FROM THE PRESIDENT...

It is hard to believe 2013 is almost over! With Staff Assembly elections in full swing and the holidays around the corner, I wanted to summarize some of the great activities we have been a part of throughout the last few months.

This fall, Staff Assembly teamed up with Athletics to provide staff the opportunity to win a ticket to the USC vs. Arizona football game on October 10th. Raffle winners not only won a ticket to the game, but received a hot dog and soda voucher as well. Staff were also given the option to buy discounted tickets to the game if they did not win a ticket in the raffle. We hope everyone enjoyed the game! If you have pictures from the game that you would like to share, please email them to staff.assembly@usc.edu. Staff Assembly will offer more opportunities for staff appreciation next year, so stay tuned!

If you have not already viewed the Employee Gateway, I encourage you to check it out and make it your homepage. The Employee Gateway is a one-stop shop for university employees. The site includes important news and events, links to benefits and perks, policies and guidelines, how to get involved, campus area services, new hire information, and it allows employees to readily access Kuali, Trojan Time, and other commonly used university systems.

Do you know a fellow Trojan employee who is making a difference? Nominate him/her for a monthly staff recognition award! At our General Assembly meetings, the Staff Assembly and Staff Club jointly recognize an outstanding member of the staff for their service to the university. Awardees have demonstrated outstanding job performance; dedication and willingness to assist in problem solving beyond job requirements; positive attitude and generally cheerful disposition; and share personal expertise to enhance university environment. To nominate a USC employee, please complete the nomination form, include a letter explaining how the candidate meets award criteria, attach two additional

(Continued on page 3)
2013 STAFF ASSEMBLY

Eliza Aceves  
Lali Acuna  
Gary Allen  
Jennifer Alvarado  
Julie Andaya  
Tammy Anderson  
Wendy Arima  
Carmen Atkins  
Linda Bakabak  
Catherine Ballard  
Roxana Bellia  
Susan Biddlecomb  
Paul Biddlecomb  
Halina Biel Milunovic  
Cynthia Brass  
Delfina Candelaria  
Ellen Castillo  
Carolina Castillo  

Ricky Craddock  
Sarah Cusimano  
David Donovan  
Josie Drury  
Laura Estrada  
Frances Fitzgerald  
Monique Franklin  
Lisa Gallegos  
Jennifer Gerson  
Tessie Jamanila  
Tracy Kerr  
Dawn Kita  
Markisha Lea  
Doris Lee  
Rachel Levy  
Graciela Medina  
Kathleen Neal  
Lou Nieto  

Bryan Ortiz  
Ingrid Popper  
Aida Preciado  
Luis Ramirez  
Lillian Rivera  
Irene Rodriguez  
Diana Sabogal  
Rick Scott  
Elizabeth Stewart  
Rosie Tellez  
Wade Thompson-Harper  
Mary Trujillo  
Lydia Vazquez  
Sarah Watari  
Jeanne Weiss  
Vicki Young  
Amy Yung
DID YOU KNOW?
USC has many resources and discounts available to staff!

USC Bike Commuters: USC Bike Commuters connects USC cycling commuters with resources, information, and events relevant to this community.  www.uscbikecommuters.com

Natural History Museum of Los Angeles: Free admission - www.nhm.org

La Brea Tar Pits: Free admission - www.tarpits.org

USC Athletics: Free entrance to all ticketed athletic events except football and Men’s basketball games, including Soccer, WVB, MVB, Baseball, Track and Field (NCAA events are excluded, e.g., Track and Field PAC-12 in May, 2013). All other athletic events on campus are free (Women’s Lacrosse included).

USC Fuel Station: Purchase gas with your USCard at the station located on the corner of 35th Street and Grand Avenue (next to the Parking Center). Hours of Operation: 7:00 am - 7:00 pm Monday-Friday - http://transportation.usc.edu/guest_services/fuel.aspx

The Parking Spot: 25% discount at two LAX locations - www.theparkingspot.com

AAA: $20 off a new membership. Sign up through USC Transportation’s website - www.usc.edu/parking

Yellow Cab: Pay with your USCard. Text your pick-up address to 777222 or call (800) USC-TAXI. Three cab locations at UPC: Gate 3, Gate 5 and the Radisson. www.layellowcab.com

Prime Time Airport Shuttle: 10% off shuttle services between all Los Angeles basin airports and all USC campus locations.

