

Almanac

Tuesday, July 12, 1983

Published by the University of Pennsylvania

Volume 30, Number 1

Trustees: Performance and Plans, Reelections and Tributes

Ending Fiscal Year 1983 with a surplus of \$1,463,000—which the Trustees voted to allocate to the in-house support of research—the University starts FY 1984 with a budget of over

\$689,000,000. (See page 2 for details on both.) Also coming up is a project known as “Building Penn’s Future,” approved by the Trustees in preliminary form to set the stage for raising

over \$130,000,000 in the mid-eighties to strengthen the University selectively. (For the five priority areas chosen, and for back-up reports on gifts this year and the energy savings breakthrough, also see page 2.)

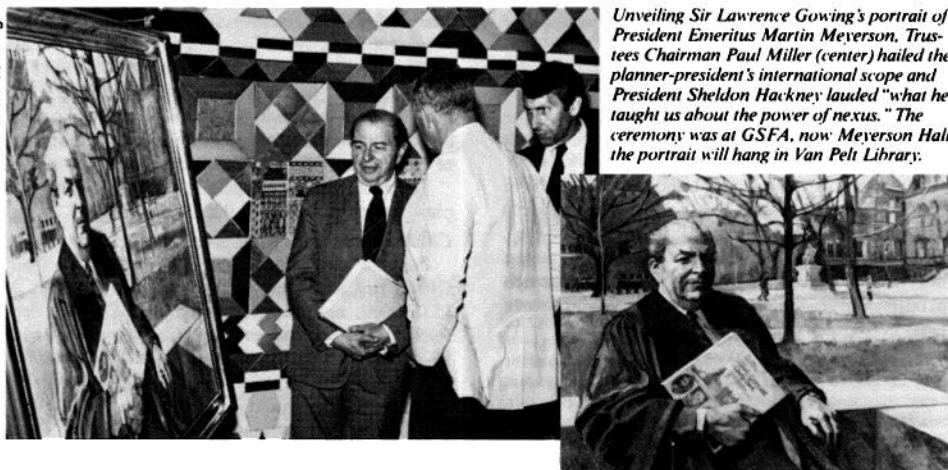
In other actions during the two-day full board meeting June 16-17:

Reelections: Paul F. Miller, Jr., was reelected for a sixth year as chairman, and Paul Lyet and John Eckman reelected vice chairmen, of the Trustees. Mr. Miller announced the make-up of the Executive Board (to be published) and the Trustees passed two resolutions affecting faculty/student interaction with the Trustees. One is the long-discussed document on the make-up of consultative committees to the Executive Board as it elects new presidents, and the other a clarification of Trustee committees that do or do not have faculty and student liaison members.

Tributes: In addition to passing a resolution naming the Graduate School of Fine Arts’ 34th and Walnut Street home after President Emeritus Martin Meyerson—and unveiling his portrait (left) at the first major gathering in Meyerson Hall—the Trustees also paid tribute to Emeritus Trustee I. W. Burnham, unveiling his portrait bound for the classroom named for him at Steinberg Hall-Dietrich Hall. Memorial resolutions were passed for two late Trustees—the Hon. Thomas S. Gates and Henry S. McNeil—and resolutions of appreciation were given for two recent alumni Trustees leaving office—Sara Spedden Senior and William Marquardt.

To Come: Among the faculty actions approved were University Professorships for Dr. Aaron T. Beck of psychology and Dr. Anthony F. C. Wallace of anthropology. Details of these and of new chairs in nursing and engineering, to be held respectively by Dr. Ann Burgess and Dr. Armand Joshi, will run in the fall.

Randall K. Schilling



Unveiling Sir Lawrence Gowing's portrait of President Emeritus Martin Meyerson. Trustees Chairman Paul Miller (center) hailed the planner-president's international scope and President Sheldon Hackney lauded "what he taught us about the power of nexus." The ceremony was at GSFA, now Meyerson Hall; the portrait will hang in Van Pelt Library.

Press Director: Tom Rotell

Thomas M. Rotell, director of the Teachers College Press at Columbia University since 1977, has been named as the new director of the University of Pennsylvania Press. The announcement was made by University President Sheldon Hackney.

Mr. Rotell, who has worked in educational publishing for 26 years, succeeds Maurice English, who is retiring after three years.

“Tom Rotell was the unanimous selection of the Search Committee,” President Sheldon Hackney said in announcing the appointment, “and we are confident that he will build on the outstanding record of accomplishments set by Maurice English.” Provost Thomas Ehrlich added, “The University of Pennsylvania Press is an essential component of our University. We have great expectations for the Press under Tom Rotell’s leadership.”

At Teachers College Press, Mr. Rotell was responsible for expanding title production from 20 titles a year to the current 80, and for significantly increasing market penetration and operating revenues. Works ranged from scholarly monographs to professional, reference, text, and trade books in education, business, humanities, social sciences, and the biological and physical sciences. Under his leadership the financial condition of the Press improved from

one showing heavy losses requiring subventions from the College to its present condition of being completely self-supporting.

Former Director Maurice English served as interim director for two months in 1979 before being named to his permanent position in December of that year. When Mr. English took over, the Press was on the verge of being shut down; but under his direction it has had a renaissance in which both titles and revenues tripled in three years. During his tenure *Sister Carrie* was released for the first time in its original form, and *The Diaries of Theodore Dreiser* and Erving Goffman’s *Forms of Talk* appeared with critical acclaim. Mr. English had come out of retirement as director of the Temple University Press, which he had founded, to revive the U. of P. Press.



Heading the Press: Tom Rotell

P.R. Office, Teachers College

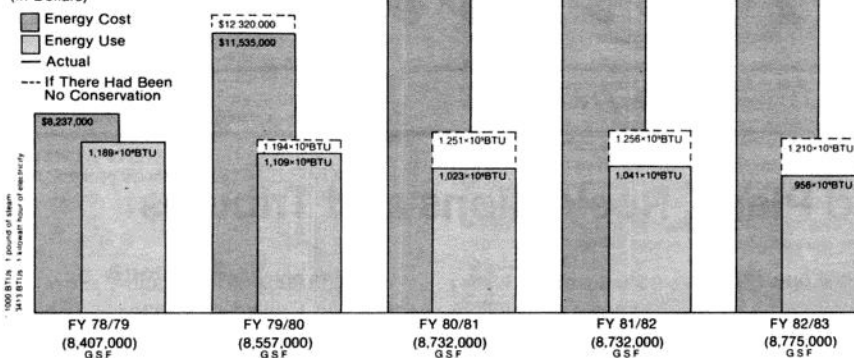
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Two things that helped build the FY 1983 surplus (right) were an increase in gifts and subscriptions (from over \$45 million last year to a projected \$54-55 million) and a breakthrough in energy management: Cost-avoidance blossomed into actual bottom-line savings as shown in this exhibit from the Energy Management Annual Report, bringing 1982's \$15,268,600 down to 1983's \$14,182,000.

Energy Costs and Consumption (Hospital Not Included)

Total Steam and Electric Consumption
(in Billions of BTUs*)
Total Equivalent Steam and Electric Costs
(in Dollars)



Building Penn's Future: Five Core Areas

On June 17 the Trustees adopted a preliminary plan for raising new endowment and capital funds, summed up in a 16-page Development Office report called "Building Penn's Future". Below is an excerpt from the introduction. The report goes on to list approximate price tags of \$35.5 million for named professorships plus \$1.5 million each to endow the nine deanships not now named; \$25 million in student aid; campus life facilities totalling \$26.4 million; and innovative programs adding up to \$20 million. It summarizes School and Center campaign plans now approved for Law, Medicine, Dental Medicine and the Museum, and advises that plans are being developed for Annenberg, GSE, GSFA and SSW.

In the next three years the University of Pennsylvania will make special efforts to strengthen the quality of its undergraduate education while continuing development initiatives for the graduate and professional programs and resource centers. The University administration and its development staff will devote particular attention to the basic needs of the four undergraduate Schools ... and to those aspects of campus life that contribute to a Penn education... Our strategy recognizes that the quality of under-

graduate education is inextricably linked to first-class graduate programs. We will strive to increase support for graduate fellowships to attract outstanding students and to improve the quality of our research facilities.

The course we are charting builds on the success of Program for the Eighties, but with a particular focus on the areas that benefitted least from that five-year, \$255 million effort: the core needs for faculty in the four Schools with undergraduate programs, research facilities, and student assistance.... We intend to seek funds in five core areas:

Endowed Professorships—to enhance the quality of the faculty and to promote academic innovation in ways that directly strengthen undergraduate education.

Research and Scholarly Resources—to provide students and faculty with the equipment and facilities needed for learning in classrooms, laboratories, and libraries.

Student Financial Assistance—to ensure student quality and diversity.

Campus Life Facilities—to improve our student services, residences, dining halls, and athletic and recreational facilities as vital to the quality of University life.

Selective Innovation—to strengthen our leadership in interdisciplinary research and education through new programs in plant science, computer science, bioengineering, and international management and culture.

Mr. Gazzero's financial report to the President, given at the Trustees Stated Meeting June 17.

FY 1983: Budget Surpluses

Based upon ten months actual performance (through April 30, 1983), we project a General University surplus of \$1,463,000*, exclusive of the \$347,000 High Rise and Graduate Hospital deficit amortizations. This significant increase of \$625,000 over the \$838,000 projected surplus reported last month is primarily attributable to increases in undergraduate, graduate, summer, and special program tuition, while savings in utilities and operating interest expense, together with gains in Temporary Investment Fund income, continue to hold up well. I do want to point out that this projected surplus, while expressed in dollars, represents one half of one per cent (.5%) of the University's unrestricted budget and one third of one per cent (.33%) of the combined unrestricted and restricted budgets.

