**PRESIDENT’S MESSAGE**

**HAPPY HOLIDAYS!**

This has been a great year for Staff Assembly. We’ve been busy this year trying to do our best with the concerns before us. Hats off to the Staff Assembly 2005 for a great job.

It has truly been a privilege to serve Staff Assembly as President this year. I’ve had the opportunity to meet some very special people while representing the staff at USC functions and serving on committees. Thanks to Dennis Cornell, Chief of Protocol and Associate Vice President, for including staff in major university events.

This year, some of our efforts included organizing open forums on UPC and HSC campuses regarding our new OTiS system. We had environment fairs on both campuses, and hosted our first Crime Prevention Fair, thanks to the Environment committee and the Compensation and Benefits committee.

Congratulations to our Communications committee for successfully publishing three Assembled Voice newsletters and updating and maintaining the Staff Assembly web site.

We tackled concerns about transportation issues and monitored policies that effect staff, thanks to our Transportation committee and Rights and Responsibilities committee.

And last, but certainly not the least, we had online voting for the first time ever thanks to our Rules and Elections committee.

See President’s Message: Page Three

**MICHELLE JONES**
2005 Staff Assembly President

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**CRIME PREVENTION EXPO**

**OCTOBER 2005**

**HSC** and **UPC**

Above: The HSC quad was the site of the Staff Assembly’s first Crime Prevention Expo, held on October 12th.

Right: Smiling committee members representing Staff Assembly have some protection against gray skies at the October 19th Crime Prevention Fair held along Trousdale Parkway, UPC.
The BULLETin Board II
(Another smattering of things you might have seen around campus)

NOTE TO SELF:
eTrac is your FRIEND!
eTrac is secure, accurate, and the best way to check important details of your pay information.
Did you know you can get an electronic copy of your W-2 via eTrac?
eTrac is your friend!
www.usc.edu/etrac

Celebration USC 125:
October 6th and the cake cutting were terrific! Too bad we can’t print in color. Hey, try checking out our Staff Assembly website!
www.usc.edu/org/staffassembly

A smiling Joyce Perez, Staff Assembly Environment Committee Chair, celebrates a moment with UPC Crime Prevention Expo participant Vincent Vigil, Director, LGBT Center.

Did you know...
“The Staff Assembly is an officially recognized part of the University governance system and exists to contribute to the success of the University of Southern California and to the growth and welfare of its staff employees. The Assembly is comprised of 60 members plus the immediate past-president. Members of the Staff Assembly come from the University Park and Health Sciences campuses and represent both non-exempt and exempt employees. The Staff Assembly does not represent any employee covered by a collective bargaining agreement (union employees). Assembly members are elected by the staff of the university to serve two-year terms.”
We held General Assembly meetings each month with great informative speakers on many issues that concern our staff such as transportation, university changes, counseling, environment, benefits, identity theft, and other concerns.

Thank you to Dennis Dougherty and the Senior Administration of this great University, for all of their support and cooperation throughout the year. We could not have accomplished our goals without their support. Thank you to Janice McEldowney, Associate Vice President, Administrative Operations, who consistently attended our meetings on behalf of Dennis Dougherty, for keeping us informed on any university changes that may effect staff.

We would also like to thank Awilda Bregand, Director, Benefits Administration, for keeping us informed each month on the happenings on the Personnel Council and Benefits Office.

Thank you to the USC Staff Club for their work with the Staff Assembly in awarding the Staff Monthly Recognition Award throughout the year.

Thanks to our immediate past Staff Assembly President Connie Horak and former Staff Assembly President, Steven Barnhart for advice when I needed it. Thank you.

Thanks to our Vice President, Lois Nishimoto for all her work making sure the Assembly paid our bills on time, preparation for meetings, standing in for me in my absence and communication with our monthly guest speakers.

To the entire Executive Board 2005, thank you. We couldn’t have made it this year without your hard work.

Again, as outgoing President of the Staff Assembly of the University of Southern California, thank you all for your support. The Staff Assembly truly benefits from the input of all staff members, and we all deserve the best for all we accomplish to support the students and this wonderful institution.

