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1988

Alcalá View 1988 04.05

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AlcaláView

UNIVERSITY OF SAN DIEGO

University of San Diego Archives

Weber brings a smile to work

By Maureen McDonald

Wander into the USD Safety and Security Office and you're likely to encounter a smiling, friendly face at the front counter.

That person is clerical assistant **Nancy Weber**, whose calm and pleasant demeanor and helpful attitude are as important to her on-the-job performance as any of her more technical skills. That's because Weber is often the first USD employee visitors have contact with when they visit campus.

Weber also is concerned that the USD "regulars" are treated efficiently and politely. It's important to her that frustrating situations like long lines at the beginning of the year, crowded parking conditions and parking tickets be handled calmly and efficiently.

"I try to understand the person's complaint and where they're coming from," she says, "and then I see how I can help or try to find someone who can."

Weber has worked at the University for four and half years. Her first year she was a communications officer assigned to Camino and



Nancy Weber

Founders Halls. Now she manages security's main office and serves as secretary to **Don Johnson**, chief of security.

Away from campus, Weber likes to spend as much time with her family as she can. She and her husband, **LeRoy**, who is manager of the USD Bookstore, have three children, including one who is a sophomore at the University.

Weekends mean soccer, scouts, color guard and lots of other "mom stuff." The Webers, who have lived in San Diego for 20 years, always attempt to be involved in the community in one way or another.

One of the runners-up for the 1987 Employee of the Year Award, Weber says she was "totally surprised and overwhelmed" by her nomination.

Give your heart a valentine

USD is sponsoring an employee health awareness program in conjunction with Mercy Hospital and Mercy Heart Institute.

During the month of February, employees will receive in intercampus mail a self-appraisal questionnaire, called The Heart Test. You are encouraged to complete the simple questionnaire and mail it to Mercy Heart Institute for free processing.

The institute will send a three-page, personalized, confidential report to those who mail in their completed questionnaire.

A major contributor to heart disease, and a factor which you can control, is cholesterol level. Reducing high levels can dramatically reduce the chances of heart disease.

After receiving the results of the heart test, employees are invited to take advantage of the cholesterol testing that will be offered in the Human Resources Office in March. The Heart Institute will do the test for \$5.

Results of the test will indicate whether you need to adjust your diet to reduce cholesterol to a healthful level.

For more information, contact **Lou Hassan** in Human Resources, ext. 4594.

Moment from the past

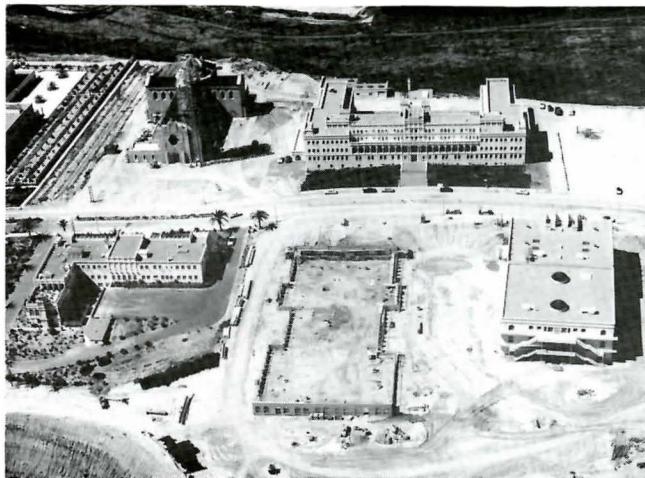
"Great center" moves forward

San Diego University, destined to become a great center of learning "where truth will be fearlessly taught," moved closer to reality Saturday afternoon, May 1, when ground-breaking ceremonies were held at the institution's Alcala Park site near Linda Vista Road.

After the erection of the cross and the American flag, and the blessing of the site by His Excellency the Most Reverend Bishop, His Honor Mayor Harley Knox turned the first shovelful of earth, remarking afterwards, "This is spadework for peace."

Mayor Knox and His Excellency were joined in the ceremony by other dignitaries of the Diocese of San Diego and prominent laymen who had taken part in the drive for funds for the university.

Others who turned a spadeful of earth were Mr. Emmett Culligan, San Bernardino county chairman of the University Fund drive;



USD, 1958

Nicholas J. Martin, San Diego county chairman, Lester G. Bradley, publisher of the Union and The Tribune-Sun; Rt. Rev. Msgr. Thomas J. McNamara, diocesan chancellor, and Mr. Leroy Goodbody, who played a prominent role in the fund drive.

