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Employees Move into the 21st Century with E-Time Cards

The days when employees have to keep track of their hours on paper time cards are numbered. The university this month is expected to introduce a new electronic time card system accessible through USD's Web site.

"This is the first hands-on tool that will allow employees to experience the concept of self-service," says Thom Barnett, acting director of human resources.

The electronic time card will be used by staff employees who currently fill out paper time cards. Employees without access to computers, who currently punch time clocks, will continue to punch in and out, and supervisors will transfer the information to electronic time cards.

Employees who will use the system are expected to be trained by the end of this month. Larger departments such as dining services, facilities management, the library and the Legal Research Center already have undergone training and, in some cases, have started reporting their hours online.

"This will help people get used to using technology as we move down the road toward Oracle," says Alicia Gallegos-Butters, human resources' assistant manager of employee development and compensation, who has been arranging the training sessions.

The hardest part has been updating employees' e-mail accounts and ensuring that they are listed under the correct supervisors.

Janey Middleton Named Top Staffer

Janey Middleton, executive assistant in the College of Arts and Sciences, could write a book about the funny things she's heard while juggling the needs of faculty, administrators, parents and students.

Middleton, who for 11 years has worked in one of USD's largest departments—home to the majority of the university's faculty and students—recently was named the 2001 Manuel Hernandez Staff Employee of the Year. Other nominees included Sandy Bunton from housing and residence life, Sandi Harrod from the School of Business Administration, and Ann Pantano from the English department.

The award is testimony to how well she runs the department, which includes supervising a team of work-study students and a graduate assistant, maintaining a manual on how to correctly fill out the (Continued on page 4)

"It's going fine so far, and I don't see people running away from the building and tearing their hair out," Dining Services Director Rudy Spano says. "It's user-friendly and everything has worked properly."

The virtual time card looks similar to the familiar blue-and-white paper version. As the system is introduced, employees will continue submitting traditional time cards in addition to the electronic counterparts.

"It's a little more time consuming at first, while people get used to the new system," says Kathy McIntosh, user services coordinator in the student computing department. "But I think most departments can see the big picture and the benefits of doing things electronically."

The computer version automatically calculates the total number of hours worked so employees don't have to do the math. The new system also is expected to save time for payroll administrators, who sometimes spend as many as three days manually processing the information.

"It's easier and faster," McIntosh says. "Employees don't have to enter things by hand, and administrators don't have to decipher handwriting or track down people who didn't sign their time cards—and it can be done from anywhere, even the beach in Hawaii, as long as you have a laptop and access to the Internet."
Student Turned Staffer Meets Football Player Turned Politician

Back when she was a sophomore at La Jolla High School, Elaine Tagliaferri thought nothing of calling Jack Kemp for a class assignment.

Tagliaferri, executive assistant to the dean of the School of Business Administration, chose Kemp—at that time the quarterback for the San Diego Chargers—for a biography assignment in a speech class. She looked him up in the phone book, called him at home and interviewed him for the class—not knowing he would remember her more than 30 years later when she met him in person.

“We had season tickets before the Super Bowl existed, back when the Chargers were playing at Balboa Stadium and players were pretty accessible,” Tagliaferri recalls. “He was drop-dead gorgeous—like straight out of a movie—so I was excited about the chance to talk to him.”

The student and the star talked about his football career, but also about the fact that he had majored in political science in college and planned to go into politics.

Kemp went on to play for the Buffalo Bills, and forged a political career as a New York congressman, secretary of Housing and Urban Development and the Republican Party’s vice presidential nominee in 1996.

Tagliaferri, who attended USD in the mid-1960s and returned to get her degree in 1988, missed meeting Kemp in person when he visited campus in 1995.

“Knowing Kemp was on the campaign trail at the time, I wrote him a letter expressing my disappointment at not being able to meet him,” says Tagliaferri, who was working in the political science department at the time. “Amazingly, I got a call from his D.C. office, and his staff apologized. They said he did remember the biography I’d written, told me he was going to be in San Diego again and asked if I’d be his guest.”

She met Kemp before a speech at the National Urban League convention, and they shared a laugh over an autographed Chargers photo she still had, decades after he sent it to her.

“He really got a kick out of seeing it,” she says. “He had fond memories of San Diego.”

The meeting with Kemp wasn’t Tagliaferri’s only brush with fame. During her college years she worked as a hostess at Anthony’s Fish Grotto in La Jolla, a popular hangout for celebrities, and met Martha Raye, Victor Mature, Desi Arnaz and Jimmy Durante. But employees were always careful not to make celebrities feel

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Brush with Fame

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uncomfortable in such a public place, so pictures usually were not an option.

But Tagliaferri soon got her chance to pose with Durante, the radio, television and film star recognizable for his oversized nose.

As a member of a USD welcoming committee, sophomore Elaine Tagliaferri met with Jimmy Durante in September 1966 along with students Mark Forgeron ’15 and John McCoy ’69.

