

## From the Executive Director of Personnel Relations

Thanksgiving Day and the day after Thanksgiving are observed as University holidays for all faculty, staff, and students. We wish you a most pleasant break on November 27 and 28.

We also observe the Commonwealth holidays of Christmas and New Year's Day, and for most University employees the period between (December 26, 29, 30, and 31) is a special vacation period. This year, for energy conservation reasons, Friday, January 2 will be added to the special vacation period.

Any support staff required to be present on the official holidays will be compensated at the overtime rate specified in Personnel Department Bulletin No. 238. For employees covered by collective bargaining agreements, the applicable provisions of each agreement shall govern. Those whose services are required during the special vacation period do not earn overtime pay but may be granted compensatory time when their departments can arrange the time off. University employees working in the Hospital must recognize that Hospital services cannot be interrupted and special arrangements may be necessary.

All of us in the Personnel Relations Department wish you happy holidays and a refreshing special vacation!

Gerald L. Robinson

## **BROWN BAG SEMINARS: Puritans, Quakers, Communications, Black Centenary, and Big Business**

Dr. E. Digby Baltzell spoke to a capacity crowd in the Franklin Room of Houston Hall on October 27 about the differences between the histories of Boston and Philadelphia, basing his conclusions on the records of "first families" of both cities and theorizing that many of the differences could be traced to variances in Puritan and Quaker ethics. He compared the radical unrest of the 1960s in this country with similar unrest in England during the 1650s, and went on to point out that radicalism always comes from the top,



Mary Perot Nichols

from the best educated. And at the time the radical movements in this country began, the best educated were in New England.

Lest anyone mistakenly think that he is not a Philadelphia booster by birth, education, and inclination, he went on to say that we live in the most beautiful city in the country with the greatest collection of eighteenth-century architecture in this country and that we can make anything happen here by believing in Philadelphia and Pennsylvania and then acting on our belief.

Two weeks later, Mary Perot Nichols gave concrete illustration of Dr. Baltzell's points by telling the assembled group that, in her work for the city administration of New York, she had repeatedly used Philadelphia as the example by which parks could be designed and constructed to beautify and serve the community. Most of her talk dealt with her experiences in Boston and New York that had given her background for her new job as Director of Communications. She began as a local radical fighting the New York City administration to prevent the destruction of Washington Square for the construction of a highway. From



Dr. E. Digby Baltzell

a persistent letter writer to the *Village Voice*, she moved to a staff position on the newspaper, and then to administrative positions in Boston and New York City. Her experience in public broadcasting with WNYC and in newspaper work brought her back to the field of communications.

"It's both exciting and scary," she concluded, "to be in a field new to me like higher education at a time when we are moving into a computer-oriented revolution in the field of communications."

Future meetings in the Benjamin Franklin Room of Houston Hall at 1 p.m. on Mondays:

- November 24 Francis James Dallett, University Archivist, on the Black Centenary
- December 8 Fred A. Shabel, Vice President for Operational Services, on *The University as a Big Business*

# **KNOW YOUR UNIVERSITY: The Penn Children's Center**

Parents living in the University City area frequently have among their greatest concerns the care of their young children while they are working or studying at the University. There are many available facilities for child care and education, some of which we will mention in future issues of the *News/letter*. One of these facilities is the Penn Children's Center. Conducted under the supervision of Jacqueline Wade of the School of Social Work faculty, it is housed in the building at 3905 Spruce Street also remembered as the "Carriage House" and the home of the former student Co-op.

The Children's Center is open for long hours to accommodate the varied working schedules of parents. The four members of the professional staff and approximately two dozen work-study students arrange their hours so that the Center can be open from 7:30 a.m. until 6:00 p.m. During those hours, up to fifty-five children between the ages of two years and nine months through kindergarten learn, play, have morning and afternoon snacks (they bring their own lunches), and participate in a variety of group activities that cut across age and ethnic lines. With the large group of work-study students involved, the ratio of children to supervisors guarantees personal attention. And the University students, often majoring in fields such as sociology or psychology, find the experience so rewarding that a large number of them remain as Center workers through their entire undergraduate careers. The educational experience for University students does not end there: graduate students in Education have found the Center a rewarding source of information for their studies, and architectural students have used it as an example in planning children's centers.

But for parents, the Center is a service, and it is important for them to know that children can be admitted at any time during the year if there is an opening in the appropriate age group. The youngest group, which requires the most individual attention, is limited to twelve members. The middle and older groups, which number twenty-two each, are more likely to have vacancies.

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## **Personnel Relations Newsletter Volume 3, Number 3**

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## **GETTING TO KNOW YOU: Frank L. Brooks**

We usually do not think of our physical plant personnel as leading especially dangerous lives. However, one of Frank Brooks' most cherished possessions is a letter of commendation he received after crawling into an overheated hole at a very real risk to himself to shut down a faulty steam line that was close to the bursting point.

