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The White House Call: Dr. Hackney for NEH

A White House press representative, Russell Sveda, confirmed to *Almanac* by phone Monday night that Penn President Sheldon Hackney has been nominated to chair the National Endowment for the Humanities.

"I am happy that President Clinton intends to nominate me for the NEH chairmanship," Dr. Hackney said. "If confirmed I will be honored to serve." Senate confirmation is required for the position. Thus, said Dr. Hackney's assistant Nicholas Constan in Monday's *Daily Pennsylvanian*, the necessity of an interim appointment to the Penn presidency would hinge on "how quickly Hackney is confirmed by the Senate and how soon his services would be required full-time in Washington."

As the nomination was being readied for release Dr. Hackney said he had been considering the impact of such an appointment on Penn and its future, and would have more to say at the end of the week. Secretary of the University Barbara Stevens said the Statutes of the Trustees specify a search committee which will have an equal number

of trustees and faculty, plus a trustee chair, plus students equal to half the number of faculty.

The nomination comes after months of speculation that Dr. Hackney was on a short list, and rumors that he was the front runner. National media speculation heated up last week when the *Washington Post* of April 8 declared "NEH Head Selected" with the subhead, "U-Pa. Historian Likely Humanities Nominee." The next day's *New York Times* said "Penn President Chosen / For Humanities Agency," citing an unnamed White House official. The *Philadelphia Daily News* was more cautious that afternoon ("Hackney to head U.S. Fund?"), and Saturday's *Inquirer* continued to couch with "Penn President to get / NEH job, sources say."

The national stories lagged behind *The Daily Pennsylvanian*, which led March 4 with "Hackney said to be on the way out" and a subhead, "Washington insiders say Clinton will pick him to oversee the NEH." But the March 30 joke issue's "Hackney nixed for NEH post" led some campus observers to doubt the *Times* and *Post* "sources" last week.



Tapped by the White House: Dr. Hackney

SSW Dean: Ira Schwartz of Michigan

Ira M. Schwartz, professor of social work at the University of Michigan and director of the Center for the Study of Youth Policy there, has been chosen for the deanship of Penn's School of Social Work. His name will be taken to the Trustees on April 23 and he is expected to take office August 1, President Sheldon Hackney said.

He will relieve Dr. Peter Vaughan, who has been serving as acting dean since Dr. Michael Austin's departure for Berkeley in 1992.

Professor Schwartz, 48, took his B.S. at the University of Minnesota in 1966, and his M.S.W. at the University of Washington in 1968. With extensive experience in both the public sector and academia, he is a leading authority in juvenile justice, child welfare and children's mental health, recognized by the American Psychological Association in 1990 with its Child Advocacy Award.

Beyond his distinguished reputation and credentials, President Hackney said, "his commitment to active participation in the evolution of the social work profession made him the right person to become dean of the School."

"Ira Schwartz is a most distinguished social work educator and researcher," said Provost Michael Aiken. "He brings with him outstanding qualities

of leadership and vision. We look to him to build on the School's excellent base, taking it to new heights." Dean Marvin Lazerson of the School of Graduate Education, who will become Acting Provost in July, cited Mr. Schwartz's "marvelous record in understanding social welfare issues in both the public and private sectors." He cited especially his ability to develop research teams and institutional research programs.

The dean-elect said Penn's school "has a wonderful reputation both academically and professionally. A very strong foundation already exists and I want to build upon the strengths and concentrate on developing research capabilities. It will be a privilege to work with such a talented faculty and I am looking forward to working with Acting Dean Peter Vaughan and the rest of the faculty and staff."

Starting his career as a senior planner for his native Minneapolis, Mr. Schwartz was responsible for coordinating and implementing plans in education, parks and recreation, libraries and other health and welfare services. He moved to Community Services for Hennepin County, and also began his teaching career, as an instructor of law enforcement, social

(continued on page 2)



Coming from Michigan: Dean Schwartz

The Lindback Bash: Provost Michael Aiken is in the process of calling nine members of the faculty to advise that they have won Penn's highest honor for distinguished teaching. Eight tenure-track faculty members have been chosen for Lindback Awards, and one non-track member to receive the Provost's Award, but their names are being withheld pending notification of all recipients. Meanwhile, all members of the University can mark on their calendars the celebration of the award, which starts at 4:30 p.m. Thursday, April 22, in the Rare Books Room of Van Pelt Library.

Dean of SSW (from page 1)

problems and deviant behavior at North Hennepin State Junior College. In 1973 he moved to Chicago, where he was executive director of the John Howard Association, until 1977.

After spending the next two years in Seattle as executive director of the Washington Council on Crime and Delinquency, he became Administrator of the Office of Juvenile Justice and Delinquency Prevention in Washington, D.C.

In his next post, as senior fellow of the University of Minnesota's Hubert H. Humphrey Institute for public Affairs and director of its Center for the Study of Youth Policy, Mr. Schwartz headed the largest and most comprehensive assessment of juvenile justice ever undertaken in the U.S. He also taught in Minnesota's School of Social Work and the Institute's Reflective Leadership Program and master's degree program.

In 1987 Mr. Schwartz was named to his present posts at Michigan, where he is also a Faculty Associate in the Center for Political Studies of the Institute for Social Research. He presently administers three grants totaling nearly \$4 million, including two on juvenile justice issues and one on education for cost-effective human services in Michigan.

Since beginning to publish regularly in 1987, Mr. Schwartz has contributed some 80 papers and articles, and during that time made over 85 presentations in the field. He has two recent books issued by Lexington Books in Massachusetts—the 1989 (*In*) *Justice for Juveniles: Rethinking the Best Interest of the Child*, and last year's *Juvenile Justice and Public Policy: Toward a National Agenda*. In press at Ohio State University is *Juvenile Detention: Out of the Closet*, with W.H. Barton. Two other books are in preparation: *Family and Home-Based Services*, at the University of Nebraska Press, and *Being Raised by the Government* (with R. Ortega and G. Fishman), also at Lexington.

Among the many organizations for whom Mr. Schwartz has consulted are the Ford Foundation, Lilly Endowment, Arthur D. Little, Inc., W. K. Kellogg Foundation, Skillman Foundation and numerous state and federal agencies involved in corrections, child welfare, youth services and juvenile probation.

Task Force on Benefits for Domestic Partners

In recent months, many members of the University community have called for the extension of employee benefits to domestic partners other than spouses. The Faculty Senate leadership, the Provost, and I have formed a Task Force of trustees, faculty and staff to consider this proposition and to draft a policy that they would recommend to the University for adoption.

We have charged the Task Force to consider the proposition that the University should provide to domestic partners of Penn employees the same benefits provided to spouses of employees; to advise on whether that should be done; and to provide a statement of the reasons for their recommendations. If they propose that the University provide such benefits, we have asked them to draft a policy that they think the University should adopt.

While it would be ideal to receive the report of the Task Force in time for it to be published "For Comment" in *Almanac* before the end of the academic year, we have asked that it be submitted no later than Labor Day 1993, so that their recommendations can be published and discussed by the entire University community early next fall.

The members of the task force are listed below.

— Sheldon Hackney, President

Faculty: Professor Stephen B. Burbank, *Chair*; Dr. Ann E. Matter, Dr. Mary Frances Berry, and Dr. Donald H. Silberberg

Trustees: Dr. Gloria Twine Chisum and Richard J. Censits

Ex Officio: Dr. Elsa Ramsden, Chair of the Benefits Committee

Staff: Katherine Pollak, A-1, and Afi Roberson, A-3

Resource Persons: Dr. Walter D. Wales, Dr. R. William Holland and Debbie F. Fickler, Esq.

Reporter: Mrs. Mary Furash

Death of Marian Anderson

The beloved American contralto Marian Anderson, an honorary degree recipient of the University who honored Penn in return by maintaining a lifelong tie, died on April 8 at the age of 96, in Portland, Oregon.

Her death at the home of her nephew, the conductor James de Preist, came on the eve of the anniversary of her Easter Sunday Concert of April 9, 1939—a memorable event in American music and in civil rights. An acclaimed artist in Europe, Miss Anderson was barred by the Daughters of the American Revolution from appearing in Constitution Hall because of her color—and on Easter Sunday she sang to 100,000 people from the steps of the Lincoln Memorial. Though the day focused the attention of the world on American segregation, and though First Lady Eleanor Roosevelt rebuked the DAR by resigning publicly from it, the American music world changed little at the time—and it was not until 1955 that Miss Anderson became the first African-American soloist to break the color bar at the Metropolitan Opera.

At Penn's Commencement on June 11, 1958, the citation read as she was awarded the honorary Doctor of Music degree read:

The world has acclaimed you as its greatest contralto...the nation is in your lasting debt for having extended its hand of friendship to all peoples, the city of your birth has accorded you its highest honors. Now the University of Pennsylvania wishes to identify you as a member of its family.

We do so not alone in recognition of your consummate artistry and superlative musicianship, but also as an expression of our respect for the devoutly simple, essentially religious, spirit which has characterized your throughout your life. Humility and dedication, joined with a voice divinely inspired, have brought you from the choir loft of a church in South Philadelphia to the concert stage of every continent.

This University proudly welcomes you as its newest alumna.

