

Women's Organizations Ensure that "Remember the Ladies" Is a Working Notion

Although Abigail Smith Adams did not succeed in making the Continental Congress of 1776 "more generous and favourable" to the ladies when they drew up the new code of laws, she gave women a catch phrase in their struggle for full participation in society. A number of organizations now exist on campus to help women who work for the University, whether they are members of the faculty, administrative, or support staff. If you would like to be more assertive, for example, or would like to improve your skills in some area; if you would like to talk with someone about planning your career, making decisions about your life goals, or your latest research, chances are very good that one or more of the women's organizations has the services you need. Perhaps you are concerned about the opportunities for women to advance in their jobs and would like to join a group which shares that concern, or maybe you would like to become more effective as an administrator or supervisor. If so, you can benefit from joining or using the services of one of the organizations described in this article.

The oldest women's group is the **Faculty Tea Club**. Membership is open to all women employees of the University and to faculty wives. Meeting monthly, the Tea Club has both on-campus and area programs. On-campus meetings are usually held on Tuesdays at 1:30 p.m. in the University Faculty Club. Dr. Florence Seaman, a clinical psychologist, will speak on "Coping with Criticism and Rejection" at the April 10 meeting. In addition to the monthly gatherings, the Tea Club sponsors special seminars each semester.

Everyone is welcome to attend any of the meetings. If you would like to join, you should contact Birgid De Gennaro, 201 Wakefield Road, Rosemont, PA 19010.

Resources for Women, a project of the Faculty Tea Club, is a career counseling and job placement service for community women. Located in the Women's Center, the volunteer staff sees individuals who wish to register with the job bank Monday through Friday from 9:30 a.m. to 12:30 p.m.; appointments are not necessary. Along with this service Resources offers individual career and resume counseling and career planning workshops, by appointment. Advisers are available to provide group services on request. Director Susan Bank points out that Resources for Women has the same rate of employment placement as the commercial agencies for a much more reasonable fee—\$1 for job bank registration. You can contact the group at extension 5537 or drop in to the Women's Center during their morning hours.



Another women's service organization which helps with career planning and job placement is **HERS, Mid-Atlantic** (Higher Education Resources Services). While Resources for Women is a community based organization, HERS is a national and international clearinghouse, bringing together institutions seeking women candidates for posts requiring specific professional

preparation with women candidates qualified for the openings. Formed to remedy the imbalance in higher education—with few exceptions the chancellors, presidents, and other top administrators in colleges and universities are men—HERS, located at the University, is funded by the Ford Foundation. If you would like to participate in the HERS registry, send your resume, along with a statement of interest and a request for registration materials to 3601 Locust Walk/C8.

Each year HERS offers a variety of workshops, seminars, and conferences on professional development, all of which stress career planning and improvement of administrative skills. (See "Leadership and Management for Women Administrators," page 4.) The main training vehicle is a month-long summer program (co-sponsored with Bryn Mawr College), "The Summer Institute for Women in Higher Education Administration," which offers intensive courses on institutional governance and planning, finance and budgeting, personnel management, government relations, and administrative computer applications.

The organization helps women work within the system by furthering an understanding of the resources available and encouraging them to plan their careers. Individual counseling is available. You can get in touch with HERS, Mid-Atlantic at extension 5426.

Perhaps you are less concerned about your individual situation and more interested in the status of women at Penn in general. If so, you may wish to join **WEOP** (Women for Equal Opportunity at the University of Pennsylvania). Formed in the academic year 1971-72 in response to the need for a vigorous affirmative action program, WEOP is an advocacy group devoted to improving women's status. Working with the administration, members monitor and evaluate the University's affirmative action program. The group also counsels and represents women with

(continued on page 4)

Brown Bag Seminar Speakers Reveal How their Areas Are Managed

In the continuing program of management seminars Vice President for Budget and Finance Jon C. Strauss, Comptroller Jerrold J. Jackson, Director of Research Administration Anthony Merritt, and Vice President for Development and University Relations William Owen discussed the purposes of their various offices and revealed something of how their offices are managed and something of themselves. Mr. Strauss, speaking on February 26 on the topic of financial planning and the budget process, gave a well-organized talk which outlined the current financial position of the University. Speaking about a subject dear to the hearts of the majority of his listeners, he expressed the University's concern about present salaries. "While no one is starving," he said, "Many people are presently inadequately compensated." Mr. Strauss indicated that moderate optimism about the University's financial condition is appropriate at this time.

