Personnel Relations Newsletter April 1980

Brown Bags Continue: Nursing, Admissions, Governance

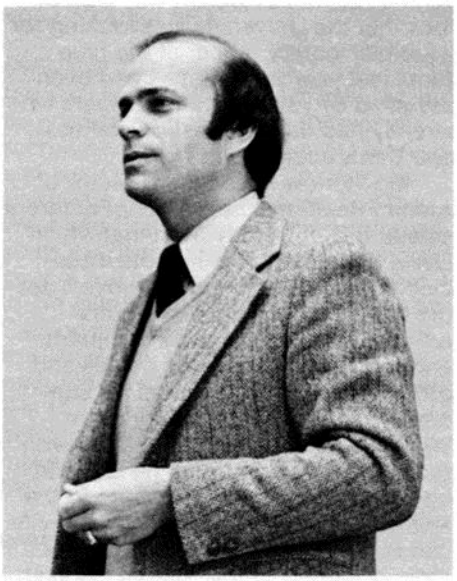
Dean Claire Fagin debated with President Carter (in absentia) on March 17. The President's position that there is no shortage of nurses in this country is, she implied, absurd. Most of those nurses not now in active practice are either beyond the age when they can cope with the physical demands of ward nursing or have been drawn into other occupations. There is still a critical need for nurses. That was the bad news. The good news is that graduates of baccalaureate nursing programs, which are becoming the dominant source of trained nurses, have in the past few years been commanding incomes commensurate with their training—and with the graduates of other University programs.

Dr. Walter Wales, Chairman of the Faculty Senate, and Vice-Chairman of the Board of Trustees Robert Trescher, speaking on the subject of governance on different dates and from different points of view, did not debate. In fact, the views of Dr. Wales and Mr. Trescher showed remarkable consistency. In an oversimplification, it appeared that both were saying that the governance of a University (unlike that of a business) is based on collegiality and consultation. Inefficient as that may be from a business point of view, it works if all the participants are fully involved. The Trustees' most important function is to choose a President and then rely on him, his administration, and the faculty to conduct the affairs of the University. The Trustees' second responsibility is to insure the fiscal responsibility of the institution. And a pervading responsibility is to consult—with advisory boards, boards of overseers, committees, students, alumni, administrators, and especially deans and faculty. The ultimate accountabilty to the public and the Commonwealth rests with the Trustees. But that accountability is supported by a foundation of trust in the personnel of the University. Clearly, for a trustee or faculty member involved in the governance of the University, the voluntary commitment of time can be numbered in hundreds of hours.

Dr. Walter Wales

Dean Claire Fagin

Trustee Robert Trescher



Lee Stetson

Lee Stetson. looking and sounding surprisingly unruffled, took time out from the task of making final selections for the Class of 1984 on March 31 to talk about undergraduate admissions. Despite the dire predictions for undergraduate admissions in the coming years that have been featured in the press, he presented a predominantly optimistic picture. The increased applications this year, while placing a heavy burden on

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GETTING TO KNOW YOU: Denis and Doris Cochran-Fikes

"The University has given us a lot—including each other."

Doris Cochran met Denis Fikes at the Friars Senior Society banquet in 1973, when he was being inducted into the society. She was already a member, having graduated from the College for Women in 1972. At the time Doris was working for the Alumni Relations Office.

A year later, Doris moved to New York, and Denis began a three-year stint as an officer in the Marine Corps at Quantico, Virginia. After a year and a half in New York, or as Doris says, "Once I had conquered the New York City subway system," the Alumni Relations Office enticed her back to Philadelphia as an assistant director. Then in 1977 Denis returned to enter the M.B.A. program in the Wharton Graduate program. And in 1977 they were married, at the University's Wharton Sinkler estate, where they had first met.

By 1979, when Denis completed his M.B.A. program, he was looking for an opportunity to work which would leave him time to train. A runner for fifteen years, and a star athlete as an undergraduate—he holds a dozen or so University of Pennsylvania records—Denis was looking forward to the 1980 Olympics. His 3:55.0 mile during the 1974 Penn Relays makes him the fastest black American miler. He holds two mile, three mile, and steeplechase school records as well. It was a bit of luck that the University was looking for a judicial inquiry officer at the time (until last year these duties had been assumed by various staff members who already had full time responsibilities), and Denis accepted the job.

