United Way campaign kicks off

The annual United Way/CHAD (Combined Health Agencies Drive) fund-raising campaign at USD kicks off during the week of October 28-November 1.

During the week campaign presentations will be made to departments across campus. An employee who misses the presentation to his own department is encouraged to attend a presentation made to a neighboring department.

Goal of this year's USD campaign is $30,000, a 10 percent increase from last year.

The campaign on campus will continue through November 26. Two dates to remember:

**November 18.** 3:30–5 p.m. A campaign half-point rally will be held in the President's Rose Garden. A host of unusual prizes will be awarded to donors during a drawing.

**November 26.** Noon. A celebrity drawing in the DeSales lobby will be held to award a color television set to a lucky donor.

Contributions to the United Way/CHAD Community Campaign are distributed to 82 local agencies which provide health and human care services. Contributors may designate all or part of their contributions to a specific agency if they so choose.

*Sara Finn,* director of public relations, is campus chair of this year's campaign.

Will the best goblin step forward?

The bewitching hour is near for all of you ghosts, goblins and other creatures of the night.

All of which means time is running out to enter the October 31 **Best Halloween Costume Contest** sponsored by the Human Resources (HR) Office.

All you have to do to enter is call HR at ext. 4594 before 5 p.m. Tuesday, October 29. Leave your name and workplace location, so the judges will know who to call upon on Halloween. Judging will begin at 2 p.m.

The best costume as well as two runners-up will receive appropriately ghoulish prizes. You also may have your photo splashed in the pages of the next Alcala View.

So don't forget! Call HR now to register, then wear your most outlandish costume on Thursday, the 31st.

Non-participants run the risk of enduring the wrath of the Great Pumpkin!
New staff, promotions

Welcome to the following new staff employees who recently joined the USD community:

**Steve Martin**, clerk, Bookstore; **Margarie Moliver**, secretary, College of Arts and Sciences; **Ed Zimmerman**, clerical assistant, Bookstore; **Frank Flores**, postal clerk, Mail Center; **Franziska Trisler**, media assistant, Media Center; **Lorna Joham**, clerk, Lawyer's Assistance Program; **Sister Susan Kolb**, executive assistant, Law School; **Angelina DeAvila**, housekeeper, Physical Plant; **Kathleen Hare**, secretary, Continuing Education; **Susan Miller**, secretary, Law School; **Jenny Preciado**, secretary, Graduate Careers; **Raymond Trujillo**, custodian, Physical Plant; **Susan Grant**, clerical assistant, Controller; **Ta- mara Lyde**, secretary, Graduate/Continuing Education; **Marvin Martz**, patrol officer, Security; **Ofelia Canimo**, clerical assistant, Controller; **Barbara Lisciaandrello**, secretary, Law School; **Sandra Harrod**, secretary, School of Business; **Janet Feldman**, administrative assistant, Graduate Careers; **Judith Sanchez**, clerical assistant, Controller; **Janet Anthony**, senior secretary, School of Nursing; **Linda Nelson**, senior secretary, Development; **Judith Plymesser**, Secretary, Law School.

Congratulations to the following staff employees who recently received promotions:

**Celeste Weinsheim**, from secretary, Controller’s Office; to senior secretary, Office of Graduate and Continuing Education; **Christopher Bertolero**, from postal clerk, Mail Center; to postal assistant, Mail Center; **Eugene Trebes**, from patrol officer, Security; to division supervisor, Security; **Patricia Watson**, from senior secretary, Development; to administrative assistant, Management Services.

Bourne certified

**Pamela Bourne**, Human Resources assistant, recently was certified as a professional secretary. The certification process requires passing tests covering behavioral sciences in business, business law, economics and management, accounting, office administration and communication, and office technology.

Completing the certification process and becoming involved in Professional Secretaries International are excellent professional development activities for secretaries, says Bourne. For more information contact Bourne in Human Resources, ext. 4594.

Agerton: job "like a family"

By John Sutherland

Academic Services/ Educational Development Center (EDC) secretary Peggy Agerton tells a favorite story to illustrate why her 10 years of working at USD have been special.

