



Paul F. Miller, Jr., Chairman of the Board of Trustees.

Brown Bag Seminar Schedule: Provost Gregorian to speak next

Michel Huber led off the second series of Brown Bag Seminars, sponsored by the A-1 Assembly, with a presentation of "Pennsylvania Then and Now" on January 14.

On January 21, Paul F. Miller, Jr., Chairman of the Board of Trustees, spoke to the group about the responsibilities of the Trustees and, in particular, the Chairman.

Vartan Gregorian will speak at the next session, at 1:00 p.m. on Monday, January 28, in the Harrison-Smith-Penniman Rooms of Houston Hall, on the role of the Provost. Speeches slated for February, each to be held on Mondays at the same place, are as follows:

- February 4: Ann H. Beuf
Stress and the American Family
- February 11: George Gerbner
Violence on TV
- February 18: W. Richard Gordon
Franklin Investments
- February 25: Janis I. Somerville
University Life



Lilly Larson, still active in her "temporary" job with Wharton Duplicating Service.

GETTING TO KNOW YOU: Lilly Larson

It was some 22 years ago that a friend mentioned to Lilly Larson one Sunday after church that work at what was then known as the "Lecture Note Fund" of the Wharton School was overloaded and that the office could probably use some temporary extra help. Mrs. Larson's daughter, Inga, who is well known to many through her years of service to the University, was already working here; there seemed to be no reason Mrs. Larson could not spare time from housekeeping duties to help out a friend during a difficult period if the Lecture Note Fund could take on a temporary extra person. Her temporary job is still continuing.

Lilly, as she is known to all of her associates, has seen vast changes in those years. When she came, there were three mimeograph machines and one offset press. Today there is one mimeograph machine left, which she operates once or twice a week. All the rest of the copying work done by the Wharton Duplicating Service is performed by an impressive array of automated typesetting and production equipment which

takes up several times the space on the ground floor west in Dietrich Hall that was allotted to the Lecture Note Fund. But there is still need for collating, binding with the Velo and Cheshire binders, stapling, and keeping track of the quantities of lecture notes, research reports and other materials produced in the Center.

Mrs. Larson came to Philadelphia from Sweden at the urging of a friend, intending to stay no longer than five years. Here she married a Dane, and settled in West Philadelphia, where she has lived ever since. When asked why she disliked taking time from her job to talk with the *Newsletter* interviewer, she began reminiscing about the depression years in Philadelphia. "My husband worked for sixty cents an hour, when there was work. Sometimes there was no work at all for as long as seven weeks at a time. He would go in on Monday mornings, and they would tell him there's nothing this week. When he was raised to a dollar an hour, we thought we were rich. It's a privilege to have regular work. Besides, I work for such wonderful people."

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The University library system may be larger, but the West Philadelphia branch of the Free Library features one thing that Van Pelt doesn't: kids!

GETTING TO KNOW YOU:

Samuel J. Cutrufello

Introducing Sam Cutrufello to the University of Pennsylvania community is like introducing Pete Rose to a stadium full of Phillies fans. If you haven't run into him at one of the numerous business/cocktail affairs where he officiates as after-hours bartender, you must have talked to him on extension 7207 or 7208—the hot line (or “bitch line” as Sam calls it).

When Sam heard from a friend in 1949 about a job at Penn as a roofers' helper, he thought he would try it until something better came along. And then, after a stint in Korea between 1951 and 1953, something better did—work as an electrician, for what was then known as Buildings and Grounds. Incidentally, it was in Korea that Sam first started bartending at an officers' club.

Sam claims to be a South Philadelphian through-and-through, though he spent his first three years in New Jersey and attended high school in West Philadelphia, at John Bartram High School. His knowledge of the city, and his evening party officiating throughout the suburbs, would probably better entitle him to the description of a Metropolitan Philadelphian. And his intensive commitment to the University campus certainly qualifies him as a West Philadelphian.

