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alcalá VIEW

University
of
San Diego

Employee Newsletter

Sept. 1992
Vol. 9, No. 1

 Printed on Recycled Paper.



LaVerne Hanscom, executive assistant to President Author E. Hughes, retired in August after 15 years. (See story below.)

Hanscom Says Goodbye After 15 Years

By Jacqueline Genovese

LaVerne Hanscom couldn't believe her eyes when she saw the ad for a secretary to the president of USD in the classified section some 15 years ago. "The ad was in a tiny little box, really easy to miss," she remembers. "I thought to myself, 'Well that must be a junior president or something. They can't mean the president of the university!'"

They did mean the president of the university, and two weeks later Hanscom found herself in an interview with **President Author E. Hughes**. "He was such a gentleman; he had such a way about him," she remembers. "And he's still that way. Do you know in the 15 years I have worked for him, he has never failed to say 'thank you' when I transferred a call into him. How many calls is that? Thousands? He is an unfailing gentleman."

The admiration is mutual. "LaVerne is tremendously loyal to the university and to me," says Dr. Hughes. "Over the years I've built up a dependence on her, because she is so good at anticipating my needs and knowing what needs to be done

without even asking. LaVerne gets a lot of things dumped on her because she is the first person people see when they walk in. She handles often awkward and embarrassing situations with diplomacy and grace."

Hanscom developed those diplomacy skills early in her career when she worked for the president of the Admiral Corp. in Chicago. "He was a big wheeler-dealer, friends with the Kennedys, a real high-society person," Hanscom remembers.

Her boss also was friends with the late Bishop Fulton Sheen, and

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Alcalá View to Change in 92-93

In the last academic year, the *Alcalá View* was published twice a month, and contained a substantial calendar section.

A survey of readers and calls from numerous employees during the year revealed that the changes were not what most employees wanted. In

(Continued on back page)

Benefit Briefs

By Vicki Coscia

Commuter Survey. Each year, USD is required to survey full-time employees on their method of travel to and from work. In order to comply with the Air Pollution Control District abatement action, USD must obtain a 75 percent response from those surveyed. Starting this fall, USD has coordinated the distribution of the APCD survey with the purchase of parking permits. Parking Services requires the return of **both** the parking permit and survey forms before a parking permit can be issued. Employees who walk, bicycle, or ride the bus to work will be contacted individually and asked to complete the survey by a specific deadline. Thanks for helping us with this project, and don't forget: **Ride Share Week begins Sept. 14.**

New USD Services. City transit schedules are now available in Parking Services. There is also a bulletin board that is available to employees who are interested in finding a ride share partner.

Tuition Remission Update. Students requesting tuition remission, who are potentially eligible for state or federal grants, were required to meet the necessary financial aid filing deadlines. This also applies to students who are waiting for admission to USD. Failure to meet these deadlines may limit a student's ability to receive full tuition remission benefits. Undergraduate students must submit their tuition remission applications to Human Resources on or before **Sept. 4.** Applications received after this date may be subject to a \$60 late fee.

Staff employees on medical/maternity leave of absence are considered on **paid leave** as long as they receive a paycheck from USD. Once sick/vacation hours have

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Presidential Debate Slated for USD

USD has been chosen by the Commission on Presidential Debates as the site of the second debate between President George Bush and Arkansas Governor Bill Clinton.

The debate will take place on Sunday, Oct. 4, in Shiley Theatre beginning at 6 p.m., with the Hahn University Center designated as the media center. Seating inside the debate hall is limited to only a few hundred seats and is under the strict control of the commission.

A campus-wide task force is being formed to handle the logistics of the debate and to coordinate the efforts of the various campus departments involved with preparations for the event.

The Physical Plant department will be heavily involved with the preparations for the debate, including installation of air conditioning in Shiley Theatre, upgrading the air conditioning in the Hahn University Center, and repairing the ceiling in Shiley Theatre.