We are projecting a shortfall in unrestricted revenues of \$1,700,000 and projected expenditures of \$3,510,000 less than budgeted, thus resulting in the projected surplus of \$1,463,000 after taking into account the mandated repayment of \$347,000 as previously mentioned.

Hospital of the University of Pennsylvania

For the nine month period ending March 31, 1983, the Hospital had an excess of revenue over expenses of \$5,921,000, which was \$3,202,000 greater than budget, and included \$2,460,000 from operations and \$3,461,000 of non-operating revenue, comprised of unrestricted gifts and endowment income.

The Hospital does expect to have an overall surplus of approximately \$6,000,000 at year end.

Clinical Practices at the University

For the nine months ending March 31, 1983, CPUP had an excess of revenue over expenses of \$5,034,000, and the Education and Development Fund balances increased on a net basis from \$6,305,000 to \$7,690,000, an increase of \$1,385,000.

A reasonable projection would suggest that each of these activities would improve at year end.

In summary, the General University projects a \$1,463,000 surplus. HUP projects a \$6,000,000 surplus, and CPUP performance is projected to be in the \$6,000,000 range equal to HUP's projected performance.

— Paul Gazzero, Jr.
Vice President for Finance

*After applying \$347,000 to the Hi-Rises and Graduate Hospital, the remainder of this surplus will go to research needs—roughly \$800,000 to the in-house Research Foundation and about \$600,000 for renewal and replacement of research laboratory space.—Ed.

Rest of Summer

Almanac will be closed the second and third weeks of August, resuming full-time staffing August 22 to prepare the September 6 and 13 issues. If downstairs doors are locked, phone Ext. 5274 to be admitted or drop off copy. Enjoy the break.—K.C.G./M.F.M./L.M.F.

Almanac

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Philadelphia, Pa. 19104
(215) 898-5274 or 5275.

The University of Pennsylvania's journal of record and opinion is published Tuesdays during the academic year and as needed during summer and holiday breaks. Guidelines for readers and contributors are available on request.

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Selected Budget Highlights, FY 1984

(in thousands of dollars)

	FY 1983 Budget	FY 1984 Budget	% Change
Unrestricted Revenues			
Tuition and Fees	142,000	156,889	10.5
Commonwealth Appropriations	23,042	23,503	2.0
Investment Income	4,257	4,771	12.1
Gifts	5,452	6,213	14.0
Indirect Cost Recoveries	32,435	32,824	1.2
Sales and Services	44,509	48,016	7.9
Other Sources	3,721	5,627	51.2
Total Unrestricted Revenues	255,416	277,843	8.8
Unrestricted Expenditures			
Compensation	117,309	124,813	6.4
Salaries & Wages	27,526	33,729	22.5
Employee Benefits			
Current Expense			
Energy	18,496	18,633	0.7
Interest, Insurance, etc.	9,230	9,445	2.3
Other Current Expense and Equipment	58,995	64,952	10.1
Student Aid			
Undergraduate	15,566	16,992	9.2
Graduate & Professional	8,294	9,279	11.9
Total Unrestricted Expenditures	255,416	277,843	8.8
Restricted Expenditures			
Grants & Contracts	87,047	89,512	2.8
Other Restricted	42,359	47,485	12.1
Hospital of the University of Pennsylvania	186,864	205,507	10.0
Group Practice	49,772	68,755	38.1
Total Restricted Expenditures	366,042	411,259	12.4
Total University Expenditures	621,458	689,102	10.9

SOURCE:

Budget for the
University of
Pennsylvania
Fiscal Year 1983-84
June 17, 1983

Deaths of Edward Sparer and Sidney Weintraub

Edward Vernon Sparer, professor of law and social welfare, died of a heart attack June 22 at the age of 53. A preeminent authority in public-interest law, Dr. Sparer had just begun a year's sabbatical to assess the needs and goals of the legal services movement. Called "a prophet for social responsibility," Dr. Sparer worked to gain access to legal services for the poor. The conviction that fundamental human rights encompass food and shelter—"the right to live"—and the right to work, apart from political and civil rights, shaped a career in public-interest law and enabled him to further his quest for social justice.

No stranger to economic constraints, Dr. Sparer worked at a number of factory and labor jobs before finding his way back to school—Brooklyn Law—on the GI Bill. He jumped into labor law, working for the International Ladies Garment Workers Union, but soon shifted gears and set up the Legal Services Unit of Mobilization of Youth Inc. on the lower East Side, which was the nation's first operating law center for the poor. In 1965 he founded and directed the Columbia University Center on Social Welfare Policy and Law, establishing programs that became the

foundation for welfare law as it is practiced by community legal services. In 1969 he joined Penn's faculty and founded the University's Health Law Project the following year.

Surviving are his wife Tanya and his three children, Ellen, Carol, and Michael. A memorial service will be scheduled at a later date.

Sidney Weintraub, professor of economics and a leading proponent of post-Keynesian economic theory, died June 19 of heart disease at the age of 69. A life-time study of inflation and high unemployment contributed to his formulating the controversial tax-based incomes policy (TIP) with Henry Wallich in 1970.

Dr. Weintraub was a critic of the neoclassical and monetarist schools of thought. The latter, headed by economist Milton Friedman, advocates tight money policies to control inflation; in the '30s British economist John Maynard Keynes propounded government moderation of the economy through budget policy and gained a staunch supporter in Dr. Weintraub, who subsequently founded and co-edited the *Journal of Post Keynesian Economics*, wrote exten-

sively for numerous publications, and published 21 books—most recently *Reaganomics in the Stagflation Economy*—during a career that spanned more than 40 years.

A Penn professor from 1950 until his death, Weintraub also taught at the New School for Social Research and the Universities of Minnesota, Hawaii, Colorado, Waterloo, and Western Australia. In addition, he had worked for the N.Y. Federal Reserve Bank and the U.S. Treasury Department and had been a consultant to the departments of State and Treasury, the FCC, and the governments of India and Canada. Surviving are his wife Sheila and sons Roy and Neil. A memorial service will be held at the University in the fall.

Dr. Mary Ames, professor and senior physician at CHOP; Dr. Max Oppenheim, an emeritus professor; Dr. Haldan Hartline, a former professor; and several Penn staff members have died in the last several months. Notification of these deaths was received too late for inclusion in the weekly issues during spring semester. See page 10 for more details about these people.

SPEAKING OUT

The following exchange between Professor Kleinzeller and the Provost was submitted by the authors for publication:

Science & National Security

Addressed to the Provost:

As you are certainly aware, the scientific community is increasingly concerned about questions relating to national security in relation to scientific communication, particularly in the realm of problems we all characterize as academic freedoms. As a member of the Committee on Scientific Freedom and Responsibility of the American Association for the Advancement of Science, I am aware of the careful report of the National Academy of Sciences on this matter (Dale Corson Report) as well as the MIT Interim Report of the committee on the changing nature of information, 1983, chaired by Dr. M. L. Dertouzos; I also understand that Yale University is considering action on questions of national security in relationship to academic freedoms.

In view of the excellent past record of our University on this matter, and the considerable possible impact of any changes in policies, funding and research atmosphere on the scholarly pursuit here, I wonder whether this matter should not receive increased attention.

—Arnost Kleinzeller, M.D., Ph.D., D.Sc.
Professor of Physiology

Addressed to Dr. Kleinzeller:

Thank you for your letter of June 9 concerning the relationship between national security issues and scientific communication. This is a serious matter, and I agree that the University of Pennsylvania should look carefully at the issues involved.

I have asked Dick Clelland (the Deputy Provost) to consult with you, Barry Cooperman (the Vice Provost for Research), the Faculty Senate leadership, and others about the best ways to investigate this emerging problem.

—Thomas Ehrlich, Provost

Parking Lot Theft

On Tuesday, May 17, my locked, mint-condition, \$7,100 car was stolen from the University of Pennsylvania's unattended permit parking lot #37 (34th and Chestnut Streets). The cost of replacing that car today is \$12,000. I have received a lot of apologies and a great deal of sympathy, but there is no way this University or my insurance company can compensate me for this loss.

The parking office has granted me a temporary change in parking assignment to the more centrally-located lot at #17 (36th and Walnut Streets), which I requested two years ago for safety purposes. Despite more than 20 years of service to this institution and the theft of my car, I was still not guaranteed that this change would be permanent. In September, I may very well have to return to parking in the same lot from which my car was stolen.

I am told the University must make "trade-offs" in order to keep down the cost of parking. How many more people must be mugged, raped and robbed before we take a long, hard look at the security on this campus?

Perhaps it is time to ask the University community if it would not be willing to pay a little more for improved security. I, for one, have already paid an unfair price.

—Margaret R. Sahagian, Office Manager
Department of Alumni Relations

Note: A private response was sent by Vice President Arthur Hirsch to the writer above. Others may be interested in the more general safety advice furnished independently below.—Ed.

Security Reminders

During the summer, when many are on vacation, and fewer people are on campus, there is a need to be careful.

May we take this occasion to share with you some security reminders?

- Determine if there are specific security risks in your working area.
- Know the procedure for entry and exit, espe-

cially before and after working hours.

- Know others working in your department/building, particularly before and after working hours.
- Develop a "buddy" system.
- Under no circumstances allow doors to be propped open even for a short period of time.
- Report faulty locks and doors that compromise your safety.
- Call Public Safety (Ext. 7333) regarding suspicious persons. All University Physical Plant employees including Repairs, Maintenance, and Housekeeping Services personnel are required to wear identification badges.
- Secure your purse, wallet, petty cash and other valuables in a locked drawer or cabinet. Never leave them in plain sight.
- The Escort Service is available by calling 898-R-I-D-E or using the outdoor emergency telephones located at strategic points on campus.
- The new *Safer Living Guide* will be distributed in mid August.

