

From the Executive Director of Personnel Relations

Dear Colleagues —

Later this spring there will be open enrollment periods for University health plans and the dental plans as well. Detailed information will be distributed well in advance of the key dates, and I want to encourage all of you to pay careful attention to that information, check your present choices, and be prepared to make thoughtful decisions.

It has been disappointing to our staff to find that many faculty and staff do not pay attention to the mailings, and we then must reject requests for late enrollments! These limited enrollment periods are contractual with our carriers, and we do not have the flexibility to make exceptions.

We are here to serve the University community, and we do our best to provide complete and timely information for your consideration. We will appreciate your cooperation.

Gerald L. Robinson

Career Planning

On January 19, 1982 Dr. Marilyn Morgan, Assistant Professor of Management at the Wharton School, kicked off the Career Directions Series with an exciting presentation on Career Planning. The career planning approach she recommended was the rational approach—a goal and process-oriented model. In these times when individuals are looking more and more to having careers that make them feel good and worthwhile, she said that individuals must *manage* their careers rather than wait for things to happen.

If you are thinking about changing your career or moving into another phase of your present one, there are some questions you should ask yourself in preparation for setting your goals:

Where am I now? How did I get there?

Where do I want to be?

How do I get there?

What new information do I need to have?



Elizabeth Rosenberg

In order to answer those questions, there are specific career planning skills one should develop. Some of these skills are:

• **competencies in self assessment**—What things are important to me? What do I like to do? What are my strengths and interests? Many skills and interest inventories have been designed to help individuals in this process, and although self-assessment may seem an unnecessary step, you should not ignore it. It is a crucial beginning to managing your career.

• **methods to gather occupational information**—Once you determine skills that are important to you, you should research careers and organizations in which you can use those skills. *Libraries* house books and journals that supply information about all kinds of careers. The *information interview* involves meeting with people who are knowledgeable about a specific field during which you interview them for career information. *Networking* is the building of contacts through other people and securing information, advice and moral support from them. Developing a *political awareness* about the

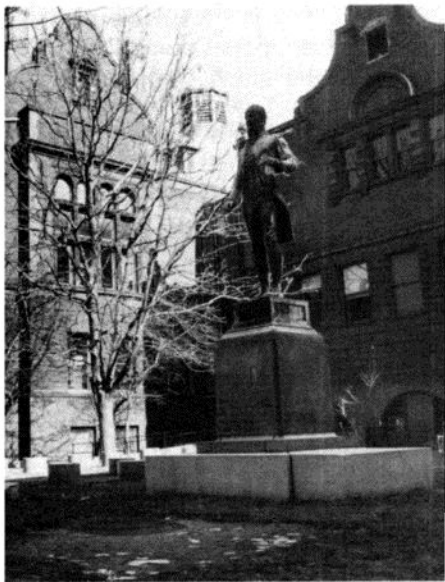
office or company that interests you is another important facet of data collection. What materials should I read? What names, faces, and job lingo should I learn? What is the history of the office or company and what is its current status?

When we think about the amount of research many of us do before purchasing a car or appliance, doesn't it make sense to research specific careers prior to deciding on the one for you?

• **goal setting and action planning**—This should not be a process of setting "New Year's resolutions" which will be quickly forgotten but rather the setting of specific measurable goals. What should I do this week? Whom should I contact? What is my twelve-month personal timetable? What strategies must I use to accomplish these goals? Writing down your goals and timetables and referring to this action plan on a regular basis can help to keep you on target.

• **risk-taking strategies**—You need to consider: What risks am I willing to take? Am I interested in assuming additional responsibilities in my current position? Am I willing to request feedback from my supervisor and take advantage of the comments I receive? Am I willing to return to school if necessary? Am I able to accept rejection in pursuit of my goal?

Career planning is an exciting, important, albeit time consuming process for those people interested in changing their present careers. This point was strengthened by Elizabeth Rosenberg, a career development specialist with the Free Public Library, who addressed the group on January 25. She stressed the importance of self assessment and then exploring various options in which to use the identified skills. She talked about the transferability of skills from one position to another as well as the importance of networking and establishing contacts. On file in the Training Division of Personnel Relations are some of the materials Ms. Rosenberg discussed as well as other information on career development. Contact Judy Zamost at extension 3429, if you would like to investigate these resources further.



John Harrison behind Hayden Hall

Around the Campus

Now that the ice and snow are melting, and in the hope that temperatures will soon be moderating, the time for looking about the campus for unseen corners is approaching.

One such corner is behind Smith Hall (known to students in the thirties as Hygiene Lab, where they had to report weekly for the required course Hygiene 5), where the statue of John Harrison, chemist, 1773-1833, presides over a hidden plaza bounded by Smith Hall, Hayden Hall, and the chemistry buildings of more recent vintage.

