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# Alcalá

A newsletter for the employees  
of the University of San Diego

## View

April 1998, Vol. 14, Issue 7

### SD Fault is Active; Be Prepared

By Jill Wagner

Most Californians accustomed to occasional earth movement wouldn't even notice a 3.0 temblor on the Richter scale. But put a troop of Cub Scouts within a mile of the earthquake's epicenter and you've got panic.

Carole Ziegler, lecturer in the environmental studies program, was camping with her son's pack several years ago when the earth shook, and she immediately had to put into practice what she previously only talked about. Ziegler is a member of San Diego County's earthquake preparedness committee and lectures regularly to school and community groups about preparing for a disaster.

Don't panic, she reminded herself that day, especially around kids who will sense an adult's uneasiness and become more agitated. "We teach people to take a deep breath, assess the situation and then react," Ziegler says.

April is earthquake preparedness month in California, and while quakes are the most common natural disaster associated with the Golden State, Ziegler points out that flood and fire are constant threats as well. Some of the preparedness tips issued for quakes apply to other disasters as well. It works best if one establishes habits that will make it easy to remain prepared at all times, she adds.

The strongest temblors in recent memory have wreaked havoc north of San Diego, and though it has been quiet recently the Rose Canyon fault is undoubtedly active.

"Statistically, we should have something occur very soon," Ziegler says. "We can document by reading the letters of Franciscan friars that probably in the 1860s there was an earthquake equivalent to that of Northridge in the San Diego area. Anything that occurs within 200 years certainly tells us that our faults are active."

The hearsay that a fault runs through the Alcalá Park campus is not just rumor. Indeed, a finger fault that branches off the Rose Canyon fault line reaches onto the USD mesa.

Brochures and pamphlets on preparing your home or office for an earthquake are available from Ziegler or the county office of disaster preparedness. For now, here are some of the top priorities when preparing for a disaster:

- **Water:** Three gallons per person will last 72 hours. Store in air-tight containers and replace every six months. Water supplies are extremely important in San Diego, where water is imported and sources could get cut off by a disaster, Ziegler says.
- **Radio and flashlight:** Keep in an easy-to-find place and store extra batteries nearby. Don't forget: Your car has a radio and can be useful if the vehicle is parked near your home.
- **First aid:** Take a course to learn the basics of caring for wounds, then stow a waterproof first aid kit with other disaster supplies.

Once an earthquake occurs and the situation is assessed, there are some very important things to keep in mind, Ziegler says.

- **Never leave the scene of the disaster.** It is important to be accounted for at all times.
- **If you don't smell gas, don't shut off the natural gas line to your home.** Authorities learned from the 1989 Loma Prieta quake that residents who shut off the gas unnecessarily may have to wait days to get the fuel flowing again to their homes.
- **Don't use the telephone to call local friends or family.** Local lines need to remain free for 911 emergency calls. Families should have a plan to check in with out-of-state friends or family.

#### Commuter's Corner

##### Air It Out

Rana Sampson, director of public safety, will attend the next Fresh Air meeting to field questions and gather suggestions for enhancing alternative commuting at USD.

The Fresh Air Club is a group of commuters who regularly carpool, walk, bicycle, or take the trolley, bus and Coaster train to campus. All members of the USD community are welcome to attend the meeting, noon to 1 p.m., April 8, in UC220.

For more information, call Greg Zackowski at ext. 4796 or Jill Wagner at ext. 2551. E-mail questions or suggestions to [jwagner@acusd.edu](mailto:jwagner@acusd.edu).

#### Give Life

The San Diego Blood Bank will be on campus from 10 a.m. to 3 p.m., April 14 and 15, in UC Forum A. Blood donors can drop in during those hours or call Antonieta Manriquez at ext. 4796 to make an appointment in advance.

#### University Ministry Events

**Reconciliation Service,** 7 p.m., April 6, in The Immaculata Church.

**Easter Sunday Mass,** 9 p.m., April 12, in Founders Chapel.

**Mothers-to-be Luncheon,** noon, April 29. For information, call Sister Irene Cullen at ext. 2265.

**Bible Study,** 12:10 to 12:50 p.m., every Tuesday. For more information, call Father Vince Walsh at ext. 6818.

(Continued on page three)

## Benefits Brief

Pre-retirement meetings for employees who plan to retire in 1998 or 1999 are on the following dates:

**April 7:** TIAA/CREF workshop, R.S.V.P. to ext. 6611

**April 14:** TIAA/CREF individual counseling sessions, (800) 842-2007, ext. 1060

**May 12:** Supplemental medical plans to medicare, R.S.V.P. to ext. 6611

**May 12:** TIAA/CREF individual counseling sessions, (800) 842-2007, ext. 1060

**May 13:** SCUDDER individual counseling sessions, R.S.V.P. to ext. 6611

Call VALIC representative Kimberlie Sonnenberg for an individual counseling session that will fit your schedule at (619) 469-4437.