We welcome your security suggestions, concerns, and particular problems. I am available at Ext. 4481. Thank you.

—Ruth Wells
Crime Prevention Specialist

Sports Day: Open to All

Sports Day for new students is slated for Friday, September 9, noon to 4 p.m. at Hill and Franklin Fields; faculty and staff are invited to participate. This event is designed to make incoming students feel as comfortable as possible while becoming acquainted with one another and with Penn. Lots of games are planned—things that are relaxing and easy to participate in without requiring much coordination or skill: twister, three-legged races, relays, frisbee, softball, volleyball. There are rumors of roving magicians, jugglers, and a small beach. All comers are invited to throw on a T-shirt and a pair of shorts to enter into the spirit of welcoming the Class of '87.

—Patrick Ratkowski, chairman of
Sports Day, Sigma Phi Epsilon

SPEAKING OUT welcomes the contributions of readers. Almanac's normal Tuesday deadline for unsolicited material is extended to THURSDAY noon for short, timely letters on University issues. Advance notice of intent to submit is always appreciated.—Ed.

Faculty and Staff Scholarships

Effective July 1, 1983, the following supersedes Personnel Policies 512.1 and 512.2

The University of Pennsylvania is dedicated to the development and transmission of knowledge. Accordingly, the institution encourages faculty and staff to attain further education for themselves, their spouses, and their dependent children. The system of scholarships for faculty and staff personnel in part reflects this general principle.

Eligibility

Full-time members of the faculty and staff of the University are eligible for tuition scholarships for themselves under this plan immediately upon appointment.

Full-time members of the faculty at the rank of assistant professor or above, including full-time clinician educators and research faculty, and senior administrative officers are eligible for tuition scholarships for their spouses and dependent children immediately upon appointment.

Full-time members of the faculty below the rank of assistant professor, other members of the professional and administrative staff,* and support staff are eligible for tuition scholarships for their spouses and dependent children after completion of three years of continuous full-time service.

Visiting members of the instructional staff are entitled to tuition scholarships only if such entitlement is specifically authorized by the Provost.

Scholarship Entitlement

For Faculty and Staff

Eligible personnel may enroll for one day and one evening course unit or two evening course units during the fall and spring semesters and one course unit during each summer session with full tuition remission and in any school of the University, provided conditions for admissions to that school are met and supervisory approval is obtained. Any course scheduled to begin at 4:30 p.m. or later is considered to be an evening course.

For Spouse

Spouses of eligible personnel may enroll as full-time students or may take one or more evening courses during any session of the school calendar. They are awarded remission of one-half the full tuition in any school of the University, provided conditions for admission to that school are met. Renewal of half tuition awards is contingent upon the recipient's remaining in good academic standing and the continued eligibility of the spouse.

For Dependent Children

Dependent children of eligible personnel may enroll as full-time students or in one or more day or evening courses as degree candidates in any school of the University, provided conditions for admissions are met, and receive scholarships to the amount specified below. Renewal of the scholarship is contingent upon the recipient's remaining in good academic standing and the continued eligibility of the parent. Undergraduate scholarships are limited to eight semesters.

Schedule of tuition entitlement:

For those entering in September 1983 or earlier:	full undergraduate tuition
For those entering after September 1983 and before June 30, 1985:	\$7,320 or 75% of undergraduate tuition, whichever is greater
For those entering after July 1, 1985	75% of undergraduate tuition
For those entering the Medical School, Dental School, Veterinary School, Law School, or Wharton M.B.A. program in September 1983 or already in those programs:	full tuition

* Full-time members of the faculty below the rank of assistant professor and other members of the professional and administrative staff appointed on or before June 30, 1983, are immediately eligible for scholarships at the University of Pennsylvania for their spouses and dependent children.

For those entering these programs after September 1983 and before June 30, 1985:

1982-83 tuition or 75% of current tuition, whichever is greater

For those entering these programs after July 1, 1985:

75% of current tuition

Other graduate programs

full tuition

Dependent children of personnel in the eligible categories specified above who are enrolled as undergraduate degree candidates in accredited colleges and universities other than the University of Pennsylvania receive Direct Grant Scholarships according to the following schedule or the school's actual tuition charge, if less. The University's Direct Grant Scholarship is limited to four academic years (eight semesters or twelve quarters).

1983-84	\$1,000
1984-85	\$1,500
1985-86	\$2,400
1986-87	\$3,400
After July 1, 1987	40% of University of Pennsylvania undergraduate tuition

Renewal of Direct Grant Scholarships each year is contingent upon the recipient's remaining in good academic standing and the continued eligibility of one parent.

Proof of federal income tax dependence or of residence as a dependent in the parents' home qualifies a child as a dependent for the purpose of applying for Faculty and Staff

For Retired Personnel and Their Dependents

Retired University personnel who completed at least ten years of service and are receiving income from a University retirement plan, and their dependents, are entitled to the same Faculty and Staff Scholarships for which they were eligible immediately prior to retirement.

For Surviving Dependent Children, Widows, or Widowers of Deceased Faculty or Professional, Administrative or Support Staff

Spouses and dependent children of a deceased member of the faculty or staff who was full-time on the date of death and had been so for at least seven years previously have the same eligibility for Faculty and Staff Scholarships they would have had if the spouse or parent were still in the active service of the University.

Administration

The Director of Student Financial Aid administers the Faculty and Staff Scholarship program. Normally, an application form is obtained from the business administrator of any department. Applications are submitted to the faculty or staff member's department head for approval. Approved applications are then forwarded by the department head to the Student Financial Aid office for validation. If forms are not available from the departmental business administrator, they may be obtained directly from the Student Financial Aid office.

A department head, when approving an application from an individual who wishes to take one or two courses, arranges with that person for any make-up of time lost for class attendance. If one 4:30 class per week is taken, time lost need not be made up.

The Vice President for Human Resources makes the final administrative determination if a question arises concerning an individual's employment relationship with the University and eligibility for scholarship assistance under the program.

Questions about this policy may be directed to James J. Keller, Manager, Benefits, Ext. 7281.

Academic Calendar

July 1 First session classes end
July 5 Second session classes begin
August 12 Second session classes end
September 1-2 Move-in and registration for transfer students
September 5 Labor Day; move-in for freshman
September 6 Opening Exercises and Freshman Convocation; Deans' Meetings
September 6-7 Drop-Add; placement examinations (no additional drop-add to be processed until the following Monday, September 12th)
September 12 First Day of Classes

Children's Activities

Courses

July 5 *Mathmagic*, 9 a.m.
Computers for High School Students, 9 a.m.
July 6 *Learning Together—Computers*, 6 p.m.
July 25 *Advanced Computers—High School Students*, 9 a.m.
Horticulture and Landscape Design, 10 a.m.
August 1 *The Arts from the Inside Out*, 8:45 a.m.
The Human Body, 8:45 a.m.
These are non-credit courses sponsored by CGS. The dates shown are starting dates, and times may vary. For complete information/registration: Ext. 6479 or 6493.

Phil-A-Kid Program Victorian Viewpoint

Funded by a grant from the Pennsylvania Humanities Council, Phil-A-Kid offers a free program on 19th century Philadelphia to children 10-14 years old.
July 18-22 *Germantown Gingerbread*, offered at the Germantown Historical Society.
July 25-29 *The Victorian Sea—Clipper Ships and China Trade*, offered at the Philadelphia Maritime Museum.
August 1-5 *Victorian Philadelphians—At Work, Play, and Home*, offered at the Atwater Kent Museum.
August 22-26 *A Victorian Adventure—Architecture and Inventions*, offered at the University of Pennsylvania.
One hundred and forty participants will be selected on a competitive basis. For application forms and descriptive brochures call Ext. 6479 or 6493.

Conferences

July 11-15 *Aging Today* (Center for the Study of Aging, Rehabilitation Research and Training Center in Aging, Graduate Group in Social Gerontology). Information: Ext. 3174.

Coursework and Training

Through July 1 *African Folklore and Culture: Nationalism in 20th Century Africa*. Information/registration: Ext. 3526 (University Forum).
July 5-August 12 *African Art; Contemporary African Theater: African Theater Workshop*. Information/registration: Ext. 3526 (University Forum).

College of General Studies

July 6 *Learning Together—Computers*, 6 p.m.
Introduction to Music, 7:15 p.m.
July 7 *Fiber Art*, 6 p.m.
Fundamentals of Investing, 6:30 p.m.
July 9 *Vegetable Gardening*, 10 a.m.
July 11 *So You Want to be a Doctor*, 9 a.m.
Fiction Writing I, 9:30 a.m.
Cezanne, 10 a.m.
Understanding Computers, 5:45 p.m.
July 13 *Burnout*, 9:30 p.m.
New Careers for Teachers, 9:30 a.m.
Cemeteries, 10 a.m.
July 14 *Looking at Radio*, 7 p.m.
July 16 *Cemeteries*, 10 a.m.
July 17 *Summer Bloom Walk*, 2:30 p.m.
July 18 *Fiction Writing II*, 9:30 a.m.
August 1 *Programming—BASIC*, 5:45 p.m.
August 2 *Effective Speaking*, 6 p.m.
August 6 *Philadelphia Walk*, 10 a.m.
August 11 *Math Anxiety*, 5:45 p.m.
August 15 *Programming in PASCAL*, 10 a.m.
August 17 *Computers and Electronic Mail*, 9:30 a.m.
August 18 *Understanding Computers*, 9:30 a.m.
These are non-credit courses sponsored by CGS. Dates shown are starting dates, and times may vary. Information and registration: Ext. 6479 or 6493.