Doris, now Associate Director of Alumni Relations, sees a rather different side of the University from that which Denis encounters. As he puts it succinctly, "She sees the good guys; I see the bad guys." As judicial inquiry officer, Denis investigates compaints and recommends hearings, fines and other disciplinary measures for students who violate University rules. While Denis finds his association with the University rewarding, he is of the opinion that constant exposure to the less attractive aspects of University life can sometimes be depressing and a judicial inquiry officer should not plan to stay in the job for a long time.

Doris, on the other hand, is exposed to more positive sides of University life. Three times a year she prepares "omnibus mailings" for alumni which list General Alumni Society activities and other University programs and services, replacing a host of separate mailings that used to be sent out. "We like to think that the omnibus mailings have turned the entire University into an alumni program," Doris says. She also does other writing assignments for the Alumni Relations Office, helps to plan and staff alumni activities, and gets involved with the many requests for lists and mailing labels. One of her responsibilities is to say "No" to those who want to inundate alumni with sales pitches and other appeals.

Doris and Denis Cochran-Fikes

Last year Doris and Denis were hosts for an alumni trip to Kenya. Even Denis's near confrontation with a baboon when he was out running at the Mount Kenya Safari Club did not dampen the thrill of that experience.

Doris has been involved with the performing arts since she was four years old. She participated in the first student musical comedy presented in the Zellerbach Theatre in 1972, and has since performed with a variety of groups on and off campus. In 1974 and 1975 she did improvisational comedy for an early morning TV program on WCAU. She also runs.

Naturally, Doris and Denis Cochran-Fikes have strong opinions about the possibile Olympic boycott. As wedding presents to each other they purchased two tour packages for the Moscow games. If the United States does not compete, the personal financial loss would not be small. And Denis, like any top-notch athlete, wants to compete against the best. Ceremonies and medals are not important to him; competition is. But Denis says that he recognizes the limited options available to President Carter. If there is no other way to take a meaningful stand on Afghanistan, he will support the boycott.

May We Remind You?

Have you checked your beneficiaries lately?

Most full time University personnel are covered by the group life insurance program of the University. And many of those covered designated their beneficiaries a long time ago.

It is not uncommon for a beneficiary to pre-decease the policy holder, or for a family situation to change substantially. Many individuals covered by the group policy do not even remember whom they designated as beneficiary.

The Personnel Benefits Office can remind you. A telephone call to that office will elicit a written reply (information about beneficiaries is not given out over the phone). And if your beneficiary is not the person you would wish to designate today, you can change that by visiting the Benefits Office.

Those covered by TIAA/CREF benefits can obtain information about their beneficiaries under those annuity policies by writing directly to that agency at 730 Third Avenue, New York, NY 10017.

Medical Emergency? Call 7333

Should a person in your office need emergency medical care, call 7333 or use an emergency telephone if one is nearby.

A trained dispatcher will immediately notify the Fire and Rescue Squad of the Philadelphia Fire department if stretcher or ambulance service is needed and will also send a Campus Security Officer trained in Cardio-Pulmonary Resuscitation and other emergency techniques.

Stay on the phone. Be specific in describing the situation and the location. Critical time can be lost if you hang up before the dispatcher has all necessary information.

Does Social Security Know?

An error in Social Security records of your earnings can be a costly problem when you approach retirement. And correction of the error can be frustrating at best and impossible at worst. Records can be corrected only for a period of about three prior years.

So it is a good idea to check periodically with the Social Security Administration to find out whether their record of your earnings on which you have paid F.I.C.A. deductions agrees with yours. A standard form postcard for that purpose can be obtained by calling extension 6093.

Volleyball, anyone?

The Personnel Relations Office is initiating a new intramural recreation program for employees. Volleyball will be the front runner sport this year and if successful, more sports will be added next year. The Department of Recreation has indicated enthusiastic support for the program and can provide time and space for competition in the summer or early fall.

Teams will be accepted either as a department team or as an independent. Here's your chance to pull your fellow staff members together as a team and take out those frustrations on the court! If you would like to participate in intramural volleyball, call Sue Kozloff at 7285. If the demand is adequate, sign-up procedures will be published in next month's newsletter.

