On April 22, 2009, Mariano Elepano, production supervisor at the School of Cinematic Arts, was given the prestigious President’s Award for Staff Achievement at the Staff Recognition Luncheon held in Town and Gown.

Before awarding Mr. Elepano with the award, President Sample offered high praise for his excellence.

“Mariano Elepano demonstrates an exemplary work ethic and a passion for his craft to the students of the USC School of Cinematic Arts’ division of Animation and Digital Arts. Countless student films end with a special credit thanking Mariano, and students testify that his genuine concern for their personal and professional welfare extends beyond graduation, as he reliably and responsibly mentors the next generation of aspiring film makers.

Every day, Mariano uses his unparalleled knowledge of animation and production to cheerfully and selflessly guide students through the innumerable logistical challenges of filmmaking. He is the backbone of the Animation and Digital Arts program, and his infectious enthusiasm has earned him the deepest respect of the students, donors and industry professionals with whom he collaborates on a regular basis.

An exceptional ambassador for the university for 26 years, Mariano

(Continued on Page Three)
Hospitality Services has further advanced its commitment to providing sustainable and fresh food options for students, staff, faculty, and guests by unveiling the university’s second on-campus certified farmer’s market, the HSC Farmer’s Market. Following the success of the original Trojan Fresh Market, located on the main University Park campus, the HSC Farmer’s Market is located on the Harry and Celesta Pappas Quad at the Health Sciences campus. The new farmer’s market will provide fresh fruit, vegetables, and baked goods, while helping to establish a sense of on-campus community spirit. The HSC Farmer’s Market is held monthly and features vendors including local and organic produce from Albert’s Organics and LA Specialty Produce, fresh breads from Melrose Baking Company, and homemade baked goods from Homeboy Bakery, a local bakery which assists at-risk youth in South Central.

“One of our goals for USC Hospitality is to bring locally sourced food and produce to the campus community. We’ve achieved that on the main campus, and expanding our beliefs on sustainability and healthy eating to the HSC was a natural next step,” explained Director of Auxiliary Services Ian Sephton, who oversees USC Hospitality. “Almost everyone is pressed for time, so our effort is to provide the USC community and guests with another convenient way to make healthier choices.”

A few of those healthy choices that HSC Farmer’s Market-goers can enjoy are fresh hummus and Mediterranean foods from Baba Foods; Sorbé Fruit Puree Smoothies from Caffè D’Amore; fresh, local, seasonal produce from LA Specialty Produce; and dried fruits and nuts from Alex Fruits & Nuts, a Southern California favorite at over 20 farmer’s market locations. The HSC Farmer’s Market is held monthly, is open to the public and accepts cash and USC Discretionary Cards. Parking is available in the Biggy Structure, Lot 70 or 71.
USC HOSPITALS - THE FIRST 100 DAYS

Just over 100 days have passed since USC took ownership of USC University Hospital and USC Norris Cancer Hospital on April 1, 2009. In a recent article in “The Weekly”, an interview with Mitch Creem revealed his thoughts on the integration of hospital staff into the Trojan Family. He described the first 100 days as ‘beyond expectations’.

“There is so much genuine support and excitement for our goals. Our fiscal year 2010 operating goals have been established around the five pillars: quality; people; Trojan spirit; finance; and growth. I have noticed that there is a wonderful spirit of compassionate care and loyalty to USC.' Creem was asked about any moments or interactions with staff that have been especially meaningful for him.

“Last Wednesday, we had 216 patients at UH and 42 patients at Norris, and it was a very stressful day. I ordered lunch for all of the nurses because it was so busy and I didn’t know if everyone would have chance to take a break. I was overwhelmed by the amount of gratitude that was expressed to me, over such a small gesture. I was struck by how little support our nursing staff must have received over the years. I am committed to changing that.”

His primary message to hospital staff is one of thankfulness for their hard work and loyalty to these hospitals, and asks that they bear with him as the hospitals continue to grow at rates faster than anticipated.

“We are striving to make sure that we have all the right people and equipment in place to provide the highest quality of care to our patients. We fully support you.”

