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alcalá VIEW

University
of
San Diego

Employee Newsletter

September 1991
Vol. 8, No. 1

 Printed on Recycled Paper.

Ritenour named 1991 Staff Employee of the Year



Provost Sr. Sally Furay, RSCJ, presents Bonnie "Jean" Ritenour with the Staff Employee of the Year award at the July 26 Staff Employee Appreciation Picnic.

By Jacqueline Genovese

At the 1989 Staff Employee Appreciation Picnic, **Jean Ritenour** earned runner-up honors as Staff Employee of the Year.

At the 1990 picnic, she received a 15-year service award.

So at this year's picnic, Ritenour says, she was going to "Just sit back and relax, because I didn't expect to get anything after the past two years!"

Ritenour was able to sit back, but she didn't relax for too long. When her name was called for the 1991 Staff Employee of the Year Award, the secretary in Law Career Services says she was "more than surprised, I was shocked!"

According to her boss and co-workers, Ritenour had no reason to be shocked. In recommending her as Employee of the Year, **Mary Ann Salaber**, director of career services for the Law School, wrote: "To many alumni and patrons of the office, Jean IS the Career Services Office. She has been a model employee and representative of USD to members of the public... Jean's desk is often the first to be laden with flowers, candy and little gifts from appreciative students and employers."

Ritenour's responsibilities include providing administrative support to the

professionals in the Career Services office, maintaining and updating legal job listings on a daily basis, and working with hiring attorneys, judges, recruiting administrators, students and alumni.

"The best part of my job is working with the professionals in the office,

(continued on page 3)

Alcalá View increases to twice a month

Beginning in October, you'll find the *Alcalá View* in your mailbox twice a month instead of monthly.

We're making the change in an attempt to provide you with more timely information about the university and its activities. You'll find a greater emphasis on campus news as well as a new, more in-depth calendar of upcoming activities.

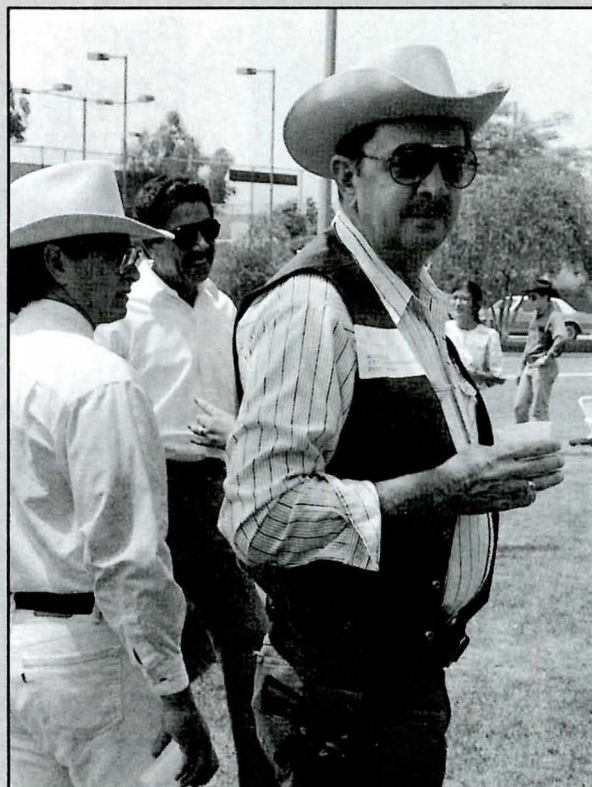
We'll continue to publish features and news about university employees as well.

Let us know what you think about the changes.

— The Editors



The Santa Maria Barbecue Company employees prepare the tasty grub for the seventh annual Staff Employee Appreciation Picnic.



Public Safety's Roman Keating gets into the spirit by dressing in cowboy garb.

A foot-stompin' good time

Last year's successful country-western theme was repeated and improved upon at the seventh annual Staff Employee Appreciation Picnic in July.

In addition to lively entertainment from Al Turner and the KSON Flatbed Show, yummy grub was served up by the Santa Maria Barbecue company, complete with an authentic stagecoach and costumed ranch hands.

Employees joined the spirit too, with numerous individuals dressed in country garb.

Jean Ritenour, secretary in the Law School Career Services Office, was named Staff Employee of the Year (See related story). Runner-up honors went to **Doris Brown**, Chemistry; **Hannah Kinney**, Academic Computing; and **Kathy Spittel**, Housing.

