

# WOMEN'S VU

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A publication of the Margaret Cuninggim Women's Center, Vanderbilt University

X:3

## Computer skills deemed essential

Toby R. Winer

Associate Vice-Chancellor for Finance

Socioeconomic statistics from the Bureau of the Census indicate that the number of women in professional, managerial and technical occupations rose from 5 to 12 per cent between 1979 and 1986. Overall, women continue to earn only 70 cents for every dollar taken home by a man. If the pay gap between themselves and men is to be closed, women will need to increasingly pursue technical fields such as engineering, science, and mathematics.

In today's business environment, computer skills are virtually essential for women who desire advancement in managerial-level jobs. If more women obtain such skills, not only will there be an increase in the number of women managers, but the traditional gap in pay between men and women will ultimately be narrowed.

Vanderbilt is making efforts to hire into managerial positions, qualified women who have the necessary computer-related skills. In addition, women who gain additional computer-related training can develop both their skills within the context of their current jobs and advance within the university environment. This article both highlights some of the specific computer-related activities being performed by VU women and describes some of the educa-

tional opportunities available at Vanderbilt for staff and faculty members who want to learn how to use a computer.

Applications of computer technology fall into two broad categories: (1) applications involving personal computers, and (2) those involving mainframe systems. In the personal computer area, we have women involved with such everyday uses as spreadsheets and word processing. Women also use new applications such as desktop publishing, which allows the user to create documents combining text, graphs, charts, drawings and even photographs. On the mainframes, which are the workhorses of Vanderbilt's administration, women are actively involved with the three major applications: alumni and development, financial records, and student records. In addition to these major applications, women provide the instruction for courses which either train new employees to use personal computer/mainframe applications or further develop the skills of existing personnel.

**Personal computers.** Common uses of pc's are word-processing and the development of financial spreadsheets. Word-processing involves document text preparation as opposed to the traditional typewriter which is character oriented. Word processing enables those without traditional typewriting skills to efficiently produce text: I used it to prepare this document, for example. A further savings in time was achieved when I gave a copy of my disc to Judy Helfer, Editor of *Women's VU*, for her editing before sending to typesetter.

Financial spreadsheets are important aids in



Toby Winer in her office, 421 Kirkland Hall.

budgeting, financial analysis for new capital projects, and many other applications. Charlene Boyer, from the Deputy Provost's office, and Ginny Featherston, from Accounting, use financial modeling software for resource allocation and prediction of financial outcomes for the various divisions of the University.

Desktop publishing has recently been applied in the office of University Publications. Skip Higgs, Director of University Publications, uses desktop publishing in her department to typeset the *Registry* and catalogs for each of Vanderbilt's schools. Sarah Teague, Editor of *Vanderbilt Register*, is beginning to learn desktop publishing to prepare that university publication.

**Mainframe Applications.** Carol Booker has developed a database to maintain information about the appointments and degrees of faculty and staff who appear in the *Registry* and school catalogs. Another database, jointly devised by Betty King and Debbie Walko of Schedules and Reservations, records the scheduling of campus-wide facilities such as meeting rooms, athletic fields and dining areas. The development and implementation of the Integrated Financial Information System, a set of six software packages which will eventually become the basic mainframe information system of the University, features the involvement of several women including myself, Betty Dugan, the Associate Controller, and Sherlyn Kersey, Manager of Systems Applications. It is expected that many managerial and computer-related opportunities will result from the implementation of this system.

In addition to applications such as those described above, women also are actively involved with the management of Vanderbilt's administrative computing resources. Sherlyn Kersey manages a technical staff of ten and is responsible for both the payroll and financial systems. Phyllis Nash is involved with retail management at the highly successful campus computer store.

The Vanderbilt Information Center, located in the Baker Building, was instituted to provide advice to both current and prospective users in making... (Continued on page 2)

### Safeguards for PC User

#### Good Operational Habits

- Backup your programs and data regularly. If data is erased accidentally or your disk becomes unreadable you may easily restore from your last backup.
- Keep your work area free from food and drink. Even scraps of pencil erasers, smoke and other abrasives can damage diskettes. Keep diskettes in their envelopes and storage boxes.

