

The ASSEMBLED VOICE

NEWSLETTER FOR THE STAFF OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

Spring 2010



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PRESIDENT SAMPLE



USC STAFF ASSEMBLY
WEB SITE:

www.usc.edu/org/staffassembly

Contact us at:
staff.assembly@usc.edu

A MESSAGE FROM PRESIDENT SAMPLE TO THE STAFF

Steven B. Sample, USC President

As I prepare to step down as president in August, I want to thank you for all you've done – and continue to do – in support of USC's mission. I'm proud of the work we've accomplished together. USC's many successes during the past 19 years would not have been possible without the hard work and commitment of our exceptional staff.

What qualities have contributed to USC's vitality? Of course your drive and talent are major factors, but so too is the value that you as individuals place on a job well-done and on making a positive difference through your work. Moreover, I believe that our shared values have had a tremendous impact on USC's upward momentum. To my mind, four of these shared values are especially key to our staff's efforts day in and day out:

- Our Trojan Family
- Our commitment to keeping promises
- Our culture of caring
- Our "we-can-do-more" spirit

Our Trojan Family

Many colleges and some corporations use family metaphors. But here at USC the family motif is neither mythology nor hyperbole. It's real. We demonstrate this shared value by looking out for one another and by supporting one another. I think USC's role and mission statement states it well: "An extraordinary closeness and willingness to help one another are evident among USC students, alumni, faculty, and staff; indeed, for those within its compass the Trojan Family is a genuinely supportive community."



USC President Steven B. Sample

This solidarity and feelings of connection to the university are among the factors (along with benefits such as tuition reimbursement, neighborhood home ownership subsidies, and career development programs) that helped placed USC in the top ranks of the *Chronicle of Higher Education's* recent survey of "Great Colleges to Work For." Many of our staff spend most of their careers at USC. This year at the Staff Recognition Luncheon we honored 93 people who have worked at USC for more than 30 years. Longevity of service speaks volumes about our staff's dedication to USC and the familial bonds that are cultivated here.

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PRESIDENT'S REPORT ∞

Linda Bazilian, 2010 Staff Assembly President

When I accepted the position as president of the Staff Assembly organization, I knew I would be busy, but I had no idea just how many meetings would be added to my schedule! Just in these past couple of months, I have attended as many Staff Assembly committee meetings as I could physically manage. For two of the meetings that were being held simultaneously, I ended up running up and down the halls of VKC. I now regularly attend the Employee Benefits Advisory Committee meetings, and I am being invited to lunches and other organizational meetings across campus. I joke with my co-workers that I'm reluctant to open my e-mail now for fear that another meeting (or five) will be automatically added to my Groupwise calendar. In all seriousness though, I am looking forward to these activities and all that are yet to come.

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

The Transportation committee has identified some key issues that they will address involving parking structures, pedestrian ingress and egress to our campus, equity in the parking pass policy for Metro riders, and the availability of the DART system for disabled staff. Compensation and Benefits is working on the university policies for sick time accrual and severance pay. The Environment committee did an outstanding job of putting on this year's Environment Fair on April 22nd. The Communications committee has been busy organizing Open Forums, creating a staff survey and producing the beautiful newsletter you are currently reading. Rights and Responsibilities is continuing its work on Blackboard copyright policies, the USC reference policy, and creation of a staff portal through www.usc.edu. Rules & Elections is selecting the recipients of the Staff Recognition Award and preparing for the election process at the end of this year. Please take the time to nominate



Staff Assembly President Linda Bazilian
photo courtesy of Rita Gonzales

a staff member in your department who deserves to be recognized. The form is on our website at <http://www.usc.edu/org/staffassembly>.

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



2010 Staff Assembly photo courtesy of Rita Gonzales

DON LUDWIG RECEIVES 2010 PRESIDENT'S AWARD FOR STAFF ACHIEVEMENT

by Cristy Lytal, Assistant Director, Student Affairs

Many on campus have come to think of Don Ludwig - executive director of Spirit and Traditions, and Spirituality and Sports - as a living version of Tommy Trojan. Now, he's also the recipient of the 2010 President's Award for Staff Achievement, which recognizes outstanding contributions to positive morale and the Trojan spirit.