Please visit our website at http://www.usc.edu/org/staffassembly to see a list of members, and guest speakers for 2005.

You may contact any member of the Staff Assembly with concerns. Or, feel free to send Email to us at staff.assembly@usc.edu

Again, Happy Holidays, everyone!
COMMUNICATIONS

Rita Gonzales – Chair
David Amescua, Wendy Cook, Dawn Kita, Lisa Kofman, Sena Schlessinger, Christopher Stephan, Amy Yung

The Communications Committee is responsible for publishing the Staff Assembly newsletter, The Assembled Voice as well as planning and coordinating any Open Forums on the Health Sciences and University Park Campuses. In addition, this committee is responsible for maintaining the Staff Assembly’s webpage, the Staff Assembly mailing list and publicizing Staff Assembly events.

I want to congratulate the committee on doing such a wonderful job this year in meeting our goal. Our objective was to publish three Assembled Voice during this term and we did just that. Our other goal was to get the web site current and we have been successful with that as well.

We were only able to complete these tasks because of the dedication and perseverance of the committee members who put in many hours sacrificing their lunch hours and even working on the newsletter while skiing on the slopes of Lake Tahoe. Thank goodness for wireless and great balance. It was my pleasure to work with all of these wonderful people. It was great teamwork.

Should you have any questions or issues to bring up to the Communication Committee please contact any committee member or visit us at www.usc.edu/org/staffassembly/.

COMPENSATION & BENEFITS

Evelyn Alva – Chair
Teri Aparicio, Bob Cuthill, Trudy Exler, Paul Flores, Shirley Johnson, Veronica Pete, Lillian Rivera, Chris Schweska, Pamela Wallace

The Compensation and Benefits Committee is responsible for monitoring and reporting staff concerns regarding university staff compensation and benefits issues. The committee reviews the benefits offered by the university to staff and passes on to the administration concerns and suggestions for changes or enhancements.

The early part of 2005 was spent working with administration on organizing an open forum for non-exempt staff on the conversion from a monthly to bi-weekly pay schedule. The purpose of the forum was to convey to staff why the conversion was taking place, how it would affect their paychecks and for staff to ask questions and express their views. These were held in June at both the UPC and HSC campuses and were well attended.

The committee’s current emphasis is on post-retirement benefits, specifically medical care, in response to the 2005 Benefits Survey results reflecting a strong interest among those who responded.

Many thanks to the administration for acknowledging our concerns, for working closely with us and for being supportive in helping us attain our goals.

IN PASSING:

Thirty two-year Hospitality Services staff member Alejandro Najero died suddenly August 12th from a heart attack, two days after his 65th birthday.

“Alex” was a familiar face at the candy corner register in Commons, but Najera served USC for more than 32 years in Hospitality Services, working all over campus. Alex had served Trojans everywhere on campus, from a small popcorn stand to the busy daily rush of Commons.

His greatest strength was his ability to make everyone feel important and to ensure that people left Commons feeling better than when they came in, said his co-workers.

“Alex never missed a day and was never late,” said Vicki Jackson, a cashier for Hospitality Services and friend for more than 28 years, in a Daily Trojan article sharing the news of his death. She and others spoke of Najera’s devotion to the university and model work ethic. Numerous staff, faculty and students have stopped by to ask for him, giving their condolences when they find out about his death.

Najero put three children through the university. His son Victor continues to work on the USC Health Sciences Campus and his daughter Ana works for Los Angeles County+USC Medical Center. He is survived by his wife Teresa, seven children and 13 grandchildren.
RULES AND ELECTIONS
Carolyn Ward –Chair
Ardell Nolan, Vice Chair; Josie Amescua, Ofelia Galvan, Stan Henderson, Linda Lewis, Ellen Miyasaki, Lori Suarez, Lorna Tureau, Denise Wiegel

Rules and Elections 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 next 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 Award recipient in conjunction with the Staff Club.

Rules & Elections implemented the first Online Voting System this year for membership selection.

Gazzali Jaleel, Office of Budget & Planning, was the project Programmer, who created and administered the entire system from beginning to end.

