

The ASSEMBLED VOICE

NEWSLETTER FOR THE STAFF OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

December 2010



IN THIS ISSUE

PRESIDENT'S REPORT

COMMITTEE
REPORTS

MONTHLY STAFF
RECOGNITION AWARD

STAFF CLUB REPORT



BREAKFAST WITH
PRESIDENT NIKIAS

NEW YEARS'
RESOLUTIONS

TUITION ASSISTANCE
PROGRAM

NEW ATHLETIC
BUILDING

USC TRANSPORTATION

CENTER FOR WORK
AND FAMILY LIFE

USC TICKET OFFICE



USC STAFF ASSEMBLY
WEB SITE:

www.usc.edu/org/staffassembly

Contact us at:
staff.assembly@usc.edu

BREAKFAST WITH PRESIDENT NIKIAS

On November 5th, President C. L. Max Nikias spoke to members of the USC Staff Assembly and Staff Club about the direction of the university, and the role that we as staff members might play in achieving those goals.

We were deeply honored to have him as our guest.

Here are his remarks:

Good morning! I'm delighted to have this opportunity to speak to you, especially so soon after my inauguration.

On that Friday, I made a very public speech to the community at large. It was a speech that reached out to stakeholders all over the world, a speech that represented my vision for USC to a vast audience of diverse people.

Today I'm glad to have a more intimate setting. And I'm excited to speak directly to you, the dedicated staff of this university.

When the Academy was originally conceived, Plato didn't require a large staff to keep things running smoothly. The Academy didn't need major gift officers, or media relations experts, or executive assistants.

The main focus of the original Academy was on the teacher and the students. In some ways, it may seem like little has changed since ancient times. You may see how USC celebrates its students and honors its faculty. At times our staff may seem to take a back seat to these groups.

But just because your roles may play out behind the scenes does not mean that you don't play a central role for this university.

I want you to know that I not only understand what you do, but I appreciate



President Nikias

all of your hard work. I want you to know that I understand that, without your sacrifices, this university could not even open its doors.

Think of all of the things our staff does for this university. Many of you arrive early and stay late. When people call to get information, you're the pleasant voice on the end of the phone.

When people visit your schools and departments, you're the friendly face ready to lend a helping hand. When guests on campus have lost their way, you're happy to point them in the right direction. When we need to keep the campus looking good, you go above and beyond the call of duty.

What you do for this university is very special. But, even more important, is how you do it.

You do everything with a willing heart and a spirit of service. And I want to

(Continued on Page Three)

PRESIDENT'S REPORT

Linda Bazilian, 2010 Staff Assembly President

October was a busy month for the Trojans! The Good Neighbors Campaign began on October 1st and ran through October 31st. If you didn't make the deadline but still want to contribute, you can send in your contribution form through the end of December. Please give what you can to this worthy cause that supports educational, cultural, and developmental opportunities for children and families, provides a safer environment in local neighborhoods, and encourages entrepreneurship. 100% of donated funds go directly to the programs that serve our neighbors surrounding the UPC and HSC campuses.

Thousands of people attended the inauguration of Dr. C.L. Max Nikias as USC's 11th president on October 15th. We were treated to an entertaining video about "The Trojan Family" and a musical tribute performed by the Calder Quartet. I was both honored and pleased to have been selected to greet our new president as the representative of the USC staff. The keynote speaker, Dr. John Hood, talked about "Pre-eminence: A Worthy Vision" and Dr. Nikias spoke about the theme of the inauguration, "The Destined Reign of Troy." There

were fireworks set off from the roof of Doheny Library, followed by a hearty lunch in McCarthy Quad.

On October 22nd, we had a historic visit from President Obama, the 44th president of the United States. President Obama spoke to approximately 37,500 people at a political rally to get out the vote prior to the November 2nd elections. This event was organized by the Democratic National Committee and sponsored by the USC Political Student Assembly.

Homecoming Weekend was the following weekend, with USC hosting the Oregon Ducks. Things did not bode well for our football team that weekend, but we came back with a vengeance!

The Staff Assembly committees have been hard at work. You can read the committee reports in this issue of the *Assembled Voice*.

Our general assembly meetings are usually held on the first Thursday of each month from 9 to 10:30 AM (location varies, so please check the website). These meetings are open to everyone, so I encourage you to attend and discover for yourself what Staff Assembly is all about.



Photos from top to bottom: Staff Assembly President Linda Bazilian; President Nikias' Inauguration attendees Gloria Gamboa, Allison Bryant, Evelyn Alva; past Presidents of Staff Assembly photos courtesy of Rita Gonzales

NEW YEARS' RESOLUTIONS

By Jennifer Siu, Recreational Sports

As we usher out the old year and welcome the new, we typically create our new year's resolutions. It is not surprising that on our list of resolutions we include eating healthier, watching our weight, managing our weight, getting (back) on an exercise or fitness program, going on long walks, and other activities that promise good health and feeling better.