A Social Security workshop is scheduled for May 4. Watch for a special announcement in campus mail on April 20. Seating is limited.

Employees should contact the Social Security Administration several months prior to their 65th birthday, even if the employee plans to continue to work. It is important to activate Medicare Part A (hospitalization) at age 65. There is no cost to Medicare Part A and enrollment at age 65 prevents penalties or disqualification of benefits when the employee retires. Enrollment is basically done by telephone. For information, contact Social Security at (800) 772-1213.

Many employees enroll their child(ren) in summer camp programs as an alternative to day care. Be aware that the cost of certain summer camp programs is not eligible for reimbursement as a dependent care expense. The sponsor of the camp must be a licensed day care provider, such as the YMCA, in order for the expense to qualify for reimbursement.

— Vicki Coscia

## Where Past is Prologue

By Jill Wagner

Tucked in a corner of Copley Library's Mother Rosalie Hill Reading Room is an office that you might say is the heart and soul of the university. The filing cabinets and floor-to-ceiling bookshelves of the university archives store pictures, documents and publications that record USD history and give visitors a glimpse of the future.

If it's true that history repeats itself, it may not be long before students and employees line up at a soda fountain to order homemade shakes and banana splits. Hats and gloves may become the fashion rage among female students. And just maybe those presidential debate banners will come in handy again.

Diane Maher, the university archivist since September, often loses track of time while exploring the 50-year history of USD and its predecessor institutions, the College for Men and College for Women. She took over last fall for Ray Brandes, retired professor of history and the university's first archivist, who initiated collection of materials in 1990 when the president authorized and funded the archives.

Visitors to the archives are just as absorbed in combing through the past.

"A man came recently who used to play football for the university," she says. "He looked through our scrapbooks, found his name and read all about his team."

Even the location of the archives harkens to a different era. The office in the rear balcony of the reading room is part of the original College for Women library and a half-door, now barricaded, used to open into a study lounge in Camino Hall. The women students could check out books without leaving the comfort of the lounge.

Open Monday through Friday from 9 a.m. to noon, the archives also boast bound copies of every dissertation published by USD graduate students, a complete set of USD yearbooks and most of the annuals

from the two colleges, and original documents from the founding of the university.

Maher, who is also a cataloger and continuations librarian in Copley Library, picked up where Brandes left off, but also has some ideas of her own.

A graduate assistant is logging all the dissertation titles on the library's database, SALLY, so researchers know what is available in the archives. Maher is reorganizing part of the filing system so that records and photos are easily retrieved, and she would like to add

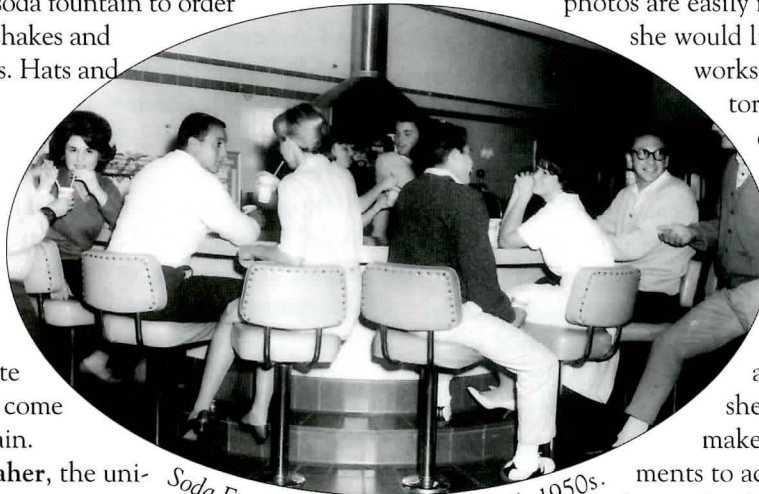
workspaces so visitors can sit down to do their research.