Our email system was deployed to all eligible staff on UPC, HSC and other auxiliary campuses. Nearly 400 staff responded to the process, which is a record number for Staff Assembly votes. It was a huge success as this online system replaced a manual paper mailing to nearly 7,000 staff members that garnered low voter ballot returns.

I commend and thank all members of this committee for their persistence and committed support this year.

Our overall responsibilities and agenda for 2005 included:
• Reviewing and recommending changes to the Constitution, By-Laws and Standard Operating Procedures of the Staff Assembly
• Conducting the nomination and election process each year, as well as presiding over the election of officers
• Monitoring the Assembly’s attendance, maintaining the official membership roster and filing vacant seats
• Selecting, in conjunction with the Staff Club, the Staff Monthly Award recipient
• Reviewing and updating any necessary changes to the Online Voting system each year

Submitted by Carolyn Ward, Chair
cward@usc.edu

ENVIRONMENT
Joyce Perez – Chair
Noemi Adalin, Deborah Aguilar, Octavio Avila, Myrna Cisneros, Neil Flowers, Beverly Franco, Paul McCabe, Wyman Thomas

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, and investigates disaster preparedness on all campus locations.

2005 has been an extremely productive year for the Environment Committee. The objective of this year’s committee has been to address issues impacting our campuses and neighborhood by hosting events to highlight issues and provide information to the UPC and HSC campus communities.

In mid-April, the committee collaborated with USC student organizations to host the annual Environmental Fair, to create awareness of environmental issues that impact our campus and our society. The event highlighted over a dozen environmental organizations and university departments who provided valuable information on many ways we can contribute to the preservation of our environment and natural resources.

In the fall, the Environment Committee focused on organizing the Staff Assembly’s first annual Crime Prevention Expo. This mid-October expo provided an opportunity for over 25 local government agencies, private companies and campus departments to offer extensive information on matters from personal issues and identity theft to Campus Cruiser and Emergency Safety.

In December, the Environment Committee pushed forward a resolution advocating a safer pedestrian crossing across Figueroa to the Galen Center, as well as the future University Gateway construction project which will begin in the summer of 2006.

On a final note, the Environment Committee thanks the university administration, invited participants, and staff and student volunteers who contributed their time and resources to help us successfully organize the events of the past year. We could not have done it without you and look forward to working with each of you for an even more successful 2006!

TRANSPORTATION
Wade Thompson Harper – Chair
Corliss Bennett - Vice Chair; Olabisi Carr, Lory Council, Shannon Hinojosa, Ruth A. Johnson, Georgina Nuttosa, Marty Ruggers, James Vasquez, John Wolcott

The Transportation Committee is responsible for monitoring staff concerns regarding parking and transportation issues including parking free, current utilization of facilities, carpool, vanpool, and other ridesharing programs, and the construction of new parking facilities on both the Health Sciences and University Park campuses. Members of the committee also participate on the Department of Transportation Services’ Citation Review Board.

As we look back on these last 11 months, the Transportation Committee has accomplished quite a bit. Our committee meetings have been very well attended. We have had very good suggestions that have been passed on to the Transportation department. We thank Tom Kenna (Interim Director, Transportation Services) for addressing the Staff Assembly early in the year, and for his wonderful relationship with our committee. He has been diligent, providing timely responses to staff concerns and making sure information to the University has been readily available. His staff has always been on top of their game with addressing our concerns and allowing us to better serve the Assembly.

The Transportation committee has been instrumental in bringing guest speakers to the Assembly this year. We thank Bing Cherrie and Way-Ting Chen for being our November speakers. They gave us good information on parking and what the University is trying to do to make it a better system.

This year’s committee members are also in the list of possible people to serve on the 2005-2006 Citation Board. We are looking forward to the opportunity to serve the University, the Assembly and our Committee in this capacity.

