

Brown Bags: Investments, Sports, Performing Arts

How to handle more than 3,500 separate trusts totalling more than a quarter of a billion dollars was the subject of Franklin Investment Company's President William Richard Gordon when he addressed the February 18 Brown Bag Seminar. Some of the trusts go back to the beginning of the nineteenth century; some were created yesterday. "Free bed" trusts in the Hospital of the University go back at least a century.

Mr. Gordon reminisced about the establishment of the Associated Investment Fund—in effect, the University's own mutual fund—back in 1936. This first experiment in such management of a university's trust funds has been widely imitated since. And, with an appearance of frustration (well-controlled) he described the daily routine of telephone contact with more than seventy-five brokers, banks, and trust officers to keep the University's funds constantly at work for the benefit of the budget.

The all-pervading flu struck the next week, and Vice-Provost Somerville had to cancel at the last moment. On March 3, Charles Scott, Associate Director of the Department of Intercollegiate Athletics, spoke about "Changes". Some of the changes he has seen in his forty-one years in D.I.A. are obvious to any observer—the development of new facilities such as Gimbel Gym, the Levy tennis pavilion, the Class of '23 ice skating rink, and other new or improved athletic physical plants. Other changes would be obvious only to someone who has been so deeply involved as Charles Scott—the shift from moving teams about by train, for example, to DC-3s, and more recently as interstate highways have improved to busses.

But two changes stand out. First of all, the number of women's teams has tripled in those forty-one years, while the number of men's teams has remained stable. And even more strikingly, the use of sports facilities by all members of the University—not only



Charles R. Scott

undergraduates, but graduate students, faculty, and staff—has mushroomed, in no small part because of the installation of artificial turf and night lights. At other institutions it is not uncommon for major athletic facilities to be reserved for a rather limited number of intercollegiate teams. Here the emphasis has always been on opportunities for the largest number possible. And that number keeps growing.

Kaki Marshall tried, on March 10, to compress the wealth of programs at Annenberg Center into less than an hour; by talking fast, she managed a quick overview. The professional subscription series, which brings productions of regional companies to the Center and to the Annenberg School Theater, is perhaps the most publicized of the Center's activities. Included in the professional season are the Theater for Children and the community outreach program, which perhaps do not receive so much attention. The latter has made it possible for some 12,000 people to attend theatrical productions who could not have done so without such subsidy. Her description of 85 high school and 25 college groups who have been

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William Richard Gordon



Catherine Marshall

PERSONNEL-ity

Ercelle L. Ridley

When Ercelle Ridley came to Philadelphia from Richmond nearly twenty years ago, she numbered among her assets a deep attachment to her family and church, and clerical training from her Richmond high school. Two of these combined when the opportunity presented itself to work with a church secretary and develop the skills needed to launch her into a career.

Hard work—taking advantage of every opportunity and accepting each daily task as a challenge to be met—has carried her forward since then. After the church office training came three years of secretarial work and fund-raising experience with United Way, and then in 1970 Ercelle came to the University as secretary in the former Office of External Affairs.

The next year saw the establishment of the Office of Equal Opportunity, and Ercelle was involved in the beginnings of that office as secretary. In addition, she helped in the organization of the University's JOBS '70 program for adults and the supervision of summer Neighborhood Youth Corps students. Growing out of her involvement with those programs and the opportunities for educational advancement at the University came her determination to enhance her educational development. First, through evening classes four nights a week, she achieved her high school diploma in January 1972. Then she began college courses through the Wharton Community Education Program, and later became a student in the College of General Studies.

Some of her courses supplement very neatly her community concerns. Her introductory courses in social welfare and social work practices involved her in the leadership of two groups for teenage girls at the Houston Community Center of Southeastern Philadelphia. Her church work—which continues to be based in Philadelphia, although she moved to New Jersey three years ago—exhibits the same community orientation. Ercelle is chairperson of the Senior Citizens Fellowship of her church and is presently directing a play put on by that group. She plans their annual summer trips as well.

As Office Manager for the Personnel Relations Department, Ercelle experiences the responsibilities familiar to office managers everywhere. Ordering supplies, supervising support staff, monitoring budgets and pay records—those tasks are familiar to many around the University. But Ercelle also has pay record responsibilities far greater than the staff of the Personnel Relations Department would suggest; she must initiate pay records for those many faculty and staff members who receive



Ercelle Ridley

benefits from the Special Pension and Faculty Voluntary Early Retirement programs.

Still, her University duties leave some time for her two other work-worlds: her church and her home. Within her church, in addition to the work with the Senior Citizens Fellowship, she is an active member of the choir. Out of this latter activity has developed the opportunity to serve as guest soloist elsewhere on various occasions.