That year her nephew was also part of the graduating class, taking his baccalaureate degree



Photo by Frank Ross

Miss Anderson in 1977

from Wharton; he was later to earn a master's in communication from the Annenberg School and to receive an honorary doctorate in Penn's gala Commencement of 1976. (Mr. de Preist's own story is told in the March issue of *The Pennsylvania Gazette*.)

In 1977, Miss Anderson donated her library of music, personal papers and memorabilia to the University, and Penn formed a national committee to raise funds to care for it. It is now housed in Special Collections at Van Pelt-Dietrich. The celebrated committee, headed by Frederic Mann with Leonard Bernstein as honorary chair and musical giants Eugene Ormandy, Artur Schnabel and Isaac Stern among its members, also raised a scholarship fund in Miss Anderson's name which currently assists several applied music students. In 1979 Luciano Pavarotti gave a solo recital at the Mann Center to raise funds for it.

Dr. William Kephart, emeritus professor of sociology, died March 10 at the age of 75.

Dr. Kephart joined the sociology department in 1947 and rose through the ranks to full professor, becoming emeritus professor in 1983.

Remembered by Dr. Vincent Whitney, former chair of sociology, for classes so popular that he taught "thousands of students," Dr. Kephart specialized in the family and was known especially for a book on *Family, Society and the Individual*, (1972). Another book called *Extraordinary Groups*, a study of diverse groups in America, went into four editions as a widely used textbook in the field. He was also active in the Greenfield Center for Human Relations at Penn.

Dr. Kephart earned an A.B. from Franklin and Marshall and the M.A. and Ph.D. from Penn. He served in the U.S. Army from 1941 to 1946. After joining Penn he served on the National Council on Family Relations, the American Sociological Association and the Eastern Sociological Society. Dr. Kephart was a life master in the American Contract Bridge League, an accomplishment of which he was quite proud, according to Dr. Whitney.

Dr. Kephart is survived by his wife, Ann and his daughter, Janet, Penn Law '77.

A Progress Report on Action Steps Regarding Minority Permanence

The issue of minority permanence at Penn has continued to be at the forefront of the University's agenda in the past few months. The President, Provost, and Acting Executive Vice President, along with other senior administrators, have held meetings with students, faculty and staff of color to explore how the University community can ensure that all individuals are treated with civility and respect in their interactions with the University, as described in President Hackney's statement "On Minority Permanence," (*Almanac* 1/26/93).

Most recently, a meeting was held in late March to assess the progress being made toward achieving the "Action Steps Regarding Minority Permanence" (*Almanac* 2/2/93) published by Provost Michael Aiken and then Acting Executive Vice President John Gould. We are making progress on those tasks and are continuing with their implementation throughout the University.

While focusing special attention on the treatment of minorities within the University community, it is also appropriate that the issue of improving the quality of "customer services" be addressed on behalf of all members of our community. Civility, courtesy and mutual respect, regardless of identity, rank or function, are reasonable expectations for all those who come in contact with University faculty, staff, and students. We owe adherence to such a standard of behavior to ourselves, our colleagues, our University, and our community.

The President, Provost, and Acting Executive Vice President have instructed each service-oriented office reporting to them to conduct focus groups and related initiatives to identify problems in the treatment of minority group members or others who come in contact with those offices. In addition, following are some of the specific steps that key service-oriented divisions of the University are already implementing:

Provost

- The Provost has reiterated his commitment to report to the deans any incidents of intolerant behavior brought to his office's attention by students, faculty and staff. For example, as a result of the late March meeting, one specific incident is currently being investigated by the dean of the school concerned and appropriate action will be taken in the near future.
- The Provost has met with each academic dean and has urged that schools which do not currently have student advisory groups, or other mechanisms to provide an ongoing forum in which student concerns may be heard and addressed, establish such groups.
- Minority concerns that were raised in the January meeting were related to the deans with the message that intolerant behavior will not be condoned at Penn.

Vice Provost for University Life

- The Vice Provost for University Life is developing a resource brochure for students of color to assist them in making more effective use of a wide range of University resources and services.
- The Vice Provost for University Life is conducting a series of focus groups including graduate, professional and undergraduate students as a forum for student concerns regarding student affairs, residential living, student life activities and student health. Appropriate actions will be taken to address the concerns raised in these groups.
- Each department within the Division of University Life will conduct an internal "Diversity Audit," which includes a self-assessment of the department's sensitivity to needs of various student populations. It is intended that such audits will be institutionalized within the annual planning process of each department within the Division.

Executive Vice President

Public Safety

- The Division of Public Safety has instituted and continues to implement diversity training for officers and staff. This training includes officer-student role playing as well as the development and use of student peer educators.
- In addition, the Division of Public Safety is developing internal training films which portray appropriate and expected officer responses for various situations. The University community will be involved in reviewing these films and the appropriate responses.
- The Division has reviewed and adopted an internal Citizen Complaint Procedure. Each incident of complaint is now followed up with a face-to-face discussion, a written summary of the interaction, and a report to the complainant.
- The physical environment of the Division is being examined and modified to provide a more welcoming and private environment that will facilitate confidential interaction with Division staff.
- Through its Quality Assurance Program, the Division will solicit feedback from every individual who has either made a formal complaint regarding police treatment or been arrested by University Police. In addition, the Division is conducting focus groups with students, faculty, parents and other core customers to identify expectations and assess levels of satisfaction.

Student Financial Services and Business Services

- Student Financial Services will activate a Student Advisory Board in the fall which will include a cross-section of the student population to facilitate an exchange between students and administrators regarding various services. This board will meet monthly with senior staff members.
- Student comment cards will be distributed after every visit to a financial counselor in Student Financial Services. The observations gathered from these cards will be used as a basis for discussion at senior management meetings.
- A hiring team will be established in Student Financial Services. The team will review personnel replacements and promotions. This team will consist of five members, with at least one minority member.
- Focus groups of students of color have been operating and will continue to meet.
- "Valuing diversity" training sessions are being conducted in each department within the Business Services Division.

In addition to reviewing progress on the Action Steps identified by the Provost and Acting Executive Vice President, additional issues were raised at the most recent meeting, for example, the treatment of staff members during a University investigation, the accountability of those who breach the University's standards of behavior, and the possibility of strengthening diversity training within the University. These ideas and issues will be fully explored as we continue to examine ways in which we can make all members of the University feel fully welcome and "at home" at Penn.

Finally, we want to once again remind all members of the University community that these actions only address the administrative dimensions of recognizing and alleviating insensitivity at all levels of the University. For its part, the University administration must integrate these efforts into our strategic planning and establish checkpoints to ensure that these efforts continue and are effectively institutionalized. Executive Vice President Janet Hale and Acting Provost Marvin Lazerson will be equally committed to carrying forward this process. But every member of the University community must also search for better ways in which we can individually value the richness of differences in our diverse community. We count on every member of the community to work with us toward that goal.

— Sheldon Hackney, Michael Aiken and John Wells Gould

Center for Community Partnerships:

Summer Research/Teaching Grants: May 7

The Center for Community Partnerships has funds available for faculty members to apply for summer research grants, course development funds, undergraduate and graduate assistantships. Grants will be for no more than \$2,500 per project. Criteria for the application will include:

- Academic excellence.
- An integration of research, teaching, and service.
- A partnership with community groups, schools, service agencies, etc.
- A focus on Philadelphia, particularly West Philadelphia.

Proposals should provide evidence as to how the research or teaching activity will involve participation or interaction with the community as well as contribute to improving the community. Proposals should include the following:

- Cover page.
- Name, title, department, school, mailing address.
- Title of the proposal.
- Amount requested.
- 100-word abstract of proposal (include how the project will involve interaction with the community and benefit the community).
- A one-page biographical sketch of the applicant indicating current research support and recent publications.
- A 3- to 5-page mini proposal.
- Amount of the request and a budget.

An original and five copies of the proposal should be submitted to the Center for Community Partnerships, 133 S. 36th Street, Suite 519, Philadelphia, PA 19104-3246. The application deadline is May 7. Applicants will be informed of the review panel's decision by June 1.

— Francis E. Johnston, Professor and Chair, Department of Anthropology
Co-Chair, Faculty Advisory Committee, Center for Community Partnerships
— Eliot Stellar, University Professor Emeritus, Department of Neurosciences
Co-Chair, Faculty Advisory Committee, Center for Community Partnerships

Faculty Visiting Fellowships in Scotland, England, India

The Office of International Programs is pleased to announce that visiting fellowships will be offered in Scotland, England and India for upcoming periods, open to faculty members.

Edinburgh: The University of Edinburgh Institute for Advanced Studies in the Humanities invites applications for visiting research fellowships of between two and six months, tenable in the period from May 1994 to September 1996. No limitation will be placed on the area of research within the humanities, but some emphasis will be given to issues in medical ethics, business ethics and environmental ethics. Most fellowships are honorary, but a small number of stipends are available to a total value not exceeding £500 per person. British Council representatives can advise overseas applicants about scholarships and bursaries.

All completed applications must be returned before *December 1, 1993*, to The Director, The Institute for Advanced Studies in the Humanities, The University of Edinburgh, Hope Park Square, Edinburgh EH8 9NW, SCOTLAND.

Cambridge: The University of Cambridge, Corpus Christi College proposes to offer four to six non-stipendiary visiting fellowships annually and provides residential accommodation for one to three terms on its graduate campus to scholars of several years' standing who preferably have no previous experience of the University of Cambridge. The apartments cannot accommodate more than a spouse and two young children.

