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Expanded tuition remission now available to staff employees

By Jacqueline Genovese

May 21, 1991 will go down as a historic date for the staff employees of USD. That is the day the President's Advisory Council approved an expansion of the tuition remission benefit for staff employees.

The benefit — which provides 100 percent tuition remission for full-time, benefits-eligible employees, their spouses and children who enroll at USD — previously was available only to faculty and administrators, while staff employees received a reduced tuition remission/assistance benefit.

But thanks to hard work on the part of the Staff Employee Association (SEA) and the Human Resources office, staff employees will now enjoy a benefit similar to the benefit faculty and administrators have had. At the same time, the benefit for faculty and administrators has been changed.

All employees will receive a copy of the revised policy in the campus mail, and are encouraged to read it. "I recommend that all employees read the policy carefully," says Dr. Judith Munoz, director of human resources. "For faculty and administrators, some things in the policy have changed, like availability of tuition remission over intersession and summer session."

Kathi Spittel (formally Goldman), director of residential conference programs and former president of the SEA, is "very, very pleased," with the revised benefit. "When I became president of the SEA two years ago, I had some brainstorming sessions with the members," she recalls. "One thing that came up time and time again was that the staff employees couldn't afford to send their kids to school here. The way the policy was before, a staff employee's child could only receive tuition assistance for three classes a year."

Spittel and other SEA members called schools similar to USD — Loyola Marymount, University of San Francisco and Santa Clara University — and discovered that those schools offered full tuition remission to staff employees.

When the 1991 Benefits Advisory Committee was formed, President Author E. Hughes asked Spittel and staff employees Will Polimadei and Ruben Valdez to join. "I learned a lot on the committee and during the process," Spittel says. "It was educational and eye-opening to sit on a committee with Sally Furay and Jack Boyce and look at the big picture and the budget for the whole university, and get an idea of the costs associated with different benefits."

The President's Advisory Council approved the expansion of the tuition remission benefit, mandating that it not exceed one percent of the university's overall operating budget, (for 1991-'92, one percent is just under $900,000).

Students using the tuition remission benefit must meet all applicable terms and conditions for enrollment at USD, such as entrance requirements, admission procedures and deadlines, good academic standing and payment of application fees.

Under the new policy, tuition remission will not cover intersession, and tuition remission for the summer session will be on a funds-available basis.

Students applying for tuition remission who meet certain financial criteria will be required to apply for state or federal grants through the financial aid office. "These state and federal grants are just that, grants," says Dr. Munoz.

(Continued on page 3)
"Behind the scenes" Scheumack vital to USD's growth

By Jacqueline Genovese

When Jack Boyce asked Palma Scheumack on April 29 to come to his office and sign some forms for her retirement, she knew he wasn't telling the entire truth. "I've known Jack for 20 years, and I can tell when he's up to something!" laughs Scheumack, who retired April 30 after 15 years as director of university services.

What Boyce was "up to" was a surprise party for the hard-working Scheumack, who hoped to slip unnoticed into retirement. "Jack knows me, and he knew I would never agree to a party for myself," she explains with a soft smile.

A self-described "behind the scenes" person, Scheumack has been responsible for four of the most visible departments on campus — the Bookstore, Mail Center, Purchasing and Print Shop — for the last decade and a half. She is quick to credit her managers — Leroy Weber, Pat Helm, Michael O'Cull and Mary Griffith — for the success those departments have enjoyed over the years.

"I was very fortunate because they all stayed with me the whole time I was here," Scheumack says. "I couldn't have managed without their help and support."

What Scheumack "managed" to accomplish during her tenure was by all counts incredible. During her April 29 send-off, Boyce, vice president for financial affairs, alluded to the first years of Scheumack's employment. "People now complain about the parking here," he said.

"If they only knew what things were like before, when Palma first came to USD, they wouldn't be complaining!"

Boyce was referring to a Mail Center that manager Pat Helm says at the time (1977) was "atrocious. When I first came here, Palma, myself and another lady who worked in Purchasing, worked an entire weekend sorting mail that had been piling up for months. We only had $37 in petty cash to use for purchasing stamps. It was awful!"

