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Alcalá

A newsletter for the employees
of the University of San Diego

View

November 1998, Vol. 15, Issue 3

New Committee Guides HR

By Jill Wagner

There's a new method on campus through which employees can air concerns or make suggestions to the human resources department. The recently convened Human Resources Advisory committee is designed to be a communication conduit between employees, HR managers and executives of the university.

"Communication is a constant issue for us," says

Judith Muñoz, director of human resources, who explains committee members will get information out to departments and bring concerns or suggestions back to the committee.

The Human Resources Advisory Committee is an outgrowth of the more limited scope Benefits Advisory Committee, which periodically reviewed issues surrounding health, retirement and tuition benefits. Muñoz revamped the committee to include greater representation from across campus, including members of the three employee groups — faculty, staff and administrators — from each of the five divisions.

During its first meeting in October, the committee determined it will review the tuition remission policy, the staff compensation plan and the Performance Management Program (PMP).

The tuition remission discussion will center on providing summer tuition to employees who convincingly argue that summer is often the best time to take classes. In recent



Faithful for 15 Years

From left to right, Ina Levy, Jeanne Heapthy, Edward Helzer III and Mary Robbins will be honored at this month's Service Awards Celebration for their 15 years of employment at USD. For a complete list of service award recipients, see story on page three.

years, summer tuition remission has not always been available because the allocated funds were used during the regular semesters. The policy states that no more than 1 percent of the university's budget will be used for the tuition benefit.

"We will talk about what we can do to control costs and still provide summer tuition remission," Muñoz says.

The review of the compensation plan and PMP will be an overall evaluation of how the programs are going after the first year of implementation.

After the committee gathers suggestions, discusses the issues and agrees on its position, it will forward recommendations to the appropriate person or group, Muñoz says. For example, any recommendation for a policy change would move directly to the President's Advisory Council.

Employees with concerns or questions should talk to the proper representative or directly to Muñoz, who chairs the committee.

(Continued on page two)

New Walking Club

Human resources and Kaiser Permanente is hosting an organizational meeting for a new employee walking club. Reserve noon to 1 p.m., Nov. 17, to learn about the fitness group. Call human resources at ext. 6611 to sign up for the meeting.

Flu Shots on Campus

Flu and tetanus shots are available for \$5 to employees and students at the Student Health Center in Camino Hall 161. The service began in October and will continue until the vaccine supply is exhausted.

Hours for vaccinations are: 2 to 4 p.m., Mondays; 3 to 5:30 p.m., Wednesdays; 8:30 to 11 a.m., Thursdays; and 1:30 to 3:30 p.m., Fridays. For more information, call the health center at ext. 4595.

Give the Gift of Life

The semiannual USD blood drive is set for 10 a.m. to 3 p.m., Nov. 10-11, in UC Forum A. Appointments to donate blood can be made at a sign-up table in front of the UC, Nov. 3-5, or by calling **Tonis Manriquez** at ext. 4796. Walk-in donors are also welcome during the blood drive.

Life on Mars

Join the chemistry and math departments from 7 to 9 p.m., Nov. 18, in Salomon Lecture Hall for a talk by NASA's Dr. Chris McKay titled "The Search for Life on Mars and Beyond." The event is part of the third annual Science Lecture Series and is free to the public. Refreshments are provided.

Benefits Brief

Benefits Fair – Nov. 6: The annual employee Benefits Fair will be from 9 a.m. to 3 p.m., Nov. 6, in UC Forum A/B. Employees can meet with insurance, retirement and benefits representatives, receive free health screenings and enter drawings.

Open enrollment – Nov. 9-20: All benefits-based employees will have the opportunity to enroll for 1999 benefits through an Internet Web site during this year's open enrollment.

You must enroll if any of the following apply: You plan to waive medical and/or dental insurance coverage; you desire a 1999 health or dependent care reimbursement account; you want to change medical or dental plans; or you are adding or deleting dependents from medical or dental coverage. To enroll, use a computer at home, work, or in the human resources Computer Skills Center in Maher 112. The skills center will be open from 9 a.m. to 1 p.m., Nov. 9-13; and from 1 p.m. to 4:30 p.m., Nov. 16-20.

Wellness Survey Winners: A drawing was recently held for faculty, staff and administrators who returned their Wellness Surveys by the deadline. Winners of the Kaiser Earthquake Preparedness Kit were **Yvette Fontaine** of student affairs and **Steve Gelb** of the School of Education. **Vanessa Barbarin** from the bookstore won a clock radio from Health Net. **Susan Gaydos** from development won a pen and letter opener set from Health Net.

