

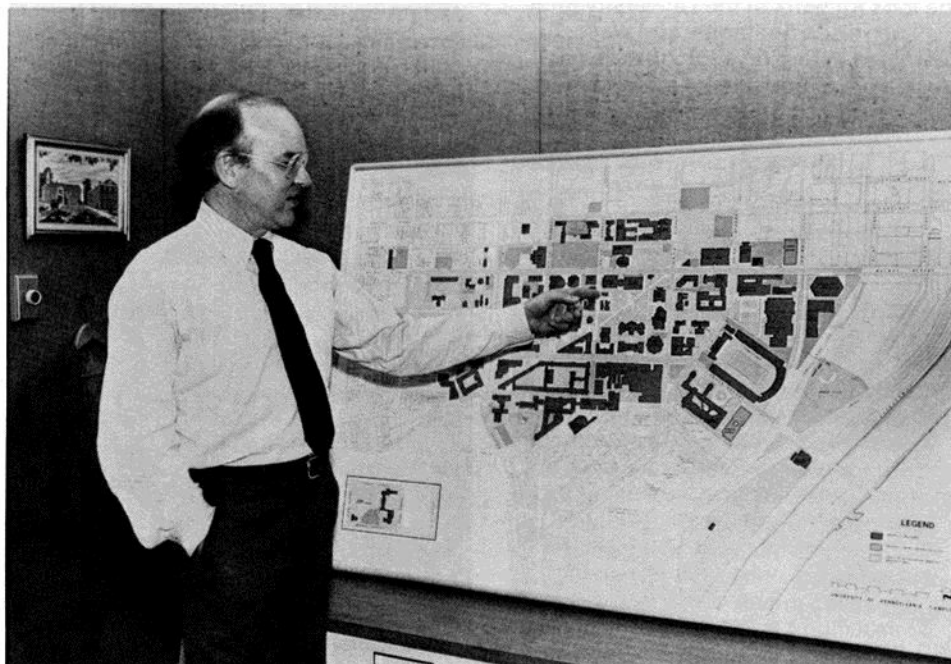
From the Executive Director of Personnel Relations

Personnel records, including those established in connection with the recruitment process, are University property and are treated confidentially at all times. In order to clarify the confidential treatment of employee records, the president and provost issued a detailed policy on the confidentiality of such files, which took effect December 5, 1980. This policy has undergone extensive review during the 1980-81 academic year, for example by the Steering Committee of University Council, the Council of Deans, the provost's office, the office of Personnel Relations, and the General Counsel. The updated document will be included shortly in the *Personnel Policy Manual* (to replace Policy No. 101). *Almanac* will publish a summary of the policy for general information in the fall.

All full-time and part-time employees of the University, except for student employees, are covered by the policy. Many records referred to in the policy apply to either faculty or non-faculty personnel, but not to both. Some records are located centrally, others in the individual's school or department of primary appointment. In any case, the provost or a designee administers the policy with respect to the records of faculty members, and the Executive Director of Personnel Relations administers it with respect to the records of other employees.

Copies of the *Personnel Policy Manual* are available for reading in the main library, and copies of the policy document may be made available for the cost of reproducing it.

Gerald L. Robinson



Richard H. Buford

Final 1980-81 Brown Bag Seminar: Richard H. Buford

The University's departing Director of Real Estate Development closed the current Brown Bag Seminar Series on April 27 with an up-date progress report on various projects in and around the University's 150-acre West Philadelphia campus. For those who believed that real estate development in this vicinity was more or less a dead issue, Mr. Buford had news. He brought the good news that plans for the 3400 block on Walnut Street are nearing completion and legal barriers seem to have been removed; he brought word that can scarcely be considered positive; that the future use of the P.G.H. property is still very much up in the air. He also informed many for the first time that there are various exciting commercial developments being considered for the 3600 block of Walnut Street and the land parcel to the west of Gimbel Gymnasium.

Much of Mr. Buford's talk had to do with the University's relationships with neighboring organizations—Spruce Hill, Powelton Village, Cedar Park, Walnut Hill, and Mantua. The University's mortgage program has created both opportunities and problems. A steady influx of University-related people to these areas has brought a greater sense of University community, but at the same time it has highlighted school problems in these areas. In some cases it has displaced local residents as private developers have brought up properties and dramatically increased their purchase (and tax) values. Just what the University can do in a market that is essentially privately controlled (the University is not a large land holder) is not clear, but it is a real challenge.