Dining Services will be serving students in Maher Dining Room and on the lawn between the Immaculata and Maher Hall during the three days that the university center will be closed.

The commission will handle the feeding of the 2,000 media representatives who will be housed in the university center.

Because the debate coincides with Homecoming Weekend, the traditional Homecoming Dinner Dance which is usually held in the university center, will be moved to the parking lot between the Law School and the Legal Research Center.

Funding for the renovations and campus work will be provided by the commission, which plans to raise some \$500,000 from the San Diego community.

For more information on the debate, call Maria Martinez-Cosio at ext. 4297.

Editor's note: As this story went to press, Governor Clinton had agreed to the Oct. 4 debate, and the university was awaiting confirmation from President Bush's campaign staff on his participation.

Cardenas Earns Top Food Service Award

Jose Cardenas, lead cook in the main dining room, was one of two individuals named California Restaurant Association Food Service Employee of the Year in August.

Cardenas received a plaque and prizes from CRA President Elizabeth Burns at an Aug. 16 ceremony at San Francisco's Moscone Center during CRA's Western Restaurant Show.

The two winners were chosen from a pool of nominees submitted by CRA-member operations. The candidates were rated on mastery of technique, contribution to employee morale, contribution to industry and concern for customer welfare.

Cardenas started at USD in 1979 as a custodian and was promoted to pantry cook, then cook and is now lead cook for the breakfast and lunch shifts in the main

dining room, where he supervises the production of 1,200 meals daily.

The winners received five nights of deluxe accommodations for two at the San Diego Hilton Beach and Tennis Resort, rental cars from Avis Rent-A-Car System, Be My Guest restaurant certificates from American Express, Entertainment '92 books, and tickets to Sea World, The San Diego Zoo and Wild Animal Park, and Tijuana's Mexitlan.



Jose Cardenas, lead cook, Dining Services.

Brooks is New Financial Vice President

Fred Brooks, former senior vice president for finance and administration at the IIT Research Institute in Chicago, Ill., was named USD's vice president for finance and administration in August.

Brooks replaces **Jack Boyce**, who began phased retirement in July after 17 years as vice president.

While with IIT, Brooks was responsible for the administrative and financial activities of a contract research institute with facilities in 18 states and a \$125 million budget.

At USD, Brooks will supervise Physical Plant, Human Resources, the Bookstore, the Mail Center, Accounting, Administrative Data Processing and Public Safety, in addition to the university's financial affairs.

Brooks earned a bachelor's degree in business administration from Georgetown

University and a master's degree in information management from George Washington University.



Fred Brooks

LaVerne

(Continued from page one)

Hanscom says she'll never forget one conversation with the bishop. "I answered the phone one day, and a voice said, 'Hello, this is Bishop Sheen.' I thought it was just a friend of mine pulling a prank, so I said, 'Yeah, and I'm the Queen of England!'" Hanscom laughs. "I was mortified when I found out it was really him! The bishop laughed and thought it was very funny."

Another memory dear to Hanscom involved the late President John F. Kennedy, and his wife, Jackie. "The Kennedys had built a vacation home on Rattlesnake

"Thank you for your interest in our interests, signed Jack and Jackie Kennedy."

Dealing with famous and powerful people has helped her tremendously, Hanscom says, in her work with the board of trustees, political officials, and celebrities she has encountered at USD. "You learn that people like that aren't any different from you and me. They don't breathe rarified air or anything."

But being in such a prestigious position has its tough side, too. "I think at times I appear distant and businesslike to people, and I really don't mean to," she says softly. "I would love to have Dr. Hughes' way with people. He is so good at making people feel at ease."

Although she is leaving USD, Hanscom will be only a stone's throw away when she begins her two-day-a-week job as secretary to Rev. Monsignor I.B. Eagen, the pastor of the Mission Basilica San Diego de Alcalá and a USD trustee.

Other retirement plans for the avid reader and Anglophile include travel — "I'll be going to Canada in September and plan a trip back to England" — and more time enjoying water aerobics. "I love the water. I'm in it so much I'm surprised I haven't sprouted fins!"