Once we recover from the holidays, we can look forward to making good on some or most of these promises. Remember to give yourself

some time to "recover" from those holiday stressors – the visiting family (or the travelling), cleaning the house of holiday ornament and lights, the winter cold, and (perhaps) the lack of sleep. Here are some tips that may help you along the way.

Food and Fitness are friends!

It's important to remember that to engage in a new fitness routine, you need to maintain a balance of good nutrition. A good brisk walk in the morning goes great with a healthy breakfast to give you energy for the rest

of the day. A morning workout gives you an early, upbeat outlook on the day – mentally, spiritually, and physically.

If Not Today, then Tomorrow!

Remember that if you don't get started on your New Year's resolutions on January 2nd, then start on January 3rd or 4th. Basically, it doesn't matter when you begin – just as long as you do! And if you find yourself "falling off the fitness wagon" just get back on!

Tell a Friend!

Finding a workout buddy can help you find the motivation and encouragement to keep up the program. Find a support group, friend, or spouse

(Continued on Page Three)

TUITION ASSISTANCE PROGRAM OR TUITION EXCHANGE PROGRAM – WHAT’S THE DIFFERENCE?

USC offers two programs to assist staff members with paying for college. The two programs are the Tuition Assistance Program and the Tuition Exchange Scholarship Program. The programs benefits and requirements are very different. Let’s look at what makes the two programs different.

Tuition Assistance is available to eligible staff members and their spouses, registered partners and children.

Staff members who are admitted to the University can receive 100% tuition assistance for a maximum of six units per semester, of which no more than four can be taken at the graduate level.

Children of currently employed benefits-eligible staff or former employees with 15 or more years of benefits-eligible USC employment may receive 100% tuition assistance. This can be applied to 144 undergraduate units or 72 graduate units. A legally married spouse or a registered domestic partner of a benefits-eligible staff member is eligible for up to 50% tuition assistance for the same number of units. Eligibility for tuition assistance does not guarantee admission to the University. Students must still meet admission requirements and be accepted to the university to participate in the program.

Payment of fees is the responsibility of the student and

certain types of tuition assistance are considered taxable income. For more specific information on the details of the Tuition Assistance Program, visit your benefits office as far in advance as possible for help in determining the forms and documents that will be required for the program.

For more information on the Tuition Assistance Benefit, go to www.usc.edu/benefits and click on the “Educational Benefits” link. For detailed information about eligibility and requirements, see the Tuition Assistance Policy also found at <http://www.usc.edu/benefits>.

On the other hand, the **Tuition Exchange Scholarship** program is not

(Continued on Page Four)

BREAKFAST WITH PRESIDENT NIKIAS

(Continued from Page One)

thank you for the work you do each and every day.

My inaugural speech provided a lofty vision. But you are the people who put that vision into action.

You, probably more than any other people at this university, determine how people perceive USC.

You are at the core of this university. You are the engine that keeps this university running. You are one of the reasons I am proud to say that I’m the president of the University of Southern California.

Over the last few years, many of you have played a role in USC’s unprecedented climb up the academic ladder. I have witnessed that ascent, and I’ve also played a role in it.

Over the past two decades, under the leadership of Steve Sample, USC has had great success. But this university has not yet achieved what it can and should become.

Over the next decade, my challenge – and our challenge together – will be to propel USC to reach what I call “undisputed elite status.” And all of

you have an important role to play in the pursuit of that goal.

Becoming an undisputed elite university will not be easy. It will be a difficult journey. We will face obstacles along the way. We will need to have everyone working together, pulling in the same direction, aiming for the same goals.

One of my main initiatives is preparing the university to embark on a new fundraising campaign. But we’re not just planning any campaign. We’re preparing for the largest campaign in the history of this university.

In the weeks and months ahead, you will hear more about this campaign. And you will also learn about how our staff will play an important role in this effort.

I want you to know that our fundraising campaign is not just something planned by senior officers in Bovard Administration Building. It’s not just something that’s conducted by advancement officers who seek out major gifts.

We are all part of the fundraising effort. And it begins with the culture and the environment created by our staff throughout the university.

I have great faith that you will help us succeed in this new campaign and in many other areas. Because, throughout our history, we have looked to our staff to help lead the way.

We have looked to you to help us shape the perception of the entire university. And we have looked to you to help take a lofty vision and put it into action each and every day.

