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# Alcalá

A newsletter for the employees  
of the University of San Diego

# View

December 1994, Vol. 11, Issue 4

## Holiday Happenings

Catch the holiday spirit and join your fellow employees at seasonal events around campus:

### President's Holiday Reception

Author and Marge Hughes invite all employees to a holiday dessert buffet 2 to 5 p.m., Tuesday, Dec. 6, in the Hahn University Center Forum. For more information, call ext. 4650.

### Christmas Concert

The USD Community Choir and Choral Scholars, under the direction of conductor **Stephen Sturk**, will present their annual concert of "Christmas Lessons and Carols" 8 p.m., Friday and Saturday, Dec. 9 and 10, in Founders Chapel. Tickets are \$7 for adults and \$5 for students. For more information, contact **Monica Wagner**, ext. 4936.

### "A Christmas Concert YULE Enjoy"

The Choral Scholars will present a free noontime concert of contemporary Christmas music on Thursday, Dec. 1, in the French Parlor of Founders Hall. The program will be directed by Kristy Peterson, student assistant director and accompanist of the Choral Scholars. Titled "A Christmas Concert YULE Enjoy," the concert is the culmination of a senior project by Peterson, who composed and arranged all the music to be performed.

### Messiah Sing-Along

Faculty, staff and friends are invited to gather around the wassail bowl 7 p.m., Friday, Dec. 2, in the French Parlor of Founders Hall. The traditional Messiah sing-along follows at 8 p.m. in Founders Chapel. For ticket information, call **Ann Hoover**, ext. 4828.



### Advent Mass

A Mass and blessing of the Christmas tree will be held 7 p.m., Sunday, Dec. 4, in the Hahn University Center Forum.

### Advent Reconciliation Service

The sacrament of reconciliation will be held 7 p.m., Tuesday, Dec. 6, in Founders Chapel.

### Spanish Mass

A Spanish Mass in honor of the Feast of Our Lady of Guadalupe will be held 7 p.m., Sunday, Dec. 11, in Founders Chapel. Mariachis will perform at the service.

### The Feast of Our Lady of Guadalupe

Mass will be celebrated in Spanish at 12:20 p.m., Monday, Dec. 12, in Founders Chapel.

### Advent Candlelight Mass

Don't miss this beautiful tradition. Mass will be celebrated at 9 p.m., Wednesday, Dec. 14, in Founders Chapel.

### The Nutcracker

USD's department of theater arts and the Lemon Grove Arts Complex present the

*(Continued on page four)*

### Parking Update

Employees can expect the parking lot west of the diocese building to close for construction beginning in mid-January, according to **Robinson Conley**, project manager. The crews renovating the building will use the area for vehicle and material storage through May. The parking lots south and east of the facility will remain open through most of the construction.

### Hazmat Award

Hazardous material is no foreign matter on campus, between research labs, physical plant and dining services. But careful use and appropriate disposal of materials such as cleaning fluids, antifreeze and propane has earned USD an award of recognition from the San Diego Regional Hazardous Materials Program.

County inspectors monitor the university quarterly, checking the disposal habits of employees, says **Leilei Thein**, environmental health and safety manager. The certificate, awarded this spring, is the first recognition received by Thein's office since she came to USD two years ago.

### New Hours at Bookstore

The USD bookstore will now be open 11 a.m. to 4 p.m. Saturday. The convenience store will remain open 9 a.m. to 4 p.m. Saturday.



## Benefits Briefs

Reimbursement claim forms for the biweekly payroll of Dec. 29, 1994, (not Jan. 3) are due in human resources by Dec. 13.

Reimbursement claim forms for 1995, listing expenses for less than \$25, will not be approved after Feb. 1, 1995. Save your receipts and submit a claim request when they total \$25 or more.

Employees with a family income of \$25,000 or less may be eligible for a dependent medical subsidy. The application form and a copy of the employee's 1993 1040 tax form must be received by human resources on or before Dec. 12 to be effective on Jan. 1, 1995. Subsidy benefits for late applicants will start the first day of the month following receipt of the application by human resources.