The actual ground-breaking was semi-private because of the poor condition of roads leading to the site, but the public had been invited to attend the program held at 1:30 p.m. in St. Joseph's cathedral where the Most Reverend Bishop gave a progress report on the University's Foundation Fund set up to

finance the university.

The building of the university will take generations, the Most Reverend Bishop said, adding that "It will always be growing, a permanent credit to those who have espoused its cause." With only 10 percent of the public approached, 10,463 pledges and gifts have yielded 10 percent of the money necessary, he noted, adding that it would be unwise to publish the receipts in detail until every citizen had been contacted.

The entire community of San Diego, whose history he traced, will be benefit-

ted by the university, His Excellency stated...

The Southern Cross
May 7, 1948

New staff, promotions

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

Carl Altomare, Jr., baker, Main Dining; **Cynthia Ann Bertolero**, clerk, Management Services; **Patricia Comeau**, secretary, Banquets/Catering; **Jerry Corning**, stationary engineer, Physical Plant; **Heathier Leach**, bindery technician, Print Shop; **Richard Lobner**, painter, Building Maintenance; **Johnny Marzan**, gardener, Grounds Maintenance; **Jennifer Orsino**, clerk, Controller; **Anita Sullivan**, secretary, Paralegal Program; **Michelle Lee Williams**, clerical assistant, Financial Aid.

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

Joseph Francis from gardener I to gardener II, Grounds Maintenance; **Manuel Munguia Hernandez** from carpenter to master carpenter, Building Maintenance; **Barbara Hughes** from patrol officer I to patrol officer II, Security; **Linda Kleinfeld** from secretary II, Development, to senior secretary, Capital Campaign & Advancement; **Armando Medina-Castaneda** from casual worker I, Main Dining, to custodian II, University Center; **Honorina Nazaire Mercado** from clerical assistant I, Admissions, to computer operator, Data Processing; **Laura Norton** from casual worker II, Deli, to secretary II, Cash Operations; **Timothy Snider** from maintenance mechanic I to maintenance mechanic II, Maintenance.

Vision plan now available

Human Resources has added a vision plan to the optional insurances available to employees on an individual basis.

The Group Vision Plan offers a full range of optometric services at four shopping center locations -- Plaza Camino Real, La Jolla Village Square, University Towne Centre and Fashion

Valley. All four offices are open during shopping center hours, which means services are available on Saturday and Sunday as well as in the evening.

The Group Vision Plan offers enrollees discounts on optometric services and glasses. The plan is not part of the University-provided benefits package.

Enrollment is simple and there is no waiting period before becoming eligible for benefits.

For more information, contact **Cheryl Church** in Human Resources at ext. 4594.

Classifieds

For rent

Very nice furnished flat on first floor of Victorian town house in historic English riverside town of Richmond. Two bedrooms, dining room, kitchen, bathroom. 600 pounds per month, plus utilities. Minimum six months lease. Call Lyn, 454-9883.

If you would like to publish a free classified ad (maximum of 50 words), type the ad and send it to Publications Office, DeSales 274.

Job tips

A few tips for improving on the job performance:

* If you have trouble controlling anger when dealing with subordinates who have erred, remember this: Each time you lose your temper, you lose respect -- and productivity suffers.

* If a project is not moving as quickly as it should, confirm, in writing, to each of the key individuals your understanding of the schedule and individual responsibilities. This reminder helps to prevent delays and surprises.

* Stamp a discard date on the memos and reports you receive. It costs \$2,160 to maintain a four-drawer file for a year, according to Dianna Booher, author of *Cutting Paperwork in the Corporate Culture*.

* If two people are proofreading, have them start at opposite ends of the material. People usually get tired at the end of proofing and miss errors.

* Select new employees based on their job skills, not their interviewing skills. Try this: describe a challenging, job-related situation, then ask, "What would you do?" This gives the interviewer a



chance to assess the candidate's job abilities instead of his or her interviewing skills.

* Among the top on the job time wasters: poor

handling of paper work, unnecessary interruptions during the working day, being unable to set up and then stick to priorities.

From *Communication Briefings*

Upcoming holidays

The holiday schedule for the remainder of this academic year:

Good Friday
Memorial Day
Independence Day

Friday
Monday
Monday

April 1, 1988
May 30, 1988
July 4, 1988



TAKE A TIP FROM A PRO

Using smokeless tobacco — chewing tobacco or snuff — isn't safer than smoking. The carcinogens caused by the mixture of tobacco and saliva can reach levels up to 1,000 times higher than the smoke from an unfiltered cigarette. Using smokeless tobacco can lead to oral cancer and nicotine dependence. Yet smokeless tobacco use by young Americans is on the increase. Be smart. Don't let them start. Help your children avoid smokeless tobacco addiction.