Hanscom says she is grateful that she has had such a supportive community at USD. "I went through two very hard times in my life while I was here, and I don't know how I would have handled it if I weren't in such a caring place. A lot of people didn't even know I was having a

Benefit Briefs

(Continued from page two)

been expended, the status of the leave changes from paid to **leave without pay**. USD offers employees on leave without pay the chance to continue their life, medical, dental and accident coverage. They can purchase this coverage on a month-to-month basis until they return to work. The employee's review date and/or continuous months of service may require adjusting if the leave exceeds 20 work days. Employees and their supervisors are notified in writing when an adjustment is warranted.

Seminars Slated for October

This fall, the university will be sponsoring several programs as part of its "Institutionalizing Cultural Diversity" project. The project is being made possible by a \$1 million grant from The James Irvine Foundation.

The first in a series of day-long seminars led by the Anti-Defamation League of San Diego will take place in October. Titled "A Campus of Difference," the workshops aim to teach people to value, manage and celebrate diversity. The seminars are on the following dates:

Friday, Oct. 9

Tuesday, Oct. 10

Tuesday, Oct. 20

Tuesday, Oct. 27

For more information, call **Reuben Mitchell** at ext. 4594

"I answered the phone one day, and a voice said, 'Hello, this is Bishop Sheen.' I thought it was just a friend of mine pulling a prank, so I said, 'Yeah, and I'm the Queen of England!'"

Mountain in Virginia, and they didn't have good television reception, so I helped them get the equipment and things they needed," she explains.

Hanscom was personally thanked by Jackie Kennedy with a note and a pair of white kid gloves from Saks Fifth Avenue. "I'll never forget what the note said —

Picnic Wrap Up

Great food, dancing tunes played by the Mud Cats and lots of door prizes set the stage for the eighth annual Employee Recognition Picnic July 31.

Ruben Valdez, data processing technician in Academic Computing, was named the 1992 Staff Employee of the Year. Runner-up honors went to **Barbara Walsh**, executive assistant, Financial Affairs, **Jose Cardenas**, lead cook, Dining Services, and **Mercedes Bennett**, account analyst, Student Accounts. (Watch for profiles of the winners in upcoming issues of the *Alcalá View*.)

Valdez received \$200 and his name will join the names of past winners on the plaque in the entrance of Maher Hall.

All of the winners will be honored at a luncheon later in the year with **President Author E. Hughes**.

Pat Lee, co-president of the Staff Employee Association announced the Administrator of the Year Award, which went to **Sister Virginia McMonagle, RSCJ**. Sister McMonagle, who is special assistant to the vice president of university relations, was not there to accept the award. She was in Haiti caring for babies with AIDS.

Cheance Adair, also co-president of the SEA, presented **Jack Boyce**, vice president for financial affairs, with a gift certificate to the Rancho Santa Fe Golf Club. Adair thanked Boyce (who began phased retirement in August) for supporting the SEA and providing the impetus for its creation some 12 years ago.

Student Affairs' **Pam Bourne** won the Trivia Contest sponsored by Human Resources. Prizes for the best costume were awarded to Human Resources' **Ryan Marsh** and **Mireya Paz**, and Physical Plant's **Lou Magana**.

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Employee Recognition Picnic 1992

There was a new "twist" to this year's Employee Recognition Picnic, and that was the game of Twister enjoyed by many employees. Volleyball, dancing, outrageous costumes and limbo contests also contributed to the festive atmosphere of the eighth annual picnic.



Ten-year service award recipients included: (standing, left to right) Margarita Bermudez, General Services; William Polimadei, General Services; Richard Byerley, Building Maintenance; Darlene Smith, Student Accounts; Gordon Poe, Public Safety; (sitting, left to right) Brigid Bennett, Law School; Diane Githens, Law School; Helen Picado, University Relations.