Thank you for your dedication to USC. Thank you for the sacrifices you make each and every day. Thank you for all you do to make a great university even greater.

NEW YEARS’ RESOLUTIONS

(Continued from Page Two)

who can help you meet your goals. You can also check out FitDay at www.FitDay.com, which is an online journaling program for both food and fitness.

A Good Start!

A good beginning for any fitness routine is simply to get moving. Move for 30 minutes every day (including weekends). Remember... if it’s physical, it’s therapy. Daily physical activity includes cleaning, biking, walking, gardening, playing with

(Continued on Page Eight)

NEW ATHLETIC BUILDING TO BE CONSTRUCTED NEXT TO HERITAGE HALL

With an estimated opening date of summer 2012, a new 110,000-square foot athletic building will be emerging directly west of Heritage Hall. This new complex will house:

- meeting rooms
- coach's offices
- locker room for the football program
- academic center
- weight room
- athletic training room
- digital media production facility for USC's 21 sports
- state-of-the-art technology throughout the facility

With groundbreaking planned for January 2011 on the site of the current intramural field that is adjacent to Heritage Hall and the Galen Dining Center, the 2-story building will include a basement that connects to Heritage Hall and will feature a brick exterior that compliments the architecture of most USC buildings. The field will be relocated just south of its current spot, at the site of the PIC building.

Fundraising has begun for the \$70 million project, which will include the cost of the building, a maintenance endowment, and renovation of vacated space in Heritage Hall.

"I am delighted that the president and university leaders share our vision about the necessity and value of this new athletic building," said USC athletic director Pat Haden. "This facility has been in the formative stages for a while now and I am excited that we are ready to move forward. While Heritage Hall will always be the central point of our athletic department, the reality is that we have outgrown Heritage Hall and we are badly undersized and overcrowded in there. This new building will be the finest of its kind anywhere and will provide our student-athletes every opportunity to succeed academically and athletically."

President C. L. Max Nikias also commented on the new facility.

"We are very excited about the number of donors who are stepping up with major gifts to make this project a reality for our student-athletes and their coaches. These donors recognize the importance of USC's legendary athletic tradition and want to do their part to promote athletic excellence and educational excellence now and in the future."

The new building's basement, which will connect to Heritage Hall, will be 60,000 square feet and will house facilities that far outrank the current amenities. Included will be:

- a 32,000-square foot weight room (the current weight



room in Heritage Hall is 9,600-square feet)

- an 18,000-square foot athletic training room (the current athletic training room is 2,700-square feet)
- men's and women's locker rooms

The building's 25,000-square foot ground level will be home to USC's Student-Athlete Academic Services. There will also be a reception area in a vaulted lobby similar to Heritage Hall's and an outdoor courtyard.

The upper level, also 25,000-square feet, will house the football coaches' offices, football team and position meeting rooms and a video production facility.

Heritage Hall, which is 70,000-square feet, will remain in use by the athletic department, but the new building will allow for re-allocation of space for athletic department staff, as well as an expansion of the athletic equipment room and a new lounge area for all student-athletes.

Commenting on the project, Haden said, "Once this facility is completed, our physical infrastructure will be among the finest of any athletic department in the nation, and worthy of our student-athletes."

TUITION ASSISTANCE PROGRAM

(Continued from Page Three)

an employee benefit, per se. To qualify for participation in the Tuition Exchange Program, the participant must be a benefits eligible employee or former employee with 15 or more years of benefits eligible USC employment. However, unlike Tuition Assistance, the Tuition Exchange Program is a competitive scholarship that's open to the dependent children of staff and faculty members pursuing a first bachelor's degree. The program is administered by a national association, not by USC. It offers reciprocal scholarships at over 600 participating institutions, meaning that for a child of a USC staff member to attend another school in the program, that school must be able to pay tuition for the USC student to attend their school.

(Continued on Page Five)

USC TRANSPORTATION CREATING EXPERIENCE THROUGH VALUED PARTNERSHIPS

Looking to save money, avoid unnecessary wear and tear on your car and cut down on your commute time? Contact us today and learn more about commuter programs and subsidies.

Zimride! You can take mass transit, join a vanpool or find a carpool buddy using www.zimride.com/usc. Zimride is an online social networking site aimed at "sharing the ride." The service is free, provides USC staff, students and faculty with private access and is fully integrated with Facebook. Commuters are offered numerous benefits – including preferential and free parking, subsidized pricing and free rides home in the case of emergency.

Zipcar! Only need a car for an hour or two? No problem! Zipcar takes car sharing to the next level. A small hourly fee covers the gas, maintenance and insurance, and cars are conveniently located throughout campus and downtown Los Angeles. Simply join at www.zipcar.com/usc and reserve your vehicle using their intuitive online reservation system. It's easy, affordable and you'll never be stuck on campus again.