Tuition remission benefits are not available for intersession. We will not know if summer benefits will be available until April. The deadline for spring 1995 tuition remission is 10 days before the first day of class. Employees may be subject to a \$60 late fee if the application is received after the deadline.

Full-time students, currently enrolled or applying for admission in the fall of 1995, should review their eligibility for financial aid. If eligible, full-time students are required to file for financial aid/law financial aid before the February and March 1995 deadlines. Full-time student tuition remission benefits will be restricted if the student is eligible for aid and did not file for aid by the appropriate deadline.

Full-time students who are applying for acceptance in the fall and who qualify for aid, must also apply for aid on or before the February and March 1995 deadlines, even though they have not yet been accepted

—Vicki Coscia

# Mom, Secretary, Student: Harrod Does It All

By Jill Wagner

**Sandi Harrod** is modest about the goals she's set for herself: holding down a full-time job, raising two teen-aged daughters and earning a degree in psychology from USD. The administrative secretary for the School of Business Administration (SBA) maintains it's common for women today to juggle a job, family and school.

Harrod says she's simply making up for lost time, adding that she missed the "feminist bandwagon" when growing up in suburban Pittsburgh in the 1960s.

Harrod became interested in psychology while taking child development classes when her daughters were young, but she held off enrolling in college until the girls could take care of themselves in the evenings. She takes up to three classes a semester and is content even though she knows it will take more than the traditional four years to earn a bachelor's.

"My kids tease me and say, 'I wonder if we'll graduate from college before you do, Mom?'" Harrod says, smiling broadly.

Meanwhile, she continues to impress colleagues and supervisors after nine years of service at the business school. This year Harrod was named runner-up for employee of the year at the Employee Appreciation Picnic in June.

"Sandi's dedication to her work, her studies and her family is an example for all of her SBA co-workers," said **Dean James Burns**, in nominating Harrod. "She continuously strives for quality in the performance of her duties and responsibilities."

When the end of each semester comes around, the faculty and staff at the business school are reminded of Harrod's resourcefulness and they are thankful for her initiative. For years before Harrod arrived, the faculty evaluations filled out by hundreds of students were tabulated using manual calculators, and it could take months for results to be tallied. Within a few years after her 1985 arrival, Harrod had proposed and implemented an evaluation system that now takes one day to tabulate.

"We'd be counting the forms manually and I'd look at the Scantron machine think-



A favorite part of the job for Sandi Harrod is working alongside work-study students (left) Safie Taheri and Sonia Arraut.

ing, 'I know there's a way we can do it on those machines,'" Harrod recalls. As it turns out, the particular Scantron needed for the evaluation forms was already on campus in the registrar's office.

The innovative method eliminated the need to hire part-time staff to help with tabulation and delighted professors who are eager to get results as soon as possible, Harrod says.

Besides keeping the office on the third floor of Olin Hall running smoothly, Harrod supervises work-study students, schedules classrooms each semester and assists administrators with special projects, such as student receptions and the foreign exchange program. She says it's simply a matter of prioritizing tasks when juggling numerous projects.

At home, it's much the same, she says. While housework may not come first, homework does and Harrod often seeks the help of her daughters when it comes to math or statistics. She in turn tutors the younger students with literature and writing.

"My mother used to say, 'Sandi, you've always got your nose in a book,' so I think it's a good thing I ended up working at a college," Harrod says, adding that she's grateful for the support of her co-workers and encouragement from her supervisors to pursue her educational goals.



# Department of the Month

## Office of Graduate Admissions



The staff of the Office of Graduate Admissions includes (back row): Bob Cornish and Renee Peters; (front row, left to right): Aida Flores, Gladis Herrera and Mary Jane Tieman. Not pictured: Cathleen Mumper, Xochi Hernandez, Stephanie Iasiuolo, Michelle Ngugen, David Merlo, Karen Masek and Toni Binns.