It was September 1966 and Tagliaferri, a sophomore at USD, was on the welcoming committee for incoming freshmen at the airport. She and her friends were hanging out between flights when they were approached by Durante.

“In those days, lots of celebrities came to San Diego for the racing season at Del Mar,” Tagliaferri says. “He was leaving at the close of the racing season, and he asked what we were up to and offered to take a picture with us. It was great because he was a legend.”

The Alcalá View wants to hear about your brushes with fame. Send an e-mail to Krystn Shrieve at kshrieve@sandiego.edu or call her at ext. 4934 to share your story.

Are You Ready to Walk The Walk?

USD is forming a campus-wide team to join thousands of San Diegans in the 10th Annual San Diego American Heart Walk, 8 a.m., Sept. 15, starting at the War Memorial Museum near the San Diego Zoo in Balboa Park.

The university’s goal is to draft 10 teams of 10 walkers, each of whom will raise $100 for the 5K (3.1-mile) walk. The proceeds will support the American Heart Association and its cardiovascular and stroke research programs.

According to the American Heart Association, someone dies of a heart attack every 33 seconds. Heart disease and stroke, respectively the No. 1 and No. 3 killers in America, claim more than 92,500 lives each year.

Survivors of heart disease or stroke, or those who want to walk on behalf of survivors, also can contribute as “red cap” walkers in a shorter one-mile course. Those walkers will receive a free red cap honoring the victory and inspiration of survivors. The association’s goal is to enlist 8,000 walkers who will raise $600,000.

A practice walk is scheduled for noon, Aug. 30, in front of Maher Hall, where members of the campus community can walk an equivalent distance and sign up at a registration table to try the real thing.

To register as a walker or a team leader, contact Diane Callahan at dianec@sandiego.edu or call ext. 4659. To learn more, visit the association’s Web site at www.heartwalk.americanheart.org.

Milestones

DEATHS

Marie Mitchell, mother of Reuben Mitchell, assistant provost of campus diversity development, on June 26.

Roy Victor “Vic” Olson, husband of Nancy Olson, procurement supervisor, on July 21.

A Milestones entry in the July edition of the Alcalá View failed to mention that Alfonso Juarez, who passed away recently, was not only the brother of Perla Bleisch, administrative assistant in the School of Law, but also the brother-in-law of Alicia Buenrostro, from information management in University Relations, and Laura Buenrostro, from the Bursar’s office.

CLASSIFIEDS

CLASSIC TRUCK FOR SALE: A 1953 five-window, 1/2-ton, long-bed GMC truck. Body in excellent condition—no Bondo, no rust. Runs great. $8,500 or best offer. Call Lynn Karpinski at ext. 8755.
Dear H.R.

Is it possible to fill either a staff or administrative position from within the university without having to post the job and go through the whole hiring process?

— Hankerin’ to Hire

Dear Hankerin’,

Don’t let the empty desk in the office, the out-of-date calendar on the wall or the piles of paperwork accumulating in the absence of your former co-worker rush you in the hiring process.

The university is committed to recruiting the finest candidates and hiring the best person for a position. It also is committed to having its work force reflect the diversity of its student body and the San Diego community. To that end, when filling a position, it makes good sense to cast the widest possible net.

The human resources department works with departments to determine the recruitment and hiring process needed to fill a specific position. Usually, postings for an opening fall into one of three categories: external listings in trade magazines, newspapers and other appropriate publications; campus-wide listings; and department-only listings. In all three scenarios, the postings also are listed on the USD Web site. Candidates who apply through that venue are given full consideration.

H.R. is here to answer your human resources questions, and will respond to as many queries as possible in each issue. He cannot, however, analyze individual cases. Send your questions to askhr@sandiego.edu.

Dear H.R.

On any given day, Middleton might be: dispelling campus myths such as the incorrect assumption by some students that they can skip one final if they were scheduled for three in one day; talking to parents; reminding professors about meeting times and deadlines; and processing requests from students who are challenging a grade.

Dean Patrick Drinan, who nominated Middleton, says she was instrumental during a recent reorganization.

“Janey, in her quiet and dignified manner, supported us and was an exceptional part of a team that is responsible for managing and monitoring the greatest amount of academic work on this campus,” Drinan says. “Janey’s strengths in understanding myriad rules and regulations, and which faculty or offices are responsible, make her a key gatekeeper in our office.”

Catherine Crutchfield, executive assistant to Drinan, agrees that Middleton is invaluable.

“This place wouldn’t survive. I couldn’t imagine how we would ever be able to do it without Janey,” Crutchfield says. “We could function, but it wouldn’t be the same.”

Dean Drinan

Middleton

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many forms that flow in and out of the office, and remembering little details such as how some faculty members and department heads prefer to have mail addressed. "I do it all," Middleton says. “People come to me for everything from ordering supplies and asking about procedures to changing the toner in the fax machine and buying coffee for the lounge.”