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University of San Diego Publications and Human Resources offices

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Smoking issue smoldering

"... it is the policy of the University to prohibit smoking in public places and places of employment within its facilities except in designated smoking areas."

USD Personnel Policy handbook

Mention smoking in the workplace and you're likely to get a fiery reaction — both from non-smokers and smokers.

Most of us know of people who can't function on the job around tobacco smoke. Others know of co-workers who can't function without a regular cigarette break.

Under current campus policy, an individual office or a private campus residence is not considered a public place, thereby making either a legitimate place to smoke, according to Dr. Judith Munoz, director of human resources.

Yet, in many cases, departments share the same ventilation system, resulting in non-smokers breathing the smoke of their next door smoking neighbor.

In some areas of campus, non-smokers share air space with non-smokers. The Grille in the University Center is one example.

What makes those two examples noteworthy is the December 1986 Surgeon General's report. The report suggests: 1) employers should completely ban smoking in air space occupied by non-smokers, no matter how large or well ventilated those spaces are; 2) initiate programs to encourage smokers to stop smoking for their own protection and better health.

"The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke," says the report. Healthy non-smokers who share air space with smokers, adds the report, run the risk of contracting several diseases, including lung cancer.

As an employee, how do you feel about USD's smoking policy? Smokers, is it too restrictive? Not restrictive enough, non-smokers? Should USD adopt the recommendations of the Surgeon General?

If you feel strongly about the subject, write down your views. Send them to Alcalá View/Publications Office/DeSales 274 by March 1. Your thoughts will be printed in the next edition of this newsletter.

Contact Lou Hassan in Human Resources, ext. 4594, for a listing of smoking cessation programs in San Diego County, including their costs and methods.

Alcalá Park

University Center Dedication

A festive celebration featuring mimes, speeches, Spanish music, and food and drink will unfold March 6 during dedication ceremonies for the University Center.

The dedication of USD's new hub of campus life will begin at 3:15 p.m. with brief remarks by President Author E. Hughes and others outside the front entrance to the Center. Then the ceremony will move inside the building, where additional guests will speak before those assembled are invited to tour the building and enjoy the music and refreshments.

The $11 million two-level building, which features a variety of dining areas in addition to housing programming facilities and student affairs offices, opened for everyday use by the University community at the end of January.

McNamara new vice president

John McNamara.

(Please see next page)
John McNamara, former assistant vice president of university relations and director of development at Creighton University in Omaha, Nebraska, has been named USD's new vice president for university relations.

McNamara replaces Dr. William Pickett, who in June was named president of St. John Fisher College in Rochester, New York. While at Creighton, McNamara coordinated a $70 million capital fund-raising drive that netted $45.7 million in eight months. McNamara also has held fund-raising positions at St. Norbert College, Villanova University, St. Mary-of-the-Woods College and the University of Denver.

At USD he will direct the University's fund-raising and communications efforts, and be responsible for a $50 million fund-raising campaign to be publicly announced in the fall.

Bernard Siegan

USD, Old Globe team up

The University and San Diego's Old Globe Theatre recently announced a joint degree program leading to a master of fine arts in dramatic arts.

The two-year, 60-unit program, which will enroll its first students in the fall, offers practical theatrical work to students at the Old Globe and academic courses through USD's English department. Students in the program will act in Old Globe productions, study theater literature at the University and serve as consultants to USD's undergraduate drama department, according to Dr. Bart Thurber, chair of the English department and one of the architects of the new program.

"We've got to keep the tradition of classical theater alive," says Sr. Sally Furay, USD vice president and provost and president of the Old Globe Theatre board of directors.

Robert Fellmeth to monitor bar

Robert Fellmeth, professor of law and director of the School of Law's Center for Public Interest Law, was named State Bar Discipline Monitor in January by State Attorney General John Van de Kamp.

As monitor, Fellmeth will play a major role in determining how the public is protected against improper acts by attorneys and whether the State Bar will be allowed to retain responsibility for disciplining attorneys.

Fellmeth, said Van de Kamp, "is a highly respected attorney and brings to the position seven years of prosecutorial experience as a deputy district attorney for San Diego County, including two years as a special assistant U.S. attorney.

Hayes tops bill

Legendary actress Helen Hayes received an honorary doctoral degree from USD at the annual President's Club dinner January 24. Miss Hayes was honored for her humanitarian, philanthropic and career contributions to the country.

About 300 attended the dinner, which honors the University's top donors.

USD recently announced a new academic program leading to a master of science in taxation degree.

The 30-semester-hour graduate program will begin in September. It will require students to enroll in courses in both the School of Business Administration and the School of Law.

The philosophy of the program is that graduate tax programs in the law and business schools "should neither be held completely separate as though the work performed by the two professions is indistinguishable," according to business professor Dr. Kristofer Neslund.
Drug, alcohol policy clarified

Drug and alcohol abuse have been the focus of much media attention recently. In the fall President Reagan addressed the nation on the growing problem of drug use in schools and the workplace. In light of the attention the subject has received, Dr. Judith Munoz, director of human resources, recently answered some questions on the University's policy on controlled substance use.