EXPO LINE TRANSIT UPDATE

For many of you who drive past the Expo Light Rail construction project that runs down the center of Exposition Boulevard and wonder what they are doing and, perhaps more importantly, when will it be done, here is information for you.

• The rail line will travel over an 8.6 mile corridor from the 7th Street Metro Center in downtown Los Angeles to Culver City
• There will be three stations serving USC – one at Jefferson and Figueroa, one at Exposition and Figueroa, and one at Exposition and Vermont
• 1.3 miles will be shared with the existing Metro Blue Line
• There will be 1,500 parking spaces at three park-and-ride lots
• The baseline design is approximately 98% complete and the construction is approximately 47% complete
• The project will be completed next year

To ensure that traffic flows as easily as possible, the following measures are currently being taken:
• Thru - traffic lanes are maintained during peak traffic hours
• If noise produced by construction activity exceeds allowable limits, sound blankets and other appropriate measures are implemented
• Advanced notification of traffic detours and delays will be provided
• Street sweepers are used regularly to clear debris from paved streets in the construction zone

In an effort to beautify the stops along the Light Rail route, an urban design committee, comprised of 14 members representing communities and stakeholders along the entire Expo alignment, was appointed by the Expo Board of Directors to provide input into the design, landscaping and art for the Expo Light Rail project.

Metro formed art advisory panels, held workshops and issued a call for artists to over 3800 artists and organizations to develop art concepts for the stations. Nine station artists were selected and 75% of the artist contracts are being awarded to minorities and women.

If you have any questions or concerns, call (213) 922-EXPO (3976).

PRESIDENT’S AWARD...

(Continued from Page One)

has received a Fulbright grant, and has lectured on animation and digital arts to students and faculty in Malaysia. Closer to home, his influence extends far beyond his department as he conducts martial arts classes for the wider campus community. He is also an inspiration to local youth, spending numerous volunteer hours sharing his passion for animation and USC. His exceptional generosity and vast knowledge make him an irreplaceable asset to the Trojan Family.

The University of Southern California is pleased to recognize the outstanding service of Mariano Elepano with the 2009 President’s Award for Staff Achievement.”
On October 15, 2009, at 10:15am, every USC staff member, faculty member and student will be asked to join millions of people in homes, schools, businesses, colleges, government offices and public places throughout the state of California as they drop, cover and hold as part of the Great ShakeOut Drill.

Last year the ShakeOut was a great success with over 5.5 million people participating. At USC, all staff, faculty, and students participated by getting under their desks and tables in reaction to a 7.8 earthquake along the San Andreas Fault. In addition, over 500 staff members participated in a field drill, which included actors with simulated injuries, simulated building damage and the activation of campus emergency response teams. To view a video of the 2008 drill, go to: http://emergencyplan.usc.edu/shakeout.cfm

ShakeOut is now an annual statewide event. In a big earthquake, there may be very little time to protect yourself before strong shaking knocks you down or drops something on you. Most earthquakes start with a sharp jolt a few seconds before the strong shaking begins, and we need to "drop, cover, and hold on" immediately when we feel the jolt. By practicing, we will act quickly, rather than waiting to see if the earthquake will be large. If it is, it may be too late to protect yourself.

You do not need to have any medical care experience to participate, and the training will help you at work and at home with your family. The workshop covers first aid skills for bleeding, shock, burns, fractures and other common post disaster injuries. A skill called triage is also covered. Triage is a system of sorting and prioritizing victims to ensure the people with the most critical conditions receive care quickly. Attendees must be available to participate on the day of the drill (October 15th from 9:00am-noon):

Organizers are also recruiting volunteers to serve as mock patients for the drill. Volunteers will be made up in special effects make-up and must be interested in acting and role-playing to challenge first responders. For more information on volunteering on the first aid team or to serve as a mock patient, contact Steve Goldfarb, Fire Safety & Emergency Planning Specialist, at sgoldfarb@caps.usc.edu.

