I am pleased to have been elected to serve as the president of Staff Assembly for 2010. The Staff Assembly is the representative body for all non-union staff at the university. It is the group in the USC governance structure that is responsible for 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 environment of the staff. I want to thank the USC administration, particularly Janis McEldowney, associate senior vice president for administrative operations, and Todd Dickey, senior vice president for administration, for their continued support of our organization and our efforts.

In 2010, we are welcoming back those members returning to the Assembly, as well as some new faces. Members of the Assembly serve on one of six sub-committees: Communication; Compensation and Benefits; Environment; Rights and Responsibilities; Rules and Elections; or Transportation. You can read 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 the staff at all the USC campuses will take advantage of our membership in order to bring 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 any member of the Assembly or send us an e-mail to staffassembly@usc.edu.

If you are interested in joining the Staff Assembly, please ask your co-workers to nominate you and nominate yourself next October during the next election cycle. Even if you don’t run for election to the Assembly, we encourage you to participate in the nomination and voting process.

This year is going to be an interesting one full of change at the Assembly and university levels, and I am prepared to face head-on the challenge that change brings. We are well underway, continuing the work of the previous Assembly, the Executive Board and the 2009 President, Lou Nieto, and looking ahead to tackling new issues affecting staff. I am ready to work hard and do everything I can to serve the staff at USC in the coming year.
Above: Collage of Staff Assembly events, photos courtesy of Rita Gonzales
INTRODUCING YOUR 2010 STAFF ASSEMBLY

Darren Abbott  Environment  Shannon Hinojosa  Compensation & Benefits
Teri Adams    Environment  Tessie Jamanila  Rules & Elections
Noel Aguilar  Environment  John Kennedy  Transportation
Deborah Aguilar  Communications  John H. Kennedy  Transportation
Laura Aguilar  Communications  Tracy Kerr  Rights & Responsibilities
Vivian Alegria  Transportation  Alan Kita  Environment
Evelyn Alva  Compensation & Benefits  Dawn Kita  Environment
Josie Amescua  Compensation & Benefits  Lisa Kofman  Communications
Teri Aparicio  Rules & Elections  Rachel Levy  Transportation
Rachel Baeza  Communications  Naomi Martinez  Communications
Linda Bazilian  2010 President  Ellen Miyasaki  Transportation
Shirley Beard-King  Communications  Yolanda Mora  Transportation
Debbie Bernstein  Environment  Monica Morita  Rights & Responsibilities
Paul Biddlecomb  Compensation & Benefits  Kathy Neal  Rules & Elections
Tim Boston  Compensation & Benefits  Si Nguyen  Compensation & Benefits
Robbie Boyd  Rules & Elections  Lou Nieto  2009 President
Cynthia Brass  Communications  Lois Nishimoto  Environment
Allison Bryant  Compensation & Benefits  Georgina Nuttall  Transportation
Delfina Candelaria  Communications  John Peleuses  Communications
Carolina Castillo  Rights & Responsibilities  Gloria Reyes  Rights & Responsibilities
Amy Cienfuegos  Rights & Responsibilities  Lillian Rivera  Rules & Elections
Cynthia Clayton  Rights & Responsibilities  Linda Sturm  Rules & Elections
Wendy Cook  Communications  Mary Trujillo  Rules & Elections
Torie Daves  Communications  Margaret Turner  Compensation & Benefits
Lisa Escobar  Rules & Elections  Lydia Vazquez  Rules & Elections
Paul Flores  Environment  Veronica Villa  Rights & Responsibilities
Lisa Gallegos  Transportation  Sue Wiedem  Communications
Gloria Gamboa  Environment  Denise Wiegel  Environment
Bill Givens  Rights & Responsibilities  Vicky Young  Transportation
Rita Gonzales  Communications  John Zivi  Rights & Responsibilities
USC Great Shakeout Largest Disaster Drill Ever

by Steven Goldfarb, Fire Safety & Emergency Planning Specialist, Environmental Health & Safety

On October 15th, USC joined over 6 million people throughout California in the largest disaster drill in U.S. history. The Great ShakeOut was an overwhelming success. Staff, students, and faculty at all USC locations reacted to a simulated 7.8 earthquake. At 10:15am, most people in offices and classrooms practiced Drop, Cover, and Hold. Following the exercise, office managers and faculty across the campus reviewed important earthquake preparedness and response information to get everyone ready for a highly probable future quake.

