

Almanac

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Rhodes for College Senior

Joseph M. Torsella, a College honors student from Berwick, Pa., is one of 32 Americans from a field of 1,238 to win this year's Rhodes Scholarship. With a 4.0 average in his dual major (history and economics) and 3.72 overall, Mr. Torsella is doing his senior honors thesis with Professor Richard Dunn on the evolution of national identity in Colonial America.

Since joining Penn he has tutored Russian immigrants in the city, and has been special projects assistant for the Mayor's Commission on Literacy (developing a national conference and a computer network connecting such centers nationwide), 27th ward committeeperson, and campaign worker at state and local levels. He has also written for *The Daily Pennsylvanian* and worked on two Mask & Wig shows.

Mr. Torsella is the fourth Rhodes Scholar from Penn in recent years, preceded by Stephanie Dangel in 1983, Patrick Norton in 1969 and John Edgar Wideman in 1963.

New Animal Research Guidelines

Effective January 1, 1986 University policy for review and approval of projects involving vertebrate animals will require all investigators to submit protocols for animal use to the Office of Research Administration for distribution to the Institutional Animal Care and Use Committee.

All protocols for animal use must be submitted for approval to the University's Institutional Animal Care and Use Committee before proposals are submitted to external institutions or before research or teaching activity involving animals can commence.

Guidelines for Animal Research at the University of Pennsylvania can be obtained in Departmental Offices, the Office of the Vice Provost for Research or the Office of Research Administration. These guidelines contain the required protocol formats, a summary of protocol review procedures, and a statement of all University policies and procedures for the care, maintenance and use of vertebrate animals in research, research training and biological test-

Research Fund Reminder

This is a reminder that there is only one cycle for Research Fund Proposals (*Almanac*, October 8) during the 1985-86 academic year. The deadline for proposal receipt is January 3, 1986. An original and ten copies must be submitted to the Office of the Vice Provost for Research, 106 College Hall/6303.



In addition to the campus police message above, this issue has some safety discussion from Council (page 2) and advice for holiday safety off-campus (back page). A new campus attraction for theft—the personal computer—is the subject of a policy memo on page 7.

Holiday Campus Safety

During the holidays, the Department of Public Safety will maintain 24 hour a day security patrols and checks throughout the campus. It would be helpful if Building and Residence Administrators provide Public Safety with a holiday schedule for their facility or of any special security services that might be required.

Any member of the Penn community who will be frequenting campus facilities during the holidays should take special care to ensure that the buildings are locked and that computers and valuable equipment are stored out of sight wherever possible.

We ask the entire University community's cooperation to be security conscious if leaving for the holidays. Please call Ext. 7333 to report all questionable individuals or circumstances.

Have a pleasant and safe holiday.

—John Logan, director, Public Safety

Search Committee for Executive Director of HUP

Charles R. Buck, Sc.D. has resigned his position as Executive Director of the Hospital of the University of Pennsylvania effective December 31, 1985.

Samuel H. Ballam, Jr., Chairman of the Trustee Board of the Hospital, and Dr. Thomas W. Langfitt, Vice President for Health Affairs, have appointed Dr. Robert Goodman Acting Executive Director of the Hospital. They have also appointed the following individuals to a Search Committee which will begin immediately to consider candidates for the position.

Charles D. Dickey, Jr., Chairman of the Search Committee (University Trustee, Member of Trustee Board of Hospital);

Stanley Baum, M.D. (Chairman of the Medical Board of the Hospital, Chairman of the Department of Radiology);

Constance M. Carino, R.N., D.N.Sc., (Assistant Professor of Psychiatric Nursing, Clinical Director of Psychiatric Nursing in the Hospital);

Christos Coutifaris, M.D., Ph.D. (Chief Resident, Obstetrics and Gynecology, President of the House Staff Association);

Sylvan H. Eisman, M.D. (Professor of Medicine);
Claire M. Fagin, Ph.D. (Dean, School of Nursing);

Robert Goodman, M.D. (Acting Executive Director of the Hospital, Chairman of the Department of Radiation Therapy);

Leonard Jarett, M.D. (Chairman of Clinical Practices Executive Committee, Chairman of the Department of Pathology and Laboratory Medicine);

Margaret R. Mainwaring (Vice Chairman of the University Trustees, Member of the Trustee Board of the Hospital and Chairman of the School of Nursing Board of Overseers)

Reverend William J. Shaw (Member of the Trustee Board of the Hospital);

Edward J. Stemmler, M.D. (Dean, School of Medicine);

Marna C. Whittington, Ph.D. (Vice President for Finance of the University);

Peter C. Whybrow, M.D. (Chairman of the Department of Psychiatry).

