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Alcalá

A newsletter for the employees
of the University of San Diego

View

March 1994, Vol. 10, Issue 6



USD President Author E. Hughes addresses the university's first All-Faith Service, held at The Immaculata on Jan. 28. The multicultural celebration included songs by a children's choir and prayers offered by representatives of many religious traditions.

USD Tests New Merit Increase Procedure

By Michael R. Haskins

USD currently is testing a new procedure for awarding merit increases to staff employees. The procedure will make it simpler to ensure continuing consistency in the merit increase process, make certain that no evaluations are overlooked or late, and treat staff employees in much the same manner as faculty and administrators.

The new procedure provides for the award of merit increases to staff employees once a year, in the first pay period in February, rather than on individual review dates. The procedure is similar to that used for faculty and administrators, who all receive evaluations once each year. It is being tested under a three-year pilot program, begun this February in the finance and administration division. If the procedure is successful in that area, it will be introduced to the rest of the university.

Fred Brooks, vice president for finance and administration, says the transition to the new procedure went smoothly for his division and that staff employees and supervisors generally responded favorably to the change.

"The employees as a whole seemed to feel that if we run this procedure right, it will be a more equitable way to award merit increases," he says. "Although there was some initial resistance on the part of the supervisors — because of the large amount of work to be performed in such a short period — most said they were better able to look at individuals in the context of everyone who works for them."

"If you look at every employee at one time, as the supervisors of each department do under this procedure, it is easier to compare their performance and easier to award increases fairly," says Human Resources Director Judith Muñoz. "Also, to make sure there is no disparity of treatment based on age, sex or ethnicity, we have developed a program to get all that data and look at the average increase and the average evaluation by those characteristics."

In addition to the change in the date when the increases are awarded, under the pilot program the percentage amount of the increases has been adjusted as well.

"Each year, staff employees receive merit increases based on their performance evaluations," Muñoz says. "But there was some
(Continued on page four)

Passover Seder

Members of the USD community are cordially invited to take part in a model Passover Seder service on Monday, March 21, in the University Center Forum AB.

The service, coordinated by the campus ministry office, will be led by Rabbi Wayne Dosick, a lecturer in the theological and religious studies department. The event, which includes a traditional Passover meal served by the banquets and catering department, will begin at 6 p.m. and conclude by 8:30 p.m. The cost of the dinner is \$11.75 per person.

Reservations will be accepted by the campus ministry office and must be accompanied by a check made out to USD Campus Ministry.

SEA Strands

Staff Employee Association hot dog sales are held the last Wednesday of each month from 11:15 a.m. to 12:45 p.m. in front of the Hahn University Center. On March 30, bring your appetite, your change (50 cents for a plain dog, \$1 for a chili dog) and join us for an all-American lunch.

After your meal (or any time), stop at the U.C. ticket window to pick up scrip being sold by the SEA. Proceeds finance a scholarship for an employee's child to attend the Manchester Family Child Development Center. Ralph's scrip is being sold in response to the many requests
(Continued on page four)

Benefit Briefs

Effective Jan. 1, 1994, employees enrolled in PruCare or PruNetwork may purchase up to a 90-day supply of maintenance prescription drugs for the same co-payment as a one-month supply. Prescriptions are mailed to the employee's home. Mail order forms are available in human resources.

During the second week in March, eligible employees will be notified by campus mail about the availability of summer tuition remission funds. A summer tuition remission application form will accompany the notification, along with instructions on when and where to file. Benefits are granted on a priority basis until funds are expended. Any requests that are not funded are placed on a waiting list.

Valic will present "Retirement Planning," the third in a series of financial planning workshops, on March 16, 5 to 7 p.m., and again on March 17, 2 to 4 p.m. Workbooks will be provided and spouses are welcome.

Employees who plan to buy their first home, or refinance or sell their present home, should be interested in the "Home Buyer's Workshop," scheduled for March 21, 6 to 7:30 p.m.

USD's annual meeting for employees planning to retire in 1994 or 1995 will be scheduled in April. Watch for complete information about workshops/meetings and RSVP deadlines through campus mail.

Do you want to change your Scudder or TIAA/CREF investment allocations? Contact Scudder directly at (800) 537-1036 or TIAA/CREF at (800) 842-2776 to reallocate future contributions or transfer investments into different funds.