Between now and October 15th every department and school should:

- Review department emergency plans with staff and faculty members.
- Inspect emergency supply kits to ensure all supplies are in good condition.
- Remind everyone about the appropriate procedure when an earthquake occurs (Drop, Cover, Hold on).
- Remind everyone to develop a family emergency plan. Information is available on the ShakeOut website as well as at www.daretoread.org.
- For additional information and to register for the ShakeOut go to www.ShakeOut.org.

Above: Photos taken at last year's Great ShakeOut, photos courtesy of Dietmar Quistorf

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**Thanksgiving Match-Up**

For international students who are far away from their home, the holiday season may be a difficult time without the comfort of their families.

To ensure that these students’ holiday can be a wonderful and memorable time, the Office of International Services (OIS) will be accepting applications for host families for their annual Thanksgiving Match-Up program. The purpose of this program is to build a bridge between international students at USC and the Los Angeles community, helping both the students and American families to participate in cultural exchange and create friendships across cultures. Many student participants have expressed that the matchup program was one of their favorite and most memorable experiences at USC.

If you are interested in being a host family, applications will be available in October on the OIS website: http://sait.usc.edu/ois/workshops-events/ois-programs/thanksgiving.aspx .

If you have any questions, please contact Sarah Bang at sarahban@usc.edu.
IN MEMORIAM - LINDA CLINGERMAN

Linda Jeane Clingerman, director of policy development and communication in the administrative operations department, died of a heart attack August 9 at her home in San Gabriel.

Clingerman was born in Colby, Kansas. After completing a bachelor’s degree in art history at California State University, Northridge, she obtained her first graphic arts job at a small manufacturing company by creating a portfolio of fine drawings of pipe sensor valves. From there, she worked in graphic design, production layout, typesetting, photography, advertising copy and design, and editorial work for daily and weekly newspapers.

Her first broader communications position came about when she was asked to join the start-up of one of the nation’s early tax-deferred retirement plans in Washington, D.C., in an administrative position. That job grew into developing and managing their communications program during their rapid growth over the next five years. After a three-year break to be a full-time mother and relocate to California, she restarted her career at Pasadena City College as a publications editor.

Clingerman spent her last 24 years at USC in publications and communications. She came here as director of university publications, where her first job was to create the academic catalogue for the university. She then moved into development communications and to various communications positions in admissions, which grew to include online publishing. She became the director of policy development and communications in August 2000.

Though her professional life focused on the verbal (writing, editing and publishing), the visual arts were Clingerman’s lifelong avocation. She began studying botanical watercolor in 2002 in a course at the Huntington Botanical Gardens.

“I love the completely absorbing, meditative quality of botanical painting. It is the antidote for me to the busy, noisy world I live in,” she said. “Studying, drawing and painting plants nourishes my joy and wonder in the beauty and complexity of the created world.”

Clingerman is survived by Jerry, her husband of 39 years; daughter Elizabeth; mother Jeane Cornelius Miller and sister Brenda Thompson, both of Kansas; brother Tack Cornelius of Gainesville, Georgia; and numerous nieces and nephews.

Memorial donations can be sent to The Huntington c/o Kimberly Valentine, 1151 Oxford Road, San Marino, CA 91108. All gifts support botanical education.

“SHOW” ME THE MONEY!

At a time when departments are looking to increase income sources, one of the best ways to achieve this is through the renting out of departmental areas, after hours, to one of the many professional films, TV shows, commercials, print ads, documentaries and webisodes that come to USC every year.

The Campus Filming office, a division of University Relations, has served the entertainment industry since 1930 when Laurel and Hardy first rolled down W. 34th Street in “Hog Wild”. Every year it works with many departments on campus to help generate thousands of dollars in additional revenue through filming income. If you saw the movies “Frost/Nixon”, “Legally Blonde” or “What Women Want” - or the TV shows “CSI/NY”, “Ghost Whisperer” or “Monk” – then you have seen just some of the many locations on campus that have used filming as a supplemental income source.

The Campus Filming office acts as the liaison between the production companies and the university departments; it is the job of the department to ensure each film project goes smoothly. The office is responsible for:

• obtaining all approvals
• managing all scouts and walk-throughs
• approving all scripts
• handling all necessary paperwork
• making arrangements for DPS officers, parking, O&M requests, etc.
• overseeing every moment that a film crew is on campus.

