Welcome From the President...

I want to start by expressing what an honor and privilege it was to be elected as President of USC Staff Assembly for 2012. I am looking forward to a great and productive year working with an amazing assembly of staff representatives! Past President Linda Bazilian left a fabulous legacy and I will continue to build upon that reputation with my hard work and dedication to all 13,000 university staff we represent.

Staff Assembly is the representative body for all non-union staff at the university. It is the group within the USC governance structure that is responsible for providing input to the administration regarding policies affecting staff. The Staff Assembly has the authority to conduct research, prepare reports, and provide recommendations on any and all matters that have a significant bearing on the work and the environment of the staff.

We welcome back members returning to the Assembly as well as those newly elected. Members of the Assembly serve on one of six sub-committees: Communication, Compensation and Benefits, Environment, Rights and Responsibilities, Rules and Elections, and Transportation. You can read more about the work of these committees in this issue of the Assembled Voice. Members also participate in focus groups, serve on university committees, and offer valuable research and input related to staff concerns. I hope that staff on all the USC campuses will take advantage of our membership by bringing your issues and concerns to the Assembly for discussion and resolution. If you have any particular questions, concerns, issues, or suggestions for the Assembly, please feel free to contact the Assembly by sending an e-mail to staff.assembly@usc.edu. We read each and every message and will respond to your concerns in a timely manner. Please take a moment to review our roster and get to know some of our members. We are here for you and your input is imperative to our representation.

I want to especially thank the USC administration, particularly Associate Senior Vice President for Human

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As the spring is off to a roaring start, the Staff Club looks back at our fall beginning and thanks all the members who continue to support us so we can work for you, the Staff of the University of Southern California.

We certainly hope those of you who joined us for the annual Holiday Party really enjoyed yourselves with our Casino Night. There were wonderful raffles, great food and a very festive atmosphere. That is one the things you can look forward to from the Staff Club every year.

In the spring look for dinner and plays, possibly a Vegas trip, our end of the year function (it is a surprise) and the Staff Club Member of the Year award. We are trying to be more visible and to come up with great functions to help the staff network and get to know each other. In April the Staff Club in co-sponsorship with the University Administration will be hosting the Staff Recognition Awards luncheon. So those of you who have reached a milestone of ten (10) years or more in five (5) year increments will be honored along with the President’s Staff Member of the Year. The scholarship competition is off to a good start and we will again be awarding fifteen (15) $1000.00 scholarship to our deserving graduate students.

I would like to send a plea out to Staff Club members who RSVP for functions and do not attend. Please be considerate of the money that you pay and submit your cancellation at least 48 hours before the event. If you do not, then the Staff Club is liable for all cost. We are trying to maximize funding and bring you as many functions as possible.

This is my shameless pitch for those of you who are not Staff Club members. The dues are a mere $4.00 a month for non-exempt and $8.00 a month for exempt employees. This is the equivalent of one or two Starbucks a month and with our endowment, we make it stretch a long way to be the organization you want and can be proud of. Please visit our website to read more about the Staff Club and submit an application to become a part of this organization that is dedicated to the Staff at the University.

Feel free to contact me or anyone on the board with any comments, concerns or suggestion.

Wade Thompson Harper
President
University Staff Club, 2011-2013
http://www.usc.edu/org/staffclub/
**COMMISSIONS**

**Chair: Joyce Perez**
Committee Members: Steve Adcock, Laura Aguilar, Corliss Bennett, Delfina Candelaria, Frida Conono, Sarah Cusimano, Paul Flores, Christine Lavoie, Raquel Rodriguez, Liz Stewart, Marisela Zuniga

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 all Staff Assembly events.

The 2012 Communications Committee is excited about the charges assigned to us and hopes to continue the excellent efforts of the previous committee. We congratulate last year’s committee on the successful publication of the Assembled Voice and their inclusion of Staff Assembly into the world of social networking. Connecting through Facebook will allow all USC staff to follow the activities of the USC Staff Assembly, including news updates and upcoming events. So be sure to “LIKE” the USC Staff Assembly Facebook page to stay up to date with the Assembly.

This year’s committee is committed to improving communication between the Assembly and staff members. We hope to continue to improve and update the Staff Assembly website over the next few months. Also, you may have noticed the QR Code at the bottom corner of the first page. Scan the code with your smart phone and it will take you directly to the Staff Assembly web page. Period-

(Continued on page 12)

**COMPENSATION & BENEFITS**

**Chair: Michelle Jones**
Committee Members: Teri Adams, Teri Aparicio, Halina Biel Milunovic, Monique Franklin, Shannon Hinojosa, John Johnson, Lou Nieto, Lillian Rivera, Margarita Turner

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.

