

Know Your University: The Museum

"The brightest gem in the University's crown." Thus did one former official of the University describe the Museum.

Yet how well do members of the University staff know the Museum? Some know the Potlatch Restaurant as a very convenient lunch spot. A lunch visit there gives a chance to look at some of the special exhibits on display—such as the "Masks, Tents, Vessels and Talismans" exhibit sponsored by the Museum and the Institute of Contemporary Art now in the Kress gallery, just inside the east entrance to the Museum (in what some old-timers persist in calling the new Museum building). The Museum's portion of this exhibit will be a cornerstone of the permanent display of Northwest Coast Indian art, including the totem which was—until recently—standing at the corner of 33rd and Spruce.

Others know the Museum because of the Museum Shop and the children's Pyramid Shop—and if they don't, what better time than the pre-Christmas season to get acquainted with them? But more about the shops later. On a visit to the shops, or the restaurant, an amble through a gallery is a must. It isn't possible to do more than one at a time—there is just too much to see.

But whether your favorite spot is the Chinese empress's crystall ball, the "Ram in the Thicket" from Ur of 4500 years ago, a Mayan stela, or Egyptian mummies, there is sure to be something you haven't seen yet. For instance, the classical galleries of artifacts from Crete, Greece, and Rome, are often missed. They are a little out of the way from the restaurant and the shops, but are well worth a small detour. And the Nevil Gallery for the Blind and Sighted is really special—everything there is meant to be touched.

For the Christmas season there will be special features. The Faculty of Arts and Sciences Christmas Tree is in the rotunda. The Pyramid shop for children



A priceless artifact, this crystal ball of a Chinese empress is one of the Museum's favorite attractions (permission of the University Museum).

is featuring exotic games—Korean Yoot, Chinese Friends, and African Shisima. And the Museum Shop is, as always, overflowing with attractions from all over the world. There are Botswana baskets, each unique and specially titled, yet rooted in tradition. There is amber from Santo Domingo, hand forged jewelry representing serpents and dragons from Bali, hand carved jade from China, Mexican and Haitian glass and pottery—and much more.

The true Museum aficionado may prefer reproductions of items on display in the Museum. If so, there are also available casts of a Mayan vase, a Chinese pottery horse, an Indian lion, and a host of other items. Or, for a change of pace, there are ancient games to be enjoyed.



A view of the University Museum and its reflection.

But the Museum is not the shop or the restaurant, convenient as those may be for the University community. The Museum has one of the world's great archaeological and anthropological collections, constantly growing through the hundreds of expeditions it has been engaged in during the past ninety years. So, while everything is old, much is new. As, for example, the permanent Polynesian gallery just now being installed.

So try the Potlatch Restaurant. And look into the Museum shops for your Christmas shopping. But don't forget to allow time to browse through an exhibition gallery on your way.

GETTING TO KNOW YOU:

James D. Graham

If you wanted a piece of glass apparatus and could not find anything to suit your purposes in any catalog, what would you do? If you are at the University of Pennsylvania, you would probably consult James Graham, the Glass Design Specialist of the Physiology Department.

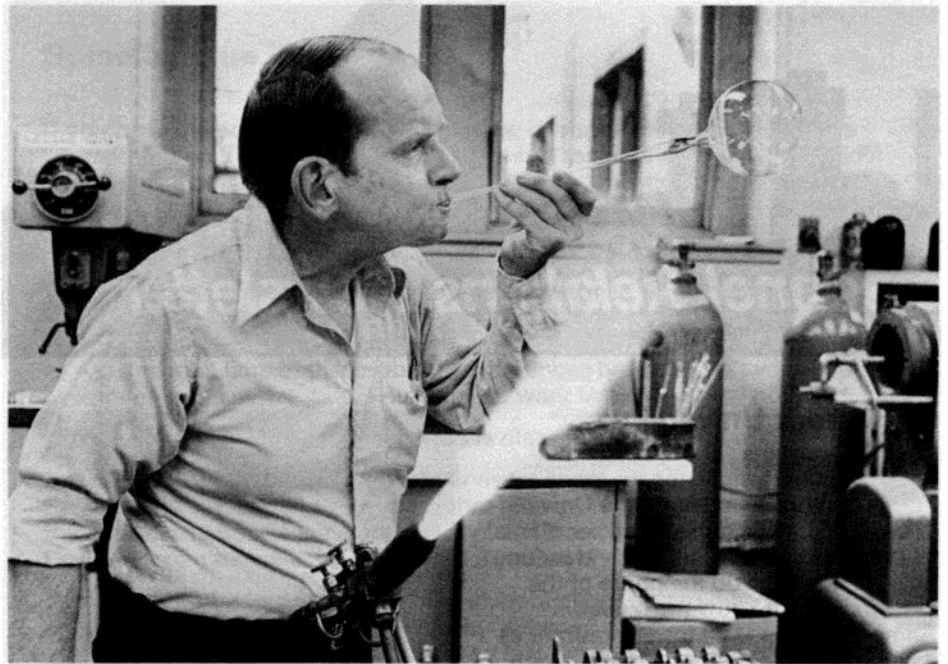
Mr. Graham says he is occasionally asked if he can duplicate stock catalog items, but he always declines. Anything manufactured can probably be obtained more quickly and at less cost from the manufacturer. His specialty is the unique item, designed and created for a specific purpose.