What is the University policy on drug and alcohol use?
The University expects and counts on all of its employees to maintain a high standard of work. Employees cannot function in a safe and productive manner if they are working under the influence of a controlled substance. The written policy for staff employees states that employees may be discharged for "using or being under the influence of alcohol or other controlled substances on the job."

Does USD have a drug problem with its workforce?
I would say no. We try to select employees whose values are consistent with the University's and try to provide a working environment that is nurturing and supportive. However, USD has a fairly large and diverse work force, and our employees have some of the same problems that are present in the general population.

What is drug and alcohol abuse a problem for an employer?
Besides the ethical and moral concerns for the employee, substance abuse can have a significant economic impact on the employer. Employees who abuse alcohol and drugs have higher rates of absenteeism, on-the-job accidents and illness. They also file more workers' compensation claims. They frequently function below their abilities, make more errors and are generally less productive.

Does USD have a drug testing program?
No, we do not test applicants or employees, and there are no current plans for implementing a testing program.

What has USD done about the potential problems of drug and alcohol abuse?
We have developed an Employee Assistance Program (EAP). If an employee or covered dependent has drug or alcohol abuse problems, they can contact our EAP (275-2320; 480-8223 - North County) and be referred for appropriate treatment. Also our supervisors have been trained in how to identify employees with substance abuse problems.

Do our medical plans cover substance abuse treatment?
Yes. Although the coverage differs some by each plan, all of our medical insurances provide for treatment and rehabilitation of drug and alcohol abuse.

The University recognizes that a substance abuse problem can have devastating effects on not only the abuser but his or her family and loved ones. The University is prepared through its Employee Assistance Program and insurance plans to help any employee or covered dependent who has a problem.

For more information about the Employee Assistance program, contact Human Resources at ext. 4594.
Walsh wins trivia quiz

Barbara Walsh answered nine out of ten questions correctly to win December's Alcala View trivia contest.

She receives a $5 gift certificate from El Tecolote restaurant.

Walsh, secretary to Jack Boyce, vice president for financial affairs, has worked at USD nearly seven years. A regular participant in the trivia contest, Walsh's only miss in December's contest was her inability to name the date Dr. Author E. Hughes Operation I.D. was named USD's president. The correct answer is June 8, 1971.

Below is quiz five, which like the previous quizzes, is open to all USD employees.

Entries should be completed and sent to the Publications Office, DeSales 274, by 5 p.m. March 2. The winner of February's contest will receive a $5 gift certificate to the Carl's Jr. restaurant at the foot of Linda Vista Road.

1. Name the Mail Center supervisor.
2. Fred Morgan works for what campus department?
3. Harmon Hall is located at the a) west b) north c) east d) south end of campus?
4. How many swimming pools are located on campus?
5. The University Center will be dedicated on what date?
6. The Bookstore is located in what building?
7. Who was recently named vice president for university relations?
8. True or false: Al Bores has an office in the new University Center.
9. Scott Thompson is a) the new vice president for university relations b) a member of the General Services staff c) a seven-foot center for the Torero basketball team.
10. On what date will undergraduate commencement take place?

Answers to last month's quiz:
1. Performing arts center
2. Arts and Sciences
3. West Coast Athletic Conference (WCAC)
4. June 8, 1971
5. Controller's Office
6. b) 200,000
7. Doug Manchester
8. Camino
9. False

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.

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USD Trivia Contest

Name __________________________
Department __________________________
Campus ext. __________________________

Answers

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

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In an effort to minimize the risk of theft on campus, the Campus Safety and Security Office has undertaken Operation Identification.

From now through the middle of May, security personnel will visit offices across campus to engrave both University and personal property with a numeric identifier.

Engraving numbers on property is a proven deterrent to the potential burglar or thief, according to Bill Munz, USD's safety division supervisor. "Personal computers, stereos, cameras — anything that a thief could easily resell — are the types of items that should be engraved."

Munz says engraved property is more difficult for thieves to dispose of, and if such property is found in a criminal's possession, conviction is much more probable. In addition, if property is marked, ownership of recovered stolen property can be more easily determined.

When they visit campus departments, security personnel also will make engravers available for employees to check out for use at home.

The department will distribute flyers containing information about the dates, times and locations of its visits to various areas of campus.

For more information, contact Bill Munz, ext. 4517.
Meet USD's . . . Lisa Gunther

This month's employee in the spotlight is Lisa Gunther, who has worked at USD nearly eight years. Senior secretary for the School of Law Development and Alumni Relations Office, Lisa, her husband, Jim, and their two children, BriAnne, four, and Jenna, 18 months, live in Rancho Penasquitos.

1. What brings you the most satisfaction in life?
Spending time with my husband and children. Attending school two nights a week to make a better life for me and my family.

2. If you could be president of USD for a day what action would you take first?
I would take the time to meet people in each of the individual buildings. I have seen the University grow considerably in past years and see a need for more personal involvement.

