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AlcaláView

UNIVERSITY OF SAN DIEGO

University of San Diego Archives

Catch the holiday spirit

The Christmas spirit will descend upon Alcalá Park during the next couple of weeks in the form of several holiday-flavored activities.

On the docket:

University mass December 8

Faculty, staff, alumni and friends of USD are invited. The Alumni Association's highest award, the Bishop Buddy Award, will be presented.

A champagne reception will follow the liturgy. 7:30 p.m., Founders Chapel.

Community Choir December 11

The USD Community Choir - a group of students, faculty, staff and alumni - will present a performance of Handel's Messiah, Part I.

Soloists will include soprano **Carrie Lamb**, tenor **William Eichorn** and baritone **William Nolan**. The orchestra and chorus will be conducted by Fr. **Nicolas Reveles**.

Tickets: \$5 general, \$3 students, \$2 children under 12. 8 p.m., Founders Chapel.



Holiday reception December 14

President Author E. Hughes and his wife **Marge** invite all employees to a holiday reception. Good food, good cheer and holiday entertainment will await those who attend. 2-5 p.m., University Center Grille. (See invitation for specifics.)

Holiday food drive December 2 - 11

Look for collection boxes throughout campus. Ext. 4681.

Valdez combines brooms and bytes

By **Maureen McDonald**

By day, custodian for the School of Business Administration. By night, self-taught computer assistant.

That's **Ruben Valdez**, who brought his enthusiasm for computer programming to USD when he joined his

mother on the University's custodial staff nearly 12 years ago.

Coming to San Diego from Tijuana, where he worked in radio and television repair, Valdez initially utilized his electronics equipment experience at a second job he took in addition to his USD custodial position.

But his desire to "know how the little things worked" was very strong. With the help of books lent to him by USD faculty and many spare-time hours in the computer room, Valdez got what he wanted. He is now able to assist students and faculty after work and on the weekends with their computer programs and problems.

"I like using my time off to help people in some way. And if I can't then I try to direct them to someone who can," Valdez says.

He's pointed people in the right direction for years. As custodian, who knows better where all the buildings are? Valdez enjoys meeting new people every year and directing them everywhere from classrooms to the cafeteria.

His busy days begin at 6 a.m. The morning is spent cleaning Olin Hall, a task complicated by late-risers

(Please see page 2)

Valdez combines brooms and bytes

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who eat their breakfast in the classroom instead of the cafeteria, the experienced custodian points out.

When his shift ends at 2:30 p.m., Valdez not only assists in USD's computer room, but also helps students who are starting their own businesses. He even does consulting for assorted San Diego businesses, too.

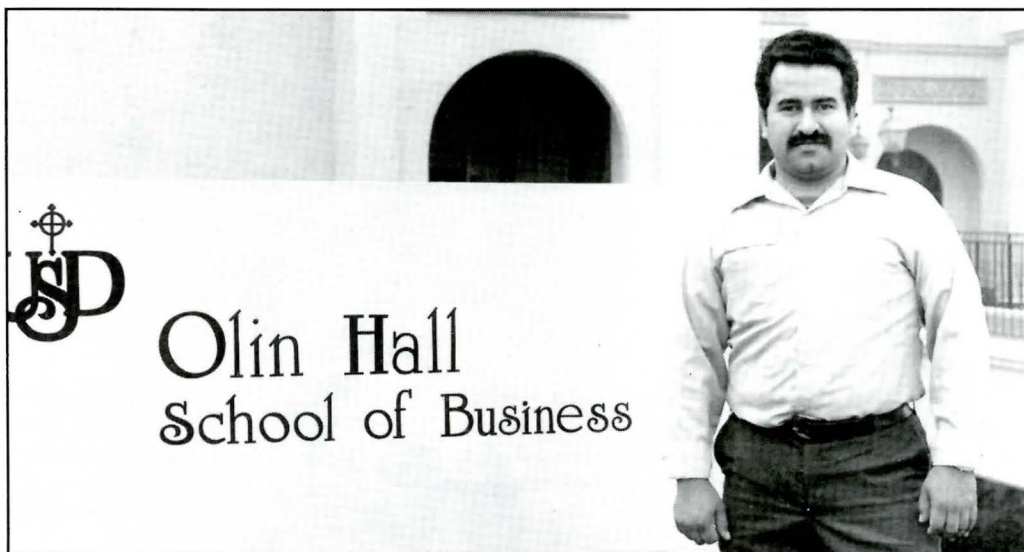
Valdez' goal is to be yet more involved with computers, perhaps as an operator. As for his nomination for Employee of the Year, he wasn't expecting it but thinks it's a nice honor for employees.