Ritenour received a \$200 gift certificate and her name will join those of



Employees enjoy the music of Al Turner and the KSON Flatbed Show while eating and relaxing at the picnic.

past winners engraved on a plaque hanging in Maher Hall. Ritenour and the runners-up will be honored at a luncheon in December with **President Author E. Hughes**.

Pat Lee and **Cheance Adair**, co-presidents of the Staff Employee Association (SEA), presented the Ad-

ministrators of the Year Award to **Dr. Ed DeRoche**, dean of the School of Education.

June Aleman won four passes to her choice of the Wild Animal Park or the Zoo when she correctly named the employees featured in this year's picnic contest.

Ritenour

(continued from page 1)

they include me in everything and really make me feel like an equal partner," Ritenour says.

The Indiana native plans to retire in 1992, and she modestly admits it will take a special person to fill her shoes. "It will have to be somebody with a lot of patience, somebody who won't be unnerved by answering the same questions over and over," she says with a smile. "But this person will have to realize, even though they've answered the question a hundred times, for the student asking it, it's the first time, and they need the answer!"

Ritenour says one of her favorite memories of USD is a letter a law alumnus wrote to former Law School Dean Sheldon Krantz. "This alum had graduated years before, and had moved out of the area," she remembers. "He moved back to San Diego and came here to look into job prospects. In his letter to Sheldon, he said while he was a student here, he never quite felt like he fit in, but his experience with our office made him feel like he belonged, like he was a part of USD."

Passages

Births

A boy, Domikus-Anthony Ray, to **Betty Howard**, clerical assistant, Human Resources, and her husband, Harry, on June 19. Baby Domikus weighed in at 7 lbs. 3 oz.

A girl, Kaitlyn Alexandra, to **Kathy McMonigle**, secretary, Institute for Christian Ministries, and her husband, Kevin, on Aug. 20. Baby Kaitlyn weighed in at 7 lbs., 15 oz.

A girl, Rebecca Suzane, to **Roxanne Vargas**, head cashier, Accounts Payable, and her husband, Sam, on Aug. 21. Baby Rebecca weighed in at 9 lbs., 8 oz.

Deaths

Weldon Winfrey, father of **Elaine Winfrey**, systems manager, Undergraduate Admissions, in July.

Appointment

LeRoy Weber, former Bookstore director, director of university services in August. Weber will be responsible for the Bookstore, Print Shop, Purchasing, Mail Center and postal operations.

Congrats to service award recipients

Congratulations to the following employees who received service awards at this year's Staff Employee Appreciation picnic:

5 Years

Ana Almeida, Main Dining; **Doug Burke**, Telecommunications; **Eduardo Castro**, Accounting; **Melody Church**, General Services; **Daniel Clark**, Arts and Sciences; **Dorothy Clark**, School of Business Administration; **Manuel DaLuz**, General Services; **Nora Delos Santos**, School of Education; **Teresa Dionisio**, General Services; **Maria Fernandes**, General Services; **Janet Finney**, Media Center; **John Frazer**, Media Center; **Pureza Garces**, Main Dining; **Willie Giles**, Building Maintenance; **Danny Marines**, Mail Center; **Marvin Martz**, Public Safety; **Judy Mersino**, School of Business Administration; **Adriana Moran**, Copley Library; **Maria Naranjo**, Main Dining; **Isaias Nunez**, Main Dining; **Nancy Olson**, Purchasing; **Juleita Pastor**, Copley Library; **Marguerite Peoples**, Media Center; **Josefina Pereira**, University Center Operations; **William Polimadei**, General Services; **Ginny Proctor**, Accounting; **Thang Tran**, Grounds Maintenance; **Eileen Van Tassell**, Telecommunications; **Manuel Vaz**, General Services; **Susan Vizzard**, Sports Center.

10 Years

Lourdes Barradas, General Services; **Mercedes Bennett**, Accounting; **Pat Bermel**, Pardee Legal Research Center; **Frank Orlando**, Building Maintenance; **Josephine Perez**, General Services; **Judith Sandman**,



Frank Orlando receives his 10-year service award at the picnic.

Housing; **Pedro Servin**, General Services; **Thanh Tran**, Fleet Maintenance.

15 Years

Joy Aleman, General Services; **Verna Dennehy**, Law School; **Greg Modugno**, Main Dining; **Margaret Peters**, School of Business Administration; **Ruben Valdez**, Academic Computing.

20 Years

June Aleman, Telecommunications; **Jesus De La Torre**, Grounds Maintenance.