Maher works only part time at the

archives, but she is willing to make appoint-

ments to accommodate the needs of individual

guests. "I just suggest that people call ahead so I can do some groundwork and discover what we have in the areas they are researching," she says.



Soda Fountain in Sacred Heart Hall, 1950s.

## Whoa, Man, Picnic Needs a Name

OK, the picnic committee has done its part and chosen a theme for the annual summer party. Now it's your turn to get into the groove.

The 14th annual Employee Appreciation Picnic is slated for noon to 3 p.m., June 12, on the lawn behind Copley Library. All that's left to be decided is a name.

Employees are invited to slip into their favorite bell bottoms and tie-dyed shirts, bring their funkier '60s leftovers for a memorabilia contest and enjoy the way-cool tunes. Traditional picnic food and drink is free to employees and offered at a nominal fee to guests.

Send your hippest suggestions for a name to Calista Davis in human resources by April 15. The groovy thinker behind the winning name will be honored at the picnic.

# Automated Timekeeping is Considered

*One in an occasional series on business process redesign*

What is timekeeping? It's an activity that 325 supervisors, 1,600 hourly staff employees and two payroll assistants have in common.

The timekeeping process redesign team is reviewing current methods used throughout the campus to collect and report work hours. These methods range from the use of time clocks (in facilities management, dining services, the bookstore and mail center) to handwritten timecards (common among clerical employees). Some departments use additional steps, including transfer of time clock information to timecards or faxed information from off-campus locations. Those involved in the project frequently comment about how labor-intensive the current methods are.

The intent of this project is to "eliminate the tedious and duplicate work that so many departments are burdened with," says **Judith Muñoz**, director of human resources. "We are hoping that many of the manual steps will be reduced."

A question asked more than once of **Larry Gardepie**, business process analyst, is whether all employees will be required to use a time clock. Current technology allows a variety of data collecting devices, such as time clocks, personal computers, phones and I.D. cards, explains **Judy Sanchez**, project leader and payroll manager.

The team will review the options and recommend the best solution for USD. "The focus of the project is to make the time recording/payroll process more efficient, not to closely monitor the work time of the employees," says Muñoz. "USD has a dedicated, motivated workforce."

The timekeeping process team members are **Lisa Bach**, student employment; **Randy Beard**, business process redesign (BPR) student intern; **Michael Boyce**, bookstore; **Ana Dorado**, human resources/payroll; **Becky Gilbert**, Copley Library; **Cleo Gonzalez**, law school; **Kathe Myrick**, development; **Carol Norman**, dining services; **Lynne Small**, mathematics; **Barbara Snyder**, facilities management; and **Betsy Winters**, College of Arts and Sciences.

*(Continued on page four)*

## Staff Employees Will Help Review PMP

More than 50 staff members packed into UC107 for the March SEA meeting, where **Judith Muñoz**, director of human resources, mediated an emotional discussion about the new performance management program (PMP).

The questions and comments made it evident that confusion is still widespread about the mechanics of the evaluation system. According to many in the audience, supervisors and staff members don't understand how to fill out the stack of forms or nominate employees for exceptional awards, which are financial bonuses available to a small number of staff employees in each division.

"We're starting a new year and we need to understand this process," said **Peggy Agerton**, executive assistant in the provost's office. "We need some training. The staff should be a part of developing this program."

Muñoz responded by outlining several steps human resources is poised to take, such as revising some of the evaluation forms in the PMP packet and providing training

courses for supervisors. Similar to the community-based policing model instituted by Director of Public Safety **Rana Sampson**, a human resources administrator will be assigned to each department on campus as a personal liaison, Muñoz said.

Finally, a human resources advisory committee will be convened with a staff member and administrator from each vice presidential area, and representatives from other key departments on campus. The committee will immediately begin work on reviewing the PMP and revising the tuition remission policy.

### Looking Ahead

SEA board members plan to form a committee to examine hiring and promoting from within the university and ways to further encourage that practice. Employees interested in sitting on the committee should contact an SEA officer or board representative.

President **Alice B. Hayes**, who postponed her scheduled March meeting with the SEA, will speak to the group May 13, at 2 p.m., in UC107.

### University Ministry

*(Continued from page one)*

**Daily Masses** at Founders Chapel, 7 a.m., Monday through Saturday; 12:10 p.m., Monday through Friday; and 5 p.m., Monday through Thursday.

### Passages

#### Marriages

**CC Costanzo**, financial aid adviser, married John Lavor on March 1.

#### Births

A daughter, Ysabelle Therese, to **Shelley Shivers**, executive assistant in graduate admissions, and **Michael Shivers**, file management coordinator in advancement services, on March 3.