#### Security Precautions

- Keep your diskettes, manuals, and your equipment as secure as possible to discourage theft and vandalism.

- Protect against unauthorized access by changing passwords/lockwords regularly.
- Connect your equipment to the electrical power through a power strip with surge protection.
- When lightning is in your area, turn off the power and unplug any communication cables. Cables should be marked to facilitate reconnection.
- Avoid placing your diskettes near telephones, calculators, or other magnetic fields.

Prepared by Roy Newsom and Toby Winer



## In the news

According to UCLA's annual survey of college freshmen, the last three years have actually shown a 20 per cent drop in the number of women who say they plan to enter the field of engineering. The declining interest in engineering among women parallels that for men.

Kenneth Green, associate director of the UCLA Higher Education Research Institute, says that student interest in the technological professions appears to have peaked, while interest in business careers continues to rise.

— *Newsweek on Campus*  
September 1987

**Hidden Money.** Financing a college education, undergraduate or advanced, is becoming increasingly difficult as federal funding dwindles. There is, however, a significant amount of money out there and often from the most unexpected sources.

In October, *Ms* magazine published some good examples listing both amounts and where to write for more information. Included are the following scholarships for female undergraduate students:

- \$500 American Geophysical Union
- \$1,000 Society of Women Engineers
- \$1,000 The Business and Professional Women's Foundation.



(Continued from page 1)

ing decisions about automation. The Center is staffed with personnel experienced in all areas of data processing. These include, but are not limited to, equipment selection, data communications, microcomputers, mainframes, distributed data processing, software selection and education. Information about classes can be obtained by calling Ruth Owen at 322-2966.

In addition to the Information Center, Vanderbilt's tuition program provides for women to continue their formal training. Through Personnel, the Office of Training and Organization Development sponsors courses in management to integrate technical skills with the interpersonal and professional skills which are requirements for effective managers. As more women are moved into management, they will serve as mentors to provide counseling and support for others.

Women are beginning to provide the high level of skills needed to manage higher education. To continue this progress, women are encouraged to utilize the educational opportunities on campus for improving their skills and furthering their careers.

*Toby R. Winer is Associate Vice-Chancellor of Finance for Vanderbilt University and serves on the Women's Center Advisory Board.* ■

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Additional scholarships for female graduate students are:

- \$1,000 National Women's Studies Association
- Five \$500 awards from Association for Women in Science Education Foundation
- Numerous awards and amounts from The National Association of Black Women Attorneys.

For a copy of the complete article, call the Women's Center at 322-4843.

— *Ms*, October 1987

**Higher Education Facts and Figures.** A recent publication from the American Council on Education (ACE) profiles the state of the academy. Among its findings concerning women and minorities:

1. Today 286 colleges and universities have a woman as chief executive officer. This represents about 9% of all institutions, up from 5% in 1975, when 148 women held such positions.

2. Overall, full-time women faculty continue to be less likely to hold tenure than their male counterparts. This is because men are disproportionately in the upper ranks of faculty, while women are over-represented in the lower ranks. In 1984-85, 49% of women faculty were tenured, compared to 71% of men.

— *On Campus With Women*  
Summer 1987

**Double whammy of Age and Sex Discrimination.** Although the Age Discrimination in Employment Act of 1967, its amendments, and laws in 48 states protect workers from age discrimination, some employers continue to discriminate.

Research findings show that women workers in their 50's and 60's function as well or better than workers in their 20's and 30's, are more dependable, have better attendance records, do as much work, and are more likely to remain with the company than younger workers. But this positive picture does not prevent discrimination in some insidious ways; for example, *requiring a college degree will eliminate 88% of women over 45.*

— *Eleanor Smeal Report*  
8/27/87

I am convinced that we must train not only the head, but the heart and hand as well.

