Alcalá View 1986 02.09

University of San Diego Publications and Human Resources offices

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May 30 was the end of an era at the School of Education. That was the last day of work for retiring faculty secretary Pat Martin, a fixture at the school for the past 13 years.

During that time Martin became an indispensable part of the school, serving as friend, co-worker and counselor to students and faculty alike. It's a role she will miss.

"I've gotten to know a lot of people through the years," she says. "I know I'll miss being around the kids. There are a lot of people here I admire."

Martin cites a recent incident as an example of the kind of caring atmosphere she found at USD. A doctoral student who had struggled with her personal relationships at school turned to Martin for advice. The two began a friendship that blossomed.

Recently, the student completed her doctoral requirements. A day later, Martin found a dozen long-stem roses on her desk from the grateful student. "I've always tried to encourage students that they could do it," she says. "I've tried to provide a personal atmosphere and not give them the runaround."

Martin started at USD as a part-time typist in 1973. In 1975, she left her night job with the La Mesa police department clerical staff to accept a full-time position with the University. Her campus quarters have been relocated several times since she began working on the fifth floor of DeSales Hall, where the School of Education shared space with the philosophy department. Other stops included the east end of the DeSales basement and the east wing of DeSales' ground floor before the school moved to its new quarters in Harmon Hall in 1984.

Three faculty members have been with the school since Martin began in 1973 - Dr. Patricia Lowry, Dr. Jack Morrison and Dr. Robert Nelson.

The late Dr. Dee Strunk, who died in September, was Martin's immediate supervisor for 12 years. "The hardest part of my job was when he was ill," she says. She fielded a steady stream of calls from concerned colleagues around the country during the months of his illness.

The mother of five children and six grandchildren, Martin plans to travel and work around her home near San Diego State University during retirement. Coming up is an August trip to the Canadian Rockies, "a trip I've looked forward to for a long time."

Martin's last day at work didn't go unrecognized by her co-workers. She was honored with a party attended by dozens of well-wishers and friends from all over campus.

"You know, I never wanted to be a secretary," Martin says. "I wanted to be a mechanic. But I guess things worked out all right." Martin's USD friends would certainly agree.
$54 million campaign unveiled

Plans for a $54 million fund-raising campaign were unveiled by administrators during a series of informational sessions with faculty, staff and administrators in May.

The five-year campaign will allow USD to increase its endowment, add endowed chairs and professorships, enhance academic programs, increase student financial aid, and expand and renovate campus facilities, according to Dr. William Pickett, vice president for university relations.

USD President Author E. Hughes said the University’s mission and priorities will not change as a result of the campaign.

"USD is an institution where the focus is on the student and the development of the student," Dr. Hughes said. "The faculty priority is teaching balanced with a scholarship requirement.

"We want to be like we are because we think what we are is what our society needs—the development of young people who have a real sense of themselves and their role in the world," he added.

With preliminary planning completed the components of the campaign include $30 million for endowment, $10 million for programs and $14 million for facilities, according to Dr. Tim Willard, director of development.

A campaign start-up date has not been announced yet.

Volleyball was one of the attractions at last year’s picnic.

Don’t forget July 30 picnic

An afternoon of fun and games is in store for campus employees on July 30—the date of the second annual Staff Appreciation Picnic.

All employees are invited to the picnic, which will begin at noon at the grassy area east of Founders Hall.

A barbecue cooked and served by University administrators, music, prizes and other entertainment are planned to help recognize the contribution of staff employees to USD, according to Dr. Judith Munoz, director of Human Resources.

Presentation of staff service certificates and pins and announcement of the 1986 Employee of the Year will highlight the event.

"We hope that everyone will make plans to attend," says Dr. Munoz. "It will be an enjoyable way to spend part of the day and a good opportunity to meet employees from throughout the University."

For more information, contact Human Resources at ext. 4594.

And the winner is

The University’s top staff employee of 1986 will be announced at the July 30 employee picnic.

The 1986 winner will receive a gift and a personal plaque in addition to having his or her name added to the permanent plaque outside the Human Resources Office in DeSales Hall. The top employee and three runners-up also will be invited to a luncheon with USD President Author E. Hughes later in the year.

Selection of the honorees will be based on job competence, dedication to the job, department and University; initiative and willingness to assume responsibility; relations with others; and exemplification of the values of the University.

New staff, promotions

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

Van Ngoc Huynh, secretary, Purchasing; Demetrio Marines, clerk, Mail Center; Helen Smeby, clerical assistant, Admissions; Dorann Banks, secretary, Law School Records; Jane Healy, clerical assistant, Controller; Willie Giles, mechanic, Physical Plant; Rose Ann Carrier, clerical assistant, Controller; Teresa Dionisio, housekeeper, Physical Plant; Isaias Nunez, custodian, Food Service; William Pendergast, patrol officer, Security.

Congratulations to the following staff employee who recently received a promotion:

Fred Morgan, patrol officer I to patrol officer II, Security.

Alcalá View is published monthly August through May by the Publications and Human Resources offices. The newsletter is distributed to all University of San Diego employees.

Editorial material for possible use in Alcalá View should be submitted by the first of the month of the desired publication. Material should be delivered or sent to DeSales 274.