Often the investigator coming to him for a piece of equipment has only a casual sketch, or an idea of what the finished product should do. Between them they talk it out, make additional sketches, and finally draw up specifications—always influenced by Mr. Graham's knowledge of what he and his products can do. And it is not at all unusual for the first version to be modified, and then modified again. In fact, Mr. Graham says that he worries when he is not asked to modify a complicated piece of new equipment; he wonders if it has really been put to the test.

At first it might seem that James Graham came inevitably to his present position. Two uncles were specialists in the production of scientific glass apparatus. His mother's father was head of a glass blowing team in the days before machines took over much of the production of bottles and other glass products. And his father, James Duncan Graham, Sr., who had been brought up and married in the "glass town" of Vineland, New Jersey, served the Medical School for more than forty years producing scientific glassware.

But Mr. Graham wasn't at all attracted to the profession. He learned something of it accompanying his father to Woods Hole as a teenager during the summers. There he assisted his father in the development of glass products for biologists from all over the country—the world, in fact—and learned the fundamentals of his skill. But he never thought of it as a lifetime commitment.

It was only after his discharge from the Marines at the end of World War II, when the G. I. Bill made it possible for him to become an apprentice to his father, that Mr. Graham seriously devoted himself and his future to the production of scientific glass equipment for the Medical School. And, except for three



Practicing his craft, glass blower James Graham creates a new piece of scientific equipment.

years at Duke University, he has been so occupied ever since.

Not all of his work has been for the School of Medicine. In the early years after Sputnik, the University arranged for him to spend two days a week with General Electric creating glass equipment for the beginning space program. Even after the increasing demands of space science made it necessary for G.E. to develop its own glass design operation, he continued to work with many clients outside the Medical School. Most hospitals in the area, the Wistar Institute, and the Monell Chemical Senses Center, have been among those who have had special equipment designed and built by Mr. Graham.

Even within the University, not all of his work is for the Department of Physiology or even the School of Medicine, though probably two-thirds of his time is taken up with those commitments. Still, there are requests from departments such as Physics, Biology, Metallurgy (not usually Chemistry, which has its own glass service center) that provide new and different challenges. And not infrequently, when a researcher mentions in a published paper that equipment necessary to an experimental project has been provided by Mr. Graham, requests for duplicate equipment come from other research centers across the land.

And it is that piece of equipment that provides the real satisfaction to the job, Mr. Graham says. When a project is successfully completed, there is a new device, a glass artifact that never existed before, to hold, see, and use.

Avoid the Logjam— Faculty and Staff Scholarship Procedures

The first step, of course, is registering for courses. After that has been done, a faculty and staff scholarship application (available from most departmental business administrators, but if not, from the Student Financial Aid Office) should be completed by the individual taking the courses and turned in to the departmental business administrator.

The appropriate departmental administrator then adds necessary budget information, embosses the application, and forwards it to the Student Financial Aid Office with a copy of the tuition bill.

At the same time, the business administrator completes a form advising the Bursar of the dollar credit available under the faculty and staff scholarship program. Presentation of this form with the bill and any required payment in cash will enable the Bursar to validate the bill temporarily. *Final validation occurs only when the Financial Aid Office completes its verification of the faculty and staff scholarship application.*

These procedures are designed to eliminate the need for standing in line at the Financial Aid Office.