### 1. Where is your department located?

The Office of Graduate Admissions is located in Founders Hall, to the left of the main entrance, in rooms 104 and 106.

### 2. What are the functions of your department?

One of the busiest areas of graduate admissions is the receptionist/secretary's desk, where phone inquiries and campus visitors from all over the world, the nation and the state ask for information on graduate degree programs. For example, it is not unusual for the staff to speak with potential students from Zambia, Germany, Japan and Mexico as well as potential students from Massachusetts, Utah, Florida or Riverside, Calif.

The graduate admissions staff represents 20 graduate programs at professional associations, community organizations, colleges and universities, corporations, military bases and public agencies in the effort to recruit potential students. We also coordinate graduate student receptions, open houses and information sessions. For new and special students, we facilitate registration processes.

Two of the most important functions of this department are the timely processing of graduate applications and the reporting of accurate statistical enrollment data. Because we accept applications throughout the year, our work goes on and on and on ... thankfully.

### 3. What is the biggest challenge your department faces?

Four out of the six full-time staff members are new. We are learning the system and trying to find ways to make our procedures more efficient. The biggest challenge for us is to maintain the steady increase of graduate enrollment at the quality and pace USD has enjoyed during the past five years.

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

Ten years ago, the graduate admission processes were done manually. Over the last five years, the department has implemented its own data system. Access to the university-wide systems have made our office more effective. The increase of the number of graduate degree programs, the particulars of each program, and the fluctuation of student enrollment in each program offer challenge and opportunity to each admissions staff member to do his or her job better.

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

Everybody here always tries to make things work, to take the extra time, the extra step to serve the potential students, the faculty, people from other departments, program directors and deans. We are a service entity to the graduate schools and programs, but we also represent the university to the incoming graduate student.

## New Campaign Benefits Administration Center

Demolition work is under way in the former diocese building, purchased this year by the university and marked for use as an administrative and student services center. Located in the center of campus, the building will be remodeled and renamed in honor of **Author E. and Marge Hughes**.

Board of trustees chairman Daniel Derbes recently announced that fellow trustee Bob Baker will lead a campaign to raise funds for the renovation. Joining Baker on the campaign committee are Dirk Broekema, Bill Scripps, Jack Boyce, Terrence Caster, Ken Coveney, Monsignor I.B. Eagen and Elise Weston.

While there will not be a solicitation campaign directed at faculty and staff, employees who wish to participate in the project should contact **Libby Schiff** at ext. 4569.

## New Hires

Welcome to the following employees who recently joined the USD community: **Annette Agtagma**, law school; **Brad Holland**, athletics; **Michael Hernandez**, grounds and maintenance; **Gladis Herrera**, graduate admissions; **Julie Kline**, biology; **Juan Puentes**, Traditions Courtyard Grille; **Kyle Sobczak**, physical plant; **Carol Sparduto**, fine arts; and **Timothy Wayne**, development.

Congratulations to the following employees who recently received promotions or reclassifications: **Marcos G. Camin**, Center for Municipal Dispute Resolution; **Raney R. Castle**, information systems; **Vincent J. Fernando**, law school admissions; **Margarita R. Bermudez**, general services; and **Ginny L. Proctor**, accounting and finance.



## Passages

### Death

James Haughwout, father-in-law of **Ralph Folsom**, professor.

### Classifieds

**For Sale.** Minolta X-7A 35 mm SLR, with auto flash, two power teleconverter lenses, 28 mm wide angle lens, 50 mm lens, 80-200 mm zoom lens and electronic power winder. \$300. Also, men's 10-speed Peugeot bike. \$50. Call **Barbara Snyder**, ext. 4516 or 272-2477.

**For Sale.** Twin mattress set and headboard. Like new, six months old. \$100. Call **Gladis Herrera**, 296-4613.

**For Sale.** Two white toddler beds, mattresses included. \$35 each. Call **Bridget Ingram**, 583-9506.

**For Rent.** Four-bedroom, two-bath house with pool, fireplace, all appliances. In Linda Vista near schools, two miles to USD. \$1,100. Call 292-7848.