At the Health Sciences campus, over 300 people participated in a field mass casualty drill. Forty volunteers were made up with fake injuries using professional special effects make-up. The victims had a range of issues from fractured bones to impaled objects. Fifty Community Emergency Response Team (CERT) members performed search and rescue in the Hoffman Medical Research Building, Pharmacy School Building and Norris Medical Library. Injured victims were located among the debris and moved to safety. The Disaster Medical Response Team activated the medical treatment area in the Quad where doctors, nurses, and first aid-trained staff provided care. At the same time the rescue and medical portion of the drill was occurring, all of the other critical emergency response departments activated their Department Operation Centers. Environmental Health & Safety set up a command post with Facilities Management to address a simulated hazardous materials spill. Hospitality set up a mass feeding operation. Transportation moved equipment and supplies. The Crisis Response Team provided incident stress management services to victims and responders. Media Relations coordinated both internal and external media covering the drill. The new USC Emergency Amateur Radio Response Team provided communications between teams. As a result of their participation, there were far fewer communication issues than had been in the past.

The Department of Public Safety (DPS) kicked off the drill by conducting a survey of the campus. The reports from DPS allowed the Incident Commander to track issues and prioritize response. Following the drill, a debriefing was facilitated to identify what went well and areas that can be revised. The overall results are impressive. Drill participants felt the drill went well and was a great opportunity to bring all of the response groups on campus together. For the Health Sciences campus, the drill and all of the planning leading up to the drill may have been the most collaborative project ever done. Departments, schools and groups that on a day-to-day basis do not normally interact, did interact and new relationships were formed. The Office of Fire Safety & Emergency Planning would like to thank all of the schools and departments that helped with the planning and execution of the drill. It was a monumental project that illustrated the true spirit of teamwork.

The drill may be over but preparedness on campus and at home is an on-going process. Take the time now to update your home disaster kits and secure the items in your home that may move and cause injury during an earthquake. For more information about how to best prepare your family for an earthquake, visit www.shakeout.org for information on preparedness at USC visit http://emergencyprep.usc.edu or contact the Office of Fire Safety & Emergency Planning at 213-740-3962.

Above: Photos taken at the Great ShakeOut, photos courtesy of Megan Curran.
FOOD FOR THOUGHT

The cafes and restaurants of Hospitality Services have been making some exciting changes and receiving accolades and awards for their efforts.

On the University Park campus…

Shop Café (in the Architecture building)
- Now featuring Kean fair-trade coffee, Mighty Leaf tea, pastries from the local Homeboy Bakery, sandwiches and salads
- International Interior Design Associates named Shop Café as the best design for retail space

Coffee Bean & Tea Leaf (at the Cinematic Arts building)
- Now certified as a Kosher venue

Zao Noodle Bar (at The Lot)
- Rolling out many new items

Submarina (at The Lot)
- Now offering salads, wraps and new sandwiches

EVK and Parkside restaurants
- A V2O (Vegetarian, Vegan and Organic) program has been started at both restaurants with a wide variety of Vegetarian, Vegan and Organic options daily

On the Health Sciences campus…

Farmers Market (in the Harry and Celesta Pappas Quad)
- Now available on a monthly basis

Off campus…

URBNMRKT (at the CAL building at 3434 Grand)
- Now serving sandwiches, salads, soups and USC’s newest coffee bar featuring local coffee roaster and purveyor Jones Coffee

The Lab Gastropub (next to the Galen Center on Figueroa)
- Now open on Sundays featuring an NFL Sunday ticket
- New menu items and new daily specials
- Noted in over 20 media outlets
- Featured in the September ‘09 issue of Food and Wine
- Featured in the November ‘09 issue of Architectural Record
- Received the Business Week/Architectural Record “Good Design is Good Business” Award for 2009
- Will be recognized in Business Week

USC LAUNCHES CUSTOM ZIMRIDE RIDESHARE PROGRAM
TO ENHANCE COMMUTE OPTIONS

USC Transportation Services recently partnered with Zimride to create the university’s new private rideshare community. The Zimride platform connects USC community members through an easy-to-use, private network that reduces campus traffic, eases parking difficulties and provides substantial cost-savings for our community.

