From the Executive Director of Personnel Relations

Thanksgiving Day and the day after Thanksgiving are observed as University holidays for all faculty, staff, and students. We wish you a most pleasant break on November 27 and 28.

We also observe the Commonwealth holidays of Christmas and New Year’s Day, and for most University employees the period between (December 26, 29, 30, and 31) is a special vacation period. This year, for energy conservation reasons, Friday, January 2 will be added to the special vacation period.

Any support staff required to be present on the official holidays will be compensated at the overtime rate specified in Personnel Department Bulletin No. 238. For employees covered by collective bargaining agreements, the applicable provisions of each agreement shall govern. Those whose services are required during the special vacation period do not earn overtime pay but may be granted compensatory time when their departments can arrange the time off. University employees working in the Hospital must recognize that Hospital services cannot be interrupted and special arrangements may be necessary.

All of us in the Personnel Relations Department wish you happy holidays and a refreshing special vacation!

Gerald L. Robinson

BROWN BAG SEMINARS: Puritans, Quakers, Communications, Black Centenary, and Big Business

Dr. E. Digby Baltzell spoke to a capacity crowd in the Franklin Room of Houston Hall on October 27 about the differences between the histories of Boston and Philadelphia, basing his conclusions on the records of “first families” of both cities and theorizing that many of the differences could be traced to variances in Puritan and Quaker ethics. He compared the radical unrest of the 1960s in this country with similar unrest in England during the 1650s, and went on to point out that radicalism always comes from the top, from the best educated. And at the time the radical movements in this country began, the best educated were in New England.

Lest anyone mistakenly think that he is not a Philadelphia booster by birth, education, and inclination, he went on to say that we live in the most beautiful city in the country with the greatest collection of eighteenth-century architecture in this country and that we can make anything happen here by believing in Philadelphia and Pennsylvania and then acting on our belief.

Two weeks later, Mary Perot Nichols gave concrete illustration of Dr. Baltzell’s points by telling the assembled group that, in her work for the city administration of New York, she had repeatedly used Philadelphia as the example by which parks could be designed and constructed to beautify and serve the community. Most of her talk dealt with her experiences in Boston and New York that had given her background for her new job as Director of Communications. She began as a local radical fighting the New York City administration to prevent the destruction of Washington Square for the construction of a highway. From a persistent letter writer to the Village Voice, she moved to a staff position on the newspaper, and then to administrative positions in Boston and New York City. Her experience in public broadcasting with WNYC and in newspaper work brought her back to the field of communications.

“It’s both exciting and scary,” she concluded, “to be in a field new to me like higher education at a time when we are moving into a computer-oriented revolution in the field of communications.”

Future meetings in the Benjamin Franklin Room of Houston Hall at 1 p.m. on Mondays:

November 24 Francis James Dallett, University Archivist, on the Black Centenary
December 8 Fred A. Shabel, Vice President for Operational Services, on The University as a Big Business
KNOW YOUR UNIVERSITY:
The Penn Children’s Center

Parents living in the University City area frequently have among their greatest concerns the care of their young children while they are working or studying at the University. There are many available facilities for child care and education, some of which we will mention in future issues of the Newsletter. One of these facilities is the Penn Children’s Center. Conducted under the supervision of Jacqueline Wade of the School of Social Work faculty, it is housed in the building at 3905 Spruce Street also remembered as the “Carriage House” and the home of the former student Co-op.

The Children’s Center is open for long hours to accommodate the varied working schedules of parents. The four members of the professional staff and approximately two dozen work-study students arrange their hours so that the Center can be open from 7:30 a.m. until 6:00 p.m. During those hours, up to fifty-five children between the ages of two years and nine months through kindergarten learn, play, have morning and afternoon snacks (they bring their own lunches), and participate in a variety of group activities that cut across age and ethnic lines. With the large group of work-study students involved, the ratio of children to supervisors guarantees personal attention. And the University students, often majoring in fields such as sociology or psychology, find the experience so rewarding that a large number of them remain as Center workers through their entire undergraduate careers. The educational experience for University students does not end there: graduate students in Education have found the Center a rewarding source of information for their studies, and architectural students have used it as an example in planning children’s centers.