For each production, a filming liaison from the Campus Filming office and at least one DPS officer will:

• be with the film crew from start to finish
• address any requests that come from the production company
• answer any questions or concerns from university students or staff

(Continued on Page Ten)


**Communications**

**Chair: Wendy Cook**  

The Communications Committee is responsible for publishing the Staff Assembly newsletter called the Assembled Voice. It is also responsible for planning and coordinating any 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 all Staff Assembly events.

Each member in our committee takes on specific responsibilities. Please feel free to contact the following members if you have any questions or suggestions for their areas of oversight.

- **Assembled Voice** - Torie Daves and Naomi Martinez
- Open Forums and Staff Assembly email - Deborah Aguilar
- Staff Assembly web page - Lisa Kofman
- Staff Assembly photography and history - Rita Gonzales
- Staff Surveys - Rachel Levy
- Assistance on all areas - Shirley Beard-King and Cynthia Brass

We publish three issues of Assembled Voice per year in the Fall, Winter and Spring semesters.

Our first Open Forum was held in February with Rachel Levy discussing staff compensation. Topics being considered for Fall include:

- What is Staff Assembly and how does it benefit me?
- USC benefits
- What to know before you retire
- Dealing with the changes in our economy

Let us know which of these topics interest you most, or if there is another topic you would like to see addressed.

(Continued on Page Eight)

**Compensation & Benefits**

**Chair: Lisa Escobar**  
Members: Tim Boston (Vice Chair), Rosanna Cabrera, Shannon Hinojosa, Si Nguyen, Lois Nishimoto, Gloria Reyes (Secretary), and Denise Wiegel.

The Compensation and Benefits Committee is charged with monitoring and reporting staff concerns regarding university staff compensation and benefits issues. To that end, the committee is looking into concerns recently brought to our attention, particularly the recent changes with the Staff Compensation Administration Guidelines.

The new fiscal year has started at the university and it has brought anxious moments for many and disappointing news for some. In this tight economy, the university has had to make cost-cutting decisions that have affected the majority of departments and schools. This year, merit increases were only given to staff whose salaries were below a set amount; those staff members with salaries above that amount received nothing. The hiring freeze has been extended to June 2010 and specific criteria must be met by departments in order to make a position available to be filled.

During these tough times, services can be utilized at the university to stay positive and empowered. Included are:

- Healthy Trojans - www.wellness.usc.edu is a website that provides information on a myriad of wellness subjects including resource departments, nutrition tips, healthy recipes, fitness promotion and healthy (and tasty) selections at the campus cafes and dining areas.
- Lyon Center Recreational Sports – Staff have the opportunity to join the Lyon Center in order to access the exercise equipment, swim stadium, rock climbing wall, a series of fitness classes and massage therapy. Check their website at www.usc.edu/recsports for registration information and hours of operation. The registration fee is $70 per semester for staff.
- Staff Assembly meetings – The monthly meetings are open to all staff members. If you are interested in finding out what

(Continued on Page Seven)

**Environment**

**Chair: Sonya Black-Williams**  

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.

On Wednesday, September 16th on the University Park campus, and on Wednesday, September 30th on the Health Sciences campus, the USC Office of Fire Safety/Emergency Planning, the Department of Public Safety, and the Environment Committee of the Staff Assembly hosted the 2009 Campus Safety Awareness Fair.

This event ran from 10am to 2pm on both campuses and provided students, staff and faculty with information on how to prevent, prepare for and respond to campus safety emergencies as well as disasters.

The fair included over 25 different displays and demonstrations including:

- earthquake preparedness
- sexual assault
- personal safety
- identity theft
- alcohol abuse
- hazing
- home fire prevention
- hands-on fire extinguisher training
- laboratory safety
- hazardous materials emergencies

Emergency supply vendors were also on hand selling:

- disaster survival kits
- first aid kits
- fire extinguishers
- smoke detectors
- disaster food and water
- flashlights
- earthquake safety devices
- items at special USC discounted prices

(Continued on Page Seven)
Rights & Responsibilities

Chair: Tracy Kerr
Members: Steve Arbuckle, Anthony Bailey, Ingrid DeCook, Dianne Flores (Secretary), Bill Givens (Vice-Chair), Bryan Ortiz, Ronald Zuleta

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.

