Dr. Hughes seeks more input from faculty, staff

By Jacqueline Genevese

"Dr. Hughes, it was suggested in the education department that we barter parking spaces in order to raise money."

Education professor Bob Infantino offered this unusual approach to fund raising during President Author E. Hughes’ annual address to the University community September 2.

Dr. Infantino’s suggestion—and several other questions from faculty members—represented a break in the traditional "straight speech" format of Dr. Hughes’ annual address. Adding a 20 minute question and answer session was necessary because "the subjects this year were complex, and I thought it would be more appropriate to ask for your input on the agenda we should pursue in the year ahead," the president explained.

Dr. Hughes said he would extend the question.

Burns, Conard receive top employee accolades


Those are a few of the reasons secretaries Alice Bruns and Peg Conard were named co-winners of USD’s 1988 Staff Employee of the Year Award at the (Please see page 2)

Sessions set to introduce "BenUflex"

Employees will be introduced to the University’s new flex benefits plan at a series of workshops in October.

Among the major features of the plan—called BenUflex for short:

• An employee already covered by a spouse’s medical or dental insurance may choose not to enroll for similar USD-provided

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Top employee accolades

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fourth annual Staff Appreciation Picnic July 26.

Bruns, a senior secretary for the Institute of Christian Ministries, has worked at USD since 1980. Conard, a senior secretary for the College of Arts and Sciences dean’s office, joined the University community in 1979.

Ironically, both women will retire in December.

"I am pleased we can honor such dedicated, hard-working people before their retirement," said President Author E. Hughes.

Bruns was described on the nomination form by her supervisors, Fr. Ron Pachence, Sr. Irene Cullen and Dr. Helen deLaurentis, as a secretary without peer.

"...She never complains and always turns out first-quality work," wrote Fr. Pachence. "I can’t think of a single occasion when I was even remotely displeased with her job performance."

Wrote College of Arts and Sciences Assistant Dean Betsy Winters about Conard: "She exemplifies all the positive values that USD preaches and USD has been enriched by her integrity, her dedication and her love, and I, for one, am grateful to have worked with her."

Bruns and Conard will have their names added to a plaque listing previous winners that is displayed in the lobby of DeSales Hall. Each also will receive an individual plaque and a $200 gift certificate to the store of their choice.

The winners and runners-up for the award will be honored at a December luncheon as well.

Named runners-up were Barbara Wegener, senior secretary for the School of Education; and Lois Scheer, a library assistant in the law library.

Other employees nominated for the top award but not among the finalists were Shelly Barnes, typesetter/paste-up artist, Print Shop; Lourdes (Lulu) Baradas, leadperson, General Services; Therese Crom, senior secretary, Dining Services; Marvin (Dusty) Draper, leadperson, General Services; Ed Helzer, offset press operator, Print Shop; Sheryl Lorey-McAtee, senior secretary, Graduate Admissions; Bill Munz, safety division supervisor, Safety and Security; and Pat Orbits, accounts payable supervisor, Controller’s Office.

Department supervisors nominated employees for the award.

"I take pride in the work each and every one of you do for the University of San Diego," Dr. Hughes said to the picnickers. "You all deserve recognition for your contributions to this very special university."

Before honoring USD’s top employees of the year, the President handed out 5-, 10-, 15- and 20-year service awards (See separate story.) He also presented a clock to 30-year employee Manuel Hernandez, a carpenter with Building Maintenance.

Also honored at the picnic was Dave Navarro, director of operations for the University Center, who was named Administrator of the Year by the Staff Employees Association.

Watch for profiles of the picnic honorees in upcoming issues of Alcala View.

Passages

Deaths

The father of Dr. Jack Pope, director of academic computing, in early July.

Sr. Florence Bourret, sister of Sr. Annette Bourret, director of graduate admissions, in mid-July.

Laura Auerbach, wife of Carl Auerbach, distinguished visiting professor of law, in late July.