Midas Los Angeles: 10% off. Free shuttle to and from the Main Campus, Wed-Fri, 8am-6 pm - www.midaslosangelesca.com

Enterprise Rent-a-Car: Did you know there was an Enterprise Rent-a-Car office right here on campus? Located in PSX, inside USC Transportation, they offer discounted rates to USC students, faculty and staff. They are one of the only car companies around that will rent to 18-year olds, and they have great rates for faculty and staff traveling for both work or personal reasons. For more info and to reserve online - http://transportation.usc.edu/guest_services/enterprise.aspx

(Continued from page 1)

letters of recommendation, and send the packet to Carolina Castillo via campus mail at MC 7740. For more information and to view past winners, please visit USC Staff Assembly Monthly Staff Recognition Award.

During our monthly General Assembly meetings, keynote speakers address our group about a variety of topics. All USC staff are invited to attend our monthly meetings. They typically take place on the first Thursday of each month from 9:00-10:30 a.m. Please visit our website, ‘Like’ our FaceBook page, or follow us on Twitter to learn more about our monthly meetings and where they take place.

We welcome feedback from all staff in order to make a positive impact at the university. If you have any suggestions for Staff Assembly, please email us at staff.assembly@usc.edu.

I would like to take this opportunity to thank Todd Dickey, Senior Vice President for Administration, Janis McEldowney, Senior Associate Vice President for Administrative Operations, and their staff for their continued support of our organization. I would also like to thank the Staff Assembly members, especially the Executive Board, for their contributions this year. I appreciate all that you have done and look forward to working with you in 2014.

Fight On!

Jennifer Gerson
President, USC Staff Assembly
COMMUNICATIONS

Co-Chairs: Eliza D. Aceves and Laura Estrada
Committee Members: Wendy Arima, Sarah Cusimano, David Donovan, Dawn Kita, Luis Ramirez, Diana Sabogal, Elizabeth Stewart and Lydia Vazquez

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.

The Communications Committee had a successful launch of the electronic only version of the Spring Assembled Voice. The “Green” version was well received by staff and we are encouraged for future editions. You can find the latest version of the Assembled Voice on the Staff Assembly website and the Staff Assembly Facebook page.

We are compiling a photo montage for display at the upcoming end of year Staff Assembly Holiday Party. If you have any photos from staff events that occurred in 2013 that you would like featured in the montage, please email them to staff.assembly@usc.edu. We continue to be committed to improving the communication relayed to staff.

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COMPENSATION & BENEFITS

Chair: Jennifer Gerson
Committee Members: Lali Acuna, Carmen Atkins, Linda Bakabak, Ellen Castillo, Monique Franklin, Halina Biel Milunovic, Lillian Rivera, Rick Scott, Mary Trujillo.

The Compensation and Benefits Committee monitors and reports staff concerns regarding university staff compensation and benefits issues. The committee reviews the annual salary survey as well as health and retirement plans, and participates in any proposed benefits changes.

The Compensation and Benefits Committee and USC Admissions created an Admissions Guide for USC Staff for staff interested in earning a degree from USC. We hope this guide will provide USC staff with the necessary steps to begin applying to a USC undergraduate or graduate program, as well as alleviate any confusion they may have about the process.

Additionally, the university is on track to go live with WorkDay on December 19, 2013. Workday is a SaaS (Software as a Service) system that will enhance USC’s human resources, benefits, compensation, payroll, absence management and performance management functions. Many training sessions have been held for HR partners on campus. Training materials will be available on November 19 on the WorkDay support website, which you can visit at www.usc.edu/workday.

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ENVIRONMENT

Chair: Lisa M. Gallegos
Committee Members: Julie Andaya, Cathy Ballard, Susan Biddlecomb, Cynthia Brass, Doris Lee, Rachel Levy, Graciela Medina

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 plans to work closely with the Department of Public Safety, Transportation and the office of Sustainability to ensure there is a strong partnership and collaboration in terms of safety and security surrounding our two campuses. This includes participating in committees and boards that serve these purposes.

We encourage you to send any requests and concerns to us. The committee is dedicated to providing a safe and protected working environment.
The Rights and Responsibilities Committee encourages employees to make the employee gateway their home page: [http://employees.usc.edu](http://employees.usc.edu). The gateway is a great source of information for all USC employees. Feedback as to how to improve the gateway is always welcome.

The Rights and Responsibilities Committee has continued to monitor the operations of the UPC and HSC child care centers. Children’s Creative Learning Centers (CCLC), the company now operating the day care centers, has addressed many issues in conjunction with university administration. The Rights and Responsibilities Committee has also met with representatives from Auxiliary Services to assure use of proper procedure prior to employee termination.

The Rules and Elections 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 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 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.

On July 1st the elimination of the subsidy for those who participate in the USC Vanpool program took effect. The USC Vanpool program has since gone from 19 vans operating in December 2012 to just 5 vans as of this article date. While some of the vans have ceased operations, other vans have opted to start their own private vanpools. Those vanpools who have gone private have reported back that each rider is saving upwards of $60 per month more than if they were still under the USC Vanpool program.