Applications for the academic year 1994-1995 should reach the College Secretary by *October 1, 1993*, at the latest.

Further details on the Edinburgh and Cambridge programs, and application forms, may be obtained from Elva Power, Office of International Programs, 133 Bennett Hall/6275, Ext. 8-1640.

Indo-U.S.: The Indo-American Fellowship Program for Advanced Research in India invites applications for fellowships in the physical, natural and applied sciences; social sciences; humanities; and professional areas such as architecture, business, law, museum work and the creative arts. The program is sponsored by the Indo-U.S. Subcommittee on Education and Culture and is funded by the United States Information Agency, the National Science Foundation, the Smithsonian Institution, and the Government of India. The objective of the program is to draw Americans who are not India area specialists and who have had limited or no prior experience in the country into educational exchange.

Applications for 1994-1995 should reach the Council on International Exchange of Scholars (CIEE) by *August 1, 1993*. Information and application forms should be requested from CIEE, 2007 Tilden St., NW, Suite 5M, Box Indo, Washington, D.C. 20008-3009.

— Joyce M. Randolph, Director of International Programs

Toward Replication of WEPIC

The University has received a \$247,000, 18-month planning grant from the DeWitt Wallace-Reader's Digest Fund to support the replication of the West Philadelphia Improvement Corps (WEPIC), a neighborhood and school revitalization project.

WEPIC, which began in 1985, operates in 10 West Philadelphia public schools, involving 2,000 students and their families in education, job training, community improvement, and recreational, cultural, and service activities.

As explained by Dr. Ira Harkavy, director of Penn's Center for Community Partnerships and director of the Penn Program for Public Service, which connects academic resources to WEPIC:

The program works with public school teachers and principals to expand their schools into places where both students and older residents can acquire education and develop skills as they work on projects to benefit the community. Penn is a *permanent* partner in this program. Faculty, students and staff are actively involved and are part of a broader coalition that includes job training agencies, churches, community groups, unions, hospitals, and city, state, and federal agencies and departments.

Because WEPIC has been successful, and has earned the trust of community leaders, Penn has received many requests from other colleges and universities to learn about how WEPIC works.

"The DeWitt Wallace-Reader's Digest Fund grant will enable us to explore ways to transplant WEPIC's success to other communities," said Dr. Harkavy, "Every campus/city environment is different. Detailed knowledge of each potential site must be obtained, and careful thought and analysis applied, in order for the program to lead to meaningful change in the public school, the university, and the community, in other cities."

Joann Weeks, director of the WEPIC Replication Project, will work with other colleges and universities in helping to develop plans for their community programs. She will provide advice and guidance, and will make on-site visits. In return, representatives from other universities will visit WEPIC.

Penn's Center for Community Partnerships, in coordination with the Penn Program for Public Service, will produce a bimonthly newsletter and develop a national database on university/public school collaboration. They will also organize a major evaluation and planning conference at the conclusion of the grant, and publish the conference findings in *Universities and Community Schools*, a University of Pennsylvania periodical edited by Harkavy and historian Lee Benson.

The WEPIC program began in Penn's School of Arts and Sciences. "Ira Harkavy's concept of university-school-community partnerships has become a model for such work," said Dr. Rosemary A. Stevens, dean of SAS. "This grant will give us the opportunity to develop strategies to adapt our very successful program to the needs of other schools and locales."

To help American youth fulfill their educational and career aspirations, the DeWitt Wallace-Reader's Digest Fund invests nationwide to improve elementary and secondary schools, encourage school and community collaboration, strengthen organizations that serve youth, and support programs that increase career, education, and service opportunities for young people. In 1992, approved grants exceeded \$96 million.

Reminder: Faculty Senate Annual Meeting
Wednesday, April 21 3:00 to 5:30 p.m.
Room B-1 Meyerson Hall

Vice Provost for University Life Alcohol & Drug Task Force

Interim Report April, 1993

Introduction

In a 1990 Carnegie Foundation survey, college presidents classified alcohol abuse as the campus life issue of their greatest concern. Moreover, a recent white paper generated by the U.S. Department of Health and Human Services observed that there is no single program or tactic that would be effective at most schools to eliminate drug use and alcohol abuse. Therefore, the need for a multi-disciplinary approach is essential. The alcohol problem is basically one of culture and environment. The report suggests that solutions involve changing social norms and behaviors.

Recently, at Penn, we have witnessed a dramatic increase in the number of alcohol-related incidents. These problems of alcohol abuse are not confined within any specific group in our community. Rather, these problems are present within faculty, staff, student and alumni groups. To address this concern, in the spring of 1991, the Vice Provost for University Life, Kim Morrisson asked Barbara Cassel, Assistant Vice Provost, John Kuprevich, Commissioner Public Safety and Jo-Ann Zoll, Director Office of Alcohol and Drug Education, to convene a Task Force. She charged the task force with the responsibility of developing strategies and services to address the use of drugs and the abuse of alcohol within the campus community. The task force is expected to review the University's alcohol policy as well as legal requirements to evaluate the programs and strategies currently offered, and to make recommendations on procedures, programs and interventions that affect the University's responsibility for compliance. The task force includes representation from faculty, staff and students. And finally, Dr. Morrisson advised that the Task Force's recommendations will be conveyed to appropriate University officials with responsibility for policy implementation (Refer to Appendix 1).

Consequently, faculty, staff and students representing myriad constituencies convened as a Task Force. The following five work groups or committees were identified to meet the charge:

- Policy/Education
- Data Collection
- Social Programming
- Recovery/Treatment
- Teleconference Committee

The work of these groups has been productive and continues. This interim report will outline the goals for each of the groups, identify strategies for implementing recommendations, and will conclude with next steps.

Policy/Education Committee

The Policy and Education Committee has identified six primary goals consistent with the charge of the Task Force.

The first goal was to develop generic regulations for campus events which involve alcoholic beverages. The basis for developing these regulations, is to provide uniform guidelines for deans, vice presidents and administrative unit heads to assist their planning of events to comply with the University's Alcohol Policy (refer to Appendix 2).

The second goal was to draft a letter which will be disseminated to the University community outlining the extent of the problem as well as appropriate behavioral standards. This letter to the community will serve to advise the campus that the senior administration is committed to addressing the alcohol problem, and they are asking for cooperation and support from the entire community.

Goal number three has been to review the alcohol policy in order to determine its effectiveness in promoting the health and welfare of the community. Further review of the policy has occurred with the goal being to strengthen the viability of existing enforcement strategies (refer to Appendix 3).

The fourth goal expands the educational programs which serve to inform the community of the existence of the Alcohol Policy in addition to health consequences associated with drug use and alcohol abuse.

The Committee identified its fifth goal as developing a means for evaluating the progress of the task force through the development of surveys and other feedback mechanisms.

The sixth goal is to recommend a process for dialogue between repre-

sentatives from the University and the local West Philadelphia community, particularly businesses that serve alcohol, in order to share concerns. Ideally, this process will allow for a cooperative effort in developing solutions to the problems of alcohol abuse.

Data Collection Committee

The Data Collection Committee has made three recommendations that will assess the extent of the problem and the trends of alcohol use on our campus generally.

The first recommendation is to develop a University-wide survey in order to collect baseline data.

The second recommendation is the facilitation of focus groups with students which will provide the opportunity for interactive dialogue regarding the presence of alcohol within the student community. Additional opportunities will be provided for staff and faculty and will be developed in the next phase of this project.

The committee further recommends the development of a centralized system for collecting data about alcohol incidents. The centralization of such data would impact upon the provision of better services, consistent responses from those offices which function collaboratively to provide services. Ideally, this systematic process will allow for accurate assessments of the progress being made within this area.

Social Planning/Programming Committee

The Social Planning Committee has developed recommendations ranging from surveys to organizing class programming boards, as well as the development of an alcohol-free pub. These recommendations are delineated in Appendix 4.

Recovery/Treatment Committee

The Recovery/Treatment Committee has developed a mission statement from which they will identify specific goals. The group's mission is to promote the acquisition of current knowledge and resources about alcohol and drug abuse. And, to apply this knowledge and these resources to proactive interventions, treatment for misuse and recovery from addiction within the University community.

Specific goals focus on the development of a treatment resource team aimed at facilitating communication among the various service providers. This team will serve in a consultation role on matters relating to the judicial process or concerns about specific populations, such as women, partners or re-entering students/staff.

Additional goals will review mechanisms for assessing the needs of the recovering community in order to determine the viability of initiatives to support them, such as substance-free housing.

Teleconference Committee

The Teleconference Committee recommends hosting a conference which addresses the use and abuse of alcohol within institutions of higher education. The purpose of such a program would be to enhance communication between schools about effective methods to minimize or eliminate the abuse of substances on college campuses.

The concept of teleconferencing builds on a model of collaboration which is both within and between institutions. Follow-up discussions and programs would be recommended for all participating Institutions, with the goal of further developing alcohol/drug programming and services.

Next Steps

With regard to the Alcohol Policy the following recommendations will be explored in addition to those outlined throughout the report:

The University Police will receive additional training with regard to the Alcohol Policy infractions.