Samuel Ballam and Dr. Thomas Langfitt will be ex-officio members of the search committee.

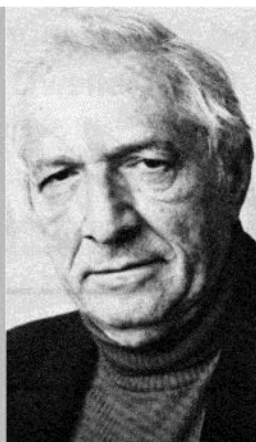
Council: Safety Uppermost

At its last fall meeting December 11, Council had an ad hoc discussion of security, as the reports of the President, Provost, and governance organizations introduced the topic of Meera Ananthakrishnan's murder in Graduate Towers. Emerging from discussion:

- Provost Thomas Ehrlich's emphasis on the risk of propping open fire doors in campus buildings. "If you see a door propped open, close it; and if you see someone propping open a door, ask them not to do that," he urged.
- Senate Past Chair Jacob Abel's description of "knob-shakers"—people who try doorknobs hoping for quick theft, and who usually have absurd explanations if challenged ("Is this the gym?"). Direct the intruder elsewhere but call Ext 7333 with a description, he advised.
- Dr. James Bishop's advice, in response to inquiry, that members of the University *can* and should call 911 for Philadelphia Police help in emergencies if they cannot reach a dorm desk or the campus police at 7333.
- Dr. Helen Davies's queries, on behalf of an ad hoc meeting of women's groups, on the reinstitution of daily "incident reports" from campus police, and the expansion of hours for walking escorts past 11 p.m.
- Dr. Susan Cohen's request for better lighting, and President Sheldon Hackney's response that a considerable figure is being budgeted.
- Dr. Henry Hiz's statement for the International Programs Committee on needs of foreign students (to be published), which Dr. Hackney said he would accept without need of a vote.

Action: Council unanimously passed by-laws amendments on the structure and charge of committees (to be published); and passed on a split vote a GAPSA motion to hold an all-day educational program on South Africa in the spring term. After debate, Council tabled a motion on adding to the Women's Center a staff member charged to handle sexual harassment problems. One issue was whether males would turn to the Women's Center if harassed. Council deferred the proposal for consideration by the new ad hoc committee being formed to review and recommend policy. Dr. June Axinn has been named chair of the committee, with membership to be announced.

William Gomberg 1911-1985



Dr. William Gomberg, whose name has been a household word in U.S. labor-management relations for over three decades, died of cancer on December 8 at the age of 74. The veteran professor of management in the Wharton School continued to teach and write after becoming professor emeritus in 1982—lecturing as recently as the October 1985 Business Writers Seminar and publishing in the Fall 1985 issue of *Human Resource Management*.

Dr. Gomberg stood out in the University for his gifts of logic and language that would often simultaneously produce laughter, a jolt of recognition of the fundamental issues in a controversy, and a new framework for debating the question. In the classroom, said Dr. Bernard Samoff, "He was very provocative. He was a dialectician who challenged his students."

William Gomberg was born September 11, 1911, in the Brownsville section of Brooklyn, one of two sons of working-class Russian immigrants (his father was a house painter who also worked in maintenance at a New York department store.) After working his way through CCNY for a B.S. in chemical engineering at the height of the Depression, he went to work in 1934 for the International Ladies' Garment Workers' Union (ILGWU). Seven years later he founded the ILGWU's management engineering department, and became supervisor of six engineers who worked with management to improve operating methods and reduce costs.

Meanwhile, he studied for his master's degree in industrial engineering (NYU 1941) and Ph.D. in that field (Columbia 1947). He left the union in 1956 to teach full time, first as professor of industrial engineering at Washington/St. Louis and later at Berkeley and at Columbia's Graduate School of Business.

Dr. Gomberg joined the Wharton School in 1959 as a full professor in what was to become the department of management. He was nationally in demand as an arbitrator for the Federal Mediation and Conciliation Service and consultant to the U.S. Secretary of Commerce, American Federation of Labor, United Textile Workers, Continental Airlines, and other companies and unions. Among the major disputes he handled were those between Ford Motor Company and the United Auto Workers, and between General Electric Co. and the International Union of Electrical Workers.