New Benuflex Handbook: The 1999 Benuflex Handbook has been modified to represent USD's health plan Supplemental Plan Document (SPD). It is important to keep your handbook as a reference document.

– Vicki Coscia

Heart of a Gardener

Roberto Acuna first sunk his hands in the rich dirt surrounding The Immaculata Church in 1973, planting bunches of colorful impatiens and snatching out errant weeds.

A quarter century later, Acuna is still setting out annuals, nurturing roses and clipping tree limbs in his personal quest to make the heart of the USD campus one of the most beautiful spots in San Diego.

That dedication to perfection in his job was the basis for Acuna's nomination for the 1998 Manuel Hernandez Employee of the Year Award, according to his supervisor, **Ernie Salazar**.

"He's a very serious worker," says Salazar, grounds supervisor. "He wants to make it beautiful and he has a lot of pride in what he does."

In his award nomination letter, Salazar noted that Acuna keeps the areas surrounding the Immaculata, Maher Hall and Hahn University Center manicured despite their heavy and constant use.

"The roses in his care on the Maher patio are prolific and carefully chosen for their fragrance and the added beauty they bring to a lovely garden setting," Salazar wrote. "His abilities are not just from years of experience, but he truly has the gentle heart of a gardener."

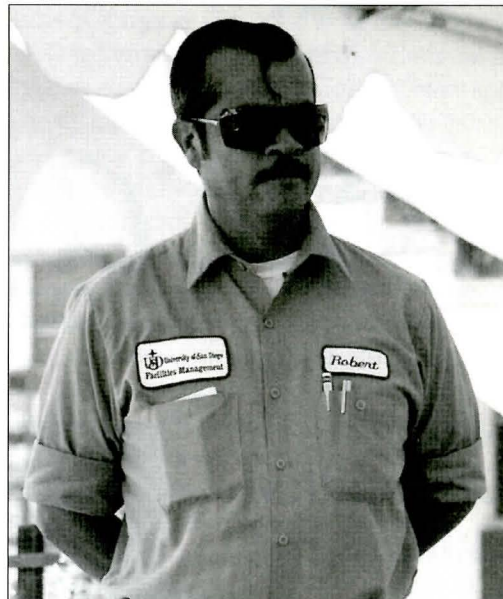
Acuna, a gardener II in facilities management, takes pride in keeping the grounds manicured not only for students, faculty and staff, but his wife, Mayola, who works in general services. Mayola rides into work each day with her husband, surveying the results of his green thumb.

The father of an 18-year-old daughter and 12-year-old son, Acuna says he "gardens sometimes" at home, but admits he puts most of his energy into improving the Alcalá Park campus.

And his co-workers know it. Salazar says when he first came to USD and discovered that Acuna was on his team, his reaction was: "He's been doing this for 25 years, what could I possibly teach this guy?"

"So I mainly direct his efforts, since he's very motivated to do a good job. Roberto's quiet, but he's very respected and well-liked by his colleagues," Salazar says.

The most notable difference in the USD campus since his first year, Acuna says, is the students: "There's a lot more of them,



Roberto Acuna, a 25-year veteran in grounds and maintenance, is honored at the Employee Appreciation Picnic as an Employee of the Year finalist.

and they seem younger."

Despite gardening for 25 years, Acuna says he never tires of it, and plans to stay at USD until retirement.

"I like this place very much," he says. "I'm very happy here."

Advisory Committee

(Continued from page one)

The staff employee members and the areas they represent are: **Pam Bourne**, student affairs; **Elaine Atencio**, university relations; **Diane West**, academic affairs; **Felix Leyva**, finance and administration; and **Becky Gilbert**, Staff Employees Association.

The faculty representatives are: **Sue Zgliczynski**, School of Education; **Le Ann Otto**, College of Arts and Sciences; **Janet Harrison**, Philip Y. Hahn School of Nursing; **Miriam Rothman**, School of Business Administration; and **Kevin Cole**, faculty senate.

The administrative committee members are: **Esther LaPorta**, university relations; **Monsignor Daniel Dillabough**, mission and ministry; **Scott Gill**, finance and administration; **Judy Lewis Logue**, academic affairs; **Greg Zackowski**, student affairs; and **Ruth Levor**, School of Law.

Thom Barnett, **Vicki Coscia**, **Calista Davis**, **Reuben Mitchell**, **Bob Brown** and **Judy Sanchez**, the human resources managers, also attend the meetings. Representatives will serve three year terms. The committee meets within the first two weeks of each month during the academic year.

Thanks for Your Service, Lunch is on Us

Longtime employees celebrating anniversary years are invited to the sixth annual Service Awards Celebration, set for 11:30 a.m. to 1 p.m., Nov. 20, in UC Forum B.

