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Alcalá

A newsletter for the employees
of the University of San Diego

View

November 1999, Vol. 16, Issue 3

USD Retirement Package Spruced Up

The human resources department keeps finding ways to hang on to good employees at Alcalá Park.

Major changes to the university's retirement plan will take effect July 1, 2000, when USD will offer an enhanced compensation plan and additional tax savings to employees.

"We are trying to offer maximum salary increases to employees and at the same time, the university is trying to better position employees for retirement," says Benefits Manager Vicki Coscia.

Coscia says a good compensation package (composed of base salary and benefits) keeps employers competitive in their industries,

and in recruiting and retaining a competent work force.

RETIREMENT PLAN CHANGES

Major changes to the university's 403(b) defined contribution retirement plan will take effect July 1, 2000.

The plan now:

- 1-year waiting period after date of hire.
- Employee must contribute 2 percent of benefits-based salary to receive university's 10 percent contribution.

The new plan:

- No waiting period — plan begins with first pay period in July for current employees.
- No required contribution from employees — university will contribute 12 percent.

The university's compensation pool beginning July 1, 2000, is 3.25 percent for eligible staff and administrative employees, and 4.25 percent for faculty. In evaluating the best use of resources, says Coscia, USD determined employees could be tax advantaged if the university changed its contribution to the retirement plan from 10 to 12 percent.

As an example, a 10 percent contribution on a month salary of \$2,400 is \$240. A USD

contribution of 12 percent would be \$288 per month.

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Benefits Fair

Mark Nov. 5 on your calendar for the annual USD Employee Benefits Fair from 9 a.m. to 3 p.m. in Hahn University Center Forum A and B. Employees are invited to participate in free health screenings, enter drawings for a variety of prizes and are welcome to talk with insurance and retirement company specialists.

Blood Drive

An information table will be set up in front of the University Center on Nov. 3, 4, 8 and 9 for the semiannual USD Blood Drive. Employees who wish to make appointments to donate blood are encouraged to sign up, but walk-in donors are also welcome. All employees are encouraged to take advantage of this opportunity to help the San Diego community.

The Blood Drive is scheduled from 10 a.m. to 3 p.m., Nov. 10 and 11, in U. C. Forum A of the UC. Call **Kily Jones** at ext. 4796 to make an appointment.

University Ministry Events

Founders Day Vesper Service, 5 p.m., Nov. 12, in Founders Chapel.

Bible Study, 12:10 to 12:50 p.m., every Tuesday, in Warren Hall 201. For more information, call **Mike McIntyre** at ext. 4251.

Bible Study in Spanish, 11:45 a.m. to 12:30 p.m., every Wednesday, in Warren Hall room 2B. For more information, call Father **Alejandro Crosthwaite** at ext. 6818.

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Students' Mentor Goes Back To Class



Pam Bourne

An employee at Alcalá Park for 13 years, Pam Bourne of the Student Affairs office spends a good portion of her work day assisting USD students with their academic endeavors.

She admits, however, that only recently has she really begun to understand what life must be like as an undergraduate.

"For so long, I've been helping students

with their homework," says Bourne, who enrolled as an undergraduate at USD in Fall 1997. "Now, I have my own homework. I'm really beginning to understand what they're going through."

The executive assistant to Vice President for Student Affairs **Tom Burke**, Bourne was named runner-up for employee of the year at the Employee Appreciation Picnic in June. She says her goal at work is to make Burke's University Center office inviting for students.

"We're here for the students," says Bourne. "Even though it's a vice president's

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Benefits Brief

Open Enrollment: All benefit-based employees have the opportunity to enroll in Year 2000 benefits during open enrollment Nov. 8-19. Once again, a World Wide Web site will be used for enrollment, and informational materials will be sent to employees via campus mail the first week of this month.

You must enroll if any of the following apply: You desire a health or dependent care reimbursement account for Year 2000; 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, at work or in the Human Resources Computer Skills Center in Maher 112. The Skills Center will be open afternoons Nov. 8-12 and in the mornings from Nov. 15-19.