May Sableberg, mother of Dr. Irene Palmer, former dean of the Hahn School of Nursing, on August 21.

Has something notable happened in your life? Recently married? A new parent? Share your news with the USD community by phoning ext. 4684, or send to Publications Office, DeSales 274. We’ll include the news in an upcoming issue of Alcala View.
Sessions set for BenUflex

(Continued from page 1)

coverage (without proof of other coverage) and receive tax-
able cash instead.

* Each employee will receive a cash contribution from the University to be used to pay for the medical and dental benefit plans selected.

* Employees can put pre-tax dollars into reimbursable spending accounts for out-of-pocket medical expenses and dependent care expenses.

* Dependent medical and dental insurance premiums also can be paid with the pre-tax dollars.

All of which adds up to tax savings for both employees and the University, more cash for employees who are covered by a spouse’s insurance plans and elimination of duplicate coverage, according to Dr. Judith Munoz, director of human resources.

The University will continue to automatically provide some “core” benefits for all employees, including:

* Long-term disability insurance. Employees may choose taxation of the premium or the benefit.

* Travel insurance while on USD business.

* Accidental death and dismemberment insurance.

* Life insurance at the rate of twice an employee’s annual salary. (Employees hired prior to April 1, 1980 who are still under 40 years of age receive three times annual salary.)

* Vacation.

* Holidays.

* Tuition remission/assistance.

* Retirement.

The new plan becomes effective January 1, 1989. Although the amount of money to be allocated to employees for the purchase of benefits is still undetermined, Dr. Munoz says the amount will exceed the cost of the least expensive medical and dental employee premiums.

The upcoming informational sessions will cover the University’s medical and dental plans and rates as well as the ins and outs of BenUflex. Employees are asked to attend one of the following sessions:

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Congrats to service award recipients

Congratulations to the following staff employees who received service awards at the July 26 Staff Appreciation Picnic:

**5 Years**
- Van Huynh, Purchasing; Mark Hagl, Dining Services; Dornell Cerro, Copley Library; Susan Waters, Registrar; Socorro Ellis, General Services; John Beale, Safety & Security; Ludmila Benengoltz, Law Library; Betty Chapman, Student Affairs; Elizabeth Carroll, Law

**10 Years**
- Mary Robbins, Registrar; Jose Briseno, General Services; Alfred Sutlick, Safety & Security; Lonnie Turner, Safety & Security; Ina Levy, Law School; Edward Helzer, Print Shop; Dino Navarro, General Services; Rosemary Getty, Law School; Maria Elena Briseno, General Services; William Geddes, General Services; Sheryl Lorey-McAtee, Graduate & Continuing Education; Monica Wagner, Arts & Sciences.

**15 Years**
- Manuel Rivera, Building Maintenance; James Carter, General Services.

**20 Years**
- Pat Orbits, Accounting.

**30 Years**
- Manuel Hernandez, Building Maintenance. Congratulations as well to the following administrators on their service achievements:

**5 Years**
- Andrew Berg, Sports Center; Edward Shafranske, Educational Development Center; Mohammed Ghods, Student Affairs; Betsy Winters, Arts & Sciences; Louhelen Hasman, Human Resources; Carol Halstrom, Law Center; Elizabeth Carroll, Law School; Richard Danford, Law School; Brian Fogarty, Sports Center; Kathryn Whistler, Law Library; Warren Muller, Admissions; Lester Snyder, Law School.

**10 Years**
- Fr. Patick Cahill, Sports Center; Barbara Burke, Career Counseling; Susan Sullivan, Graduate & Continuing Education; Patricia Helm, Mail Center; James Whitaker, Admissions.