PERSONNEL-ity:

Barbara Johnson

Why would anyone leave a small campus in Athens, Ohio, and a charming town on the Ohio River like Gallipolis—an old French settlement of only about eight thousand people—for a University community nearly five times that size in a metropolitan area five hundred times that size? For Barbara Johnson, it was all a matter of chance—the chance meeting with a high school friend who said, “Come visit me in Philadelphia.”

So Barbara did, and while here found a job at the University as a secretary in the Microbiology department in its old quarters on 34th Street. (Long before that time, the building was known as the Hygiene Lab, but there aren't many still around who remember those days.) After a few years Barbara returned to Gallipolis; but she found that the delights of watching the “Delta Queen” churn up and down the Ohio did not erase memories of Philadelphia, so she returned. And again worked in various secretarial jobs—in the Offices of the President, the Vice-Provost and Dean of the Graduate School, and the Secretary of the Corporation.

So how did she come to her present position as Personnel Assistant for the Faculty of Arts and Sciences? Actually, by a long route, beginning with her secretarial jobs and then with a stint in the residential life area as Assistant Director for Women's Dormitories. That title evokes memories of by-gone days and a different life style, but the names of the dormitories she dealt with probably do not evoke memories at all for any but a few, even though it was only a short number of years ago that they were part of the University scene: Hill, Sergeant, Cheston, Harrison, Walnut, Berkshire, Spruce, Redstone, and Brownstone. Only Hill is part of the present day residential pattern, and it is not now a women's dormitory.

After Superblock was completed, Barb moved to High Rise North, at that time an apartment tower devoted primarily to graduate student housing. It was from there that she came to the Personnel Relations Office, specializing at first in employment operations with emphasis on secretarial and clerical positions, but working as well with anything from embalmers to herdsmen as the occasion demanded.

Three years as Personnel Assistant in the Medical School, dealing with everything from preparation of new job descriptions to old job complaints, coming from everyone from departmental chairman to the newest employees, prepared her well for her present



FAS Personnel Assistant Barbara Johnson.

responsibilities in FAS. Just as her days in the Quadrangle prepared her for her extracurricular pleasures of meeting with alumni and friends of the University on innumerable occasions.

After the pressures of finding housing for alumni in the Quad, it is a pleasure for Barbara to be able to greet them on Alumni Day or at an Alumni Holidays departure terminal with no responsibilities at all. And on very special occasions, Barb has been at the departure terminal not to say farewell to alumni but to join them—for she loves to travel. And to read. And to sew. But perhaps the most fun she has had recently was her visit to Overbrook High School on a recruiting visit to interest students there in secretarial positions at the University. “They were so enthusiastic about the possibilities at the University that it was really thrilling,” she said. “They wanted to know about the possibilities for study, for work, for promotion. I had a great day.”

May We Remind You?

December 25 and January 1 are University Holidays, and any support staff personnel required to work on these holidays are to be compensated at the holiday rate of the regular daily pay *plus* one and one-half times their regular hourly rate for all hours worked.

December 26, 27, 28, and 31 have been designated as special days. For support staff required to work on any or all of these days, time off may be rescheduled later in the winter or spring.

For employees covered by collective bargaining agreements, the applicable provisions of each agreement govern.

Retirement Income Supplements Approved

The Trustees of the University have approved continuation and increases in supplemental retirement allowances, effective January 1, 1980.

Since 1973, the University has been providing income supplements for retired faculty and staff members who have been receiving fixed dollar payments from University pension plans. These supplemental allowances are designed to offset some of the losses experienced by retirees as a result of inflation.

In general, the supplemental allowances are intended to make up approximately 75% of cost-of-living losses experienced since the date of each individual's retirement. The supplemental adjustment applies to all people retired on fixed pensions in the year 1975 or earlier.

Supplemental allowances are not provided to people receiving TIAA annuities if they had the option of participating in both TIAA and CREF during active service with the University. Supplemental allowances are provided, however, to retired faculty and staff whose TIAA participation pre-dates the time when the CREF option was available at the University.

This action on the part of the Trustees is a reflection of the University's continuing concern for the well being of those who have retired after many years of service to Pennsylvania.

243-6358 Snow and Emergency Closing Telephone Number

The University almost never closes because of weather conditions.

But if you wake up in the middle of a blizzard and think the University might be closed, call 243-6358 (“AID-MELT”). There are additional lines available this year, so your chances of hearing the taped message are greatly improved.