Through Zimride’s website (http://zimride.usc.edu), staff, students and faculty can create a profile and post their ride offers or requests. They can find colleagues, friends or classmates with similar commute patterns to work or school, someone looking to split gas expenses for long drives, or a ride home for the holidays. USC’s Zimride system also integrates with Zipcar, a unique car-sharing service here on campus, enabling users to find others to split their Zipcar reservations and reduce costs.

“Zimride is great partner for our organization; they bring a fresh and innovative approach to ridesharing and their service enables our community to travel more efficiently,” said Jeff Shields, associate director of USC Transportation. “Whether finding a carpool partner, joining a vanpool, or sharing a long ride home on a holiday, Zimride makes it easy for our staff, faculty, and students to save money and reduce our carbon footprint.”

University staff, students and faculty can access the USC Zimride system for free using their campus email address at http://zimride.usc.edu.

According to the Environmental Protection Agency, driving personal vehicles contributes 20% of overall C02 emissions. This partnership marks a significant step in improving campus sustainability practices. Furthermore, ridesharing on your daily commute or on longer one-time trips will substantially reduce the costs of travel for our community.

About Zimride

Zimride is the largest dedicated carpool technology company in North America, with over 300,000 users. It has created carpool communities for over 30 of the nation’s most established universities. Through its website and Facebook integration, Zimride combines social networks and a proprietary route-matching algorithm to make it easy for users to share seats or find a ride. Zimriders can view other rider’s profiles for common networks, interests and friends before deciding to share a ride.

For more information on Zimride, visit www.zimride.com.
## Communications

**Chair: Wendy Cook**  
Committee Members: Deborah Aguilar, Laura Aguilar, Rachel Baiza, Shirley Beard-King, Cynthia Brass, Delfina Candeleria, 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.*

I just want to take the opportunity to say thank you to all the members of the communications committee; they do such hard work! I would like to thank each member for their commitment, passion to serve, and for giving of their unique abilities to serve staff at USC.

In the last year we have:

- Updated and maintained the Staff Assembly web pages
- Produced three sets of Open Forums
- Published three issues of *Assembled Voice*
- Completed a peer review in the hope of being challenged by the best practices of other institutions
- Coordinated two sets of tours for Staff Assembly members through new building projects

We have several projects still in process. Look for these in the upcoming year:

- Staff Assembly breakfasts
- Facebook and Twitter accounts
- “What is Staff Assembly?” Open Forum (March)
- Staff survey – “How can Staff Assembly help you”?*

Special thanks to the individuals who took on leadership of these areas in 2009:

Deborah Aguilar & Catherine Ballard – for working on the Open Forums.  
Deborah Aguilar – for responding to all Staff Assembly e-mail and organizing a tour of the new Cinematic Arts building.

(Continued on third column)

## Compensation & Benefits

**Chair: Allison Bryant**  
Members: Evelyn Alva, Josie Amescua, Tim Boston, Shannon Hinojosa, Si Nguyen, Margaret Turner and Paul Biddlecomb.

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

The committee completed research on sick leave accrual at peer and peer-aspirant universities and colleges. Due to the budget constraints and cutbacks at the university, the committee felt it was not the opportune time to proceed with a proposed change in sick leave accrual. The committee decided to forward the completed sick leave accrual research, and indication of our interest for the future, to the Compensation and Benefits office for their perusal.

The committee has several project ideas in discussion, but felt it advantageous to put them on hold temporarily given the financial situation at the university and the manner in which it has affected every staff member. Once the budget crisis turns around, we can continue to provide a more complete service to staff.

A heartfelt thank you to the 2009 Compensation and Benefits Committee members: Tim Boston, Rossana Cabrera, Sharon Hinojosa, Gloria Reyes, Lois Nishimoto, Si Nguyen, and Denise Weigel. Your time and idea contributions have been invaluable and it was a pleasure to work with all of you this year.