The Twenty-Five Year Club

On Wednesday, April 30, the Twenty-Five Year Club will hold its annual dinner at the Faculty Club. Refreshments will be served at five, with dinner at six.

The after dinner program will include presentation of certificates of service to several individuals by Gerald Robinson, Executive Director of Personnel Relations, and a brief talk by a prominent campus personality. The current officers of the Club (Una Deutsch, president, and Marion Pond, secretary) will not reveal the name of the main speaker, but they promise an interesting evening.

United States Savings Bonds

Again this year, the University will provide an opportunity for members of the staff to purchase U.S. Savings Bonds. Information and an authorization card will be in pay envelopes at the end of April. Either to initiate a new deduction or to modify an existing one, the card should be returned to the payroll department (309 Franklin Building I6) by May 16.

Since the series E and H bonds are being discontinued, to be replaced by EE and HH bonds, current bond purchasers will not receive any bonds after May 30 unless a new authorization card is submitted. Under the new program, the minimum face value of EE bonds will be $50, and the purchase price will be half rather than three quarters of the face amount.

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PERSONNEL-ity: Jacqueline M. Schreyer

From Foo-chow, China, to West Philadelphia is about as far as one can go, geographically speaking. From a master's degree in French in the Paris program of N.Y.U. to the positions of Assistant Director of Administrative Services for the Wharton School and Assistant Director of Personnel Relations may be just as long a trip. Jackie Schreyer has traveled both routes.

Jackie really doesn't remember China, where her parents were missionaries; they left while she was very young, and most of her memories are of Tokyo, their next assignment. Except for two school years in the United States when her parents were on furlough, all of her remembered pre-college days were in Japan. But when Jackie and her husband took a trip to Tokyo several years ago to visit her parents, who are still assigned there, she found that even those memories are of things and places that have changed vastly. So Philadelphia, where she has lived longer than anywhere else in the Uinted States (Beloit, Wisconsin, and Boston having been two other temporary homes), is reality to her now.

Reality includes a tremendous variety of work. With more than eight hundred faculty and staff members in the Wharton School, she and Meryl Johnston have much to do in the Personnel line. Jackie is involved in searches to fill A-1 positions, does workshops for supervisors, and reviews hundreds of Personnel Action Forms. At the same time, in her capacity as Assistant Director of Administrative Services for the Wharton School she chairs the Wharton Word Processing Committee, attends school administrative meetings, has worked extensively on the development of an integrated budget and personnel data base for the Wharton School, and in dozens of other ways builds upon the skills she learned as an executive secretary with an insurance company in Boston, as administrative assistant in what used to be known as the FAS Language Laboratory, and more recently as assistant director of Wharton's administrative services.

She still finds time to swim three or four times a week, and to enjoy being a homeowner in the Fairmount section of Philadelphia. At one time she and her husband raised Siamese cats and sold them to help with his expenses as an M.B.A. student in the Wharton School, but now the cats are only pets. And the house—though its basement provides a convenient storage place for parents in Japan and sisters in Sierra Leone and Taiwan—is essentially just home.

And what do her various titles and responsibilities mean to Jackie? Just that she has found academic administration so satisfying that she intends to make a career of it.

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the staff of the Office of Admissions, are an encouraging sign. The increased recruitment activities in Pennsylvania and such other areas as Chicago, St. Louis, the Puget Sound area, and the West and Southwest are also important, since the drop in college-aged young people will not be so severe there as it is in the middle Atlantic states. But, as Mr. Stetson emphasized, every member of the Uinversity staff is important in the recruitment effort. For when a prospective student visits the campus, for a day or even a few hours, every contact makes an impression, for good or for bad.

The last four Brown Bag Seminar speakers are:

April 14 Dr. Ross Webber
Faculty Assistant to the President and Provost
April 21 Dr. Luigi Mastroianni, Jr.
Chairman, Obstetrics and Gynecology
April 28 E. Craig Sweeten
Senior Vice President, Program for the '80s
May 5 Dr. Vartan Gregorian
Provost

Pre-Retirees Ask for More

The fifty University staff members who attended the pre-retirement planning luncheons on March 20 and April 3 were given a chance to indicate whether they found such programs useful, and their questionnaire responses add up to a resounding "More!" A panel consisting of Maud Tracy, Carl Ruhloff, and Emeritus Professor Max Silverstein was chaired by Dr. Nancy Ellis of the Department of Occupational Therapy on the earlier date. Dr. Stanley Brody of the Department of Physical Medicine and Rehabilitation spoke at the final scheduled meeting.