We are in constant communication with Transportation Services regarding some instances of Campus Cruiser vehicles going down the Biggy Structure on HSC in the wrong direction of traffic, the difficult ingress/egress of PSD.

Our committee was also approached by Otto Khera, a current staff member who...
May 2013

Heather Cartagena
Assistant Director, Undergraduate Programs
Office of the Provost

“Heather exemplifies the very best of the Trojan Spirit, and she gives freely of her time and energy in service of our students.”

June 2013

Tracy Charles
Doctoral Programs Coordinator
Graduate and Professional Programs Division, Viterbi School of Engineering

“Tracy regularly goes above and beyond while helping Ph.D. students in Viterbi by using her problem-solving skills. She truly cares about the students.”

July 2013

Elizabeth Gongora
Administrative Manager, Research Office
USC School of Pharmacy

“Liz exhibits not only an excellent knowledge in all administrative areas, such as budgets and personnel, but also an outstanding inter-personal skill to lead the staff to provide essential service to the needs of all faculty members.”
**August 2013**

**Crystal Ray**  
Program Manager  
University Payroll Services

“Crystal is always attentive with everyone she works with and works extremely hard. She loves her work and the people she deals with.”

---

**September 2013**

**Tina Orkin**  
Associate Director for Parent Programs  
Office for Residential Education

“Tina routinely goes above and beyond...her dedication to USC and the community have had an astounding impact.”

---

**October 2013**

**Rita Bownds**  
Accountant II  
Business Office, School of Pharmacy

“Rita has had an amazing impact in the School of Pharmacy Business Office. She has shown an endless passion for her work with the highest professionalism.”

---

**November 2013**

**Marvin Munson**  
Evening Operations Manager  
Thornton School of Music

“In the wake of an unexpected staff shortage in the Music Operations Department in Summer 2013, Marvin exceeded expectations and took on extra responsibilities that proved critical in the functioning of the office.”
Communications Committee

members at the UPC and HSC campus via social media and the Staff Assembly Website. So be sure to follow us on Twitter @USC_SA and on Facebook to stay up to date with the Assembly.

If you have any suggestions or would like to submit an article or ad for the next issue of the Assembled Voice, please email us at: staff.assembly@usc.edu.

Compensation and Benefits Committee

In addition, the staff at USC’s new HR Service Center will be available to assist employees with this transition. The service center can be reached by email at uschr@usc.edu or by phone at (213) 821-8100.

Rules and Elections Committee

Staff awardees are invited to attend the annual Staff Recognition Luncheon co-hosted by President C. L. Max Nikias and the University Staff Club, and are featured in the Employee Gateway. Please take a moment to nominate that special staff member today by clicking here.

Votes from the Staff Assembly elections are being processed! Thank you to everyone who participated in electing your Staff Assembly representatives. This year’s new members will be confirmed in early November 2014, to whom we would like to extend a warm welcome. Fight On!

2013 Staff Assembly Executive Committee

From Left to Right: Bryan Ortiz, Lisa M. Gallegos, Jeanne Weiss, Carolina Castillo, Eliza D. Aceves, Jennifer Gerson, and David Donovan.

Not pictured: Laura Estrada, Vicki Young, and Lou Nieto.
## Important Information

### New USC Human Resources Service Center

USC's new **HR Service Center** provides prompt, accurate and thorough assistance on all employment-related matters for faculty and staff. The Center is committed to outstanding customer service and will shepherd employees through each question or problem until it is fully resolved. Click here to explore their website!

### USC Benefits - Employee Gateway

Be sure to check out the comprehensive website for USC faculty and staff - the **USC Employee Gateway**. Click here to learn about important information on benefits, policies, campus services, news and events, and more.

Did you know the Gateway features an Employee Photo of the day? They are featured on the homepage and in the Flickr Photostream. Click here to see at the photos!

### Good Neighbors Campaign

Did you know that 100% - every penny - of your Good Neighbors Campaign contributions goes into community/university partnerships affecting the neighborhoods immediately surrounding the HSC and UPC? All campaign costs are paid by USC, so everything contributed by you and your colleagues goes right back out into Good Neighbors grants. This grant year, over $1.5 in grants has been awarded to neighborhood partnerships. Click here to learn more.

### USC Staff Club

Membership in the University Staff Club is open to all — staff, administration, faculty, students, alumni, friends and family. To find out more and how to join, click here.

### USC Employee TV

[http://www.usc.edu/dept/hr/uscetv/](http://www.usc.edu/dept/hr/uscetv/)

## In Memoriam...

Sadly, we have lost some members of the Trojan Family over the last few months.