During the fifteen years he has been the Scheduler for Physical Plant, he has been at the office every morning by seven; the around-the-clock hotline extension 7207 (staffed 24 hours a day every day of the year) is already ringing when he gets there. It is his job to record the complaints (a roof is leaking, a pipe has burst, it is too hot, it is too cold, a door has been forced) and sort



Sam Cutrufello manning the Physical Plant hot line.

them out for reference to the appropriate members of the Physical Plant staff. “Sometimes people think we are not sensitive to their complaints,” Sam says, “but when you get ten problems in ten minutes you have to set priorities. Mine are very clear. Research areas have to be given prompt attention. Their work will suffer if temperature or other conditions go wrong for any length of time. And the students deserve the best service we can give them—after all, they are paying a lot to be here. And we do care about all the people who are here in the more than a hundred buildings we have to worry about.”

But some problems are beyond even Sam and the Physical Plant staff. As many workers know, there are buildings that utterly resist any reasonable control of temperature. And there are people that resist, too. “What do you

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AROUND UNIVERSITY CITY: The Walnut Street West Free Library

Many University employees may not realize that they are entitled to use the Free Library of Philadelphia. One does not need to be a resident of the city to have borrowing privileges; anyone who works here or pays Philadelphia wage tax (and that pretty well covers us all!) may obtain a library card.

The campus branch of the Free Library, located at 40th and Walnut, is medium-sized, with about 20,000 volumes. Though small in comparison with the University Library system, it supplements the University collection neatly for the casual reader. In addition to homemaker's and hobbyist's magazines not stocked at Van Pelt, the branch library carries current novels that fall outside of the University's acquisition pattern. However, according to librarian George Sinclair, there is not the overwhelming interest in best sellers that marks other library branches in Philadelphia. Probably because of the heavy use of the branch by University students and staff, the Walnut Street West Branch probably spends more of its funds on non-fiction than any other branch in the city. Nearly half of the users of this branch are connected with the University.

Perhaps the most striking difference between the branch library and Van Pelt is the presence of children. The University libraries cater to post-high school age readers; the branch library caters to families, and children and children's books are much in evidence. Children, especially from kindergarten through third grade, make up a large portion of the branch's clientele. During the past ten years, Mr. Sinclair has noticed a remarkable growth in visits by children's groups as family residence in this area has increased and a number of schools for pre-school and elementary school children have developed.

Books are not the only offerings of the branch library. In the 150 seat auditorium there are informative discussion and lecture programs for adults, and during March and April there will be a Friday afternoon series of comedy film classics.

One special collection maintained in the Walnut Street West Branch contains the archives of the University City Historical Society. Those records, which include census maps going back as far as 1860, are kept in the librarian's office and can be consulted only by permission of the Historical Society.

When asked to categorize the holdings of the branch, Mr. Sinclair grouped the collection under three headings: Informational (help with preparing your income tax return, for example); Educational (reference works

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Staff relaxing in the Houston Lounge of Van Pelt Library.

Know Your University: The University Libraries

Not long ago, a long term staff member commented on Van Pelt Library, "It's a great library for faculty research purposes and student needs, but I wouldn't go there to read *Time* or *Sports Illustrated* at lunch hour." He was right on the first point, but dead wrong on the second. In the current periodical room at the west end of the second floor he could even find *Playboy*. While *Redbook* and *Good Housekeeping* may not be available, most current newspapers and news magazines are there for the browser.

Many University employees have discovered the riches of the Library collections. During the first eleven months of 1979 more than 5,000 volumes were borrowed by support staff, and another 3,000 by administrative employees. Not counted in these figures are the many hours spent in the periodical room or the newly refurbished lounges (courtesy of the Class of 1928) on the first floor.

All University employees have exactly the same borrowing privileges as students, and the same access to reference services and other aids. Employees with college age children may find one resource more useful than most of the students: a collection of college catalogs in the second floor periodical room that is both extensive and up-to-date.

