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AlcaláView UNIVERSITY OF SAN DIEGO

Dr. Hughes seeks more imput 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

(Please see page 5)



An appreciative Alice Bruns, who credits USD for "enriching my life," and a "stunned and really excited" Peg Conard listen to President Author E. Hughes describe their accomplishments moments after the two secretaries were named co-winners of the 1988 Staff Employee of the Year Award at the July 26 Staff Appreciation Picnic.

Burns, Conard receive top employee accolades

Hard working. Cooperative. Caring. Generous. Efficient.

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, hardworking 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 runnersup 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) Barradas, 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.



A 27,000-square-foot expansion of the Law Library is under way. Completion of the expansion is scheduled by June, 1989.

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, distin-

guished 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 (withproof of other coverage) and receive taxable 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 pretax dollars into reimbursable spending accounts for out-ofpocket medical expenses and dependent care expenses.
- * Dependent medical and dental insurance premimums 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**.

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 Berengolts, Law Library; Betty Chapman, Student Affairs; Elizabeth Carroll, Law

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.
- * Tuitition 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 undeter-

Library; 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: Shervl Lorey-McAtee, Graduate & Continuing Education; Monica Wagner, Arts & Sciences.

10 Years

Tina Miller, Law Library; Theresa Crom, Dining Services; Penny Navarro, Grad. & Cont. Education; LaVerne Hanscom, Presidents Office; James Bailey, Safety & mined, 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 Ben-Uflex. Employees are asked to attend one of the following sessions:

Date	Time	Place
Monday, Oct. 3	9-10 a.m.	U.C. Forum A
-	2-3 p.m.	U.C. Forum A
Tuesday, Oct. 4	9-10 a.m.	U.C. 103AB
· · · · · · · · · · · · · · · · · · ·	3-4 p.m.	U.C. 103AB
Thursday, Oct. 6	9-10 a.m.	U.C. Forum A
•	2-3 p.m.	U.C. Forum A
Monday, Oct. 10	9-10 a.m.	U.C. Forum A
•	2-3 p.m.	U.C. Forum A
Tuesday, Oct. 11	9-10 a.m.	U.C. Forum A
• ,	2-3 p.m.	U.C. Forum A
Friday, Oct. 14	10-11 a.m.	U.C. Forum A
•	2-3 p.m.	U.C. Forum A
Monday, Oct. 17	9-10 a.m.	U.C. Forum A
• • • • • • • • • • • • • • • • • • • •	2-3 p.m.	U.C. Forum A
Tuesday, Oct. 18	9-10 a.m.	U.C. 103AB
•	2-3 p.m.	U.C. Forum A
Friday, Oct. 21	10-11 a.m.	U.C. Forum A
	2-3 p.m.	U.C. Forum A
Friday, Oct. 28	10-11 a.m.	U.C. Forum A
• •	2-3 p.m.	U.C. Forum A

Security; Marcos Lopez, Grounds Maintenance; Mary Ann Kennedy, Health Center; Bill Munz, Safety & Security.

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 Hassan, 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 Amerson, 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 Callendars meal; Mark Kearns, Metropolis Salon hairstyle; John Sutherland, San Diego Zoo tickets: Chervl Church, United Artists Theatre tickets; Susan Jarrold, Holiday Inn Embarcadero weekend for two; Maria Martinez-Cosio, San Diego Repertory Theatre tickets; Dr. James Moriarty, NYPD meal; Sue Pillsbury, Sea World admis-

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 (maximum 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 Brashares, clerical assistant, Law School; Kevin Buckley, 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 Majeski, clerk, Mail Center; Ryan Marsh, clerk, Human Resources; Sam Maynard, clerical assistant, Human Resources; Elbert McDowell 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; Francisca 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-

sions; William Heaps from maintenance mechanic II to plumber II, Building Maintenance; Christopher Hernandez 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.