Currently the Rights and Responsibility committee is in the process of reviewing several items including USC’s blackboard polices regarding copyright infringement, as well as conducting a survey of our peer institutions in order to determine the best practices and policies regarding letters of references for staff.

If there are any issues you would like to suggest we review, please feel free to contact any of us on the committee, or send an email to staff.assembly@usc.edu.

Compensation & Benefits

(Continued from Page Six)

is going on around campus that directly affects staff, please check the website, www.usc.edu/staffassembly, for meeting dates and locations.

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

Environment

(Continued from Page Six)

Many students, staff and faculty took advantage of this event in order to learn more about campus safety and disaster preparedness, as well as to purchase kits or update supplies they already have in place.

Rules & Elections

Chair: Linda Bazilian
Members: Evelyn Alva, Kathy Neal, Ardell Nolan, Lorna Tureaud, Lydia Vasquez, Amy Yung

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.

Greetings from the Staff Assembly Rules and Elections Committee! We are gearing up for the 2010 Staff Assembly election process which begins in October. Many of the newly elected members have expressed their excitement about serving on the Staff Assembly. Thanks to the hard work of this committee in previous years, the online Staff Assembly election process has allowed us to reach a larger number of staff members, as evidenced by the increase in voter participation. This process has also resulted in immediate election results, giving us more time to notify and provide information to the newly elected members. We hope to continue increasing the number of staff participating in the nomination and election of the Staff Assembly membership. We look forward to hearing your suggestions on how to improve and streamline the online election process.

We continue to be responsible for reviewing the Assembly’s Standard Operating Procedures, Bylaws, and Constitution. We propose changes to the Executive Committee to be voted on by the membership. Throughout the year, the members of the committee will be working to identify future leaders in the Assembly in order to present a slate of candidates for office at the end of the year. Over the last few years, the number of new officers and committee chairs has been increasing and we plan to continue that trend.

One of the committee responsibilities we enjoy most is the selection of the Staff Assembly Recognition Award recipient, which is awarded jointly by the Assembly and the Staff Club. The committee has a good pool of nominations for staff from the UPC, but we strongly encourage nominations from our other campuses: Health Sciences, Alhambra, Orange County and Marina Del Rey. We wish to further increase the visibility of the Staff Monthly Recognition Award by working to bring in as many nominations as possible. To be considered for the Award, a staff member must have three nominations submitted on their behalf. These nominations can be submitted from faculty, staff or students at the university. The nomination form is available on the Staff Assembly website at http://www.usc.edu/org/staffassembly/monthly_winners.html or by contacting Linda Bazilian at bazilian@usc.edu. Staff members are strongly encouraged to nominate deserving coworkers. Any suggestions on improving the award nomination process are welcomed!

The recommendations of the Staff Assembly are highly respected by the campus community. Members of the Assembly participate in focus groups, serve on university committees and offer valuable research and input related to staff concerns. Please feel free to contact any member of our committee if you have suggestions or questions.

(Continued on next column)
EVENT PLANNING 101

If you are in charge of planning on-campus events for your department, but possibly unaware of what steps need to be taken to ensure a flawless event, then here is just the information you need.

Here is your event planning “to do” list. Have a great event!

☐ Contact the location where you want to hold the event, and book it.

☐ If you are wanting to hold your event in one of the areas booked by the Scheduling Office (most outdoor venues, Bovard Auditorium, Ground Zero Performance Cafe), book it online at: http://sait.usc.edu/scheduling/.

☐ Once you have received confirmation of your location being booked, go on-line and fill out a USC Event Permit Application at: http://capsnet.usc.edu/Events/EventPlanning/index.cfm. You can also go to capsnet.usc.edu and click on the “events” link on the right. Please contact a Scheduling Production Manager at 213-740-6728 with any questions or complications in completing this form.

☐ Submit this application no later than 4 weeks prior to your event date. Failure to submit this on-line form can result in the cancellation of your event.

