



Provost Gregorian Speaks at First "Brown Bag Seminar"

Introduced by Bob Ferrell, A-1 Assembly leader, as an "educational astronaut who has done a great deal of flying around," the University's new provost, Vartan Gregorian, launched the brown bag seminars on Monday, January 15. Studding his talk to a standing-room-only crowd with witty phrases, the provost disproved his modest disclaimer that he had been somewhat wrongly characterized as "flamboyant." He combined a serious discussion of his goals for the University's organization with a number of aphorisms much appreciated by his audience.

Stating his belief that there is only one management group, Provost Gregorian urged a unity of purpose, a transcending of parochial interests in individual schools and departments and asked, quoting John Gardner, that we all be "loving critics or critical lovers" of the University. In his more specific comments on organization, the provost said he expected a smooth transition of personnel between now and July 1 and outlined the redistribution of responsibility. In the new structure, the University will be served by two vice provosts, one for research and another for University life (combining both graduate and undergraduate interests).

Provost Gregorian also made brief remarks about the University's affirmative action program, admissions policy, and role in the community. He noted that our affirmative action goals have to be updated to continue the commitment of eliminating inequalities. Commenting on the need to offset the declining birth rate, the provost said more attention would be paid to recruiting on a national and even an international level. Mr. Gregorian hopes to expand the University's role in the community and is looking into ways to accomplish this goal. After he concluded his address, he answered questions from the audience.

Secretary of the Corporation Janis Somerville spoke on the role of the trustees and University governance at the January 22 seminar. Her remarks will be summarized in next month's *Newsletter*.



At the first brown bag seminar, Provost Gregorian, remarking that while "victory has many parents, failure is an orphan," asks the participants for their understanding during his first months in office.

We urge you to come to the Benjamin Franklin Room, Houston Hall, each Monday at noon for the brown bag seminars. Vice President for Administration D. Bruce Johnstone will discuss, on January 29, the role of executive officers. Donald C. Carroll, dean of the Wharton School, will talk about academic organization on February 5. On February 12, Vice President for Budget and Management Jon Strauss will speak on the topic of financial planning and the budget process, and Treasurer Harold Manley will provide us with information on cash flow and investments on February 19. We hope to see you there.

Before You Hire Anyone, Know the Policy

Before you make an offer of employment or salary, you must have proper authorization from the Personnel Relations Department. If you do not comply with University policy, you could find yourself in the embarrassing position of having to withdraw an offer you've made or worse. In order to ensure that the correct procedure is followed, you should be familiar with these policies (numbers refer to the *Personnel Policy Manual*):

109. Employment Offer. The University is committed to affirmative action and to full compliance with federal, state, and local regulations regarding employment. It is the responsibility of the Personnel Relations Department to assure that employment offers, including offers of transfer and promotion, are made with careful regard to these regulations and to established position titles, salary ranges, and benefits structure. Offers of employment, transfer, or promotion made without prior approval of the Executive Director of Personnel Relations or a designee of the Executive Director are unauthorized and will not be honored.

Any individual who makes an unauthorized offer of employment, transfer, or promotion assumes responsibility for any penalties, liabilities, and expenses which may arise out of that action.

201. Authorization for Salary or Wage Commitments. Before any salary or wage offer is made (other than one established under a collective bargaining agreement), approval by a member of the Personnel Relations Department is required. A salary or wage offer or promotion increase made without this advance approval is not authorized and will not be honored.

Any individual who makes an unauthorized wage or salary arrangement assumes responsibility for any penalties, liabilities, and expenses which may arise out of that action.

"Heartsaver"—the Program that Saves Lives

The next time you're at a large gathering consider this—on the average, each year one of every two hundred people has a heart attack. Heart disease, as we all know, is the leading cause of death in this country. Of the 650,000 who die annually, over half die without ever entering a hospital, nearly all of them within one or two hours after the first symptoms occur. Heart attacks are most commonly caused by disease of the coronary arteries that supply blood to the heart muscle. When the arteries are narrowed or blocked by the build-up of fatty deposits (composed mainly of cholesterol), then the heart is deprived of the oxygen and blood supply it needs.