President Steven B. Sample presented the prestigious award, which carries a \$2,000 honorarium, at the Staff Recognition Luncheon on April 27.

"I don't know if it's seeped in yet," Ludwig said. "And this being President Sample's last year as president makes it extra special."

Sample and his advisory panel selected Ludwig from this year's pool of 42 strong nominees.

"All the nominees have the Trojan spirit," said 2009 President's Award winner Mariano Elepano, production supervisor of the Division of Animation and Digital Arts at the School of Cinematic Arts, and chair of the advisory panel. "But Don has been doing good work for so long. In my mind, people like him are the ones who should be recognized."

During Ludwig's two years in his current position and 34 years in USC Recreational Sports, he has found many outlets for his "faithful, scholarly, skillful, courageous and ambitious" nature, the words inscribed on Tommy Trojan's pedestal.

As executive director of Spirit and Traditions, Ludwig serves as an expert and historian on matters as varied as USC's Olympians, the Victory Bell, the So Cal Spell Out, the San Francisco Weekender, the Notre Dame rivalry and the founding of the university. Ludwig is also in charge of filling the display cases in the new Ronald Tutor Campus Center with Trojan memorabilia, and is involved in game day management for football and basketball.

As a Christian and athlete who likes to joke that he's 5' 19", Ludwig also enjoys his role as executive director of Spirituality and Sports. Along with his colleagues in the Office of Religious Life, he's orchestrated several successful events and programs - such as an annual religious involvement fair; meditation hikes in Griffith Park; a panel of Olympians who spoke about their faith; and a talk with Trojan alumnus, Olympian, World War II veteran and Christian Louis Zamperini.

Ludwig's other duties include creating a Student Affairs business continuity plan, which will help the division return to its normal functions as quickly as possible after an emergency such as an earthquake.

"I've known him for over 20 years as my former supervisor and as a friend," said Associate Director of



Don Ludwig photo courtesy of Joel Zink.

Recreational Sports Jennifer Siu, one of Ludwig's nominators. "What a nice guy. He's just such a good Trojan, and he really does like the students a lot and goes out of his way to help them. And that's really why we're all here."

Ludwig isn't simply a 9-to-5 Trojan, though.

"We've honored him at Swim with Mike with our top volunteer award," said 1992 President's Award winner Ron Orr, who is the executive director of Swim with Mike and associate athletic director, in addition to being another one of Ludwig's nominators. "His thoroughness, caring, thoughtfulness and credibility - you just understand that he's going to do his job, he's going to do it right and he's going to do it well. And that's who he is."

Ludwig also volunteers his leadership skills to the Trojan Christian Faculty/Staff Fellowship, the Christian sorority Alpha Delta Chi, Athletes in Action, the NFL-sponsored Youth Impact summer sports camp, and many other groups and programs. In addition, he and his wife of 35 years regularly participate in homeless ministry and short-term mission trips.

"There is a Trojan Family here," said Ludwig, the father of two USC alumni and the grandfather of five young grandchildren. "In the division where I work, we're full-time with Student Affairs, but we're teachers, too. We can be role models and advisors for many of these students. It's a great atmosphere to be involved in, and I enjoy coming to work every day. I'm not going to be retiring any too soon."

USC TICKET OFFICE – HAVE FUN AND SAVE MONEY!

If you are looking for something fun to do with friends and family – and save money doing it – look no further than the USC Ticket Office.

Here are just some off the discounted offerings you can get there:

- Movie Passes
- Theme Parks
- Aquarium of the Pacific
- Disneyland
- Knott's Berry Farm

- Legoland
- San Diego Wild Animal Park
- San Diego Zoo
- Six Flags Magic Mountain
- Universal Studios (USC staff, students and faculty with a valid USC email can have their tickets emailed directly to them. Go to: ushtix.com/usc.)
- Sweet treats
- See's Candy one pound gift certificate

The Ticket Office takes USCard, Departmental Requisitions, Visa, Mastercard, Discover and cash (no checks).

Since the listings are updated often, check out their website for the most up-to-date offerings at http://www.usc.edu/bus-affairs/ticketoffice/calendar/entertainment/discount_listing.htm.