Editor: John Sutherland
USD's mission: to make a difference

By Dr. William Pickett

What is the meaning of what we do in our day-to-day lives here at the University of San Diego? I would suggest that our mission is to make a difference in society by making a difference in the lives of individual students.

I think each one of us wants to make a difference in our own lives—we want to think that because we lived, because we worked, because we passed along a certain path—somehow things were different. I did that as opposed to someone else. Organizations are the same way. Universities want to make a difference.

Because there is a University of San Diego, we want to make some difference in society. We seek to make a difference in society by making a difference in the lives of individual students. We think that individuals count.

If we can make certain differences in the lives of our students whom we are preparing to assume positions of leadership in our society it will bring about a difference in the life of our society—the life that we all share together.

The difference we want to make is to increase the value of individual human beings.

No matter how large our society gets, no matter how powerful our institutions, no matter how affluent they are, if we lose sight of the importance, dignity and value of individual human beings then we are excluding ourselves about the quality of our common life.

We have established five important areas in which we seek to make a difference in the lives of our students:

**Competence**—All students should develop intellectual competence in both a general and a specific sense.

**Commitment to values**—There are basic values important to all of us. Two of those are a central part of the USD experience: belief in God and belief in the dignity of individual human beings.

**Voluntary civic action**—Students should learn the importance of service to others during their USD experience. The ability to look beyond self interests to achieve group goals is an essential ingredient in an effective and human-oriented society.

**International sensitivity**—Understanding our neighbors around the world is crucial in today's global society. The University's educational programs must provide opportunities for students to achieve this sensitivity.

**Professional responsibility**—USD has made special commitments to the professions of law, education, nursing and business management through its four professional schools. The University seeks not only to provide well-trained practitioners in these fields but to educate students who have a sense of responsibility for maintaining and improving the profession itself.

**Program quality**—In order to provide the very best education for students, we must have the very best faculty members. That means they must not only be expert in their discipline, but also want to make a difference in the lives of individual students.

**Program diversity**—The technical and scientific areas are going to play an increasingly larger role in our daily lives. It is important that the University develop more fully its technical and scientific programs.

**Student quality**—It is important that all students be challenged to achieve at their highest level. We want to increase the level of challenge by admitting more high ability students.

**Student diversity**—It is important that the student bodies at USD reflect the diverse potential for leadership that exists among all races, creeds and economic backgrounds. As the cost of education continues to increase, we must increase our own financial resources available to students.

**Financial strength**—We must increase the size of our endowment in order to ensure USD's long run financial stability and strength. In the long term we are simply undercapitalized for the achievement of our institutional mission.

If we are successful in meeting these challenges USD will create a human and physical environment which makes an impact on the total personal development of our students. To the extent to which we are successful, we will graduate alumni who have an impact on the quality of our communal life.

USD alumni will be characterized by their general and specific intellectual training, their commitment to a belief in God and to the dignity of individual human beings, and their orientation and commitment to the improvement of their professions. Such people assuming leadership positions in our community will bring about continued increases in the quality of life in our community.

Dr. William Pickett, vice president for university relations, explained USD's mission to faculty, staff and administrators during presentations around campus unveiling the University's $54 million fund-raising campaign. This is a summary of his presentation.

**Last issue**

This is the last issue of Alcalá View until September. In September, monthly publication will resume. If you have comments about the newsletter or suggestions for next year, please contact John Sutherland in the Publications Office, DeSales 274, ext. 4684.
Emergency leave and sick leave

By Dr. Judith Munoz

Many staff employees have questions about the use of sick leave, especially how emergency leave is utilized. Let's review the policy and how it's implemented by answering some of the commonly-asked questions.

What is emergency leave and how can I use it?

Sick leave may be used to remedy certain unavoidable, unscheduled emergency absences. These emergency absences must be of short duration—one day or less, and the leave is granted at the discretion of your supervisor.

What happens if the "emergency" situation continues for more than one day?

Then the employee may use vacation time, "comp" time or be absent without pay. How the time is reported depends on the individual employee circumstances and is determined by the supervisor.

Can I use sick leave if a member of my family is ill and I have to take care of him or her?

Yes. A staff employee may use a maximum of five days sick leave in any calendar year due to the illness of a family member, including the employee's spouse, child, parent, or brother or sister.

How much sick leave does a staff employee earn?

Non-temporary full-time employees earn one day a month. Non-temporary part-time employees who work 20 hours per week or more earn a proportional amount of sick leave. Sick leave may be accrued to 120 days.

If I earn 12 days a year, does that mean I'm entitled to take 12 days a year off, no questions asked?

No. Sick leave is to be used for absences due to illness or disability, weekday medical appointments for the employee or family members, or for emergency leave as described above. Misuse of sick leave may be considered cause for corrective action, including discharge.

Does that mean I have to bring a doctor's statement if I want to use sick leave?

No. Your supervisor may require you to provide proof of illness. You will be informed by your supervisor when a medical statement is required.

How do I report sick leave?

Sick leave is reported on your timecard/timesheet. Sick leave may not be used in increments of less than one hour. Time off in excess of one hour should be reported to the nearest quarter hour.

And remember, you should always check with your supervisor to find out your department's procedures for requesting, using and reporting sick leave.

If you have any questions about sick leave, or any other staff personnel policies, call me at ext. 4594.

Dr. Judith Munoz is director of Human Resources.