**For Rent.** Clairemont home, \$850. Three-bedroom, one-bath with large fenced yard on canyon. Call **Betty**, ext. 4525 or 275-6569.

## Alcalá View

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## Service Awards Honor Committed Employees

Nearly 50 employees who have served the USD community for 10 years or more enjoyed a luncheon with **President Author E. Hughes** on Nov. 2. During the third annual Service Award Celebration Luncheon, Hughes recognized the committed employees and reflected on some of his favorite times spent at Alcalá Park over the past 24 years.

In his speech to the group gathered at the University Center, Hughes said: "In recent months, as I have approached my scheduled retirement, I have been told how remarkable it is for a university president to serve 24 years on the job. I guess that's unusual for most places, but extended service is not unusual at USD." To prove that point, Hughes next awarded certificates and service pins to 46 employees.

The 10-year awards went to: Jack Adams, Perla Bleisch, Carl Boals, Marcia Butler, Calista Frank, Doris Freeman, Francisca Garcia, Gary Dobson, Deborah Hoffman, Kily Jones, Hannah Kinney, Mitchell Malachowski, David McCluskey, Judith

### Holiday

*(Continued from page one)*

"Nutcracker Ballet" at 2 and 8 p.m., Saturday, Dec. 10, and 2 and 7 p.m., Sunday, Dec. 11, in Shiley Theatre. Tickets range from \$5 for children and seniors to \$10 for adults. Groups of 10 or more can purchase tickets for \$4 per person. For more information, call 469-7020.

### Staff Employee Association Christmas Party

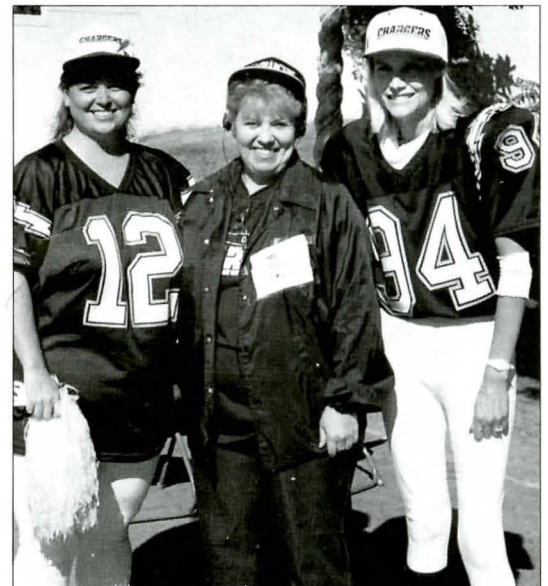
The SEA Christmas open house will be held 2 to 3 p.m., Wednesday, Dec. 21, in the Serra Hall lounge. Items will be collected for a charity. Look for a flier with details.

Muñoz, Katherine Nakamura, Isabel Oliveira, Mary Quick, Maria Rivera, Richard Seaman Jr., Roanne Shamsky, Douglas Stalb, Sherri Stephens, Charles Thomas, Gong Tran and Julian Vazquez.

The 15-year awards went to: Deirdre Alfred, Anne Barker, Jose Cardenas, Sister Dale Brown, Edward DeRoche, Mark Draper, Gene Trebes, Kathleen Law, Sister Maureen Cronin, Roberto Miramontes, Philip Plouffe, Thu Tran, Thomas Van Zant and Thomas Wallake.

The 20-year awards went to: James Burns, Guadalupe Cardenas, Marjo Gray, Louis Magana, Emma Sanders and Leroy Weber.

A 25-year award went to Theresa Mignogna.



Members of the registrar's office crushed the competition in the Staff Employees Association Halloween costume contest, running away with the team prize. (Left to right): Glenda Blain suits up as San Diego Chargers Stan Humphries, Kay Norton leads the team as Coach Bobby Ross and Lisa Zullo dresses as Chris Mims.



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