MESSAGE FROM THE PRESIDENT (Continued from Page One)

Keeping our promises

I'm impressed with the value that we place on upholding USC's reputation as an ethical institution that delivers on its promises. I'm referring to the promises we make to various constituents in the course of our daily duties as well as the institutional promises that are contained in USC's role and mission statement.

These promises are put to the test every time a person calls our campus and talks with a receptionist, every time a parent receives a tuition bill, every time a hospital staff member cares for a patient, and every time a visitor, alumnus, or prospective student turns to one of us for assistance. In each of these scenarios USC's reputation rises or falls on whether we're delivering on our promises of professional integrity, of respecting others, and, as delineated in our role and mission statement, of developing "human beings and society as a whole through the cultivation and enrichment of the human mind and spirit."

A culture of caring

As a great university, USC is in the people-building business, and no matter your specific duties or your department, the ultimate beneficiaries of your work are real human beings. And

this is why, whether it be our neighbors, our students, our colleagues, parents, alumni, patients, or donors, one of our most important promises and shared values at USC has been cultivating a culture of caring.

This culture is nurtured by the civility and attentiveness we show to others. Recently a 95-year-old alumna was so thrilled by the hearty and helpful welcome she received from a gate attendant during her campus visit that she took the time to write a letter to me. Another letter I received came from the parents of a young woman who had applied for freshman admission to USC and had been denied. This letter didn't protest the decision; instead, it complimented our admissions staff on their respectful and caring manner.

Our community partnerships are another example of caring. I know that many of you volunteer in our neighborhoods, or that through your jobs, you are in the vanguard of USC's outreach efforts. I also know that our staff members are the biggest supporters of our annual Good Neighbors Campaign, which exceeded its goal this year by taking in a record-breaking \$1.2 million. I'm proud that, even during a tough recession, our staff reached deep into their pockets

to fund vital community improvement projects.

Our "we-can-do-more" spirit

At USC we share a strong commitment to achieving more tomorrow than we did today. In talking to various constituent groups when I first arrived here in 1991, I heard many people say they wanted to help make a great university even greater. This is as true today as it was when I first came to USC, and it has been an enduring trait since USC was founded. We started out in 1880 on what was the far western frontier, and we never lost that frontier spirit of solving problems ourselves, taking care of each other, and venturing down new and untrodden paths.

Our shared values have helped USC come farther faster in recent years than any other American university. I know that by working together as members of the Trojan Family, by keeping our promises, by strengthening our culture of caring, and by striving always to do more and to do it better, we will continue to push USC to even higher levels of excellence. I'm grateful to you, our staff and my fellow Trojans, for your steadfast contributions to USC and its mission. Fight on!

MAJOR CONSTRUCTION PROJECTS NEARING COMPLETION

by Joe Back, Associate Senior Vice President, Capital Construction Development

Capital Construction Development (CCD) announces that three major construction projects are nearing completion. All of these projects have been underway for over a year and are scheduled to complete this summer.

In the heart of the University Park campus, the new Ronald Tutor Campus Center is in the stretch run and should complete in June. This will undoubtedly become the new central gathering spot on campus. Students, faculty and staff will enjoy a multitude of dining options, and an outstanding central plaza. The building will house Alumni Affairs, Admissions and Student Affairs. It has a major multi-purpose room for large events and the familiar, but very updated, Traditions. In all, 192,000 square feet of new space is provided in a four-story plus basement complex. Demonstrating the commitment of the university to sustainable design and construction, this building will be one of the first USC buildings to achieve a Leadership in Energy & Environmental Design (LEED) certification of Silver (with the

possibility of Gold) from the U.S. Green Building Council (USGBC). This project has been developed under the CCD project management leadership of Stan Westfall.

Also on the University Park campus, the School of Cinematic Arts moved into the first of their new buildings last year. The remaining four buildings under construction, which complete the new complex, will finish in the summer and be ready for use in the fall semester. These buildings contain 77,000 square feet of space and house new sound stages, animation and student services, and a production equipment center. Members of the School of Cinematic Arts, as well as their friends, supporters and industry leaders are enjoying the use of their first building, and look forward to moving into the remaining four buildings this summer. Mandeep Bhari is the CCD project manager working closely with the School and the Lucas Foundation to complete this work.