Enterprise Rent-A-Car! For prolonged car rental needs, we have partnered with Enterprise Rent-A-Car to bring a convenient car rental solution to the USC campus. The Enterprise office is located in our main sales office

in PSX and offers users a variety of rental options at discounted prices for staff members. For more information visit: www.uc.edu/parking.

USC Gas Station! Bummed about the Chevron on Exposition and Figueroa shutting down? Don't be. As a reminder, we have our own gas station which is conveniently located near the Parking Center on 35th Street and Grand Avenue. We are open to the USC community, offer free air and water service and accept USCard!

New shuttle to LA attractions! We are happy to announce that we have teamed up with University Student Government to provide shuttle service in support of the Greater L.A. Initiative, which is designed to bridge the gap between the USC campus and many of the city's main attractions. Once a month, shuttles will depart from Leavey Library and drop off

of at several destinations including Universal CityWalk, The Getty Museum, Huntington Gardens and Museums, Santa Monica Pier, Getty Malibu and Malibu Beach. Students will be given first priority for the rides, but whenever there is space available, staff members are more than welcome! For more information please visit <http://usgcommunity.wordpress.com>.

Want the latest and greatest Transportation scoop? Become a fan of USC Transportation on Facebook for the most up-to-date information on parking permits, traffic, special events and more. Visit: www.facebook.com, keyword search: USC Transportation.



Conveniently Located • USCards Accepted • Competitively Priced

USC Fuel Station **GAS**

Near the Parking Center Between Grand And Hope.

USC Transportation

TUITION ASSISTANCE PROGRAM

(Continued from Page Four)

Many schools receive hundreds of applications for only a few openings, making the program highly competitive. The scholarships may range from 75 to 100 percent of tuition. A minimum scholarship value is set annually by the Tuition Exchange Scholarship Program. Schools with high tuition rates have the option of

covering the minimum value of the scholarship.

Staff members who wish to participate in the program must submit a Tuition Exchange application prior to October 1st of their child's senior year in high school. Students must also apply for admission to the school they're interested in through the

school's normal admission process.

For more information, guidelines, procedures on the Tuition Exchange program, as well as the membership list of participating universities, go to the Tuition Exchange website at <http://www.tuitionexchange.org>. During application cycles, you can contact the USC Tuition Exchange liaison at (213) 740-5568 to begin the scholarship application process.

COMMUNICATIONS

Chair: Wendy Cook

Committee Members: Laura Aguilar, Rachel Baeza, Shirley Beard-King, Cynthia Brass, Fanny Cisneros, Torie Daves, Rita Gonzales, Erika Hernandez, Lisa Kofman, Naomi Martinez, Gretchen Villaluz-Picazo and Sue Wiedem.

The Communications Committee is responsible for publishing the Staff Assembly newsletter called the Assembled Voice. It is also responsible for planning and coordinating Open Forums on the Health Sciences and University Park campuses; maintaining the Staff Assembly web pages; answering Staff Assembly e-mail; retaining Staff Assembly history; all photography for Staff Assembly; and publicizing of all Staff Assembly events.



This has been a great year for our committee.

Assembled Voice. Thanks to your suggestions, we have made several changes to the *Assembled Voice*, and become more green by giving staff a choice as to the manner in which they receive the newsletter (electronic or paper). GREAT thanks to the hard work of our tireless editors Naomi Martinez and Torie Daves.

Staff Survey/Open Forums. We received an amazing response to the Staff Survey. One of the requests we received was to hold an Open Forum on staff benefits every year just prior to the annual open enrollment period. We put together two sessions at both campuses taught by Awilda Bregand, executive director of benefits administration, which were filled to capacity. In addition, an Open Forum entitled "What is Staff Assembly?" was held in March.

Web Presence. We have created a Facebook page for Staff Assembly, and are working on other social networking sites. We also continued updating the official

(Continued on Page Seven)

COMPENSATION & BENEFITS

Chair: Allison Bryant

Members: Evelyn Alva, Paul Biddlecomb, Tim Boston, Michael Goay, Shannon Hinojisa, Margaret Turner and Si Nguyen.

The Compensation and Benefits Committee is charged with monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The committee investigates concerns that are brought to our attention by staff members and anticipates and investigates compensation and benefits issues that may impact staff members.



This has been an exciting year in the area of Compensation and Benefits. New laws and regulations designed to make a big difference in the lives of working people have been enacted. Two examples of the new protections that will provide families with greater financial protection and more secure futures are:

- children can now be insured under their parents' health insurance policies until the age of 26, regardless of if they are still a dependent
- lifetime limits on medical plans have been eliminated

With so many changes affecting benefits this year, there was much interest in the Benefits Open Forums that were offered during open enrollment on both campuses. The sessions were extremely informative and very well attended.

