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AlcaláView

A newsletter for the employees of the University of San Diego / September 2005 / Vol. 22, No. 1

Committee Gives Employees Their Space

It started when the Degheri Alumni Center opened in February 2004. Members of the University Relations division moved to the new building, vacating office space in Guadalupe Hall and Maher Hall. Before their boxes were even packed, others were scrambling for the space.

of University Design, both of whom can be viewed as neutral parties because they report to the president.

"The fundamental idea behind what we do is to look at space as belonging to



Space Committee Co-chairs Cel Johnson and Mary Whelan.

That month, President **Mary E. Lyons** created the space committee. The committee is made up of members from each division, as well as representatives from the University Senate, facilities management, Institutional Research & Planning and University Design. The committee is co-chaired by **Cel Johnson**, of Institutional Research & Planning, and **Mary Whelan**,

USD," Johnson says. "Your office doesn't belong to you, your department or your division. It belongs to the university. We try to make recommendations that are in the best interest of the university as a whole."

This is just one of the principles that guide the committee's actions. Other principles are just as simple: Space is allocated

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Check please!
Please check out the fact that Ruth Silva, manager at La Paloma Café, received high praise from the restaurant industry. See page 2.



Staffer Honored for Always Putting Students First

How's this for dedication to students? **Pat Moulton**, executive assistant in the School of Business Administration, makes a fresh pot of coffee every afternoon at 3:30 for students who need a pick-up before their 5 p.m. classes. She answers e-mails from students on the weekends. She even had students to her home for Christmas and Easter dinners.

These are just a few examples of her commitment and some of the many reasons Moulton earned the 2005 Manuel Hernandez Staff Employee of the Year Award, given at the employee recognition picnic in June.



Pat Moulton

"I have had extensive customer service training, and think my best asset is working with students," says Moulton, who began working at USD in 1997. "I love the challenge of solving students' problems and get tremendous satisfaction from doing so."

Moulton, who for the past five years has worked in the school's MBA/MSIT programs, is there for students when they stop by or call with questions. She also maintains records and otherwise oversees the administrative tasks of

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A Big Tip for Restaurant Leader

Ruth Silva, manager of La Paloma Café, recently was named Food Service Employee of the Year by the California Restaurant Association. Silva, who began working at USD in 1980, started out as a cook in the catering department. She created USD's bakery production operation and rose to the position of unit leader, overseeing two of the busier campus restaurants. Her initiation into management was to create the La Paloma Café in the Joan B. Kroc Institute for Peace & Justice.

"She created a masterpiece," wrote Director of Dining Services **Rudy Spano**, who nominated Silva for the award. "La Paloma is consistently cited by students, faculty and administrators as the best restaurant on campus."

Silva worked to develop a unique menu at La Paloma. She constantly adds specials, developed by challenging her staff to come up with new items. When they do, she names the items after the staff members and features their pictures in the marketing of the items. Silva also was recognized because she works to keep her employees motivated, and holds her staff accountable to high standards of quality, teamwork and customer service. She promotes her staff for

on-campus recognition, including her unit leader, who was given an employee of the year award from the student affairs division last year, as well as two other employees who received excellence awards from the university this year. She also encourages her Spanish-speaking staff to take advantage of the workplace literacy program.

Silva has chaired her department's safety committee and also participated in two university committees to develop the staff evaluation process and the university's staff policies.

"I believe Ruth Silva epitomizes today's food service manager," Spano says. "(She is) concerned with quality of product and service. She understands the need to provide variety and innovation in menu design, is aware of the customers' concern for freshness and interest in new flavors and dining experiences and, perhaps most of all, she (knows) that only through an energized, well-trained and motivated staff do all of these things happen."



Ruth Silva

If you or someone you know deserves to be put "In the Spotlight," send an e-mail to Krystn Shrieve at kshrieve@sandiego.edu or call her at ext. 4934.

Staff Employee of the Year

(Continued from page 1)

the department. Last year she helped revamp the orientation program for graduate students. The new approach — which earned rave reviews from students last spring — included a walking tour, guided bus tour and reception.

"She goes beyond her job description," says her supervisor, **Ken Marra**, administrative director of the MBA/MSIT programs, who adds that Moulton also keeps a mean database and knows how to do "fancy things" with Word.

Speaking of going beyond the job description, when Moulton's work was recognized during the annual employee picnic in June, President **Mary E. Lyons** singled her out for inviting students over for holiday dinners.


"It proved to be so much fun," Moulton says

of having the students to her home, "that I plan on doing it whenever possible in the future."