The Police Commissioner and a review team will examine the party monitor role that has in some cases been assumed by off-duty police officers. Additional guidelines will be developed to ensure consistency of such activity.

The Commissioner, in conjunction with members of the Task Force,

will consider the development of a staff and faculty process, similar to that of Open Expression, which will encourage a shared responsibility for the monitoring of campus activities involving alcohol.

A review of the protocol associated with alcohol violations will occur with the appropriate areas and their respective staff.

Alcohol and Other Drug Task Force Members

Task Force Chairs

Barbara Cassel, Assistant Vice Provost for University Life
John Kuprevich, Police Commissioner
Jo-Ann Zoll, Director of Alcohol & Drug Education

Policy/Education Committee

Robin Read, Chair, Judicial Inquiry Office
Zoila Airall, Residential Living
Nicholas Constan, Office of the President
Jonathon Cutler, Drug & Alcohol Resource Team, Col '93
Adelaide Delluva, Veterinary School
Ken Hoffman, Risk Management
Ron Jasner, Risk Management
Eydie Liebman, Graduate Intern, Alcohol & Drug Education, SW '93
Jessica Menella, Drug & Alcohol Resource Team, Col '94
Thomas Messner, University Police Department
Frank Roth, General Counsel
Judith Krieger Rogers, Wharton School
Catherine Schifter, Judicial Inquiry Office
Terri White, Student Life Programs
Wanda Whitted, Staff Relations

Data Collection Committee

Elizabeth Droz, Chair, University Counseling Service
Bernadine Abad, Academic Support Services
Jodi Asadoorian, Graduate Intern, Alcohol & Drug Education, SW '93
Linda Cook, Student Health
Jonathon Cutler, Drug & Alcohol Resource Team, Col '93
Adrienne Frangakis, Drug & Alcohol Resource Team, Col '95
Tom Mottola, Residential Living
Joseph Weaver, University Police Department

Social Planning Committee

Karen Pollack, Chair, Alcohol & Drug Education
Jodi Asadoorian, Graduate Intern, Alcohol & Drug Education, SW '93
Gabriella Davi, Social Planning and Events Committee, Col '96
Jason Diaz, Class Boards, WH '95
Brandon Fitzgerald, Student Activities Council, Col '93
Kathy Krautter, Student Life Activities & Facilities
Tomas Leal, Residential Living
Jeff Lichtman, Undergraduate Assembly, Col '93
Laura Lieberman, NEC Representative, Col '94
Eydie Liebman, Graduate Intern, Alcohol & Drug Education, SW '93
Albert Moore, Student Life Activities & Facilities
Tom Mottola, Residential Living
Nate Prentice, School of Social Work, '94
Laurie Reed, Student Life Programs
Alexandra Schein, Class Boards
Marni Sommer, Social Planning and Events Committee, Col '94
Robert Tintner, GAPSA, Law '94
Francine Walker, Student Life Activities & Facilities
David Yarkin, Class Boards, Col '95

Recovery/Treatment Committee

Jeffrey VanSyckle, Chair, Faculty/Staff Assistance Program
Jodi Asadoorian, Graduate Intern, Alcohol & Drug Education
Lauren Berger, Graduate Intern, Faculty/Staff Assistance Program, SW '93
Elizabeth Droz, University Counseling Service
Nancy Madonna, Faculty/Staff Assistance Program
Karen Pollack, Alcohol & Drug Education
Brenda Ridley, Residential Living
Lillian Rozin, Graduate Intern, Student Health Mental Health
Marilyn Silberberg, Student Health Mental Health

Teleconference Committee

Catherine Schifter, Chair, Judicial Inquiry Office
Peter Gariti, Psychology Department
Nancy Madonna, Faculty/Staff Assistance Program
Karen Pollack, Alcohol & Drug Education
Jeffrey VanSyckle, Faculty/Staff Assistance Program
Wanda Yacknis, GAPSA, Law '93

Additional Committee Members

Ann Aldrich, Alumni Relations
Christopher Dennis, Residential Living
Gloria Gay, Penn Women's Center
Larry Moneta, Office of the Vice Provost for University Life
Tricia Phaup, Fraternity & Sorority Affairs
Carolyn Schlie-Femovich, Athletics Department
Joe Suyama, GSAC, EAS '94

Appendix 1. Charge to the Task Force

In 1988-89, the University of Pennsylvania undertook a year-long examination of its alcohol policy in light of changes in Commonwealth of Pennsylvania legislation regarding alcohol. With the passage, in 1989, of the federal Drug-Free Schools and Drug-Free Workplace Acts, the University was also required to have in place programs and supports that addressed the illegal use and abuse of drugs and alcohol in the campus community and workplace environment and that provided for rehabilitative services. With several years of experience now in the implementation of these policies and legislative requirements, it is time to examine the effectiveness of the University's response to these changes in its effort to promote the health and welfare of members of the University community.

The University of Pennsylvania Task Force on Alcohol and Other Drugs is charged by the Vice Provost for University Life with responsibility for developing strategies and services which address the use and abuse of drugs and alcohol within the campus community. The Task Force is expected to review the University's Alcohol Policy as well as legal requirements to evaluate the programs and strategies currently offered, and to make recommendations on procedures, programs and interventions that affect the University's responsibility for compliance. The Task Force is chaired by the Assistant Vice Provost for University Life with representation from faculty, staff, and students. Its recommendations will be conveyed to appropriate University officials with responsibility for policy implementation.

Appendix 2. Event Planning Guidelines

Regulations for Events Involving Alcoholic Beverages

1. Event organizers must designate a responsible host who is at least 21 years of age. Event organizers and/or hosts are responsible for ensuring that access to alcohol at an event is limited to alumni, students, faculty, staff and their guests who are 21 years of age or older, by checking for picture age identification and/or stamping the hands of persons who provide picture age identification.

2. Alcoholic beverages may not be self-served. All alcoholic beverages must be individually dispensed by responsible individuals at least 21 years of age with unimpaired judgement. Those organizations holding a liquor license shall operate in accordance with that license.

3. Alcoholic beverages may not be sold without a liquor license.

4. Event organizers and/or hosts are responsible for ensuring that no person will be served alcohol while visibly or obviously intoxicated. Event organizers and/or hosts are strongly encouraged to call for reasonable assistance for attendees who appear to be intoxicated.

5. Non-alcoholic beverages must be available and prominently displayed, and non-salty foods must be available in amounts commensurate with the number of attendees at the event.

6. Any social event advertisements, including but not limited to flyers, posters, and invitations, must include the statement: "**NON-ALCOHOLIC BEVERAGES WILL BE PROVIDED FOR THOSE WHO ARE UNDER 21 OR WHO CHOOSE NOT TO DRINK.**"

7. The National Council on Alcoholism and Drug Dependence recommends the following guidelines in planning events:

- 0 drinks for individuals who are under 21, or driving, or chemically dependent, or pregnant;
- 1 drink per hour for moderate drinking;
- no more than 3 drinks per day;
- 1 drink equals 12 ounces of beer, 5 ounces of wine, a 9-ounce wine cooler, or 1.5 ounces of 80 proof liquor;
- In advance, determine the number of legal-aged guests who may be drinking. Based on that number, order no more than 1 drink per person, per hour (not to exceed more than 3 drinks per legal-aged guest).

8. Outdoor activities involving alcohol should be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol by anyone on the Penn campus.

9. Event organizers and/or hosts must ensure that there is a means of properly disposing of partially filled and empty containers at or before the conclusion of the event.

10. Pennsylvania State Law does not permit the transport of alcoholic beverages across state lines. Wine and other alcoholic beverages must be purchased through the Pennsylvania State Store system. Beer must be purchased from a local Pennsylvania distributor. No reimbursement will be processed for out-of-state purchases.

11. All event organizers and/or hosts should read and be familiar with the complete University Drug and Alcohol Policy, which can be found on pp. 25-28 of the *1992-1994 Policies and Procedures*. Copies can be obtained from the Office of the Vice Provost for University Life, 200 Houston Hall, 898-6081. Also, Drug and Alcohol Policy #713 is available

continued past insert

for on-line viewing through the Human Resources section of PennInfo and was published in the October 22, 1991, *Almanac* "Of Record." To request access to PennINFO call 898-1323. *

12. Any University student or employee who violates the Drug and Alcohol Policy will be subject to the University's disciplinary procedures, which impose sanctions up to and including expulsion or termination from employment, and/or referral for prosecution.

We have read and understand the above regulations and the entire Drug and Alcohol Policy, and will comply with them.

Event Organizer (Please Print)	Organizer Birthdate
Event Organizer (Signature)	Date
Event Host (Please Print)	Host Birthdate
Event Host (Signature)	Date
Organization	Event Date
Deans, Heads of Administrative Unit Representative (Signature)	Date

* NOTE TO DEANS AND HEADS OF ADMINISTRATIVE UNITS: IT IS RECOMMENDED THAT YOU DESIGNATE A LOCATION FOR OBTAINING THE COMPLETE DRUG AND ALCOHOL POLICY IN YOUR SCHOOL/FACILITY.

Appendix 3. Proposed Drug and Alcohol Policy Revisions

Using the Drug and Alcohol Policy as it appears in the 1992-1994 *University Policies and Procedures* as a reference, the Subcommittee recommends the following:

1. p. 26, 2. *Alcohol*, "Use of Alcohol," paragraph #2: Reverse the order of "The University of Pennsylvania permits..." and "The University (of Pennsylvania) prohibits..." Begin numbering section with these paragraphs.