Exhibits

Through July 31 *Investigations 2*: Jenny Holzer, City and University sites; *Investigations 3*: Keith Haring; *Investigations 4*: Joyce Kozloff; *Investigations 5*: Rick Paul, ICA Gallery.
Through September 16 *Architectural Drawings for the Penn Campus*: Cret Gallery, Furness Building.
Through September 23 *A Continuing Legacy: Paintings, Sculpture, and Graphics from the University of Pennsylvania*: Arthur Ross Gallery, Furness Building.
Through Fall *Wharton School Authors*, an exhibit consisting of copies of books and articles by Wharton Faculty, teaching and research staff; lounge area of Dietrich Graduate Library Center, Van Pelt-West.
The Lenape: Wanderers in their Own Land; Sharp Gallery, University Museum.
Ongoing *The Egyptian Mummy: Secrets and Science and Polynesia*: University Museum.
Ancient Mesopotamia: The Royal Tombs of Ur: University Museum.

Exhibition Hours

Arthur Ross Gallery, Furness Building, Tuesday-Friday 10 a.m.-5 p.m., Saturday and Sunday noon-5 p.m.
Cret Gallery, Furness Building, Monday-Friday 9 a.m.-5 p.m.
Institute of Contemporary Art Tuesday, Thursday, Friday 10 a.m.-5 p.m., Wednesday 10 a.m.-7 p.m., Saturday and Sunday noon-5 p.m.
University Museum Tuesday-Saturday 10 a.m.-4:30 p.m., Sunday 1-5 p.m.
Van Pelt Library Monday-Friday 9 a.m.-11 p.m. except holidays. Rosenwald Gallery, Monday-Friday 9 a.m.-5 p.m.

Films

Through July 21 *African Film Festival*: 8 p.m., Thursdays, International House (University Forum: Summer Institute in African Studies). Information: 387-5125.

Music

July 6-August 24 *Summer Music at The University Museum*, 5:45 p.m.-7 p.m., Wednesdays, Mosaic Gardens, University Museum; \$2 adults; \$1 members, seniors, students.
July 6 *St. George Greek Islanders*: Greek folk singers and dancers.
July 13 *The Kingessing Morris Men*: performance of the Morris Dance, originating in England around 1200 A.D. and heralding the arrival of spring as dancers wave white handkerchiefs and shake sticks.
July 20 *Steve Aron*, guitarist: classical and folk pieces, including Sephardic songs and songs of Garcia Lorca.
July 27 *Mariachis*: colorful costumes and lively Mexican folk songs.
August 3 *Gypsy Zhivago*: three Russian artists on balalaika and dorna.
August 10 *Michael Brook*, folk singer: American tradition of folk songs that includes the rock and roll of Chuck Berry.
August 17 *Nova*: music from the British Isles on mandolin, flute and pennywhistle.
August 24 *Margaret Ostrom*, singer: French folk songs with guitar accompaniment and ballads in style of Edith Piaf.

The Kingessing Morris Men perform 13th century English dances—one of the eight varied performances of music and dance from around the world, scheduled as part of the festival of Summer Music at the University Museum, to be held rain or shine in the Mosaic Gardens or the Rainey Auditorium. Come early for complimentary iced tea and lemonade. See Music.

Summer Forum

This summer the Forum explores issues in contemporary Africa. Specialists in African studies from the University of Ibadan and from American institutions will lecture on Tuesday evenings during the Summer Sessions in the Rainey Auditorium of the University Museum. (Starting time: 5:30 p.m.). Their presentations will explore contemporary African issues, which cover culture, arts, politics, economics and linguistics. (See Coursework and Training and Films.)
July 12 *Africa and Afro-Americans in the 1980's*: Professor Martin Kilson, department of government, Harvard University.
July 19 *Cultural Nationalism and the African Theatre*: Professor Joel Adedeji, head, department of theatre and arts, University of Ibadan.
July 26 *Famine in Africa: Causes and Remedies*: Professor Asmaron Legesse, department of anthropology, Swarthmore College.
August 2 *The Future of African Languages*: Professor David Laitin, department of political science, University of California, San Diego.
Pre-registration is not necessary. For information, call Ext. 3526. This program is offered free of charge.

Special Events

August 6 *Great Oriental Tree Party*: annual mid-summer celebration and guided tour of Morris Arboretum's world-famous Asian tree collection, with music and refreshments; \$2 adults; \$1 students, seniors.
Graduate Student Picnic (GAPSA and GSAC), 4 p.m.-9 p.m., Hill Field. Information: Ext. 3150 or 7929. *Concert outings* to be held weekly at Mann Music Center, meeting point at Houston Hall, 7 p.m. Call Office of Student Life for specific dates, Ext. 6533.
August 12 *Master's Students Graduation, The School of Nursing*, 1 p.m., Zellerbach Theater, Annenberg Center.
August 26 *Architectural Features and Contemporary Sculpture*: one hour guided tour at 2 p.m. of Morris Arboretum's Victorian past and contemporary additions; \$2 adults, \$1 students, seniors.

Sports

Through August 5 *Faculty/Staff Tennis League*, all skill levels, men and women, handicaps given; Levy Tennis Pavilion. Call Warren at Ext. 4741.
Through August 31 *Special Summer Tennis Clinics*, 3-6 people per group, Levy Tennis Pavilion. Call Warren at Ext. 4741.

Talks

August 3, 20, 17, 24 *Tradition and Change: Cultures of Asia and the Pacific*: Carl Hoffman, graduate student; 3:30 p.m., University Museum. Registration: \$25, \$20 for members, \$15 students. Information: Ext. 4045.

To list an event

Almanac will resume publication each Tuesday starting September 6. Information for the weekly *Almanac* calendar must reach our office at 3601 Locust Walk/C8 the Tuesday prior to the Tuesday of publication.



Who's in Management Training This Summer?

For the first time, the University and sponsoring departments will send 13 administrators to a variety of management development programs. The purpose of Penn's Summer Management Development Program is to provide a selected group of middle- and senior-level administrators with an opportunity to expand their management skills. Final selections have been made and the Office of Human Resources is proud to announce Penn's 1983 nominees.

Summer Institute for Women in Higher Education Administration/HERS at Bryn Mawr (July 5-29): Orneice Dorsey, assistant dean, Social Work; Ann Hart, judicial inquiry officer; Gail Levin, assistant secretary of the University; Marian Sherman, assistant dean and director, Graduate Admissions, Nursing.

Business Management Institute at Stanford (July 10-22): Kristin Davidson, director, operations, Career Planning and Placement; Daniel McCollum, assistant comptroller, Wharton.

College Business Management Institute at the University of Kentucky (July 31-August 5): Kay Gadsby, business administrator, Political Science; Thomas Gillette, assistant director, Energy Management; Anne Mengal, assistant to the provost; Ercelle Ridley, office manager, Human Resources; H. Carlton Rogers, senior business administrator, Van Pelt Library; Kathleen Sestak, business administrator, Math; Douglas Strong, senior planning associate, Medical School.

The Penn Perspective

A fourth program, *The Penn Perspective*, was held June 7-9. Located on Penn's campus and coordinated by the Office of Human Resources, the purpose of the very successful three-day institute was to give participants a broad perspective of Penn's structure and mission, management and fiscal practices and current University issues.

After welcoming remarks from Judy Zamost, manager of training, President Sheldon Hackney spoke on *The University of Pennsylvania* and Provost Thomas Ehrlich on *Penn's Academic Foundations*. Participants also heard about *Penn's Research Mission* from Barry Cooperman, vice provost for research and Anthony Merritt, director, Office of Research Administration. Secretary Mary Ann Meyers presented a slide show on *Penn's Historical Foundations*; Dean of the School of Engineering and Applied Science Joseph Bordogna on *A Dean's Perspective on Administration* and June Axinn, chair, Faculty Senate, on *Working with the Faculty*.

The morning of day two focused on Penn's Fiscal Perspective; Glen Stine, director, Office of Budget Analysis, gave an overview of *The University Budget*. A panel of staff from Finance followed with a discussion on *Financial Management at Penn*, Paul Gazzerro, Jr., vice president for finance; Alfred Beers, comptroller; W. J. Hickey, executive director, Management Studies; Scott Lederman, director, Office of Investments; Richard Merhar, executive director, UMIS; and John Pyne, treasurer.

In the afternoon, the *Human Perspective* was divided into three topics: *Is There Honor Among Administrators?*, George Budd, director, Office of Human Resources; *The University and the Law*; Shelley Green, general counsel; *Affirmative Action and Staff Interaction*, Davida Ramey, director, Office of Affirmative Action; Barbara Johnson, manager, Staff Relations; and Gerri Walker, manager, Employment.

The third day of the institute was devoted to the Support Service Perspective. *The Function of Development and University Relations* was explained by Ross A. Webber, vice president, Development and University Relations; Ann Duffield, director, Publications; and Edward McFall, director, News Bureau. *The Variety and Complexity of Managing Operational Services* was discussed by Arthur F. Hirsch,

vice president for operational services. George Koval, acting vice provost for University life spoke on *University Life: Linking Academic Excellence and Quality of Life. A Trustee's View on the Role of Administrators* was presented by John Eckman, trustee and chairman of the Budget and Finance Committee. *The Hospital of the University of Pennsylvania* was HUP administrator Delores Brisbon's topic. The final presentation was *Managing the Contemporary Employee* by Gary J. Posner, vice president for human resources.

