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# Alcalá

A newsletter for the employees  
of the University of San Diego

## View

May 1999, Vol. 15, Issue 8

### Trained to Lead



The stacks of binders in their laps are only a portion of the materials these employees studied in a Project Management Training program held on campus. Pictured standing (left to right): Larry Gardepie, Tim Shaffer, John Courter, Theresa Hrenchir, Charles Moeller, Pam Bourne and Diane Gronholt; sitting (left to right): Judy Sanchez and Kim Signoret. Not pictured: Carmen Barcena, Becky Gilbert, Rondi Stein, Mike McIntyre, Greg Marshall, Mike O'Deane and Judy Sandman (see related story on page three).

## Campus Computers Will Soon Talk Better

By Jill Wagner

The ability of administrative departments to share information via computer will vastly improve in the next two to three years, according to the recently convened Administrative Systems Advisory Committee.

Charged with assessing software available from outside vendors, the committee will work over the next year to find one system that all offices can use.

Thanks to desktop computers, we can communicate with colleagues halfway around the world. But when it comes time to find the correct address of a student or let accounting know a bill needs to be paid, don't expect your networked computer to help.

Currently, the university's administrative offices use software programs designed for specific functions of the department, but the programs cannot communicate with any other system. Data and information that could be shared by numerous departments may be entered into the different systems several times over.

Outdated as it sounds, it wasn't too long ago that large-scale networking of desktop computers became feasible.

"When these programs were developed, it wasn't realistic to integrate them," explains Don Fellows, director of development and chair of the new committee.

With the help of five subcommittees, the advisory group will review what kind of soft-

(Continued on page two)

### Piece of Cake

Birthday cakes will abound at this year's Employee Appreciation Picnic, where employees are invited to enter a cake baking contest, compete in traditional birthday party games, enjoy lunch and relax with co-workers. Set for noon to 3 p.m., June 25, the picnic is a celebration of USD's Golden Anniversary — so in honor of 50 years, pull on the pedal pushers, grease back the hair and get set to rock 'n' roll.

For more information, call **Calista Davis** at ext. 2621.

### Commencement Schedule

**Law School**, 10:30 a.m., May 29, in Torero Stadium.

**Undergraduate**, 9:30 a.m., May 30, in Torero Stadium.

**Graduate**, 2 p.m., May 30, in Torero Stadium.

### New Hires and Promotions

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

**Anne Delyons**, development;  
**Claire Galang**, development;  
**Keith MacDonald**, biology;  
**Judith Meyers**, development;  
**Brad Paterson**, human resources;  
**Samuel Peralta**, academic computing; and  
**Marty Rider**, capital programs

Congratulations to the following employees who recently received promotions or whose jobs were reclassified:

**Lisa Hillan**, practicum administrator and assistant mock trial team coach in the School of Law and **Emilia Moore**, executive assistant 1 in the Legal Research Center.

## Benefits Brief

**Immunizations available on campus:** USD's Health Center is offering \$5 tetanus boosters (needed every 10 years) and \$30 hepatitis A immunizations. The hepatitis immunization provides short-term protection and is particularly important for travelers. Please contact the health center for information at ext. 4595.

**Medical emergency notification:** Remember to notify your primary care physician within 48 hours after emergency medical treatment. Tier two and three Health Net medical claim forms are available in the human resources department.

**Filing for Social Security:** Employees approaching their 65th birthday should contact the Social Security Administration and activate their Medicare Part A hospitalization coverage even if the employee plans to keep working. Activating Part A at age 65 will reduce Medicare enrollment delays and/or penalties at retirement. There is no cost to the employee for Part A coverage. Contact the Social Security Administration at (800) 772-1213 for more information.

**Summer dependent care reminder:** According to the IRS, only a select group of summer camps are eligible for reimbursement through the employee's dependent care reimbursement account. In order to receive reimbursement, the sponsor must be a licensed day care provider such as the YMCA, the Boys and Girls Club, or the Jewish Community Center. Please check with camp sponsors to see if they qualify under these guidelines.

— Debbie Anderson

## CCO Names Manager, Staff

A newly named staff of five is ready to set up shop as the campus card office (CCO). Now all they need is the space.

By late summer, the manager, assistant manager and three staff employees hope to be moved into renovated offices in the Hughes Administration Center. **John McCloskey**, previously assistant bursar, accepted the position of CCO manager as of April 1. **Patrick Boyce**, formerly business services manager for telecommunications, is now assistant CCO manager.

The staff is filled out by **Therese "Te" Thiessen**, previously executive assistant in dining services, **Linda Ballinger**, resale services assistant from telecommunications, and an employee from parking services yet to be selected.

Approved in March by the university administration, the CCO will centralize ID card services. Students and employees will visit one office to obtain ID photos, add money to a cash-plus account, buy a meal plan, pay for copier fees and gain key card access to residence halls. A new system of machines will encode all the necessary information on the cards from one location.