But for parents, the Center is a service, and it is important for them to know that children can be admitted at any time during the year if there is an opening in the appropriate age group. The youngest group, which requires the most individual attention, is limited to twelve members. The middle and older groups, which number twenty-two each, are more likely to have vacancies.

Continued on page 4
PERSONNEL-ity: Patricia B. Scott

If you telephone or stop in at the Employment Office of the Personnel Relations Department on the first floor of the Franklin Building, chances are that the first person you will speak with is Pat Scott. Pat began there as secretary and receptionist in 1978, and except for a brief maternity leave some eighteen months ago, has been the front desk person ever since.

The academic/secretarial program at Overbrook High School and business courses at Pierce Junior College may have prepared her for her first job as a church secretary, although anyone as active in church work as Pat knows that there is a lot involved that they don't teach you in school. And little could have prepared her for the complexities of payroll administration, billing, and grant administration that came with her next job as secretary to the fiscal director of grants at Philadelphia General Hospital.

Nothing at all could have prepared her for the trauma of the PGH closing. While most of the PGH staff were transferred to other positions under the city administration, those like Pat who were supported on grant budgets were thrown out on their own. Pat had recently married and did not rush into another job, but when a job became available at nearby Penn, in an area she knew well, she was glad to become a University City worker once again.

Pat would love to find time for travel, and has managed trips through much of the United States as well as Jamaica, Nassau, and Bermuda. She also enjoys reading, Scrabble, and playing the piano. But with a home and thirteen-month old daughter to care for, there aren't many spare minutes in any day for such activities. There is always tomorrow to prepare for, with new job applicants, new telephone calls, and new job application forms to get into the paperwork stream.

In the future, she wishes to work with young people and become more involved in youth-oriented programs.

RETIREMENTS

The Office of Personnel Relations offers best wishes for many happy and productive years to the following members of the University staff who have retired in recent months:

**Faculty**
- William B. Castetter, 40 years
- Mario G. Cirelli, 16 years
- Mary E. Coleman, 35 years
- Charles H. Cretzmeyer, 26 years
- G. Roger Edwards, 30 years
- Zellig S. Harris, 49 years
- Hui Lin Li, 24 years
- Israel Live, 46 years
- John P. Lutz, 35 years
- Robert McElroy, 38 years
- Donald S. Murray, 45 years
- Edgar L. Ralston, 33 years
- Arthur H. Scoulten, 33 years
- Andre Von Gronicka, 18 years
- Rufus Wixon, 31 years

**Administrative Staff**
- Catherine L. Busch, 10 years
- William R. Hegemann, 17 years
- Ruth H. Iskoe, 23 years
- Jeanne Jensen, 18 years
- Joseph S. Kowalski, 30 years
- Dorothy M. Lacey, 40 years
- Grace E. McCombe, 20 years
- Margaret J. Patton, 13 years
- Charles H. Quigley, 36 years
- Berniece Robinson, 19 years
- Paul S. Shumaker, 16 years

**Salaried Support Staff**
- Margaret R. Abowitz, 15 years
- Harriet Brown, 12 years
- Ethel R. Coulter, 16 years
- Isabel H. W. Cutaiar, 2 years
- Evelyn M. Depew, 10 years
- Inez C. DiFabio, 12 years
- Olive Griffiths, 22 years
- Catherine I. Hoege, 18 years
- Laura Kessler, 15 years
- Eleanor L. Lang, 12 years
- Josena D. Lewis, 13 years
- Mildred Meekins, 17 years
- Caroline C. Moss, 19 years
- Marie Peterson, 21 years
- Michele T. Ramirez, 17 years
- Mary C. Stevenson, 18 years
- Pauline G. Winitz, 16 years
- Lawrie Winning, 33 years
- Laverne L. Zeeb, 12 years

**Hourly Support Staff**
- Peter W. Controvich, 18 years
- Jerry Gardner, 15 years
- Samuel Hodges, 8 years
- John W. McGinnis, 30 years
- Helen A. Mobley, 22 years
- Charles Ray, 17 years
- Anthony Valerio, 15 years

**Development and University Relations**
- University Management Information Systems
- Gastrointestinal Section, Medicine
- Medical School
- Dermatology
- University Bookstore
- Development and University Relations
- University Bookstore
- City Planning
- Animal Colony
- University Bookstore
- Surgery
- Large Animal Hospital
- Graduate School of Education
- Lippincott Library
- Graduate School of Education
- School of Engineering & Applied Science
- Anatomy
- Dental School