When Moulton recently needed to take time off to help her family, she expressed concern about overburdening Marra.

"I joked with her that when I was in the Navy, I planned an amphibious landing exercise on the shores of Korea," Marra says. "I said, 'I think I can handle this orientation.'"

Moulton takes pride in her commitment to USD and in putting her students first. Diagnosed with multiple sclerosis in 1989, she hopes her award will open doors for other staff members — no matter their employers — with serious illnesses or disabilities.

"I just think she understands service," Marra concludes. "And she values the university." 

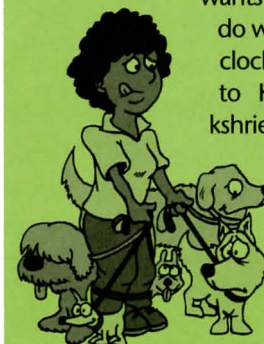
— Kelly Knufken



Off The Clock

Do you have a side job as a dog walker or a rodeo clown? Do you collect every Happy Meal toy McDonald's gives away?

Are you a prize-winning rose grower, an extreme sports daredevil or a dedicated volunteer who spends hours reading to children? The *Alcalá View* wants to hear what you do when you're off the clock. Send an e-mail to Krystn Shrieve at kshrieve@sandiego.edu or call her at ext. 4934 to share your story.



USD Partners Pass Along Savings

Planning a family reunion? Is someone in your family getting married this year? Classic Party Rentals can help you with all your personal special event needs.



The University of San Diego has been working with Classic Party Rentals for many years. USD's large volume of

business allows the university to receive discounts. And now those discounts are being passed on to employees.

All USD employees are eligible to receive a 10 percent "Giving Back to USD" discount on any personal party rental order. With every order placed, the employee will receive a 10 percent discount and 5 percent will be donated back to USD from Classic Party Rentals.

To participate in the "Giving Back to USD" program, identify yourself as a USD employee when placing your order, and have your USD employee identification number handy.

For additional information, or to place an order, go to www.classicpartyrental.com or call (858) 496-9700 to speak with C.J. Rizzo, Classic Party Rentals' USD representative.

Space Committee

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according to university priorities; academic programs and departments should be given priority in space allocation; programs and departments serving students and faculty should be located for the convenience of their constituents; centers and institutes should be located on the periphery of campus, particularly those requiring parking for people coming from off campus; new personnel should not be hired until space is identified to accommodate them; programs and departments should be assigned to contiguous space; and space identified by donor contributions will be maintained in accordance with the donor's intent.



Cel Johnson and Mary Whelan look over floor plans.

Using those philosophies, the space committee makes recommendations to the president and her executive council concerning requests received from the vice presidents, passed up through the chains of command. Since its inception, for example, the committee has made recommendations for expanding University Archives, moving the Burnham-Moores Center for Real Estate and the Supply Chain Management Institute to unused space in Alcalá West, and reallocating space in Camino Hall, which became available when science programs moved to the Donald P. Shiley Center for Science and Technology.

The opening of the science center created a Domino effect. The shift of science programs left other space open in Serra Hall and Loma Hall.

"The grand scheme is that academic computing will move to Maher, and then psychology will move out of Loma and into Serra," Whelan says. "That will free up space for engineering. When the expansion of the University Center is complete, the bookstore may move there from Loma, which would allow the health center and counseling center to move to the the bookstore's space. That's only a proposal at this point. It hasn't been set in stone, but we're working on it."

The committee reviews plans for allocating space in several different situations: when space is transferred between divisions or schools; when current use of space is changed; when proposed modifications result in structural changes; when occupied space is vacated; when space is required for new programs or positions; or when new facilities are planned.

So, what happened to the space University Relations left vacant in Maher and Guadalupe? Theology & Religious Studies and University Design turned one suite in Maher into two, and faculty and administrators from the School of Law moved into most of Guadalupe Hall. The Office of Assessment and Institutional Research and Planning found a home on the lower floor of Guadalupe.

"The university has grown considerably and, despite the increase in space on campus, people are desperate for more," Whelan says. "The space committee provides a process, a balanced approach to deciding how space is used, so that there's not a constant space grab." AV

The Park Ranger always is roaming Alcalá Park to take behind-the-scenes peeks at the on-the-job responsibilities of USD's employees. If you would like the Park Ranger to visit you, send an e-mail to Krystn Shrieve at kshrieve@sandiego.edu or call her at ext. 4934.

It's A Date!