"For me, USD is like being in my own home. Here is where I learned how to communicate with people; it's an experience that will last in me forever."

Some U.R. departments to move

Several University Relations departments will move to new campus quarters during the month of December.

The Capital Campaign, Special Projects, Prospect Research, Annual Fund, Corporate Relations, Trusts and Estates, and Development offices now housed in DeSales Hall will move to the St. Francis Seminary building located in the valley at the east end of campus, next to the student Mission apartments.



Ruben Valdez

Also moving to the seminary building are University Relations' **Management Services** staff, now located in Guadalupe Hall, and **Libby Stroube Schiff**, director of development and alumni for the Law School, now located in More Hall.

The move will centralize all personnel closely connected to the University's \$57.5 million capital campaign fund raising effort, according to **John G. McNamara**, vice president for university relations.

"This move enables us to put all of our staff who are concentrating on the campaign in one complex. It will allow us to sharpen our campaign focus and heighten our sense of teamwork," McNamara says.

All of the campus phone numbers for the relocated offices will remain unchanged.

After the DeSales Hall offices are vacated, the

Alumni Relations Office, now located in DeSales 274, will move to another location in the building.

The vacated offices in DeSales 220 will be converted to space for administrative data processing. Management Services' vacant quarters in Guadalupe will house staff from IDC, a telecommunications firm hired by USD to help with the campaign efforts.

Moment from the past

Enrollment climbs past 250

The College for Men had 30 students enrolled when it first opened for classes in 1954. The following Sep-

tember it launched its first full academic year with 40 students. The college awarded its first degree in 1956. This past September (1957) saw 268 students enrolled, 135 of whom were new to the campus including 97 first year students.

"If the proportion of new students to total enrollment seems too heavy remember that the college is expanding rapidly, offering more courses of study, and has more physical space than in previous years. According to Fr. John Bremner, publicity director, total enrollment will be held to 275 students until accreditation."

From:
Union Title-Trust Topics
Sept./Oct. 1958

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

Meet your co-workers

Payroll key to paycheck system

Getting paid on time sounds like a routine procedure. Stroll over to the Cashier's Office, pick up your check and head for the bank.

But before all of that can happen, a lot of efficient behind-the-scenes work must take place first. That's where USD's Payroll Department -- one of the busiest departments on campus -- plays a critical role.

Located in DeSales Hall, room 104, the payroll staff of clerks **Rosemary Lestyk**, **Kelly Riseley**, **Kathy Van Hoe** and manager **Vicki Coscia** deals with time records, pay calculations, pay and tuition assistance, tax withholdings and W-2 information. The staff welcomes questions on any of those subjects from other

employees during its office hours -- 8:30 a.m. - 5 p.m. Monday through Friday -- at ext. 4310.

Payroll was one of three departments on campus involved in the development of USD's new Payroll/Human Resource Information System (PHRIS) which was implemented last April. PHRIS expanded the capabilities of the payroll system, transforming it into more of an information system. Year-to-date deduction totals for health insurance, for example, now show up on each employee's paycheck stub.

"Developing our own payroll system has been an exciting challenge for me," according to Coscia. "Sometimes I felt like a kid in a candy store and someone just told me I could have anything I want." All departments involved in the project, including Data Processing and Human Resources, felt their efforts



Vicki Coscia, Kathy Van Hoe, Kelly Riseley, Rosemary Lestyk

were rewarded when the system went into use, she says.