The Committee plans to help keep staff members informed throughout the year by contributing articles on Benefits topics in the *Assembled Voice*. The first article, "Tuition Assistance Program or Tuition Exchange Program – What's the Difference?" appears in this issue.

Listed below are special programs available to USC employees to help with the financial and benefit planning process:

- USC Credit Union – 213-821-7100

(Continued on Page Eight)

ENVIRONMENT

Chair: Alan Kita

Members: Darren Abbott, Teri Adams, Noel Aguilar, Debbie Bernstein, Paul Flores, Gloria Gamboa, Dawn Kita, Lois Nishimoto and Denise Wiegel.

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 the recycling and waste reduction program and investigates disaster preparedness on all campus locations.



The Environment Committee had great successes with its two major events this year. Our first event, the Environment Fair, produced in conjunction with USC Sustainability, was held on the UPC in April. The Safety Awareness Fair, which was produced with USC Career and Protective Services, was held in September at both campuses.

The committee continues to work on behalf of staff to ensure that the physical environment in which we work is safe, healthy and emergency-ready. We align ourselves with the objectives and goals of the USC Safe Community Task Force and we encourage staff to continue to participate in programs such as the Green Office Certification Program and the Campus Emergency Response Team.

If you would like more information on the Green Office Certification Program, go to USC Sustainability's website at <http://green.usc.edu/>. If you are interested in getting more information on the CERT program or being placed on the interest list for the next class, send an email to firesafety@caps.usc.edu.

RIGHTS & RESPONSIBILITIES

Chair: Tracy Kerr

Members: Amy Cienfuegos, Cynthia Clayton, Bill Givens, Monica Morita, Gloria Reyes, Veronica Villa and John Zivi.

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.



I want to thank my staff for all their hard work and dedication for this past year. Moving into next year, this committee will continue the work already started with its project of working with Web Services to improve the USC website for staff.

Communications

(Continued from Page Six)

Staff Assembly website at <http://www.usc.edu/org/staffassembly/>.

President Sample's Memory Book. Our thanks go out to so many of you for the heartfelt memories you wrote to President Sample for his memory book. Our thanks also to Vicky Young who put the book together.

Breakfast with President Nikias. The Staff Assembly and Staff Club were honored to have the opportunity for a breakfast with President Nikias last month. A reprint of his speech is found in this newsletter.

We couldn't have accomplished these endeavors without the hard work of each of our members on this committee,

(Continued on Page Eight)

RULES & ELECTIONS

Chair: Lisa Escobar

Members: Robbie Boyd, Kathy Neal, Tessie Jamanila, Lillian Rivera, Linda Sturm, Mary Trujillo and Lydia Vazquez.

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 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 Recognition Award recipient in conjunction with the USC Staff Club.



As we near the end of 2010, the Rules and Elections Committee has concluded another successful election process for the new 2011 Staff Assembly members. The online process allowed us to reach a larger number of staff and to elevate the recognition of what Staff Assembly does. We had a great response from this year's nominating and election process.

The efficiency of implementing the responsibilities of the Rules and Elections Committee is completely due to the wonderful group of hardworking committee members this year: Robbie Boyd, Tessie Jamanila, Kathleen Neal, Lillian Rivera, Linda Sturm, Mary Trujillo and Lydia Vazquez. Thank you all for making the 2010 Staff Assembly year so successful.

The new Assembly members joined the continuing and outgoing members at the December general assembly meeting.

Please remember the committee is always looking for deserving staff for the Staff Monthly Recognition award. This is a monthly recognition award that

(Continued on Page Eight)

TRANSPORTATION

Co-Chairs: Lisa Gallegos and Vicky Young

Members: Vivian Alegria, Rachel Levy, Ellen Miyasaki, Yolanda Mora, Lou Nieto, Georgina Nuttall.

The Transportation Committee is responsible for monitoring staff concerns regarding parking and transportation issues, which include utilization of facilities, carpool, vanpool and other ridesharing programs, and the construction of parking facilities on both the Health Sciences and University Park campuses. Members of the committee may also participate on Trojan Transportation's Citation Review Board.



The Transportation Committee recently had a very informative discussion of transportation issues with Jeff Shields and Lev Vanshelbaum of Transportation Services.

Here are the committee's questions and Transportation Services' answers:

• **Permit holders are having difficulty finding parking in the early afternoon, especially in PS2. What is being done about this?**

The Transportation department is looking into a new parking system called the T-2 system. This system would manage permits, parking structures and reservations all in one system.