Finally, on the Health Sciences

campus, a major new research laboratory building is nearing completion. The Eli & Edythe Broad CIRM Center For Regenerative Medicine And Stem Cell Research will be the new 80,000 square foot home for researchers, including the Southern California Stem Cell Scientific Collaboration. The building has five stories and a basement and provides outstanding new laboratory space for this important research. This building is also slated to be certified by the U.S. Green Building Council as LEED Silver, with a possibility of scoring LEED Gold. William Marsh provides the CCD project management for this project.

Capital Construction Development continues to have many projects in various stages of development and you will continue to see construction on both campuses, but completion of these three major projects represents a true milestone in the on-going enhancement of our USC environment.



Photos from left to right: Eli & Edythe Broad CIRM Center for Regenerative Medicine and Stem Cell Research, Ronald Tutor Campus Center, School of Cinematic Arts

COMMUNICATIONS

Chair: Wendy Cook

Committee Members: Deborah Aguilar, Laura Aguilar, Rachel Baeza, Shirley Beard-King, Cynthia Brass, Delfina Candelaria, Torie Daves, Rita Gonzales, Lisa Kofman, Naomi Martinez, John Peleuses 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.



The charge of the Communications Committee (CC) has been and continues to be: dissemination of information to the staff of the University, as well as bringing issues, questions and information from the staff to the Assembly and to the University. Ultimately our goal is to provide better levels of communication among the staff at the University.

We have several commissions over this next year and committee members have taken leadership in each area:

- *The Assembled Voice* – Torie Daves and Naomi Martinez
This publication is an important link to those issues of interest to staff at USC. This staff newsletter is your publication! If you have suggestions or comments regarding this document, please let us know.
- Staff Assembly Web Pages – Lisa Kofman
These pages give general information on Staff Assembly, its executive board, committees, members, information on general meetings, links for USC Staff, contact information and minutes to our meetings.

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COMPENSATION & BENEFITS

Chair: Allison Bryant

Members: Josie Amescua, Evelyn Alva, Paul Biddlecomb, Tim Boston, 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.



Since the economic environment seems more favorable this year, the Committee has decided to amend its recommendations on sick-time accrual and submit additional information to the administration. We are currently working on a proposal recommending a more family-oriented sick leave policy that allows for additional sick time accrual to care for children or elderly parents who experience short illnesses.

There is good news for the Health Sciences campus! An HSC Master Plan town hall meeting was held at the Aresty Auditorium on February 17th to discuss a building and construction program that will include an eventual redesign and new construction on the Health Sciences campus. Staff and faculty who attended the meeting were asked what improvements were needed to make the campus more functional and attractive. Topping the list were:

- Student housing
- Eateries
- Gym facility
- More gathering places and green spaces for casual meetings and interaction.

Future town hall meetings will be scheduled as progress continues; a website is currently being developed. If you have

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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.



Many members of the USC community came out to raise their eco-consciousness at the 2010 USC Environment Fair, sponsored by the Staff Assembly, on Thursday, April 22nd – the 40th anniversary of Earth Day.

Appearing at the annual fete were over 40 invited vendors with information that helped raise eco-consciousness not only on campus, but at home too.

There were services and product ideas designed to help everyone become more environmentally friendly in the new green society.

The Environment Fair was produced in coordination with both the Office of Sustainability and Purchasing Services – Green Team. The Fair complimented the annual efforts by students who held earth-conscious events and activities that week.

Thanks to everyone who stopped by the Fair!



RIGHTS & RESPONSIBILITIES

Chair: Tracy Kerr

Members: Carolina Castillo, 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.



This year, the Rights and Responsibilities committee will continue to review several USC policies and hope to bring more clarity and relevance of these policies to our staff. The policies we are currently reviewing are:

- USC's blackboard polices regarding copyright infringement
- USC's policies regarding letters of references for staff
- Assisting central Human Resources with research on additional information to support our previous resolution regarding severance policies, and to look at a possible staff portal

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.



RULES & ELECTIONS

Chair: Lisa Escobar

Members: Teri Aparicio, Robbie Boyd, Kathy Neal, Tessie Jamanila, Lillian Rivera, Linda Sturn, 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.



Welcome to another new year at the Staff Assembly. Our committee works diligently to award deserving staff the Staff Monthly Recognition Award. We are looking for nominations of worthy staff to receive the recognition that they truly deserve.