☐ Fill in the information on the form completely and then press the “Submit” button. This action will electronically send the document to each of the departments on campus involved in the event planning process.

☐ Print a copy of this document once it is submitted as proof of event registration (but not final approval) for your records.

☐ The USC departments of DPS, Fire Safety, Transportation Services and Facilities Management Services will review your form and contact you regarding any additional requirements for approval. All requested or required documentation must be submitted before your event can take place.

☐ If you have not heard from DPS, Fire Safety, Transportation Services and Facilities Management Services within three (3) days, please contact them to verify the submission of your form. Their contact information is listed below.

☐ If you are renting equipment, hiring staff, needing catering services or requesting additional permits from a particular department (such as trashcans and liners or tables from Facilities Management, or catering from Hospitality Services), you will need to contact that department directly to request services and submit payments.

☐ If your event is being recorded (audio or visual) for anything other than personal archival usage, you need to contact the Campus Filming office.

Contact Information:

Department of Public Safety - 213-821-1089
Fire Safety - 213-740-5527
Transportation - 213-743-1668
Facilities Management Services - 213-740-3361
Trojan Hospitality Services - 213-740-5956
Office of Protocol and Events - 213-740-6786
Campus Filming Office - 213-740-6951

FROM THE PRESIDENT... ☕️

by Lou Nieto, 2009 Staff Assembly President

This year has just flown by! It has been an honor and a pleasure to serve as president of Staff Assembly this year; I look forward to keeping up our good work on the issues we have taken on.

We have a great mix of staff members serving on the Assembly and our monthly general meetings are always enjoyable and productive.

I would also like to take this opportunity to welcome the new staff employees at our newly acquired hospitals on the Health Sciences campus. Welcome to the Trojan Family!

Please be on the lookout in your email for information on how to join Staff Assembly. If you have any questions or concerns for Staff Assembly, please do not hesitate to contact us at staff.assembly@usc.edu.

Communications

(Continued from Page Six)

Other projects the committee is currently working on include:

• Collecting historical data on Staff Assembly for our archives. If you have any information, please email Rita Gonzales at staff.assembly@usc.edu.

• Discussing the results of a recently conducted peer review of other universities Staff Assemblies or similar organizations. We found other universities to have many of the same current interests as USC and are looking to implement some of these ideas this year.

• Creating a university-wide survey that will help us to better ensure that the Staff Assembly is addressing the issues that are important to each of you.

Should you have any questions or concerns to bring to this committee, please do not hesitate to contact any of the committee members. E-mail us at staff.assembly@usc.edu or visit us at www.usc.edu/org/staffassembly. We want to hear from you!
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: Linda Bazilian
  AHF 107 MC 0371

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: ___________________________
monitor the production’s usage of each location to ensure that no unapproved work or damage is done.

We also give each department the option to have a representative from their department work the show in order to oversee their specific area and answer any questions that may arise. The department will be paid for supplying a representative, who typically seem to enjoy the experience.

“One of the things we love about filming is that our staff loves film shoot shifts. When we recruit our staff, we always point to film shoots as unique and fun work experiences that you can't get with most other campus jobs. A great example is when our tech staff was fitted with costumes and made it into the background of a scene in [the television show] '24’," said Sarah Bullock, scheduling and production manager for the department of Student Life and Involvement.

Locations that are currently in high demand include:
- Conference rooms
- Offices
- Lobbies
- Computer Labs
- High tech Labs
- Unusual spaces

Although the Campus Filming office would be happy to suggest general guidelines, rental fees are set solely by each department. Each department decides if and when they want to host filming and, unless you specify otherwise, filming of interior locations is restricted to after hours or weekends to ensure that daily activities are not interrupted. Campus Filming also reads each script in its entirety to make sure that the material is appropriate and in no way derogatory toward higher education.

“We are happy to make the beautiful and historic Mudd Hall of Philosophy available for others to see on film. The office of campus filming is careful not to impose on our educational mission, and the income we receive is put to good use in our educational program,” explained Scott Soamies, director of the philosophy department.

One of the locations that was used extensively over this past summer was the PRB dorm.