Among his prolific writings were the well-known books *Blue Collar World* (1964) and *New Perspectives on Poverty* (1965). His last published article was "The Historical Roots of the Democratic Challenge to Authoritarian Management."

Dr. Gomberg's body was donated to HUP, and a memorial service was held last Thursday in Bodek Lounge where some 200 gathered for tributes not only by University colleagues but also from ILGWU and Teamsters Union leaders.

Dr. Gomberg, father of the late David Gomberg, is survived by his wife, Dr. Adeline Gomberg, professor emerita of Beaver College; his daughter, Paula Gomberg Higgins of Canberra, Australia; two grandsons, and his brother, Henry, a nuclear physicist in Ann Arbor.

At the Wharton School, Dean Russell Palmer announced the formation of a memorial fund in Dr. Gomberg's name. "Bill Gomberg was a gifted scholar who brought to academia years of first-hand experience in labor-management relations," the Dean said. "This memorial expresses our affection for him and it will ensure that his work will not be forgotten. He will be sorely missed."

Contributions to the fund, for which uses are to be determined, may be sent c/o Associate Dean Jeffrey Sheehan, 334 Vance Hall.

Expanded Zap Mail

Earlier this year Penn Mail Service introduced Federal Express's new electronically transmitted domestic delivery service, ZAP Mail. Having a ZAP Mailer machine on campus enables customers to transmit messages directly and bypass the pick-up costs.

Now Federal Express has expanded ZAP Mail to include selected European locations. Normal express delivery to Europe takes from two to four business days. International ZAP Mail will deliver to five European capitals and their surrounding areas overnight. More than 2500 European Postal Codes in and around London, Brussels, Paris, Frankfurt and Amsterdam are already in the network. London and Brussels will receive next business day delivery

by noon, the other capitals by 5 p.m.

The following is a summary of the very favorable rates Penn Mail Service has negotiated with Federal Express for electronic transmissions and a ZAP Mailer, located in P-241 Franklin Building:

1. **ZAP Mail**—two hours from transmittal to delivery—\$1 per page plus \$10 delivery. If the recipient of the message also has a ZAP Mailer and the transmission is direct to that machine, there is no delivery charge.
2. **Overnight ZAP Mail**—delivered by 10:30 a.m. of the next business day—\$0.25 per page plus a \$5 delivery fee.
3. **International ZAP Mail**—delivered next business day—\$2.25 per page plus \$10 delivery.

—David Sherman, Penn Mail Service

Almanac

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Contributions from 30 percent of the faculty and staff have brought the United Way/Donor Option Campaign over the \$200,000 mark, an event described by campaign coordinator Stuart Carroll as "a splendid achievement." This means that about \$14,000 is needed by the end of the month to reach the University's goal of \$215,000. There were approximately 400 donors less than last year as of December 6, when the latest campaign report was issued. As illustrated by the hand, the contributions received

equal 93 percent of the total goal.

Those who have not yet completed and returned their pledge cards are urged, said Mr. Carroll, to get them to their school/department coordinator as soon as possible. "From past history, we know that there are many folks who have held off making a pledge until year-end. Participation is the name of the game," he said. "We know that when we are this close to the goal line that we have the spirit to carry us over," he concluded.

Speaking Out

Exercise In Security

Labor day weekend, 1984: In the middle of a Labor day gathering of traditional folk musicians (now in its 11th year) I took myself off for a walk to enjoy the rural splendor of Bucks County. On my way back, in the bright of the day, I found myself approached by a huge black man. With a bulk that comes only from years of pumping iron, the hunting knife in his right hand seemed superfluous. Overkill. I was grabbed by the hair and dragged to a bed of poison ivy in which I was raped.

After Thanksgiving weekend, 1985: At work today, the place was swarming with TV journalists: first a crew from Channel 10, then Channel 3. "What's going on?" "Didn't you know? A Penn student was raped and murdered over the Thanksgiving holiday."

A 24-year old woman from Madras, here to work on her doctorate in physics, was found bound, gagged, strangled and stabbed in her own bed. Imagine the horror her 22-year-old roommate experienced when she discovered the badly decomposed body upon returning to school after four day's vacation.

TV news reported that university and police officials were working on the likelihood that the young woman "may have known her attacker; there was no evidence of a struggle." As if one would only put up a struggle with a stranger. Or the equally absurd notion that one wouldn't put up a struggle among friends. Might one *decide* not to put up a struggle as a calculated strategy to save one's own life?

