

Human Resources Newsletter

April 2011

Message from the Chief Human Resources Officer

Total Compensation Statement

By now, you should have reviewed your personalized Total Compensation Statement in Oracle Employee Self-Service.

This annual statement provides you with a complete picture of the financial value of your USD employment. Often we focus on salary when we determine what we are paid, and while we do not want to undervalue the importance of compensation, it is only part of the commitment the university makes to each of us. That commitment, beyond salary, comes in the form of health and welfare benefits, robust vacation accrual, tuition opportunities, and retirement benefits -- not to mention, working on one of the most beautiful campuses in the country.

While salary is what pays the bills, those additional cash benefits help us stretch those dollars even further and demonstrate our commitment to each and every person who we call part of the USD family. Imagine working for a company where you had to pay all or a large portion of your healthcare benefits or where your dependents were not covered, where your contribution to your retirement account was only made when you made a matching contribution and the amount vested over 3 years, or where the opportunity to obtain a nationally ranked education free of charge was simply a dream. Sound farfetched? Not at all -- in reality, that is what many employees throughout the country experience each and every pay check.

USD's commitment goes beyond the simple payment of wages -- it demonstrates our commitment to the dignity of the worker and the family.

Please take time to review your Total Compensation Statement. If you have any questions, please contact the HR team directly.

David M. Blake, Ph.D., SPHR

Employee Relations (Nina Sciuto, ext. 2715).



"USD Starts with US!" THE 2011 EMPLOYEE PICNIC Wednesday, May 25, 2011

1 to 4 pm at the Valley Soccer Field
(behind the Missions Parking Structure)

Bring your families to enjoy the food, drinks and games.

Be part of the inauguration of the **Torero Cup**. Each division is invited to field one or two teams as coordinated through your VP's office. The teams will compete in 4 traditional games for the coveted Torero Cup:

Wheelbarrow Race Relay
Three-legged Race Relay
Water Balloon Toss
Over/Under Relay

There will be the traditional Trivia Contest, Dessert Contest, Guess the Pom Pom Contest, CHR 50/50 & the Chicken Toss!

Visit the Web site for information on games and prizes!

Parking is available in Missions Parking Structure.
USD Tram Service will be available campus wide.

Look for your invitation in the mail!
Per USD policy: No Pets Please!





Staff and Administrator Performance Evaluations and Annual Increases

Supervisors and employees should be busy completing the annual performance evaluation process. **Staff evaluations had a target completion date of April 1, 2011 and Administrator evaluations are due by May 1.**

Remember -- all completed signed evaluations should be sent to the Department of Human Resources in Maher 101.

Forms, instructions and timelines are available on the HR web site at:

<http://www.sandiego.edu/administration/businessadmin/humanresources/compensation/perfeval.php>

This year the Board of Trustees approved a 2.5% salary increase pool for faculty, staff and administrators for the 2011 -2012 fiscal year. Increases are merit based and may range from 0 - 4% as long as the average increase is within the 2.5% budget. **Regular, benefit-based employees, hired on or before April 1, 2011, are eligible for an annual increase.** For 2011 -2012, the staff and administrator salary grades will be adjusted by 2.5%. Both staff (hourly) and administrator (monthly) annual increases will be effective in July 2011.

Budget and salary worksheets have been distributed to area budget administrators, who will coordinate the annual increase process with Human Resources and Budget & Treasury. **The Timeline indicates that supervisors should have salary recommendations to their area budget administrator by April 15, although individual departments/areas may have different deadlines to meet division needs.**

Questions may be directed to your school or division/area budget administrator or to Janie Carolin in Human Resources at ext 2723 or jcarolin@sandiego.edu.



Employee Turnover

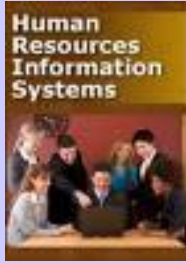
Turnover is defined as the total number of employees who leave the organization (total terminations, including voluntary and involuntary) divided by the total number of employees in the organization. The economy may have affected USD's total turnover for the past few years. Will improvements in the economy result in higher turnover for USD? What do you think?

Below is a chart summarizing the turnover of our benefit based employees over four years -- 2007 through 2010. The most common reasons for voluntary turnover every year were other employment, relocation or retirement. The most common reason for involuntary turnover was temporary assignments ending.