2. p. 26, "Supplemental Guidelines on Alcohol Use at Penn": Delete the heading "Supplemental Guidelines..." delete the first two guidelines under that heading, and renumber the entire section.

3. p. 26, "Standards of Conduct," 2.b: Revise it to read: "the intentional and knowing selling, or intentional and knowing furnishing (as defined by Pennsylvania law) of alcoholic beverages to persons under the age of twenty-one or to persons obviously inebriated on property owned or controlled by the University or as part of any University activity. Pennsylvania law currently defines 'furnish' as 'to supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.'"

4. p. 26, "Supplemental Guidelines," 4.: Expand "Deans and heads of administrative units..." to include "Vice Presidents."

5. p. 26, "Supplemental Guidelines," 6.b.: Define the term "of-age adult" to mean "at least 21 years of age, except in instances where an organization has a liquor license, in which case it must operate in accordance with that license."

6. p. 26, "Supplemental Guidelines," 6.c.: Change "Requiring age identification..." to "Requiring picture age identification..."

7. p. 26, "Supplemental Guidelines," 6.c.: Correct "sampling" to "stamping."

8. p. 28, "Health Risks": Change "Alcohol Drug Resource Center" to "Drug and Alcohol Resource Center," as it appears in University directories.

9. p. 28, "Resources: Change Alcohol/Drug Education" to "Alcohol and Drug Education, Office of" to be consistent throughout.

10. p. 28, "Resources": "Labor Relations" and "Staff Relations" should be indented under "Human Resources, Office of" to reflect that they are part of this department.

11. Add to the Drug and Alcohol Policy: "Any advertisements for social events, including but not limited to fliers, posters and invitations, must include the statement 'Non-alcoholic beverages will also be provided for those who are under 21 or who choose not to drink.' This statement must be as prominent as any reference made to alcohol in the advertisement."

12. p. 25, "Use of Alcohol": Change "community" to "All members of the community, including alumni, faculty, staff and students."

13. p. 26, "Supplemental Guidelines," #3: Delete last sentence, "Such efforts to obtain emergency help will not in themselves lead to disciplinary charges."

Appendix 4. Social Planning Recommendations

Introduction

The Social Planning Committee originally began its work during the spring semester 1992. Because of the significant number of students involved, the Committee chose not to meet throughout the summer; however, it reconvened this fall and has continued to meet throughout the 1992-1993 academic year. The membership represents a number of student organizations and administrative offices responsible for and interested in social programming. Student organizations represented include Class Boards, Undergraduate Assembly, Social Planning and Events Committee, Student Activities Council, Greek organizations, and GAPSA. Both the NEC and the GAPSA representatives to the Task Force participate in the committee. Administrative offices represented on the committee include: Office of Student Life Activities and Facilities, Office of Student Life Programs, Office of Residential Living, and Office of Alcohol and Drug Education.

The Committee has identified a number of activities and ideas which are further explored in this report. They are as follows:

- support of the newly developing Freshman, Sophomore, and Junior Class Boards and their planned activities,
- a barbecue on the afternoon of Hey Day to provide students the opportunity to participate in an organized, substance-free activity,
- late night events and activities (10 p.m. to 2 a.m.) such as an on-campus coffee house and alcohol-free pub,
- access for all students to cultural activities in the Philadelphia area, similar to those available for students living in residence,
- and original methods of advertising current programming efforts.

Additionally, long-term goals that have been identified are to:

- support the development and dissemination of a survey to assess the social needs of Penn students and annually evaluate programming efforts,
- provide programming which would support organizations in collaborating with others with whom they have not had the opportunity to do so,
- and explore the possibility of collaborative programming with other Philadelphia-area schools.

The Committee recognizes that efforts to provide social programming opportunities will not eliminate abusive alcohol consumption on campus, but are part of a larger set of changes that need to take place on campus. Additionally, Committee members acknowledge that institutionalizing substance-free social events will take several years.

Class Boards

Since the Social Planning Committee began meeting in spring semester 1992, there has been a great deal of support for the development of Freshman, Sophomore, and Junior Class Boards. There has been significant activity from a number of committed students during this academic year to bring this idea to fruition.

The mission of the Class Boards, as stated in their "Proposed Four Year Agenda," would be

"to provide social programming which will instill a sense of class spirit, unity, and pride in University undergraduates. In addition, the Boards can be called upon by administrators for specific tasks that need class representatives. The purposes of the Class Boards' activities are:

- To promote unity of individual classes through participation in class-wide activities that sponsor a feeling of class spirit. A more unified feeling among class members will in turn create an environment which encourages the forming of lasting friendships among one's classmates.
- To create programming that would provide an alternative to alcohol-related activities. The programming would also promote diversity by providing events that are reflective of the make-up of the University community.
- To instill a sense of dedication to one's class and school—a dedication which will carry over past graduation. This increased class spirit will yield greater endowments to the University in the form of alumni contributions.
- To allow for decentralized programming, through which individual Class Boards can take responsibility for its class' programming.
- To give freshmen, sophomores, and juniors experience in leadership roles from which University administration and faculty can call upon for student advice and participation.
- To increase philanthropic activities to local and national charities."

Programming activities proposed by the Class Boards include the following:

- Raising of the Class Flags will take place in the Hall of Flags in Houston Hall. Each year, the incoming first-year class flag will be

hung from the ceiling and upper class flags will move to the left to symbolize class progression.

- Class Olympics will be held during the second or third week of the fall semester and will be a campus-wide competition between the classes.
- Basketball Promotion will include the distribution of red and blue “hankies” as well as a half-time basketball game between the classes.
- Ivy Ball will be a social activity similar to a formal dinner dance. The goal for this event is to be self-supporting through ticket sales.
- Individual classes will have elections of class officers as well as activities such as Freshman Rowbottoms and Sophomore Hat Day.

Estimated costs for these activities have been developed by the Class Boards organizations and are available upon request.

Hey Day Barbecue

There has been discussion in a number of settings supporting the idea of hosting a barbecue on the morning of Hey Day activities. The purpose of this event is to provide an organized activity, sponsored by the University, prior to the traditional Hey Day events.

The barbecue would provide food and entertainment for students and would be held on Hill Field. In addition to food and entertainment costs, funds would also be needed for:

- security,
- sound system,
- stage set-up,
- portable toilets,
- and Physical Plant charges including electricians, trash cans and trash removal, and grounds crew.

Estimated costs for these activities have been developed by the Office of Student Life Activities and Facilities and the Office of Residential Living and are available upon request.

Late Night Events and Activities

The Social Planning Committee has discussed, at length, the need for alternative late night activities. The Committee has often heard, particularly from its student members, that there is a need to provide programming efforts between the hours of 10 p.m. to 2 a.m.

Two ideas that have been suggested on several occasions are a coffee house and an alcohol-free pub. Both suggestions may be developed independently, combined into one effort or incorporated into an existing facility such as the Underground in High Rise North or the Rathskeller in High Rise South. There has been concern expressed about utilizing locations within residences; that is, it was not clear that graduate students or students living off-campus would frequent establishments located in these facilities. Other possible locations include the Shops at Penn, 3400 block of Sansom Street, 3900 block of Walnut Street or Houston Hall.

Ideas for the coffee house include the following:

- Beverages could include flavored regular and decaffeinated coffees, non-flavored regular and decaffeinated coffee, espresso, cappuccino, hot chocolate, herbal teas, fruit juices, seltzer, bottled water, iced tea and coffee and sodas.
- Food served could include cookies, pastries, cakes, cheese cakes, pies, homemade muffins and scones.
- Penn performing arts groups and outside talents could perform. The coffee house could be decorated in a modern, art deco form and could be a location for Penn artists to showcase their work.
- Recyclable plastic mugs could be sold at the coffee house with an incentive for “patrons on the go” to use the cup in ordering coffee to go at a twenty percent discount. Recyclable cups from other establishments may be recognized for a ten percent discount on take out coffee.
- The coffee house should have extensive hours. For example, it could be open 11 a.m. to 12 a.m., and Sunday through Wednesday, 11 a.m. to 2 a.m., Thursday through Saturday.
- Paid staff, work-study students, supplies, and facility costs would be the primary costs associated with such a venture.

Ideas for the alcohol-free pub include the following:

- This pub would be an establishment where members of the Penn community would congregate with their peers in an alcohol-free setting. It would offer food, beverages, and entertainment in a comfortable, friendly atmosphere.
- Food served could include finger foods (popcorn, french fries, vegetable plate, potato skins), sandwiches, salads and desserts.
- Beverages could include alcohol-free fruit and ice cream drinks, sodas, juices, iced tea, lemonade, seltzer, bottled water, coffee, tea and hot chocolate.
- Entertainment could include karaoke, student bands or performing arts groups, comedians (possibly an “open mike night”), and games (backgammon, checkers and Trivial Pursuit cards).

- The pub should have extensive hours; for example, Sunday through Wednesday, 5:00 pm to 12:00 am and Thursday through Saturday, 5:00 pm to 2:00 am.
- Paid staff, work-study students, supplies, and facility costs would be the primary costs associated with such a venture.