**15 Years**
- Fr. Paul Donovan, Educational Development
Lady Luck knocks

Door prize winners at the July 26 Staff Appreciation Picnic included:

- Liz Aleman, gourmet cheeses; Susie Waters, El Tecolote meal; Myra Amer-son, Provo Salon hairstyle; Manuel DaLuz, Humphreys meal; Ann Ochs, Sees candy; Carol Harris, Wild Animal Park tickets;
- Myra Amer-son, Provo Salon hairstyle; Manuel DaLuz, Humphreys meal; Ann Ochs, Sees candy; Carol Harris, Wild Animal Park tickets;
- Florence Gillman, Hungry Hunter meal; Norma Moriarty, Presidio Florist gift certificate; Dennis Hatch, Starlight Theatre tickets; Pat Davis, Weber Oven; Martha Zamora, United Artists Theater tickets; Keith Francis, San Diego Charger tickets;
- Emma Sanders, Popcorn Addicts; Mary Quick, San Diego Symphony tickets; Betsy Winters, Dining Services picnic basket; Kathy Kashima, Marie Cal- lendars meal; Mark Kearns, Metropolis Salon hairstyle; John Sutherland, San Diego Zoo tickets; Cheryl Church, United Artists Theatre tickets; Susan Jar- rold, Holiday Inn Embar-cadero weekend for two; Maria Martinez-Cosio, San Diego Repertory Theatre tickets; Dr. James Moriar-ty, NYPD meal; Sue Pillsbury, Sea World admission.

Classified

For Sale
- Reliable car. '84 Olds Cutlass. Full power, air cond., 4-dr. Good condition. $4500. Call Charles Reilly, Univ. Relations, ext. 4681.

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

It was billed as a Mexican-style fiesta, so Socorro Ellis, Rich Lotner and Maria Elena Briseno came dressed in style.

New staff, promotions

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

- Maria Berstein, secretary, Law School; Dara Boland, clerical assistant, Dining Services; June Breza, clerical assistant, Law School; Kevin Buck-ley, secretary, NROTC; Alicia Buenrostro, data entry clerk, Management Services; John Bunton, unit leader, Banquets/Catering; Tammy Burns, administrative/executive assistant, Test Preparation; Patricia Dehaini, technical assistant, Law Library; Richard Lopez, gardener, Grounds Maintenance; James Majes-ki, clerk, Mail Center; Ryan Marsh, clerk, Human Resources; Sam Maynard, clerical assistant, Human Resources; Elbert Mc-
- Dowell Jr., secretary, Arts & Sciences; Ann Ochs, clerk, Law School; Jean Pehrsson, secretary, Arts & Sciences; Fred Reese, Lead Computer Operator, Data Processing; Eleanor Sonido, media assistant, Media Center; Michael Tinsley, technical assistant, Law Library; Thu Tran, custodian supervisor, General Services; Jeanne Heffron, secretary, Arts & Sciences.

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

- Leopoldo Briseno from special services lead to custodian supervisor, Custodial Services; Christopher Carey from casual worker I, General Services, to custodian I, Custodial Services; Francisco Garcia from custodian I to custodian II, Law School Custodial; Carla Grier from assistant cook (temporary) to assistant cook (regular), Deli; Angela Hastings from secretary I to secretary II, Graduate Admis-
- William Heaps from maintenance mechanic II to plumber II, Building Maintenance; Christopher Hern-andez from painter I (temporary) to painter I (regular), Building Maintenance; Maria Luis from custodian I, Custodial Services, to housekeeper I, Housekeeping Services; Steven Martin from clerk to clerical assistant I, Bookstore; Dino Navarro from special services worker to special services lead, General Services; Kimberly Parks from secretary II to senior secretary, Law School; Jose Regalado from gardener I to gardener II, Grounds Maintenance; Frederica Teer from secretary I to clerical assistant I, Financial Aid; Carolyn Zorola from casual worker II (temporary), Grille/Deli, to unit leader (regular), Main Dining Room.
Faces have familiar ring to Amerson

Telephone operator Myra Amerson may spend most of her day on the telephone, but that doesn't prevent her from noticing the physical characteristics of USD's administrators.

Amerson made that point clear when she won the "Face You'll Never Forget" contest sponsored by Human Resources in July, correctly matching all 12 photos showing features of administrators to the list of names provided.