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

- Lisa Escobar, 2009 Compensation & Benefits Chair

(Continued from first column)

## Environment

**Chair: Alan Kita**  

*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 programs and investigates disaster preparedness on all campus locations.*

The tentative date for the Environment Fair is April 22, 2010. The Committee enthusiastically invites all staff, faculty and students to attend. We also welcome ideas for vendors that can help us understand the “eco-environment.”

Later in the year, the Environment Committee will also work on the Safety and Disaster Preparedness Fair that will take place in September.

(Continued on Page Seven)
Over the past year, the Rights and Responsibility committee has been, and still is, in the process of reviewing several USC policies including USC’s blackboard policies regarding copyright infringement and policies regarding letters of references for staff.

We are hoping to be able to bring more clarity and relevance of these policies to the staff in the near future.

I would like to thank my committee for all their hard work and dedication this past year. I extend my best wishes to those who will be ending their term on the Staff Assembly and look forward to working with our new members and those who will be returning.

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.

Greetings from the Staff Assembly Rules and Elections Committee! We have successfully completed the 2010 Staff Assembly election process. I want to give thanks to Steve Barnhart for engineering the online nomination and election website, and all of the hard work of the Rules & Elections Committee for contacting nominated staff to participate in the election. Many of the newly elected members have expressed their excitement about serving on the Staff Assembly and we look forward to serving with them this year. We are happy to report that two new members of the Assembly represent the new staff from the hospitals. We hope to continue increasing the number of staff participating in the nomination and election of the Staff Assembly membership. In addition, we encourage your suggestions on how to improve and streamline the online election process.

This committee is also responsible for reviewing the Assembly’s standard operating procedures, bylaws, and Constitution. We propose changes to the Executive Committee that are voted on by their membership. This year, we amended the standard operating procedures to include one more Assembly member from the HSC to represent the new staff from the hospitals, and reduced the UPC representation by one member. Throughout the year, the members of the committee will be working to identify future leaders in the Assembly in order to present a slate of candidates for the next election.

Thank you to the committee members for a busy 2009, in which we accomplished the following:

- Organized a Q&A with guest speaker Tony Mazza, director of transportation.
- Confirmed with Transportation Services that all employees who take a commuter line to work receive three free daily permits a month. Recipients must identify themselves to Transportation Service to be registered.
- Reviewed complaints regarding the Union Station trams and would like to see observations at Union Station on a regular basis.
- Represented the staff at Citation Review Boards for appeals on parking citations.

The committee is currently reviewing issues regarding parking citations and policies.

- Alan Kita, 2009 Transportation Chair

**Communications**

(Continued from Page Six)

Should you have any questions or concerns to bring to this committee, please contact us via email us at staff.assembly@usc.edu or visit us at www.usc.edu/org/staffassembly. We want to hear from you!

**USC Ticket Office Offerings**

The Ticket Office is available to all staff members, and is currently offering a wide array of movie tickets and discount packages, including Bear Mountain.

The Ticket Office is located in the Student Union on the University Park campus. For a full listing of all the discounts available to you, go to [http://www.usc.edu/bus-affairs/ticketoffice/calendar/entertainment/discount_listing.htm](http://www.usc.edu/bus-affairs/ticketoffice/calendar/entertainment/discount_listing.htm).
BEFIT. BEWELL. WELLNESS PROGRAMS AT USC

USC Recreational Sports  
www.usc.edu/recsports  
Lyon Center 213.740.5127

The responsibility of your wellness rests primarily on YOU! Wellness is a connection of the emotional, physical and spiritual - a balanced lifestyle framework. USC Rec Sports can serve as one wellness resource with programs open to staff, students and faculty. In collaboration with other departments, Rec Sports supports a variety of wellness programs, recreational facilities, fitness and sports opportunities. Programs and presentations include topics such as fitness, meditation, nutrition, stress management, sustainability (going green), massage, safety, health, and more. A list of wellness programs and recreational opportunities can be found on the Rec Sports website (www.usc.edu/recsports).