Cultural Activities

The Residential Living system at Penn has had great success with social programming for residents. Much of the success of these programming efforts relates to the popularity of the options as well as the reduced cost to the student. The Social Planning Committee would like to recommend that these activities and opportunities be expanded to be made available to students living off campus as well as to those living in residence.

Examples of these activities follow:

- Cultural events which can include tickets to the orchestra, opera, ballet, art museum, and major theater performances (“Les Miserables”, “Phantom of the Opera”). These events have been very successful in the residences, particularly because of their popularity and because of the low cost. The recommendation is to subsidize the tickets so that students pay no more than fifty percent of the cost.
- Sporting event tickets can also be made available to students at subsidized cost. In residence, tickets to the Philadelphia 76ers have been most popular.
- Organized trips to places like Great Adventure, the Poconos, Franklin Mills Mall, Washington DC and Baltimore’s Inner Harbor at subsidized prices have also been well attended.

Costs associated with these programmatic suggestions would primarily be the provision of tickets to the events at subsidized prices to students.

Advertising

The Committee recognizes that there are many events that are available to students on campus of which they may not be aware. There has been extensive discussion about the need to provide additional and economical means of advertising these activities.

It has been suggested that a one-half page advertisement be placed in *The Daily Pennsylvanian* on a weekly or bi-weekly basis. This advertisement would be in the form of a calendar and would be sponsored and coordinated by an oversight organization, for example the Undergraduate Assembly.

Student groups would be provided with forms that would have a due date and would indicate the need for the following information:

- | | | |
|-----------------|--------|--------------|
| • Name of event | • Date | • Time |
| • Location | • Fee | • Sponsor(s) |

Placing information in the calendar would be free of charge to the student organization with the only restrictions being that the event is substance-free and open to the entire University community.

Costs associated with this concept include the cost of a one-half page advertisement in *The Daily Pennsylvanian* on a weekly or bi-weekly basis.

Conclusion

Along with the above-mentioned suggestions, the members of this Committee continue to support the development and dissemination of a survey to determine the social needs and interests of the student population. A significant commitment of resources, both financial and time, could potentially be used unnecessarily without this information.

Finally, it is important to acknowledge that the Committee views these suggestions as an initial attempt to address a very wide-spread and complicated concern, the availability of social activities that are fun, safe, and substance-free. Providing successful social activities for students will require the commitment of significant resources, not only for the programming activities but also for staff support, advertising and facilities.

Deans, Vice Presidents, and heads of administrative units have the authority and responsibility to govern the use of alcohol in areas they control, both indoors and out, and to approve or disapprove of plans designed to ensure that (at events where alcohol will be served in such areas) only legal age individuals will have access to such alcohol. Therefore, the following guidelines, consistent with the University’s Drug and Alcohol Policy, have been developed for events involving alcoholic beverages. It is recommended that this document be posted in all facilities where events are held.

All members of the University are invited to comment on this document by April 26, 1993. Responses should be sent to:

Office of the Vice Provost for University Life
200 Houston Hall/6306

or by e-mail to VPULBOX@A1.relay.

OF RECORD

Verifying Application Information for External Staff Hires

In the Fall of 1991, a task force was convened by the then-Acting Vice President for Human Resources, Barry Stupine, to study the possibility of conducting background checks for all new employees at Penn. Serving on the task force were Rogers Davis, Director, Human Resources as chair of the task force; Dr. Richard Clelland, then Deputy Provost; David Barber-Smith, Manager of Employment; Dr. Carol Kontos-Cohen, Director of Human Resources and Planning in University Life; Neil Hamburg, Associate General Counsel; Jack Heuer, Manager of Labor Relations; John Kuprevich, Commissioner of the Division of Public Safety; Joann Mitchell, Director of the Office of Affirmative Action; and Wanda Whitted, Manager of Staff Relations.

The charge of this group was to investigate how the University could minimize the risk of any negligent hiring claims, minimize risks to community safety and, at the same time, help insure that capable, qualified individuals are being hired.

The task force recommendations make no change in the standard legal procedure for our police hiring within the Division of Public Safety. Comparable background checks must now be furnished also by contractors before contract guards can be placed on campus.

A recommendation was made to verify centrally that employment reference checks are conducted on all new hires within the University and in University-owned operations such as the Penn Tower Hotel. This will help protect the University from negligent hiring claims as well as help provide hiring departments with useful information prior to making hiring decisions. The policy pertaining to reference checks is:

Hiring officers are responsible for interviewing and verifying application information of the final candidate for a vacant position prior to making a job offer. As part of the verification process, hiring officers must obtain, for all external applicants, two references from past employers. These references, obtainable either in writing or via the telephone, must be completed on HR Form 211 (facsimile below). Copies of these references must be sent to the Employment Office prior to receiving authorization to hire from Employment.

Training and orientation sessions will precede the distribution and use of this form (effective date: July 1, 1993).

— William Holland, Vice President for Human Resources

University of Pennsylvania Employment Reference Check

Name of Applicant _____
Position Applied For _____
Company Contacted _____
Person Contacted _____ Position _____

_____ (name of applicant) has applied for employment with the University of Pennsylvania. We would like to verify information that we received from this candidate regarding his/her employment with you.

Could you please tell me his/her dates of employment with your organization? _____

Were you his/her immediate supervisor? _____ (if no) Could you please tell me what your professional relationship was to this individual? _____

Please describe the duties that this individual performed for your organization: _____

Please rate this individual on the following criteria:

	Poor	Good	Very Good	Excellent
Attendance	___	___	___	___
Productivity	___	___	___	___
Quality of Work	___	___	___	___
Initiative	___	___	___	___
Reliability	___	___	___	___
Specialized Skills	___	___	___	___

(for interviewer) Please summarize this reference, including expanding on information from above section:

Interviewer _____ Date _____
School _____ Department _____ H.R. FORM #211

Vanpool #1: Openings

Vanpool Number One, (Havertown, Drexel Hill, Lansdowne), after 15 years, has lost a few original riders to retirement, and we find that we have several openings for new riders.

I have been a vanpool rider for the past 14 years and it has been such a convenient and rewarding experience that I would like to share it with other Penn employees.

Why should you investigate vanpooling?

1. Door-to-door pick-up and delivery where possible.
2. No crowds, no standing, your own seat every day.
3. No standing on corners on cold, rainy days.
4. New friends, congenial camaraderie. Fun.
5. Safe.
6. Climate Control.
7. Reasonable rates.
8. No parking fees.
9. Interested in saving the planet? The EPA will thank you for vanpooling.

Try us for a few days. Call Elaine at 898-1819 or Donna at 898-7858 for more information.

— Liz Nepi, Secretary,
Department of Residential Living

Ed. Note: Penn operates additional vanpools to/from locations in New Jersey, Delaware County, Phoenixville, Valley Forge, the Main Line and the Far Northeast. Some of these have openings. Ron Ward of Transportation also has a waiting list of some 40 people in areas not presently served—but who could have vans if others on their routes signed up. Call Mr. Ward at Ext. 8-2484 to ask about present openings or express an interest in securing a vanpool to a new area.

Lyme Disease Alert

As Spring approaches and thoughts turn into flowers and the outdoors, it is time to consider the potential for exposure to Lyme Disease. Lyme Disease is an infectious disease, caused by a corkscrew-shaped bacterium. It is transmitted to people and pets through the bite of an infected deer tick. In this area, the majority of Lyme Disease cases occur between March and October, with the peak in June, July and August.

The best way to avoid Lyme Disease is to avoid fields and woods where deer ticks and their hosts reside. However, the following precautions will help reduce your risks of infection:

- Wear light colored clothing so ticks can be easily spotted.
- Wear long sleeved shirts with tight cuffs.
- Wear long pants which are tied at the ankle or stuffed into socks.
- Wear light colored socks and closed shoes.
- Use insect repellent which contains DEET on clothing (especially shoe tops and pant legs).
- Put tick repellent collars on pets.
- Check yourself, children and pets for ticks before coming indoors.

Lyme Disease is preventable and easily treatable with the appropriate antibiotics, especially when detected in its early stages. In humans, symptoms that occur following a tick bite include: headaches, fever, tiredness, a characteristic red rash (not always present), aching muscles and joints and swollen glands. If left untreated, Lyme disease can result in arthritis, as well as heart and nervous system damage.

For more information on Lyme Disease, call 898-4453.

— Office of Environmental Health and Safety

Tuition Benefit Survey through April 20

Elsa Ramsden, Chair
Personnel Benefits Committee
443 NEB/6020

— *Elsa Ramsden, Chair*
— *Sandy Smith, A-3 Representative*
Personnel Benefits Committee

Full-time faculty and staff are eligible upon being hired to take courses at Penn. After three years of full-time employment here, the employee's spouse and dependent children become eligible to use the undergraduate and graduate tuition benefit as outlined below. The Benefits form shown in thumbnail size at right must be filled out by the employee and signed by the supervisor.

Note: The “Old Plan” and “New Plan” options under Dependent Child are not current options but refer to the one-time, irrevocable choice that every eligible employee made in 1984. Only those who were here at that time, and chose the Old Plan, may now use that over the New Plan.

