Memorandum

To: Tram Ng
From: Candice Milbourne Cozart, WPSA Chair
Date: February 26, 2007
Re: WPSA Status Report for February 28, 2007 Council Meeting

☐ One of our goals for this year is to publicize our organization. On February 9, 2007, we distributed our first issue of the WPSA Bulletin attached below. We received great feedback from our constituents and we are planning to produce this newsletter once a month throughout the academic year. Our next issue will be available the week of March 19, 2007. Please feel free to solicit your comments to candicem@pobox.upenn.edu.

Events
☐ Please take note of the many events we have planned this semester.

☐ We are currently organizing Career Week for all staff at Penn from April 2 – 5, 2007. During this week we will offer seminars every day on the following:
  ■ Career Advancement
  ■ Performance Evaluation Process
  ■ Managing Conflict @ Work
  ■ Educational Opportunities @ Penn

☐ We will host a Craft fair on April 6, 2007 at BRBII/III from 10am-4pm. Crafters will sell a variety of items such as jewelry, scented candles, and art work. WPSA will be selling Six Flags Great Adventure Family Day tickets and seasonal tickets. For more details please visit www.upenn.edu/wpsa/.

☐ We will also host an after work gathering at World Café live on April 6, 2007. We would love to see all of you there.

These events will be open to all staff and we will publicize more detail in the future.
Greetings from your Chair
Candice C. Milbourne Cozart

Become involved in University Council—Open Forum issues are always asked to be submitted. If you have an issue in mind please email me at can-dicem@pobox.upenn.edu and we can bring this to the attention of the President and Provost. Your input is always appreciated.

RECRUITMENT—
If you are interested in a Leadership position, please come out to attend our meetings. The WPSA is always looking for talented individuals interested in broadening their skills in this organization. This assembly is a resume builder and is respected within the Penn community. Do not let our organization go. Remember, if you won’t speak up for what you believe in, than who will?

Spring Meeting Dates:
January 31, 2007
12:30pm-1:30pm
Stitler Hall, Political Science Lounge 1st flr

February 20, 2007
12:30pm-1:30pm
Stitler Hall, Political Science Lounge 1st flr

March 15, 2007
12:30pm—1:30pm
Stitler Hall, Political Science Lounge 1st flr

April 19, 2007—ELECTIONS
12:30pm-1:30pm
Room 218, Houston Hall

Meeting Minutes

Since our last meeting - A Minute taking class is being offered at Learning and Education on February 28, 2007.

Please take advantage of this class in order to advance your skills.

Board Members—

We are working on recruiting more weekly-paid employees to step up their involvement in the organization. We have discussed raffles and door prizes for our meetings.

Try to bring one person with you to a meeting. Everyone’s point of view is welcome.
Did you know the WPSA is over 34 years old? The A-3 assembly’s (former name) first meeting was held on August 12, 1971 where approximately 100 weekly-paid employees voted to form the A-3 assembly. The Assembly was formed to be a representation of interested A-3 (weekly-paid) employees hoping to provide a communication mechanism which will serve to refer., comment on, and help in areas of concern to A-3 (weekly-paid) employees.

Some of the recorded highlights in the development of the A-3 assembly at the University of Pennsylvania:

- **Almanac, 10/26/71 A-3 Assembly: Independent and Open to All**
- **Almanac, 11/16/71 Harold Manley at A-3 Assembly Nov. 18**
- **Almanac, 4/18/72 A-3 Assembly Guidelines and Goals**
- **Almanac, 5/29/73 A-3 Election: Weyand, Kane, Emore**

This organization has initiated changes such as:

- Tuition benefits for weekly-paid staff
- Equal retirement benefits
- Health Insurance for all University Employees

The main problems we face are:

- Lack of communication
- Lack of consultation with the person who does the job
- Lack of incentive for excellence on the job

You ARE Apart of the WPSA!

You ARE Weekly-Paid Staff Assembly

It has come to our attention that many weekly-paid staff are not aware that they are WPSA. A WPSA member is a full-time, non-union, hourly paid worker. There are over 2,300 WPSA members across campus. Sheding this light- We hope all of you join us in our attempt to ensure equal opportunity for WPSA’s in our jobs, benefits, salaries, and University integration.