Frank has been working with the steam service of the University since 1937. After several years of working at the American Store on 40th Street following his graduation from Olney High School, he came to know a number of people connected with the University. Frank started working as a fireman in the "old steam plant," now converted into the Hollenback Center. It was then the new steam plant; many of the men he worked with remembered seeing coal delivered by horse and wagon to an even earlier steam plant, located on the site where Irvine Auditorium now stands.

Except for a period in the armed services during World War II, Frank remained at the South Street steam plant until it was closed in 1959. In that year the University, faced with the need to expand its steam generating capacities greatly to accommodate the many new buildings then under construction or in the planning stage, began to purchase its steam from the Philadelphia Electric Company.

There was still a need for a crew to maintain the growing network of steam lines throughout the campus and Frank with his colleagues was moved to the subbasement of College Hall. A system that has been developed over so many years inevitably has inconsistencies, from direct steam heat in some buildings (residents of some parts of the Quad have complained about knocking



Frank L. Brooks

steam pipes for years) to steam/hot water transfer. Most of the areas Frank works in have one thing in common: they are all hot!

Frank plans to retire in a few months, but he isn't worried about finding enough to do. Just keeping up with his six children is almost a full-time job. One daughter graduated from Pennsylvania in 1969 and another is a student here now. One son is making his career in the United States Air Force, while another is working for the University. The two remaining daughters are housewives.

After retirement there should be more time for reading, especially science fiction and historical novels, and for watching sports on TV, which for a real sports fan, can be a full-time job in itself!

## PERSONNEL-ity: Patricia B. Scott

If you telephone or stop in at the Employment Office of the Personnel Relations Department on the first floor of the Franklin Building, chances are that the first person you will speak with is Pat Scott. Pat began there as secretary and receptionist in 1978, and except for a brief maternity leave some eighteen months ago, has been the front desk person ever since.



Patricia B. Scott

The academic/secretarial program at Overbrook High School and business courses at Pierce Junior College may have prepared her for her first job as a church secretary, although anyone as active in church work as Pat knows that there is a lot involved that they don't teach you in school. And little could have prepared her for the complexities of payroll administration, billing, and grant administration that came with her next job as secretary to the fiscal director of grants at Philadelphia General Hospital.

Nothing at all could have prepared her for the trauma of the PGH closing. While most of the PGH staff were transferred to other positions under the city administration, those like Pat who were supported on grant budgets were thrown out on their own. Pat had recently married and did not rush into another job, but when a job became available at nearby Penn, in an area she knew well, she was glad to become a University City worker once again.

Pat would love to find time for travel, and has managed trips through much of the United States as well as Jamaica, Nassau, and Bermuda. She also enjoys reading, Scrabble, and playing the piano. But with a home and thirteen-month old daughter to care for, there aren't many spare minutes in any day for such activities. There is always tomorrow to prepare for, with new job applicants, new telephone calls, and new job application forms to get into the paperwork stream.

In the future, she wishes to work with young people and become more involved in youth-oriented programs.

## RETIREMENTS

The Office of Personnel Relations offers best wishes for many happy and productive years to the following members of the University staff who have retired in recent months:

### Faculty

William B. Castetter, 40 years  
Mario G. Cirelli, 16 years  
Mary E. Coleman, 35 years  
Charles H. Cretzmeyer, 26 years  
G. Roger Edwards, 30 years  
Zellig S. Harris, 49 years  
Hui Lin Li, 24 years  
Israel Live, 46 years  
John P. Lutz, 35 years  
Robert McElroy, 38 years  
Donald S. Murray, 45 years  
Edgar L. Ralston, 33 years  
Arthur H. Scouten, 33 years  
Andre Von Gronicka, 18 years  
Rufus Wixon, 31 years

Graduate School of Education  
Surgery  
Graduate School of Education  
Surgery  
Classical Archaeology  
Linguistics  
Biology  
Pathobiology  
Finance  
Obstetrics and Gynecology  
Statistics  
Orthopedic Surgery  
English  
German  
Accounting

### Administrative Staff

Catherine L. Busch, 10 years  
William R. Hegemann, 17 years  
Ruth H. Iskoe, 23 years  
Jeanne Jensen, 18 years  
Joseph S. Kowalski, 30 years  
Dorothy M. Lacey, 40 years  
Grace E. McCombe, 20 years  
Margaret J. Patton, 13 years  
Charles H. Quigley, 36 years  
Berniece Robinson, 19 years  
Paul C. Shumaker, 16 years

Physics  
Comptroller's Office  
Telephone Service  
School of Social Work  
Purchasing Department  
FAS Advising Office  
Chemistry  
Ophthalmology  
Physical Plant  
Comptroller's Office  
Materials Science and Engineering

### Salaried Support Staff

Margaret R. Abowitz, 15 years

Harriet Brown, 12 years

Ethel R. Coulter, 18 years  
Isabel H. W. Cutaiar, 2 years  
Evelyn M. Depew, 10 years  
Inez C. DiFabio, 13 years  
Olive Griffiths, 22 years