— *Madame Chiang Kai-shek*

- *Working Women* magazine, edited by Anne Allegen Smith, is now the U.S. business magazine with the largest circulation.
- 8% of today's surgeons are female (This is a 500% increase from 1970 to 1985.) 51% of these female surgeons specialize in OB/GYN.

— *Career Opportunities News*  
September 1987

## It's your health



**A West Virginia study of women aged 50 to 63 found that a six-month walking program (two miles a day, four days a week) produced significant improvements in the cardiovascular and muscular systems, comparable to those produced by an aerobic dance program.**

**The whys and hows of mammograms.** It's estimated that half a million American women may have undiagnosed breast cancer. Thus the American Cancer Society recommends that between the ages of 35 and 40 a woman should have her first, or base-line, mammogram against which all subsequent mammograms can be compared. Before age 50 she should have an x-ray done every two years, and thereafter, on an annual basis.

A mammogram is painless, but expect a bit of momentary discomfort. For the best picture, the breast has to be pressed firmly between two special plates. You may want to make the appointment for the first week after your period to avoid premenstrual tenderness.

Try to overcome any fear of mammography. Most mammograms don't uncover anything. The whole process is likely to be uneventful, even boring. If the mammogram does find cancer, remember that mammography can detect the cancer at its earliest, most treatable stage.

— *University of California, Berkeley Wellness Letter*, October 1987 ■

**Working mothers.** Mothers are returning to work sooner after giving birth than ever before, and the so-called "typical" American family — husband as earner, wife as homemaker and two children — now accounts for only 3.7% (2.4 million) of the nation's families. By March, 1987, 51.9% of mothers with children one year old or younger were in the labor force. Five years earlier the rate was 43.3% and ten years earlier it was 31.6%.

**Divorced mothers with children under 18 years of age were most likely to be in the labor force (80.4%).**

— *Women's Times*  
August 25, 1987 ■





## In the library

Each month you can plan to look in this location for news about the Women's Center Library. For this month we thought you might like to have an overall description of the offerings of the library. Future issues will deal with specific holdings.

Although the Women's Center Library is small, it serves an important purpose. The holdings are related to women's issues and chosen to complement, not duplicate, those in the Jean & Alexander Heard Library. We have a number of periodical subscriptions that are not found elsewhere on campus. Some of these are *Connexions*, *Eleanor Smeal Report*, *Minerva*, *The Moneypaper*, *off our backs*, *Southern Feminist*, *Women of Power*, and *WWR-WEAL Washington Report*. There are 25 periodical subscriptions; none of these circulate, but you are welcome to read them in the library.

A unique resource the library offers is an extensive vertical file collection. The information fills ten filing drawers and includes newspaper and magazine clippings, brochures, essays, newsletters, pamphlets, catalogs, and bibliographies. These cover a wide range of topics, such as abortion, health, rape, affirmative action, child care, economic issues, women in business, sexual harassment, and education. The files have been indexed to provide easy access for library users.

While the majority of our circulating book collection was donated from the personal collections of Nancy A. Ransom and Sheila Tobias, a few have been donated by other persons or purchased by the Women's Center. We have approximately 600 volumes. Some subjects represented are anthropology, art, business and labor, education, humor, law, literature, medicine and health, politics, and sociology. There is a small, non-circulating reference collection and a few cassette and video tapes which may be checked out.

Faculty, staff, and students may check out books for a two week period, and may renew for a second two weeks. Faculty may place books on reserve for their courses and use the library as a reserve reading room. Alumnae/i and the community at large are welcome to use the resources of the Women's Center Library, but may not check out books.

Suggestions for potential purchases are welcomed by Katy Ginanni, Librarian.

Come by the library Monday through Friday, 8:30-4:30.

# Women's center programs

Call 322-4843 for further information on the programs listed below.

**BOBBIE ANN MASON** will read her recently published short story, "Midnight Magic," on Thursday, November 5, 3:30-4:30 p.m. and be available for questions. We hope you will join us in Room G23 of the Divinity School for a unique opportunity to meet this well known author. This reading is co-sponsored by the English Department.