As Heidi Scribner, assistant director of housing pointed out, “It’s been great to have the various projects in our area as it both supports the Los Angeles entertainment industry and shows the variety of student housing that USC offers. Having ESPN Game Day filmed at PRB really got the staff excited for the upcoming season!”

If you are interested in getting more information about increasing your departmental income by featuring your department in a professional production, you can contact the Campus Filming office at 213-740-6951 or email Torie Daves, director of campus filming, at daves@usc.edu.

Open Forums

As a result of your requests for topics you wanted to see addressed in an Open Forum event, Staff Assembly is offering two new seminars:

What's in it for me: USC Benefits

- October 27th on the Health Sciences campus, MCH 149
- October 29th on the University Park campus, THH 210
- October 30th on the University Park campus, THH 208

In this presentation, you will have several of your questions addressed, including:
- Do you know what all of our benefit offerings are?
- Do you know the difference between Long Term Disability and Long Term Care?
- Why should you consider enrolling in Long Term Care?
- Do you need a Will, Trust or other legal documents?
- Do you have enough life insurance?
- When was the last time you checked your beneficiary designation?

Surviving in White Water; Thriving in Uncertain Times

- November 10th on the Health Sciences campus, MCH 149
- November 11th on the University Park campus, HNB 100

For this Open Forum, you will learn:
- How uncertain times and change impacts workers and the workplace
- How attitude and perspective determines who survives and who thrives during times of change and uncertainty
- Simple and healthy approaches to addressing change and stress in our lives

Watch for more information.
I am honored to have been elected as the 2009-2011 president of the University Staff Club. The new twenty-member board and I are eager and committed to serve you by continuing to support the goals and objectives of USC, as well as those of the Club. Some of our goals for the coming year are:

- Increase membership. Remember membership dues are tax deductible. Membership is open to all active and retired staff, faculty, alumni, family and friends
- Increase the endowment through fundraising activities. This will allow us to increase our scholarship fund. We currently award ten graduate students with scholarships of $1,000.00 each.
- Sponsor activities that are exciting, fun and affordable given the climate of today’s economy. Most of our activities are free to Staff Club members with an additional charge for non-member guests.

This past year some of our activities have included the holiday party at Simon’s Restaurant in Ports of Call; an afternoon luncheon-cruise aboard the S.S. Hornblower out of Marina del Rey; a weekend trip to Las Vegas and most recently, our Summer Social on July 25th, at the beautiful Descanso Gardens in La Canada. At this event we enjoyed a delicious luncheon, had a great raffle and most importantly, awarded the Staff Member of the Year Award to Sally Emerson. I invite you to visit the Staff Club web-site at www.usc.edu/staffclub and see the pictures from that day. You may even recognize a face or two.

On behalf of the Staff Club board I would like to thank our current members for your continued support and hope that those of you who are not members will be encouraged to join the Staff Club and participate in all of our activities.

To signify the cross-campus collaborations and partnerships that will be both created and supported by the new Ronald Tutor Campus Center, the building will house a number of university centers, including the new Admission Center and the Epstein Family Alumni Center. The hallmark of the new Campus Center will be the variety of spaces in which students from across campus and around the world can learn, work, and socialize including:

- Student offices and workspace
- Collaborative project and group study areas
- Multi-purpose areas for events and gatherings
- Meeting and boardrooms for student organizations
- Study lounges
- Wide-ranging dining options, including cafés, a full-service restaurant, and a convenience store for a quick snack
- Technology resources
- Game and entertainment areas

To support student learning, the building will house a host of educational development and student support offices including:
- Academic partnerships
- Community service and service learning
- Leadership development
- Student governance
- Academic success and support

To see more on this center visit: www.usc.edu/student-affairs/construction/
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 monthly Staff Assembly general meeting. Each recipient receives a check from the USC Staff Club and a framed certificate of appreciation from Staff Assembly signed by USC President Steven B. Sample and the presidents of Staff Assembly and USC Staff Club. Public recognition is provided through the staff newsletter, Assembled Voice.

To find out who is eligible to nominate and be nominated, please refer to the nomination form provided on page nine of this issue for your convenience.