Employees soon will see available vacation hours on their payroll earnings statements. Eligible employees also will receive information next month about direct deposit to checking and savings accounts.

Efforts also are underway to standardize USD's payroll system. The goal, says Coscia, is to start staff employees on a bi-weekly payroll about mid-1988. A bi-weekly payroll has several advantages, she explains.

First, net pay usually is the

same each payday because of the standard two-week pay period. Second, paydays are always two weeks apart. Overtime also is easier to track.

Coscia says one of payroll's biggest jobs is to keep employees and management informed. Improvements made over the past several years have given payroll the tools to serve the USD community better now and in the future, she adds.

New staff, promotions

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

Peggy Ann Clark-Hunkins, secretary, School of Business Administration; **Martin Cookston**, gardener, Grounds & Maintenance; **Ronald Depina**, painter, Building Maintenance; **Joseph Francis**, gardener, Grounds & Maintenance; **Jacqueline Marie Genovese**, administrative executive assistant, Capital Campaign; **Heathier Leach**, bindery technician, Printing & Duplicating; **Douglas Majeski**, clerk, Mail Center; **Tony Wooten**, gardener, Grounds & Maintenance.

Congratulations to the following staff employees who recently received a promotion or transfer:

Gayla Marie Carper from casual worker II to unit leader, Main Dining; **Jill Ann Gallagher** from secretary I to secretary II, Paralegal Program; **Barbara Hughes** from patrol officer I to patrol officer II, Security; **Armando Peralta Madrid** from gardener I to gardener II, Grounds & Maintenance; **Karla Reddick** from computer operator to systems assistant, Administrative Data Processing; **Elisa Ungoco** from patrol officer I to patrol officer II, Security; **Jaclynn Weber** from unit leader to assistant manager, Banquets/Catering.

Passages

Marriage

Matt Candela, General Services, and **Suzanne Howell**, Physical Plant, on November 13 in a private ceremony.

Birth

Anne Marie Gillman, born November 6 to **Drs. John and Florence Gillman**, instructors in the department of theological and religious studies. Little Anne weighed in at 9 lbs., 4 oz.

Death

Debra Dempsey, a secretary in the cash operations area of Dining Services. Dempsey was killed in a car accident November 12 on the Rosecrans Street off-ramp from Interstate 8.

Has something notable happened in your life? Recently married? Added a new baby? Share your news with the rest of the USD community by phoning ext. 4684, or send your news to the Publications Office, DeSales 274.

Coming Up DECEMBER

Tuesday, Dec. 1

"The Constitution: The Intellectual Climate." Dr. Virginia Muller, assistant professor of political science. Bicentennial Committee Lecture Series. 7 p.m., Manchester Conference Center. Free. 260-4600, ext. 4435.

Women's basketball vs. San Diego State University. 7:30 p.m., Sports Center. Free. 260-4803.

Wednesday, Dec. 2

Alcala Society/More Hall Society fall reception honoring outgoing chairman Steve Garvey. 6 p.m., Serra Hall faculty lounge. 260-4724.

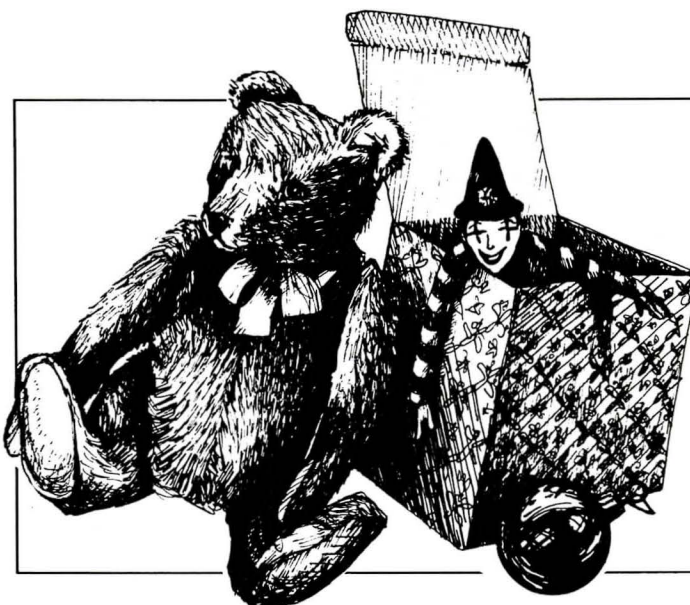
Women's Symposium Seminar. Sr. Rosemary Rader, OSB. The discussions will focus on possible options for women's response to what the Spirit is asking today. 6:30-9:30 p.m., Salomon Lecture Hall, DeSales Hall. \$6 at door. Sponsored by Institute for Christian Ministries. 260-4784.