Nearly all of us know someone who has had, maybe even died from, a heart attack. We are also aware that we may contribute to the risks of this disease by living as we do. There is a well established association between heart disease and cigarette smoking, elevated blood pressure, and elevated blood cholesterol. Other risk factors include a lack of regular exercise, stress, diabetes, and obesity. If we live prudently—and we all know what that means—we may reduce the incidence of heart disease.

Perhaps your attention was caught by the fact that over half the victims of heart attacks die before they ever reach the hospital even though an hour or more passes after the first symptoms. Some of these deaths could be prevented if treatment were given within two minutes of the attack's onset.

Is there anything you can do? Yes, first everyone should know the signals of a heart attack. They are, most commonly, an uncomfortable pressure, squeezing, fullness, or pain, not necessarily severe, located in the center of the chest behind the breastbone; this sensation may spread to the shoulders, neck, and arms. The pressure or pain may last two minutes or longer or it may come and go. It may be accompanied by sweating, nausea, shortness of breath, feelings of weakness. Sharp, stabbing pains or twinges usually are not signals of a heart attack.

If you have these symptoms, immediately stop whatever you are doing and sit or lie down. If the pain persists for two or more minutes go to the nearest hospital emergency room. You should have an emergency action plan at home and at work: know emergency rescue telephone numbers, know the location of the nearest hospital emergency room that provides 24-hour emergency cardiac care, discuss with your doctor



Denise Koval, M.S.N., and Shirley Hill, M.S.N., members of the School of Nursing faculty, demonstrate the CPR techniques on the specially equipped training manikin.

the emergency facilities of hospitals to which you might go and the distance to be travelled.

Is there anything you can do if someone else has a heart attack? Not long ago a man did die of heart disease on a New York subway because medical aid failed to reach him in time after his attack. The subway train raced through station after station attempting to reach emergency care; by the time help arrived the man was dead. None of the passengers was able to help. Would you know what to do in a similar circumstance? You would if you were a "Heartsaver."

Heartsaver, a program developed by the American Heart Association, teaches us how to do cardiopulmonary resuscitation, CPR. These techniques can literally mean the difference between life and death. Aware of the importance of teaching us how to save lives, the faculty of the University's School of Nursing offers training in basic CPR.

Since heart attacks and choking frequently occur in places where people gather to eat and drink, last November the School of Nursing taught the employees of the University's Faculty Club the Heartsaver techniques and Heimlich maneuvers. (The Heimlich maneuver, or abdominal thrust, is used on people who are choking on food lodged in the air passages, obstructing breathing.) Denise Koval, M.S.N., an associate at the School of Nursing, arranged with Kay Barnes, assistant manager of the Club, to conduct a two-

day training session. Along with three additional CPR instructors and members of the Nursing faculty, Shirley Hill, Meredith Johnson, and Ann Marie Walsh, Ms. Koval taught thirty-six employees the signs of heart attacks and the methods to use to save the lives of those having attacks or choking.

The procedures are not simple. After the discussion of methods, those taking the course must practice the techniques on special manikins. The course takes time (generally about four hours) and attention. "At first some of the personnel felt self-conscious," reports Ms. Koval about the Faculty Club workers. "Then they started applying it to their own lives." Many of us have family members, friends, or colleagues who have suffered from heart attacks. We know the feeling of despair that comes from our helplessness. We have had to stand by hoping that a choking person will be "all right" as we futilely offer water or napkins or slaps on the back. By taking the Heartsaver course and learning the Heimlich maneuver we can learn to deal effectively with these life-threatening situations. Someday we may be thankful that we did.

For additional information about the Heartsaver program, call 662-4CPR.

Pennsylvania Is the First Ivy League School to Provide Van Pooling

If you've ever considered camping out in your office just to avoid the chore of commuting, there may be an easier way to escape from traffic jams, the experience of seeing the train pull out of the station just as you reach the platform, and the other headaches of getting to work. You could ride to the campus in comfort by joining a van pool.

