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

The effort to produce a monthly newsletter for Weekly-Paid staff has been a huge success. We’ve received positive feedback and are hoping to continue this effort throughout the semester and beyond. Thank you all for your great comments.

The minute taking class held on February 28, 2007 was very successful with lots of positive feedback and a 99% attendance rate. Learning and Education Resources stated that they would run the program again because of the overwhelming response.

The Chair and Vice-chair had a meeting with VP of Human Resources, Jack Heuer and Learning and Education Resources Director, Beverly Edwards regarding staff admissions process and activity for the Stretch Program. We asked for some formal clarification on the admission policy for provisional admissions and Stretch. Jack Heuer stated that he will facilitate a meeting between our organization and CGS for further clarification on these topics.

We would like to thank all of the new weekly-paid staff who attended our meeting this month. It was refreshing to get new ideas on old topics. As a result of our meeting, we produced and distributed a voluntary survey on the usage of the tuition benefits for weekly-paid staff and received an overwhelming response from all participants. We are still gathering the data on this survey and we will produce a report by April 19, 2007 – Our election day.

We are still gathering names for nominees for the Executive board and General board memberships. Please email me at candicem@pobox.upenn.edu if you are interested in nominating yourself or someone for any of our open positions. For more details on the duties of each position, please refer to the newsletter below, or the Almanac.
Events

- We are currently organizing Career Week for all staff at Penn from April 2 – 6, 2007. During this week we will offer seminars every day on various items such as:
  - Career Advancement
  - Performance Evaluation Process
  - Managing Conflict @ Work

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.

On April 6, 2007 we will host a craft fair at BRB II/III from 10am – 4pm. This is sure to be an exciting turnout and discount Six Flags Great Adventure tickets will be available for purchase.

These events will be open to all staff and we will publicize more details in the future.

- We are also organizing a trip to Six Flags Great Adventure. Please keep Saturday July 14, 2007 open for this wonderful event. Seasonal tickets (tickets to be used any one day between April and October) will also be available for those who cannot join us on that day.
Greetings from your Chair
Candice C. Milbourne Cozart

Thank you for the great response to our first issue. We had tons of input and we really appreciate your support. Many administrators were very pleased with our efforts and we look forward to bringing you bigger and better things. If you took advantage of our tip and attended the Minute taking class, please give us some feedback and email candicem@pobox.upenn.edu. I would like to hear what your thoughts are about these types of classes and any suggestions on more.

DON'T FORGET TO PARTICIPATE! - Your participation is key to the success of this organization. If you have any issues regarding policies, benefits or just general inquiries, we would love to hear from you. Most of your suggestions do lead to action within the University. Please contact me if you are interested in any of our committees. We are currently trying to staff an Events Committee and an Issues Committee. Please see page 3 to nominate someone for a position on the board of the WPSA.

Thank you for all of your support.

Remaining Spring Meeting Dates:
March 15, 2007
12:30pm—2:00pm
Room 217, Houston Hall

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

May 31, 2007—Committee Member ELECTIONS
12pm—2pm
Room 218, Houston Hall

We are currently working on the following topics:
• Tuition benefits for staff who cannot attend the College of General Studies
• Short-term disability equality among Weekly-paid and Monthly-paid employees
• Asking for more input from Weekly-paid personnel on issues
• Greater communication among all employees
• Creating awareness on University programs and WPSA organization
• Getting more skills classes for Weekly-paid employees looking to advance their skills in the University

TO ADD SUGGESTIONS, PLEASE ATTEND OUR MEETINGS ABOVE—KEEP US CURRENT, KEEP US GOING
### APRIL 2007

#### WPSA Events for APRIL!

**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**  
**Defining your Career Choices through Education**
Vanessa Saunders, Educational Opportunity Center, will present educational services for staff and continuing adults.  
12pm-2pm, Houston Hall rm 218

**Friday, April 6, 2007**  
**Career Week Craft Fair!**
BRB II/III Lobby from 10am-4pm  
If you know a crafter who would like to participate, please email candidem@pobox.upenn.edu.  
Six Flags Great Adventure tickets will be sold at this event.

**AFTER WORK GATHERING!**
We will host an after work gathering at World Café Live. Discount happy hour and free parking @ 5:30pm  
Open to all staff!! Please come out and support these great events!!

**WPSA ELECTIONS**
**Thursday, April 19, 2007**  
Houston Hall Room 218  
12pm-2pm

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**APRIL 2007**

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**VOLUME I ISSUE II**  
**PAGE 2**
University Committee Updates

**Academic and Related Affairs**—shall discuss Admissions and Financial Aid, Bookstores, International Programs, Libraries, Recreation and Research.