35 Years

Guillermina "Willie" Vallejo, Food Services.

Campus safety reminder

With the beginning of a new academic year, **Don Johnson**, director of public safety, reminds all employees to take safety precautions with the valuables in their office. He suggests taking the following precautions:

1. Lock all doors and windows.
2. Don't leave valuables unattended. (Especially purses.)
3. Identify all items by serial numbers.

4. Require identification before allowing an unknown person into your area.

5. Report any and all suspicious activity to Public Safety.

6. Take a daily inventory of all valuable items.

7. Report all thefts and missing property IMMEDIATELY.

8. Don't loan out your keys.

9. Limit the number of keys issued to an area.

10. Lock-down all computers, typewriters and other valuable items.

Meet the neighbors

Linda Vista Fair

Put on your running (or walking) shoes and meet USD's neighbors at the ninth annual Linda Vista Fair on Saturday, Sept. 28.

Maria Martinez-Cosio, assistant director of public relations, reports that this year's fair will feature a first-ever "Above the Bay" 5K race and a two mile Fun Walk. Both races will begin at 8 a.m. in front of Skateworld on Linda Vista Road. The 5K course includes running around the USD Sports Center area and back to Linda Vista through a scenic route.

Linda Vista Road will be blocked off between Ulric and Comstock Streets, and food, craft and information booths displaying the cultural diversity of the Linda Vista Community will line both sides of the road. A parade led by grand marshalls Mickey Mouse and "Blazing Saddles" Clevon Little will begin at 11 a.m. Bands representing various countries will provide entertainment throughout the day.

This event is free and open to the public. If you would like to volunteer at the USD information booth, or for more information call Martinez-Cosio at ext. 4659.



1991-92 HOLIDAYS

LABOR DAY

Monday, September 2, 1991

THANKSGIVING

Thursday, November 28, 1991

Friday, November 29, 1991

CHRISTMAS

Monday, December 23, 1991

Tuesday, December 24, 1991

Wednesday, December 25, 1991

NEW YEAR'S

Tuesday, December 31, 1991

Wednesday, January 1, 1992

GOOD FRIDAY

Friday, April 17, 1992

MEMORIAL DAY

Monday, May 25, 1992

INDEPENDENCE DAY

Friday, July 3, 1992

The university will be closed on the above holidays. THIS YEAR, in addition to these 11 (eleven) holidays, there will be one (1) floating holiday, for a total of 12 holidays. Departments may use the floating holiday to close on the fall mid-semester holiday, Friday, Oct. 25, 1991, but may not use it to close on any other day, unless approved by the cognizant vice president. There is no spring mid-semester holiday for 1992.

If a department does not close on the fall mid-semester holiday, or other approved day, then between Sept. 1, 1991 and Aug. 31, 1992, employees may individually schedule the use of the floating holiday.

Salary schedule explained

By *Dr. Judith Munoz*
Director of Human Resources

Sept. 1 begins a new fiscal year for the university and again this fiscal year there will be a 6 percent pool for merit increases for staff employees.

Unlike the last several years, the pay ranges will not be changed this year. The pay ranges have been increased in the past to become more competitive with other local employers. Our pay ranges are now more competitive and we are attempting to increase individual staff employees' salaries within the ranges — to move salaries up the range. Therefore, beyond the 6 percent merit pool, the university has allocated an ad-

ditional \$200,000 for that purpose this year.

The additional allocation will be used as an adjustment beyond the merit increase for above average and outstanding employees whose salaries are in the lower end of the pay range. These pay increases will not be automatic, will be for selected employees only, and will be determined by the department head and cognizant vice president. All staff salary increases will be effective on employees' anniversary dates.

For more information talk with your supervisor or call Human Resources at ext. 8761.

You're invited . . .

Sr. Carlotta DiLorenzo, CSJ, associate campus minister, invites all employees to join in the following Campus Ministry activities:

• Lunch-time Scripture Study

Bring your lunch. Everyone is welcome

Location: UC 220

Time: 12-1p.m.

Dates: Sept. 11, 18, 25, Oct. 2, 9, 16, 23, 30, Nov. 6, 13.

• Retreat Day

A day for personal reflection, input, growth, integration.

An opportunity to slow down and take time to renew God's presence in your life.

Date: Sat., Oct. 26

Time: 10 a.m. - 3 p.m.

Location: St. Francis Seminary

Lunch is included, no cost.