Human Resources' Ryan Marsh won first place in the costume contest.



The Picnic People provided the food and fun games like Twister.

General Services' **Bea Elmore** (standing) celebrated 20 years of service to the university. **Lucille Stevens** (sitting left) from the Legal Clinic and **Yen Nhan** of General Services both celebrated their 15-year service anniversary.



Special Thanks

The Staff Employee Association would like to thank the following generous sponsors for providing door prizes for the picnic: La Casa Del Zorro, San Diego Hilton, Old Globe Theater, La Jolla Playhouse, The Hungry Hunter, San Diego Zoo and Wild Animal Park, El Tecolote, Bazaar Del Mundo, Subway Sandwiches, See's Candy, San Diego Ice Arena, Family Fun Center, Mann Theaters, Dominos, Alfonso's, Invader Cruises, Waldenbooks, Tower Record and Video, Ice Capades Chalet, TGIFridays, American Athletic Club, Old Town Flowers and Gifts, Kanaka's, Marriot, Harbor Excursions, USD Bookstore, Main Dining, Dining Services and Special Events.

Picnic

(Continued from page four)

Employees celebrating their five-year anniversaries with the university were recognized with certificates at the picnic. Employees celebrating their 10-, 15-, and 20-year anniversaries will be feted at special celebration later in the year.

Congratulations to the following employees who reached service milestones with USD this year (for 10-, 15- and 20-year service recipients, see photos):

5 Years

Cheance Adair, Mail Center; **Sharon Adams**, Housing; **Marcelino Aguirre**, Housekeeping; **Leo Baker**, Academic Computing; **Ariete Balelo**, Housekeeping; **Patricia Bodin**, Copley Library; **Kay Brown**, Housing Administration; **Carolyn Costanzo**, Financial Aid; **Nina Crow**, Legal Clinic; **Steven Day**, Banquets/Catering; **Richard Gaby**, Building Maintenance; **Dorothy Haddow**, Registrar; **Ruth Hastings**, Legal Research Center; **Martha Hernandez**, Main Dining Room; **Kathi Horton**, Law School Administration; **Susan Jarrold**, Controller; **Roman Keating**, Public Safety; **Pat Lee**, Development; **Rosemary Lestyk**, Controller; **Maria Luis**, Housekeeping; **Armando Medina-Castaneda**, University Center Operations; **Terri Miller**, Building Maintenance; **Ann Pantano**, Arts and Sciences; **Kimberly Parks**, Center for Public Interest Law; **Lloyd Parks**, Building Maintenance; **Phillis Payton**, Public Safety; **Juliteta Rangel**, Controller; **Ralph Robinson**, Heating and Utilities; **Ana Shafer**, Bookstore; **Paul Scott**, Dining Services; **Ramiro Torres-Plascencia**, Banquets/Catering; **Elisa Ungoco**, Public Safety; **Kathleen Van Hoe**, Controller; **Stanley Yiu**, Printing and Duplicating.

More Holiday Information

The university will be closed on these holidays. This year, in addition to these 11 holidays, there will be ONE floating holiday, for a total of 12 holidays. Departments may use the floating holiday to close on the Fall Semester Holiday but may not use it to close on any other day unless approved by the appropriate vice president or dean.

If a department does not close for the Fall Semester Holiday, or other approved day, then employees may individually schedule the use of the floating holiday between Sept. 1, 1992 and Aug. 31, 1993. The procedures are:

1. The use of the floating holiday is at the discretion of the department.

2. Departments must keep track of the use of the floating holiday for staff employees and report it on the time cards/sheets.

3. The floating holiday must be used between Sept. 1 and Aug. 31 and may not be carried over.

4. If a department closes on the Fall Semester Holiday, or other approved day, probationary employees may be paid for the holiday.

5. If a department does not close, then employees may not use the floating holiday until after completion of the probationary period.