Let us help you get the facts. Free.
Call the Cancer Information Service at
1-800-4-CANCER.

Campus Ministry offers programs

Campus Ministry is sponsoring several activities for employees during the month of February.

Each Tuesday night, beginning February 2 and continuing through May 10, employees are invited to R & R (Rest and Relaxation) Nights, a program that includes prayer, reflection, food and talk. The programs begin at 7 p.m. in Founders Hall, room 191.

Campus Ministry will sponsor a retreat from 10 a.m.-3 p.m. on Saturday, February 20 at St. Francis Seminary on campus. The retreat offers employees a time for personal reflection and an opportunity to slow down and renew God's presence in their lives.

Finally, employees are invited to join Campus Ministry staff for breakfast or dinner and a mini talk on Febru-

ary 23. The talk is designed to provide a lift to employees' work energy and religious values.

The hour-long breakfast program begins at 7:30 a.m., the dinner program at 5 p.m., in the University Center Faculty Dining Room.

Call ext. 4485 to make reservations or for more information about these programs.

Passages Marriage

John Nunes, News Bureau director, and Cheryl Johnson on December 5 in a private ceremony. The couple honeymooned in Puerto Vallarta.

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

FEBRUARY

Thursday, Feb. 4 & Friday, Feb. 5

"Federal Sector Labor Relations: Past, Present and Future," a national conference which will explore the nature and problems of the Civil Service Act on its 10th anniversary. Among the scheduled speakers: U.S. Attorney General Edwin Meese, Congresswoman Patricia Schroeder, former U.S. Department of Labor secretaries William Usery and Willard Wirtz. Fee. Kona Kai Beach & Tennis Resort. 260-4817.

Friday, Feb. 5

Baseball vs. UCLA. 2 p.m., baseball field. Free. 260-4803.

Distinguished Speakers Series. "Leadership and Teamwork: Bricks or Cathedrals." Jim Lundy, author of *Lead, Follow or Get Out of the Way*. Continental breakfast 7:30 a.m., lecture 8 a.m., Manchester Conference Center. \$15. 260-4585.

Saturday, Feb. 6

Baseball vs. Cal Poly Pomona. 1 p.m., baseball field. Free. 260-4803.

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

Tuesday, Feb. 9

Baseball vs. Claremont-Mudd. 2 p.m., baseball field. Free. 260-4803.



Tuesdays, Feb. 9 & 11

"Fundamentalism: A Quest for What?" Fr. Robert Kress, chair, department of religious studies. 7-9:30 p.m., DeSales Hall, room 209. Sponsored by Institute for Christian Ministries. \$10 before February 4; \$15 at the door. 260-4784.

Thursday, Feb. 11

Baseball vs. Pt. Loma College. 2 p.m., baseball field. Free. 260-4803.

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

Friday, Feb. 12

Business Update Breakfast Seminar. "Getting Your Organization Ready for the Coming Economic Crunch." Dr. Fred Bahr, professor of business policy and strategic assessment. Continental breakfast 7:30 a.m., seminar 8 a.m., Manchester Conference Center. \$15. 260-4585.

Saturday, Feb. 13

Baseball vs. Fresno State. 1 p.m., baseball field. Free. 260-4803.

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

Sunday, Feb. 14

Baseball vs. Fresno State. 1 p.m., baseball field. Free. 260-4803.

Monday, Feb. 15

Baseball vs. Fresno State. 2 p.m., baseball field. Free. 260-4803.

Thursday, Feb. 18

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

Friday, Feb. 19

Business Update Breakfast Seminar. "You're Fired!" Dr. Miriam Rothman, assistant professor of management. Continental breakfast 7:30 a.m., seminar 8 a.m.,

Manchester Conference Center. \$15. 260-4585.

Baseball vs. Long Beach State. 2 p.m., baseball field. Free. 260-4803.

Saturday, Feb. 20

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

Tuesday, Feb. 23

Baseball vs. San Diego State University. 2 p.m., baseball field. Free. 260-4803.

Wednesday, Feb. 24 through Saturday, Feb. 27

Master of Fine Arts in Drama program presents John Vanbrugh's "The Relapse." 8 p.m., Sacred Heart Hall, Performing Arts Center. Fee. 260-4524.

Thursday, Feb. 25

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

Saturday, Feb. 27

Men's basketball vs. Loyola Marymount University. 7:30 p.m., Sports Center. Fee. 260-4803.

Monday, Feb. 29

Baseball vs. Penn State. 2 p.m., baseball field. Free. 260-4803.

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



University of San Diego

Publications Office
DeSales Hall
Room 274