— Vicki Coscia

Martinez Makes Wishes Come True

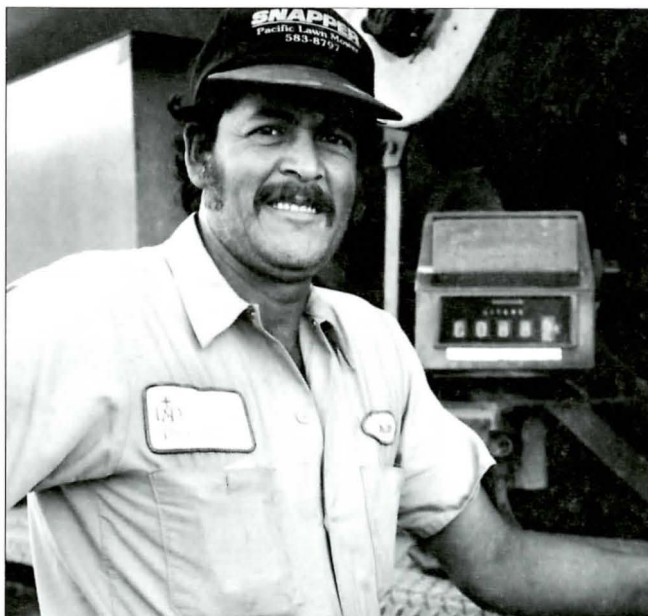
By Michael R. Haskins

Some people believe that just wishing for something is enough to make it happen, while others know that fulfilling wishes often takes a lot of hard work. **Juan Martinez**, who recently helped make the wishes of the staff and children at the Manchester Family Child Development Center come true, is definitely in the latter category.

When the idea of building a bicycle path for the children at the center was raised at a meeting of parents last semester, many believed that the project was just a dream, too expensive and too difficult to make a reality. That's when Martinez swung into action. While other parents offered to contribute money and materials, Martinez, an equipment operator for physical plant, agreed to donate his time and expertise and get the bicycle path built.

Martinez — who has a 3-year-old daughter, Lorena, at the center — organized and supervised the building of the path, getting some other parents, his nephew and even a few friends to help out. On Feb. 12, the ad hoc work crew poured the concrete and the following week Martinez added the finishing touches.

"We have been wanting this bike path almost since the center opened in 1989," says **Bridget Ingram**, master teacher at the center. "It was on the top of our wish list



Juan Martinez

last semester, and Juan in particular said he would get the job done."

And Martinez did get the job done, spending almost every moment of his free time over a two-week period in February at the center.

"It was an excellent idea for the kids and everybody really wanted it," says Martinez, who has worked for USD for almost four years. He laughs now as he recalls how worried he was about getting the job done right. "It was a pretty tense few weeks for me, but I'm glad we did it."

His happiness is echoed by the children and staff at the center, who have seen at least one of their wishes come true. "The kids couldn't wait to get on the path," says

Ingram. "We're thrilled and the children are thrilled."

And for Martinez, that is reward enough. He sums up the real measure of his efforts in a few simple words describing the children who use the new bike path: "They look happy."



Parents and friends put the finishing touches on one section of the new bike path.

Department of the Month

Residence Life/Housing



Residence life and housing staff includes (back row, left to right) Will Polimadei, Mark Trafton, Skip Walsh, John Giannalva, Kay Brown, (front row) Rick Hagan, Judy Sandman, Julie Thurman, Kathi Spittel, Kathy Bruzzese, Larry Perez, Grace McElhaney. Not pictured: Joan Kearns, Sister Helen Lorch, Sally Oppy, Lori Stevenson and Mary Tavares.

1. Where is your department located?

The Department of Residence Life is located in the University Center, Room 137. The housing staff offices are in the Mission Crossroads building, located in the middle of the Mission Housing Complex.

2. What are the functions of your department?

The primary goal of the housing staff is to ensure that USD's residential facilities are more than just places to eat and sleep. These are areas where students have the opportunity to grow through friendships, exploration of ideas and involvement in the community. The housing department seeks to present comfortable physical facilities as well as an environment where students can develop both socially and academically. Residence life manages the daily life of residence hall students. The department offers educational and recreational programs for resident students and provides administrative support, assistance with roommate problems, non-professional counseling, and enforcement of university regulations.

3. What is the biggest challenge your department faces?

The biggest challenge faced by residence life is to respond with appropriate support to the needs of resident students who live in an increasingly difficult and complex world. The biggest challenge faced by the housing department is maintaining affordable rates while meeting budget-mandated

revenue generation. Unfortunately, occupancy has declined, as the economy forces more students to seek alternative housing options. At the same time, expenses have continued to increase, and keeping up the housing department's significant contribution to the general operation of the university is an ever-increasing challenge.

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

During the past 15 years, both housing and residence life have seen remarkable growth in the number of quality residence facilities on campus. In 1978, approximately 750 students lived on campus. With the addition of the University Center dining facilities and new housing in San Dimas Missions A and B, Alcalá Vista apartments and Presidio Terrace apartments, occupancy peaked in the late 1980s at just below 2,000 residents, and 1,741 students currently live on campus.

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

Residence life employs a staff of dedicated, selfless individuals who are available 24 hours a day to meet the developmental challenges of the complex young people who matriculate at USD today, while the housing department makes every effort to ensure that residents are satisfied with the quality of their living environments.