6. Employees hired after Feb. 28, 1993, will not be eligible for a floating holiday.

7. An employee is not eligible to use the floating holiday if he/she is hired after Feb. 28, 1993, he/she does not complete the probationary period before Aug. 31, 1993, and his/her department does not close to use the floating holiday.

8. If employees separate from the university, they **will not** be paid for the unused floating holiday.

For more information on the holiday schedule, contact the Human Resources Office at ext. 4594

1992-93 HOLIDAY SCHEDULE



LABOR DAY

Monday, Sept. 7, 1992

THANKSGIVING

Thursday, Nov. 26, 1992

Friday, Nov. 27, 1992

CHRISTMAS

Thursday, Dec. 24, 1992

Friday, Dec. 25, 1992



NEW YEAR'S

Thursday, Dec. 31, 1992

Friday, Jan. 1, 1993

DR. MARTIN LUTHER KING, JR.'S BIRTHDAY

Monday, Jan. 18, 1993



GOOD FRIDAY

Friday, April 9, 1993

MEMORIAL DAY

Monday, May 31, 1993

INDEPENDENCE DAY

Monday, July 5, 1993



Department of the Month

Purchasing



The Purchasing Department includes (from left to right), *Eldrin Rowe*, secretary; *Nancy Olson*, buyer; and *Mary Griffith*, manager.

1. Where is the Purchasing Department located?

In Maher Hall, on the lower level, room 126.

2. What are the functions of your department?

We are responsible for the purchase of all items bought in the name of the university, everything from paper clips to computers, and for maintaining the inventory. We're also responsible for all of the contracts on campus, which includes maintenance and service contracts for equipment, and all other contracts entered into by the university. Last year we handled over \$16 million in purchases. We also monitor the capital budget dollars for all the departments on campus, and make sure people purchase only authorized items. We are constantly dealing with vendors to make sure we get the best price for the university. We make on average about 400 calls a month to vendors, comparing prices to get the most for our money. This doesn't cover incoming calls which would double that amount.

3. What is the biggest challenge your department faces?

Processing manually the tremendous flow of purchase requisitions that come at certain times during the year. When the department computerizes there will be another set of problems to deal with, but we are looking forward to the challenge.

4. How has your department changed over the last 10 years?

Ten years ago our purchases totaled about \$4 million. Now it's well over \$16 million and we've only added one position in 10 years.

5. What is one thing you would like the campus community to know about your department and its functions?

That we are here to help them with all their purchasing needs. We have done a great deal of research, having bid most items out to three or four different vendors, so most of the time we already know where to get the lowest price.

That's our job. We are here to help !!

Torero Logo Gets a Face-Lift

USD's athletic logo has a new, streamlined look this year. The new logo incorporates the words "University of San Diego" and features a universal figure that can be used for both men and women's athletics.



UNIVERSITY OF SAN DIEGO
TOREROS

Starting this year, both the men's and women's teams will be called "Toreros." Previously, the women's teams were known as "Toreras."

USD Job Opportunities

You can read about USD job opportunities in the following locations:

Career Services:

(San Diego Job book in Career Library, Serra 300)

Copley Library:

(Binder located at the Circulation desk)

Human Resources:

(Maher 127)

Legal Research Center:

(Bulletin board near the Circulation Desk and Copier Room)

Physical Plant:

(Bulletin board near the time clock)

Sports Center:

(Bulletin board in Intramural Office)

University Center:

(Bulletin board near UC 232)

In addition, all hourly staff and administrative/professional positions are recorded on the 24-hour Job Line. The Job Line is updated on a weekly basis. To access the Job Line call: on-campus, ext. 4626, off-campus, 260-4626.

For more information call **Larry Gardepie** at ext. 8766, or **Patrick Noma** at ext. 8761.

Passages

Death

Alfonso Buenrostro, brother of **Alicia Buenrostro**, gift coordinator, Advancement Services, in July.

In Appreciation

I want to thank everyone in the USD community for their cards, thoughts and prayers in my time of sorrow for the passing of my father. Your caring made a difficult time much more bearable.