Walk to Your Heart's Content

USD is forming a team of students, faculty and staff to participate in this year's Heart Walk. The American Association's 14th Annual San Diego Heart Walk, which is expected to draw 8,000 walkers from local families, corporations, hospitals and other businesses, will be held Sept. 17 in Balboa Park. The 5K walk starts at 7:30 a.m. and registration opens at 6 a.m. The association's goal is to raise \$1.1 million to support local cardiovascular and stroke research and education programs. To join USD's team, call **Tom Cleary**, senior director of community and government relations, at ext. 4659.

Construction Corner



USD is working jointly with the Diocese of San Diego to repair the dome on The Immaculata, which had been leaking. Crews began removing the tile in June. This month, crews will complete the removal of the tile, will start installing waterproofing material and, by the end of the month, are expected to start installing new tile section by section. The blue replacement tiles are from Italy and the gold-leaf tiles are from Japan. Similar work will be done on the church's cross and bell tower. Work is expected to be completed in October. The last time work was done on the dome was when tiles were repaired and replaced nearly 30 years ago.

— **Roger Manion**
Assistant Vice President of
Facilities Management

SEA Snippets

The following issues were discussed at the July meeting of the Staff Employees Association:

- The chair massages offered to employees over the summer were a big hit, with some people having to be turned away, according to SEA co-president **Sheri Barzal**. The Human Resources Benefits Advisory Committee negotiated a lower fee for the massages, which were offered in a room in the Shiley Center for Science and Technology. The relaxing benefit is expected to be offered in the University Center in the fall.
 - The SEA announced the winners of the 50/50 drawing at this year's picnic. **Maria Zuniga de Rodriguez**, of custodial services, won \$250; **Ginny Proctor** in the controller's office and **Linda Copp**a in athletic development each won \$125.
 - The SEA is holding another 50/50 drawing for a chance to win the cash equivalent of a non-reserved faculty/staff parking permit. Tickets are \$1 each or six for \$5, and can be purchased from your SEA representative. The drawing will be held in early September.
 - Padres tickets are available at the Hahn University Center box office for the Sept. 16 game vs. the Washington Nationals, a new franchise, at a discounted price of \$16. Students will be able to purchase tickets for \$18 beginning three weeks before the game.
- SEA meetings are open to all employees, especially staff. The next SEA meeting is at 2 p.m., on Sept. 14 in the University Center, Room 103.

Women Peacemakers Program

This annual event brings four women involved in peacemaking efforts from conflict-affected countries to an eight-week residency at the Joan B. Kroc Institute for Peace & Justice. The goal is to document the challenges and successes of these women. For information, call (619) 260-7569 or go to <http://peace.sandiego.edu>.

Summer Camps & Conferences Needs Your Help

Have you wondered how that extra folding table ended up in your department's storage room, when that easel showed up behind the office coat tree or just where that fan next to the copy machine came from? The Summer Camps & Conferences Office, which hosted 130 groups in Summer 2005, is hoping maybe these items inadvertently were gathered up by other groups that were hosting events over the summer. Employees who come across any items labeled as belonging to the summer conferences office are asked to call ext. 4623 to have them picked up.



The Alcalá View Wants You

Do you want to be part of the *Alcalá View*? Don't be shy, just send in your story ideas by the 10th day of the month to Krystn Shrieve at kshrieve@sandiego.edu.

MILESTONES

Kristin (Engstrand) Moran '94, assistant professor of communication studies, and her husband, Dan Moran '01, welcomed a baby boy, Ryan Paul, on July 17. He weighed 8 pounds, 1 ounce.

Thelma Baytop, mother of **Allen Baytop**, director of special gifts and scholarship development, and mother-in-law of USD Trustee **Donna Baytop**, passed away on July 28.

CLASSIFIEDS

FOR SALE: Apple Macintosh G3 Tower with 17-inch Apple CRT monitor, keyboard and mouse. 350 MHz processor, 256MB RAM, 4GB Hard Drive, zip drive, built-in modem. Works perfectly, a great starter computer for kids. \$200. Call Mike at ext. 4913 or e-mail mhaskins@sandiego.edu.

FOR SALE: 2 bedrooms, 2.5 baths condo in Mission Valley. 1,406 sq. ft., \$485,000. 2 pools, 1 tennis court, central A/C. Immaculate, new appliances, 2-car attached garage. For information, call **Silvia Loza** at ext. 4651.

FOR SALE: 1990 Nissan AXXESS. Rebuilt engine and transmission. \$2,000. Please call Carol or Daryl at (619) 258-0508.

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