Wellness.usc.edu

The Healthy Trojans website is an online wellness resource for the USC community. Its purpose is to increase staff, faculty and student awareness of the various health-related programs and services available at USC (for all USC campuses) that promote healthy lifestyle choices and help integrate and balance work, home and school life.

GOOD NEIGHBORS INDEED

Once again the staff and faculty of USC blew away all previous records when it came to putting their money where their heart is. Despite the economy and tough times, the Trojan Family still raised more than $1.2 million for community programs through the Good Neighbors Campaign.

In the 15 years since USC President Steven B. Sample laid out his vision, the campaign has raised more than $11 million. And the amount USC staff and faculty donates increases every year without fail.

The Good Neighbors Campaign has given more than 365 grants to community organizations partnering with USC in an effort to improve the neighborhoods surrounding the University Park and Health Sciences campuses.

This year’s theme – “Celebrating 15 years of helping children live their dreams” – couldn’t be more appropriate as some of the children who were aided by the programs are now giving back themselves.

SWIM WITH MIKE - CELEBRATING 30TH YEAR OF COMMUNITY SPIRIT

SAVE THE DATE for the 30th Annual Swim with Mike - April 17, 2010

The Swim with Mike annual swim-a-thon raises money for the USC Physically Challenged Athletes Scholarship fund. The goal is to help pave the way for individuals to overcome their tragedies and strive for a brighter future.

Swimwithmike.org

RULES & ELECTIONS

(Continued from Page Seven)

office at the end of the year. Over the last few years, the number of new officers and committee chairs has been increasing, and we plan to continue that trend.

One of the committee responsibilities we enjoy most is the selection of the Staff Assembly Recognition Award recipient who is awarded jointly by the Staff Assembly and the Staff Club. The committee has a good pool of nominations for staff from the UPC, but we strongly encourage nominations from our other campuses: HSC, Alhambra, Orange County and Marina Del Rey. Three nominations must be submitted for consideration. These nominations can be submitted from staff, faculty or students at the university. The nomination form is available on the Staff Assembly website at http://www.usc.edu/org/staffassembly/monthly_winners.html or by contacting me at lescobar@law.usc.edu. Staff members are strongly encouraged to nominate deserving coworkers. Any suggestions on improving the award nomination process are welcomed.

-Linda Bazilian, 2009 Rules & Elections Chair
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](http://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: ___________________________
**PRESIDENT’S AWARD FOR STAFF ACHIEVEMENT**

Members of the USC community will have until Thursday, February 25 to submit nominations for the 2010 President’s Award for Staff Achievement. This annual award recognizes a current, full-time staff member whose contributions have greatly enhanced the USC community. The honor includes a $2,000 award.

The President’s Award for Staff Achievement is presented each year during the annual Staff Recognition Luncheon, at which staff members who have completed ten or more years of service are recognized. Employees are invited to attend this event every five years, starting with their tenth anniversary year. The 2010 luncheon will be held Tuesday, April 27 at Town & Gown.

If you know of colleagues who always go above and beyond, who make a tangible, positive difference in your work environment, who make working at USC a pleasurable experience, and who are faithful and proud members of the Trojan Family, you might want to consider nominating them for the Staff Award. Check your email for the president’s call for nominations, or visit the president’s Award for Staff Achievement website, www.usc.edu/dept/adminops/saa/ for instructions and guidelines.

Nominations will be reviewed by an advisory committee that will submit a list of nominees to President Sample for his final selection.

Questions about the President’s Award for Staff Achievement should be directed to Diane Schrader at dschrade@usc.edu.

**OPEN FORUM: “WHAT IS THE STAFF ASSEMBLY, AND WHAT DO THEY DO?”**

Next month, an Open Forum will be held to discuss the role of the Staff Assembly and how it represents and benefits the non-union staff members of USC.

Please plan on joining us to hear from, and ask questions of the current and past presidents of the Assembly, as well as the chairpersons for each of the Assembly committees.

A separate email will be sent out to you with the specifics of the event, including the date, time and location.

**USC'S STAFF ASSEMBLY ANNOUNCES HSC LIAISON**

USC's Staff Assembly is pleased to announce that John Peleuses, Director of Respiratory Services at USC University Hospital, will serve as the Health Sciences campus' liaison to the Staff Assembly. John will serve as a contact for the HSC staff community to voice their questions and issues.