Catherine I. Hoege, 18 years  
Laura Kessler, 15 years  
Eleanor L. Lang, 12 years  
Josena D. Lewis, 13 years  
Mildred Meekins, 17 years  
Caroline C. Moss, 19 years  
Marie Peterson, 21 years  
Michele T. Ramirez, 17 years  
Mary C. Stevenson, 18 years  
Pauline G. Winitz, 16 years

Lawrie Winning, 33 years  
Laverne L. Zeeb, 12 years

### Hourly Support Staff

Peter W. Controvich, 18 years  
Jerry Gardner, 15 years  
Samuel Hodges, 8 years  
John W. McGinnis, 30 years  
Helen A. Mobley, 22 years  
Charles Ray, 17 years  
Anthony Valerio, 15 years

Development and University  
Relations  
University Management Information  
Systems  
Gastrointestinal Section, Medicine  
Medical School  
Dermatology  
University Bookstore  
Development and University  
Relations  
University Bookstore  
City Planning  
Animal Colony  
University Bookstore  
Surgery  
Large Animal Hospital  
Graduate School of Education  
Lippincott Library  
Graduate School of Education  
School of Engineering & Applied  
Science  
Anatomy  
Dental School

Mail Service  
Physical Plant  
Medical School  
Physical Plant  
Physical Plant  
Physical Plant  
Physical Plant



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Children need not be members of families connected with the University, but at least three quarters are. The \$50 a week charge for the services of the Center allows it to be self-supporting. The fee is lower than the usual charge for such services, primarily because the University contributes the services of Ms. Wade and the "Carriage House." Originally the Center opened in the Class of 1920 Commons building; three years later, it moved to its present quarters.

The operation of the Children's Center benefits parents, their children, and University students.

#### **Personnel Relations Office Begins Recruitment Campaign**

The Personnel Relations Office, in its continuing effort to find the best qualified people for numerous job openings, is stepping up a high school recruitment program begun informally several years ago. Until this year, recruiting was done by four volunteers—Kristin Davidson, Carole Gurkaynak, Barbara Johnson, and Meryl Johnston—who visited high schools in our area to talk with students about working for the University. They showed slides, arranged visits, and gave information. When the students graduated from high school, they were interviewed by the departments and, in most cases, offered jobs soon after. The reactions of those who have hired high school graduates as a result of the recruitment program have been enthusiastic. These new employees have contributed greatly to our community well-being.

As often happens with successful programs, recruitment activities demanded more time than the original recruiters could give. The program was ready to enter a more formal phase.

This year the recruitment program is more structured than it has been in former years. Marie Skelston is the coordinator of high school recruitment and a new brochure, "Working at the University of Pennsylvania," gives prospective employees specific information about the University as a place to work.

Marie is arranging trips to high schools and visits to campus for interested students. She will be in charge of setting up employment interviews next spring when the students are ready to begin full-time employment.

In the increasingly competitive job market, recruitment efforts can be the deciding factor in attracting good people to the University. We know that the University is an attractive place to work and we're getting that message to young people in the Philadelphia area.

#### **Have You Given Blood Recently?**

Hundreds of members of the University staff are members of the Blood Donor Club and donate blood regularly, but there is always a need for more. Some of the rarer types such as "O" negative are particularly needed, but the more common types are also in demand. Half of the blood in the University Hospital's Blood Bank is provided by University students and staff and there still is not enough. The problem is especially acute during the weeks after Christmas and the summer months, when few students are around.

Membership in the Blood Donor Club provides important guarantees for University staff members. Not only are their own needs for blood assured if they make an annual donation, but their dependents are similarly protected. Staff members with no dependents living in their homes may designate two relatives to be covered by the protection.

Donations may be made any weekday at the blood donor station on the ground floor of Gates Pavilion in the University Hospital. Donations may also be made to the mobile unit which visits many campus locations during the school year. The mobile unit will be at Hill House on November 18 and High Rise East on November 25.

**Happy**



**Thanksgiving**

#### **Training Schedule**

**November-December 1980**

<b>Description</b>	<b>Upcoming Dates</b>	<b>Frequency</b>	<b>For Registration and Information Call:</b>	
New Employee Orientation	February	Periodically	Chris Davies	Ext. 6017
Telecommunications	December 9	Periodically	Chris Davies	Ext. 6017
Resume Development	November 19 December 3, 17	Alternate Weeks	Chris Davies	Ext. 6017
Interviewing Skills	November 26 December 10	Alternate Weeks	Chris Davies	Ext. 6017
Purchasing Orientation	November 19	First and Third Wednesdays	Dorothy Vaccaro	Ext. 4078

For Information on Weightwatchers, Smokenders, or CPR, please call Nancy Arnosti Ext. 3400