PERSONNEL-ity: **Terry Reagan**

Up until the first of this year, if anyone called Terry Reagan in the Franklin Building, it had to be the Terry Reagan in the Comptroller's Office. The other Terry Reagan was a secretary in the Dental School. But now things are more confusing, since both are in the Franklin Building. The newer Terry, now secretary to the Executive Director of Personnel Relations, is actually the older Terry, being in fact her mother. The younger Terry is actually the older at the University, having worked here longer and having suggested to the older (this gets very confusing) that she look for work at the University after she had raised her family and was interested in finding a job outside her home. Just to complicate matters more, both are named for the same person



Terry Reagan

(the grandmother of one and great grandmother of the other), and although the Personnel Terry tries to keep things straight by referring to her daughter as Theresa, no one else cooperates; in the Franklin Building it is not uncommon to hear a question like, "Do you mean our Terry Reagan or your Terry Reagan?" Fortunately, the other Reagan daughter working at the University, in the Management Department of the Wharton School, is named Margaret.

Her husband, business manager for a firm in the city, and her son Larry, a sophomore at St. Joseph's College Preparatory School, don't complicate nomenclature at the University at all. They may complicate Terry's life (from this point on Terry refers to the Terry Reagan in the Personnel Relations Department) between her husband's tax work and all the effort that goes into keeping a home in Drexel Hill. Her home is one of Terry's joys—particularly the peaceful summer afternoons that she and her husband spend in the garden. After this past winter's eccentric patterns of unusual cold and

warms spells, they will have their hands full trying to replace the garden areas that were killed by winter.

Terry has always lived in the Philadelphia area. She took her secretarial training at Little Flower High School, and before taking a break from a paid job to raise her family, worked very close to the Penn campus with Sealtest at 34th and Market Streets. But her return to secretarial work, first in the Health Care Administration Program, next in the Dental School, and now in Personnel Relations, has brought added satisfaction. Personal dealings with students, faculty, and staff are the high spots of her days. Like so many of the University family, she is caught up in the "family"—even if it leaves her little time for the swimming, crafts, and sewing which also occupy her interests.



Myrna Quitel

Concerned Citizens' Award: **Myrna Quitel and Sandra Moteles**

"The Philadelphia Bar Association would be honored if you will accept the Concerned Citizens' Award given jointly by the Bar Association and the Philadelphia Police Department. We invite you to join with us in the ceremonies honoring you for demonstrating extraordinary concern for the welfare of others."

And from the citation when the Bravery Medal was presented by Mayor Green,

"In recognition of your outstanding contribution to law and order, you are officially commended by the Philadelphia Police Department.

"On Thursday, September 11, 1980, at approximately 7:00 p.m., at 19th & Walnut Streets, you and Sandra Moteles observed the robbery and assault of an eighty-three-year old male. Without hesitation you and your companion pursued the assailant as he fled the scene. After several blocks you observed a police officer and reported the incident. The assailant was appre-

hended and the victim's property was recovered. As a result of your action, the perpetrator was charged with robbery and other related offenses."

Myrna Quitel, Assistant to the Chairman of the Architecture Department, was on her way to a quiet dinner downtown with her friend, Sandra Moteles, an off-duty member of the University's Department of Public Safety. The two citations quoted above tell what happened, although they do not give the full flavor of the aftermath. When Myrna and Sandra arrived at the Mayor's reception office and heard a uniformed police band performing, they thought they were late and some other ceremony had begun; it took a while to realize that the ceremony was for them, and others who had concerned themselves with the welfare of their fellow citizens. The subsequent court appearances were scarcely pleasant, but a very necessary follow-up to the initial brave actions.

On the whole, Myrna's years at the University—first in the English department, later in research administration, and now with the Department of Architecture—have been interesting and satisfying, particularly as they have brought her into contact with students and faculty. Nothing quite like the September 11 episode has otherwise marked her career here; but if it does she will undoubtedly act in the same way. The University is proud to recognize Myrna and Sandra for their extraordinary contribution to the community, and also for their daily contributions to the well-being of the University.

May We Remind You?

When is a holiday not a holiday? Any school child knows that Independence Day is July 4. But this year, for the University, it will be July 3. And to old timers who think of Memorial Day as May 30, a reminder is perhaps in order that in recent years Memorial Day has been observed on the first Monday of the last week in May—this year May 25.

Classes will be held on May 25, but the Summer School will not be in session on July 3. The Hospital must be operative on both days, and certain other areas of the University such as laboratories must remain functional.