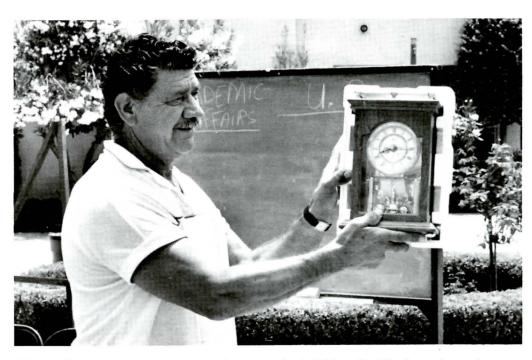
Amerson actually was one of nine employees to correctly match all the names with photos, but she prevailed in a drawing held for all those submitting perfect entries.

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.

Student Affairs publications available

The 1988-89 edition of the undergraduate student handbook "Archways" and a new publication, the "Graduate Student Handbook," are available in the Student Affairs Office in the University Center. Call ext. 4590 to request a copy.

Credit for much hard work on both projects goes to student activities secretary Ronny Kieft.



Manuel Hernandez displays the clock he received July 26 from Dr. Hughes to honor the carpenter's 30 years of service at USD. Hernandez began working as a carpenter for Bishop Buddy in 1958. He helped build the University's fieldhouse and University High School, and built all of the pews in the Immaculata. Hernandez was a co-winner of the Employee of the Year Award in 1986.

Dr. Hughes seeks imput

((Continued from page 1)

and answer concept to small group meetings he plans with faculty throughout the year.

He said he wanted to discuss in more detail the items covered in his remarks as well as other topics of interest to the faculty.

In his remarks, Dr. Hughes discussed the importance and history of USD's goals and mission and reassured his listeners "There really is a long term plan for the University." A ripple of laughter went through the audience as Dr. Hughes lifted a voluminous binder saying, "This is it!" Although admitting the volume "read like a telephone book," the president invited everyone interested to read one of the several copies available on campus.

The second issue on Dr. Hughes' agenda was the capital campaign. "It is not at all unusual to spend 10 percent of a goal amount in order to achieve that goal," he explained. Referring to USD's development department, he asked: "Are they doing a good job? Well, they've raised almost \$20 million and haven't spent \$2 million yet."

Dr. Hughes then discussed faculty workload and faculty salaries. "I realize that inequalities exist internally at this institution," he acknowledged. In order to reduce these inequalities, he expressed the need for long term goals concerning faculty salaries. "I think it is important for us to know where we want to go with the salaries."

"The real reason," he continued, " that I am worried about faculty salaries, is that we are in for a difficult time replacing and adding quality faculty. If we don't have a salary level commensurate with the quality institution we are--that needs serious consideration."

On the topic of faculty workload, Dr. Hughes expressed a desire to maintain the low student/faculty ratio that distinguishes USD from other universities. "If we increase class size in order to decrease the work load, what does that do to the student/faculty ratio?"

The president said he would attend some faculty meetings during the year in an attempt to better understand the issue of faculty workload. "You have to tell me what is a viable use of a professor's time," he said.

Following the presentation, faculty and staff members attended a reception hosted by the president and his wife Marge.