2010	Faculty	Admin	Staff	Total
Total Turnover	4.8%	11.7%	9.6%	8.8%
Voluntary	3.4%	9.5%	7.1%	6.7%
Involuntary	1.2%	2.1%	2.4%	2.0%
Other	0.2%	0.0%	0.2%	0.1%
2009	Faculty	Admin	Staff	Total
Total Turnover	6.4%	8.0%	10.7%	8.6%
Voluntary	2.9%	5.9%	8.6%	6.0%
Involuntary	3.3%	2.0%	2.1%	2.4%
Other	0.2%	0.2%	0.0%	0.1%
2008	Faculty	Admin	Staff	Total
Total Turnover	8.2%	9.8%	14.4%	11.1%
Voluntary	3.4%	8.3%	10.5%	7.7%
Involuntary	4.8%	1.4%	3.6%	3.3%
Other	0.0%	0.2%	0.3%	0.2%
2007	Faculty	Admin	Staff	Total
Total Turnover	9.3%	13.2%	17.8%	13.8%
Voluntary	3.7%	11.4%	14.4%	10.3%
Involuntary	5.6%	1.8%	3.4%	3.5%
Other	0.0%	0.0%	0.0%	0.0%



HRIS
(James Li, ext. 2923)



The 2010 Total Compensation Statement for all benefit-based employees is available on Oracle Self Service. To view your personal Total Compensation Statement, please log on to Oracle at <https://oracleapps.sandiego.edu/>. Click on USD Employee Self Service (left column) and then click on Total Compensation Statement (right column). If you have any questions about logging on to Oracle, please contact Network Operations at ext. 4726 or via email at operations@sandiego.edu.

The Tuition Remission feature in Oracle Employee Self Service has also been released. For 2011, employees will apply for tuition remission through Employee Self Service.

HRIS is currently working on adding the recruiter capability in iRecruitment for USD HR Department Administrator responsibility which will give departments/divisions the ability to submit vacancies electronically.

New Employee Orientation
(Janice Evelyn, ext. 2722)

WELCOME

TO OUR NEWEST EMPLOYEES!

We have had great groups of new staff and administrators at our New Employee Orientations. Please welcome these people, if you get the opportunity to meet them. We are so happy they have joined the USD family!

<u>Name</u>	<u>Department</u>
Marisa Mohan	Athletics
Eric Felix	Undergrad Admissions
Christine Killoran	Undergrad Admissions
Michael Plakosh	Sustainability
Uyen Nguyen	Enterprise Administrative Systems and Services
Stephanie Zaren	University Relations
Angela Owens	Supply Change Management Institute
Shawna Fehrman	Biology
Brad Bosley	Public Safety
Mari Hardick	United Front Multi-Cultural Center
Martha Garcia	School of Law and KIPJ
Irene Condella	School of Law
Marina Gonzalez-Hernandez	Law School Administration
Johnny Bobe II	Center for Educational Excellence
Jeanne Barkett	Law School Administration
Anna Russell	Legal Research Center
Chelsea Kott	Law School Records
Ram Awaru	Enterprise Administrative Systems and Services
Reinaldo Solares	Torero Store
Jon Pilarski	Enterprise Administrative Systems and Services
Karina Viaud	Parent Relations
Gregory La Porte	Athletics
Rich Thome	SOLES



GREEN TIP OF THE MONTH

Clean Windows with Vinegar

Instead of harsh chemical sprays, get those windows and mirrors crystal clear with a simple solution of white vinegar, newspaper and a little elbow grease. You will also save money and the hassle of needing to stock more cleaning supplies.

It's simple – Mix 2 tablespoons of white vinegar with a gallon of water. Dispense into a clean spray bottle. Squirt on, then scrub with newspaper – not paper towels which cause streaking.

If you run out of vinegar or don't like the smell, you can also substitute straight lemon juice or club soda (don't dilute either in water) and rub with newspaper.

Be Blue - Go Green

Something to Think About!



There will be peace when the power of love overpowers the love of power.



Employee Relations
(Nina Sciuto, ext. 2715)



Please come and join your fellow employees for fun, excitement and a chance to win great prizes at the next Bingo.

Date: Wednesday – April 20, 2011
Time: 12 noon to 1 pm
Place: Salomon Hall

Please feel free to bring your lunch.



This month's walk is scheduled for Wednesday, April 27th at noon.

Participants will meet in front of the Immaculata Church and walk the perimeter of the university campus.

Please do not feel you need to be a speed walker – you can walk at your own pace.

Come out and enjoy the lovely university grounds and San Diego sunshine!