One shaken female student was heard, "I would say if someone was determined to get into the building, they probably could." Yet she admitted that one can't really expect a system in which everyone's I.D. is checked to work. "It would get ridiculous after a while. People would forget why they were doing it in the first place."

Virgil Renzulli, the University's spokesman, was heard on WHYY's "91 Report" commenting on the community's (students, faculty, parents of students) concern over inadequate security. "We are going to reassess our security system but we don't want students to become unduly alarmed and think of Penn as an exceptionally dangerous campus. On the other hand, we do want students to maintain a reasonable modicum of pre-

caution." Until I heard the police suggestion to the contrary, I had automatically assumed it was an "outsider" who had committed the violence. That it is logical to include friends or fellow students among suspects of such an unforgivable act was (and still is) inconceivable to me—but shouldn't be.

Monday, December 9: Two youths were apprehended. Murder and robbery. Not rape. They were from the outside.

Security. Someone can follow a student into a dorm residence just as someone can follow a student into a West Philadelphia rowhouse. Deterrence notwithstanding, why should we have reason to believe otherwise? It's as if we thought we could draw imaginary lines and the rapists and murderers of the world would respect them. As if there were no rapists or murderers inside the imaginary lines. The University is no Peaceable Kingdom, magically protectable from the evils and misdeeds of mankind. Nor is Bucks County. The frivolity of such a notion, that one could protect one's community from the extant beastiality of the world, is plain to see when one stops to acknowledge the fact that bad things do happen in wonderful places.

—Name Withheld

Note: The writer's name is withheld under a provision of the *Almanac Guidelines for Readers and Contributors* in which the contributor's identity "is known to two persons mutually agreed upon, usually the editor and the chair of the Almanac Advisory Board." —K.C.G.

GAPSA on Meera's Death

The members of the Graduate and Professional Student Assembly are shocked and grieved by the brutal murder of Meera Ananthakrishnan. We extend our deepest sympathies to her family and friends, for her loss has truly touched us all. Although she was at Penn for only a short while, she left an impression on many.

Meera's death is a graphic reminder to us all of the violent society we live in. The incident also raises major concerns about what measures should be taken to help prevent future tragedies. Responsibility for security is everyone's concern and both the University and the students should take an active role.

The administration is conferring with resi-

dents and has given assurances that security at the residential buildings will be reviewed and changed if necessary. GAPSA is taking an active role in insuring that all that is possible will be done. No system is foolproof but many resident and non-resident students are presently aware that access policies at the graduate dorms are not difficult to circumvent. Departing students readily allow people to enter the building and some doors are not clearly visible to desk security. It is not unreasonable to require current validation on an ID for access to the dormitories, *especially since this policy already exists for access to the athletic facilities.* Such a policy was attempted several years ago at the University but was not continued. Other schools in the immediate University area require all guests to register and leave an ID at the front desk. The feasibility of this and other policies should certainly be considered in the present University evaluations. In addition, as the University is aware, security checks during vacation and holiday breaks should be increased when fewer residents are present.

On the students' part, education is the key. Any security policy is dependent on their taking an active role. It is necessary for the University to continue to remind and instruct the residents about security. New policies probably will be accepted in the light of this recent tragedy but there will sure to be complaints in the future from some residents "annoyed by the inconvenience." However, annoyance over mandatory health insurance did not prevent the University from instituting it as a policy. The general well-being of students should be stressed in any educational program.

[Although there is no evidence as yet that the person or persons responsible for Meera's death was a stranger in the building,*] it would be tragic if future incidents were not prevented by measures that could be instituted now. It is truly unfortunate that the violent death of one of our own is necessary before the community as a whole takes notice. The tragedy will be multiplied many times if no lesson is gained from our loss.

—James A. Whelan, for the Graduate and Professional Student Assembly

*This statement was adopted December 6, before the arrest of two non-University men.

January on Campus

January on Campus

Managing the Endowment: FY '85 Performance

Scott C. Lederman, CFA, Director of Investments

The University's endowment performance continued to be noteworthy in Fiscal Year 1985. This article provides the University community with a summary of the results achieved.

University investments are the responsibility of the Investment Board, which John Neff, a University Trustee, has chaired since January 1980. Investment policies established by the Board are implemented on a day-to-day basis by the Office of Investments, which reports to Marna C. Whittington, Vice President for Finance.