The Penn Perspective Participants: Ann Bailey, advertisement coordinator, Publications; David Balinski, project coordinator, Facilities Development; Valarie Swain Cade, director, PENNCAP; Gary Cardaronella, assistant to dean, Engineering; Mary Cartier, assistant director, Residential Living; Michael Connor, senior auditor, Internal Audit; Mark Davis, manager, Federal Compliance Group; James Egan, accountant I, Bursar; Cynthia Engman, assistant dean, Administration, Nursing.

Jean Farrington, assistant head circulation, Van Pelt Library; Patricia Flad, area personnel officer, New Bolton Center; Jeannette Flamm, development officer, Fine Arts; Angie Giunta, business administrator, Anthropology; Rochelle Goldstein, business administrator, Gastro-Intestinal, Medicine; Elaine Grandy, compensation specialist, Human Resources; Joseph Grum, assistant director, Budget Analysis; M. Frances Harris, accountant III, Department of Medicine.

Donald Kearney, research accountant, Comptroller; John Logan, director, Public Safety; George Loomis, business administrator, Physics; Judie Malamud, assistant librarian, Biomedical Library; Dorothy Malloy, assistant general counsel, Office of the General Counsel; Bessye Mason, manager, Payroll; Linda McCrae, business administrator, Sociology; Katherine McGill, director development, Nursing; James Miller, safety manager, Physical Plant; Maggie Morris, assistant to associate dean, FAS Grad. Division; Steven Mullinix, director, University Counseling Service; Donald Myers, director development, Law.

Helen Neff, assistant to chairman, Regional Science; Lorrie Neiburg, insurance assistant, Treasurer; Norman O'Connor, associate director, Physical Plant; Ilene Pearl, director, Alumni Programs; Tony Pitone, business administrator, Mat. Science, Engineering; Frank Plantan, administrative coordinator, Graduate Education; Kathleen Rick, staff relations specialist, School of Medicine; Adrienne Riley, manager compensation, Human Resources; Frances Rozinski, coordinator I, Secretary's Office.

Carolyn Schlie, associate director, Athletics; Jacqueline Schreyer, director, Administrative Services, Wharton; Sharon Slotkin, director, Regional Alumni Clubs; Ruth Widmaier Smiley, assistant to the chairman, Fine Arts; John Smolen, University registrar; Thomas K. Stump, assistant dean, Engineering; Mary Louise Tillery, office manager, Student Financial Aid; Nguyen V. Truc, assistant to director, Administrative Affairs, FAS; Dorothy Vaccaro, assistant to director, Purchasing; Gerri Walker, manager employment, Human Resources; Ruth Wells, crime prevention specialist, Public Safety; Gretchen Wood, vice dean, College of Arts and Sciences.



Penn administrators attending *The Penn Perspective* program in June.

Joe McFadden

Summer on Campus

Summer on Campus

An Invitation to All Penn Staff: Lunch Chats This Month and Next.

Members of the Office of Human Resources will be available to talk with all Penn staff at eight different campus locations over lunch this summer. The managers of benefits, compensation, employment, staff relations, training, and the vice president for human resources want to chat informally with employees, share ideas, and hear thoughts about working at Penn.

Dates and locations of the brown bag lunch chats: Every *Wednesday* from July 12 to August 31, noon to 1 p.m.—seating is limited.

At these locations on campus:
July 13 School of Social Work, D-26
 (3rd floor) 3701 Locust Walk
July 20 Small Animal Hospital,
 Room B-101, 3850 Spruce Street
July 27 Steinberg-Dietrich Hall, Room 351
 3620 Locust Walk
August 3 Old Medical Laboratories
 Wood Conference Room
 (2nd floor)
 37th Street and Hamilton Walk

August 10 Van Pelt Library Conference Room
 (1st floor)
August 17 McNeil Building Conference Room
 (2nd floor) 3718 Locust Walk
August 24 Chemistry Building, Room 117
 231 South 34th Street
August 31 University Museum, Room 328
 33rd and Spruce Streets

For answers to questions or for more information call Office of Human Resources at Ext. 6093.

Seven Summer Training Sessions and a Campus Walking Tour

The Training Division of the Office of Human Resources will be offering a number of training programs this summer. The primary objective of these programs is to help University staff expand their job skills while enhancing their professional development. Three new communications programs for support staff are described below and a complete training schedule follows. Call Ext. 3400 for more information.

English for Effective Business Communication: For support staff who wish to enhance or review basic grammar rules, discover ways to deal with those "sticky spelling mistakes" and gain new ideas for writing clear sentences and messages. Topics also include a review of punctuation rules, techniques for proofreading and guidelines for presenting a professional image on paper. In-class exercises and some homework is required.

Office Communications: To assist support staff in their ability to communicate with co-workers and supervisors as well as others with whom they interact including students, staff, parents and the general public. Active listening, giving effective and assertive feedback, handling confrontation and conflict and problem solving techniques are some of the topics that are examined. Participants will have the opportunity to explore issues specific to their own communication situations.

Telephone Communication Skills: Talking on the telephone is an activity that most of us do on a regular basis. Why, then, a training program? To help support staff who use the phone as a regular part of their responsibilities learn effective ways to: screen calls, listen and give appropriate feedback, keep

'cool' in difficult situations, and deal with difficulties in transferring calls, putting callers on hold and handling several calls at once. A representative from the University's Office of Telecommunications will also provide the latest information on Penn's telephone system and new equipment.

Schedule of Summer Training

Dates, times, and fees for the programs offered this summer are:

Communication Skills for Support Staff
English for Effective Business Communication
July 13, 15 and 20—9 a.m.-noon (3 session course) \$40.*

Office Communications *July 6 and 12—9 a.m.-noon (2 session course) \$30*.*

Telephone Communication Skills *July 26 and 28—9 a.m.-noon (2 session course) \$30*.*

Supervisory Skills
Approaching Your Staff Positively *July 7, 12 and 14—9 a.m.-noon (3 session course) \$40*.*
The Art of Delegation *July 19—9 a.m.-noon (1 session course) \$20*.*

Lunch-Time Programs (no fees charged)
Resume Development *July 7—noon-1 p.m. (1 session course).*
Preparing to be Interviewed *July 14—noon-1 p.m. (1 session course).*
Campus Walking Tour *July 13 or 22—noon-1 p.m. (1 session).*

**Fees listed are per participant and, following supervisory approval, are charged to the participant's department.*

Registration Procedures

Training programs are offered during normal work hours and require written supervisory approval *except for lunch-time programs*, for which a supervisor's signature is not required. Please note: if noon-1 p.m. is not your regularly scheduled lunch hour, you must make certain your absence from work is scheduled in advance with your supervisor.

You may register for multiple courses on the form below.

Registration forms must be received by the Training Division, 516 FB/16, no later than one week prior to the commencement of the program or course. Employees will be notified of course acceptance and room location by mail or telephone. Attendance is taken at all programs.

Training programs are generally filled on a first-come, first-served basis. When a program is full, employees will be notified and their names placed on a waiting list for priority acceptance into the next scheduled session. *Cancellations* received up to 3 work days prior to the program are not subject to a charge. Otherwise, the full cost of the program will be charged to the department.

The enrollment of any employee covered by a collective bargaining agreement in any of these University-sponsored training programs cannot conflict with the terms and conditions of the applicable collective bargaining agreement.

For Additional Information, Contact The Training Division At Extension 3400

Office of Human Resources—Course Registration Form

Return to: Training Division, 516 FB/16

NAME _____ POSITION _____ OFFICE _____

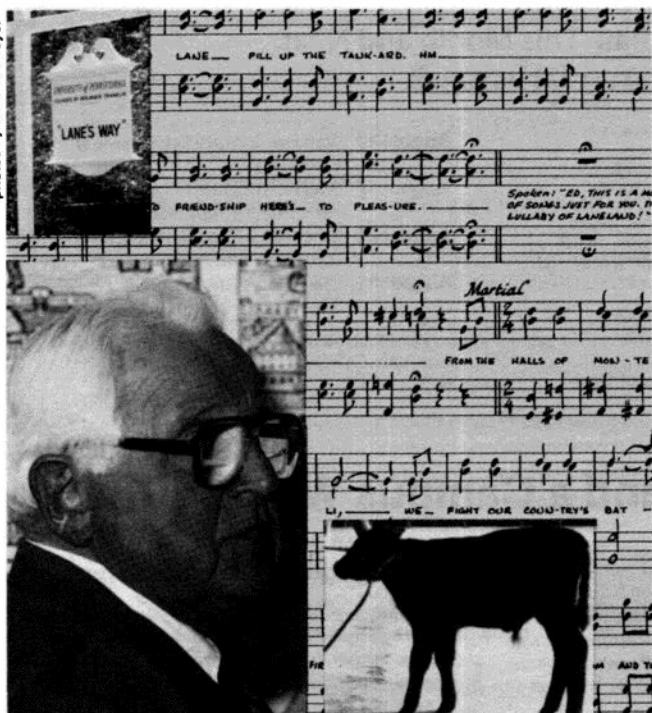
CAMPUS ADDRESS _____ EXTENSION _____ TODAY'S DATE _____