Aside from the periodicals and the books waiting to be borrowed, there are also exhibits worth far more than a quick glance. The Rittenhouse Orrery on the first floor is one of the best known. The reproduction of the Globe Theatre in the Furness Library on the sixth floor is also a favorite of many library visitors. Other exhibits change from time to time, but the basic opportunity to browse through and borrow from one of the great collections in the country remains.

PERSONNEL-ity: Kristin Davidson

First of all, it should be said that Kristin Davidson is not a member of the Personnel Relations staff. But with personnel responsibilities for the many members of the Development and University Relations department's dozen or so divisions taking up more than half her time, she often feels like a member of Personnel Relations.

Second, it takes only an exchange of "good mornings" to know that she is not a native of Philadelphia. She came to the United States from London fourteen years ago, intending to spend six months on the East Coast and six on the West Coast, and then return to England. Somehow, the American political system played havoc with her plans. The advertising agency for which Kristin was working was involved with a political campaign, and she really couldn't leave the account two months before Election Day. Then she met her husband, a New Yorker working in Philadelphia. She has yet to take that job on the West Coast for six months.

It was the chance to take courses that brought Kristin to the University. She came to Penn first as secretary in the Political Science department, and later as business administrator. Then, just before the start of the Program for the 80's, she became business administrator for the Development Office. Despite the start of a \$255,000,000 campaign, Development (like most of the University) was in the process of retrenching rather than expanding, and Kristin's own job is a good example of what was taking place. Before she came to Development, there was a staff member in charge of budget and one in charge of personnel matters; Kristin's position combines both responsibilities.

As if that combination did not keep her busy enough, she is a member of the steering committee of the Association of Business Administrators and



Kristin Davidson.

active in the recruitment program for secretaries. She meets regularly with the Personnel relations staff as well.

Off campus, she and her husband ski when they get a chance, and have traveled as far as New Mexico for that purpose (though more often to slopes somewhat closer, in Vermont). She loves opera and the theater, and would like to find more time for reading. But having accepted the presidency of the Center City Residents Association last summer just when the controversy over the projected Wanamaker Tower on Walnut Street was breaking, she finds time to be the commodity in shortest supply.

Still, she does manage time to get to London every other year to see her parents, and once in a while even manages a week in Norway to visit relatives there. It is good luck for the University that she never managed that six month job on the West Coast.

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for students up to and including the freshman year of college); and Recreational (popular magazines and novels). Truly the Walnut West Branch offers a resource that should be better known to the University community.

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do," asks Sam, "when you get two calls from the same room—one person complaining that it's too hot and the other complaining that it's too cold?"

If heating and cooling are the prime causes of complaints, lighting and other electrical problems come next. One of Sam's recurring daydreams is a huge meeting where all the building administrators on campus can meet each other—introduced by Sam, of course—and discover that theirs is not the only building on campus that needs attention. "Even the person in charge of 'We Lost' thinks that a paint scratch there has to come first."

Asked what he does for recreation, Sam's answer was prompt. "After tending the bitch line all day, bartending is fun." It was in 1959, the year the Faculty Club opened, that Sam was asked to help out at a party for Jess Butz, a long time men's clothing dealer on campus who was retiring. Since then Sam has worked three or four nights a week for receptions at the Faculty Club and elsewhere on campus, usually for visiting dignitaries, prospective faculty members or departmental soirees. He likes to point out that, even though his work there is very much part-time, he is the senior employee at the Faculty Club.

And the contacts there have led to other jobs. He has tended bar for the Phi Sigma Kappa fraternity as a result of banking conferences that used to hold cocktail parties there, and is now an honorary member of the fraternity. Most of these after hours commitments allow him to be home with his family in South Philadelphia by about seven in the evening, but one commitment that doesn't is still high on his list of recreational activities for a baseball fan. During the season, the Phillies employ him to take charge of the bar in the radio sponsors' box for home games on Wednesday and Saturday nights.

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The "wonderful people" she works for think she is pretty wonderful too. Listening to Lilly Larson and Ernest Browne talk about each other (separately) is to experience the original mutual admiration society. Together they talk about business, and are careful not to waste too much valuable working time even on that.