The committee is looking into the correct procedures for workers comp to clearly define and monitor the services provided. It was not understood by our committee that if you get hurt on the job, you can go to your own doctor, or to the student center on UPC, and HCC II on Health Science campus. Your doctor must be registered with the USC Medical Provider Network (MPN).

The committee noted the majority of the Employee Recruitment Services staff and Professional Development staff were laid off. In the Layoffs and Reorganizations procedures, it is mentioned that the department provided ‘concierge services’. Comp and Benefits Committee was concerned as to who would provide those services. We are happy to report that the Talent Management Team at USC will provide services previously provided by those departments.

Talent Management provides online tools and resources for managers, re

(Continued on page 9)

**ENVIRONMENT**

**Chair: Rita Gonzales**
Committee Members: Josie Amescua, Shirley Beard-King, Amy Yung, Connie Vargas, Sue Wiedem

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 is busy planning Earth Day which is scheduled to take place on both HSC and UPC.

Due to the Festival of books, the Earth Day event will take place Tuesday, April 10th on UPC on Trousdale Parkway. At HSC, Earth Day will take place on Wednesday, April 18th in the Quad in front of NML. We hope everyone can come out and participate at either of the locations.

The Committee is also working on several safety issues on both UPC and HSC. Some of the major concerns are pedestrians not properly using the crosswalks at UPC near PSD. At HSC, the areas of concern are the crosswalks at Alcazar and San Pablo Streets.

With the new Exposition Line ready to open, there have been meetings to discuss safety around the tracks. An MTA representative has met with departments at the CAL building. It is going to be an exciting and busy year for the Environment Committee.
The Rights and Responsibilities Committee monitors and makes recommendations regarding the Staff Handbook and any other publications with policies that affect the staff. In addition, the committee monitors issues related to staff development, sexual harassment and staff grievances, as well as promoting the recognition of staff as valuable, responsible members of the university community.

The Rights and Responsibilities Committee is continuing to work with Human Resources on the creation of an employee gateway, formerly known as the staff portal. The gateway will be a one-stop shop for staff across the university to access a variety of systems, such as Kuali, Work Day, Trojan Time, etc. It will also feature employee profiles and interviews, as well as staff monthly recognition award recipients. The research proposal phase is almost done. The next phase is site design, creation, and coding. Focus groups have been conducted to gain feedback about what information USC staff want included on the site.

Any additional feedback may be sent to Committee Chair Jennifer Gerson at jgerson@usc.edu.

The Staff Assembly Transportation Committee deals with various concerns staff may have regarding parking, shuttles and buses and parking permits to name just a few. Members of this committee also serve on the Citation Review Board, which reviews and makes decisions on appeals for parking citations.

Recently the committee met with Michelle Garcia, Associate Director of Transit for USC Transportation, who serves as a liaison to the committee. Among the topics discussed was intercampus parking, the time schedule for parking in lots before and after work hours, pedestrian and bike rider safety at blind parking structure exits (due to storage of signs), guidelines regarding machine paid parking in UPX and street parking on Flower Street which blocks the views of on-coming traffic for autos exiting from the UGB and PS2 lots. The

(Continued on page 9)
STAFF MONTHLY RECOGNITION AWARD

July 2011

Dr. Pat Alford-Keating
Clinical Staff Psychologist/Training Director of Clinical Pediatrics
University Park Health Center

“Pat has the utmost sense of dedication, compassion and care to USC students who seek help at the Student Counseling Services (SCS). She has unsurpassable commitment and devotion to the training programs for our psychology graduate trainees at SCS.”

September 2011

Brenda Farfan
Project Specialist
Neighborhood Academic Initiative University Relations

“In a word, Brenda is not just invaluable to me, but to the students, parents and staff of the USC Neighborhood Academic Initiative program. Through her interaction with the community, USC’s reputation as a good neighbor is strengthened.”

October 2011

Daniel Hester
Program Director, International Programs
School of Social Work

“I have found Daniel’s professionalism and dedication to the job exemplary. He performs at a high level not only utilizing strong knowledge and organization skills, but in a most collegial and personable way that is well-respected by his peers.”
November 2011

Thomas Brooks  
Stockroom Material Handler  
Facilities Management Services

“Mr. Brooks defines the true meaning of going the “extra mile” for all of us who work with him on a daily basis. Mr. Brooks is an asset to our organization and is great team player.”

February 2012

Joseph Nichols  
Facilities Management Technician  
Facilities Management Services

“Mr. Nichols is a professional who is intellectually astute with the core essence of an individual that embodies the spirit, resolve, integrity, and determination in helping make a difference in our community.”