Congratulations to **Colin Paterson** of the Law School. Colin was the winner of last month's St. Patrick's Day Puzzle.

Remember you can't win if you don't play!

Puzzles are published with the monthly events announcement flyer and are also available in the Office of Human Resources in Maher 101.



**Luncheon Workshop:
How to leave a Legacy at Work**

Date: April 26, 2011
Time: 12:15 to 2:15 pm
Place: UC – Room 103

The Center for Educational Excellence (CEE) and The Department of Human Resources are proud to present **How to Leave a Legacy at Work**.

This two-hour roundtable-formatted program helps participants identify and implement a workplace legacy through structured exercises. Vince Reardon, Author of **Legacy: Passing on Cherished Values in Values-Starved World**, leads the program. Particular emphasis is placed on values lived by and the legacies that are left. The session is reflective and highly interactive.

Lunch is included.

Please RSVP by April 21, 2011 with the Center for Education Excellence (CEE) at <http://www.sandiego.edu/cee/registration.php>

CHR@USD
(Nina Sciuto, ext. 2715)



CHR@USD wants to help you pay for gas!

Beginning April 8th, CHR members and the Department of Human Resources will be selling **raffle tickets for a \$75 gas card. We will raffle two gas cards.** The drawing will be held on April 29th.

Tickets are 1 for \$1 or 6 for \$5.

Proceeds will go to the Yoga Program and Zumba Classes (scheduled to start in June). Purchase your tickets from your CHR representative or stop by the Office of Human Resources in Maher 101.



Compensation & Benefits

Total Compensation Statements

The Department of Human Resources is pleased to announce that your **Total Compensation Statement for 2010 is available on-line for all benefit-based faculty, administrators and staff.**

Your total compensation is a combination of your salary, the benefits you use based on your personal needs, and other university provided benefits. This year's enhanced statement reviews your cash compensation and provides the personalized portion of benefit costs you pay as an employee and the portion of benefit costs supported by university dollars. It is designed to express the total investment you and the university make in your employee pay and benefits.

Recognizing that members of our community look at USD as more than just a job, and that USD offers you more than just a paycheck, **we hope that your Total Compensation Statement will provide a better understanding of the value of working at the University of San Diego.**

To view your personal Total Compensation Statement, please log on to oracle to <https://oracleapps.sandiego.edu/>. Click on USD Employee Self Service (left column) and then click on Total Compensation Statement (right column). If you have any questions about logging on to Oracle, please contact Network Operations at ext. 4726 or via email at operations@sandiego.edu.

For questions regarding your statement or your benefits, please contact human resources at ext. 4594 or via email at usdbenefits@sandiego.edu.



Benesyst FSA Update:

Lactation Expenses are now FSA Eligible Expenses

On February 10, 2011, the IRS ruled that breast pumps and supplies that assist lactation are eligible for medical FSA reimbursement purposes under §213(d) of the Internal Revenue Code because, "like obstetric care, they are for the purpose of affecting a structure or function of the body".

Please note that the IRS did **not** make their ruling retroactive, so only lactation expenses incurred on or after February 10, 2011, are eligible for reimbursement, pending further guidance from the IRS.

An updated list of eligible Healthcare FSA expenses is available on the HR website at <http://www.sandiego.edu/administration/businessadmin/humanresources/benefits/group.php> (From our home page at <http://www.sandiego.edu/hr>, under "Benefits" click "Group Insurance Benefits", then under "Benesyst – Flexible Spending Accounts (FSA)", click the link that says "Eligible-Ineligible HCFA Expenses").

If you have any questions, please contact the benefits office via email at usdbenefits@sandiego.edu.



Chair Massages

Chair massages to help reduce your stress are offered on campus by Body Techniques in the Degheri Alumni Center Living Room (DAC-102). You have the option of scheduling appointments for 10 minutes, 15 minutes, 20 minutes, 30 minutes or 45 minutes. Please see the pricing below.

Bodywork can help with general stress, headaches, muscle tension, circulation, physical/mental fatigue and much more.

Massage Therapy Pricing:

- 10 minutes - \$11.00
- 15 minutes - \$15.00
- 20 minutes - \$20.00
- 30 minutes - \$29.00
- 45 minutes - \$43.00

To make an appointment online or to find cost information, please go to: <http://bodytechniques.com/usd> or call (510) 864-9339.

If you have any questions, please contact the benefits office via email at usdbenefits@sandiego.edu.