• **The Dash coupon book subsidy seems to have increased from \$5.00 to \$21.00. Why the increase?**

According to Jeff Shields, Transportation Services had many Dash coupon books (the books of tickets good for passage on the five routes that the DASH bus serves in downtown LA) from past years, so the department offered the books at a discounted cost of \$5.00. Once the extra coupon books ran out, the

(Continued on Page Eight)

Communications

(Continued from Page Seven)

or without the advice and opinions of the USC staff. THANK YOU! As always, if you have any questions, comments, advice or concerns, please contact us at staff.assembly@usc.edu. We want to hear from you!

Compensation & Benefits

(Continued from Page Seven)

- USC Homeownership Program www.usc.edu/admin/nhp
- Group Auto and Homeowners through Traveler Insurance – 800-890-4840
- Hyatt Legal Plan
- AFLAC Cancer Protection Insurance
- Savings Bond Completion insurance program

There are also employee discounts available at the following locations to help staff members save money:

- USC Athletics
- USC Bookstore
- Natural History Museum
- USC Ticket Office
- USC Transportation Services (MTA, Metrolink)
- USC Performing Arts

For more information on these and other benefits programs, contact the Office of Benefits Administration at:

- Web: <http://www.usc.edu/dept/Benefits>
- E-mail: benefits@usc.edu
- Phone: 213-740-6027
- view benefits presentation at: <http://capture.usc.edu/mediasite/Viewer/?/peid=fbe36a15119347ab91d581887e3705d51d>

Committee Updates:

As a result of the staff's input on the recent Staff Assembly Survey, the Smoke-Free Campus Resolution passed with a unanimous vote by the General Assembly made up of the Staff Assembly and the Faculty Senate. The resolution will now be recommended to the administration for consideration. Staff Assembly also supports the rights of those who choose to smoke and recommends that policies for a smoke-free campus be implemented in a way that is fair to all members of our campus community.

There will be more to report on the Staff Assembly Survey once the results of the paper copy and Spanish versions are tabulated. The on-line survey results will be released when that process is completed.

The Compensation and Benefits Committee would like to hear from you. Please contact us if you have any questions, comments or concerns.

Rules & Elections

(Continued from Page Seven)

is jointly presented by the Staff Assembly and the Staff Club. To be considered for this award, a staff member must have three nominations submitted on their behalf. These nominations can be submitted by faculty, staff or students at the university. The nomination form can be found in this newsletter, on the Staff Assembly website <http://www.usc.edu/org/staffassembly> or by contacting Lisa Escobar at lescobar@usc.edu. Staff members are strongly encouraged to nominate deserving co-workers.

Please contact any of the committee members if you have questions or suggestions.

Transportation

(Continued from Page Seven)

department began selling the current books at the LADOT rate of \$21.00 a book.

- **A tram bench is needed at the tram stop by McClintock and 34th Street.**

Benches/structures for all tram stops are in the works.

- **What is the status of the sink hole in Lot U (beneath the UGB building)?**

The sink hole has been repaired.

- **The pedestrian doors at PS2 seem to be locked at various times. Why is this?**

DPS is responsible for the locking and unlocking of these doors; Transportation is checking with them on this issue. In addition, the bollards that were between PS2 and the UGB building will be returning.

- **Annual Metro pass holders are currently offered 3 free parking passes a month for days when they need to drive in. Can this be extended to monthly Metro pass holders as well?**

This is currently under review by the administration.

- **Union Station shuttle drivers are running stop signs at Union Station. USC staff is concerned that the lack of regard for the traffic signs will jeopardize our privileges there.**

The Transportation Department is very concerned about this issue and asks that everyone please complete the focus group survey distributed by Transportation

Services to address this and other issues.

- **FY 10-11 parking permit redesign is smaller and there have been several complaints that they are falling off the rear view mirror, resulting in parking citations. How can we resolve this issue?**

The new parking permits are biodegradable and Transportation Services is aware that the permits may not fit on newer car models' rearview mirrors. If the permit falls off the rearview mirror, please place the permit on the left hand side of the dashboard.

- **Expo line update.**

The Expo line by USC is currently scheduled to be open the Summer of 2011.

The committee is also working on the issue of getting a "No Turn on Red" sign posted on the corner of Exposition and Flower. We will keep you posted on that. If there are any issues you would like to suggest we review on our agenda, please feel free to contact any of us on the committee, or send an email to staff.assembly@usc.edu.

NEW YEARS' RESOLUTIONS

(Continued from Page Three)

the kids, walking the dog, walking to the grocery store or post office.

Great Facilities at the Lyon Center!