Nomination forms are available at the Staff Assembly website, usc.edu/staffassembly. To be considered for this award, each nominee must:

- Receive three complete nominations
- Not have received this award in the past. Past winners are listed on the Staff Assembly website

The committee is also responsible for reviewing the Assembly's Standard Operating Procedures, coordinating the Assembly's elections, and monitoring member attendance.

Please feel free to contact any member of the committee if you have any questions or concerns. Let's make this a great 2010.

TRANSPORTATION

Chair: John Kennedy

Members: Vivian Alegria, Lisa Gallegos, John H. Kennedy, Rachel Levy, Ellen Miyasaki, Yolanda Mora, Lou Nieto, Georgina Nuttall and Vicky Young.

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.



Issues that the committee are addressing this year:

- Short term visitor and handicap parking at Lot U
- Three monthly parking passes for all who use public transportation
- Parking Structure D egress from structure to Jefferson Blvd
- Citation language flexibility regarding payment due dates
- Request for DART to extend service beyond 9:00 am to 5:00 pm
- Working with USC Transportation to better communicate the policies and procedures to staff members
- Addressing concerns to Local Government Relations regarding traffic signals at both UPC and HSC



Communications

(Continued from page six)

- Historian and Photographer – Rita Gonzales
We keep historical records of Staff Assembly. Rita is there to capture the events and meetings in pictures.
- Social Networking – Laura Aguilar
This is a new age in communication and this year we will be up on Facebook and Twitter. Keep a watch for more details.
- Minutes for CC – Sue Wiedem
We are kept up-to-date through detailed minutes of our meetings and the ensuing follow-up report received by all CC members.
- Open Forums – Wendy Cook and Shirley Beard-King
CC is responsible for sponsoring Open Forums on current issues and information. We held one in March on “What is Staff Assembly?”. Watch for more throughout the year. If you feel there is information or issues that should be addressed through Open Forum, let us know.
- Special Liaison to the Health Sciences campus – John Peleuses
This year, because of our new employees on the Health Sciences campus, we created a special liaison for staff members there. John is available to connect you with the appropriate people and information from Staff Assembly. Contact him at: John.Peluses@health.usc.edu.
- Other projects: Staff survey regarding Communication, and historical documentation on-line of past *Assembled Voices*.
I want to thank all committee members for their hard work in each of these areas.

We want to make communication for USC staff the best it can be. If you have questions, concerns or ideas to bring to this committee, please do not hesitate to contact us via email at staff.assembly@usc.edu or visit us at www.usc.edu/org/staffassembly. We want to hear from you!!

Compensation & Benefits

(Continued from page six)

questions or would like to add your input, please contact Laurie Stone at lmstone@usc.edu.

If you are interested in reviewing your retirement savings account with a counselor who can help fine tune your plan, personal appointments are available. Retirement counselors from Fidelity Investments, Prudential Retirement, TIAA-CREF, and Vanguard are available each month to meet with employees. For contact information, or to schedule an appointment, go to <http://www.usc.edu/dept/Benefits/events.html>.

If you (or a family member) are ready to begin collecting social security benefits, help is available on campus each month from the Social Security Administration. Representatives are available for counseling on:

- Federal Disability Benefits
- Social Security Retirement Claims
- Medicare Claims
- Federal Benefit Verifications

To arrange for a half hour appointment for yourself or a family member, call Teri Aparicio at 213-821-8106.

If you have any questions or concerns that you would like our committee to address, feel free to e-mail us at staff.assembly@usc.edu. We look forward to hearing from you!

USC NEIGHBORHOOD HOMEOWNERSHIP PROGRAM

As a part of President Sample’s five-point neighborhood initiative, the University of Southern California offers the USC Neighborhood Homeownership Program (NHP) to all benefits-eligible employees to encourage them to purchase and occupy homes in the communities surrounding the University Park and Health Sciences campuses.

The USC Neighborhood Homeownership Program provides eligible employees with monthly payments totaling \$50,000 or 20% of the home’s purchase price (whichever is less) over a seven year period. To receive this benefit, an eligible employee must purchase and occupy a

single-family residence within either:

- The University Park campus community, defined as the area bordered by Western Avenue to the west, the Santa Monica Freeway to the north, the Harbor Freeway to the east, and Vernon Avenue to the south or
- The Health Sciences campus community, defined as the area bordered by the Golden State freeway to the west, Broadway to the north, Indiana Street to the east, and Cesar Chavez Avenue (Brooklyn Avenue) to the south.