STAFF SALARY SCHEDULE 1988 - 1989

Maximum	4	7.47 1295 15,538	8.42 1459 17,514	9.16 1588 19,053	10.35 1794 21,528	11.69 2026 24,315	13.22 2291 27,498	14.93 2588 31,054
	37.5	7.47 1214 14,567	8.42 1368 16,419	9.16 1489 17,862	10.35 1682 20,183	11.69 1900 22,796	13.22 2148 25,779	14.93 2426 29,114
Third Quartile	4	6.93 1201 14,414	7.82 1355 16,266	8.37 1451 17,410	9.46 1640 19,677	10.69 1853 22,235	12.08 2094 25,126	13.65 2366 28,392
	37.5	6.93 1126 13,514	7.82 1271 15,249	8.37 1360 16,322	9.46 1537 18,447	10.69 1737 20,846	12.08 1963 23,556	13.65 2218 26,618
Mid-Point	4	6.39 1108 13,291	7.21 1250 14,997	7.58 1314 15,766	8.57 1485 17,826	9.68 1678 20,134	10.94 1896 22,755	12.36 2142 25,709
	37.5	6.39 1038 12,461	7.21 1172 14,060	7.58 1232 14,781	8.57 1393 16,712	= 9.68 1573 18,876	10.94 1778 21,333	12.36 2009 24,102
Nuartile	4	5.84 1012 12,147	6.61 1146 13,749	6.79 1177 14,123	7.68 1331 15,974	8.67 1503 18,034	9.80 1699 20,384	11.08 1921 23,046
First (37.5	5.84 949 11,388	6.61 1074 12,890	6.79 1103 13,241	7.68 1248 14,976	8.67 1409 16,907	9.80 1593 19,110	11.08 1801 21,606
Base	4	5.30 919 11,024	6.00 1040 12,480	6.00 1040 12,480	6.78 1175 14,102	7.66 1328 15,933	8.66 1501 18,013	9.79 1697 20,363
	37.5	5.30 861 10,335	6.00 975 11,700	6.00 975 11,700	6.78 1102 13,221	7.66 1245 14,937	8.66 1407 16,887	9.79 1591 19,091
	Grade	1a	1b	N	ო	4	ιο	9

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.

This doesn't mean, cautions Dr. Munoz, that all employees will receive a six percent pay raise following their annual merit review.

"The increases will be based on performance, so some employees will get more than six percent, some less," she says.



Dave Navarro and his wife Penny react after Dave was named the Staff Employees Association Administrator of the Year July 26.

Dr. Munoz clarifies emergency leave policy

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 childparent 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. It 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

"The Hymnal." Institute for Christian Ministries lecture. Rev. Robert Thompson. Camino 131. 9 a.m.-4:30 p.m. \$15 before Sept. 17, \$20 after. 260-4784.

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

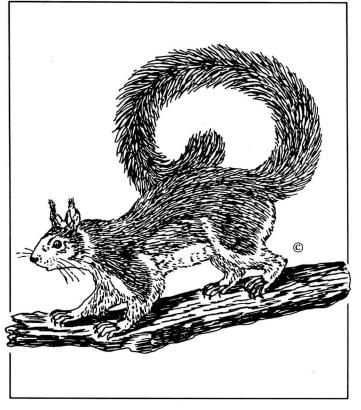
Panel discussion. "Nofault, Tort and Insurance Reform: Focusing on the Issues." Features University of Virginia professor Jeffrey O'Connell and Ralph Nader. 7 p.m., University Center. Free with ticket. Ext. 4650.

21 Wednesday

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

22 Thursday

Opening night reception, "Hmong Pandau: Needlework of the Golden Triangle" exhibit. 5-7 p.m., Founders Gallery. Free. 260-4600, ext. 4261.



"The American Church Experience." Institute for Christian Ministries lecture series begins. Fr. Robert Kress, associate professor of theological and religious studies. Salomon Hall. Continues through October 6. 7-9:30 p.m. Fee. 260-4784.

23 Friday

"Hmong Pandau: Needlework of the Golden Triangle" exhibit opens. 12-5 p.m. weekdays, Founders Gallery. Free. Continues through October 19. 260-4600, ext. 4261. 24 Saturday

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

27 Tuesday

"Psychological Insights for a Healthy Spirituality." Institute for Christian Ministries lecture series begins. Dr. Bob Barrett. Salomon Hall. Continues through October 11. 7-9:30 p.m. Fee. 260-4784.

28 Wednesday

Law Alumni Association sports night: San Diego Padres vs. Los Angeles Dodgers. Tailgate dinner and game. \$13, 238-0551.

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.

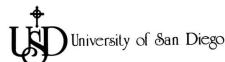
OCTOBER

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.

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