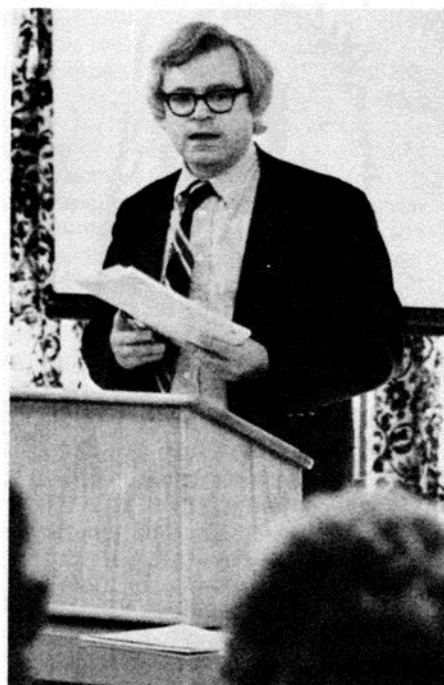


Comptroller Jerrold Jackson discussed the four basic responsibilities of his office. Handling around 250,000 transactions every month, the office is responsible for monitoring all budgets to ensure that expenditures are covered by adequate funds. Internal audits are conducted and assistance is given to local, state, and federal auditors. Another of the major responsibilities is to prepare reports, some annually, others monthly, to the trustees, University officers, committees, deans, and directors of cost centers. The comptroller's office is also responsible for obtaining



the maximum cost recovery from grants awarded to the University.

On March 13 Director of Research Administration Anthony Merritt discussed "Administration for Research." In a talk lightened with humorous asides, Mr. Merritt explained that his office oversees grants to ensure that University policy is followed. Perhaps the most important aspects of that policy are the requirements that there can be no limitation on the field of inquiry and that the research results may be published in any appropriate organ. In other words, the University may not accept classified research projects.



In order to make up for a day lost because of snow, Vice President for Development and University Relations William Owen spoke on Thursday, March 15. Pointing out that the development office has raised thirty-two million dollars a year for the last four years, Mr. Owen stated that Penn is among the top five or six private institutions in ability to raise money from private sources and stands, in that respect, about tenth in the nation. Illustrating his talk with slides, Mr. Owen noted that the current fund raising drive is the third major effort made by the University in the fifty-five year history of organized fund drives. His office spends between seven and a half to thirteen cents for every one dollar raised. The development office does fund raising of three kinds: annual giving, major gifts, and planned giving. Obtaining support for major gifts can be a long process lasting from three to five years. Mr. Owen concluded his talk with the welcome information that the present drive will reach its goal by October 1980.



The next speakers at the seminar are equally interesting and informative. We encourage you to reserve Mondays, 12 noon to 1 p.m. for the Brown Bag series held in the Benjamin Franklin Room of Houston Hall. Come and hear Richard T. Paumen, assistant vice president UMIS, Fred Shabel, vice president for operational services, Curtis Barnes, director of communications services, and James Shada, assistant vice president for commonwealth relations.

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Operational Services Embarks on "Adventures in Attitude" Program

"Julia's work is good and I'd like to encourage her to seek a promotion, but I'm afraid her attitude would work against her."

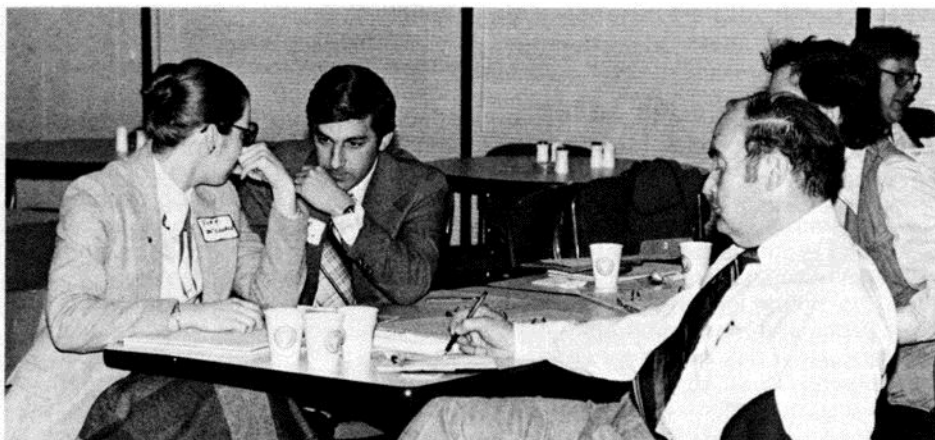
"Jim is always complaining; he's really not very pleasant to have in the office. I wish he had a better attitude."