Hayden Hall, the present home of the Geology Department, has perhaps as varied a history as any building on campus. Old-timers may well remember it as the home of the School of Fine Arts. Probably there is no one still around, however, who remembers it in its original incarnation as the School of Dentistry; it was in 1915 that the School of Dentistry moved out to 40th and Spruce Streets, leaving its former home to the architects and others who made up the School of Fine Arts.

Guaranteed Mortgage Program

Effective immediately, the age limit for participation in the University's Guaranteed Mortgage Program with the Philadelphia Savings Fund Society has been reduced from twenty-five to twenty-one years.

Details of further changes in the program will be announced as they are available.



Grace Scott

Getting to Know You: Grace Scott

Grace Scott, secretary and receptionist for the Publications Office, is the first person seen by the many daily visitors to the Publications' quarters on the fourth floor of Logan Hall. Despite the often hectic pace of her job, she always greets them with a warm smile and hello.

It is less than a year and a half since Grace came to the University, after a number of years in the records office of Delaware County Memorial Hospital and as a secretary to a doctor in Drexel Hill. Although she enjoyed both jobs, the need to find employment which provided such benefits as medical insurance coverage and a retirement plan led her to seek work at the University. Even some of the lesser benefits are a joy to her. According to Grace, "It's wonderful to be able to take a personal day when I have things around home that need to be taken care of."

Like so many other members of the University staff, Grace started working after high school, took time out from work when her children were young, and is now working again—for salary. She enjoyed the years she spent running her household and raising her son and daughter. The benefits were great, and now that she is a grandmother they are even greater. During those unsalaried years in her home in Drexel Hill, Grace also built up friendships with neighbors and frequently visited people in the Delaware County Memorial Hospital across the street.

Grace is involved in many other local activities, such as the Upper Darby Forum. This non-profit organization brings such stars as Victor Borge, Tony Randall, and Jose Greco to the 2,000 seat auditorium of Upper Darby High School six times a year for the entertainment of local residents. Grace

also participates in mission work through the Drexel Hill Baptist Church and is a member of the Board of Managers of the Baptist Children's House.

One attraction of Grace's University job is its close proximity to her husband's job. He works at Presser's Hardware on 42nd and Market Streets. Although their hours do not exactly coincide, they are able to commute back and forth to Drexel Hill together, even though it means Grace gets to the Publications office very early many mornings. This extra time enables her to read and to settle in before the others arrive.

Driving with her husband, Dave, is also a vacation pleasure for Grace. So far they have made several trips to Florida and have seen much of the western part of the United States. On one memorable occasion, they flew to Denver, rented a car and covered 2500 miles of the far west—stopping in Salt Lake City for a family reunion with more than thirty of Dave's relatives, many of whom had not seen each other until they all got together to greet Grace and Dave.

Retirement is still years away, but Grace has planned projects that will fill up the many years after she leaves the University. Caning chairs is one of her activities, although she has little time for it now. Sewing work is another neglected activity that she hopes to catch up on. And there will be more time for church, the children's home, friends, and family.

In the meantime, Grace enjoys her work. She not only starts people through the Publications Office. She starts the paper flow as well, checking out requisitions and preparing the bags that carry all publications jobs throughout the process to completion. Typing and the telephone fill any remaining minutes.



Introducing: Gerri H. Walker

When Cynthia Latham left the Dental School to take up her new post as special assistant to the Executive Director of Personnel Relations earlier this month, her replacement as Assistant Director of Personnel Relations in the School of Dental Medicine was already taking over her desk and her office. Gerri Walker had arrived.

The way to the University of Pennsylvania should not be long for a native Philadelphian, but for Gerri it was by way of the University of Pittsburgh and Ghana. After graduating from the Philadelphia High School for Girls most of her time was spent in Philadelphia, however, at the Board of Education headquarters at 21st and Race Streets. There she started as a personnel trainee, worked as district administrator for a federal program in early childhood education (the subject of her Master's program at Temple), and most recently dealt with academic and professional non-instructional staff in the middle and elementary schools of Philadelphia as a member of the Board's personnel administration. If that sounds confusing, it is only because the nomenclature recognized in the school system is defined by the Pennsylvania state code and is somewhat different from the customary interpretations. Gerri was working primarily with school psychologists and other academically trained personnel who do not have teaching assignments.

Where does Ghana come in? Five years ago Gerri resigned from the Board of Education, her husband sold his business, and they set off with their daughter and son (aged nine and eight) to live for two years in Ghana. They were not on a mission; they just wanted to experience life in Africa. Gerri, though adaptable herself, was a bit worried about the children's ability to fit in.

