

From the Executive Director

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Bart Lynch, Office Manager and Account Representative at Davis, will handle all University personnel advertising. To place an ad, first verify that the position has been approved by the Hiring Review Committee; then call Mr. Lynch at 546-0225. For further information and confirmation of position approval, contact Susan Kozloff, Associate Director of Personnel Relations at extension 7285.

Gerald L. Robinson

BROWN BAG SEMINARS: University Life and the Museum

Vice Provost Janis I. Somerville, who came to Penn from the Educational Testing Service in 1977 as Secretary of the Corporation and now has served for several years as Vice Provost for University Life, declined to define exactly what that means. As she said, "Nothing is specifically included in, or excluded from, the definition of 'University Life'." Demands on one's time and one's staff change constantly—an excellent example being the alteration of the University from a primarily commuting environment to a primarily residential environment in the early seventies, but such past experiences do not provide very accurate forecasts of what tomorrow's demands will be.

With a proportionately smaller staff to deal with greatly increased student needs, Ms. Somerville indicated that she is extraordinarily impressed with the level of pressures her middle management staff has been able to absorb. If asked whether they were providing all the services the students need and deserve, she would have to say "No". If asked whether they are



Janis I. Somerville

providing the best possible with current resources, she would answer enthusiastically "Yes".

A great deal still needs to be done in the area of career planning and development—for staff as well as students. Consequently, evaluation and sometimes reclassification of all jobs, with perhaps new measurements of values and responsibilities, is at the top of the agenda. But that is not a project that can be completed overnight.

On March 2, Martin Biddle attempted with the aid of some spectacular slides, to give a sampling of the riches awaiting all visitors to the University Museum. With about one million substantial exhibits (4,000,000 if individual fragments are counted) he could do little in a half hour presentation. But even that was enough to exemplify the informal title of the Museum as "the Star in the University's Crown".

In several respects, the University Museum is unique. With the exception of some lovely exhibits in the Chinese collection, almost everything in the Museum has been discovered, not bought. The exhibits are worldwide: Egypt, New Zealand, Turkey, Northwest America, Africa, South America, Crete, Ur, Central America—the list could be extended endlessly. And in almost every instance, the items are there because of expeditions undertaken by the Museum on its own initiative or with co-sponsorship. As a result, the Museum is not in a position of having duplicate antiquities for sale; they are unique.

It is unique in another way. Most museums will embark on expeditions only if they can be assured of bringing back artifacts for their own collection. Many years ago, the University Museum adopted a policy of searching for



Martin Biddle

information as well as objects. If a country has a relatively generous policy of sharing the finds with the archaeologists and anthropologists involved, as does Egypt, then so much the better. But in other countries, which are jealous of their treasures, the Museum is still vitally concerned. The search for information is as important as the search for objects.

With pardonable enthusiasm, Mr. Biddle described the University Museum as the greatest archaeological/anthropological museum in the country, the Peabody Museum at Harvard being not even a close second. He was willing to admit that the British Museum might be a shade ahead. But even there the language of the Mayan culture is not being deciphered for the first time, as it is here.

Future Brown Bag Seminars in the Franklin Room of Houston Hall on Mondays at 1 p.m. include

March 16 Matthew W. Hall, Esq.,
University General Counsel

March 30 Marvin E. Wolfgang,
Ph.D., Director of the Center for Studies
in Criminology and Criminal Law

April 13 Theodore Hershberg,
Ph.D., Director of the Philadelphia
Social History Project

SECRETARIAL RECRUITMENT

The Department of Personnel Relations is currently engaged in its recruitment campaign for secretaries and clerical personnel. Several staff members will be making visits to area high schools and junior colleges in order to fill both full-time and co-op positions. If you are interested in interviewing these June graduates, please contact Marie Skelston, Room 130 Franklin Bldg., Ext. 7285.