• Prayer Breakfast

Join us for breakfast and a mini-talk designed to give food for thought and a lift to your work energy and religious values. Free.

Date: Tuesday, Oct. 8

Time: 7:30-8:30 a.m.

Location: Faculty/Staff Dining room.

To register for these programs, or for more information, call Sr. Carlotta at ext. 4485.

TWO REMINDERS

Parking Services reminds employees that parking permits are required on ALL vehicles. If you have guest(s) coming on campus, direct them to Parking Services for a temporary permit and directions for parking.

If you have a large group coming on campus, Parking Services can assist with parking on the outskirts of campus and transportation to their destination. If you have any questions, call Parking Services at ext. 4518.

* * *

The Bookstore reminds all employees to bring their USD ID CARD to the Bookstore when they wish to get a 10 percent discount on their purchase. The Bookstore staff says they know you, and they love you, but they still need to see your I.D. card!

Physical Plant update

The lazy, hazy days of summer never quite made it to Physical Plant. The department was busy with a host of projects — some visible, some not so visible — that help keep Alcalá Park beautiful. Some projects completed this summer:

- *The statue of Blessed Mother was cleaned and installed in the Camino/Founders Patio area.

- *Serra Hall biology lab 114B was renovated to allow for experiments with the department's new electron microscope.

- *The exterior of phase A of the Mission Housing Complex was painted.

- *Trailers behind the Law School were moved to the field house to be used as team meeting rooms.

- *Renovation of the Sports Center south wing began, turning apartments into offices and team rooms. Renovation should be completed in October.

- *South perimeter road construction completed.

- *The Maher Hall elevator's interior was upgraded.

- *Three Graduate Center apartments and some second and third floor apartments in St. Antonia de Padua were renovated.

Construction of the new academic building located behind Guadalupe Hall is right on schedule, according to **Roger Manion**, director of physical plant. That building should be completed in April of '92.

Classifieds

Lawson sofa, spring-down cushions, exceptional frame and construction. MINT CONDITION. \$300 (\$2,200 new). Club chair. \$75. Pictures available. Call **LaVerne** at ext. 4520.

Comedy Special. **Cheance Adair** invites all employees to "dine on comedy" at the Circus Cafe, a "one of a kind circus of the mind." For more information call Adair at 297-6305.



New hires and promotions

Welcome to the following individuals who recently joined the USD community;

Naida Babaran, administrative secretary, Manchester Child Development Center; **Elena R. Bersamira**, unit leader, Dining Services; **Kathy J. Bruzese**, executive assistant, Special Events; **William J. Comeau**, clerk, Mail Center; **Marjorie A. Deck**, administrative secretary, Graduate Admissions; **Patrick E. Flanigan**, clerk, Mail Center; **Jon E. Hyde**, media assistant, Media Center; **Laura J. Wade**, clerical assistant, Development.

Benefit Briefs

By *Vicki Coscia and Maggie Davison*

It's hard to believe, but another summer has come and gone, and another school year has begun. We hope you had a safe and restful vacation!

ERISA Requirement ... ERISA annual BENEFIT REPORTS for 1991 have been filed with the U.S. Department of Labor. Copies of the full annual report, or any part of the report, are available in Human Resources. The charge to cover copying costs is 5 cents per page.

RIDESHARE WEEK ... USD is encouraging its employees to participate in RIDESHARE WEEK, Sept. 23-27, by ridesharing at least one day during this week. Try it. You may like it!

Information on RIDESHARE WEEK is available in Human Resources.

VACATION POLICY ... The MAXIMUM number of vacation days a staff employee can accrue is 30. This converts to 225 hours for employees who work a 7.5 hour day, and 240 hours for employees who work an 8-hour day. Vacation accrued in excess of 30 days will be forfeited. Check your latest pay statement for the most current vacation accrual information.

DEPENDENT CARE REIMBURSEMENT ACCOUNT ... The family maximum you can deposit into a dependent care reimbursement account is \$5,000. If the husband and wife are both working, the \$5,000 maximum can be divided between the two employees.

IMPORTANT NOTICE ... Remember to contact the Benefits Department if you are a new benefits-eligible employee or if you are a returning employee and have had a break in insurance coverage during the summer. New employees may be able to waive the one-year waiting period for retirement benefits if they meet certain criteria.

Coming Up

September 1991

4 Wednesday

Continuing education course. Certificate in International Business.