On a personal note, I (Wade Thompson-Harper) have enjoyed the opportunity to chair this committee. My committee has helped me to be the best chair that I could be. They are very helpful, insightful, not yes people and very dedicated to the work of the committee and Assembly, willing and able to pitch in and help our committee and any other committee that needed our help. I hope the new Committee will have the same dedication and will work closely and well with the Environment committee as we share similar situation and duties. We look forward to another good working year in 2006.
STAFF MEMBER OF THE MONTH AWARDS 2005

OCTOBER 2005
Angel Delk
Assistant Director
Financial Aid – Medicine
Health Sciences

NOVEMBER 2005
Masoud Farajpour
Program Director
Collection Management and Access Services
Information Services Division

UNIVERSITY STAFF CLUB
Denise Wiegel, 2004/2005 Staff Club President

If you stopped by our table during the Benefits Fair, you got to see all the fun pictures of our members attending the different functions. I hope you were jealous and joined.

Our annual Dinner took place on September 9 and it was a big success at Town & Gown. The Staff Club Member of the Year award was presented to Veronica Pete at the dinner.

Our annual membership drive is still taking place. It ends on November 30th. The top three Staff Club members that recruit the most new members receive a monetary prize.

However, membership to the University Staff Club is open throughout the year. Should you find November 30th has passed and you have the urge to participate in the social and philanthropic activities we have planned, don’t just sit there! It doesn’t matter when you do it, just sign up to belong to the University Staff Club anytime throughout the year!

Our Holiday Luncheon will be held on December 15 at the Proud Bird. It is our biggest fundraiser. Watch for the flyer.

Graduate student scholarship applications will be going out soon to all academic units. You can find the application on our website if you know of a deserving staff or student that is interested.

Our social committee is putting their heads together and coming up with some new trips. Laughlin & Catalina in the spring are on the agenda so far.

The University Staff Recognition program and luncheon is underway. The luncheon is on April 18, 2006. From the preliminary data file, we may be honoring 1135 recipients plus the Presidential Staff Achievement Award recipient. Letters and invitations will be going out at the end of January.

Lastly, I would like to encourage all of you to submit nominations for the Staff Member of the Month Award. There are many staff members in our midst who deserve to be recognized for their devotion to goals of the Trojan Family, who go the extra mile to improve the lives and educations of our students, fellow staff and faculty.

Staff Assembly and the Staff Club give the award jointly. Staff Assembly presents a plaque and Staff Club presents a $100 check during a General Staff Assembly meeting. The nomination form is on the facing page.

Please feel free to visit the University Staff Club at: http://www.usc.edu/org/staffclub/ and write to us with ideas and suggestions for new activities via our email address: staffclub@usc.edu

On behalf of the Staff Club Board, I would like to thank the Staff Assembly members for allowing us the free advertising. And I want to thank our members for their continued support in making this organization so successful.

Si Ud. necesita una forma en español para nominar un empleado de la USC para este reconocimiento mensual, visite este sitio Web:

www.usc.edu/org/staffassembly/recognition
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 is 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](http://www.usc.edu/org/staffassembly).
- Attach a letter providing all necessary information to support your nomination or write your letter on the reverse side.
- 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: Carolyn Ward DML 0187

**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 or written on the reverse side.

I am: □ Staff □ Faculty □ Student □ Alumni

Submitted By: ___________________________ Date: ___________________________

Campus Address: ___________________________ MC: __________ Campus Telephone: ___________________________

Nominations are held for two years
WHAT IS OTiS?

OTiS stands for **Online Timekeeping System**. Time worked will be recorded, approved and processed through a paperless, all electronic system.

OTiS will eliminate the time consuming paper shuffle of filling out paper timesheets, hand calculating totals, collecting signatures; copying, filing and storing paper records.

It is anticipated that the university will be going live with OTiS in Spring 2006 for all non-exempt staff and student workers.

Before the system launches, you will receive training and instructions to show you how to record your time. Supervisors/Approvers will receive separate instructions on how to approve timesheets.

Each department has appointed a departmental liaison for the project to serve as your primary resource about the new system and provide details of how your department will use OTiS. The shift in August to a biweekly payroll system for non-exempt staff was a step towards accomplishing this shift to OTiS

Visit the website [www.usc.edu/otis](http://www.usc.edu/otis) for FAQ and project updates, as well as the name and contact information for your departmental liaison.

For more information on OTiS, visit:

[www.usc.edu/otis](http://www.usc.edu/otis)

**OTiS Help Desk**
(213) 437-1830
or email [otisusc@usc.edu](mailto:otisusc@usc.edu)