Planner Tony Smith, Department of Facilities Development, initiated the van pool program in September 1977. Supported in part by federal funding administered through the Delaware Valley Regional Planning Commission, van pooling is designed to improve access to and from the University, to reduce traffic and parking congestion created by the single-passenger automobile, and to offer the employees of the University, University Hospital, Children's Hospital, the Wistar Institute, and the University City Science Center an alternative to driving or taking public transportation.

In setting up a van pool, Facilities Development selects an area with a large number of employees who hold nine-to-five jobs. After the boundaries of the area are defined, a volunteer driver is chosen who then notifies employees in the targeted area and asks them if they wish to join the pool on a month-to-month basis. Each luxury van holds eleven passengers and the driver. The vehicles are leased and this cost, along with operating expenses, is shared by the participants. The vans cost the University nothing, for each is totally supported by the fares paid by the riders. After four years the University owns the van and may sell it to the driver, if he or she is interested, or to another participant at less than market value.

The benefits are many for both driver and riders. For about \$35 a month, the passenger is picked up and dropped off at home each day and need not bother with public transportation, driving, or parking. Nine out of ten riders continue with van pooling because of its obvious advantages. For the driver the benefits are numerous and the responsibilities relatively few. He or she must be screened for a clean driving record, reliability, and absence of job conflict. Getting the passengers to and from campus on schedule, coordinating van maintenance, submitting monthly reports, and doing the bookkeeping are the driver's duties. In exchange, he or she gets free transportation, the fare of the eleventh rider, the use of the van

Something on Your Mind?

If you have questions, comments, notices, or suggestions, send them to "Something on Your Mind?" All inquiries and remarks sent to 737 Franklin Building will be kept confidential. Comments or questions of sufficiently broad interest will appear in this column.

Question: What is the Blood Donor Club? How do I join?

Answer: The University's Blood Donor Club is a "protective exchange"—you give a pint of blood and in return you and your family will be provided with all the blood you need whenever you need it. Your blood donor credits will be honored at almost every hospital in the United States. In exchange for a yearly donation, you, your spouse, unmarried children under eighteen, your parents, and the parents of your spouse are all eligible.

If you are **not** a member of the Blood Donor Club and face an emergency situation requiring blood, you have to find replacement donors for the blood used to treat you or your family.

To join the club, you may make your donation in the Hospital Donor Station, located on the ground floor of the Gates Building, or at any of the mobile units scheduled on campus throughout the year. Additional information can be had by calling 227-3455.

Question: My supervisor and I don't get along all that well, and I'm not sure that my performance review is going to be fair. What should I do if I disagree with the evaluation? What does the Personnel Department do with the reviews?

Answer: There is space on the A-1 performance reviews for comments from you as well as from your supervisor. We hope that any disagreements about job responsibilities or performance will be discussed in the review process and an understanding reached. But you may indicate your disagreement with the review you're given in as much detail as you wish.

The Personnel Department files the performance review in your central personnel file; the form itself will not be released to anyone. If you were being considered for promotion within the University, your future supervisor could call Personnel and ask about your review. The review would then be summarized. In the case of a disagreement between you and a supervisor, your comments would be discussed along with the rating you were given. In many cases the personnel staff know the people involved and are already aware of problems and conflicts. The performance review could also be used to document reasons for termination. In either case—promotion or termination—the Department of Personnel Relations does not initiate any action.

weekends and evenings at a fixed rate of ten cents a mile, and the first opportunity to buy the van after four years.

The University has three pools in operation—the Drexel Hill area, driver Tom Cooper; Southern New Jersey, driver Tom Leary; and Media, driver Octavio Salati—and three others which are in the final stages of planning. If you live on the Main Line and are interested in joining a pool, call Dave Balinski at University extension 5831. Darlene Costin, who can be reached at HUP extension 2641, is signing up riders who live along Route 611 between Doylestown and the Jenkintown/Cheltenham area. Those of you who live in the Upper Darby area can join a pool by calling

Tina Foster at HUP extension 2054.