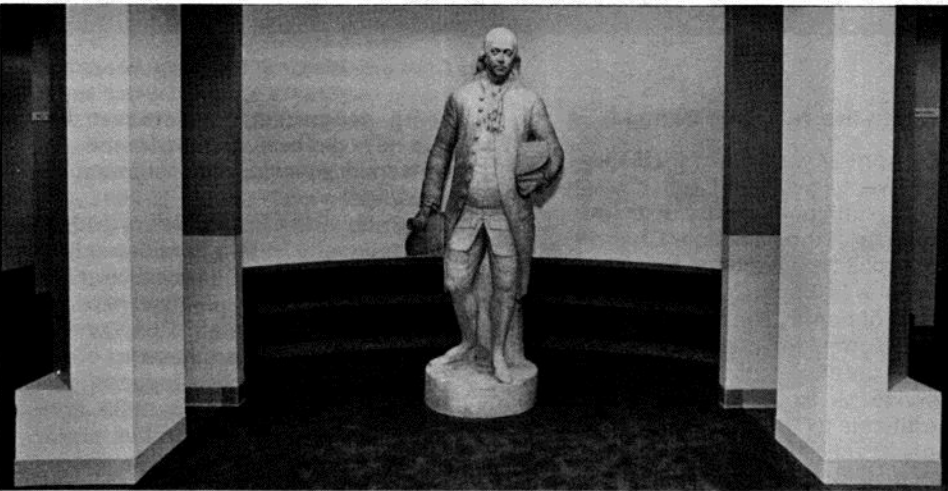
Support staff personnel required to work on either holiday will be paid the holiday rate—the employee's regular pay for the day plus one and one-half times the regular hourly rate for all hours worked.

For employees covered by collective bargaining agreements, the applicable provisions of each agreement will be in effect.

Benjamin Franklin in Stiteler Hall

No one is sure how long he lay in a graveyard in center city. When new purchasers bought the graveyard for commercial development, and found him, they gave him to the University of Pennsylvania; he was semi-interred under the stands of Franklin Field amidst rubble and rubbish, again for longer than anyone can remember. "He" is a statue of Benjamin Franklin executed in marble around 1850 by John T. Battin. The Facilities Development Department knew he was there and was searching for an appropriate setting for the larger than life size statue.

An opportunity arose when Stiteler Hall was renovated last year to house the Political Science Department. With an appropriate inscription chosen by department Chairman Henry Wells



Benjamin Franklin

"May the first principles of sound politics be fix'd in the minds of youth", the statue now graces a charming alcove on the second floor of Stiteler Hall. It is not a setting that would be seen by most people on campus unless they consciously sought it out. But it is certainly one of the more attractive spots on an increasingly attractive campus.

Clerical recruitment

The University is presently recruiting for secretarial and clerical personnel at area high schools and junior colleges. Anyone interested in interviewing these June graduates or co-op students already working on campus should get in touch with Marie Skelston (ext. 7285) in the Personnel Relations Employment Office.

Neighborhood Youth Corps Summer Program

Jeanne Johnson (Ext. 7154) has sent notices to directors, business administrators, and supervisors that the University will participate in the Neighborhood Youth Corps summer program for the sixteenth consecutive year. With a dearth of work-study jobs this summer, the interest from departments around campus has been intense. Two hundred and thirty-three local students have signed up (186 for the University and 47 for HUP), and this represents more than double the number who were signed up for the University part of the program last year.

The program begins with an orientation on the morning of July 6 and continues through August 21. While these students are younger than work-study students, and consequently have

fewer skills, they have proved their value to many offices over past years—as well as strengthening the University's ties with the community.

Congratulations are in order

Two members of the Employment Office of Personnel Relations are in line for kudos this month. Marie Skelston, who has worked for Personnel Relations for three years in many capacities during her undergraduate career here at Pennsylvania, is receiving her baccalaureate degree this month. Considering the many jobs she has done for Personnel Relations and the time she has devoted to them, one wonders how she has also managed to complete her degree requirements.

It is with sincere regret that the Employment Office notes the imminent departure of John Corboy, who has been in charge of technical referrals and placements, as of mid-July. But the regret is tempered with a sense of pride: John will be entering the School of Medicine of the University of Pennsylvania, and he has warm wishes

from the Personnel Relations Department as he embarks on a new stage in his career.

New Training Programs

Twenty University of Pennsylvania employees are currently participating in the *Clerical Skills Upgrading Program* (CSUP) which was initiated this spring by the Personnel Relations Department. The program, which began April 20, is scheduled for eight consecutive weeks and will conclude on June 12. Designed for entry-level clerical and secretarial employees, CSUP is intended to identify and train selected employees in order to: 1.) enhance the quality of their day-to-day work; 2.) increase their promotability within the University, and more specifically; 3.) increase their potential for movement into the mid-level secretarial positions within the University.