The University's endowment had a market value of \$437,064,000 as of June 30, 1985. Approximately 88% of the endowment (after adjustments for additions on July 1, 1985) is invested in the Associated Investments Fund, or AIF, a pooled investment fund which on June 30, 1985 was valued at \$359,121,000 and had 1,088,569 participating shares. Due to investment restrictions that prohibit pooling in the AIF, the remainder of the University's endowment is invested in over 100 Separately Invested Funds. Given the size of the AIF, its performance is used to represent the University's total endowment performance.

The AIF is invested for total return, i.e., investment returns are sought from both traditional income and principal appreciation. On a per share basis, funds invested in the AIF on July 1, 1984, when each share was worth \$259.62, increased in value by \$70.28, or 27.07%, to \$329.90 on June 30, 1985. Interest and dividend income was \$25.41 per share, which represented a 9.79% yield on the July 1, 1984 share value. Therefore, the AIF achieved a total return of 36.86% in Fiscal 1985.

For practical evaluation purposes, performance comparisons among various funds and indices are made for time periods greater than one year. Total returns typically are presented as cumulative and annualized cumulative returns for the periods to be measured. Calculations of cumulative returns assume that all returns from income and principal appreciation are reinvested or compounded continually, usually on a calendar quarter period basis, over a given measurement period. As an example, the AIF total return figure for Fiscal 1985, stated as a cumulative return compounded quarterly, was 38.03% versus the 36.86% stated above. Annualized cumulative returns are simply the annual percent return that would be required each year to produce the cumulative return that is achieved over a particular time period.

To provide an appropriate perspective for performance comparisons, annualized AIF returns over one, three, five and ten year periods ended June 30, 1985 are compared on the chart to the annualized returns of two standard market indices, the Standard & Poor's 500 Common Stock Index and the Shearson Lehman Government/Corporate Bond Index. Also included is a composite index which shows what the AIF return would have been had the AIF been invested in the S&P 500 and the Shearson Lehman Government/Corporate Bond Index on a weighted basis equivalent to its actual stock and bond allocations during the various periods. For all periods shown, the AIF has substantially outperformed the indices and the composite.

Comparisons to the actual performance of other endowment funds are also useful. The National Association of College and University Business Officers (NACUBO) provides a comprehensive annual performance study each spring for the previous fiscal year. Preliminary results for

Total Return Performance Comparison Various Periods Ended 6/30/85 Annualized Returns

	AIF Share	Composite Index	S&P 500	Shearson Lehman Gov't/ Corporate
10 years	14.8	11.6	12.6	10.0
5 years	20.5	15.1	16.5	13.0
3 years	29.1	23.8	26.1	19.2
1 year	38.0	30.2	30.8	28.7

NACUBO Comparative Performance Study Fiscal 1985 Preliminary Results AIF Ranking (Percentile)

All Funds	Funds Over \$100 Million
4/121 (3)	1/33 (3)
3/144 (2)	1/38 (3)
2/147 (1)	1/38 (3)
3/152 (2)	1/38 (3)

Fiscal 1985 have recently been received; these encompass approximately 75% of the estimated number of funds that will participate in the final study.

The AIF's ranking among funds reporting in the preliminary study and the corresponding percentile are shown for various time periods ended June 30, 1985. Although there likely will be some changes in these rankings and percentiles in the final study, based upon past experiences any changes should not be significant. These preliminary results show that for each of the time periods, the AIF has demonstrated an outstanding performance record compared to other endowment funds.

Spending Rule

Complementing the successful investment performance of the University's endowment are the effects of the Spending Rule policy, which the Trustees initiated for the AIF in Fiscal Year 1981. This policy requires that, rather than spending all investment returns as they occur, a portion of each year's returns be reinvested into the principal of the endowment to preserve future purchasing power. This will allow not only a protection against present and future inflation, but also compensation for the effects of inflation during the 1970s and early 1980s.

As background, under the Spending Rule Policy a decision is made each year to spend in the following fiscal year only a certain rate or percent, called the "Spending Rate," of the endowment's market value. A three year moving average of June 30 AIF share market values is used for the market value base in these calculations to smooth the sometimes volatile year-to-year fluctuations in investment returns. To accommodate budget planning, this market value average is set back one year.