Friday & Saturday, Dec. 4,5

Opera Workshop directed by William Eichorn. Scenes from "The Magic Flute," "The Marriage of Figaro," "Carmen" and others. 8 p.m., Sacred Heart Hall. Free. 260-4600, ext. 4425.

Friday, Dec. 4

Men's basketball vs. University of Montana. 7:30 p.m., Sports Center. Free. 260-4803.



Monday, Dec. 7

Men's basketball vs. University of Puget Sound. 7:30 p.m., Sports Center. Free. 260-4803.

Tuesday, Dec. 8

"Going After A Job You Really Want." Brown Bag Lunch Series presented by Alicia Turner Foster. Noon-1 p.m., University Center, room 104 A and B. Free. Ext. 4594.

Alumni mass. USD friends, faculty, staff also invited. 7:30 p.m., Founders Chapel. Champagne reception follows. Presentation of Bishop Buddy Award. 260-4808.

Reception for artist Clint Stoddard. Exhibition of contemporary paintings. 7-9 p.m., Founders Gallery. Open to the public. Free. 260-4600, ext. 4261.

Women's basketball vs. Cal State/Fullerton. 7:30 p.m., Sports Center. Free. 260-4803.

Wednesday, Dec. 9

Exhibition of Clint Stoddard paintings opens. Exhibition of contemporary paintings done in USA and the artist's home in Sweden. 12- 5 p.m., weekdays. Founders Gallery. Free. Through January 15. 260-4600, ext. 4261.

Advent penance service. 5 p.m., Founders Chapel. Ext. 4251.

"Music for Guitar and Synthesizer," performed by Fred Benedetti, guitar, and Steve Baker, keyboard. 12:15 p.m., Sacred Heart Hall, room 104. Free. 260-4600, ext. 4486.

Thursday, Dec. 10

USD Auxiliary luncheon, auction and fur presentation by Revillon of Saks Fifth Ave. Social hour and auction 10:30 a.m., luncheon noon, fur presentation 1 p.m. Omni San Diego Hotel, Horton Plaza. \$25. 271-6913.

Friday, Dec. 11

USD Community Choir performs Messiah, Part I. Soloists include soprano Carrie Lamb, tenor William Eichorn and baritone William Nolan. Conducted by Fr. Nicholas Reveles. 8 p.m., Founders Chapel. \$5 general admission, \$3 students and \$2 children under 12. 260-4600, ext. 4456.

Monday, Dec. 14

Dr. Hughes' Christmas party for employees. 2-5 p.m., University Center Grille.

Saturday, Dec. 19

Men's basketball vs. San Diego State University. 7:30 p.m., Sports Center. Free. 260-4803.

Women's basketball vs. Seattle Pacific University. 7:30 p.m., Sports Center. Free. 260-4803.

Sunday, Dec. 20

Women's basketball vs. Northwestern University. 7:30 p.m., Sports Center. Free. 260-4803.

Monday, Dec. 28

Men's basketball vs. Brown University. 7:30 p.m., Sports Center. Free. 260-4803.

Wednesday, Dec. 30

Women's basketball vs. Fordham University. 5 p.m., Sports Center. Free. 260-4803.

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



University of San Diego

Publications Office
DeSales Hall
Room 274