Employees participate in the program with the full support of their departmental supervisors. The employee's supervisor and program instructor together identify areas in which the employee needs improvements. Another important reason for the program's success is the involvement of Ms. Linda Haynes as program instructor. Linda is a professional educator with extensive experience in business education for adults.

Because of great demand, another course, *Business Communications*, was developed for those University employees who needed or desired to concentrate solely on the development of their written and oral English skills. This course is currently in progress and will last eight weeks with employees meeting twice a week for a total of twenty-four instructional hours. CSUP has two classes of ten students each which meet for a total of forty-eight instructional hours.

It seems likely that both the CSUP and the Business Communications course will occur during the summer with a starting date of June 29 or July 6. To inquire about a place in either program please call Linda Haynes (Ext. 5680) or Nancy Arnosti (Ext. 3400) in the Personnel Relations Department.

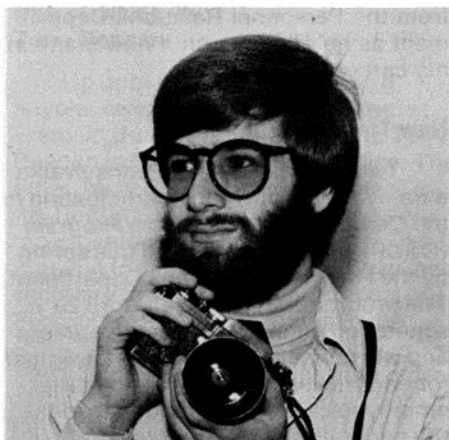
Personnel Relations Newsletter

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Photography by: Bruce Rosenblum

Edited by: Douglas R. Dickson
(243-6093)



Bruce Rosenblum

A Professional Photographer at Age Fourteen

With this issue, the *Personnel Relations Newsletter* bids farewell to its primary photographer. Bruce Rosenblum's first pictures for the *Newsletter* appeared in the March 1979 issue. He was a sophomore in FAS just starting out in his major program as a combined English/history major. But he was already a professional photographer, having sold his first picture to a local newspaper in his hometown (Belmont, Massachusetts) at the age of fourteen.

Since then he has done professional photography for a number of other publications, and if his long range plans develop according to his present intentions, he will look forward to a career in photojournalism. In his view, both the history and English education at Pennsylvania are pertinent to such a career, in learning how to relate pictorial work to textual material and historical perspectives.

For the next year, Bruce plans to travel, expanding his horizons (and working not so incidentally for a photographic agency to help subsidize the experience.) Our best wishes (and just a tinge of envy) go with him.



Dr. Fogg and Miss Glise with Marion F. Pond and Joseph S. Gots

Twenty-five Year Club Banquet

April 27 was a very special day for the Twenty-five Year Club. It was the twenty-fifth anniversary of its founding. In honor of the occasion, Chairman Joseph Gots invited the first Chairman, Dr. John M. Fogg, Jr., to attend as a guest of honor. The Executive Director of Personnel Relations presented him with a certificate of recognition for service. Mr. Robinson also presented a certificate to Miss Marjorie Glise, the non-faculty member of the staff with the longest continuous full-time active service to the University.

President Sheldon Hackney, the speaker that evening, emphasized the strengths and potentiality of the University which had led him to become virtually the newest member of the staff in attendance to join in celebration with those whose length of service was

being recognized. In fact he is so new that he is not even eligible for the University's new dental insurance coverage!

Following a fine dinner provided by the University Dining Services in the University Museum, a record number of new members of the Club were recognized. Later, Dr. Donald Murray presented the slate of nominees for office: Dr. Daniel O'Kane, to succeed Edward F. Lane as chairperson in 1982, and Miss Marion Pond for another term as secretary.

Have a happy summer!

Training Schedule

Summer 1981

Description	Upcoming Dates	Other Information	For Registration and Information Call:	
New Employee Orientation	May 22		Pat Scott	Ext. 7285
Resume Development	June 12 July 10		Pat Scott	Ext. 7285
Interviewing Skills	June 5 July 17		Pat Scott	Ext. 7285
Purchasing Orientation	May 20 June 3	First and Third Wednesdays	Dorothy Vaccaro	Ext. 4078
Weightwatchers	May 18 May 25	Mondays at 4:30 p.m. Room 2, White Bldg. HUP		227-3181 (HUP)
Cardiopulmonary Resuscitation (CPR)		Upon request— Individual or Group		227-4277 (HUP)