Transportation Spending Account

The Transportation Spending Account (TSA) is regulated under Section 132 of the IRS code. These commuter plans are used to purchase mass transit vouchers, passes and/or tickets for your commute to and from work. **The maximum monthly pre-tax election amount is \$230.** You may change your elections monthly. *Please note: The account is limited to employee-commuter expenses only. Reimbursement is not allowed for spouse or dependent child.*

By enrolling in this account, you will no longer have to purchase your transit passes on a monthly basis and then wait for reimbursement. The tickets/passes/vouchers will be sent directly to your home. You may only utilize the transit benefit through the pre-purchase option by the 10th of the previous month. **Simply log in to the Benesyst website at www.benesyst.net and enroll in the TSA plan.**



A **transportation spending account informational meeting** will be held on Wednesday, April 20, 2011, from 12 to 1 pm in Maher Hall 112. You will have an opportunity to learn how to enroll in the plan. Please bring your lunch and a friend to learn more about your TSA plan.



Applicant Analysis Reports

Since beginning my position in August 2010, I have been impressed with the commitment from faculty and administrators to diversify their applicant pools.

Search committee chairs and hiring managers are refining position announcements and actively seeking out diverse advertising sources to cultivate a pool that reflects a wide range of perspectives and backgrounds. While these efforts are laudable, we also want to ensure that the strategies are effective. Are they truly resulting in a more diverse applicant pool?

If you're interested in the effectiveness of your diversity strategy, an applicant analysis report might be helpful. This report provides demographic information on the applicants in your search, using data collected through iRecruitment. For example, what was the percentage of male and female applicants? What percentage of the pool was made up of African-American applicants? The report can also provide information on recruitment sources. Which advertising sites yielded the greatest number of diverse candidates? Was it the *Chronicle of Higher Education*? Maybe it was the USD Website itself?

Why is this information useful? It will allow you to more effectively develop a diverse recruiting and advertising strategy for future searches. Is a specific paid advertising source yielding a worthwhile number of diverse candidates? Did a large number of diverse candidates come from a particular list-serv? Analyzing this information will help search committees and departments make more financially sound and effective decisions about how to diversify their applicant pool.

If you are interested in an applicant analysis report on a search, please feel free to contact me at momar@sandiego.edu or ext. 7408. Please remember that applicant analyses can only be conducted on searches completed using iRecruitment—another reason why it's so important to make iRecruitment a standard part of your recruiting process!

Training & Development (Janice Evelyn, ext. 2722)



Why Communication Skills Are So Important

The ability to communicate effectively is the most important skill you can have, whether you're working on a team project, serving on a committee, giving speeches or presentations, pitching ideas to your boss, or simply sending off an email or leaving a voice message. The purpose of communication is to get your message across to others clearly and unambiguously. Doing this involves effort from both the sender of the message and the receiver.

As simple as the process sounds, communication can be fraught with error, misinterpretation, and confusion by the recipient. When ambiguity isn't detected and corrected, it can cause tremendous confusion, conflict, wasted time & effort and missed opportunities. When not successfully communicated, the thoughts and ideas that you convey may not accurately reflect your intentions, causing communication breakdowns and creating roadblocks that stand in the way of your goals – both personally and professionally.

"In a recent survey of recruiters from companies with more than 50,000 employees, communication skills were cited as the single most important factor in choosing managers. The survey, conducted by the University of Pittsburgh's Katz Business School, points out that communication skills, including written and oral presentations, as well as an ability to work with others, are the main factors contributing to job success for employees."

Mind Tools Ltd, 2011

The Training and Development team will be offerings sessions over the next several months focused on enhancing your own personal communication skill set. Sessions like *Learning to Listen*, *Generations in the Workplace* and *The 7 Habits of Highly Effective People* all have an emphasis on how we communicate with others and will offer ways to enhance this vital skill set.

If you have any questions, suggestions or ideas that you would like to share with us, please feel free to contact us at ext. 6619 or ext. 2722. You can also e-mail us at usdtraining@sandiego.edu. We look forward to seeing you soon in one of our classes.

Employment (Rose Trujillo, est. 2725)



Since iRecruitment was implemented in 2009, the employment team has been committed to train and support USD hiring managers and applicants to ensure a smooth transition into the new applicant system. As of February 2011, the Department of Human Resources has processed approximately 203 staff and 136 administrator recruitments. We have also conducted 29 monthly iRecruitment training sessions and have distributed 29 Employment Tool Kits while meeting one-on-one with hiring managers. Since the recent addition of faculty positions to iRecruitment, HR has provided support in the processing of eighteen faculty recruitments.