Employees who waived medical coverage in 1999 and will waive it next year are not required to complete open enrollment, according to new state regulations. The declaration statement on file will automatically carry your insurance records over to the year 2000.

New Employee or Rehire

Benefits Orientation: New faculty, staff and administrators need to contact **Nina Sciuto**, assistant benefits manager, at ext. 8762, to schedule a benefits orientation. Please remember that insurance enrollment must occur within 30 days of eligibility.

Social Security update: To assist you in planning for your retirement needs, the Social Security Administration will mail you a personal projection of Social Security Benefits. To request this, call (800) 772-1213 and request an Earnings & Payout Benefits Form.

— Debbie Anderson

Health Care Switch A Smooth One

The university announced it is switching health care providers and assures employees that the transition will be smooth and relatively uneventful.

In a move designed to keep employees' health care premiums affordable, the university has elected to switch providers for the point of service plan from Health Net to Blue Cross of California.

The decision was based on Health Net's announced rate increases for 2000. The company was increasing rates by 24.4 percent compared to Blue Cross' 14.2 percent.

Blue Cross and Health Net offer the same three-tier point of service plan, the same choice of medical groups and primary care physicians (including Scripps Clinic and mental health and chiropractic care networks).

The majority of medications are covered under the \$5 generic or \$10 brand name benefit. The new Blue Cross plan also offers an expanded choice of PPO providers and specialists.

"The university hopes to keep the transition from Health Net to Blue Cross simple,"

says Benefits Manager **Vicki Coscia**. "We'll pass along information on open enrollment instructions to Health Net participants as soon as we know more. It will actually be pretty easy to switch everyone."

USD provides a "BenUflex" allocation to employees for the purchase of single person health coverage. The allocation is based on the average of the least expensive medical plan and the most expensive medical plan.

USD employees have had a choice between Kaiser Permanente and a point of service plan (Health Net) for four years. Employees will continue to have that choice between Kaiser and Blue Cross.

As a result of Kaiser and Delta Dental Preferred rate increases, the university is changing its BenUflex allocation to employees from \$2,160 to \$2,280 annually.

Open Enrollment 2000 information and materials will be mailed to employees through intracampus mail this week. The enrollment period is Nov. 8-22 for coverage beginning Jan. 1.

—John Titchen

Retirement Package

(Continued from page one)

As a result of the tax savings, the balance of the merit pool for staff, administrators and faculty is increased .25 percent.

In addition to changing USD's contribution, the university has eliminated the one-year waiting period, and employees will no longer be required to contribute 2 percent of their salaries to receive university funds.

Employees currently in the plan must decide to discontinue their 2 percent contribution, or allocate the 2 percent as a voluntary contribution to the plan. (Voluntary contributions are currently allowed, and will continue to be offered after July 1, on a pre-tax basis).

"We're trying to provide an incentive for retention," says Coscia. "We're hoping to retain employees over a longer period and make it hard for them to leave."

Since all benefit-based employees will be eligible for the plan on July 1, Coscia says the educational process will begin with the

Spring semester. During the process, all employees will have the opportunity to meet with TIAA/CREF, SCUDDER, and VALIC representatives.

Human Resources representatives will attend department and Staff Employee Association (SEA) meetings to answer questions over the next six to eight months. Information will be sent through intracampus mail in the spring explaining the procedures on how and when changes can be made.

Retirement orientation meetings will be scheduled throughout the spring for eligible employees who are not yet enrolled in the plan.

Employees who meet eligibility qualifications but are still in the waiting period for USD's contribution will be scheduled for a retirement orientation before May 1. Coscia says the goal of Human Resources is to have all changes and enrollments completed by May 1, 2000.

— John Titchen

a look at the park

Each day, hundreds of USD employees take advantage of the university's Sports Center athletic facilities.