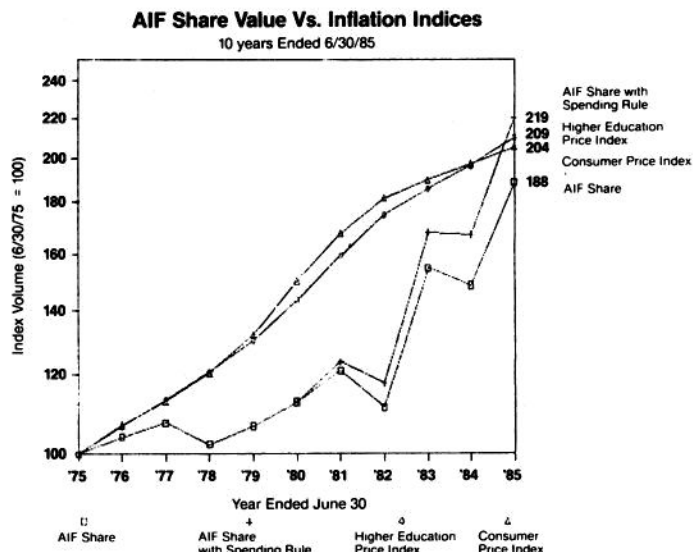
The Spending Rate is the key to successful application of this policy. Historical investment return studies suggest a Spending Rate in the 5.0% to 5.5% range; a recent NACUBO study indicates that the average Spending Rate for participating institutions is, in fact, 5.6%. However, to

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avoid dislocations in existing University programs when the Spending Rule was instituted in Fiscal 1981, a 6.7% Spending Rate was used. It was also a stated goal, at that time, to lower the rate in each succeeding year; in this year, Fiscal 1986, the Spending Rate is 6.1%.

Income earned over the calculated amount available for spending is reinvested in the AIF and purchases reinvestment shares. The latest reinvestment was \$11.2 million, which represents 41% of AIF income earned during Fiscal 1985. Since Fiscal 1981 a total of \$34.5 million has been reinvested, which represents over 9% of AIF principal. This reinvested principal will generate an increasing amount of income for current program support as it continues compounding over time. To illustrate this benefit, in Fiscal 1986, funds which have participated in the Spending Rule since its inception in Fiscal 1981 will have an additional 16.4% of income for program purposes from income produced by the reinvestment shares.

As a further illustration of the benefits of the Spending Rule policy, the graph below shows endowment purchasing power, measured by AIF share values with and without the effects of the Spending Rule, as compared to two indices of inflation, the Consumer Price Index and the Higher Education Price Index.



OF RECORD

Insurance and Risk Management Policy Covering the Theft of University-Owned Microcomputers

The number of microcomputers on campus is rapidly growing: we now have over 2,000 machines in our offices, laboratories and classrooms.

This success, though, leads to some ancillary problems. Microcomputers are portable and expensive and the University is experiencing a growing rate of theft of the machines.

The Office of Risk Management does provide insurance coverage to replace University-owned microcomputers that are stolen, but we need to limit our risk in reasonable ways in order for that insurance to be able to provide reasonable coverage.

With this in mind, the Office of Risk Management, the Purchasing Department, and my office are jointly adopting the following policies effective January 31, 1986 to limit the risk of theft for University-owned microcomputers and to reimburse schools and offices if theft does occur.

1. After January 31, departments ordering new computers through Purchasing and/or the Computer Shack who do not order lockdown devices (*see below*) will be asked to sign a waiver form indicating that they are aware of the University's insurance guidelines in the event of theft of computers from our premises.

2. At the time of discovery, incidents involving theft must be reported to Public Safety if on campus or the appropriate local police department so that an investigation can be completed. Request that a copy of the police report be sent to the Office of Risk Management.

3. The department head or business administrator of the area must make a formal request for replacement on an Office of Risk Management Incident Report form specifically indicating whether a lockdown device had been used on the computer.

4. The department head or business administrator of the area must provide to the Office of Risk Management some independent evidence (e.g., a copy of the original purchase requisition) that the item is University-owned property or that the department bears the risk of loss. For University-owned computers that are used off-premises (e.g., a faculty member's home), the department must provide written authorization from the Dean of the school or his or her designee that the computer is being used off-premises with the department's consent for University business and acknowledging that the department understands that it is responsible for the deductible.

5. The department making the claim is responsible for completing the paperwork necessary to pay for the replacement using the appropriate departmental budget code. This should be completed following all University guidelines and forwarded to the Office of Risk Management. The Office of Risk Management will review and approve, if appropriate, and then forward the paperwork to Purchasing.

6. The Office of Risk Management will reimburse for the purchase of the replacement subject to the following deductibles:

\$500 if the microcomputer was secured by a lockdown device.