Eight years ago, she relates, a student came to the EDC seeking counseling for emotional problems. The office's counselors provided that help, and in doing so earned what must have been a heartfelt thank you from the student. To this date, that former student returns to the EDC on the anniversary date of his first visit to say hello to the office staff.

"There are so many good people here," Agerton notes. "It's enjoyable to come to work each day."

Agerton has been secretary for Academic Services/EDC for eight and a half years. She handles the phones, appointments, typing, reports and anything else that's needed. She also counsels students who may be in need of a comforting word.

"Sometimes I feel like a mother. This office is a place where students can come to sit down and talk, or just get away for awhile," Agerton says.

The EDC consists of three psychologists and two academic counselors. The psychologists help students with problems such as homesickness, roommate spats and boy/girl friend difficulties. Academic counselors help with study skills, declaring a major, transfer questions and the like.

Agerton says the people she works with are the highlight of her job. "It becomes like a family. We're all concerned about each other and care about each other."

USD students haven't changed that much during the past 10 years, she says. They are more tuned into careers which offer high salaries she feels, but otherwise the changes are minimal.

Agerton is serving as president of the Staff Employee Association during 1985-86, an organization which gives employees a chance to voice concerns to the administration.

A native of San Diego, Agerton lives with her 17-year-old daughter near the beach. Away from work, she enjoys reading and regularly enrolls in general interest night courses.

She felt "great" to be one of three runners-up for 1985 Staff Employee of the Year. "I can think of so many people I would nominate."
Human Resources

Time off

By Judith Munoz

Vacation is a subject whose mere mention usually brings a smile to any employee. This month's column focuses on some typical questions employees ask about the University's staff vacation policy.

Q: How is vacation time earned?
A: Vacation time is earned at a rate determined by length of service to the University. For the first three years worked, full-time employees earn 5/6 of a day of vacation time per month worked. For example, 10 days of vacation will be earned during each of an employee's first three years. For the fourth through tenth years, 15 annual vacation days will be earned. That increases to 20 days annually after the tenth year.

Q: How do part-time employees accrue vacation?
A: Part-time employees who work 20 hours per week or more earn vacation time equal to the percent of their employment based on a 40-hour week. For example, an employee working 20 hours per week annually earns 10 half vacation days per year.

Q: When may vacation time be used?
A: Vacation time earned may be used after the six-month probationary period has been completed. Employees must obtain the permission of their department head to schedule vacation time. Vacations are scheduled according to departmental needs, and each department is free to set its own method of scheduling vacations.

Q: What happens if an employee, because of work demands, is unable to schedule vacation time earned?
A: Vacation may be accrued up to 30 days. Vacation accrued in excess of 30 days will be forfeited. It is the responsibility of the supervisor or department head to ensure that employees use vacation time before the maximum accrual is exceeded. If the maximum accrual is exceeded due to departmental demands, the employee will be paid for lost vacation.

Q: How can an employee find out how much vacation time he or she has currently earned?
A: Physical plant employees should call Liz Aleman at ext. 4516. All other staff employees should contact Barbara Walsh at ext. 4490.

Q: Can an employee be paid in advance of a vacation?
A: No, all pay is issued on regular paydays.

Micro Bits 'n Bytes

Caring for your pc

By Dorothy Thomas

Are you aware that Administrative Data Processing (ADP) is responsible for and supports administrative data record management on the DEC 1091 mainframe? Are you aware that ADP also supports those of you who are using microcomputers?

Well, this is the area in which I work...and it is an area which is growing as more and more offices acquire personal computers. Let me tell you something about this part of ADP, what it is we do and how we can help you in using your personal computer.

Our office has a library of computer programs which you may test before you make a purchase. We also offer training in word processing, data base, and spreadsheet applications. ADP also sponsors a Microcomputer Users Group. This group has met three times since last summer. I encourage you to come to our next meeting.

At our last meeting we addressed the topic of proper maintenance of personal computers. Proper care of your disk drive and floppy disks should be taken seriously—data can be lost due to dirty disk drives or improperly cared for floppy.