**Women of Courage:** "... believe I'll run on" is the title of a lunchtime forum, Thursday, November 5 in Room 118 of Sarratt at 12:15 p.m. Sharon Fluker, Assistant Dean of Admissions for Minority and Women Students in the Graduate School, and Renita Weems, Instructor of Hebrew Bible in the Divinity School, will lead the forum. By using creative writings, recordings and slides, they will highlight selected portraits from the Radcliffe College Black Women Oral History Project.

The Women of Courage exhibit now in Sarratt Gallery focuses on fifty-five women of African descent from the early and middle decades of the twentieth century. Our speakers will help us look back and understand previous generations of women who have made significant contributions to American society.

Persons from off campus will find parking space available in the new athletic parking garage off 25th Avenue S., next to Memorial Gymnasium. Everyone is welcome. Bring your lunch, if you wish.

**Self-Defense** is the topic Tuesday, November 10 at 4:30 p.m. in Mr. Hebs in the basement of Carmichael Towers East. Donna Pence, special agent of the Tennessee Bureau of Investigation, will show you how not to be a victim, practice a few self-defense moves, and give ways to do "risk reduction." With thirteen years in law enforcement and a graduate of the FBI National Academy, Donna is well qualified to lead us in an awareness of living with security while not altering our lifestyle. Interhall and Panhellenic Council are also sponsoring this event. Refreshments will be served.

**A New Employees Brown Bag Lunch** at the Women's Center on Friday, November 13, from noon to 1:30 p.m., is open to anyone who would like to learn more about the services available and to meet new employees. Bring your lunch. Drinks will be provided.

### QUICK!

Can you name ten important American women of the nineteenth century? If you need some suggestions, see page four.

Bobbie Ann Mason's *Shiloh and Other Stories* is the November 16 selection of the **Book Group**. The group meets monthly in the Women's Center, from 5:15 to 6:15 p.m., and welcomes new members. Light refreshments are served.

Tuesday, November 17, from 4-6 p.m. the **Dissertation Writers Group** will meet at the Women's Center. Women in all schools and disciplines are encouraged to attend.



**Dutch Treat Lunch** group will meet Thursday, November 19, at 12:30 p.m. in room 139 of the Divinity School. Toby Winer, Associate Vice-Chancellor of Finance, will discuss "Succeeding In Financial Management." Lunch may be purchased in the Refectory and taken to room 139. Coffee will be provided.

**Women's Week Committee** meets weekly on Thursdays from 5 to 6 p.m. in the Women's Center. Students who wish to be a part of the planning for Women's Week activities, March 21-25, 1988, are welcome to join.

"**A Taxing Experience**" is the title of Nashville CPA Sandra Lewis' seminar, Wednesday, December 9th from 6:00 to 8:30 p.m. Ms. Lewis will have information about the 1987 income tax to help you save tax dollars and plan for 1988. Some of her topics include: "kiddie tax," automobile deduction, possible home office deduction, interest expenses allowable, expensing business assets, depreciating business assets, and changes in real estate taxation.

Many of you have attended Sandra Lewis' previous seminars. She tells us there is a lot more to be learned. In spite of the deletion of many deductions, there still are ways to reduce your tax bill.

So that we can make plans for the appropriate size room for the seminar, please call the Women's Center to indicate your interest. Registration forms will be mailed mid-November. Prior to December 1, the registration fee is \$5.00. Late registration (after December 1) is \$8.00.



# Announcements et cetera

November 10 Planned Parenthood Association of Nashville offers a course entitled, "Talking About Self-Esteem" from 6:30 to 9:00 p.m., \$15 fee. On November 13 and 14 another offering is "Stork Stories Are For The Birds: Sexuality Education for Young Children," fee \$30. For more information call 327-1097.

Planned Parenthood of Nashville has recently elected Nancy A. Ransom as President of the Board of Directors for 1987-88.

The oldest and largest voluntary family planning agency in the U.S., Planned Parenthood, has 187 community-based affiliates which provide medical, educational, and counseling services to more than three million individuals each year.