50% of the replacement cost if the microcomputer was NOT secured by a lockdown device, subject to a minimum of \$500.

In an effort to make the timely installation of lockdown devices as reasonable as possible, the Purchasing Department is in the process of negotiating contracts with local vendors for the purchase and installation of lockdown pads. Purchasing expects to have these contracts in place by the first of the year. These security devices will also be sold through the Computer Shack. To date, the two approved computer security devices are "Anchor Pad" and "T-Track". Installed prices are expected to be in the \$110 to \$160 range.

—David L. Stonehill, Vice Provost for Computing

Update

DECEMBER ON CAMPUS

MEETINGS

17 Black Administrators, Faculty and Staff (BAFS) general meeting, noon, Benjamin Franklin Room, Houston Hall. For information call Robin Dasher-Alston, Ext. 1600.

MUSIC

17 Organ Recital by Stephen F. Scheiber, organist and choirmaster of the Central Presbyterian Church; 12:05-12:35 p.m., Irvine Auditorium, admission free (Curtis Organ Restoration Society, American Guild of Organists, Phila. Chapter).

RELIGION

24 Christmas Eve: Lessons, Music, and Blessing of the Creche at the Church of the Saviour, 4:30 p.m.; Refreshments and Tree Decoration, St. Mary's Parish Hall, 9 p.m.; carol singing, St. Mary's, 11 p.m.

25 Christmas Day: Holy Communion at the Church of the Saviour, 10 a.m. (members of St. Mary's especially invited).

Deadlines

The deadline for the next weekly update, *January On Campus*, is Monday, January 6, for the January 14 issue, which is the first one scheduled for the spring semester. The deadline for the February pull-out calendar is Monday, January 13. Send to *Almanac*, 3601 Locust Walk/6224 (second floor of the Christian Association).

Need a Ride?

Faculty and staff who live near the route — Phoenixville, Route 23 to Wayne/St. Davids, Conestoga Rd. to Rosemont, north to Montgomery Avenue and west to Bala Cynwyd — and need a ride to and from work call Vanpool No. 7 driver, Stuart Watson, Ext. 7293.

Safety Pointers for the Off-Campus Dweller

Maye Morrison, Director of Off-Campus Living

The communities surrounding the University are urban areas. Common sense precautions and above all, awareness can go a long way in securing the safety of your person and your home.

The holiday season is associated with happiness and joy. To help assure that students' holidays are not marred by crime or other incidents, the Office of Off-Campus Living offers a number of suggestions particularly for those living off-campus. Three areas of concern are identified—at home, on the street and while shopping.

At Home

Students are often negligent in securing their apartments and their valuables and therefore, are often victimized. You should exercise particular care at the holiday season, with respect to housing, especially if you plan to be away on vacation. Remember that burglars will be more active at holidays than at other times. A few basic precautionary measures can help.

- If you are a woman put only your initials, not your first name, on your mailbox.
- Notify your landlord or superintendant of outside and hallway lights that do not work, locks that do not work and lost keys.
- Do not let strangers in to use your telephone. Offer to make the call for them or tell them where to find a public phone.
- Install dead bolt locks on all exterior doors. Take greater security precautions with your windows. On request, to Ext. 7297, our public safety department will visit your home or apartment and conduct a home security check, advising you on how to best secure your home. If you do decide to install new locks, check with your landlord first since most leases prohibit a tenant from installing new locks without first obtaining permission. Call 686-3380 and request an inspection.

Mark your valuables, and put up the "Operation ID" sticker that warns thieves your goods can be easily traced. Campus police and Philadelphia police will lend you easy-to-use electric engraving tools which work on metal, plastic, glass and wooden objects. (Your social security or drivers license number is suggested.) They also supply the operation ID stickers. After marking your valuables make a list of the items marked and the identification number used. Criminals do not like to handle easily identifiable items because such items greatly increase the chance of being detected and make selling these items considerably more difficult. Consider also a renters' insurance policy for your property since the property/landlord's owners insurance does not cover tenants' property. Some other very important pointers:

- Make sure that all windows and doors are secured.
- Leave blinds partly open so your house doesn't have a "closed down" look.
- Make sure that arrangements are made to stop all newspaper and other deliveries that would indicate that you're not at home. Make sure mail won't accumulate.
- Put one or more lights, or a radio, on a timer to give the appearance that your apartment is still occupied.
- If you have a trusted neighbor or friend, make arrangements for periodic visits. Have them keep your porch or doorway clear. Leave a number where you can be reached.