And as far as family is concerned, perhaps Ercelle's greatest satisfaction in recent months should be credited to her son and daughter-in-law. She is a very proud new grandmother.

Do You Need a Secretary?

The Recruitment Committee, which was established by the Personnel Department last fall, is working on a pilot program to recruit secretaries for openings at the University.

This month members of the committee will be visiting several area high schools to discuss employment possibilities at the University with graduating seniors. Interested students will be invited to campus for interviews in April and May. If you have an opening coming up in your department and wish to interview a candidate with good secretarial training, contact Carol Gurkaynak (7285) or Kristin Davidson (8193).

To attract the most promising students, departments may have to be prepared to interview candidates in April for a permanent position after the students graduate in June. Given the current shortage of secretaries, this may be worth the initial inconvenience in the long run.

From the Executive Director of Personnel Relations

It has been just a few short months since we published a story about Odessa McClain, the Compensation Administrator for the University. Shortly thereafter, Odessa was offered a position with the Equitable Assurance Society in New York. Not only was the offer a good one and the job an interesting challenge but, as we revealed in our article, it was an opportunity to return home. The loss of Odessa's enormous contribution to the University will be felt for a long time. We are conducting our search for her replacement at this writing.

As an interim arrangement, we have managed to impose on Iris South to carry out many of the duties of the Compensation Administrator. Iris is a long-time business administrator who has been a member of the University's Classification Review Committee and is familiar with the wage and salary program and with many of our job requirements. We are very fortunate to have Iris available in such a time of need. She can be reached at extension 4206.

Gerald L. Robinson

Pre-Retirement Planning Luncheons

On March 6th, Dr. Jerry Rosenbloom of the Insurance Department led a panel including Donald Sheehan, Secretary Emeritus of the University, and Robert Webb, Field Representative of the Social Security Administration, in a discussion of planning ahead to the financial aspects of retirement. Some fifty members of the University faculty and staff attended and kept the panelists busy answering their questions.

Another luncheon-discussion session is scheduled to take place on March 20th, this time focusing on the use of the hours freed up by retirement. Dr. Nancy Ellis, Chairman of the Department of Occupational Therapy will be chief panelist, and others participating will be Maud Tracy, former head of the Alumni Records section, and speakers who are knowledgeable about part-time employment opportunities for retired people.

The third scheduled luncheon-discussion session will be held on April 3rd. Dr. Stanley Brody of the department of Physical Medicine and Rehabilitation and Dr. Ann Beuf of the Sociology department will be available to talk on matters concerning health and stress.

Other sessions may be scheduled later if there is interest in further discussion of particular topics.

Around University City: The CA, Hillel, and Newman Club

Most University employees probably perceive the campus ministry institutions as having to do exclusively with students and their needs and interests. The Christian Association, Hillel Foundation and Newman Center, the Protestant, Jewish and Roman Catholic centers respectively, were founded many years ago for the support of student organizations and their activities. When one visits their buildings, one is immediately aware of the large student constituencies that they serve, especially when religious services are being held or meals are being served.

The three religious centers do, however, offer much more to a wider community of persons. It is important that all University staff know, for example, that each of them hopes to serve campus personnel in general. Each has a board or advisory council on which faculty and staff serve, and each has a stated purpose of serving an all-inclusive population: student, faculty, staff, administration, other workers and the nearby community.

The Christian Association is sometimes known most affectionately for its pizza and other Eatery food, and it is clear that many University employees already have found their way to the good quality fare at modest prices. The C.A. does do other things, however. It sponsors worship and study activities that are attended by persons of the whole University community. One of the most popular of these is the ecumenical eucharist each Friday at 12:15 p.m., a communion celebration done informally and led by various members of the campus clergy. There are other prayer and meditation groups that meet for specific periods of time. A wide range of social issue groups occasionally seek campus-wide involvement. Counseling services are also available, and many pastoral services, such as weddings, are performed. Four campus parishes are associated with the C.A., and each of them offers study and worship for everyone. Specific details can be obtained by calling the C.A.'s director, the Rev. Ralph Moore, ext. 7073.

The Newman Center is extremely important for all Roman Catholics of the University community, since it provides a complete program of spiritual and social nurture. The liturgy is celebrated Monday through Friday at noon and four times on Sunday. There are several prayer groups and social issue discussion groups, and the scripture study on Thursday at 7:00 p.m. is particularly popular among University employees. The Newman cafeteria is popular because it is quiet, inexpensive and very pleasant, and an increasing number of



Rabbi Michael Monson, Rev. Ralph Moore, Father Charles Hagan

employees are enjoying it. Father Charles Hagan and Sister Christa are available for consultation and specific inquiries. Information about other programs can be obtained by calling 7575.