"Developing International Marketing Plans." Richard Powell, San Diego district director, United States Department of Commerce. Continues Wednesdays through September. 6:30-9:30 p.m., Manchester Executive Conference Center. Fee. 260-4585.

7 Saturday

Soccer vs. U.C. Santa Barbara.

1 p.m., soccer field. Free. 260-4803.

Football vs. Menlo College.

7:30 p.m., Torero Stadium. Fee. 260-4803.

10 Tuesday

Soccer vs. Point Loma College.

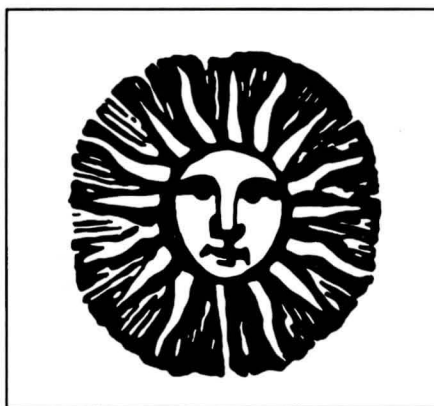
7:30 p.m., Torero Stadium. Fee. 260-4803.

11 Wednesday

Women's volleyball. San Diego city championship. USD vs. Pt. Loma College, 3 p.m. University of California, San Diego vs. San Diego State University, 5 p.m. Finals, 7 p.m. Sports Center. Free. 260-4803.

13 Friday

Women's volleyball. Volleyworld USD Tournament. Continues Saturday, Sept. 14. Friday - George Washington University vs. Sacramento State University, 5 p.m. USD vs. Northern Arizona University, 7 p.m. Saturday - Finals, George Washington University vs. Northern Arizona University, 10 a.m. USD vs. Sacramento State, noon. Sacramento State vs. Northern Arizona,



5 p.m. USD vs. George Washington, 7 p.m. Sports Center. Free. 260-4803.

Workshop. Institute for Christian Ministries. "Contemplation of the Heart: A Commuter Retreat." Sr. Ishpriya. Continues Saturday and Sunday. Times vary, Benedictine Convent. Fee. 260-4784.

14 Saturday

Soccer vs. San Diego State University. 7:30 p.m., Torero Stadium. Fee. 260-4803.

17 Tuesday

Soccer vs. University of Nevada, Las Vegas. 7:30 p.m., Torero Stadium. Fee. 260-4803.

20 Friday

Seminar. "Journeys Toward 'Quality' Excellence." Institute for Quality and Productivity. A one-day seminar co-sponsored by Industries in Partnership with USD and SDSU. 7:30 a.m.-2 p.m., Hyatt Regency, La Jolla. Fee. 260-4644.

Soccer. Metropolitan Life Tournament. Friday - USD vs. University of North Carolina at Charlotte, 7:30 p.m., Torero Stadium. Sunday - USD vs. Cleveland State University, 2 p.m., Torero Stadium. Fee. 260-4803.

Women's volleyball vs. Cal Poly, San Luis Obispo. 7 p.m., Sports Center. Free. 260-4803.

25 Wednesday

Art exhibit. Paintings by USD art Professor John Halaka. Reception for the artist, 5-7 p.m., Tuesday, Sept. 24, Founders Gallery. Exhibit open weekdays 12:30-5:30 p.m., Founders Gallery. Free. 260-4600, ext. 4216.

26 Thursday

Forum. "How Pervasive is the Banking Crisis?" Richard C. Hartnack, vice chairman, Retail Banking Group and Thomas J. Wageman, president and CEO, HomeFed Bank. Sponsored by USD Corporate Relations. Continental breakfast 7:30 a.m., Manchester Executive Conference Center. Fee. 260-4690.

Workshop. Institute for Christian Ministries. "Centering Prayer." Fr. Thomas Keating. 6:30-9:30 p.m., Hahn University Center, Forum A/B. Fee. 260-4784.

28 Saturday

Fair. Linda Vista Multi-Cultural Fair. Parade, entertainment, food and more. 11 a.m., Linda Vista Road between Ulric and Comstock Streets. Free. 5K fun run and 2-mile walk through USD. 8 a.m., in front of Skateworld on Linda Vista Road. Fee. 260-4659.

29 Sunday

Workshop. Institute for Christian Ministries. "Native American Spirituality." Dr. Kathleen Dugan. Continues Sundays, Oct. 6, 13, 20. 7-9:15 p.m., Lutheran Church of the Incarnation. Fee. 260-4784.

Send calendar items to Judy Barnes, Maher Hall 274.



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