Cynthia Latham and Gerri Walker

She needn't have been concerned. The day she took the trow-trow (local bus) to the American School with them, she found that they had preempted the seats by the driver as their permanent possessions, and she was accepted immediately because she was the children's mother.

Although they had not intended to become involved professionally at all, Gerri's husband found his business instincts coming to the fore, and soon he was working with the Ghanaian Tourist Board on the development of an amusement center. In one other way their plans changed; inflation was rampant (a chicken cost twenty-four Ghanaian cedis or about twenty U. S. dollars), so the two-year stay shrank to one. A trip home by way of the Ivory Coast, Liberia, and Senegal with extended stops in each, substituted for the planned second year.

Back in Philadelphia, Gerri went to work again for the Personnel Department of the School District and also undertook a doctoral program at Temple in Psycho-educational Process. She is a member of International Toastmistress Clubs, which gives her opportunities to speak and train groups. She speaks most often on the subject of self-development and exercising control over one's own destiny. She is more interested in how the group dynamics of people affect organizations than in the structures themselves. Gerri is also Vice-President of the Board of Trustees of the Metropolitan Y.W.C.A. and a member of the Black Women's Collective of America. When she finds time, she also reads and writes poetry.

Gerri's outlook is optimistic. She expects to enjoy her work at the University and the Dental School. Her positive outlook is based on a quotation she refers to often: "God is who you are, what you are, and where you are. And you can do something about it."

Your 1981 Personnel Benefits Statement

About the time this *Newsletter* is published, full-time permanent members of the University staff will be receiving their annual Benefits Statements. DON'T TOSS IT ASIDE WITHOUT LOOKING AT IT! Is your insurance amount what you expected it to be? Many people may have forgotten that they put a ceiling on their life insurance some years ago. Is your medical and dental coverage what you wish? There will be an open enrollment period later in the spring.

Until this year, many of the entries on the statement were calculated on the basis of December payroll data. For example, an individual's salary was multiplied by the Social Security tax rate of 6.65% to obtain the Social Security contribution for the year. But, since many salaries changed during the year, the figure printed represented neither the previous year's nor the next year's contribution exactly. This year, the contribution is taken from the year-end payroll data base (which is also the source of W-2 statements) and shows exactly what was paid in 1981.

Similarly, such items as health and dental contributions or payments to TIAA/CREF are shown as 1981 accumulated totals, not as twelve-month projections of the December payment. This should give you an accurate picture of your 1981 experience. But if there have been recent changes, or if you have worked less than a full year for the University, it will not predict 1982 experience.

Should you question any item in the Benefits Statement, please get in touch with the Personnel Benefits Office (extension 7281) between 10:30 a.m. and 2:30 p.m. on any working day.

Flyers Center Discount Cards

The Flyers Center, "Class of '23 Rink," will produce a discount card good for \$1.50 off each admission to the rink for all University employees and their families. This offer, which amounts to a one-half price discount during public skating hours, is good through May 1982.

Public skating hours are the following:

Wednesday	4:00-6:00 p.m.
Friday	8:00-10:00 p.m.
Saturday	1:00-3:00 p.m.
	8:00-10:00 p.m.
Sunday	1:00-3:00 p.m.

The Flyers Center will provide the discount cards; employees should present their University I.D. cards when requesting the discount card.

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:

Administrative Staff	
Edith Soherr, 13 years	School of Social Work

Louis Cole, 14 years	Physical Plant
George W. Croswell, 35 years	Psychology
Myrtle S. Dench, 13 years	Van Pelt Library
Eleanor Dixon, 13 years	Psychology
Catherine E. Escher, 16 years	Medical School
Yola Green, 14 years	Graduate School of Education
William L. Hoffman, 16 years	Radiation Safety
Elmar Jarvet, 30 years	Van Pelt Library
Anthony W. March, 22 years	LRSM
Mary Pauk, 22 years	Van Pelt Library
Mary C. Taenzler, 13 years	Wharton Evening School
Helen E. Whenry, 17 years	New Bolton Center

James Ayers, 34 years	Physical Plant
Stephen Barlow, 14 years	Physical Plant
Florence B. Blackston, 11 years	Physical Plant
Annie Bailey Brown, 18 years	Dining Service
Callie Jackson, 10 years	Physical Plant
Katie Leavell, 20 years	Physical Plant
Michael Nytiana, 16 years	Dining Service
Marion E. Ragsdale, 24 years	Physical Plant

During the next four weeks, there is one Penn Student Blood Donor Club date scheduled, to which all University staff members are welcome: Thursday, March 4, Hillel, 1:00-6:00 p.m.

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All of the above programs require advance registration. Interested participants should call the contact person to register. Registration is accepted on a first-come, first-served basis.