Although the new applicant tracking system has not been entirely exempt from minor glitches along the way, with the combined efforts of Employment and HRIS, we were able to troubleshoot issues and complete the transition successfully.

Two very important areas of the recruitment process that were significantly improved with iRecruitment are the ability to collect better data for statistical purposes and a much shorter turnaround time to fill vacancies. There is no comparison between the time it takes to process hard copy applications versus electronic applications. Can you imagine, with the high volume of applications received during this difficult economic time, how long it would take for managers to receive, review and process paper applications sent by the employment team via old methods?

We are pleased to report that we are currently working toward moving the entire recruitment cycle into a paperless system, including initial vacancy/job postings (replacing the paper Personnel Requisition) as well as offers/hires (replacing the paper Proposal to Hire).

Overall, we are extremely satisfied with the results of iRecruitment. Feedback received from applicants, as well as from monthly surveys of hiring managers, indicates that the great majority of end users reported a positive experience with the system, training and support received.

We want to take this opportunity to encourage USD employees interested in promotional opportunities to participate in the Career Management Program. A career mapping guide is available at your request by contacting the Training and Development team at x2722. Remember -- *you must submit your application in iRecruitment through the Employee Self-Service option in Oracle. This is important to avoid duplicate records. It is extremely important that you do not create a profile as an external applicant using the portal.* If you have any questions on how to submit your application within iRecruitment, please contact the Employment team at extension 2725 or 6806.

Thank you for your patience, cooperation and understanding as we continue to strive to better serve the diverse needs of hiring managers and applicants.



Contract Signature Authority

The university regularly enters into contractual arrangements with third parties that facilitate and support a wide range of activities involving university funds, personnel and other resources. Before a contract is signed, you need to be sure that you understand who is authorized to sign the contract for the university.

The Board of Trustees has authorized the President, the Executive Vice President, and the Vice President for Business Services and Administration to sign contracts on behalf of the university. Those officers are authorized by the Board to delegate contract signature authority to others. The university's Contract Signature Authority Policy describes how these delegations are to be made. An individual who has not received a written delegation is not authorized to sign contracts on behalf of the university.

Any employee, who is delegated authority to sign a contract on behalf of the university, is expected to exercise that authority in a manner that is consistent with the university's Individual Conflicts of Interest Policy. Disclosure of a conflict of interest is required before an employee becomes involved in any situation that presents a conflict or may have the appearance of creating a conflict. For example, a conflict exists and must be disclosed in advance if an employee wishes to negotiate a potential contract between the university and a company owned by the employee's relative or household member. For more information about conflicts of interest, please see:

<http://www.sandiego.edu/legal/policies/community/institutional/individual.pdf>

Advance review by the appropriate departments also is an essential part of the contracting process. Certainly, the department that will be the primary point of contact for the outside third party must review and approve the contract before it is signed, but the review process does not necessarily stop there. Many contracts require the involvement, support, resources, and personnel of various departments. Other affected departments also must review and approve contracts before they are signed to ensure that the university can meet its obligations under the contract. For example, if a department wishes to enter into a license agreement permitting the use of software on university computers, the contract should be reviewed by ITS before it is signed. If a contract involves the engagement of a contractor to carry out the university's responsibilities under a grant sponsored by a third party, Sponsored Programs should review the contract in advance of its execution. While it is not possible to identify all of the situations in which review by other departments is necessary, employees are expected to use their good judgment to ensure that other affected departments review contracts before they are signed.

And don't forget the legal department! **All contracts requiring the university to pay more than \$5,000 must be reviewed and approved by the Office of the General Counsel before they are signed.** The Contract Signature Authority Policy identifies circumstances in which advance review by the Office of the General Counsel is required, even if the value of the contract is less than \$5,000. When a contract is forwarded for legal review, it is expected that the responsible departments have read the entire contract (even the "fine print") and approved all of its business terms.

You are encouraged to review and be familiar with the Contract Signature Authority Policy, which can be found here: <http://www.sandiego.edu/legal/policies/community/financial/contracts/signature.pdf>.

If you have any questions, please contact your supervisor.

Risk Management (Barbara Schatzer, ext. 7677)



Barbara Schatzer and Michelle Rohde have completed their office move and are now located in the Department of Human Resources in Maher 101. E-mail addresses and phone numbers remain the same. Please stop by and visit us in our new offices!

