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Cabinet approves new holiday schedule

A new holiday schedule designed to give employees more time off at Christmas was recently approved by the University cabinet for a one-year trial basis.

Employees will receive eight designated holidays and five floating Christmas holidays under the new schedule — a gain of one holiday from previous years.

The designated holidays are Labor Day, September 1; Thanksgiving, November 27-28; Christmas, December 25; New Year’s, January 1; Good Friday, April 17; Memorial Day, May 25; and Independence Day, July 3.

In addition — and depending upon departmental needs — many employees will have an additional five days off between December 22 and January 3, according to Dr. Judith Munoz, director of Human Resources.

“The intent of this plan is to give departments the opportunity to close during the week of Christmas and New Year’s,” she says. “If a department can’t close for the entire Christmas week it may close some of those days or allow some employees days off during the period. The decision is up to the department supervisor and the cognizant vice president.”

If, due to departmental operating needs it is impossible for an employee to use all of the “floating” holidays during the Christmas period, an employee will be allowed to use the holidays at another time in accordance with University policy.

Some academic departments, for example, may opt to close their offices during the mid-semester holidays for students, rather than close the entire week of Christmas.

In order to ensure an orderly operation of the University, Dr. Munoz will coordinate information relating to the holiday schedules of departments.

Since the new schedule is on a trial basis, she encourages feedback from employees and supervisors.

Catch the Halloween spirit!

All employees are invited to catch the Halloween spirit at the second annual Best Halloween Costume Contest sponsored by the Human Resources Office October 31.

The ghoulish event begins at 2 p.m. on Halloween in the Serra Hall snack bar. A costume contest with prizes for best individual and group entries, punch, cookies and candy, mood setting music and a surprise or two are promised by organizers.

Employees planning to enter the costume contest should arrive at the snack bar promptly at 2 p.m. so that the panel of celebrity judges may begin judging. A pizza, a pumpkin filled with candy, and pumpkin pies are among the prizes to be awarded.

If you have Halloween decorations you would like to donate to Human Resources, or if you would like to help decorate the snack bar the day of the party, contact Calista Frank at ext. 4594.
Meet USD's . . .

Lou Magana

This month's employee in the spotlight is Lou Magana, who has worked at USD for 12 years. Special Services Supervisor for Physical Plant, Lou was a runner-up for 1985 Staff Employee of the Year. He and his wife, Jerri Cota, live in Linda Vista.

1. What brings you the most satisfaction in life?

Learning new things. Setting goals and achieving them.

2. Who is your hero in life and why?

Spike Jones. Actually, I can't think of anyone I would consider a "hero." Although I do admire people who fight against injustice, racial or otherwise.

3. If you could be president of USD for a day what action would you take first?

I would institute a four-day work week.

4. What is the most pleasurable aspect of your job?

I enjoy working with a lot of good people.

5. What is the least pleasurable aspect of your job?

I really don't like misinformation, incomplete information or last minute information. When you have several things going on each day, it really causes headaches.

6. What do you enjoy doing in your free time?

Going to the movies, getting away from San Diego, sleeping.

7. If you could be 21 again, what would you do differently in your life?

Nothing.

8. What was the last movie you saw?

"Aliens."

9. What concerns you most about the community in which you live?

The regression towards racial prejudice.

10. What is your favorite holiday and why?

Christmas — because it is fun to get the whole family together at one time.

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Tune up your vocal cords

In response to numerous requests, Fr. Nicolas Reveles is attempting to put together a faculty/staff choral group.

The idea was "a brainstorm on my part," says USD's music area coordinator. "A lot of people at the faculty/staff level have choral backgrounds and some would love to use their musical abilities."

If the effort gets off the ground, the choir will sing with the University Choir at the annual Alumni Mass December 8. Christmas caroling is another possibility, according to Fr. Reveles.

The choir is open to anyone interested, including husbands and wives of employees, and alumni. Rehearsals tentatively are scheduled from 7-8:30 p.m. on November 17 and 24 and December 1 in Founders Chapel.

Employees with questions or interested in more details should contact Fr. Reveles at ext. 4456.

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New staff, promotions

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

Rey Calderon, storekeeper, Dining Services; Judith Manning, secretary, Law School; Jeral Matthew, secretary, Law School; Sharon Adams, secretary, Housing; Lillie Milkie, secretary, Law School; Mary Ann Monte, secretary, Law School; Walter Wysocki, principal baker, Dining Services; Michelle Barlow, secretary, College of Arts and Sciences; R. Joseph Keating, patrol officer, Security; Susan Grisafi, administrative assistant, Controller; Marisa Kirk, secretary, Media Center; Charles Purves, patrol officer, Security.

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Supervisor workshop

Nov. 12

"You Don't Have to Suffer to Supervise" is the title of a workshop to be presented for campus supervisors from 9 a.m.-noon, November 12 in Salomon Lecture Hall.

Jim Collister of Collister and Co. will lead the session, which will focus on managing commitment to the job. A popular speaker at previous campus employee workshops, Collister is a "vibrant, witty speaker who offers creative and usable ideas," according to Calista Frank, Human Resources coordinator of employment and training.