Thiessen, Ballinger and the parking services employee, all of whom handled card operations in separate departments, will per-

form many of the same tasks in their new positions with the CCO.

McCloskey plans to have the revamped meal plan system up and running by late summer. Key card access and other services will follow soon after, he says.

The new card system will also allow for options, such as off-campus vendors and pre-paid services, to be added over the next couple of years.

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## Campus Computers

*(Continued from page one)*

ware is needed for academic services, advancement services, finance, human resources and student life. Vendors will be asked to demonstrate their programs in the fall and, next year, the university will award the contract for a multimillion dollar administrative computing system.

At the same time, a chief information officer will be hired to oversee both the administrative and academic computing departments. The new executive will report directly to Vice President and Provost **Frank Lazarus**.

The changes in the way USD uses information technology are based largely on recommendations made last summer by an independent consultant. A campus technology review was completed in August by an expert from the National Center for Higher Education Management Systems.

While the new computing system will help many departments work more efficiently, the committee acknowledges it will require considerable change.

"Employees are going to have to change the way they perform tasks and look at how they interact with other departments," says **Dave McCluskey**, director of information systems and a committee member. "We're trying to prepare as best we can for those changes."

Other committee members are: **Thom Barnett**, assistant director of human resources; **Garland Blackwell**, controller; **Daphne Congdon**, special assistant to the vice president for finance and administration; **Warren Muller**, director of enrollment management; **Karen Reed**, special projects director in student affairs; and **Gary Whitney**, associate dean in the School of Business Administration.

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## University Ministry Events

**Candlelight Mass**, 9 p.m., May 23, in Founders Chapel.

**Law School Graduation Mass**, 2:30 p.m., May 28, in Founders Chapel.

**Baccalaureate Mass**, 4 p.m., May 29, in Torero Stadium.

**Bible Study**, 12:10 to 12:50 p.m., every Tuesday, in Warren Hall 201.

**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.

For more information, call university ministry at ext. 4735.

# New Project Leaders are Here to Help

Sixteen staff and administrative employees recently returned to school for training that will benefit the entire USD community.

Employees representing each vice presidential area participated in the intensive, three-week Project Management Training designed specifically for on-campus participants. The president and vice presidents endorsed the program with the hope that these employees will be called on as project leaders and advisers for campus reorganization efforts.

"It was a great group of people who were enthusiastic to learn. They're eager now to go use the skills on the job," says **Chuck Teplitz**, director of the Institute for Project Management and one of 11 School of Business Administration faculty who taught the program.

The participants were: **Carmen Barcena**, School of Business Administration; **Theresa Hrenchir**, School of Law; **John Courter**, facilities management; **Larry Gardepie**, business process redesign; **Becky Gilbert**, human resources; **Charles Moeller**, budget and treasury; **Judy Sanchez**, human resources; **Tim Shaffer**, administrative data

processing; **Rondi Stein**, bursar's office; **Mike McIntyre**, university ministry; **Pam Bourne**, student affairs; **Greg Marshall**, dining services; **Mike O'Deane**, public safety; **Judy Sandman**, housing and residence life; **Diane Gronholt**, advancement services; and **Kim Signoret**, donor relations.

The course was taught in three phases from December through February. Each phase included four to five consecutive days in the classroom from 8:30 a.m. to 5 p.m. The participants learned how to manage project teams, develop project schedules and track progress. In the second phase, they learned how to design surveys and analyze data, and in the third week they practiced presentation and negotiation skills, as well as discussed leadership methods.

"One of the highlights of the program was interacting with faculty and getting to know about different resources on campus," says Gronholt.

The program leaders hope to host the training again in the future. Anyone interested in Project Management Training should contact their director, dean or vice president.

## Exceptional Work

The performance management program includes an opportunity for staff employees to be recognized with exceptional awards, chosen by the vice president for each division. The 1998-99 recipients are:

**Cheance Adair, Bill Anderson, Elaine Atencio, Mercedes Bennett, Perla Bleisch, Silberio Bobadilla, Alice Bournazian, Pam Bourne, Verdise Bradford, Lisa Busser, Margie Carroll, Martin Chavez, Rigo Chavez, Catherine Crutchfield, Lori Fiori, Rebecca Flynn, Olivia Gil-Guevara, Carol Greene, Jeff Hardick, Barney Holland, Cathy Joseph, Sharon Lainas, Silvia Loza, Liz Macias, Danny Marines, Armando Medina, Terri Miller, Michelle Miller, Kathe Myrick, Tom Neer, Nancy Olson, Kim Parks, Liza Peterson, Jo Powers, Ginny Proctor, R.T. Ronk III, Amanda Ryan, Jackie Sabanos, Ana Schafer, Lois Scheer, Ruth Silva, Darren Smith, Linda Sola, Elaine Tagliaferri, Debra Tancil, Wendy Tankersley, Eric Taylor, Mike Thiem, Patricia Trevino, Renate Valois, Eric Wildman, Tina Wing, Julie Wright and Mary Zetts.**

## Passages

### Deaths

Cornelia D. Plouffe, mother of **Phil Plouffe**, educational support technician in the School of Nursing, on March 26.