Comparison of Health Insurance and Health Maintenance Options

Rates effective for the plan year May 1, 1981, through April 30, 1981

The following information highlights and compares the six health care programs which are available to University faculty and staff personnel. Every effort has been made to assure the accuracy of the information presented here. IT SHOULD BE KEPT IN MIND, HOWEVER, THAT THIS MATERIAL IS INTENDED TO FACILITATE GENERAL COMPARISON AMONG THE PLANS. DETAILED INFORMATION ABOUT THE SERVICES AND BENEFITS OF EACH PLAN IS PROVIDED SEPARATELY IN THE BOOKLETS AND CONTRACTS OF EACH PLAN. The chart on the right may be used for ease of comparison but should not be considered to be a basis for determining claims eligibility within any particular plan.

Eligible personnel who desire to enroll, end enrollment or change enrollments may do so upon employment, upon completion of six month's service, or during the annual open enrollment period, March 9 through March 20.

Personnel who were enrolled in the University's Blue Cross-Blue Shield B, Major Medical program on or before July 31, 1979, may maintain participation if they wish or may elect to upgrade their coverage by participation in the new Blue Shield 100 program at the next open enrollment opportunity.

Please note also that continuing participation in Blue Shield B is maintained only for University personnel who were enrolled prior to August 1, 1979.

The Blue Shield Plan 100 plan provides substantially better coverage than the B plan allowances for physician services and medical procedures. Personnel who wish to switch from Blue Shield B to 100 will have a special opportunity to do so during the open enrollment period, March 9-20.

During the March 9-20 open enrollment period subscribers in any group health insurance or health maintenance plan may change enrollment from one plan to another. Open enrollment periods occur only once a year. Health plan contracts are binding on the subscriber for a one year period unless the subscriber leaves his or her employment or moves out of a plan's service area.

Note: The University contributes \$27.78 per month for single and \$80.70 for family coverage in any of the plans for subscribers with six or more months of full-time service.

*Prepaid Individual Practice Association (PIPA)—contracts with private physicians' offices located in the community. Medical care is provided in the physicians' own offices.

**Prepaid Group Practice Plan (PGPP)—a team of personal physicians and medical professionals practice together to provide members with medical care in a multispecialty medical center.

***Usual, Customary, or Reasonable

Benefit Plan Name	Blue Cross/Blue Shield 100/ Major Medical	Philadelphia Health Plan
Abbreviation	BC/BS/MM	P.H.P.
Type of Plan	Hospitalization, medical, surgical service & major medical insurance	**PGPP
Service Area and Emergencies	Guaranteed benefits in any qualified hospital—services of any physician up to UCR***	5 Delaware Valley Counties and Burlington, Camden and Gloucester Counties—Emergency treatment anywhere covered in full
In-patient Hospital	Up to 120 days, Semi-private room with \$5/day co-payment for 1st 10 days	365 days
Out-patient Treatment	Covered at hospital w/in 72 hours of accident or med. emergency—\$5 co-payment	Covered in full
Physician Visits:		
Hospital Office	Covered in full 80% covered Maj Med, \$100 ded	Covered in full Covered in full
Home	21 visits covered if applicant subscriber is totally disabled, \$25 ded	Covered in full
Physician Care:		
Surgery	Covered up to UCR***	Covered in full
Anesthesia	Covered up to UCR***	Covered in full
Consultants	Covered up to UCR***	Covered in full
Laboratory X-ray	Covered in full for diagnostic purposes only	Covered in full
Cardiogram		
Maternity	Covered up to UCR***	Covered in full
Preventive Medicine, Physical Exam	Not covered	Covered in full
Eye, Ear Exams	Not covered	Covered including refractions. Hearing aids and glasses not covered
Mental Inpatient: Hospital Physician	Per year: 30 days per year 30 days per year	30 days per Benefit Period 30 days per Benefit Period
Mental outpatient: Physician	Up to 50 visits per year, \$12.50 per visit	3 visits covered for diagnostics and evaluation purposes. Additional visits covered at 50% under PHP plus
Dependent Definition	Spouse and unmarried dependent children to age 19 or to age 23 if a full-time student	Spouse and unmarried children to age 19 or to age 25 if a full-time student
Rates (monthly)		
Single	\$32.13	\$48.73
Family	\$93.23	\$125.87
Payroll deduction for subscribers (monthly)		
Single	\$4.35	\$20.95
Family	\$12.53	\$45.17
Payroll deductions for subscribers (weekly)		
Single	\$1.00	\$4.83
Family	\$2.89	\$10.42