PROGRAM _____ DATE(S) _____ PROGRAM _____ DATE(S) _____

PROGRAM _____ DATE(S) _____ PROGRAM _____ DATE(S) _____

ACCOUNT # TO BE CHARGED (where required) ____ / ____ / ____

YOUR SIGNATURE _____ SUPERVISOR'S SIGNATURE _____



... And Then There's Lane's Way

Never mind the annual report. An even more agonizing year-end activity in academia must be the planning of send-offs for those dozens who retire after long and devoted service. Friends and co-workers struggle to crowd into a single occasion enough tributes, tokens and tales-told-out-of-school to offset the awful truth that there's about to be a gap in the life of the institution. Friends of Development's Ed Lane went through the agony this year, and it took half a dozen farewell celebrations to send him off to his new career as full-time farmer. For "the" bash, in Gimbel Gym, an all-University committee set out to do it *his* way—for Edward Franklin Lane was the Master, the Czar, the Guru Extraordinarius, the Lone Arranger of Penn events who probably put out more flags and struck up more bands for others than anybody else during his 33 years' service in multiple jobs. Thus a gymful of people in funny hats (*Ed Who?*) watched the U.S. Marine Corps Color Guard (honoring some World War II assaults on Guadalcanal and other scenic Pacific spots), Penn Band (which Mr. Lane helped bring up from the doldrums to "the only undefeated band in the Ivy"), and the Glee Club (which he once took on statewide bus tour to sing for Penn's supper). It was a lesson in how-to-do-it, all right: String a banner across the gym that morning; change the name of a street the way Ed Lane always did it for United Way; get Bruce Montgomery to write a special medley. Fill a milk bottle with money (for the old tractor's new tires?); pick out a live steer and have Craig Sweeten (whom not even a Black Angus dares disobey) wrangle it into the gym on the hoof; put 37 stars on Athletics' gift blanket (adding four undergraduate years to his 33 as a staffer who "never asked for a job and never turned one down"); call in Wharton Reprographics to videotape for posterity. And above all, keep it light (Emcee Jim Shada, Speakers Mark Allam, Sara Senior, Sheldon Hackney) so nobody quite bursts into tears at the finale when the guests' lives as well as the honoree's are rerun down memory Lane. At the end, the ringmaster of circuses that brought in so much bread under so many presidents—the man who could say in farewell "I've done it all" and thank a whole University because it "let me be me"—could also give a pep talk on Penn's future, symbolically change hats, and admit: "At the risk of ruining my image, I love ya." Vice versa, Mr. Who.—K.C.G.

DEATHS

Elizabeth Adamson, an employee of the Comptroller's Office, died shortly before Easter this year at the age of 73. Ms. Adamson began working for the University in 1966 as a secretary in the Wharton School. She retired in 1973, but returned as a part-time employee in the Law School in January 1975. In September of the same year, she transferred to the Comptroller's Office. Ms. Adamson is survived by her sister Mrs. Kate Cibula.

Dr. Mary D. Ames, senior physician at Children's Hospital, died on April 21 at the age of 69. Before coming to Penn, Dr. Ames taught pediatrics at Wayne State University and New York University and served as chief pediatric resident physician at Bellevue Hospital in New York. Dr. Ames came to the University in 1962 as an associate in pediatrics. In 1964, she became an assistant professor in clinical pediatrics and became an associate professor in 1970. She was appointed professor of pediatrics in 1973.

Until 1980, Dr. Ames served as the director of Children's Hospital's Division of Rehabilitation, a department she established in 1963. During the mid-60s, she developed the nation's first clinic based on a team approach to the care of children born with spina bifida, also known as "open spine." She served as a liaison between Children's Hospital and the American Research Hospital for Children in Krakow, Poland. At the time of her death, Dr. Ames was director of ambulatory services at Children's Hospital. She is survived by her husband, Dr. Edward C. Raffensperger. Memorial contributions may be sent to Children's Hospital of Philadelphia.

Elizabeth Ball, a former custodian in the Physical Plant Department, died April 9 at the age of 63. She came to the University in 1956 and was placed on long-term disability in December, 1979. Mrs. Ball is survived by her son, James R. Ball.

Mieczyslaw Giergielewicz, formerly of department of Slavic languages and literature, died on May 13 at the age of 82. Dr. Giergielewicz came to the University in 1950 as visiting professor, became an associate professor in 1960, and in 1965 a professor. He was named emeritus professor in 1970. Surviving is his daughter Christine Denny; Mrs. Denny received her B.A. degree from the College for Women in 1973.

Dr. Haldan K. Hartline, co-winner of the 1967 Nobel Prize in physiology for discoveries concerning the chemical and physiological processes in the eye, died of a heart attack on March 17 at the age of 79.

Dr. Hartline was a research scholar in physics at the Universities of Leipzig and Munich before joining Penn's faculty as a fellow and lecturer in physics in 1932. He was appointed assistant professor in 1936. Between 1940-42, Dr. Hartline joined the Cornell University Medical College. In 1942, he returned to Penn as an associate professor. He gained full professorial status in 1948, but left Penn in 1949.

From 1949-53, Dr. Hartline was professor and chairman of the department of biophysics at John Hopkins. In 1953, he joined the faculty of Rockefeller University as a professor of biophysics and remained there until he retired in 1974. Dr. Hartline is survived by his wife, Elizabeth; three sons, Daniel, Peter and Frederick; and three grandchildren.

Frederick W. Humphreys died on May 9 at the age of 65. Mr. Humphreys came to the University in April 1966 as a gallery attendant in the Museum and was placed on long-term disability in December 1982. He is survived by his wife.

Mark J. Kernan died suddenly on May 16 at the age of 58. Mr. Kernan came to the University in March 1966 as a stockkeeper in the Book Store where he was an employee until his death. He is survived by his mother, Mrs. Margaret M. Kernan.

Ann M. Mulhern was killed in an automobile accident on May 1, at the age of 64. Mrs. Mulhern came to the University in 1964 as an accounting clerk in the Comptroller's Office. In 1968 she became a senior accounting clerk; in 1969 assistant manager of payroll; in 1974 manager of payroll; in 1976 personnel records assistant manager. She retired in July 1981. Her daughter Victoria, having worked part-time as a student, joined the staff in October 1973 in the Personnel Benefits section and is now a benefits counselor. Mrs. Mulhern is also survived by a son, Paul.

Dr. Max Oppenheim died on May 8 at the age of 72. Dr. Oppenheim came to the University in July 1950 as an instructor in the School of Dental Medicine. In 1953 he became an associate; in 1957 an assistant professor; in 1964 associate professor; professor in 1972; and emeritus professor in 1979. He is

survived by his wife. Contributions in his memory to the Max Oppenheim Student Fund, Penn's School of Dental Medicine, will be appreciated.

Aloysius R. Salada, a former employee of Physical Plant, died December 22, 1982, at the age of 87. He came to the University in July 1956 as an electrician and retired in June 1970. He is survived by Ms. Melissa Capone of Connecticut.

William Sarnese died on May 22 at the age of 68. Mr. Sarnese came to the University as head bartender at the Faculty Club in June 1964. In July 1972 he became bar manager; in January 1980 he was a part-time bartender; and he retired in March 1980. He is survived by his wife.

Buckminster Fuller: After deadline, *Almanac* learned of the death of Buckminster Fuller, 87, in Los Angeles after a heart attack. Mr. Fuller had been associated with Penn as World Fellow in Residence at the University City Science Center.

University Museum Tours

The Women's Committee of The University Museum, continuing a 20 year tradition, offers a full calendar of trips starting in September. The tours are led by scholars, closely associated with the museum, whose professional affiliations enable travelers to find the unusual. Pre-tour lectures are also included in the package. Museum tours for the coming season are described below.

The American Southwest September 2-12: Ben Priest, geologist, anthropologist, and friend of the Navajo and Hopi leads the journey. The cost is \$1300.

Japan October 13-30: Nancy Schatzman Steinhart, lecturer in the department of art history at Penn and Bryn Mawr College, will interpret Japanese art in an autumn setting. The cost of \$4109 includes a \$250 donation to the Museum.

Hudson Valley October 7-9: The tour will meander through historic towns and near estates overlooking the Hudson River. Cost for the weekend is \$330.

Trips scheduled for the spring semester, 1984, are to Sri Lanka-South India, Central Mexico, Yemen and Jordan. For further information, contact the Women's Committee, The University Museum, 33rd and Spruce Streets, Ext. 4023. Detailed information will be mailed upon request.

OPPORTUNITIES

Job descriptions and qualifications are listed only for those positions which have not previously appeared in *Almanac*. Positions which have appeared in a previous issue are listed by job title, job number and salary to indicate that the position is still available. Listings are condensed from the personnel bulletin of June 28 and therefore cannot be considered official. New listings are posted Mondays on personnel bulletin boards at:

Anatomy-Chemistry Building: near Room 358;
College Hall: first floor;
Franklin Building: near Personnel (Room 130);
Johnson Pavilion: first floor, next to directory;
Law School: Room 28, basement;
Logan Hall: first floor, near Room 117;
LRSB: first floor, opposite elevator;
Richards Building: first floor, near mailroom;
Rittenhouse Lab: east staircase, second floor;
Social Work/Caster Building: first floor;
Sternberg Hall-Dietrich Hall: ground floor;
Towne Building: mezzanine lobby;
Van Pelt Library: ask for copy at Reference Desk;
Veterinary School: first floor, next to directory.

For further information call personnel relations, 898-7284. The University is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures in salary listings show minimum starting salary and maximum starting salary (hiring maximum). Some positions listed may have strong internal candidates. If you would like to know more about a particular position, please ask at the time of the interview with a personnel counselor or hiring department representative. Openings listed without salaries are those in which salary is to be determined. Resumes are required for administrative/professional positions.

Administrative/Professional Staff

Admissions Officer II (5622) \$19,800-\$27,375.
Application Programmer Analyst II (5495) \$19,800-\$27,375.