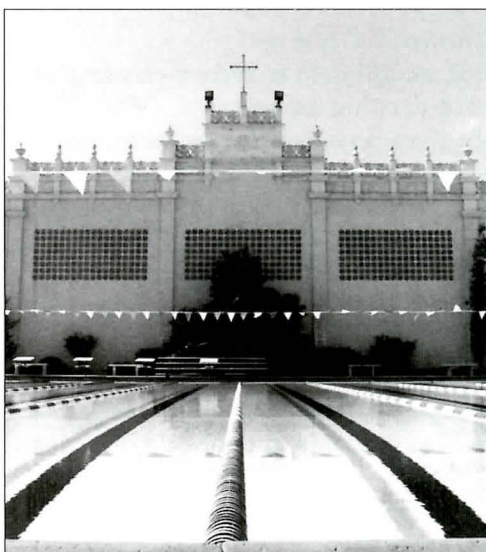
Employees from offices and departments across campus can be found nearly every afternoon after work going for dips in the pool, pumping iron in the weight room or knocking the tennis ball around on the Sports Center courts.

Another hot spot for USD employees-turned-fitness-fanatics is the Sports Center gym itself. The cozy, 1,500-seat gym is home to USD Torero men's and women's basketball and women's volleyball games. USD employees regularly play pick-up hoops and volleyball, or stretch in the warm gym.

In a new feature of *Alcalá View*, we take a closer look at our Alcalá Park, starting with the Sports Center, which is almost 38 years old.

Construction had already begun on the Sports Center in 1962, when new athletic director Phil Woolpert noticed that the plans did not include a basketball court.

The building, in fact, had originally been designed as an auditorium/theater with a tiled floor, four, 100-watt bulbs in the ceiling, and a stage and dressing rooms for lectures and plays. Basketball hoops, nets or even a proper athletic wood floor,



The original plans for the Sports Center gym did not call for a basketball court — it was to have been simply an auditorium/theater.

were not part of the building's plans.

A legendary coach at the University of San Francisco, where he had guided Bill Russell-led teams to two NCAA championships, Woolpert quickly ordered up the necessary changes.

The Sports Center will be renovated as part of the plan incorporating the construction of the new 5,000-seat Jenny Craig Pavilion, which is expected to open in Fall 2000. While the pool, locker rooms, training room and wings of the building undergo a massive facelift, the gym portion of the Sports Center will be left intact.

All In A Day's Work For Overtime Law

Overtime and new computers were the subjects of conversation at a regular meeting of employees last month.

Director of Human Resources **Judith Muñoz** addressed the monthly Staff Employees Association gathering and talked about new retirement and health care benefits changes (see stories page 1 and 2). She also discussed a new law concerning overtime pay.

Actually, it's an old law.

Two years ago, federal law dictated that time worked beyond an 8-hour workday merited overtime pay. The law was changed a year later requiring any time worked past

40 hours in a week be designated overtime. The law now is back to the 8-hour rule.

The changes will take effect Jan. 1 to comply with federal business process laws.

In another small change, staff employees can now use half of their 12 annual sick days for family reasons.

Campus Card Debut Nearing

Hughes Administration Building offices that are to house the headquarters of the Campus Card are nearly done. The Campus Card Office will centralize the services of the USD ID card. The card will work in vending and copy machines, at the library and in on-campus stores.

University Ministry

(Continued from page one)

Daily Masses at Founders

Chapel, 12:10 p.m., Monday through Friday; and 5 p.m., Monday through Thursday.

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

Passages

Retired

Maria Balelo, custodian 2 with facilities/custodial services, on Oct. 1, after nine years.

Births

A girl, Jenna Sabine, to **Jeanne Heaphy**, program manager with the division of continuing education, and her husband, Davin, on Sept. 24.

A son, Fransisco Rafael, to **Julie Medina**, financial aid advisor, and her husband, Carlos, on Sept. 29.

A son, Brian David, to **Tammie Gillespie**, director of annual funds, and her husband, Patrick, on Oct. 1.

Pat Lee, gift coordinator in the advancement services division of the development office, welcomed a grandson, Ryan Thomas, Sept. 29.