Ten-year honorees are: **Mayola Acuna**, custodial services; **Mildred Brown**, career services; **Alicia Buenrostro**, advancement services; **Carter Edwards**, general services; **Carl Eging**, law school financial aid; **Sixto Gomez**, grounds and maintenance; **Jose Gonzalez**, grounds and maintenance; **Chris Hernandez**, building maintenance; **Martha Hernandez**, main dining; **Tom Iannacone**, athletics; **Carol Lawrence**, financial aid; **Ryan Marsh**, human resources; **Teresa Martinez**, custodial services; **Don McGraw**, provost; **Charles Moeller**, budget and treasury; **Karen Molenda**, Philip Y. Hahn School of Nursing; **Josefina Monroy**, custodial services; **Marcia Rathfon**, continuing education; **Maureen Rukstalis**, president's office; **Kim Signoret**, donor relations; **Ed Starkey**, Copley Library; **Jose Tavares**, dining services; **Frank Weston**, legal research center; **Dorothy Wildman**, registrar; and **Marjorie Zhou**, law school.

Employees celebrating 15 years of service are: **Maria Briseno**, custodial services; **Vicki Coscia**, human resources; **Richard Danford**, patient advocacy at the law school; **Debbie Finocchio**, chemistry; **Brian Fogarty**, athletic;

Yvette Fontaine, student affairs; **Ted Geddes**, custodial services; **Rosemary Getty**, law school; **Jeanne Heaphy**, legal research center; **Edward Helzer III**, print shop; **Ina Levy**, law school; **Grace McElhaney**, housing; **Warren Muller**, undergraduate admissions; **Carol Norman**, dining services; **Mary Robbins**, registrar; **Lois Scheer**, legal research center; **Lonnie Turner**, public safety; **Mary Vicknair**, law school; **Nancy Weber**, public safety; and **Kathy Whistler**, legal research center.

Twenty-year honorees are: **Gary Becker**, athletics; **Leo Briseno**, custodial services; **Carolyn Greer**, athletics; **Mary Ann Kennedy**, health center; **John Martin**, athletics; **Sister Virginia McMonagle**, university relations special programs; **Pat Quinn**, law school records; and **Linda Scales**, career services.

Employees celebrating 25 years of service are: **Roberto Acuna**, grounds and maintenance; **Tom Burke**, student affairs; **Dora Camacho**, custodial services; **Jim Pehl**, budget and treasury; **Thomas Rogers**, building maintenance; and **Mandy Wiedower**, Copley Library.

Kay Norton, registrar, will be honored for 30 years of service, and **John Cunningham**, athletics, is celebrating 35 years at USD.

Congratulations to all!

Who Will Be the Next President?

New Staff Employees Association officers will be elected at a meeting scheduled for 2 p.m., Nov. 11, in UC107. Nominees for president, vice president, secretary and treasurer will be voted on by SEA representatives who are present at the meeting.

A ballot is being prepared by **David Edgar**, current SEA president, and **Becky Gilbert**, Copley Library representative. Any staff employee interested in running for office — previous service on the SEA board is not necessary — should submit their name to Edgar or Gilbert.

Scholarships on the Way

In response to a desire by the SEA board to donate \$1,000 in scholarship funds to the Manchester Family Child Development Center, a subcommittee has been convened to determine how the donation should be used.

Calista Davis, administrative liaison to the SEA, **Ana Dorado**, bookstore representative, and **CC Lavar**, Hughes Center representative, will review the financial need of the 10 staff employees with children at the center and make recommendations on how to divide the \$1,000 among the families.

The full SEA board will vote on the recommendations at its Nov. 11 meeting.

Looking for a Place to Give

The SEA holiday party is just around the corner and donations will be accepted for a local charity. Which charity?

Suggestions are welcome and will be voted on at the November meeting. In recent years, staff employees have collected goods and money for Auntie Helen's Laundry Service and the Interfaith Shelter Network.

Souper Deal

Campbell's Soup labels are as good as cash for the Manchester Family Child Development Center. To help the center in its Campbell's Labels for Education Collection Drive that starts Nov. 1, send peeled off labels through intracampus mail to the MFCDC.

University Ministry Events

Thanksgiving Mass, 5 p.m., Nov. 23, in Founders Chapel.

Bible Study, 12:10 to 12:50 p.m., Tuesdays, in WH201.

Sunday Masses at Founders Chapel, 7 and 9 p.m.

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.