**Mail Service**
- Physical Plant
- Medical School
- Physical Plant
- Physical Plant
- Physical Plant

**Fields of Study**
- Graduate School of Education
- Surgery
- Graduate School of Education
- Surgery
- Classical Archaeology
- Linguistics
- Biology
- Pathobiology
- Finance
- Obstetrics and Gynecology
- Statistics
- Orthopedic Surgery
- English
- German
- Accounting

**Personnel Relations Newsletter/3**
Continued from page 2

Children need not be members of families connected with the University, but at least three quarters are. The $50 a week charge for the services of the Center allows it to be self-supporting. The fee is lower than the usual charge for such services, primarily because the University contributes the services of Ms. Wade and the “Carriage House.” Originally the Center opened in the Class of 1920 Commons building; three years later, it moved to its present quarters.

The operation of the Children’s Center benefits parents, their children, and University students.

Personnel Relations Office Begins Recruitment Campaign

The Personnel Relations Office, in its continuing effort to find the best qualified people for numerous job openings, is stepping up a high school recruitment program begun informally several years ago. Until this year, recruiting was done by four volunteers—Kristin Davidson, Carole Gurkaynak, Barbara Johnson, and Meryl Johnston—who visited high schools in our area to talk with students about working for the University. They showed slides, arranged visits, and gave information. When the students graduated from high school, they were interviewed by the departments and, in most cases, offered jobs soon after. The reactions of those who have hired high school graduates as a result of the recruitment program have been enthusiastic. These new employees have contributed greatly to our community well-being.

As often happens with successful programs, recruitment activities demanded more time than the original recruiters could give. The program was ready to enter a more formal phase. This year the recruitment program is more structured than it has been in former years. Marie Skelston is the coordinator of high school recruitment and a new brochure, “Working at the University of Pennsylvania,” gives prospective employees specific information about the University as a place to work.

Marie is arranging trips to high schools and visits to campus for interested students. She will be in charge of setting up employment interviews next spring when the students are ready to begin full-time employment.

In the increasingly competitive job market, recruitment efforts can be the deciding factor in attracting good people to the University. We know that the University is an attractive place to work and we’re getting that message to young people in the Philadelphia area.

Have You Given Blood Recently?

Hundreds of members of the University staff are members of the Blood Donor Club and donate blood regularly, but there is always a need for more. Some of the rarer types such as “O” negative are particularly needed, but the more common types are also in demand. Half of the blood in the University Hospital’s Blood Bank is provided by University students and staff and there still is not enough. The problem is especially acute during the weeks after Christmas and the summer months, when few students are around.

Membership in the Blood Donor Club provides important guarantees for University staff members. Not only are their own needs for blood assured if they make an annual donation, but their dependents are similarly protected. Staff members with no dependents living in their homes may designate two relatives to be covered by the protection.

Donations may be made any weekday at the blood donor station on the ground floor of Gates Pavilion in the University Hospital. Donations may also be made to the mobile unit which visits many campus locations during the school year. The mobile unit will be at Hill House on November 18 and High Rise East on November 25.

Training Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Upcoming Dates</th>
<th>Frequency</th>
<th>For Registration and Information Call:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Orientation</td>
<td>February</td>
<td>Periodically</td>
<td>Chris Davies Ext. 6017</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>December 9</td>
<td>Periodically</td>
<td>Chris Davies Ext. 6017</td>
</tr>
<tr>
<td>Resume Development</td>
<td>November 19, December 3, 17</td>
<td>Alternate Weeks</td>
<td>Chris Davies Ext. 6017</td>
</tr>
<tr>
<td>Interviewing Skills</td>
<td>November 26, December 10</td>
<td>Alternate Weeks</td>
<td>Chris Davies Ext. 6017</td>
</tr>
<tr>
<td>Purchasing Orientation</td>
<td>November 19</td>
<td>First and Third Wednesdays</td>
<td>Dorothy Vaccaro Ext. 4078</td>
</tr>
</tbody>
</table>

For Information on Weightwatchers, Smokenders, or CPR, please call Nancy Arnosti Ext. 3400