In addition, the same numbers are used for radio announcements that have been assigned (though rarely used) in the past: 102 for closing of day sessions and offices, and 2102 for cancellation of evening sessions.

Certain personnel may be needed to maintain essential services even if the University is closed. Therefore, everyone should check with his or her department before concluding that it is not necessary to report for work.

The University of Pennsylvania Hospital does not close because of weather conditions.



Michel T. Huber, who will speak at the first Brown Bag Seminar in 1980.

New Series—Brown Bag Seminars Two

The popularity of last year's Brown Bag Seminars has led the A-1 Assembly to sponsor a new series beginning in January, 1980. The sponsors emphasize that these are for *everyone* at the University.

Michel Huber, Director of Alumni Relations, will speak on "Pennsylvania Then and Now" at the first of the seminars in the Harrison-Smith-Penniman Rooms of Houston Hall on Monday, January 14, at 1:00 p.m. Slides of then-and-now scenes about campus are a feature of his presentation.

In contrast, the second session will deal not with the past and present, but the future. Richard Buford, Director of Real Estate Development for the University, will speak on the "Campus Development Plan" on Monday, January 21.

Remember, these seminars are not just for A-1s; all are welcome.

Recreation Department Holiday and Vacation Schedule

According to information from the Department of Recreation, all gyms will close at 5:00 p.m. on December 21, and remain closed until after New Year's Day. They will reopen on January 2 on a noon to 7:00 p.m. schedule weekdays, and a noon to 5:00 p.m. schedule Saturdays and Sundays through January 13.

The regular schedule of hours will be resumed on January 14.

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 do the terms "exempt" and "non-exempt" mean?

Answer: Briefly stated, exempt employees are those who are classified as faculty, executives, administrators, and professionals. Everyone holding an A-1 or A-2 position is an exempt employee. Non-exempt staff are designated as A-3 and A-4. One of the important differences between the two is that non-exempt employees are paid over-time for work in excess of 40 hours.

Question: Who decides whether a job is classified as exempt or non-exempt?

Answer: Department heads and supervisors share responsibility with the Personnel Department for seeing that jobs are appropriately classified. If they disagree about a job classification, a subcommittee of the Classification Review Committee will make the final decision on the classification.

Jobs are classified as exempt or non-exempt according to pay grades. The appropriate pay grade is determined by the level of responsibility, training, and skill demands by the job and by the relative value of positions having similar demands.

Purchase Power

Sponsored by the Administrative Assembly in 1973, the University of Pennsylvania became a consumer organization of *Purchase Power*, with other consumer groups in New York, Connecticut, New Jersey, Pennsylvania, and Delaware. Mr. Robert M. Ferrell, Director of Purchasing, was named as the University representative for *Purchase Power* at that time and continues to serve in that capacity.

Purchase Power represents millions of consumers and is a consumer force in the marketplace for products retailing for \$150 or more. The group enlists vendors in the Delaware Valley area to sell at *minimum* above cost figures in shop-in-person or shop-by-phone plans. The only fee is a \$1.00 service charge and then only if an item is purchased.

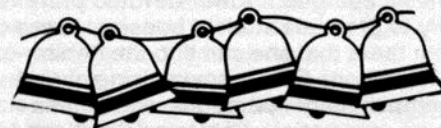
The shop-in-person plan covers new cars, furniture, carpeting and rugs, pianos and organs, fine jewelry, and furs. The shop-by-phone plan includes major appliances, air conditions, television sets, bedding, cameras, china, stereos, tape recorders, watches, etc. All items may not be available in Pennsylvania or New Jersey, but most items are carried by *Purchase Power* vendors in the Delaware Valley Area.

Purchase Power membership cards have recently been distributed with *Purchasing News of Note*, Newsletter #74. Additional cards are available in the Purchasing Office and are valid through December 31, 1980.

Benefits Counseling

Not everyone seems to realize that the Personnel Benefits Counseling Office of the Comptroller's Office is open to see members of the University staff on a full 9:00 to 5:00 basis. The reduced hours during the summer were a temporary measure to enable the counselors to cope with the flood of paper that has to be processed during June, July, and August. Since the opening of the fall semester the Counselors have been available on a full-day basis.

No appointment is necessary, or even appropriate. Since it is impossible to say in advance whether a staff member's inquiry will involve a ten minute conversation or more than an hour, the Office operates on a drop-in plan. The first free Counselor will see you.



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