Disk drives should be cleaned at least once a week if you use them heavily. Luckily, an excellent cleaning kit is available—the one I use is called DUAL-PURPOSE FLOPPY DISK HEAD CLEANING KIT.

Taking care of your floppy is really just using common sense. Keep your disks away from your telephone. The telephone has a magnet in it which could contaminate your data. Write your disk labels before attaching to the disk—or use a felt-tip pen if necessary to write a label after it has been attached. Pressure on the disk will cause grooves and could destroy your data.

Never use paperclips on a disk as they could contain magnetic charges which could erase data. It is also important to keep disks in their envelopes when not in use. Finally, be sure you do not place heavy objects on your disks.

Another suggestion is to keep your microcomputer in a smoke-free environment. Cigarette, pipe and cigar smoke may settle on exposed disks and could interfere with the disk drive's ability to read or write information.

The Media Center has an excellent 30-minute videotape on the care of microcomputers which you might like to view for additional information.

If there is a topic you would like presented at a User's Group meeting or discussed in this column, please contact me at ext. 4653. Let us know how ADP can better serve you.
Safety

Earthquake safety rules

By Bill Munz

I
n an earthquake most casualties result from falling objects caused by partial building collapses, weakened masonry, broken light fixtures and flying glass. Other sources of injury are overturned bookcases, store fixtures, fires resulting from broken gas lines, fallen power lines and human reactions to panic.

In this segment of my series on earthquakes, we will cover procedures that should be followed before, during and after an earthquake. By following these procedures, you will greatly enhance your personal safety in such an occurrence.

1. Before an earthquake occurs:
   a. Check for earthquake hazards. Bolt down or provide strong support for water heaters and other appliances since fire can result from broken gas lines. Place large and heavy objects on lower shelves. Secure fasten shelves to walls. Brace or anchor tall or top-heavy objects.
   b. Hold earthquake drills to avoid panic and injury during an actual earthquake.
   c. Learn where to turn off electricity, gas and water at the mains should it become necessary.
   d. Keep a flashlight and a battery-powered radio with fresh batteries.
   e. Have an extinguisher available that can be used for a class A, B or C fire.
   f. Learn basic first aid training. Maintain an adequate first aid kit.
   g. Maintain a two-week supply of food.
   h. Maintain a two-week supply of water.

The San Diego County Office of Disaster Preparedness says that in the event of a major earthquake, a three-day supply of food and water is adequate. It claims that emergency resources from across the U.S. would be available after three days. However, for a city of San Diego’s size that seems highly debatable. I recommend a two-week supply.

2. During an earthquake:
   a. Remain calm. Think through actions before you take them. Reassure others.
   b. If indoors, stay away from windows, mirrors and chimneys. Get under a table, desk, in a corner away from windows or in a strong doorway. It is best not to run outside.
   c. If outside, move rapidly but cautiously to an open area away from all hazards.
   d. When driving, stop in the safest place available. Never park under overpasses, power lines or a bridge.

3. After an earthquake:
   a. Check your immediate area for injured persons.
   b. Check for fires and hazards.
   c. Wear heavy shoes because of debris and broken glass.
   d. Do not touch downed power lines or objects touched by downed lines.
   e. Check utilities and appliances for damage. Shut off main gas valve if there is a gas leak. Shut off electrical power if there is damage to wiring.
   f. Do not use matches or open flame appliances if gas leaks are suspected.
   g. Do not operate electrical switches or appliances if gas leaks are suspected.
   h. Do not spread rumors. They often do great harm after disasters.
   i. Be prepared for “after shocks” which are usually weaker than the main quake but possibly strong enough to cause additional damage. Stay out of severely damaged buildings.

In the succeeding segments I will cover the effects of a Tsumani, emergency water supplies, water purification, emergency food supplies, shelf life for various food supplies and the location of various fault lines in San Diego and surrounding counties.

Seat Belts

Seat belt use in Great Britain is mandatory with heavy fines for those not complying. To determine the effectiveness of this policy a survey was conducted one year after enactment of the law. Hospitals reported a 48 percent drop in admissions due to trauma from auto accidents.