My sincere thanks and love to this community of friends.

— **Nancy Olson**

New Hires, Promotions

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

Teresa V. Ampig, clerical assistant, Controller; **Lois A. Chareonsuphiphat**, library assistant, Legal Research Center; **Hernani Q. Depositario**, Sr., cook, Main Dining Room; **Keith M. Douthitt**, painter, Building Maintenance; **Sandra L. Parker**, faculty secretary, Electrical Engineering/Physics; **Lisa A. Smith**, clerk, Mail Center.

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

Michelle I. Anderson, from clerical assistant A to clerical assistant B, Controller; **Verdise Bradford**, from executive assistant A, Human Resources, to executive assistant, President's Office; **Jeffrey Compton**, from receiving clerk to textbook assistant, Bookstore; **Marni Vigil**, from receptionist A to faculty secretary A, Law School.

Classifieds

For sale. King size bedroom set including mattress, frame, headboard, night stands, dresser and mirror. Excellent condition. \$325 or best offer. Call **Laura** at ext. 4629.

For sale. Futon, deluxe hardwood. Excellent condition. Originally \$450, sell for \$285. Call **Judy** at ext. 4684.

For sale. DUI dry suit. Deluxe model, new seals, guaranteed. Front entry, includes thinsulate underwear. \$495. Call **Judy** at ext. 4684.

For sale. Sea Quest B.C., vest style. Black adjustable. \$100. Call **Judy** at ext. 4684.

Home for sale. Serra Mesa (10 minutes from USD). 4bd/2.5 ba. Canyon view. Newly landscaped, new exterior stucco, wood paneling, windows in living room, kitchen and bedroom, wall-to-wall carpet, fireplace, 2-car garage. \$194,900. Call 279-6303 for appointment.

Coming Up September 1992

This is only a partial listing of campus events. For a complete list, see your Update calendar or call ext. 4684.

16 Wednesday

Mexican Independence Day celebration. Music, dance, food and speakers. 11 a.m.-2 p.m. in front of Hahn University Center. Free. 260-4754.

22 Tuesday

Institute for Christian Ministries. "Early Adolescent Psychology - Faith Development." Lynn Neu, M.R.E., and Dorothy Marron, Ph.D. Continues Tuesdays through October. 6:30-9:30 p.m., Salomon Lecture Hall, Maher Hall. Fee. 260-4784.

23 Wednesday

Institute for Christian Ministries. "U.S. Hispanic Popular Catholicism." Rev. Orlando Espin, Ph.D. Continues Wednesdays through Oct. 14. 7-9:15 p.m., Salomon Lecture Hall, Maher Hall. Fee. 260-4784.

Change

(Continued from page one)

response, we are returning to a once-a-month format that focuses on employee and university news.

In addition, employees will receive the *Update*, a monthly calendar of events that is currently mailed only to department heads.

This year's *Alcalá View* also will contain some new features that will be introduced

24 Thursday

Reception. "Voice of Women - Arpilleras of Chile." Contemporary embroidery as a political protest. Marjorie Agocin, poet. 4:30-7 p.m., Founders Gallery. Exhibit begins Friday, Sept. 25, 12:30-4:30 p.m., weekdays through Oct. 19. Free. 260-4600 ext. 4261.

27 Sunday

Ecumenical Lecture. The Eleventh Peter Ainslie Lecture on Christian Unity by Dr. Emilio Castro. 6:30 p.m., First United Methodist Church of San Diego. Co-sponsored by San Diego Ecumenical Council and USD's Campus Ministry. Free. 260-4735.

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over the first few months of the academic year. In this month's issue, you will see one new feature that will appear every month — the Department of the Month (see page four).

Also this month, you will see a return to the convenient full-page holiday calendar.

Thanks to all of you who let us know what you would like to see in the *Alcalá View*. We appreciate your input and welcome your thoughts.

— The Editors



University of San Diego

Publications O
Maher Hall
Room 274