The Lyon Center offers membership for staff, faculty, guests, and alumni that gives you access to fitness equipment, cardio machines, weights, the Lyon Center and McDonalds Pool.

At the Lyon Center, you can take advantage of our basketball and volleyball courts, racquetball and squash courts, SCycling, mat pilates group exercise classes, and muscle conditioning.

Come get a massage!

Join club sports.

Train for a triathlon or a marathon.

Come play intramural sports.

Come use our outdoor adventure rentals.

Check out our wellness programs.

Play Soccer or Ultimate Frisbee.

Join in on a tournaments or leagues.

www.usc.edu/recsports, 213.740.5127

recsports@usc.edu

Assembled Voice Goes Green!

If you would like to receive your copy of *Assembled Voice* via email instead of a printed copy, please e-mail us at staff.assembly@usc.edu and let us know!

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 are 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.**
- ❑ 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: Lisa Escobar
LAW 300 MC 0071

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: _____

E-mail Address: _____

CENTER FOR WORK AND FAMILY LIFE AFTER 30 YEARS...

by John Gaspari, LCSW, Executive Director, Center for Work and Family Life

After 30 years, the Center for Work and Family Life is still offering the highest quality counseling, personal and business coaching, stress management and more to USC staff.

One of my well worn aphorisms suggests that in organizations, we often create systems and processes that look terrific on paper, but when we insert people into these “linear” systems they often turn “non-linear”. This is not meant to suggest that the human dimensions of organizational life are in and of themselves problematic, but rather serve to remind us that organizations are, in fact, “living systems”. It also points out the importance that relationships play in helping these living systems to function effectively and be successful. At the Center for Work and Family Life (CWFL), my staff and I spend our time addressing these complex, non-linear, relationship-based aspects of organizational life in support of the strategic goals and objectives of the living system that is USC.

For those of you familiar with the Center for Work and Family Life, you know that we are often thought

of as “the counseling center”. This is certainly true and we are proud of both the confidential counseling and the supervisory and management consultation services that our licensed workplace behavioral health professionals provide. Beyond these services, however, our Center is less well known for the “strengths-based” services we provide, including personal and business coaching. In this context, our professional staff members partner with individuals who are doing well but seek to improve their performance and take their personal or professional lives to another level.

This year, the CWFL was acknowledged as a central element in the University’s recognition as a “Great College to Work For” by the *Chronicle for Higher Education*. This honor was a wonderful capstone to a year in which the Center celebrates its 30th anniversary as USC’s internal faculty and staff assistance program. The vitality of our program has mirrored that of the University and has recently been reflected in our hiring of a program manager who is, for the first time in our history, focusing his time solely

on the work-life needs of our HSC and Hospital employees. In addition, our efforts to enhance the range of wellness services that the CWFL offers to USC staff and faculty has been reflected in our well received launch this year of our Stress Reduction Lab. I hope you will take a moment to learn more about these services by visiting our website at www.usc.edu/worklife.

As we move forward into a new era at USC, our continued success will depend upon many things, but none may be more important than the people and relationships that ultimately serve to enliven this dynamic human system. The Center for Work and Family Life is proud to be one of the many resources that the University provides for us all to grow and prosper as people and professionals and to contribute to the lofty goals of this great institution. If you’d like to learn more about the Center and its services, I hope you won’t hesitate to give me a call at (213) 821-0800. My staff and I look forward to speaking with you!

TICKET OFFICE OFFERS GREAT GIFT IDEAS

If you are stumped on what to give someone this holiday season, perhaps your next stop should be to the USC Ticket Office to take advantage of their amazing (and discounted!) offerings to a wide variety of attractions and entertainment available throughout the Southland.

Some movie theatres charge \$10 - \$15 to see a new release. You can pick up an \$8 ticket for AMC Theatres or Regal Entertainment Group Theatres and see any movie you want...and they never expire!

How about discounts for The Aquarium Of The Pacific, Disneyland, Knott’s Berry Farm, Legoland, Magic

Mountain, San Diego SeaWorld, San Diego Wild Animal Park, San Diego Zoo, or Universal Studios?

Arrive with your tickets in hand and skip having to wait in those long lines!

And don’t forget about those friends (and co-workers!) with a sweet tooth. A See’s Candies 1lb gift certificate for \$15 is the answer.

To view all the attractions and entertainment offers, please visit uscticketoffice.com and then click on the “Ticket Sales” link at the top left. Under “Event Schedules”, click on the [Attractions & Entertainment Discounts](#)

[Information only](#) link and you can view all of the discounts.

Attractions and Entertainment Offers are available at the USC Ticket Office located in the Student Union Building, adjacent to the pharmacy. They are also offered on the Health Sciences campus in Seaver Residence Hall, room 102.