New Hires and Promotions

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

Christina Castro, counseling center; **Erin Foley**, development; **Susan Herold**, publications; **Michael Keeler**, athletics; **Brandon Knaggs**, academic computing; **Suzanne Mathews**, counseling center; **Chris Nayve**, community service-learning; **Gretchen Ponto**, graduate admissions; **Stephen Taburiaux**, administrative data processing; **Leeva Chung**, communication studies; **Judith Hora**, School of Business Administration; **Eric Jiang**, mathematics; **Arthur Johnson**, Philip Y. Hahn School of Nursing; **David Lowe**, School of Business Administration; **David Nielson**, foreign languages; **Rahul Singh**, School of Business Administration; **Magali Garcia**, law school; **Chae Hill**, public safety; **Maureen Kane**, law school; **Holly Romo**, Copley Library; **Julian Vazquez**, mail center; and **Connie Wilson**, School of Business Administration management programs.

Congratulations to the following employees who recently received promotions:

Kate Vargas, administrator of international business programs in the School of Business Administration;

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Laura Buenrostro, cashier;
Patricia Godinez, administrative assistant 2 in the bursar's office; **Maria Viegas**, custodian 2 in custodial services; and **Cory Woolley**, public safety officer 1 in public safety.

Passages

Marriages

Susan Pillsbury, benefits assistant in human resources, to Buzz Barton on Sept. 26.

Births

A son, Luke Frances, to **Anatasia Stabile**, financial aid counselor, and her husband, Paul, on Sept. 4.

Deaths

Carl Eging Sr., father of **Carl Eging**, director of admissions and financial aid for the law school, on Oct. 4.

Psst...

Bits and Pieces from the Readers

Seems as if working at USD is the first step to finding fortune. The next is landing a job in human resources. We all know about **Ryan Marsh's** \$4 million lottery jackpot. But have you heard about one of his colleagues who pulled in \$10,000 on a recent Sunday afternoon trip to La Mesa RV?

Go ahead, take a guess at who ended up with the winning key that opened a lock in the RV center's sales promotion and giveaway. If you're having trouble figuring who the lucky gal is, watch for an upcoming La Mesa RV commercial featuring her and her two kids.

Alcalá View

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Editor:

Jill Wagner

Contributing Editors:

Michael Haskins

Susan Herold

Production and Design:

Judy Williamson

Photography:

Ken Jacques

Gary Payne

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News You Can Use

Turkey Dinner Made to Order

Are you looking forward to Thanksgiving but not the hours it takes to prepare a traditional turkey dinner? The banquets and catering department has the answer!

Nona Janus, catering manager, and her staff of expert chefs invite USD employees to order a complete holiday dinner or individual items from an extensive menu. The dinner includes a whole roasted turkey, stuffing, whipped potatoes, cranberries, sweet potato souffle, gravy, rolls and pumpkin pie. Individual menu items include anything from the dinner, soups, side dishes and desserts.

Orders must be received by 3 p.m., Nov. 19. Food will be available for pick-up between 10 a.m. and 5 p.m., Nov. 25. Watch campus mail for a flier with a complete menu, prices and order form. For more information, call Nona at ext. 4560.

Founders Day Celebration

The USD community is invited to attend the university's Founders Day vespers service, 5 p.m., Nov. 12, in Founders Chapel. Celebrated on the feast of San Diego de Alcalá, our patron saint, the service is in honor of the university's contemporary founders, Bishop Charles Francis Buddy and Mother Rosalie Hill, R.S.C.J.

Vespers, or evening prayer, is the liturgy of the church celebrated as daylight ends. A reception in the French Parlor immediately follows the service.

Latino Identity Honored

The second of a three-part program on Latino identity at USD is scheduled for noon to 1 p.m., Nov. 20, in UC Forum A.

Dan Rodriguez, dean of the School of Law, **Yvette Fontaine**, director of international resources, and **Guadalupe Corona**, assistant director of student activities, will give presentations celebrating the significance of the 1910 Mexican Revolution.

The program, "Latino Identity: Working Together at the University of San Diego," is designed and organized by **Perla Bleisch**, faculty secretary in the School of Law. She won a cultural competence grant last spring to fund the program. Under the auspices of a grant from the James Irvine Foundation, smaller grants were offered to members of the USD community who submitted proposals for projects that promote discussion about the differences and commonalities of our cultural identities.

Lunch will be provided at the November event. Reservations are required and can be made by calling Bleisch at ext. 2540.

Denim Day Nets \$750

The Women's Center would like to extend a wholehearted thanks to all who participated in Lee National Denim Day. The event, sponsored by the Lee Company, was held Oct. 9 to help fight breast cancer. All contributions benefitted the Susan G. Komen Breast Cancer Foundation, an organization dedicated to searching for a cure. Through participation by faculty, staff and students, USD raised more than \$750. Thank you for the support and contributions.



Office of Publications
Maher Hall 274