THIS SECTION IS TO BE COMPLETED BY FACULTY/STAFF MEMBER

THIS SECTION IS TO BE COMPLETED BY BUSINESS ADMINISTRATOR AND SUPERVISOR

EDUCATIONAL ASSISTANCE PROGRAM FOR FACULTY AND STAFF TUITION BENEFITS

This application is to be forwarded to the Human Resources/Benefits, Suite 527A 3401 Walnut/6228 after completion and approval by the employer's Business Administrator. Approval and signature of the department will serve as verification of the employee's eligibility. Incomplete forms will be returned to faculty/staff member for completion. Please see reverse side of this form for regulations. Please Print or Type.

Name of Faculty or Staff Member

Last Name First Name

Social Security Number

M.I.

Position Title: _____ Campus Telephone: _____

School at the University I will attend: _____

☐ Undergraduate: _____ ☐ Graduate: _____

Number of graduate courses(s) being taken: _____ List course name(s) and time(s) below:

COURSE NAME	COURSE TIME (start)
	<input type="checkbox"/> am <input type="checkbox"/> pm
	<input type="checkbox"/> am <input type="checkbox"/> pm

I have read and understand the regulations on the reverse of this form. I understand that under present tax laws graduate and professional tuition benefits provided through the Educational Assistance Program are taxable compensation unless otherwise deductible as a business expense. I also understand that changes in federal, state and local tax laws could occur which may further alter the taxability of these tuition benefits. I agree to adjust my federal income tax withholding accordingly and to be solely responsible for payment of any federal income taxes attributable to such tuition benefits. I also authorize the University to withhold from my tuition grant or pay any other federal, state, or local taxes that may be attributable to such benefits.

Signature of Faculty/Staff Member _____ Date _____

Supervisor please read and sign.

I have reviewed the information above and authorize attendance in the above course(s).

Signature of Supervisor _____ Date _____

Business Administrator please complete the following:

This application is for the academic year 19____ (Check one only)

☐ FALL ☐ SPRING ☐ SUMMER ☐ SUMMER II

Employment Information: _____

Date of Full-Time
Permanent Employment

Home Department
Permanent Employment

I hereby certify that the Faculty or Staff Member listed above is eligible to participate in the Educational Assistance Program in accordance with the eligibility requirements described on the reverse side of this application.

Approved: _____ Date _____

Business Administrator Supervisor or Bus. Adm.

TAC ID Embedding _____ Campus extension _____

Student	Employee	Spouse	Dependent Child	
Code	1	2	3	
Tuition Benefit * Exception: Summer I & II. Benefit covers 100% of 2 course units over entire summer.			<u>Old plan</u>	<u>New Plan</u>
		50%	100%	75%
General Fee * Exception: Summer I & II. (See Tuition)		0	0	0
Technical Fee * Exception: Summer I & II. (See Tuition)		50%	100%	75%
Eligibility	Full time employees from date of hire. Part time employees are not eligible	After 3 years of full time employment.	After 3 years of full time employment.	
NOTE:	Currently, there are no federal tax liabilities for undergraduate tuition.			

Student	Employee	Spouse	Dependent Child	
Code	1	2	3	
Tuition Benefit	100% for 2 course units per semester. * Exception: Summer I & II. Benefit covers 100% of 2 course units over entire summer.	50%	<u>Old plan</u> 100%	<u>New Plan</u> 100% All graduate schools except Medical School, Dental School, Veterinary School, Law School and Wharton MBA; these are 75%.
General Fee * Exception: Summer I & II. (See Tuition)	100% for 2 course units per semester.	0	0	0
Technical Fee	100% for 2 course units per semester. * Exception: Summer I & II. (See Tuition)	50%	100%	100% all graduate schools except Medical School, Dental School, Veterinary School, Law School and Wharton MBA; these are 75%.
Eligibility	Full time employees from date of hire. Part time employees not eligible	After 3 years of full time employment.	After 3 years of full time employment.	
<p>NOTE: The Federal Government considers graduate tuition benefits taxable. Therefore, students are given their awards based upon their gross benefit, less federal withholding tax (FWT) and Social Security tax (FICA). Currently, federal withholding is at a rate of 20%, FICA/Soc Sec. is 6.2% and FICA/Medicare is 1.45%.</p> <p>FORMULA: $\frac{\text{Gross Benefit} + \text{Tuition} + \text{General Fee} + \text{Technical Fee}}{\text{Net Benefit (or amount awarded to student)}} = \text{Gross Benefit} - \text{FWT} - \text{FICA}.$</p>				

Open Enrollment Reminder: Pennflex Decisions by April 16

Open enrollment, the once-a-year opportunity to make any necessary changes to benefits such as medical coverage, life insurance and Dependent Care Pre-tax Expense Accounts, *ends Friday, April 16*. A drop-off box is located in the Funderburg Information Center at 3401 Walnut Street. Pennflex Enrollment Forms must be submitted by this deadline in order to continue the pre-tax expense accounts beyond June 30, 1993. If a form is not received by Human Resources, all of the benefit coverages will remain the same as last year except for the Health and Dependent Care Pre-tax Expense Accounts. Call the Pennflex Hotline at 898-0852 for more information.

Humanities Proposals: May 3

Each year the Humanities Coordinating Committee of the School of Arts and Sciences dispenses funds to make possible Faculty Seminars in the Humanities. *Funding requests for 1993-1994 are now invited*. Preference will be given to University of Pennsylvania-based faculty seminars and groups that do not have access to other sources of funding. These funds are not meant to replace or supplement normal budgets for departmental colloquia.

To qualify, each application should include: 1) a description of the seminar's purpose and how it is both interdisciplinary and humanistic; 2) a list of faculty participants; 3) an outline of the proposed program for 1993-1994; 4) a statement on any other funding sources (and amounts) available to the seminar; 5) a detailed outline of the seminar budget.

Please note: a detailed budget proposal is required. Available funds will be divided evenly among those seminars that are approved. Judging from past years, allocations are anticipated to fall in the range of \$800 to \$900 per seminar. Funds are normally for payment of honoraria and travel expenses for outside speakers, refreshments following lectures, and related publicity costs.

Proposals should be received in 16 College Hall/6378 (Graduate division of Arts and Sciences) by May 3, 1993. Questions can be directed to Dr. Debra Israel, Ext. 8-4940.

'Silencing Women...'

PennACE-NIP will participate in a conference entitled *Silencing Girls, Silencing Women: Gender Bias in Education* to be held April 30 from 8:15 a.m. to 4 p.m. in the Haub Executive Center in McShain Hall at St. Joseph's University. The conference is sponsored by the American Council on Education-National Identification Program for the Advancement of Women in Higher Education (ACE-NIP); a \$65 fee covers materials and lunch.

The conference will identify the educational biases that girls and young women face and address how women in higher education administration can assist them in overcoming those challenges. Keynote speaker is Joan Poliner-Shapiro, Associate Dean of the College of Education at Temple and author of *Educating Girls for the 21st Century—Not for Teachers Only*. Other presenters are Elena DiLapi and Gloria Gay of the Penn Women's Center; Joann Mitchell, director of Affirmative Action; and Anu Rao, director of staffing and development at HUP.

Clothes, Mourning: April 14

Clothes, Mourning and the Life of Things is the topic of a talk that Dr. Peter Stallybrass, professor of English, will give on April 14 as part of the 1992-93 College Alumni Series. His discussion of modern cultural taboos about clothing will be given after a noontime buffet at the Warwick Hotel, for which reservations are required at \$15 per person. For reservations and information call 898-5262.

Update

APRIL AT PENN

CONFERENCE

17 *Jean Genet: Littérature et Politique*; panel of speakers; 9 a.m.-6 p.m.; 105 Lauder-Fischer Hall (French Institute for Culture and Technology/Center for Cultural Studies/Romance Languages).

(Update continues next page)

The University of Pennsylvania Police Department Community Crime Report

This summary is prepared by the division of public safety and includes all criminal incidents reported and made known to the university police department between the dates of April 5, 1993 and April 11, 1993. The University police actively patrol from Market Street to Baltimore Avenue, and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the division of public safety at 8-4482.

Crimes Against Persons

34th to 38th / Market to Civic Center: Robberies (& attempts)—1, Aggravated assaults—1,

Simple assaults—1, Threats & harassment—1	
04/08/93 12:54 AM Williams Plaza	Complainant robbed by 2 males/2 arrests
04/08/93 4:06 PM Van Pelt Library	Male arrested after striking officer
04/08/93 8:32 PM Admissions Walk	Juveniles struck person/1 apprehended
04/09/93 12:24 PM Stouffer Triangle	Complainant receiving unwanted calls

38th to 41st / Market to Baltimore: Robberies(& attempts)—4, Threats & harassment —3

04/05/93 1:43 AM Chestnut Hall	Complainant. robbed at gunpoint/3 arrests
04/06/93 2:34 PM Hamilton Court	Complainant receiving unwanted calls
04/06/93 8:04 PM 230 S 40th St.	2 juveniles apprehended after taking bike
04/07/93 10:00 AM 4000 Block Pine	Complainant robbed by 2 unknown males
04/07/93 6:50 PM Delta Delta Delta	Complainant receiving unwanted calls
04/09/93 7:14 PM High Rise North	Obscene calls received
04/10/93 12:55 AM 200 Block 41st St.	Male robbed/assaulted by 3 males w/knife

41st to 43rd / Market to Baltimore: Robberies (& attempts) — 1

04/08/93 10:14 PM 42nd & Spruce	Actor attempted robbery with knife
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30th to 34th / Market to University: Robberies (& attempts)—1, Simple assaults—1