Training Tracks

The last workshop on Fiscal Fitness, on March 18, will cover estate planning. You may attend this workshop even if you did not attend any of the prior sessions. Please call ext. 4594 for reservations.

A three-part series on parenting skills will begin March 9 and continue for three consecutive Wednesdays during the lunch hour. This series will include communication skills for parents, alternatives to nagging, how to give a time-out and getting along with your teen. Register for any of these programs by calling ext. 4594.

Anyone interested may join a new cancer support group. The first meeting will be March 10 in U.C. 220, from noon to 1 p.m. Please bring your lunch. The group is for anyone who has been personally touched by cancer or has experienced it through someone close.

On March 31, a lunchtime program will be offered on child safety. The program will discuss making children's environments safe and what to do in common emergencies. Call ext. 4594 for more information.

Remember to check the human resources bulletin board for current activities and programs. Please call me at ext. 2621 with ideas for programs you would like to see offered on campus.

— Calista Frank

Classifieds

For sale. Mink jacket. Excellent condition, light brown, small. \$700. Please see **Silvia** at the Law School, room 206, or call ext. 4646.

Service. ColorLogic Glamour system from Mary Kay. Call for free skin consultation. **Mary Therese**, 287-0763.

For sale. 1974 Datsun 260Z. Excellent condition, strong engine, new transmission and clutch. \$2,000 firm. Call Peter, 553-3824.

SEA Strands

(Continued from page one)

we received for their certificates.

Mark your calendar for the April 23 March of Dimes WalkAmerica fund-raiser. The SEA will be sponsoring a team again this year and T-shirts will be sold again. Artists ... if you have a nifty design idea for the T-shirts, bring or send it to **Lillian Flynn**, Founders 108. If your design is chosen, you will receive a free T-shirt and have the pleasure of knowing you helped a worthy cause. Anyone who wants more information about WalkAmerica or would like to be a part of the organizing committee, contact **Sandi West** at ext. 4627.

Plan to join your friends on Friday, May 6, at Jack Murphy Stadium for the Padres/Colorado Rockies game. A block of tickets for the plaza level is being purchased and will be available for \$6.50. For information, call **Laura Nottoli**, ext. 4629. Watch your mail for a flier.

— Lillian Flynn

Passages Deaths

Julius Lazerow, father of **Professor Bert Lazerow**, law school, in January.

Babara McCluskey, wife of **David McCluskey**, director of information services, in January.

Alcalá View

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President Praises Recycling Efforts

Dear USD community,

The new semester seems a good time to ask the USD community to redouble its efforts in the campus recycling program.

The University of San Diego, in coordination with Waste Management of California and the physical plant, has set up recycling bins on campus. There are 11 white bins throughout campus. Maps of the locations can be obtained from Lou Magana, chair of the recycling committee. It is our goal to reduce the campus waste that goes to landfills 25 percent by 1995 and 50 percent by the year 2005.

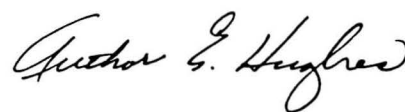
The savings so far in natural resources and university funds have been significant. Just one example: From August 1991 to June 1993, USD recycled 806,000 pounds of mixed paper. This is equal to 6,851 trees saved, or 21,210.52 gallons of gas saved, or enough kilowatt hours of energy to run an average San Diego home for 56 years!

The recycling committee meets regularly and has coordinated such efforts as a swap meet to raise funds by selling old, recyclable university equipment, expansion of mixed-paper recycling in classrooms and recycling cans and bottles on each floor of Mission Housing, Phase B.

I encourage each of you to continue the excellent recycling effort that already has had such success. Please consider the ways in which you can recycle within your own office or classroom, and call or write Lou Magana in physical plant with your ideas.

Sincerely,

Author E. Hughes



President

Merit Increases

(Continued from page one)

inconsistency, because the increases are awarded as a percentage of each employees' salary. As employees moved up the salary range, the flat dollar amount based on that percentage would be higher."

The new procedure awards a differing percentage increase based on the employee's current placement in the salary range. Under this new process, employees who receive similar performance evaluations but whose salaries are in different quartiles of the pay range will receive a slightly different percentage of their salary as an increase. Thus employees whose salaries are lower will receive a higher percentage of their salary as an increase, bringing the absolute dollar amounts closer together and allowing

employees to move up the salary range more quickly.

"We really see this as being in the best interest of the staff employees," Muñoz says. "We want to make sure that we continue to be as consistent as possible in awarding merit increases."

Employees with questions about merit increases or performance evaluations are encouraged to talk to their supervisors or call the human resources department.

Aromas Opens!

All employees are encouraged to visit Aromas, USD's new coffee shop, located on the lower level of Maher Hall. Hours for the shop, which features a full line of coffees, specialty drinks and pastries, are Monday-Friday, 3 to 11 p.m., and Saturday-Sunday, 5 to 11 p.m.



Office of Publications
Maher Hall 274