Helm credits Scheumack's supportive supervisory style for the turnaround the Mail Center has achieved. "Palma was always supportive, and always tried to get whatever I needed for the Mail Center. I hate to see her go, but I'm happy for her because I know that's what she wants."

The Bookstore underwent a similar transformation during Scheumack's years as university services director. "The Bookstore was in a room in Serra Hall, and the storage room used to be an old freezer, and it smelled like formaldehyde," she remembers. In those early years, the bookstore annual volume was about $300,000. Last year the volume was $3.2 million.

Another area that grew remarkably during Scheumack's tenure was the Print Shop, which was small and contained out-dated equipment when she arrived at Alcala Park. "With Palma's guidance, the print shop has expanded, the staff has doubled, and the volume has increased fivefold," says O'Cull, print shop manager for the past 20 years. "I know Arizona was calling her, but Palma will be missed at USD."

Her former boss Boyce agrees. "Palma's job was difficult in that many of her departments interfaced with different groups on campus," he says. "And it's an indication of her abilities as a supervisor that there was very low turnover in her departments during the whole time she was here."

Retirement plans for Scheumack include "creative" endeavors like painting and writing. "I've always been interested in those sorts of things, but I never had a chance to pursue them," she says softly.

One project that she plans to pursue with great diligence is a book for her family. "I have over 200 original letters dating from the 1790s to the 1860s that were written by my relatives," she says, her eyes bright with excitement. "My great-great-grandfather had dinner with President Polk, and wrote a letter about it! Another great-great-grandfather helped write the first constitution for the state of Tennessee. And another relative was a major in the Mexican War."

When she isn't painting or working on her book, Scheumack will be able to relax on the porch swing that was presented to her by her co-workers upon her retirement. "That was a perfect gift," she says with a smile, "It will get a lot of use."
**Benefit Briefs**

*By Vicki Coscia, Benefits Manager  
Maggie Davison, Benefits Assistant*

**REMINDER**... Do you need to change beneficiary information on your life insurance and/or retirement? Family relationship changes such as marriage, birth, death or divorce may require changes in beneficiary information. Also, address and phone number changes need to be recorded as well. Betty in Human Resources has the forms and information you need to make these changes.

**YOU CAN**... Increase or decrease your retirement contribution any time during the calendar year. The IRS allows one change per year. USD's basic retirement contribution is two percent from the employee and 10 percent from the university. Employees may choose to contribute more than two percent as a voluntary contribution. Call ext. 8764 for more information.

**IMPORTANT**... Did you know long-term disability (LTD) benefits are reported to the IRS as taxable income in the year you receive the benefit? After an LTD claim has been approved the employee may receive up to 2/3 of his/her eligible salary as benefit income. Employees can avoid having to report this income to the IRS if they elect to have taxes withheld from their paycheck on the monthly premiums paid to the LTD carrier. For example: LTD's monthly premium on an annual salary of $15,000 is $5.12. The estimated tax on the premium is $1.53 per month. If you pay the monthly tax of $1.53, benefits would be tax-free. Taxes must be paid on monthly premiums BEFORE the employee files an LTD claim. LTD insurance covers leaves of absences lasting longer than 90 days that result from a job or non-job related illness or injury. If you’re interested in receiving LTD as a tax-free benefit, contact Maggie at ext. 8762.

**SEA Cookbook**

Discover your fellow employees' favorite recipes in the Staff Employee Association’s Employee Cookbook. They’re only $5 and available now in the Bookstore. Hurry before they’re all gobbled up!

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**Picnic to honor staff employees**

*Al Turner and the KSON Flatbed Show will provide entertainment at the July 26 Staff Employee Appreciation Picnic.*

The hard work and dedication of USD employees will be recognized on Friday, July 26. That’s the date of the seventh annual Staff Employee Appreciation Picnic, a yearly event that honors employees for their service and contribution to the university.

All employees, including USD retirees, are invited to the picnic, which is scheduled from noon to 3:30 p.m. at the grass field behind Copley Library.

Presentation of staff service certificates and pins, and announcement of the 1991 Staff Employee of the Year will highlight the event.