The USC Neighborhood Homeownership Program is available to all staff members who hold a “benefits

eligible” position of at least 50 percent or more.

It is suggested that the employee inform their realtor and lender of the availability of the USC NHP subsidy when starting the loan pre-approval process. The inclusion of the subsidy as “other income” may allow the employee to qualify for a larger loan amount or a more favorable interest rate as this subsidy does not require repayment and is paid in equal monthly installments over seven years.

For more information on the NHP program, contact Maxine McNeal, Program Administrator at mmcneal@re.usc.edu.

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: _____

THANK YOU, PRESIDENT SAMPLE

As President Sample prepares to step down after 20 years of service, the staff of USC would like to express its gratitude to a man who has led this University to greatness.

Here are some of the excerpts that will be published in a book being produced by the Staff Assembly for Dr. Sample. If you would like your message to Dr. Sample to appear in the book, please email your message to staff.assembly@usc.edu with "President Sample" in the subject line, no later than June 15th.

Thank you, President Sample, for leading our university to the magnitude and force that it is today. The Trojan Family will forever be grateful. Fight On!

- Noemi Adalin, RN (USC Alumnus BSN '94, MEd '03)

Dear President Sample,

It seems an impossible task to thank you enough for all you have done here at USC these past almost twenty years, but I want to at least let you know that my entire family and I appreciate what you have done. I work in the External Relations office here at USC Viterbi; we are fund-raising in Asia as a result of your globalization accomplishments; my sons are sophomores at the college with plans for working in international business; and my husband is a graduate of Von KleinSmid, working for over twenty years in the international trade industry. Everything we do can be tied in some manner to your vision, demonstrated commitment, and success in making USC a global player.

My absolute best wishes for a happy and equally productive "retirement", although I do hope you come back to USC Viterbi after a short time off!

- Katherine F. Aschieris, J.D., External Relations,
USC Viterbi School of Engineering

Dear President Sample, I've been with USC Trojan Transportation for 13 years now and my proudest moment was winning the "Staff Monthly Recognition Award" for June 2008 with your signature on it.

Thank you so much for your time and all that you have done for USC. I wish you & yours the very best.

- Joe Chavira, USC Tram Driver

President Sample,

You were there in 1997 to shake my hand at my graduation from nursing school. My classmates and I were honored to have you, as surely you could have attended any number of satellite ceremonies that day. You certainly don't need me to tell you how skillfully and successfully you've guided our great university over the years, but job well done. Thank you and happy retirement!

- Tony Cheung, NP, USC Orthopedic Surgery

Your dedication and kindness will always be remembered... You have helped make USC become one of the premiere institutions in the whole world. Thank you for everything

and best wishes to you and your family!!

- Jason Cruz, '06 M.Ed., Campus Center Project Coordinator

I came to USC as an undergraduate student in 1988, and started working for USC as a full-time staff member in 1992. I remember the aura of excitement and anticipation surrounding President Sample's appointment and his first year in office. The enthusiasm he displayed early on has never seemed to wane over the course of the last 19 years. Dr. Sample's achievements are far too numerous to list here, but I will say that through his leadership, he has brought such esteem and pride to the title "Trojan", that every alumnus of this university - past, present and future - owes him a debt of gratitude that is impossible to repay.

- David Donovan, BA '96, MBA '00,
Commercial Services USC Credit Union

President Sample,

As an alumna of this elite University - Thornton School of Music, '99 - and current staff member - also in Thornton - I would like to thank you immensely for your foresight and phenomenal leadership over the years. The University of Southern California has become a leader in many fields of endeavor and has raised the bar for itself time and time again. I could not be any more proud of my Alma Mater as well as the institution that I so lovingly claim as my Trojan Family.

Best wishes to you & your family in your future endeavors. FIGHT ON!