March 2012

Michael P. Katz  
Manager, Financial Aid  
Student Services Contact Center, Enrollment Services

“Michael leads by example and many people find his enthusiasm and dedication both inspiring and motivating. As part of the staff, Michael has worked hard to build authentic relationships with the employees. His efforts have created a happier and more productive team.”
Staff Assembly - HSC Liaison

Marisela Zuniga
Keck School of Medicine
mzuniga@usc.edu
(323) 442-1607

The liaison serves as a contact for the HSC staff community to voice questions and issues.

USC Earth Day

University Park Campus
April 10, 2012
Trousdale Parkway

Health Science Campus
April 18, 2012
Quad

USC Trojans Alert

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

Los Angeles Times Festival of Books
University of Southern California
April 21-22, 2012
Inspire a child.

Donate a new or gently used book today. Visit festivalofbooks.usc.edu to learn how.
USC Benefits

The USC Benefits Office has updated their website.

http://www.usc.edu/dept/Benefits/

Staff Assembly on Facebook

Join our Facebook group to get the latest news about Staff Assembly.

Assembled Voice Goes Green

To receive an electronic copy of the Assembled Voice, please e-mail us at:

staff.assembly@usc.edu

USC Employee TV

http://www.usc.edu/dept/hr/uscentevo/index.html

Compensation and Benefits
(Continued from page 4)

cruitment website and resources and Lynda.com, online training offering over 1,200 video based courses on a broad range of computing and technology topics, such as computer programming, web design and development. The courses can be accessed around-the-clock. There is also an e-learning resource offered to help support blended supervisor/manager training at USC.

(Continued on page 12)

Rules and Elections (Continued from page 5)

dedication to enhancing the university environment. You are encouraged to nominate your colleagues for this special recognition. The nomination form can be found in the Assembled Voice and in left hand column of the Staff Assembly Monthly Award website http://www.usc.edu/org/staffassembly/monthly_winners.html. Nomination forms must be accompanied by three letters of support from university staff, faculty, and students. Recipients receive an elegant plaque with a certificate signed by the Presidents of the University and the Staff Club, along with a monetary award.

We are delighted to report that beginning this spring, Staff Assembly and Staff Club Monthly Recognition Award recipients from April 2011 to March 2012 will be recognized at the annual Staff Recognition Luncheon co-hosted by President Nikias and the University Staff Club. The event is attended by hundreds of staff to celebrate their service anniversary milestones. This is a special opportunity for monthly recognition award recipients to be personally recognized among their colleagues. Staff Assembly is pleased to partner with the Staff Club on the addition of this new recognition opportunity to highlight monthly award recipients. For more information about the USC Staff Recognition Program visit http://www.usc.edu/dept/hr/thankyoustaff/index.html.

If you are interested in serving on the Staff Assembly, please watch your email for the announcement of Staff Assembly nominations in October or send an email to staff.assembly@usc.edu.

April is National Autism Month

Wear blue to help spread awareness of autism

www.lightitupblue.org/

213.821.0800 • www.usc.edu/worklife

Our confidential services are a benefit of your employment at USC and include solution-focused counseling for work and personal concerns, consultative support for faculty, supervisors and departments, and a variety of programs and services targeted to help you preserve a healthy work/life balance.
**Nomination Form – Monthly Staff Recognition Award**

Many individuals at USC exhibit constant and dedicated service and make 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 the Staff Monthly Recognition Award, which 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 C.L. Max Nikias and the presidents of the Staff Assembly and the USC Staff Club. Public recognition is provided through the Assembled Voice and the Staff Assembly website.

### What are the Criteria?
- Benefits eligible staff employed at a minimum of 50% who have not already received this award.
- 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;
  3. Sharing of personal expertise to enhance the University environment

### How to Nominate?
- Complete the form below or obtain from Staff Assembly’s website: www.usc.edu/org/staffassembly
- Attach a letter providing all necessary information to support your nomination, addressing the criteria above.
- Ask at least two others to support your nominee by writing a letter of recommendation, at least one of which must come from faculty or staff, and attach these to the nomination form as well (a minimum of three letters are required).
- Submit the materials to: Carolina Castillo, MC 7740

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**I nominate the following individual for the monthly Staff Recognition Award** *(nominations are held for two years)*

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**Supervisor/Department head**

**The reasons for my recommendation are supported in the attached letter.**

I am:  □ Staff  □ Faculty  □ Student  □ Alumni

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**Submitted by**

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**Names of those providing the required additional two recommendations:**

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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.