Assistant Director (Bookstore) (5589) supervises all internal account procedures, e.g., accounts receivable and payable; assists in preparation of annual budget; prepares individual budget profit and loss; coordinates inventory control; data processing activities; monitors purchases; audits pricing determinations and payroll records; maintains liaison in University departments (degree in business administration or accounting; comprehensive knowledge of University accounting system; retail accounting and budget preparation, also knowledge of computers; ability to define, evaluate and solve problem situations; capable of supervising others) \$15,950-\$21,650.

Assistant Director, Minority Recruitment Program (5621) assists in developing and implementing programs to identify, recruit, and enroll all qualified minority undergraduates; assists in creating special publications and in conducting introductory programs especially relevant to minority students; conducts personal interviews with prospective applicants; travels extensively; represents the office of admissions at recruitment functions (must possess strong verbal skills and ability to speak effectively to large groups, experience in admissions recruitment work with minority and disadvantaged students; familiarity with urban educational settings and knowledge of the Delaware Valley area public, private, and parochial schools will be helpful in the context of an established national recruitment program; prefer at least one to three years of progressively responsible experience in admissions, secondary school, or related areas) \$15,950-\$21,650.

Assistant Director I (5568) (5557) \$14,400-\$19,500.
Assistant Director II (5657) assists to coordinate, implement, and administer programs to identify, recruit, and enroll high school students; interviews prospects; participates in evaluation and selection of candidates; contacts and communicates with college counselors, alumni, faculty, and students (college graduate; one to three years', progressively responsible experience in admissions; ability to organize and manage; strong effective oral and written skills; capacity for long hours of work for months at a time during the admissions year) \$15,950-\$21,650.

Assistant Manager, Dining Service (5671) assists in management of large dining unit operations; responsible for ordering, receiving, and preparing food; sanitation; plans and develops menus; forecasts meals; maintains production records; controls food and supply costs within budget limits (three to five years' experience in food service operations with at least two years' experience in supervising and/or production, computer knowledge helpful, N.I.F.I. certification desirable) \$15,950-\$21,650.

Coordinator (D0192) (temporary position, one year) assists in planning and administering project to improve international education and second language training through live interactive satellite telecommunications; coordinates testing and evaluation of project among domestic and foreign institutions; prepares proposals and reports; supervises work of research assistant; works with the national committee (master's degree or equivalent experience in satellite telecommunication, television production, or educational technology; ability to organize and administer large ongoing project; good communications skills; knowledge of Latin America, Middle East, Europe or Japan desirable but not required). Salary to be determined.

Coordinator IV (5492) \$18,000-\$24,350.

Department Head III (5595) \$19,800-\$27,375.

Director I (5607) develops and administers Faculty-Staff Assistance Program for the University; provides diagnostic assessment; identifies appropriate acceptable public and private community resources for potential employee referral; provides ongoing training to supervisors (MSW or equivalent, minimum five years' experience, including supervision, training and resource development, preferably in an academic setting; good communication and organizational skills required) \$18,000-\$24,350.

Director, Graduate Education Programs (5674) plans, develops, and administers the graduate program in Special Education: Mentally/Physically Handicapped; advises Students and plans program of study; supervises staff; acts as liaison between schools/community and University; works with state and local special education agencies; writes grants, and oversees the program budget; instructs selected courses and supervises student teaching as secondary responsibility (advanced degree in special education or related field, Ph.D. preferred; Pennsylvania certification in Special Education: Mentally/Physically Handicapped and School Psychology; three to five years', experience in pupil personnel services/special education training; five-eight years' administrative/management experience including grant writing; demonstrated competence in management, supervision, budgeting, organization of education programs; strong record of successful working relationships with students, faculty, public school personnel, government agencies) \$19,800-\$27,375.

Electrical Engineer I (5652) microcomputer/microprocessor laboratory engineer, responsible for repair, maintenance of the microcomputers, software, documentation; assists in new projects and equipment procurement; teaches teaching assistant about current hardware and software; laboratory, responsible for developmental maintenance of the hardware and software (B.S.E.E. or Computer Science plus two years' experience with Digital computer hardware and software; experience with microcomputers desirable) \$15,950-\$21,650.

Lead Applications Program/Analyst (5598) functions as project leader on specific assignments to develop and implement systems with major responsibility for all technical phases; consults with users to clarify programming and system requests; analyses and designs specific segments or systems; develops programming specifications, testing and

debugging (degree in data processing; administration or equivalent experience; four years' programming and system experience; project leadership and supervisory skills; large-scale IBM environment, COBOL and knowledge of file design and access methods) \$23,575-\$31,000.

Librarian II (D0221) catalogs existing materials; day-to-day operation of library; creation of procedures necessary to function; expansion and computerization of the library (M.L.S., minimum five years', progressively responsible library experience) \$17,545-\$23,815.

Lieutenant (5522) \$23,575-\$31,100.

Nurse Practitioner II (D0078) \$18,000-\$24,350

Personnel Specialist (5676) coordinates the programs for faculty/staff activities and services; serves as communications assistant in the Office of Human Resources; investigates social, recreational and discount programs for the University faculty/staff; assists in editing, reviewing communications and providing internal consultative advice (degree, ability to communicate effectively both orally and in writing; experience which demonstrates the ability to organize diverse groups of people and activities) \$15,950-\$21,650.

Programmer Analyst II (D0164) \$18,000-\$24,350.

Project Manager III (D0236) oversees research project; participates in new development areas and new sponsor development; works on refining managerial processes to accomplish primary objectives of the center; produces four or more working papers a year (advanced degree in fields related to project research; at least three to five years' experience in business, research, and/or consulting; ability to coordinate work effectively with staff and sponsors and accept responsibility) \$27,150-\$35,400.

Research Coordinator (D0176) \$15,950-\$23,1650.

Research Specialist Junior (5 positions) \$13,200-\$17,250.

Research Specialist I (5 positions) \$14,400-\$19,500.

Research Specialist II (5489) \$15,950-\$21,650.

Research Specialist IV (D0099) \$23,575-\$31,100.

Senior Project Manager (5688) handles main managerial responsibilities for two or more projects of significant size which make an important contribution to the center's OR/MS mission; negotiates contracts and oversees project activities; develops new directions for center growth (five-ten years' applied research experience, Ph.D. degree in a quantitative discipline; demonstrated consistent ability to develop, conduct, and manage sponsored research efforts).

Senior Vice-President (5618) member of senior management team; reports to the president; provides leadership for major management functions of the University: Financial Operations, Human Resources, Operational Services, and Government Relations; vice presidents and directors of the above functions will report to the senior vice president (seven-ten years of progressively responsible experience in administration and higher education or a comparable setting; proven ability to lead a staff of professionals in their assigned functions; demonstrated success in financial and administrative operations and planning; master's degree required. Ph.D. preferred.)

Photo I.D. Hours

The Department of Public Safety will have cameras and staff available at the Graduate School of Fine Arts basement lobby on September 5, 6, 7, and 8, 1983, between 9 a.m. and 9 p.m. for I.D. Processing. All incoming *Freshmen, 1st year graduate students and transfer students (excluding foreign students)* who wish to have an I.D. made on these dates must be processed at this location. All *foreign students*, regardless of status, and University people not in the above category, will have their I.D. s made at the Public Safety Building at all times.

The normal hours for I.D. processing at the Department of Public Safety Building, located at 3914 Locust Walk, 2nd floor, will continue to be between 10 a.m. and 2 p.m., Monday through Friday; however, starting August 29 through September 15, 1983, the hours will be expanded. This will be an effort to better serve the earlier arrivals on campus, the night school students, and to minimize inconvenience. Listed below are the expanded hours:

August 29 thru September 11—9 a.m.-5 p.m. (includes Saturdays and Sundays)

September 12 thru September 15—9 a.m.-7 p.m.

Faculty and staff of the University who wish to secure photo I.D.s must bring the form entitled "Request for Faculty/Staff Identification Card," signed by an immediate supervisor, to the Department of Public Safety during the indicated hours. If an employee seeks to replace an I.D. card that has been lost or stolen, another form—properly completed and signed—must be presented to the Department of Public Safety. The employee type job classification list that is on the form refers to the categories as follows: A-1, administrators; A-2, faculty; A-3, support staff; A-4, union members; A-5, part-time employees, whether temporary or permanent. It is important to check this list carefully.

Freshmen, 1st year graduate students and transfer students, with the exception of foreign students, will not be processed for I.D. s at the Public Safety Building between September 5 through September 8; however, they may be processed at this location, before and after these dates. In order to have an I.D. made, all students must have a "Matric Card" or a tuition receipt in order to verify authorization. There is no fee for the original I.D.; however, all replacements will cost \$5.00.

Staff Hygienist (5683) treats patients in a dental care center; responsible for oral examinations; exposes oral radiographs; dental prophylaxis, scaling, root planing, and record keeping; instructs third and fourth year dental students as to preventive dentistry scaling, root planing, and curettage and oral disease monitoring techniques (degree or certificate in oral hygiene; two years' practice and teaching experience.) \$15,950-\$21,650.

Systems Analyst (5597) studies and defines requirements for new computer systems development and/or enhancements to existing administrative computer systems; prepares feasibility studies, cost/benefit analyses, systems designs, and program specifications; interfaces with users to determine objectives and needs (three-five years' systems analysis experience; prior programming experience utilizing COBOL, PL/I, TSO, SP/ or equivalent software; bachelor's degree preferred) \$19,800-\$27,375.

Technical Services Specialist (5577) \$23,575-\$31,100.

Support Staff

Administrative Assistant I (4 positions) \$11,200-\$13,350.

Administrative Assistant II (5661) provides administrative support to director and two associate directors; arranges travel plans; handles all correspondence and subsequent filing; assists with routine office production as needed; orders supplies; assists in preparing budgets; prepares budget forms and maintains budget files; handles payroll functions (prior administrative assistant experience essential; strong organizational and coordinating skills; knowledge of University budget system necessary; three years' experience) \$11,200-\$13,350.

