC Non-Network, Tenent, Doheny Employee/ID \$20  
 Students with USC ID \$20  
 General Public \$30

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### USC STAFF ASSEMBLY

www.usc.edu/org/staffassembly  
 staff.assembly@usc.edu  
**Amy Yung, Communications Chair**  
 KAP 108A mc 2532

### It's that Time of Year... OPEN ENROLLMENT and the USC BENEFITS FAIRS!

UPC Staff: Wednesday November 7th from 9:30 to 2 at VKC  
 HSC Staff: Thursday, November 8th from 9:30 to 2 at HSC Quad