**Campus and Community Life**—shall discuss Communications, Community Relations, Quality of Student Life, and Safety and Security.

**Facilities**—shall be responsible for keeping under review the planning and operation by the University of its physical plant and all services associated therewith, including transportation and parking.

**Personnel Benefits**—shall have cognizance over the benefits programs for all University personnel.

**Pluralism**—shall discuss ways to develop and maintain a supportive atmosphere on campus for the inclusion and appreciation of pluralism among all members of the University community. The Committee will also address specific diversity issues that may arise on campus.

We are currently looking for someone to attend meetings for the Campus and Community Life Committee.

If there is a topic you think the committees should discuss, please email mdotson@sas.upenn.edu so that we can bring this information to the committees' attention.

**University Council**—All staff are welcomed to attend a University Council meeting. These meetings are attended by the President, Provost and all University Steering leadership, including WPSA Chair and Vice-Chair. Issues are up for discussion in an open forum. You may submit open forum items to your chair at any moment. Also, all University Council committees report to these meetings at various times and questions can be asked to these committees as well. Please take the time out to attend these meetings. It is very important to see how the leadership of the University are handling different situations on and around campus. These issues always affect staff in some way and they are important to keep in mind. Some issues that affect us include benefits, University budget (raises), construction for campus expansion, and safety. If you are interested, the remaining meeting dates are March 28th and April 25th. The meetings are in Bodek Lounge, Houston Hall from 4pm-6pm.

If you would like to become more involved in the WPSA or join any of our committees, please email Marcia Dotson, WPSA Secretary at mdotson@sas.upenn.edu.

For more information, please visit our website at [WWW.UPENN.EDU/WPSA/](http://WWW.UPENN.EDU/WPSA/).
Who is eligible? Any full-time non-union weekly-paid employee is eligible to vote and run for office in the assembly.

Executive Board Members: 20 positions are available. The Executive Board Members participate in Executive Board meetings, and can serve on other University committees. From the membership of the Executive Board: the following positions will be elected for the coming year 2007-2008:

VICE-CHAIR: The Vice-Chairperson is the second executive officer of the WPSA. The Vice-Chairperson shall be the primary advisor to the Chairperson in University matters. In the temporary absence of the Chairperson, the Vice-Chairperson shall assume all duties and responsibilities otherwise handled by the Chairperson.

VICE CHAIRPERSON ELECT: The Vice-Chairperson shall be an advisor the Chairperson in University matters. In the temporary absence of the Vice-Chairperson, the Vice-Chairperson Elect shall assume all duties and responsibilities otherwise handled by the Vice-Chairperson. After one year of service, the Vice-Chairperson Elect shall serve as Vice-Chairperson.

SECRETARY: The Secretary is the third executive officer of the WPSA. The Secretary is responsible for all routine correspondence of the Board. The Secretary acts as Chief communications officer for the WPSA.

TREASURER: The Treasurer is the fourth executive officer of the A-3 Assembly. The Treasurer shall be held accountable and responsible for handling the finances and maintaining all financial records of the Board. Such records should be made available for audit upon request from the Board.

The home department and campus extension of the nominee should be included along with a brief bio (position, length of service, etc.). A supporting statement can be included, if desired. The current Executive Board will compile the names and contact the nominees. A list of candidates will be prepared and distributed to the WPSA membership prior to the election to be held on April 19, 2007 from noon-2p.m. in the Bishop White Room, 2nd Floor Houston Hall.

Questions on the nominating and election process can be directed to Candice C. Milbourne Cozart at e-mail: candicem@pobox.upenn.edu or phone: (215) 898-6993.

Discounts for Penn Staff

Trying to think of things to do this spring? Why not utilize your benefits by trying some of these activities?

- Penn faculty and staff enjoy free admission (with PennCard) to the Penn Museum, the Morris Arboretum, and the Institute of Contemporary Art, as well as discounted tickets at the Annenberg Center for the Performing Arts.

- Also, since the Please Touch Museum will be moving closer to our campus, you may want to take advantage of their membership discount to Penn employees. Information can be obtained at http://www.hr.upenn.edu/programs/attractions.asp

Idea Corner

Provide some feedback about the newsletter. Here are a few ideas we were thinking of. Please let us know how you feel about them.

- Hosting a Crab Feast event
- Selling or hosting a Hershey Park Family Day
- Hosting an overnight trip (Lancaster PA—Shopping and Hershey Park weekend excursion)
- Hosting a Bowling Party
- Starting a bowling league with fellow colleagues
- Hosting a shopping trip around Holiday time.