Administrative Secretary I (5672) general secretarial and other administrative support of a high order on behalf of the director of internal audit and staff and several staff members of Management Studies; full range of office support activities; operation of word processor system (high level secretarial skills; experience with word processing equipment preferred; strong organizational skills; substantial initiative; attention to detail; some college preferred) \$12,350-\$15,250.

Assistant Designer Exhibitions (5685) assists the exhibit designer in the preparation of museum exhibits; maintains exhibits (substantial art training; three years in exhibit or display installation; skill in art, drafting, and lettering) \$11,650-\$14,250.

Clerk I (5677) sorts and distributes mail to four psychology buildings; picks-up outgoing mail from faculty offices and enters on postage charge sheets; does all duplicating for faculty offices and delivers to offices on mail run; makes weekly errand trips to Franklin Building, College Hall, etc.; acts as key operator for duplicating machines; stocks office supply cabinets (high school diploma or equivalent; ability to lift heavy boxes; ability to get along well with people) \$8,500-\$10,200.

Clerk, Limited Service (5620) responsible for receptionist duties in residence hall; answers phone; distributes room keys; assists in emergency situations; calls repair service; disseminates information to students, visitors, faculty, and staff (ability to work with college students, use good judgment, work under pressure, and enforce University policies; good telephone skills required). Hourly wage \$5.673-\$6.86.

Coordinating Assistant I (D0218) (\$664) \$11,650-\$14,250.

Coordinating Assistant II (4 positions) \$13,200-\$17,250.

Dental Assistant II (5533) (D0203) \$11,200-\$13,350.

Duplicating Machine Operator I (D0180) major photocopier key operator; responsible for fifteen machines and general assistance in all phases of printing/duplicating finishing work (high school diploma, experience with photocopying and/or printing equipment; mechanical aptitude and proven ability to work independently is essential) \$8,500-\$10,200.

Duplicating Machine Operator II (D0181) operates automated duplexing offset press in an extremely high volume environment; responsibilities include meeting production standards, daily cleaning and maintenance of equipment, and assisting with other press room activities (offset printing experience with high technology electronic monitoring features; capable of handling approximately 600 lbs./day of paper in 50 lb. boxes; good mechanical and arithmetic aptitude essential) \$10,325-\$12,500.

Groom (5651) \$3,653-\$4,675.

Herdman I (D0169) conducts and coordinates dairy cattle; nutritional research (experience with dairy cattle interest in large animal veterinary medicine; ability to do strenuous work and work a fifty-four hour work week) \$12,000.

Histology Technician I (D0209) embeds tissue; cuts paraffin blocks of tissue; stains slides; covers tissue; keeps records (high school graduate with some college level science courses; one year experience or coursework in histology techniques) \$10,325-\$12,500.

Information Systems Technician (5645) provides in-house system support large Wang OIS installation; trains users in word processing, advanced functions, list processing, and glossary; verifies equipment problems and places service calls; monitors system space; provides system tape backup and archiving; supports users with special assistance (two years' key operator experience with Wang OIS; thorough knowledge of Wang OIS hardware and software; assists system in troubleshooting; willing to learn large system administration techniques; strong communications skills and ability to work independently) \$12,350-\$15,250.

Medical Office Assistant (5681) types correspondence, manuscripts, and grant proposals; answers telephones and schedules patient appointments; take EKGs and vital signs, performs telephone screens for patients; assists with research involving human subjects; assists with analysis of related data; performs literature searches; xeroxes; orders and stores office supplies (excellent typing, 65 wpm, dictaphone; poise in dealing with people; ability to manage office of clinical facility; minimum of two years' medical secretarial experience and BA or BS; experience in a biomedical or related field desired) \$11,650-\$14,250.

Office Automation Operator (5643) (5644) types manuscripts of a technical nature on an NBI 3000 word processor; form letters and curricula vitae; records processing (excellent typing and grammatical skills; willingness to be trained on NBI 300 if not already trained; ability to work semi-independently; ability to work under deadlines) \$10,325-\$12,500.

Placement Assistant (5605) (5606) responds to inquiries in person, by telephone or written correspondence; handles secretarial duties and typing for three counselors; develops and maintains filing system; arranges appointments, trips; screens, distributes, and composes replies to correspondence (high school graduate and at least four years of secretarial work or college graduate with some relevant work experience) \$11,200-\$13,350.

Receptionist II (D0182) greets clients; fills out medical record with information from client; collects money; answers calls and front door; performs related duties as assigned from 8:00 a.m. to 4:00 p.m. Saturday through Wednesday or Wednesday through Sunday (high school graduate; one year's experience hospital admissions or emergency room helpful; medical terminology helpful) \$9,650-\$11,700.

Research Bibliographer II (D0193) prepares bibliographies; surveys journals and government documents; compiles statistical materials; checks sources; writes reports (library skills; ability to use and construct bibliographies, identify and trace sources, including government documents; demonstrated writing ability; ability to work independently; background knowledge of U.S. health system desirable) \$11,650-\$14,250.

Research Laboratory Technician I (D0215) (position in Kennett Square) cares for and feeds large animals; performs experiments for investigator involving blood samples, feces and urine, etc.; preparation of tables and statistical analysis of data (high school graduate, BS in science preferred; ability to perform lab tests; experience with large animals; supervisory ability) \$5,673/hr-\$6,868/hr.

Research Laboratory Technician I (D0205) performs biochemical studies of heart valves; duties include enzyme assays, lipid analyses, and routine laboratory maintenance (associate degree in biology or chemistry with six months to one year of laboratory experience) \$10,325-\$12,500.

Research Laboratory Technician II (3 positions) \$11,200-\$13,350.

Research Laboratory Technician III (17 positions) \$12,350-\$15,250.

Secretary II (10 positions) \$9,650-\$11,700.

Secretary III (15 positions) \$10,325-\$12,500.

Secretary IV (5655) \$11,650-\$14,250.

Secretary, Medical/Technical (4 positions) \$11,200-\$13,350.

Senior Admissions Assistant (5662) performs highly responsible work representing the University to prospective applicants, organizing data and extensive telephone contact related to the alumni network; extensive phone/mail contact with college counselors, alumni committee members; schedules and arranges meetings/travel; compiles and maintains reports and records; monitors budget allocation (high school graduate; some college required; oral and written skills; ability to deal with people in a congenial, professional manner; ability to coordinate diverse activities and supervise work of others; prior experience in admissions work or university setting helpful) \$11,650-\$14,250.

Stockkeeper II (5619) unloads varied and miscellaneous supplies and materials; packs and ships returns to vendors; prices and stocks various materials; directs housekeeping necessary to keep stockroom clean and orderly; keeps records and files for incoming or return merchandise (high school graduate; three years' experience as stockkeeper or equivalent experience; knowledge of mechanized stockroom procedures is helpful; physically able to move actively and perform strenuous work on occasion) \$10,338-\$12,536.

Technician, Radiology (5676) performs all radiographic examinations under supervision of radiologist and chief X-ray technologist; assists in supervision of teaching of technician and veterinary students in the methods of radiographing animals and production of diagnostic radiographs; performs related duties as assigned; flexible hours (completion of an accredited animal technician training program; ability to physically position animals and arrange equipment to perform radiographic studies; ability to work well with staff and students) \$12,800-\$15,256.

Typist II (D0207) types complex and non-complex materials: letters, forms, manuscripts, reports, confidential documents; proofreads; receives and directs telephone calls; takes messages; receives visitors; answers routine questions; directs visitors to destination; assists secretaries in alleviating peak work loads; assists with filing and records (high school graduate; accurate typist, 45-55 wpm; clerical aptitude; good telephone personality).

Part-Time Positions

Administrative/Professional

Laboratory Pathologist (D0217).

Placement Counselor II (5631) \$15,950-\$21,650. (Salary will be prorated).

Program Analyst I (D0202) \$15,950-\$21,650. (Salary will be prorated).

Staff Physician (5581) \$31,000-\$40,500 (Salary will be 60% of full-time scale).

Support Staff

Permanent Clerk (5637) hourly wages.

Permanent Data Entry Operator (5591) \$5,673-\$6,868/hr.

Permanent Employee (D0216) hourly wages.

Permanent Research Data Coordinator (D0226) (D0227) \$6,154-\$7,335/hr.

Permanent Secretary II (3 positions) \$5,302-\$6,429/hr.

Temporary Secretary, Medical/Technical (D0197) hourly wages.

Screening for a Senior Vice President

In a series of advertisements placed late in May in *The New York Times*, *Chronicle of Higher Education* and other media, the University has announced that it is seeking a Senior Vice President. Nominations and applications closed June 24, and screening of candidates is geared to an early fall selection. An Advisory Committee for the position is comprised of four faculty members (Drs. Irving Kravis, Bruce Kuklik, Janice Madden and Ann Miller); the executive director of the budget (Glenn R. Stine); and two students (Marilyn Selby of the UA and Stuart Schoder of GAPSA). Excerpts from the advertisements give the following job description:

As a member of the senior management team, the Senior Vice President reports to the President and provides leadership for the operations and activities in the following major management functions of the University: Financial Operations (comptroller, treasurer, investments and data processing), Human Resources, Operational Services including auxiliary enterprises and physical plant and Government Relations. Reporting to the Senior Vice President are the Vice Presidents for Finance, Human Resources, Operational Services and the Directors of Commonwealth and Federal Relations.

Special emphasis is placed on planning, particularly the ability to develop and recommend long range financial and strategic plans which support the academic mission of the University.