Travis Amsbaugh                  Department of Public Safety
David Vernon Beeler             Department of Public Safety
Lea Tapnio Granstrand          Restricted Fund Accounting
William J. Kerylow              O&M Utility System
Lisa F. Kofman                  Health Sciences Library
Craig Lauder                    Keck School of Medicine-Educational Affairs
Lisette Maria Leon              Physical Therapy
Meredythe M. Mann               School of Dentistry
Chuck O'Regan                    Facilities Management Services
Thomas Allen Rhue               University Advancement
Mitzi Tsujimoto                 USC Emeriti Center

Resources, Janis McEldowney, and Senior Vice President for Administration, Todd Dickey, for their continued support and efforts of the Staff Assembly. I would like to extend a very special thank you to Diane Schrader, Manager, Policy Development and Communication for Human Resources for all her support these past few months.

It’s going to be an exciting year for the Staff Assembly, we had successful participation in the Annual Safety and Emergency Preparedness Fair on both USC and HSC campuses. In addition, we had two fabulous guest speakers, Jason Sackett from the Center of Work and Family Life, who went over stress reduction techniques and Dr. Art Bartner, Director of the Trojan Marching Band who graciously gave us an inside look into the student musicians of the Spirit of Troy.

On February 15th, President C. L. Max Nikias addressed the USC staff at a special event. This has been a long awaited event since university staff have not been addressed formally for 15 years. The staff turned out in record numbers with 700 in attendance and 700 viewing live via the webcast to hear the state of the university remarks that discussed our progress towards our strategic mission. President Nikias did a remarkable job of emphasizing how “professional staff have become the crucial mortar, the cement that holds the foundation and the pillars together.” The President also stressed the importance staff play in carrying out the university mission.

Staff Assembly has a full schedule for the upcoming months. The Environment Committee will host Earth Day on April 10 (UPC) and April 18 (HSC). The General Assembly meeting guest speakers include Senior Vice President for Administration Todd Dickey and Laurie Stone, Executive Director for Land Use and Planning whom will discuss the university operations and development plans for this year. The Annual Festival of Books in association with USC will take place on April 21 and 22 on the UPC campus; best of all admission is free. This year’s annual Staff Recognition Luncheon will recognize Staff Monthly Recognition Award recipients for the last 12 months. We are also scheduling a special Work Day demo - our future system for human resources, payroll, benefits and compensation transactions and processes. The Metro Expo Line will launch sometime in the next few weeks and there will be many festivities surrounding the grand opening of the stations that include free ridership. As you can see our spring agenda is vibrant.

I invite you to attend our General Assembly meetings and discover what Staff Assembly exemplifies. All meetings are open to the public and are usually held on the first Thursday of each month from 9 a.m. to 10:30 a.m. (location varies, so please check website). I promise will be another great year for Staff Assembly.

Lisa M. Gallegos
President
USC Staff Assembly 2012

Welcome From the President (Continued from page 1)

Travis Amsbaugh Department of Public Safety
David Vernon Beeler Department of Public Safety
Lea Tapnio Granstrand Restricted Fund Accounting
William J. Kerylow O&M Utility System
Lisa F. Kofman Health Sciences Library
Craig Lauder Keck School of Medicine-Educational Affairs
Lisette Maria Leon Physical Therapy
Meredythe M. Mann School of Dentistry
Chuck O'Regan Facilities Management Services
Thomas Allen Rhue University Advancement
Mitzi Tsujimoto USC Emeriti Center
Communications (Continued from page 4)

ically, there are changes to policies or issues that will impact the staff. We hope to keep staff informed by sharing relevant information to help you understand these matters better.

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

Compensation and Benefits (Continued from page 9)

During the past year, the departments of Employee Recruitment Services and Professional Development were combined into a streamlined, integrated Talent Management Department. The restructure will provide greater accountability and maximize resources to meet increased customer demands. You may send questions via email to talentmgmt@caps.usc.edu.

We received one inquiry about out of pocket expenses for Kaiser. We encourage employees to sign up for FSA (Flexible Spending Account) during open enrollment. This will save you money because it allows you to set aside part of your paycheck for either medical expenses or dependent care – reducing your taxable income. We offer this through WageWorks. You can choose an amount up to $5,000 a year. You can read more about it at http://www.usc.edu/dept/Benefits/f-fsa.html. When it is time to pay, use your Visa card from Wage Works instead of your cash.

Transportation (Continued from page 5)

committee is asking for clarification on these concerns from Transportation. Michelle will be looking into these and will report back to the committee.

Any questions or concerns relating to Transportation should be emailed to staff.assembly@usc.edu.