- Lika Dozier '99, Department Coordinator, Jazz Studies &
Guitar Departments, USC Thornton School of Music

Dear President Sample, I am extremely grateful for your support and backing of free tuition for staff. Because of this, I have a chance to pursue my lifelong dream of going to art school. The commitment you have shown to employee appreciation and supporting USC employees' academic development is rare indeed, and I commend you and thank you from the bottom of my heart for everything you have done.

Many blessings to you and yours in the coming years. You will be greatly missed.

- Elizabeth Edmonston, Project Administrator, Annenberg
School for Communication & Journalism

STAFF MONTHLY RECOGNITION AWARDS

FEBRUARY 2010

FLORA RUIZ

Student Services Advisor, Department of English, College of Letters, Arts & Sciences



“Flora dealt with each new crisis (and panicked faculty) with calm aplomb and good humor, and organized all of our systems.” - *Anthony Kemp, Director of Graduate Studies*

“I absolutely depended on Flora for her knowledge of the budgetary process, handling of problematic situations and people skills in managing a diverse group of nearly forty faculty members and more than a hundred graduate students.” – *Professor Bruce Smith*

“One of the most outstanding qualities possessed by Ms. Ruiz is her willingness to take the initiative. Her cleverness, efficiency and attentiveness not only made my job so much easier, it improved the morale, and significantly lowered the anxiety level of the students. Her courteousness and helpfulness extends even to prospective students. As one graduate student put it, ‘she puts a human face’ on the institution.” – *Professor Tania Modleski*

MARCH 2010

DICK WIRTH

Manager, Lucas Editorial, School of Cinematic Arts



“His excitement about the growth and direction of our department makes our jobs here on campus a little more exciting.” – *Vince Gonzales, Vault and Scheduling Manager, School of Cinematic Arts*

“He exhibits a caring and respectful attitude whether he is encountering a student, faculty member, superior or co-worker. He is equitable and honest, and sincere in all his dealings. He went the extra mile. He extended his hand beyond expectations to ensure that the new facility was fully operating upon the students’ arrival.” – *Nina McMullen, Administrative Budget Assistant, School of Cinematic Arts*

“With all that on his shoulders, Dick never complained and demonstrated a positive, can-do attitude. Dick is truly an exemplary employee.” – *Meri Weingarten, Director of Post Production*

APRIL 2010

WILLY TAI

Senior Business Officer, USC Gould School of Law



“He holds a position of significant responsibility at the school. He works directly with students, staff, university administration and parties external to USC. His level of professionalism and integrity is unparalleled.” – *Alice Galstian, Assistant Dean and Chief Financial Officer*

“He is a source of invaluable information. What makes him special is that he is willing to teach others what he knows because he cares and wants others to succeed. He genuinely builds bridges and resolves issues in person.” – *Maria De La Garza, Human Resources Manager*

“Willy regularly stays late, works weekends, and works while traveling so that he can do what is needed by the institution. The work he completes is far beyond what is required or typical.” – *Scott Altman, Vice Dean*

FROM THE DESK OF THE STAFF CLUB PRESIDENT

by Evelyn Alva, University Staff Club President

Greetings from the University Staff Club. The year is well under way and the Staff Club is working on several projects. We are currently planning some events that I think you will enjoy.

This year the Staff Club supported the "Swim with Mike" fundraiser on April 17th at the Lyon Center pools.

The 2010 Staff Recognition Luncheon was held April 27th at Town and Gown. Staff who have completed a minimum of ten years of service (service is calculated in increments of 5 years) by March 31, 2010, attended. The Staff Club co-sponsored this event with university administration, and the board members served as hosts. Congratulations to all celebrants.

Our first event for Staff Club members and their guest was an early evening baseball game on April 30th at Dedeaux Field. Although we didn't win this one, we all enjoyed hot dogs, beer and cheered our USC baseball team against Arizona. Also at this event we announced our Staff Club Member of the Year. This event was free to all Staff Club members and their guest.

Look for future Staff Club newsletters in order to keep informed on events and news pertaining to staff. If you don't belong to the Staff Club, you're missing out on all the fun and should consider joining. For more information, visit our web site at www.usc.edu/org/staffclub/.



University Staff Club President Evelyn Alva

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!

NEWS YOU CAN USE

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USC STAFF ASSEMBLY

www.usc.edu/org/staffassembly

staff.assembly@usc.edu

Naomi Martinez & Torie Daves

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