In addition to the eleven full-time passengers, each van pool includes "back-up" riders who use the van on an occasional basis. For more information about the van pools, contact the driver in your area. If there is no pool in your neighborhood and you would like to organize one, get in touch with Tony Smith at extension 5831. As he points out, you can get to work more comfortably and economically and have the added satisfaction of knowing that you're acting in the national interest by conserving energy.

Personnel Policy Manual Will Be Discussed in February 8th Meeting

More than three hundred copies of the *Personnel Policy Manual* have now been distributed, and each department should have its copies. Employees may consult the manual in their departments or may use one of the several copies available at the reference desk in the Van Pelt Library. The manual is a compilation of (1) policies which have been distributed over the years as "Personnel Bulletins" and (2) policies, such as the confidentiality of personnel records, which have been traditionally observed but which are only now recorded in written form. The policy statements in the manual supersede earlier "Personnel Bulletins." For example, "Personnel Bulletin 169," which deals with terminations, is no longer in effect. The present policies on termination are found in sections 701-708 in the manual.

The Personnel Relations staff is happy to meet with administrators who wish to discuss the policies and their implementation. Such meetings have already been held, and arrangements can be made for others by calling Director of Personnel Planning Douglas Dickson at extension 6093. *A general meeting will be held on Thursday, February 8 at 3:00 p.m. in Room 200, College Hall.* If you have questions about the policies contained in the manual, this would be a good time to have them answered.

Policies relating to personnel benefits are not yet included in the manual. Individual benefits statements are sent to each staff member in the University in the form of a personal wallet; for the time being, the personal statement continues to be the best source of general information about benefits. For counseling, you can arrange an appointment with the Personnel Office in 116 Franklin Building. Additional policy statements covering benefits will be sent once the effect, if any, of recent federal legislation has been determined.

The *Personnel Relations Newsletter* appears ten times a year, on the third Tuesday of the month, except in June, July, and August for which there is one combined summer issue.

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Executive Director of Personnel Relations Gerald Robinson and Associate Director of Personnel Relations James Keller talk with administrative and supervisory staff members at the School of Veterinary Medicine about the policies contained in the recently distributed Personnel Policy Manual.

243-6358: Snow and Emergency Closing Telephone Number

To learn whether the University is closed due to inclement weather, you may now call 243-6358 ("AID-MELT"?). This telephone number supplements the existing ways of notifying the University community about snow and other emergencies. Public radio announcements (our snow emergency code numbers are 102 for closing of day sessions and offices and 2102 for cancellation of evening sessions) will be made and responsibility centers notified as usual.

Joe Reagan Dies in November

On November 19, 1978 Joseph Reagan died at the age of seventy-six. After working for the Pennsylvania Railroad, Mr. Reagan joined the University staff in 1963. Until his retirement in 1971, he acted as a liaison between students in the Men's Dormitories and Buildings and Grounds (now Physical Plant).

Described by many of his friends here at the University as a most congenial, witty, and kind man, Mr. Reagan was more than an employee. To his colleagues he was a friend and to many of the students a father figure. He is survived by his widow, Mary, three children, Patricia, Mary Lou, and Joseph, Jr., and thirteen grandchildren.

Looking for Us?

During the nineteenth century, a time when many people were settling the west (now the midwest), Emily Dickinson's family moved from one house in Amherst, Massachusetts, to another within sight. Despite the short-distance move, Dickinson wrote to a friend saying she had a "gone to Kansas feeling" and was still looking for herself with a lantern. If you are still looking for us, our new locations are:

Employment Office,
Personnel Relations
130 Franklin Building

Office of the Bursar
132 Franklin Building

Office of the Internal Auditor
729 Franklin Building

Insurance Manager
728 Franklin Building

Associate Treasurer
730 Franklin Building

The Faculty and Staff Scholarship Program will no longer be handled in 215 Franklin Building. The administration of this program is now part of the Student Financial Aid Office, 230 Logan Hall. For information about this program and scholarship applications, call Mrs. Shirley Rhodeside at extension 5154 between 9:00 a.m. and 1:00 p.m. and from 2:00 to 5:00 p.m.