You can also find the USC Ticket Office on Facebook at <http://www.facebook.com/home.php?#!/pages/USC-Ticket-Office/164244280263863>.

STAFF MONTHLY RECOGNITION AWARDS

AUGUST 2010

CARLOS PEREZ

Manager, Auxiliary Services, USC Hospitality - Trojan Grounds



“Carlos is the manager for Trojan Grounds, Annenberg Coffee Cart and LiteraTea. USC will not find another manager who cares more for his staff, students and colleagues than Carlos does. He is always so proud to be a Trojan and enthusiastic to do better every day.”

– *Lidyann Diaz, Member Service Representative, USC Credit Union*

“Carlos is really professional and I have learned how to provide legendary service because of him.”

– *Carmen Guerra, Cashier, USC Hospitality - LiteraTea*

“Carlos deserves the award for all the dedication and hard work he does.”

– *Rosalva Hernandez, Cashier, USC Hospitality - LiteraTea*

SEPTEMBER 2010

ARAZELI DORADO

HD Payroll/Personnel Coordinator, Viterbi Business Affairs, School of Engineering



“Arazeli has played a major role in the day to day coordination of payroll and personnel issues ranging from in-house staff training, overseeing the Viterbi in-house payroll database, tracking international staff and student visa documentations, the timely processing of monthly payroll and much more.”

– *Karen Johnson, Department Business Manager, Biomedical Engineering*

“Arazeli takes time to analyze the situations we present to her and then she gives us advice that effectively solves the issues. Her competence in executing various paperwork saves the department a lot of headaches when dealing with sensitive and critical faculty matters.”

– *Tessie Jamanila, Department Business Manager, Civil/Environmental Engineering*

“Arazeli goes above and beyond to assist in solving complex payroll situations. She follows through and follows up. She is someone who is reliable and resourceful. She is a great asset to the Viterbi Business Affairs office.”

– *Aven Yam, Department Business Manager, Epstein Department of Industrial & Systems Engineering*

OCTOBER 2010

REUBEN ELIAS

Computer Consultant, Educational Affairs, Keck School of Medicine



“The characteristic that most impresses me about Reuben is his genuine interest in helping. If there is an opportunity to volunteer, such as giving up a Sunday to take part in the commencement program, Reuben will be there. It is obvious that Reuben cares deeply about our students, faculty and staff equally. He is one of the most genuine Trojans that I have encountered.”

– *Yolanda Mora, Financial Manager*

“Reuben is always available to our medical students. He works many hours over those for which he is paid, answering their technical questions and emails at all hours of the night and on weekends. Any medical student, when asked about Reuben, will sing his praises.”

– *Dr. Donna Elliott, Associate Dean for Student Affairs*

“Reuben not only accepts, but seeks out new responsibilities and challenges. He strives to keep Education Affairs on the cutting edge in terms of advances in distance learning and other multi-media technologies and new systems. He is currently working with University Hospital to provide a multi-national teleconferenced surgery.”

– *Donna Poole, Director of Multidiscipline Teaching*

FROM THE DESK OF THE STAFF CLUB PRESIDENT

by Evelyn Alva, University Staff Club President

Dear Staff Club Members,

As we approach the end of the year, I would like to take this opportunity to thank all of you for your membership and for your support of the Staff Club. The monthly dues you contribute help to cover costs for the events we sponsor and to maintain our very important scholarship fund. This year we will be awarding \$1,000.00 scholarships to fifteen very deserving graduate students. Without your membership, we would not be able to do any of this.

I would also like to thank the Staff Club Executive Board for their service this year. I know it can often become hectic trying to find the time to do all that needs to be done, but they come through and I am very

appreciative.

It's been an exciting year for all of us here at USC. We sadly said goodbye to one president and heartily welcomed a new one. The Staff Club wishes President Steven Sample the very best in his new endeavors and we congratulate President C.L. Max Nikias on his appointment as our new president.

The Staff Club will be holding our annual holiday party on December 17, 2010 at the Radisson Hotel. Details will be e-mailed to all club members. I hope all will be able to attend.

On behalf of the Staff Club, I would like to wish everyone a safe and happy holiday season and a new year filled with peace, love and good health.



University Staff Club President Evelyn Alva

Swim with Mike

April 16, 2011

McDonald's Swim Stadium

Celebrating over 30 Years of Service

Swimwithmike.org



NEWS YOU CAN USE

USC STAFF ASSEMBLY

www.usc.edu/org/staffassembly

staff.assembly@usc.edu

Naomi Martinez & Torie Daves

PED 130A MC 0656