Could these remarks be made about you? If you spend a lot of time complaining about your job, could it be your attitude which is at fault? Many of us are unaware of the influence our feelings have on our behavior. If your attitude is negative, chances are that you will act in a negative manner, perhaps without even being aware of it.

Personal Dynamics Institute has developed a course, called "Adventures in Attitude," to help identify attitudes and ways to improve negative responses. On February 28, seventeen staff members from Operational Services began this course which meets for ten weeks, three hours a week. Gail Finan, associate director of Stouffer Commons and the coordinator for the program, took the course herself in January and reports that there is "no question that it has improved my attitude." She says that in addition to helping with specific problems, "'Adventures' improves every contact with people, for the course is concerned with the whole person, not simply with particular situations."

Designed to involve the participants in self-evaluation, the Operational Services staff taking the Attitude Assessment Seminar make use of a work book, cassette tapes, and exercises. Once they identify their particular strengths and weaknesses they can work on those areas which need improvement. The topics covered are: (1) how to ensure effective communications; (2) how attitudes affect the results we achieve; (3) how to manage your mind and control your life more successfully; (4) how to really understand people; (5) how to make your personality more pleasing; (6) how to develop good human relations and eliminate human relations problems; (7) how to tap more of your leadership potential; (8) how to motivate yourself and others; (9) how to integrate goals with self-management; and (10) how to develop self-confidence and a greater awareness of life.

Vice President for Operational Services Fred Shabel arranged for Ms. Finan to coordinate the program for interested members of his staff. If you are interested in learning more about how this course can be offered, contact Ms. Finan at extension 4826.



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.

The University currently has health insurance plans provided by six different groups: Blue Cross, Blue Shield and five health maintenance organizations (HMOs).

Question: When may participants change enrollment from the University's Blue Cross, Blue Shield-Major Medical Insurance group to one of the five health maintenance organizations?

Answer: Open enrollment in any of the six plans is available once a year during a one-month period prior to the anniversary date of the six respective contracts. All six plans have August 1 as an anniversary date. Therefore the open enrollment period this year is from May 14 to June 15.

Question: When may HMO subscribers change enrollment from one HMO to another or to Blue Cross, Blue Shield?

Answer: Those wishing to switch from one plan to another may do so once each year during the open enrollment period. Each of the five HMOs offers health care services centered at specific locations in the Delaware Valley. If an employee of the University moves into or out of the geographic service area of one or more of the HMOs, the employee may, at that time, change enrollment among HMOs or between an HMO and Blue Cross, Blue Shield. Such changes are permitted at times other than the annual open enrollment period (May 14 through June 15) when occasioned by a move of residence from the service area of one plan to that of another.

For more specific information, call or visit the Benefits Office, 116 Franklin Building, extension 8618.

Support Staff Performance Review in Progress

The paper chase, University of Pennsylvania version, is on in earnest during March. Hundreds of copies of performance review forms, self-appraisal forms, and "Guidelines for Setting Objectives and Reviewing Performance of Office, Technical, and Other Support Staff" have been distributed to departments throughout the University. (Additional forms may be obtained by calling extension 6093.) Both A-3 employees, in the old designation, and regular A-4 employees who are not students or members of collective bargaining units are included in the current review process.

After Three Decades Joseph Devlin Retires from University Service

"Laboratory technician, artist, distinguished ornithologist, writer...-naturalist"—Dean of the Medical School Edward J. Stemmler is not, as you may think, listing a number of his staff members. He is describing only one man, Joseph Devlin, on the occasion of Mr. Devlin's retirement. After thirty years of service, Mr. Devlin retired from the department of pharmacology in January to devote his full energies to his many and varied interests.