● Neighbors are your best security. If you know your neighbors well, ask them to report any suspicious noise or activity.

- Remove all valuables (such as money or jewelry) that can be easily stolen.
- Remove any "stepping stones" such as boxes or crates that can be used as a ladder to your windows.
- Never hide the key outside.
- Unplug all unnecessary electrical appliances.
- Reduce thermostat to 65 degrees.
- Should you come home and find that a door or window has been forced, do not enter but call the police as a burglar may still be inside. Do not touch anything or clean up until the police have arrived.

Fire Safety

To avoid a fire:

- Be a good housekeeper. Do not let flammable material accumulate and do not block means of egress.
- When you first enter your living unit, plan how you could escape from each room in the event of a fire. By law, there should be two means of egress from each living unit.
- Ask your landlord to provide a smoke alarm for each living unit or purchase one yourself.
- Check electrical appliances for frayed spots, etc.
- Keep stoves, fry pans, vents, etc. free of grease.
- Keep an eye on candles—and don't put them near inflammable decorations, paper plates, or wooden bowls on your holiday table.
- Learn locations of fire alarms and fire extinguishers.
- Set Christmas tree in water; throw it out after Christmas; or
- use decorations or artificial trees that are fire-resistant.
- Check lights for wear or damage, arrange so they don't touch needles, walls or curtains.
- Turn off lights when you leave or go to bed.
- Post fire department phone number near every phone in your home. Better yet, memorize it in case you must rush out to a pay phone.

On the Street

During the holidays you are more likely to have extra money and gifts with you. You may be tired and less cautious. Criminals know this, so:

- Stay in well-lighted areas; walk halfway between curb and building, away from alleys, entries and bushes.
- Stay near people. Avoid shortcuts through parks, vacant lots, and other deserted places.
- Carry only necessary credit cards and money.
- Do not give directions or other information to strangers.
- Never hitchhike.
- Use the Escort Service if you must travel in the campus area after dark. It's worth the wait.
- If you are followed, act suspicious. Keep looking behind you—this may discourage the follower.
- If someone is following you on foot, cross the street, change direction, or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction. If they persist, record the license number and call the police.
- If you must carry a purse or pocketbook, keep it close to your body. This will minimize the chances of a thief grabbing it.

● If your purse is snatched, don't fight. Give it up rather than risk personal injury. Report the incident to the police and the credit card agencies. (Keep a list of card numbers at home).

● If you feel you are in danger, do not be afraid to scream and run. Consider carrying a whistle or a noise-maker and use it if you feel you are in trouble.

- Be alert. Know where you are going.
- Walk confidently, directly and at a steady pace.
- Do not walk alone unless it is absolutely unavoidable.

Public Transit

Philadelphia public transit system is generally safe. However, the Transit's crowded buses and subways are often a haven for purse snatchers and pickpockets. You should also exercise care traveling late at night where there are few other riders. In using public transit you should be aware of the following pointers:

- If you have a purse, hold it tightly to your body. If you have a wallet, keys, put them in your front pocket.
- Never keep anything of value in the outer pocket of a knapsack. Wallets and transit passes are easily lifted out. Place valuables on the bottom of your knapsack, purse or bag.
- Avoid sitting near the door. A thief can snatch a purse, briefcase or knapsack and escape out the door.
- If it is late and few people are on the bus or train, try to sit near the driver.
- Never get into a subway car containing only one other person. Take the adjoining car or wait for the next train.

Shopping

While shopping there are certain precautions you can take to reduce the chance of unpleasant problems.

- Keep the actual cash you carry to a minimum—use charge plates or checks when possible, but carry only what you need.
- Know what is in your handbag—amount of money, denominations, jewelry, charge plates, driver's license, and other objects that can be identified.
- Don't open your purse in a crowd. Never display your money carelessly. Have carfare in your hand before boarding.
- Never allow your purse to dangle loosely from your hand or arm. Hold it close to your body with your hand over the clasp.
- Never lay your handbag down on the counter while shopping.
- Men should carry wallets in their inside coat pocket or side trousers pocket.
- Beware of jostlers in a street crowd or on a crowded public vehicle.
- Don't withdraw large sums of money from the bank while enroute to the shopping area.
- Beware of kind strangers who offer to carry your packages or open your door. Watch out for strangers who find purses or packages with money and offer to share with you: there's a con game called the "pigeon drop" and you are the "pigeon."

Have a safe and happy holiday season.