Lilly talks even less about what she does with her time away from Dietrich Hall. But there are those ill in the hospital who could talk about her visits; those shut-ins who could talk about her cards; and, if they could talk, those small stray animals who could tell about the care she has given them and the homes she has found for them. She doesn't even talk much about Inga, but then Inga has a story of her own to tell about life at the University one of these months.

From the Executive Director of Personnel Relations

You can't tell the players without a program, as the old saw goes. With Jim Shankweiler taking a new job as Product Manager for Integral Systems, Nick Constan hibernating with his ERISA reports, and Linda Frank assuming new duties within personnel relations, who is minding the store?

In keeping with the tenor of the times (Superbowl et al.), I'd like to announce three number one draft picks. Sue Kozloff, most recently a member of the Career Planning and Placement Office staff, will take Jim's position. She will supervise the Employment Office, administer hiring for exempt jobs, provide career counseling, and coordinate our recruitment efforts.

Our second new appointment is John R. Corboy. John is a recent graduate of the University. He majored in physical anthropology and brings a strong scientific background to the task of recruiting and placing applicants in technical and research positions.

Our third new staff member also comes to us from the Career Planning and Placement Office. Arlene Stewart has joined our staff as data control coordinator. Arlene began her University employment service in Personnel Relations a few years ago, and it is good to have her return.

Finally I want to explain my earlier reference to Linda Frank's new duties. Linda's new title is Organizational Personnel Officer, and she will be addressing a number of special problems for us. Her immediate assignments include the development of a skills inventory for the Personnel Relations data bank, reviewing the organization of University departments, and assisting in the orientation of University personnel about Affirmative Action responsibilities.

In the next *Personnel Newsletter* we will have pictures of Sue, John and Arlene so that they can be recognized by the many people who will use their services and have occasion to work with them.

Gerald L. Robinson

May We Remind You?

The University rarely closes for weather conditions, and the Hospital never does. Should there be a closing, however, the radio codes are 102 for closing of day sessions and offices and 2102 for cancellation of evening classes.

In any event, essential personnel are expected to report for work. If in doubt, telephone your department. If that number does not answer, call 243-6358 ("AID-MELT").

Distribution of W-2 Forms

Distribution of W-2 Forms, Wage and Tax Statement, 1979, will begin about **Monday, January 28, 1980**. Forms will be forwarded through intramural mail to the Home Department for active employees. Employees who have been terminated or on leave will receive their W-2's by U.S. Mail at the last known home address.

Should your department receive W-2's for an inactive employee (because the Personnel Action Form was not updated) please return these forms **immediately** to the Payroll Accounting Section, Room 116, Franklin Building/16.

Inquiries regarding W-2's should be made by calling extension 4764 or 5982, or writing to the Payroll Accounting Section (W-2), Room 116, Franklin Building/16.

Federal Income Tax forms are available at U.S. Post Offices and at the Internal Revenue Service, 6th and Arch Sts., Philadelphia, PA. Income tax assistance is also available at IRS, 574-9900. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street (phone 238-3692) or by writing Department of Revenue, Personal Income Tax Bureau, Harrisburg, PA 17129.

How to Exorcise a Ghost

Whenever a mailing goes out to University staff personnel, there are murmurs about the wasted mail to people who haven't been on the payroll for months, or even years. Yet they still get staff mailings.

The answer is usually simple. Even though there may be a terminal pay date on the file, so that no paychecks are going to those individuals (or, if they are in hourly status, no paychecks are prepared because no hours are reported), they still show up as currently active employees until they are terminated.

So, if mail shows up for a bygone employee, please don't just throw it into the waste basket and mutter about the inefficiency of the records office. Instead, send through a terminating Personnel Action Form showing that the employee is inactive and giving the reason for termination.

But be sure the turn-around PAF comes back showing that the termination has been recorded. Recently several bona-fide termination PAFs have turned up—and yet the employee still remained on the active rolls. No turn-around PAF had been produced, for reasons that are not clear. So, to be sure that a former employee is really terminated, look for that final confirming PAF.