It is with great sadness that we say good-bye to these colleagues.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Susan R. Davis</td>
<td>Gould School of Law</td>
</tr>
<tr>
<td>Brian Odoherty</td>
<td>USC University Hospital, Surgery</td>
</tr>
<tr>
<td>Daniel Joseph Kolzet</td>
<td>Endodontics, OMS &amp; Orthodontic</td>
</tr>
<tr>
<td>Susana Abarquez</td>
<td>USC University Hospital, 6s Liver</td>
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<tr>
<td>Michael Daniels</td>
<td>School of Journalism</td>
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<tr>
<td>Stephen Joseph Ryan, Jr.</td>
<td>Keck School of Medicine</td>
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<tr>
<td>Mary Alene Gerlitz</td>
<td>Thematic Option Program</td>
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<tr>
<td>Claire Nelson</td>
<td>Centers for Creative Technologies</td>
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<tr>
<td>Russell P Sherwin</td>
<td>Department of Pathology</td>
</tr>
<tr>
<td>Dennis Dougherty</td>
<td>Senior Vice President, Emeritus</td>
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The Assembled Voice is Linked up!

Click on the links and pictures throughout this publication and you will be taken directly to the websites!
has started a website for those in the USC community that bike to work. [USCBikeCommuters.com](http://USCBikeCommuters.com) is a website that helps unite people who commute to USC via bike/public transportation. Otto will be presenting to the general Staff Assembly in early 2014 so stay tuned for more information regarding this exciting program.

If you have any transportation related problems or concerns and are not sure how to handle them, please contact us and we will be sure to investigate the matter.

Like Staff Assembly on [Facebook](https://www.facebook.com) and Follow us on [Twitter](https://twitter.com)!

**USC TrojansAlert**

Sign up for your USC Trojans Alert account to receive alerts and emergency notifications.

[Click here](http://trojans.usc.edu)!
2 FREE MOVIE TICKETS FROM AAA*

Buy a new AAA membership and you’ll receive two free Regal movie tickets and $20 off!**

Join now by visiting www.usc.edu/parking and start receiving these exciting membership benefits for less than 14¢ per day:

• 24/7 Roadside Assistance

• Shopping, Dining, Entertainment and Movie Ticket Discounts

• DMV Registration Services

* Regal Entertainment Group free movie tickets are subject to the terms and conditions as printed on the back of the tickets. Offer expires December 6, 2013.

** First year admission fee waiver applies to new members only. Certain conditions and limitations apply. See Member Guide or visit the web at AAA.com for more details. Offer valid for Automobile Club of Southern California membership only.

620 West 35th Street, Los Angeles CA 90007 | (213) 740-3575 | www.usc.edu/parking

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Fall Into Savings:

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Rates as low as 1.74% APR*

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<tr>
<th>New purchase example</th>
<th>APR**</th>
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<tr>
<td>USC Credit Union</td>
<td>1.74%'</td>
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<tr>
<td>Bank of America</td>
<td>2.34%</td>
</tr>
<tr>
<td>Chase</td>
<td>2.28%²</td>
</tr>
<tr>
<td>Wells Fargo</td>
<td>2.99%³</td>
</tr>
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</table>

*APR (Annual Percentage Rate) is effective as of 10/6/13, is based on creditworthiness, is our best rate and includes a 0.25% rate discount for automatic payments. Based on 60% financing of MSRP for new cars, 80% financing of retail Kelley Blue Book Value for pre-owned cars. To qualify for this rate discount, an automatic loan payment to this loan is required and must be maintained throughout the life of the loan. The 1.74% APR promotional rate cannot be combined with any other offers and does not apply to existing USC Credit Union auto loans. Loan-to-Value requirements may apply. Proof of income is required at the time of loan funding. Monthly payment per $1,000 for 60 months at 1.74% APR is $17.41. This payment example is for illustration purposes only. Your actual payment may vary. Minimum loan amounts include $8,000 for a 60-month term loan and a minimum loan amount of $25,000 for a 72-month term loan. Membership eligibility requirements and membership fees may apply. The promotional rate is available for a limited time and rates and terms are subject to change without notice. Offer expires 11/6/13.

**Based on $15,000 loan with a 60-month term. APR and fees gathered from financial institution websites as of 10/6/13 and subject to change. (1) 0.39% discount for automatic payments. (2) 0.15% discount for online banking customers. (3) Includes 0.25% discount for automatic payment plus additional 0.5% discount for Premier Checking. Includes 0.5% discount for PMA Package. Banks may offer additional discounts.

TO QUALIFY FOR THE OFFER:
Registered party must be an existing member of USC Credit Union and maintain an account in good standing at the credit union until all program qualifications are met.