You may e-mail John at john.peleuses@health.usc.edu or call him at 323-442-8857.

All inquiries from his fellow colleagues will be forwarded as appropriate.
**STAFF MONTHLY RECOGNITION AWARDS**

**OCTOBER 2009**

**JENNIFER A. BANDICH**
Director, Research Administration, Division of Biokinesiology and Physical Therapy

“Jennifer’s tremendous organizational skills, mastery of complex budget issues and affable personality has been instrumental in the procurement of several large interdisciplinary center grants. As an example of the scope of a project that Jennifer assembled, [a recent] proposal included 20 institutional partners representing 13 U.S. states, the District of Columbia and Hadassah-Hebrew University in Israel, along with 70 key personnel and 13 consultant members of the scientific advisory panels.”

- Carolee Winstein, Director of Research

“Jennifer has exhibited tremendous leadership qualities and mentoring capabilities for other team members, as well as the staff, faculty and students in the departments she was assigned to.”

- Sarah Cusimano, Deputy Director, Contracts & Grants

“To me, Jennifer embodies the qualities of the ideal Trojan: faithful, scholarly, skillful courageous and ambitious.”

- Steven Moldin, Executive Director, Office of Research Advancement

**NOVEMBER 2009**

**Kitty Lai**
Program Assistant, American Studies & Ethnicity, College of Letters, Arts and Sciences

“From her stylish announcements of lectures and events, designed with her legendary command of digital technologies and arts, to her skill in handling the details of new course approvals submitted to the Committee on Courses, and the record-keeping demands of new faculty searches, Kitty always maintains her good humor and commitment to our educational purposes despite ceaseless demands on her time and experience.”

- John Carlos Rowe, Department Chair

“She not only keeps on top of new policies and helps us to comply with existing policies, she does so with an eye toward how we can best run the department in line with the unique intellectual community we have forged.”

- Janelle Wong, Director of Graduate Studies

“She is simply an indispensible member of our community.”

- Laura Pulido, Director of Undergraduate Studies

**DECEMBER 2009**

**Michael Earnhart**
Faculty Assistant, Legal Writing and Advocacy Program, Gould School of Law

“I could not be happier with how Michael has taken over the administration of the program. Everything runs smoothly, and he is beloved by all the instructors, from the seasoned lawyers who teach in the program to the second-year law student teaching assistants. Michael’s duties are wide ranging. He is invaluable to the program.”

- Jean Rosenbluth, Director

“On any given day Michael is essentially on call for requests from three faculty members, no fewer than a dozen adjuncts, our teaching fellows, and, on some days, the entire first-year class. Somehow he manages to remain unflappable.”

- Rachel Heald, Adjunct Professor

“He has a consistently great attitude and work ethic. I believe that Michael is an extraordinarily dedicated employee who deserves to be recognized for his service to the university.”

- Rebecca Lonergan, Associate Director
Greetings everyone, As we begin a new year, I would like to take this opportunity to thank the members of the University Staff Club and Staff Assembly for all their hard work in 2009. Groups like Staff Club and Staff Assembly are successful because their members willingly give of their time and their efforts in support of university goals, and work together to enhance staff life here at the university.

The Staff Club ended 2009 with a holiday celebration held at Town & Gown on December 4, 2009. There were approximately 200 people in attendance. It was an evening of good food, lots of laughter, music, dancing and prizes. Everyone had a good time. Many thanks to the party committee headed by Jerome Hughes, Pam Wallace-Thompson, Denise Porter, Rosilund Morgan, Ellen Miyasaki, Lynn Sykes, John Kennedy and Cynthia Brass. Thanks to our own Stephen Wilson who provided the music and to the USC NROTC who were there collecting Toys for Tots. Last but not least, thanks to the staff of Town & Gown for the great service and good food.

The Staff Club is looking forward to a new year and the challenges and opportunities it brings. If you are not a member, we encourage you to join our organization. On behalf of the University Staff Club I would like to wish everyone a happy new year filled with peace and happiness.