In addition to the day-to-day programming, Hillel at Penn serves as a vital center in the life of the University community. The worship services are attended by students, staff, and faculty. For many in the community, Hillel is the synagogue and reference point for Jewish life.

Hillel maintains close ties with other agencies in the community such as Jewish Family Service and Association for Jewish Children, and is involved in joint endeavors of volunteerism and community services.

All of Hillel's major cultural events are open to the public. Hillel has brought to the campus many of the most prominent persons in American Jewish life.

The personal services of Rabbi Michael Monson, ext. 7391 are open to the community at large, and Hillel is often the place to celebrate the passages of life and the moments of great joy and sorrow. Most of all, the community that lives and works at Hillel grows each year, and opens itself to all who want to be a part.

The leaders of the three centers enjoy a close and mutually-supportive relationship. The programs use each other's facilities as well as cooperate in programs and other functions. They join the University Chaplain in the Campus Ministry Council, which is one expression of their sense of unity amidst the diversity that they represent. In their never-ending explorations into campus need and their sense of mission, the particular problems and interests of University personnel are often raised, and there is a consistent commitment acknowledged that their work reach out and make welcome all members of the staff. Much of what they do already involves the wider commu-

ity. They will be glad to receive new ideas and suggestions for their future plans.

The Battle of the Blaze

From April 15 through April 19, a tribute to America's early volunteer fire companies will be exhibited at the 103rd Engineers Armory on 33rd Street north of Market. Two valuable relics lent by the University will be part of the show: the city's first fire bell, cast in England around 1750, which once hung in the belfry of the Academy that evolved into the University; and a black leather fire bucket marked **University 9th Street** from the early years of the nineteenth century.

The special exhibit is only part of what has been described as "a museum moved to our doorstep for a week". More formally it is known as the University Hospital Antiques Show—one of the outstanding antique shows in the country.

And it is not just for the potential buyer and seller. For many it is an exhibit to see, for the wealth of furniture, rugs, silver, porcelain, paintings, and prints that will never again be assembled in one place. Though known especially for its Americana, the "museum on our doorstep" features English, Oriental, and other foreign works as well. Last year a new exhibitor was a specialist in Shaker furniture from Pennsylvania and Ohio; he will be back this year. A new exhibitor this year (one of some 56 all told) is a clock dealer.

For the general public, admission to the exhibits is \$3.00; for anyone with a University ID card, admission is only \$2.50. Inside, in addition to the galleries, is a snack bar open for lunch every day and supper Tuesday through Friday. And, if past experience is a reliable guide, the exhibits and snack bar are not crowded after about four in the afternoon.

GETTING TO KNOW YOU: The Monacos

Usually one thinks of University staff recruiting students. But it can happen the other way around.

For example, back in the late forties Peter Monaco became well acquainted with a dental student at the summer job where both were working. And the student, noting Peter's mechanical skills, asked if he would be interested in exercising those skills in the laboratory of the Dental School. So, pretty much on his own time, Peter Monaco did come in to the Dental School laboratory for ten hours a week or so, and found he liked the work, was good at it, and enjoyed the surroundings. So, when a vacancy occurred in 1951, he accepted it.

A year later, his younger brother, Albert, joined him there. Neither had previous experience in dental technology, but both had the requisite mechanical aptitude. And both learned on the job, under the tutelage of George Bronkovic, for whom the laboratory is named.