Amerson actually was one of nine employees to correctly match all the names with photos, but she prevailed in a drawing held for all those submitting perfect entries.

Her reward included coupons for two fudge sundaes at Farrell's, a haircut and style at a beauty salon and two tickets to the Old Globe tour.
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Here's '88 - '89 salary schedule

The 1988-89 staff pay schedule included in this issue of Alcala View reflects a two percent salary increase at the minimum of each pay grade and a four percent increase at the maximum.

The new pay schedule became effective September 1.

In addition, all probationary and regular staff employees received a two percent salary increase effective with the August 29 pay date. The increase reflects a desire by the University to make staff salaries more competitive with similar jobs in the community, according to Dr. Judith Munoz, director of human resources.

Dr. Munoz suggests that staff employees invest the pay increase in the University's retirement plan if they don't already participate. The plan requires a staff employee to invest two percent of his or her salary in a retirement fund; the University then contributes another 10 percent of the employee's salary to the plan.

During the 1988-89 academic year, the University's merit pool for staff salary increases will be six percent.

It is unclear to many staff employees, and their supervisors, how to charge time away from work that is due to an emergency. The Staff Employees Association (SEA) asked Dr. Judith Munoz, director of Human Resources, to clarify the policy in regard to emergency leave.

Q. Do staff employees have emergency leave?
A. There is no specific emergency leave policy. However, employees may use sick leave in response to "certain unavoidable emergency absences of short duration (one day or less)." See page 50 of Staff Employee Personnel Policy Manual.

Q. What qualifies as an emergency?
A. An emergency is defined as "an unexpected situation or occurrence that demands immediate attention." For example, a child-parent conference, court appearance, or driver's license renewal would not meet that criteria. Being in an auto accident that made one late for work could meet the criteria, but time off to make arrangements for car repairs would not. For USD purposes, emergency is defined fairly narrowly. The situation must be unexpected and require immediate attention.

Q. Who decides if the situation is an emergency?
A. The employee's supervisor and/or department head. The supervisor approves the use of sick leave for emergency purposes.

Q. Can an employee use two consecutive days of emergency leave?
A. No. That is, unless there are two different emergency situations. The policy states it can be used for one day or less. Whereas emergency situations may have consequences that are ongoing, the required immediate attention is usually of short duration. Vacation time and time off without pay may be used for issues that require the employee to be away from work.

Q. Is there a limit on the amount of sick leave that can be used in one year for emergencies?
A. No. The use of sick leave for emergencies is at the discretion of the supervisor/department head. All employees should talk with their supervisor to learn their department's internal procedures for emergencies. The use of sick leave to take care of an ill spouse or dependent is limited to five days per year.

Q. How is the use of sick leave for emergency purposes reported?
A. The code S is put on the time card/sheet with the appropriate hours. Employees and supervisors sign time card/sheet verifying their accuracy.
Coming Up

SEPTEMBER

17 Saturday

Law Alumni Association "Career Choices" seminar. 9 a.m.-noon. 260-4692.

Football vs. Claremont-McKenna College. 7:30 p.m., Torero Stadium. Fee. 260-4803.

18 Sunday

21 Wednesday
Soccer vs. Pt. Loma College. 3:30 p.m., soccer field. Free. 260-4803.

22 Thursday


23 Friday

24 Saturday
Cross Country, Aztec Invitational. 8 a.m., Balboa Park. Free. 260-4803.

27 Tuesday

28 Wednesday

Soccer vs. Cal State San Bernardino. 3:30 p.m., soccer field. Free. 260-4803.

30 Friday
Cross Country vs. Loyola Marymount University, Cal State San Bernardino. 4:30 p.m., Morley Field. Free. 260-4803.

OCTOBER

2 Sunday
Recital to dedicate new Baldwin concert grand piano. Fr. Nicolas Reveles, pianist. 4 p.m., Camino Theater. General admission, $7; seniors, $5; students with i.d., $3. 260-4600, ext. 4486.

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

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