There is no change in location for Leilei Thein (Manager, Environmental Health & Safety) or Barney Holland (Fire Safety Technician). Their offices remain in Facilities Management.



Life Keeps Changing – Are You Prepared?

Our relocation has been a reminder that life keeps changing for all of us all the time. It is also a reminder to stay prepared for some of the not-so-pleasant changes by:

1. **Verifying your emergency contact information is correct.** Your information can be viewed and updated on the MySanDiego webpage. We want to be able to reach you should critical events affect the campus or the community.
2. Visiting the USD Emergency Preparedness website at <http://www.sandiego.edu/alert/> for a wealth of information related to preparing for, and responding to, an emergency here on campus. The site also provides multiple resources that can assist you and your family in developing your own emergency response plans.

Earth Week 2011 – Calendar of Events



TUESDAY, 4/12

USD Sustainability Day

10 am, City of San Diego

The University of San Diego will be recognized for its conservation efforts over the last year; saving 20% of its energy and 40,000,000 gallons of water, and installing one of the largest solar installations on a college campus.

THURSDAY, 4/14

Lemon Zestival

11:30 am – 1:30 pm

SLP Plaza Menor

Come and celebrate the wonder of the lemon with dining services!

Free Bike Repair

10 am – 2 pm (appointments preferred)

Experiential Learning and Adventure Center

In preparation for Sustainable Transportation Day on Tuesday, April 19th, bring your bike in to the Experiential Learning and Adventure Center for a free tune-up so you can be ready to ride. Guarantee you get taken care of by making an appointment at ext. 4709.

FRIDAY, 4/15

Green Day in the Valley

4 – 7 pm, Missions Crossroads and

Valley Field

Come play, learn, and win activities geared towards green living. There will be a rock climbing wall, live music, green activities, free food and drinks, and raffle drawings. Also, enjoy arts and crafts using cardboard, water bottles, old clothes and materials to create something new and fantastic. Students will get raffle tickets for participating in activities and for bringing items to donate or recycle. Prizes include gift cards, massages and other goodies.

Short & Sustainable Film Festival

8 – 9 pm, SLP Plaza Mayor

Do you like laughing? Do you care about the environment? Then this film festival is for you! Come and enjoy 5 short films, short discussions, and sustainable giveaways, including a recycled bike, as well as other great prizes.

SATURDAY, 4/16

Linda Vista Multicultural Fair

10 am - 4 pm, Linda Vista

USD will have a booth and provide information & giveaways to promote the Student Residential Energy Efficiency Team and encourage sign-ups for home energy audits. USD will also promote its new Electronic Recycling Center debuting 4/20.

SUNDAY, 4/17

Earth Fair 2011

10 am - 4 pm, Balboa Park

The university is a sponsor of the event and will have a booth featuring information on the new Electronic Recycling Center that USD is hosting on our campus. This is the last chance to get information and giveaways for the Student Residential Energy Efficiency Team and their in-home energy audits

Trams will run between USD & the Earth Fair on the hour from 10 am - 5 pm. Meet in front of the University Center.

Founders Chapel Mass

7 & 9 pm, Founders Chapel

This Palm Sunday Mass will include a special focus on sustainability & prayers for the environment. All are welcome.

MONDAY, 4/18

Gardening & Sunset Dinner

4 – 7 pm, Behind Missions Crossroads

Come help with the community garden and then eat some free samples while enjoying the sunset. The samples will include pasta, fresh fruits and vegetables, and dessert. Some of the food will be supplied by USD's own garden behind Missions Crossroads. Come learn about gardening, fresh recipes, living sustainably and getting involved.

TUESDAY, 4/19

Sustainable Transportation Day

Bike/Walk/Carpool

Breakfast from 7 - 10 am,

Aroma's Lawn

Get to school or work in a sustainable way today and enjoy a complimentary breakfast at Aroma's Lawn as a thank-you from the Earth Week Planning Committee. **Don't forget -- you can get a free tune-up for your bike at ELAC on 4/14!**

USD Earth Fair with Band & Speaker

11 am – 2 pm, in front of UC and SLP

More than 25 vendors and organizations will be on campus to provide information on how to live sustainably – at work and at home – and how to lessen your environmental impact. **Get your raffle tickets for a new electric bike (\$1,200 value) donated by Green Cruiser Inc. The raffle is at 1 pm and you must be present to win.**