While their topics varied, their messages were similar. Retirement years are not a new life; they are a continuation of life patterns that are already well established. People who have worked until 65 or older have developed usable skills that are highly valued if they wish to seek further employment. Retirement years are a stage in life, like childhood, adolesence, young adulthood—all of which bring problems as well as rewards. So will retirement. Age is not a disease, and aches and pains at age 70 or older should be treated just as they would be at age 40—not just shrugged off as signs of "growing older."

Dr. Ann Beuf was prevented from being present on April 3, but has volunteered to meet with members of the group at a later date. And the response to the questionnaires indicates that her offer is enthusiastically accepted.

The planning task force will meet soon to consider further programs next fall and beyond.

Have You Been Here Less than a Year?

On Tuesday, April 22, an orientation program will be held for full-time employees who have joined the staff since last September 1st. It will be a bring-your-own-lunch affair in the auditorium of Houston hall at noon. Printed information from many departments of the University will be available, and there will be resource people prepared to answer questions about University benefits, conveniences available around the University, and recreational facilities.

A second orientation session, directed specifically to the University's telephone system, will be held on Friday, April 25, in E-106 Dietrich Hall. Since space is limited, those who would like to attend the telephone orientation session are asked to call Ercelle Ridley at extension 5249 to make a reservation.

AROUND UNIVERSITY CITY
University Citiweek May 2-11

The list of events planned for University Citiweek fills three legal sized pages and covers everything from a Powelton House tour to the second annual mini-marathon. A full list of events is contained in "The University City News."

While some events—like the Spruce Hill Fair in Clark Park on May 10—are especially aimed at area residents, there are others that will be convenient for those who are on campus Monday through Friday. On May 5, for example, there is a lunchtime concert in Annenberg Plaza featuring the St. Leonard's Academy glee club and dance group. And on Tuesday the Drexel University Jazz Ensemble will be presented in an outdoor concert at the Creese Student Center, 32nd and Chestnut Streets. The Juggernaut String Band will perform at noon Wednesday at Myrin Circle, 39th Street above Market. And Tuesday through Friday the University Museum will feature a special exhibition, "Challenge in Clay: The Classical Inspiration for Wedgewood Designs."

These represent only a tiny fraction of the programs put together by "Citigroup", representatives of some sixty University institutions who have banded together during the past five years to show what this area really has to offer. Children's Hospital, International House, the Science Center, local merchants—they are all in on it, and you can be too.

From the Executive Director of Personnel Relations

The long awaited Benefits section of the *Personnel Policy Manual* is on its way to the various offices where *Manuals* have previously been distributed. With changing laws, new interpretations of old regulations, and the need to update our benefits statements, it is a wonder to me that we have finally finished this task.

I would like to remind our community that benefit Plan descriptions are different and more detailed than the policy statements, although their essential meaning is the same. The full Plan statements are available in the Personnel Relations Office and the Personnel Benefits Counseling Office in the Franklin Building for anyone who wishes to consult them. Also in accordance with the provisions of the Employee Retirement Income Security Act, benefit summary statements will be sent to all covered personnel during April. So I am calling your attention to three different documents—but I think the policy statements in the *Personnel Policy Manual* will prove to be the most useful and convenient.

Finally, if you have any difficulty finding a copy of the *Manual,* remember that we maintain three copies at the reference desk of the Van Pelt Library where any member of the University staff may consult them.

Gerald L. Robinson

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 present minimum wage?

Answer: The Federal minimum wage became $3.10 an hour on January 1, 1980. The Commonwealth of Pennsylvania's minimum wage provisions coincide with the Federal minimum.

Question: Who is covered by the minimum wage?

Answer: All University employees are covered.

Question: Is there any provision made for student employees?

Answer: No. It is University policy that student employees be paid at least the minimum hourly wage whether they are paid from Work-Study funds or departmental budgets.

Question: What should be done if an employee was inadvertenlty paid at less than the minimum wage for work done after January 1?

Answer: A supplementary payment must be made to the employee to make up the difference, effective January 1, 1980.