Enrollment for the workshop is limited. Registration forms will be distributed through intercampus mail.
Clark tops in game one

Dorothy Clark, secretary to School of Business Administration Dean Jim Burns, bested 24 other entrants to win the first Alcalá View USD trivia contest.

Actually, Clark and nine other entrants answered all of the questions correctly. But Clark's name was selected in a drawing of those submitting perfect entries.

"Fantastic," was Clark's first reaction upon learning of her good fortune. A USD employee since February, she admitted she received some help on the quiz from her boss, Dr. Burns, who has worked at Alcalá Park for 12 years.

"Trivia really isn't my thing," says Clark, who is married to English department secretary Dan Clark. "But eating lunch is." A $5 gift certificate to El Tecolote restaurant was her reward for submitting the top entry.

The entries were judged on the basis of nine questions rather than ten after Debbie Gough of the Provost's Office pointed out that USD offers programs in each of the countries listed in question ten. Two answers were acceptable to both questions eight and nine.

Others submitting perfect entries were Sr. Sally Furay, Betsy Winters, Barbara Walsh, Liz Aleman, Brigid Ann Bennett, Mercedes Ann Bennett, Linda Camp and Dan Clark.

Below is quiz number two. It should pose more of a challenge to dedicated USD trivia buffs.

This month's winner will receive a $5 gift certificate from Nutville, USA. Entries must be submitted to the Publications Office, DeSales Hall 274, by Nov. 3.

Answers to last month's quiz:

1. Barbara Walsh
2. 1958
3. 1949
4. Michael Kearney
5. Renate Valois
6. Jim Brovelli
7. Student housing
8. Mother Catherine Parks or Mother Rosalie Hill
9. Communication Studies or Electrical Engineering
10. None.

Rules

1. Only USD employees are eligible to enter.
2. Only one entry per employee.
3. Entries should be returned to the Publications Office, DeSales 274, by the deadline. Entries received after the deadline will be declared ineligible.
4. In case of ties, a drawing will determine the winner.
5. Employees of the Publications Office are ineligible to enter the contest.

USD Trivia Contest

Name ____________
Department ____________
Campus ext. ____________

Answers

1. ____________
2. ____________
3. ____________
4. ____________
5. ____________
6. ____________
7. ____________
8. ____________
9. ____________
10. ____________

Dorothy Clark

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.
Pumpkin contest Oct. 29

Can you create the prettiest Jack Pumpkin Alcalá Park ever saw?

Then you'll want to enter the pumpkin carving contest sponsored by the Bookstore from 11 a.m.-2 p.m. October 29 in its lobby.

Staff, faculty and students are invited to vie for first prize of a $50 gift certificate from the Bookstore. Individuals or teams may enter.

"However," says Joanna Hickman of the Bookstore, "considering the ineptness of some students, staff and faculty with sharp objects and messy pumpkins, we will use markers instead of knives."

Hickman said, "Pumpkins and marking pens will be supplied by the Bookstore. Entrants may bring any other props they wish.

Winning entries will be on display in the Bookstore until Halloween. To enter and to reserve your pumpkin, call the Bookstore at ext. 4551.

Health enrollment open soon

Open enrollment — the annual two-week period during which employees may change medical plans or add dependents to their coverage — will be November 3-14.

To help answer questions about the various insurance programs, Human Resources will hold its annual Benefits Fair from 9:30 a.m. to 1:30 p.m. November 3 in Camino Lounge. Representatives from the insurance providers as well as the retirement plans will be present to answer questions.

Changes in coverage may be made at the Benefits Fair or at the Human Resources Office any time during the November 3-14 period. Call Human Resources at ext. 4594 for more information.

Coming Up

NOVEMBER

1 Football vs. St. Mary's College. 1:30 p.m., Torero Stadium.
2 Soccer vs. St. Mary's College. 11 a.m., soccer field.
5 Soccer vs. UCSD. 3 p.m., soccer field.

Men's basketball vs. Athletes in Action (exhibition). 7:30 p.m., Sports Center.

7-9 Alumni Homecoming activities. 260-4819.
Swimming vs. alumni. 9 a.m., Sports Center.
Homecoming football vs. Occidental College. 1:30 p.m., Torero Stadium.

Women's volleyball vs. Santa Clara University. 7:30 p.m., Sports Center.

15 Women's volleyball vs. University of San Francisco. 7:30 p.m., Sports Center.

17 Faculty-staff choral group rehearsal. 7-8:30 p.m., Founders Chapel. Ext. 4456.

22 Swimming vs. Occidental/UCSD. 1 p.m., Sports Center.

24 Faculty-staff choral group rehearsal. 7-8:30 p.m., Founders Chapel. Ext. 4456.

Phone workshop

A one-hour workshop on "Effective Telephone Skills" will be conducted for staff employees by Callista Frank of the Human Resources Office in early November.

Employees should watch intercampus mail for a memo containing more details.

Passages

First place winner Susie Heck, daughter of Jim Heck, manager of building maintenance, won the Freshman Pairs Division at the National Rollerskating Championships in Indianapolis August 1. Susie, 13, and her partner, Jason Corley, beat out 25 other teams for the top honor. Father Jim helped coach the pair.