#### Thank You

My husband and I wish it were possible to personally thank each of you for your concern for us in the loss of our son, Rich, but the sheer numbers of you make that wish difficult to be fulfilled. The care so freely expressed by your prayers, words and cards of support has been overwhelmingly helpful to us, our family and our friends. A simple thank you seems so inadequate, but it is all we have to acknowledge your thoughtfulness. Thank you.

— **Diane West**

### Classifieds

**Roommate wanted.** Female, quiet, non-smoker to share two-bedroom condo in River Colony in Mission Valley with professional woman. Master bedroom with own bath; assigned parking; fireplace; washer and dryer; pool, Jacuzzi and gym. \$635/month. Call **Raji Pannu** at ext. 4655.

### Dedication of Serra Statue

The campus community is invited to a brief dedication ceremony for the Father Junipero Serra statue recently installed in front of Serra Hall. It begins at 11:30 a.m., April 29. The statue is a gift from William H. Hannon of the Hannon Foundation, in memory of Eugenie B. Hannon.

**SEA**  
USD STAFF EMPLOYEES ASSOCIATION

## New Hires and Promotions

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

**David Epstein**, public safety; **Esiquio Covarrubias**, grounds maintenance; **Lisa Hillan**, law school; **Patricia Lavoire**, child development center; and **Chere Smith-Southerland**, law school.

Congratulations to the following employees who were recently promoted:

**Ruth Hastings**, head of circulation at the legal research center; **Jacqueline Kennedy**, coordinator of the child development center; and **Betty Zee**, assistant registrar in law school records.

## Psst...

*Bits and Pieces from the Readers*

Is it new? Most of us have never seen it. One student was surely surprised by the small, box-like vehicle hugging the curb as it swished down Marian Way. "Hey, we've got our own street sweeper!" he exclaimed. ...

This just in from a staff employee who purchased a reserved parking space: "I feel much less stressed out when I walk into work each morning. I don't have to worry about finding a parking space or being late because I couldn't find one."

## Alcalá View

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# Funding Available for Diversity Programs

A group of faculty and administrators charged with continuing the discussion of diversity on campus is keenly aware that action often speaks louder than words.

That's why the Cultural Competence Project Team (CCPT) is now offering funds for projects that will help create an inclusive campus community. Under the auspices of a second grant from the James Irvine Foundation, the CCPT will accept proposals for projects from faculty, staff, administrators, and undergraduate and graduate students.

"We are interested in getting a lot of people out there talking about cultural competence," says **Susan Zgliczynski**, associate professor in the School of Education and a CCPT member. "Cultural competence is the knowledge and skills people need to get along, and to work and learn together effectively."

In a document distributed last month to the university community, the team defines cultural competence as "the ability and willingness to interact respectfully and effectively with individuals and groups, acknowledging the common and different elements of our cultural identities."

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## Timekeeping

*(Continued from page three)*

Other departments will be involved as the team brainstorms new solutions for time collecting methods. If you have questions, contact a team member or call Gardepie at ext. 4822.

Other BPR projects under way include:

- The telecommunications business and technical offices are streamlining the flow of work orders and trouble calls between the two groups.

The CCPT includes **Beth Dobkin**, communication studies; **Kokila Doshi**, School of Business Administration; **Yvette Fontaine**, international resources; **Judith Liu**, sociology; **Reuben Mitchell**, diversity development; **Joe Nalven**, School of Law; and **Anita Buckley-Rogers**, human resources.

Eligible projects could include ideas such as mentoring programs, activities that bring together groups that don't typically work together, or orientation programs for new employees and students.

Grants up to \$1,000 are available for small projects. Comprehensive grants of up to \$50,000 will be awarded to larger projects. The provost will make the awards based on recommendations from the CCPT review panel.

An information session about cultural competence, open to all community members, is scheduled for 11:30 a.m. to 1 p.m., April 16, in Manchester 206B. A session on proposal writing will be held April 22 in Harmon Hall 201. For more information, call Zgliczynski at ext. 4287 or e-mail her at [zglinski@ucsd.edu](mailto:zglinski@ucsd.edu).

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- The curated collections inventory team received approval to purchase an inventory software system that will catalog the various collections the university maintains. This information can be used for educational purposes and Web access.
  - Loan administration is using a new software package and service bureau that provides students with more up-to-date loan information.



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