Workplace Workshops

Several workshops offered by the human resources office are designed to make already-stellar USD employees even better.

Ongoing through the Fall Semester are classes and seminars that offer employees the opportunity to develop new skills, further develop the skills they have, and network within the USD community.

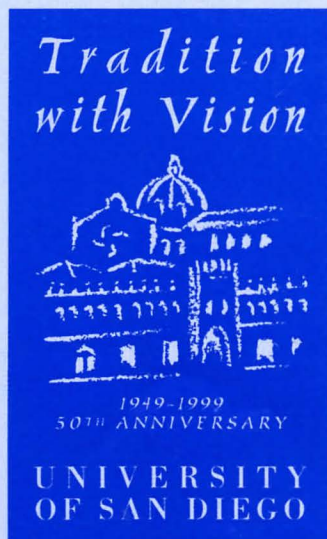
Workplace Literacy classes help English as a Second Language employees and Training and Development Workshops cover everything from an employee's professional image to leadership opportunities. Various orientations are geared toward both the new and veteran Alcalá Park employee.

Visit www.acusd.edu/human-resources for more information, or contact **Alicia Gallegos-Butters** at ext. 8761.

5 O'Clock Humor

Rumor has it that years ago, a young group of chess enthusiasts were sitting around the open lobby area of a hall on campus discussing their recent successes. After an hour or so of unchecked bragging, they were finally interrupted by an older, wiser professor whose office was nearby.

The friendly but firm prof asked them to disperse. 'But why?' the chess players asked. 'Because,' the professor replied, 'I can't stand chess nuts boasting in an open foyer.'



Alcalá View

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Bourne

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office, we still want to make it easy for them to stop in or just say hello."

Bourne's primary duty is keeping Burke prepared for various committee and board meetings throughout the day — no easy task considering Burke's heavy workload. Bourne also assists the Board of Trustees' Student Affairs and Athletics committee and coordinates the work-study students in her office. She assists students with things like registering for health insurance, and for many years also helped organize the annual USD Sports Banquet.

The employee-turned-student is the co-chair of the Student Life subcommittee which is working with the Administrative Systems Advisory Committee on revamping the university's computer systems. New state-of-the-art systems will improve departments' communications.

"It's been a great way to meet new people and see familiar faces that I hadn't seen for a while," says Bourne, who says the new system will be critical in her office because of the number of departments with which she is in daily contact.

"Things change from day to day in our office," says Bourne. "You never know what will come up or who you'll be talking with. But that's what makes it so much fun — it's so challenging."

Bourne returned to school to pursue a bachelor's degree in religious studies. For years she wanted to complete that portion of her education, and adds that going through the "educational process at any age, is rewarding." Taking a class or two every semester, she expects to graduate in 2004.

The longtime employee is used to lending a hand to the students who visit or work in her office, working with underclassmen on their research papers. Now, she sometimes sits side-by-side in the classroom with those same students.

"At first I was kind of worried about it," says Bourne. "I thought they'd think, 'Oh wow, here's someone who works here.' I didn't really know how they'd react. But the students have been great. They've turned around and helped me."

Bourne says she's lucky to have the support of her family, boss, co-workers and friends in her pursuit of a college education. Burke makes it easy for Bourne to take the classes she needs by granting a flexible work schedule. At home, says Bourne, her husband, George, is the reason she's been able to handle the hectic schedule.

"He thinks it's great," says Bourne of his support of her after-work class schedule.

The Bournes make their home in the South Bay, and when she's not studying or working, Pam keeps tabs on daughters Shannon, 26, and Vicki, 24, and her grandchildren. Shannon just gave birth to son Justin, and Vicki's son, Richie, is 3.

Bourne began working at USD in 1984. She left for three years in 1989 for a corporate job, but says she missed the atmosphere of Alcalá Park.

"It's such a wonderful place to work," says Bourne. "The people I work for and with are my friends — I am very blessed to be here."

—John Titchen



Office of Publications

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