The Staff Employee Association will present its annual Administrator of the Year award.

In response to positive feedback from employees about last year’s picnic, a country-western theme will be featured again. Barbecue chicken breasts, salad, salsa, garlic bread and cookies will be served up from the chuck wagon of the Santa Maria Barbecue company. Al Turner and the KSON Flatbed Show will again perform a mixture of rock and roll and country tunes. Employees will have a chance to lasso a door prize, and the winner of this year’s employee contest will be recognized. (Look for the contest in next month’s *Alcala View*).

The 1991 winner of the Staff Employee of the Year Award will be selected on the basis of job competence, initiative, relations with others and exemplification of the values of the university.

The top employee will receive a gift and personal plaque in addition to having his or her name added to the

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**Tuition remission**

*(Continued from page 1)*

“That means they do not have to be paid back.” The financial aid requirement will become effective in the 1992-93 academic year.

“What is most gratifying to me about this change in policy is that staff members who themselves have not been able to go to college, and who thought they could never send their children to USD because of the cost, will now be able to send their children here,” Dr. Munoz comments.

Judy Barnes, secretary in the publications office, and a single mother of a USD junior who will benefit this fall from the expanded policy, agrees. “This is really a fabulous benefit, and I think it will help USD retain staff employees.”

The new policy will be in effect beginning fall semester, 1991. For more information, call Human Resources at ext. 4594.
SUMMER 1991

JUNE

5 Wednesday

6 Thursday
Meeting. Alcoholics Anonymous first meeting for faculty and staff. Noon, Serra Hall 317. Call Cynthia, ext. 4756, for more information.

9 Sunday
Sports camps. Camps for boys and girls, ages 7-17. Weekly sessions available for both resident and day campers. Programs include boys basketball, soccer, basics tennis, girls volleyball, baseball, softball, tournament tennis, girls basketball, football and competitive swimming. Continues through August. USD campus. Fee. 260-4593.

24 Monday

29 Saturday

JULY

8 Monday
University of the Third Age.
A program of physical exercise and classes for persons 55 and older. Continues Monday through Thursday, through July 25. $55. 260-4585.

Creative Kids '91. A program for kids in grades two through seven devoted to helping students stretch their creative abilities. Two-week session repeats July 22 through Aug. 2. $75 per class. Students must enroll in at least two classes. 260-4585.

Send calendar items to Judy Barnes, Maher Hall 274.

Is your boss someone to shout about?

If the answer is yes, don’t forget to nominate your boss for the Administrator of the Year Award to be presented at the July 26 Staff Employee Appreciation Picnic. Note: Only staff employees are eligible to nominate an administrator.

Please send nomination forms to Barbara Walsh, Maher Hall 218 or Judy Barnes, Maher Hall 274.

Picnic
(Continued from page 3)

permanent plaque located in the main lobby of Maher Hall. The winner and three runners-up will be invited to a luncheon with President Author E. Hughes later in the year.


Previous winners of the Administrator of the Year award include Dr. Pat Watson in 1985, Dr. Jack Pope in 1986, Mal Rafferty in 1987, Dave Navarro in 1988, Jack Boyce in 1989 and John Sutherland in 1990.

Look for a flyer in campus mail to sign-up for the picnic. This year tickets will only be issued to employees who RSVP, and tickets will be mandatory for lunch. Please remember the picnic is for employees only.

For more information, call Human Resources at ext. 4594.

Don’t Miss...

Has juggling a career and a family taken its toll on you? Time management, stress management and balancing home and career will be the focus of the June 12 secretarial series workshop.

Watch for a flyer in campus mail and plan to register early — these workshops fill up fast!

For more information call Esther Nissenson or Calista Frank at ext. 8761.

Passages

Birth
A son, Michael Philip Nogc Tran, to Thanh Tran, fleet mechanic, Physical Plant, and his wife, Alicia, on April 30. Baby Michael weighed 8 lbs. 7 oz.

Deaths
Catherine V. Gurak, mother of Dr. Stanley Gurak, chair of the math and computer science department, on May 13.

The mother of Dr. Harriet Baber, associate professor of philosophy, in May.