Health Service Plan of Penna.	Health Maintenance Organization of Pennsylvania	Greater Delaware Valley Health Care, Inc.	Health Care Plan of N.J.
H.S.P.	H.M.O. of PA	The Health Plan	H.C.P. of N.J.
**PGPP	*IPA	*IPA	**PGPP
5 Delaware Valley Counties in Penna., plus parts of N.J. Emergency treatment anywhere—covered in full	5 Delaware Valley Counties in Penna. Emergency Treatment anywhere—covered in full	Delaware County, contiguous areas Montgomery, Chester and Philadelphia counties. Emergency treatment anywhere—covered in full.	Burlington, Camden, and Gloucester Counties. Emergency treatment anywhere covered in full
No maximum limit	No maximum limit	No maximum limit	No maximum limit
Covered in full	Covered in full. \$5 co-payment for physician services in emergency cases	Covered in full	Covered in full
Covered in full Covered in full	Covered in full Covered \$2 co-pay per visit	Covered in full Covered in full	Covered in full Covered in full
Covered \$7 co-pay per visit	Covered \$5 co-pay per visit	Covered \$5 co-pay per visit	Covered \$5 co-pay per visit
Covered in full Covered in full Covered in full	Covered in full Covered in full Covered in full	Covered in full Covered in full Covered in full	Covered in full Covered in full Covered in full
Covered in full	Covered in full	Covered in full	Covered in full
Covered in full	Covered in full	Covered in full, including well-baby care.	Covered in full
Covered in full	Covered in full	Covered in full	Covered in full
Covered including refractions. Hearing aids and glasses not covered	Covered including refractions. Hearing aids and glasses not covered	Covered including refractions for children up to 18. Hearing aids and glasses not covered	Covered including refractions (\$5 co-pay). Hearing aids not covered
45 days per year	35 days per year	30 days per year	30 days per year
45 days per year	35 days per year	30 days per year	30 days per year
30 visits per year 1st 3 visits covered in full. Next 27—you pay \$10 per visit	20 visits per year. 2 visits no co-pay, next 3-10—\$10 co-pay. Next 10—\$25 co-pay	20 visits per year. 1-3 no co-pay, 4-10 25% co-pay, 11-20 50% co-pay	20 visits per year. 1st—no co-pay, next 10—\$10 co-pay
Spouse and unmarried dep. children to age 19 or to age 23 if a full-time student	Spouse and unmarried children to age 19 or to age 23 if a full-time student	Spouse and unmarried dependent children to age 20 23 if a full-time student	Spouse and unmarried dep. children to age 19 or to age 23 if a full-time student
\$48.89 \$116.53	\$44.60 \$106.80	\$48.00 \$143.20	\$41.20 \$110.00
\$21.11 \$35.83	\$16.82 \$26.10	\$20.22 \$62.50	\$13.42 \$29.30
\$4.87 \$8.27	\$3.88 \$6.02	\$4.67 \$14.42	\$3.10 \$6.76

PERSONNEL-ity: Eleanor Canal

Sometimes we may give the impression that all personnel work at the University is done by members of the Personnel Relations staff. Nothing could be further from the truth, and Eleanor Canal is an excellent example of a person deeply interested in personnel matters whose primary responsibility is to another department.

Eleanor is Director of Administrative Affairs for the School of Engineering and Applied Sciences, and is responsible primarily for budget and fiscal affairs. But with personnel responsibility for about one hundred A-1 and A-3 employees, and the need to check out Personnel Action Forms for about one hundred faculty members, there are weeks when she is very much an adjunct member of the Personnel Relations staff. As such, she is certainly a Personnel-ity. Affirmative Action concerns, equitable reimbursement for services rendered, and compliance with a host of state and federal regulatory measures regarding employment are all a part of her responsibility.