Stephen Sullivan, son of **Sue Sullivan**, director of graduate career programs, on March 27.

The 15th Annual Peace Officer's Memorial Service at 4:30 p.m., May 12, in the Organ Pavilion in Balboa Park, will include a special tribute to Stephen Sullivan. The service is free and open to the public. The San Diego Crime Commission, a non-profit citizens organization, sponsors the event.

Mary Lou McGraw, mother of **Don McGraw**, associate provost, on April 11.

## Look Who's Talking

Hot issues that have staff employees throughout campus talking include sick leave, tuition remission and performance reviews. But how do individuals get heard or have their questions answered?

The Staff Employees Association hopes a new Hot Topics lunchtime discussion series will be just the place. The first Hot Topics forum, planned for the first week in June, will focus on the sick leave policy. SEA representatives, alongside human resources personnel, will facilitate a discussion about concerns and questions surrounding the current policy.

More details on the date and time of the forum will be circulated through the campus mail and the next issue of the *Alcalá View*. The Hot Topics events are open to all employees and will be scheduled regularly throughout the year.

## See's the Opportunity

Buying Padres tickets for employees, offering discounted Legoland tickets and donating funds to the Manchester Family Child Development Center are just a few of the annual activities that require the SEA to have its own stash of money.

By purchasing a See's Candy chocolate bar from a SEA rep, half of the \$1 you pay will go back to the association. Just think, a

buck could help get you choice seats at Qualcomm Stadium or provide scholarship funds to kids at MFCDC.

## Choice Seats

Speaking of the Q, tickets for the June 18 Padres game and KGB Sky Show are now on sale. The \$7 seats are on the View Level, perfect positioning for the fireworks extravaganza that will follow the contest between the Padres and the Pittsburgh Pirates.

Contact **Yolanda Castro** at ext. 4520 for ticket information.

**SEA**  
USD STAFF EMPLOYEES ASSOCIATION

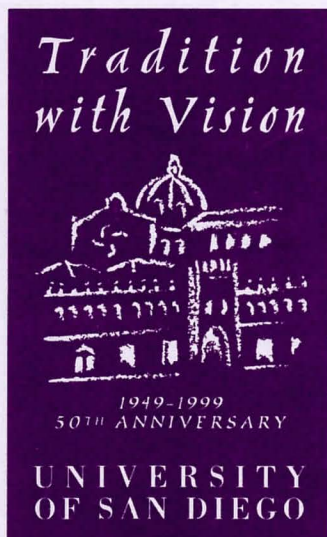
## Classifieds

**For sale.** DR Trimmer, Tecumseh engine, used twice. \$750 new, sacrifice at \$425. Call **Judy** at ext. 4684.

## Psst...

*Bits and Pieces from the Readers*

No, it's not about more flooding in **Rana Sampson's** office. The commotion behind Hughes Center is to fix poor road design leading to the parking lot west of the building. A driveway will be cut through the grass directly from the perimeter road. Soon employees won't have to come around from Serra Hall and behind the public safety office to access their spots.



## Alcalá View

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**Friends don't let  
friends drive alone!**

## Hey Y'All

## Take the Fresh Air Challenge

OK, so maybe it isn't quite like that famous Pepsi Challenge, but give it a try. You just might like it! Instead of driving alone on MAY 21, ride the bus, trolley or train, carpool, walk or bike to work.

**Give a hoot, don't car  
commute!**

USD is taking San Diego Bike to Work Day to a whole new level. On FRIDAY, MAY 21, the V.P.s have challenged each other to see which area can get the most employees out of their single-passenger, gas-guzzling, polluting cars and into an alternative form of transportation.

Sign and return this pledge form, then show up at the fountain plaza between 7 and 9 a.m. Friday, May 21, for free bagels, donuts, coffee and juice. If FREE FOOD isn't enough incentive, how about the chance to win the Golden Muffler Award? The V.P. area with the highest percentage of participants gets to keep the fab trophy with the Midas touch.

**It's SD Bike to Work Day,  
people with bikes ride free  
on public transit!**

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

EXT: \_\_\_\_\_

☐ I will take the Fresh Air Challenge.

Count me in for riding the bus, trolley or Coaster, carpooling, walking or biking to work.

**Beat Academic Affairs,  
Don't let all those bike riding  
scientists win!**

Return this pledge form to Jill Wagner, Maher Hall 274.

*Sponsored by the Fresh Air Commuters Club, the Parking/Transportation Committee,  
public safety and human resources.*

*Visit the Fresh Air Web site — [www.acusd.edu/freshair](http://www.acusd.edu/freshair) — for commuting  
tips and information.*



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