**NOTICE:** Although all Staff and University Employees are invited to participate in all WPSA social events, only those classified as WPSA members are eligible to hold elected offices in the WPSA and participate in WPAS executive board.

**WPSA Officers**

- **Chair**
  - Candice C. M. Cozart

- **Vice-Chair**
  - Steven Hauber

- **Vice-Chair Elect**
  - Doris Showers

**Secretary**

- Marcia Dotson

**Treasurer**

- Suzanne Oh

For more information, please visit our website at [WWW.UPENN.EDU/WPSA/](http://WWW.UPENN.EDU/WPSA/)
Events

Great Adventure:
The WPSA is sponsoring a sensational fun-filled, action-packed trip to GREAT ADVENTURE on Saturday, July 14, 2007. Come one, come all, bring your families and have a ball!

STAFF FAMILY DAY
The regular admission price to just Six Flags is $69.99 but if you join us for the day, you will receive entrance to the theme park, safari and all you can eat buffet for ONLY $45.00!! You can also upgrade to the Hurricane Harbor Water Park for only $10.00 more!!!

DEADLINE TO BUY TICKETS is JUNE 22, 2007.


GET A DEAL ON TICKETS NOW!! A $20.00 deposit (non-refundable) can hold your Staff Family Day ticket—balance due by June 22, 2007.

SEASONAL TICKETS
For those of you who cannot come in July, we will also sell seasonal tickets to be used any day between April and October. Tickets are for park admission and safari—ONLY $35.00!!

Tickets to Hurricane Harbor are ONLY $25.00!! These tickets do not include food.

FOOD For Family Day
The menu for the buffet for Staff Family Day includes: fried chicken, charbroiled hamburgers, 100% beef hotdogs, choice of (2) side dishes—potato or tossed salad, sauerkraut, fixing's bar, ice cream and beverages.

TRANSPORTATION
A bus will be available upon interest. Please contact Candice Milbourne Cozart at candicem@pobox.upenn.edu for more information.

“The difference between a job and a career is the difference between forty and sixty hours a week”
Robert Frost, Poet (1874-1963)

Career Week Craft Fair!

All are welcomed to join us for this great day on Friday, April 6, 2007 in BRB II/III Lobby from 10am-4pm.

Crafters will sell various items such as jewelry, handbags, candles, etc

Don’t forget to stop by our table for more info on the WPSA and meet the chair, Candice C. M. Cozart!!

All Six Flags Great Adventure tickets will be sold at this event.

For more information, please visit our website at http://www.upenn.edu/wpsa

If you know a crafter who would like to participate, please email me at candicem@pobox.upenn.edu

If you would like to become more involved in the WPSA or join the events committee, please email Marcia Dotson, WPSA Secretary at mdotson@sas.upenn.edu.
After Work Gathering

We will host an after work gathering on—
April 6, 2007 at World Café Live.
Discount happy hour and free parking at 5:30pm.
Come out and have a great time with us!

WPSA Career Week!

Monday, April 2, 2007
Career Advancement Techniques
Donna Showell-Brown, Recruitment and Gale Gibbons, Career Coach, will present tips on the recruitment process and interviewing.
12pm-1:30pm, Houston Hall, rm 218

Tuesday, April 3, 2007
Performance Evaluation Process
Sharon Moorer-Harris, Labor and Staff Relations, will discuss how to make the performance evaluation work for you.
12pm-2pm, Stitler Hall, Political Science lounge 1st flr

Wednesday, April 4, 2007
Managing Conflict in a Diverse Environment
Ralph Delucia, Affirmative Action, will speak on workplace etiquette and conflict resolution in the workplace.
12pm-2pm, Huntsman Hall, Rm F85

Thursday, April 5, 2007
Educational Opportunities @ Penn
Vanessa Saunders, Educational Opportunity Center, will present educational services offered at Penn for staff and continuing adult education. 12pm-2pm

Friday, April 6, 2007
Career Week Craft Fair!
BRB II/III Lobby from 10am-4pm
See details on page 3

Open to all staff!! Please come out and support these great events!!