All of this developed slowly. After graduating from West Philadelphia Catholic Girls High School, Eleanor took a job with the Modernella School of Beauty Culture as bookkeeper and business manager and at the same time took courses at the Strayers Business College in Philadelphia. Between the school and the job, she learned accounting and business management. Then, during World War II, she went to work for the Civil Service Commission at the Customs House—where, as a rating analyst/investigator, incidentally, she first became acquainted with Dean R. Jean Brownlee, who was also working for the Civil Service Commission at that time—and spent five years of hard work during which the only day off was Christmas day!

In 1945 Eleanor left regular employment to begin raising her family, but even then she helped her father-in-law



Eleanor Canal



William J. Fitzpatrick

with his real estate business. By 1960 she wanted a more regular job and signed on as a census taker. Then, in 1969, her daughter, who was a student at Penn, suggested that she and Eleanor could share rides to work if Eleanor got a job here. So she did, as a part-time budget assistant for six months and then as a full-time budget administrator in Chemical Engineering. And she has been here ever since, although her daughter has gone on for an A.M. at Swarthmore and a Ph.D. in clinical psychology at Cornell.

The daughter and her husband are now in Montreal, and Eleanor is expecting her second grandchild in June. Her first granddaughter, her son's child, will have to compete for grandmotherly favors. But Eleanor is capable of coping.

GETTING TO KNOW YOU: William J. Fitzpatrick

It seems a bit absurd to try to introduce to the University community Bill Fitzpatrick, who in his seventeen years as custodian in Houston Hall has come to know thousands of students and staff. In fact, one of his great embarrassments is having someone say "Hi, Bill" as he is sweeping the steps in the morning or setting up for a meeting, and remembering later who the greeter was.

Alumni weekend is especially difficult. Bill looks the same as he did when he first came to the University after the

local Hires Root Beer plant (where he had worked for twenty years) closed, but alumni who were only seventeen or eighteen then look quite a bit different now. It isn't always easy for him to pin a name on them quickly. But their warm greetings to him are what makes the University his "home away from home," and even if the name escapes him, the greeting is appreciated.

Although Bill now lives in Upper Darby, West Philadelphia is his native environment, and nothing could be more central to West Philadelphia than Houston Hall. The traffic there has changed during his years at the University: the band and glee club now practice at Annenberg Center, and there are far more general University events in Houston Hall than formerly. The result is that he sees a much wider variety of University staff than he used to—those coming to placement service, for example, or visitors to the Brown Bag Seminars. But the rooms continue to be used to capacity, and Bill is always setting up or clearing up from something. Since Houston Hall is used seven days a week, he is often on duty on Saturdays as well as regular weekdays.

Cable TV has enabled him to expand his enjoyment of sporting events, but he still likes to get out to see Big Five Basketball in person and the Phillies when they are in town. His pride in his children (a son graduated from Wharton, a daughter graduated from Immaculata, and another daughter now at St. Joseph's) show why he still feels that the student life at Houston Hall is most meaningful to him.

And while it is not easy to measure the student life at Houston Hall, he has one quantitative measure that is hard to dispute. Every Tuesday, there is a coffee hour in the West Lounge of Houston Hall at 11 a.m., for which thirty dozen donuts are ordered. And if you are not there within the first twenty minutes, there isn't likely to be one donut left!

Training Schedule

March-April 1981

Description	Upcoming Dates	Approximate Frequency	Enrollment Limit	For Registration and Information Call:	
New Employee Orientation	4/24	Monthly	None	Joan Longaker	Ext. 7285
Communications	4/20	Periodically	35	Joan Longaker	Ext. 7285
Resume Development	3/27 4/24	Monthly	15	Joan Longaker	Ext. 7285
Interviewing Skills	3/13 4/3	Monthly	15	Joan Longaker	Ext. 7285
Purchasing	3/11 4/1 4/15	First and Third Wednesdays	10	Dorothy Vaccaro	Ext. 4078