Planned Parenthood is an advocate of reproductive rights for everyone regardless of race, age, sex, disability, or economic circumstances.

From page three

## 10 Important American Women of the 19th Century

Some possible answers: Angelina Grimké, Sarah Grimké, Lucretia Mott, Elizabeth Cady Stanton, Susan B. Anthony, Carrie Chapman Catt, Sojourner Truth, Harriet Tubman, Charlotte Perkins Gilman, Lucy Stone, Frances E. W. Harper, Clara Barton, Jane Addams, Antoinette Brown, and Louisa May Alcott.

Y.W.C.A. offers a "Writing Your Will" course taught by Attorney Cleve Weathers, November 2, 7-9 p.m., fee \$10. On November 10, 6:30-8:30 p.m. Peg Self, CPA, will discuss "Tax Reform" and answer questions, fee \$20. Call 269-9922 for details.

## Reminders of Lady Commodores Events:

*Cross Country* SEC Championship Meet (Percy Warner Park, 10 a.m.) Monday, Nov. 2  
*Basketball*, Exhibition Game with Soviet Union National Women's Team, Nov. 5, 7 p.m.\*  
*Soccer*, Arkansas-Fayetteville, Nov. 8, noon  
*Swim*, Alabama A & M, Nov. 6, 7 p.m.  
*Swim*, Emory, Nov. 14, 1 p.m.  
*Swim*, Tennessee, Nov. 20, 5 p.m.

\*Vanderbilt Women's Basketball Team has been pre-season ranked as tenth in the nation by Street and Smith! Should be an exciting season to watch. Their first home game is December 1, 7:00 p.m. against David Lipscomb.

## Woman's Center at the West Side Hospital Programs

- "Incontinence," November 3, L. Dean Knoll, M.D.
- "A Family Support Group: Caring For Elderly," November 9
- "Hypertension and Cholesterol," November 17, John Hollifield, M.D.

These three free programs will be held in the auditorium at 2201 Murphy Avenue. For more information call 340-6500.

**Appleworks** continues courses in aerobics, body work, yoga, tri-fitness, massage therapy, weight training, and a new Walk-Run Club. A Weight Management and Lifestyle Change Program begins weekly meetings November 30 through February 29. This "Weight To Wellness" program includes metabolic test, fitness test, underwater weighing, exercise prescription, nutrition, education, and behavior monitoring in its weekly meetings on Tuesdays or Wednesdays from 7:00-8:30 p.m. Fee is \$210 for employees. More details at 322-4751.

"Women of Courage" exhibit continues through November 9th in Sarratt Gallery. This traveling exhibit from Radcliffe College includes fifty-five of the participants in the Black Women's Oral History Project as photographed by Judith Sedwick.

The exhibition at Vanderbilt is sponsored by Sarratt Student Center with support from the Bishop Johnson Black Cultural Center, Office of the University Chaplain, the Racial Environment Project, and the Vanderbilt Women's Center. (See page three for a program on November 5 in connection with this showing.)



"Attila The"

## Barbarians

H. M. Smith  
 Budget Analyst  
 Phoenix, Arizona

I work at a male-dominated agency for the military, where professional women and civilians have limited influence. Unenlightened male employees often address female colleagues as "Hon" or "Darlin." Bristling from false endearments and the attitudes that come with them, I patiently but fruitlessly extolled the value of referring to employees by name.

Finally my temper flared. The next time I was called "Hon," I replied, "You may call me 'Hon' — but only if you preface it with 'Attila The.' "

— Savvy  
 May 1986

Edited by Judith T. Helfer

TO RECEIVE YOUR OWN LABELED COPY OF WOMEN'S VU return the form below or call the Women's Center, 322-4843, to place your name on the mailing list.

Monthly newsletters, excluding July and August, are sent upon request to all students free. Newsletters to faculty and staff at campus addresses are free. For non-student, off-campus addresses there is a \$3.00 fee for one year. Please make checks payable to Vanderbilt University Women's Center.

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Department \_\_\_\_\_

Address \_\_\_\_\_

Campus phone \_\_\_\_\_

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