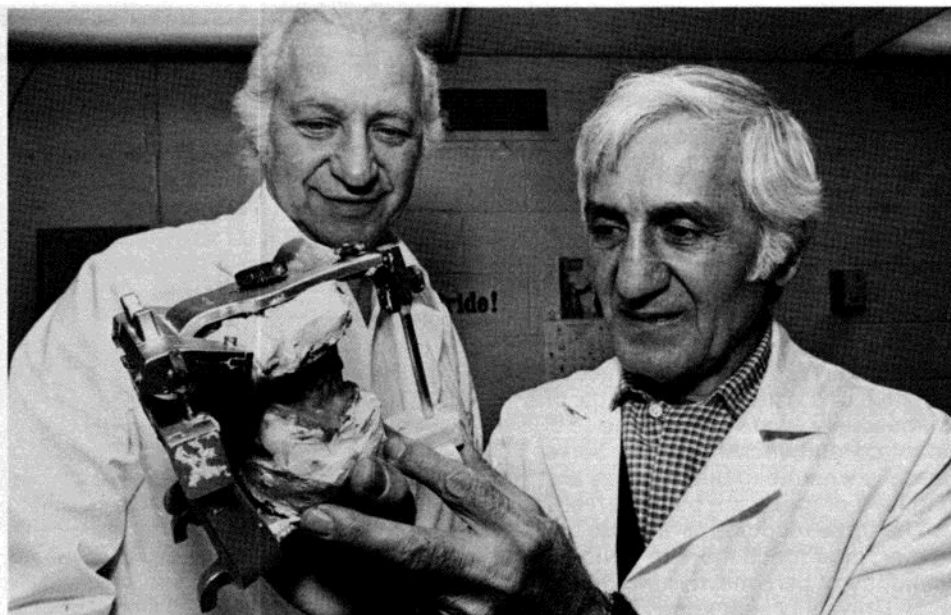
Although they are now residents of Glenolden and Broomall, their earlier days had been spent in Philadelphia. Peter was, in fact, one of the initial students at Bok Technical High School.

Visiting their laboratory today, one gets the impression that their lives are devoted to dentures—full, partial, and anything else that can be described as a "removable prosthesis". But if that sounds routine, it isn't. As one of the brothers remarks, "Every mouth is different."

And over the years there have been even greater differences. There was a period of some twenty years when they dealt with facial prosthetic structures of even greater variety: eyes, ears, and especially cleft palate devices. The cleft palate clinic presented special problems. A month old child in need of a prosthetic device to correct a cleft palate would need an adjustment almost every month, and later at least yearly into adulthood. One of their proudest achievements is a young lawyer who could never have achieved trial status without their help.

But perhaps one of the most unusual devices—forgetting all they have fabricated for the Dental School, the University Hospital, and Children's Hospital—is the plastic splint they devised at the request of a Veterinary School physician for the racing horse Swaps. Any traditional plaster cast would quickly have been shattered by an agitated horse, so they were asked to devise a plastic cast and leg support. And they did it.

Between them, Peter and Albert Monaco have more than fifty-seven years of service to the University. That is a lot of time, and it could add up to a



Albert and Peter Monaco

lot of boredom or a lot of satisfaction. When one looks at the enscribed yearbooks from the students they have come to know over the years, or the certificates of appreciation, or just listens to the students chatting with them, it is easy to understand why each of them says, "I enjoy coming to work in the morning."

May We Remind You?

March is the month when performance reviews of administrative and support staff are being completed. From the thousands of blank forms that have already been distributed, it does not seem possible that there is an office on campus without a stockroom full. But if you still do not have the forms you need, call 6093.

Completed forms (after a copy has been made for the supervisor and the person being reviewed) should be returned to the Personnel Relations Department, 737 Franklin Building, c/o D.R. Dickson. If you are in a school with a Personnel Assistant, please send the forms to that personnel representative. Otherwise, please send them directly to the Franklin building.

Good Friday, April 4, 1980, is a Commonwealth Holiday that is observed as a holiday for all administrative and support staff of the University.

Compensatory time for support staff required to work on the holiday should be granted at one and one-half times the number of hours worked on April 4 in addition to their regular pay for the day.

Employees in collective bargaining units are covered by the terms of their respective collective bargaining agreements.

CPR Saves Lives

Someone you love is having a heart attack. What can you do?

Learn the valuable skill of CPR. Cardio-pulmonary resuscitation saves countless lives every year. It takes only a few hours to master the technique.

We can schedule a training session on campus if there is sufficient interest. Call extension 7752 to add your name to the growing list of concerned individuals who realize the importance of this training.

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introduced to theater through the Annenberg Center's programs, even to the point of having these visits incorporated into college credit classes, was overshadowed only by her enthusiastic commentaries on the more than a score of the Penn student/staff performing arts groups that revolve around the Annenberg Center.

And then there is the use of space (when free time can be found) for community performing groups in the Harold Prince Theater, or elsewhere in the Center. Or her discussion of the development of the Theater major as part of the humanities program at Pennsylvania. It is useless to try to summarize what any of these speakers presented; come and hear for yourselves. The upcoming schedule calls for:

- March 17: Dean Claire Fagin
- The School of Nursing
- March 24: Dr. Walter Wales
- Governance (as seen by Faculty)
- March 31: Lee Stetson
- Undergraduate Admissions
- April 7: Robert Trescher, Esq.
- Personal view of Trustees' role
- April 14: Dr. Ross Webber
- Faculty Assistant to the President and Provost