Before joining the pharmacology staff, where he spent the last decade, he was the director of the Medical School's pathology museum and, earlier still, spent seven or eight years in the University's department of biology. Fascinated by scientific and biological subjects, he is devoted to several hobbies. Ornithology is an example; his bird studies have been published in a number of journals. Truly a "Renaissance man," Mr. Devlin will not be at a loss for things to do now that he is retired. We wish him well.

Plan Ahead

The National Master Freight Agreement between the International Brotherhood of Teamsters and the trucking industry expires on April 1. Departments relying on deliveries by trucking firms should make plans now to be certain that sufficient supplies are on hand in the event of a work stoppage. It is suggested that those individuals in the various departments responsible for ordering supplies contact the Purchasing Department.

Leadership and Management for Women Administrators Conference Scheduled for April 29-May 1

Women administrators here at the University have become increasingly visible in recent years, as more of us realize that a great source of talent has been insufficiently recognized. Aware that women have been denied the full range of managerial training available to men, the University and HERS, Mid-Atlantic are co-sponsoring a three-day conference, "Leadership and Management for Women Administrators," April 29-May 1.

Women participating in the conference will explore the problems and potentials of the role of manager. More specifically, they will focus on how to encourage the best efforts of staff members, handle conflicts of interest, sort out priorities, develop diplomatic skill in professional politics, address subtle forms of discrimination, and form a professional support network. The conference will include both lectures and small workshops, where the case study method will be used.

The keynote speaker is Mary Rowe, chancellor for Women and Work, Massachusetts Institute of Technology. Among the speakers and panel members are several from the University: Marilyn Morgan, assistant professor of management, the Wharton School; Barbara Blanchard, assistant controller; and Claire M. Fagin, dean, School of Nursing. Dorothy Jackson, associate director of HERS, Mid-Atlantic, will make the welcoming remarks.

This is the fifth annual regional conference of its kind put on by HERS and the second year of co-sponsorship by the University. We urge women holding or moving toward middle-level supervisory positions to attend the conference. Many University responsibility centers sponsor participation for their women administrators. The conference fee is \$125 which includes meals and social as well as professional events. You must register by April 16; enrollment is limited. For more information, call Jerilyn B. Ransom, conference coordinator, at extension 5425 or 5426, or write to HERS, Mid-Atlantic, 3601 Locust Walk/C8.

(Women's Organizations continued from page 1)

grievances. Monthly meetings are held at the Women's Center. For more information call the president, Adelaide Delluva at extension 7862; A-1 representative Jeanne Jensen, 5527; A-2 representative Helen Davies, 8733/8011; or A-3 representative Marcia Goldberg at extension 8317.

Tying many of these groups together, literally as well as figuratively, the Women's Center is a central organization for campus women. Established in 1973, after a series of rapes led to a campus protest, the Women's Center's original mandate was to work on security and health concerns.

While the Center continues to be actively involved with this issue, it has also come to be the primary sevice and advocacy organization for University and community women. The Center monitors security, health, and affirmative action programs, provides space and facilities for other groups, makes medical, legal, psychological, child care, and other referrals, mediates for women with grievances against the University, and acts as a conduit for women's issues. Resources for Women is located here, as is the DES Action group, an information and counseling service for women who took diethylstilbestrol and their daughters, and the Safety Resource Network, a campus-wide group of administrators working on security.

Along with these services the Center has activities ranging from consciousness-raising groups, one-to-one counseling, workshops on leadership skills, assertiveness training, and career options to public discussions on the family, mental health, and the role of athletics in women's lives. "Women in the '80s at Penn," a conference co-sponsored by Women's Studies, was held last November.

Mothers on Campus, ERA Task Force, and the Abortion Task Force meet at the Women's Center. Other groups may draw on the staff resources for space, graphic design, organizational aid, and political advice.

Aware that many women may be struggling with the issues of what it means to be a woman in an evolving society, conflicts in family, social, and work relationships, concerns about personal or career decisions, the Center offers individual counseling by appointment. You may stop in, call, or write. If you place your name on the Center's mailing list, you will be regularly informed of the activities: Penn Women's Center, Second Floor, Houston Hall/CM, or call at 8611.

(This is part one of a two-part article. The second part will appear in the April issue.)