3. What is the most pleasurable aspect of your job?
Working with people. The people at the University have made it what it is today, and that is a pleasure in itself.

4. What is the least pleasurable aspect of your job?
Unsatisfied people. I know it is hard to please every person, but I do my best to please them all.

5. What do you enjoy doing in your free time?
Playing with my children, homework, cooking. Riding three-wheelers in the desert with friends and family.

6. If you could be 21 again, what would you do differently in your life?
I would not change a thing. I am very happy as a working mother of two and a wife.

7. What was the last movie you saw?
Top Gun.

8. What concerns you most about the community in which you live?
The fact that I feel too frightened to allow my children to play freely like I did when I was growing up.

9. What is your favorite holiday and why?
Thanksgiving. My family and friends spend Thanksgiving in the desert. The best part of the trip is: 1) cooking the turkey underground; 2) the caring we seem to share on this holiday.

New staff, promotions

Welcome to the following new staff employees who recently joined the USD community:
Lyle Deloach, secretary, Media Center; Jose Azevedo, custodian, Dining Services; Maureen Rukstalis, secretary, Trusts & Estates; Rosanne O'Drain, clerical assistant, Financial Aid; David Smola, clerk, Mail Center; Sostenes Saldana, lead custodian, University Center; Alejandro Pimentel, custodian, University Center; Ralph Robinson, maintenance mechanic, Physical Plant; Holly Romo, library assistant, Copley Library; William Polimadei, special services worker, Physical Plant; Patricia Bodin, secretary, Copley Library.

Congratulations to the following staff employees who recently received a promotion or transfer:
Anita Mathews, from data processing assistant I to data processing assistant II, Management Services; Jonathan Olsen, from clerk to clerical assistant I, Mail Center; Socorro Ellis, from custodian I to custodian II, Physical Plant.

Here are tips for retirement

Home Savings of America will repeat its pre-retirement advice program on campus during a five-week period beginning March 23.

Experts in estate planning, social security and financial planning will make presentations. Opportunities also will be made available for individual consultations with both the estate and the financial planner.

Human Resources will distribute flyers containing more information about the series in February. Spouses are welcome to attend the presentations.

Passages

The husband of Betty Jungman, long-time faculty secretary for the School of Law.

The father of Dr. Jan Writer, assistant professor of special education.

Has something notable happened in your life? Share the news with the rest of the USD community by phoning ext. 4694. We'll include the news in an upcoming issue of Alcala View.
Coming Up

**MARCH**

**3** Distinguished Speaker Series. Dr. Denis Waitley, author of "The Psychology of Winning," will discuss "Seeds of Greatness." 10 secrets of success. Continental breakfast 7:30 a.m., seminar 8 a.m., Manchester Conference Center. $15. 260-4585.

Men's baseball vs. San Diego State. 2:30 p.m., USD field.


University Center dedication. 3:15 p.m., University Center.

Women's basketball vs. Northern Arizona University. 7:30 p.m., Sports Center.

**9** Associated Students speaker series. Abbie Hoffman, activist. 8 p.m., University Center Forum. $2.

**10** Associated Students speaker series. Abbie Hoffman, activist. 8 a.m., University Center Forum. $2.

**12** "What Can be Done to Improve the Economic Status of Women?" second lecture in a series devoted to economic justice. Forum leaders Drs. Harriet Baber and Denise Dimon. 7:30 p.m., Manchester Executive Conference Center. Free.

Crew Alumni Weekend. TBA. 260-4819.

Men's baseball vs. C.S. Fullerton. 2:30 p.m., USD field.

Men's baseball vs. George-town College. 2:30 p.m., USD field.


Business Update Breakfast Seminar. "The Three Keys to Organizational Excellence." Dr. Dennis Briscoe, associate professor of management. Continental breakfast 7:30 a.m., seminar 8 a.m., Manchester Conference Center. $15. 260-4585.

Men's baseball vs. Nevada-Reno. 2:30 p.m., USD field.


Business Update Breakfast Seminar. "The Three Keys to Organizational Excellence." Dr. Dennis Briscoe, associate professor of management. Continental breakfast 7:30 a.m., seminar 8 a.m., Manchester Conference Center. $15. 260-4585.


**24** Distinguished Speakers Series. Orville Reden-bacher. America's popcorn king, will discuss the development of his successful popcorn business. Continental breakfast 7:30 a.m., seminar 8 a.m., Manchester Conference Center. $15. 260-4585.

**25** Career Day. Career information provided by business recruiters, USD alumni, admissions representatives. 10 a.m.-1 p.m., University Center Forum. Free, reservations required. Ext. 4271.

**26** "Can U.S. Trade Policies be Reshaped to Promote Growth in Both the U.S. and the Third World?" Fourth lecture in a series devoted to economic justice. Forum lecture leaders Drs. Joan Anderson and Yeo Lin. 7:30 p.m., Manchester Executive Conference Center. Free.


Men's baseball vs. U.C. Irvine. 2:30 p.m., USD field.

Send calendar items to Judy Barnes, Publications Office, DeSales 274.