04/05/93 1:45 AM 34th & Chestnut	3 males attempted rob cab driver/3 arrests
04/08/93 3:21 AM Lot # 26	Driver struck, threatened by passenger

Outside 30th-43rd / Market-Baltimore: Robberies(& attempts)—1, Aggravated assaults—1

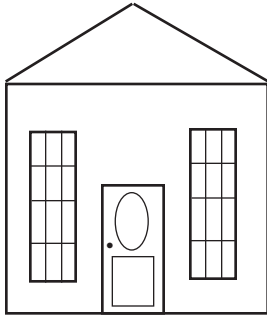
04/06/93 3:04 PM 33rd & Cherry St.	Complainant robbed by unknown male
04/09/93 2:17 AM 418 S. 44th St.	Report of gun shots per /2 males shot

Crimes Against Property

34th- 38th / Market to Civic Center: Burglaries (& attempts)—1,

Total thefts (& attempts)—22, Thefts of auto (& attempts)—1, Forgery & fraud—1	
04/05/93 6:28 PM Gimbel Gym	Wallet taken from locker
04/06/93 7:59 AM Van Pelt Library	Property taken from 1st floor offices
04/06/93 1:36 PM 140 S 34th St.	Wallet taken from area
04/06/93 5:10 PM Nursing Ed. Building	Special eye glasses taken from room
04/07/93 7:28 AM Clinical Research Bldg.	Window on vending machine broken
04/07/93 12:42 PM 3600 Block Locust	Banner taken by person(s) unknown
04/07/93 4:53 PM Van Pelt Library	Unattended wallet taken
04/07/93 7:37 PM Science Center	Unattended wallet taken from office area
04/08/93 5:18 PM Psychology labs	Unattended knapsack taken from office
04/08/93 5:50 PM Houston Hall	Another person's check cashed
04/08/93 10:34 PM Bodine	Cash taken from unsecured room
04/09/93 2:42 AM 3430 Sansom St.	Cash taken from secured area
04/09/93 9:23 AM Johnson Pavilion	Unattended portable phone taken
04/09/93 12:21 PM Stiteler Building	Unattended wallet taken
04/09/93 1:24 PM Annenberg Center	Unattended wallet taken
04/09/93 2:20 PM Lower Quad	Unattended keys taken
04/09/93 3:53 PM Gimbel Gym	Locker broken into/items taken
04/09/93 4:01 PM Gimbel Gym	Locker broken into/items taken
04/09/93 4:32 PM Gimbel Gym	Locker broken into/items taken
04/09/93 4:34 PM Newman Center	Auto taken from location

continued on next page



Lunch Time Homebuyer's Program

The Treasurer's Office will sponsor an educational, brown-bag lunch-time seminar on the process of purchasing a home. It will be held April 20 from noon-2 p.m. in the Meridian Bank, 3451 Walnut Street. Topics will include:

- how to buy a house
- importance of realtor
- importance of sales agreement
- how to view your credit
- how to repair your credit
- importance of credit in mortgage process
- and much more.

For further information and to reserve a place, please call Jean Crescenzo at 898-7256. Beverages will be available.

continued from previous page

04/09/93	10:19 PM	Hillel Foundation	Leather jacket taken
04/09/93	10:19 PM	Hillel Foundation	Wallet taken from area
04/09/93	10:21 PM	Hillel Foundation	Leather jacket taken
04/10/93	3:53 AM	3430 Sansom St.	Unattended bag of clothing taken

38th to 41st / Market to Baltimore: Burglaries (& attempts)—1, T. thefts (& attempts)—11, Thefts from autos—3, Thefts of bicycles & parts—4, Criminal mischief & vandalism—3

04/05/93	9:17 PM	Harrison House	Crazy glue in door locks
04/05/93	9:25 PM	4000 Block Pine	Property taken from auto
04/06/93	12:35 PM	North Service Dr.	Rear window damaged to auto
04/06/93	7:01 PM	309 S 41st Apt 1	Property taken from residence
04/06/93	9:29 PM	Harrison House	Property taken from laundry room
04/07/93	12:36 AM	41st & Walnut	Rear wheel taken from secured bicycle
04/08/93	9:48 AM	3800 Block Spruce	Unattended purse taken
04/08/93	3:50 PM	Evans Building	Credit card taken from clinic area
04/08/93	9:56 PM	Sigma Chi	Lacrosse equipment taken from hallway
04/09/93	6:17 AM	Veterinary School	Money machine damaged
04/09/93	10:11 AM	Hamilton Court	Secured bike taken from rack
04/09/93	3:23 PM	4030 Spruce St.	Secured bike taken from rack
04/10/93	6:58 PM	3901 Walnut St.	Property removed from auto
04/11/93	3:47 PM	High Rise North	Secured bicycle taken from rack
04/11/93	5:32 PM	4038 Spruce St.	Stereo system removed from vehicle

41st to 43rd / Market to Baltimore: Total thefts (& attempts)—2, Thefts from autos—1

04/08/93	9:24 AM	Divinity School	Property taken from office area
04/10/93	3:43 PM	4100 Block Locust	Car radio taken

30th to 34th / Market to University: Burglaries (& attempts)—2, T. thefts (& attempts)—4, Criminal mischief & vandalism—2, Trespassing & loitering—1

04/05/93	8:10 PM	Hutchinson Gym	Wallet taken from locker
04/06/93	9:20 AM	Music Building	Room entered via window/property taken
04/06/93	3:38 PM	Hutchinson Gym	Male arrested for trespassing
04/06/93	5:22 PM	33rd & Chestnut	Unattended wallet taken from room
04/08/93	8:05 PM	Rittenhouse lab	Glass broken on snack machine
04/09/93	7:14 AM	Gardeners shop	Computer taken from office area
04/09/93	9:49 AM	University Museum	Printer taken from room
04/09/93	4:34 PM	University Museum	Coat taken from upper floor
04/10/93	10:53 AM	Lot # 37	Fence pulled away on corner of lot

Crimes Against Society

34th to 38th / Market to Civic Center: Disorderly conduct—1

04/11/93	4:24 AM	3600 Block Locust	Male issued citation for disorderly conduct
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38th to 41st / Market to Baltimore: Disorderly conduct—1

04/10/93	5:32 AM	Superblock	Report of disturbance/one arrest
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18th District Crimes Against Persons

3/29/93 to 4/4/93, Schuylkill River to 49th Street and Market Street to Woodland Avenue

Totals: 12 Incidents, 2 Arrests

Date	Time	Location	Offense	Arrest
3/29/93	2:03 PM	4200 Chestnut	Aggravated Assault	No
3/30/93	1:09 PM	4700 Chestnut	Aggravated Assault	No
3/30/93	11:36 AM	4000 Locust	Robbery	Yes
4/1/93	12:03 AM	4836 Spruce	Robbery	No
4/1/93	8:20 AM	4617 Locust	Aggravated Assault	Yes
4/2/93	8:20 AM	3940 Market	Aggravated Assault	No
4/2/93	10:00 AM	4700 Walnut	Aggravated Assault	No
4/2/93	5:00 PM	4857 Chestnut	Robbery	No
4/2/93	5:00 PM	4610 Spruce	Aggravated Assault	No
4/3/93	2:53 AM	3600 Mission	Robbery	No
4/3/93	7:45 PM	4200 Ludlow	Robbery	No
4/3/93	11:00 PM	4100 Pine	Robbery	No

Update continued

MEETING

20 *Desktop Publishing Interest Group*; noon-1:30 p.m.; Bits & Pieces Room, Computer Resource Center (DTP Interest Group).

MUSIC

10 *Concert of Classical Persian Music*; 7 p.m.; Harrison Auditorium, University Museum. Ticket information: 898-6335.

SPECIAL EVENTS

15-16 *Spring Fling Crafts Fair*; 80 craft-speople participating; 9 a.m.-6 p.m.; Locust Walk. Information: 898-4444 (SPEC).

TALKS

14 *Historical Obstacles to the Participation of Women in Iranian Society*; Mansoureh Ettehadieh, Teheran University. 4 p.m.; West Lounge, Williams Hall (Iranian Studies).

15 *The Great Argentine Family: Politics and Morality in Authoritarian Discourse in Argentina, 1976-1983*; Judy Filc, comparative literature; noon; 4th Floor, West Lounge, Williams Hall (Latin American Cultures Program).

An Evening with Jamaica Kincaid, author of *Lucy*; 1993 Judy Berkowitz Endowed Lecture in Women's Studies and part of *Women Making a Difference at Penn*; 8 p.m.; 110 Annenberg School (Women's Studies).

16 *Prospects for Minimalism*; Noam Chomsky, MIT; 2:30 p.m.; 102 Chemistry Building (Penn Linguistics Club/Institute for Research in Cognitive Science).

Women, State, and Nationalism in Turkey; Nuket Sirman, Bogazici University; 4 p.m.; West Lounge, Williams Hall (Turkish Studies, Turkish Student Association).

20 *Approach to the Patient with GERD*; Donald O. Castell, Kimbel Professor and Chairman, Medicine, Graduate Hospital; 8 a.m.; Medical Alumni Hall, first floor Maloney (Medicine).

Persia and Arabia in Poetry and Traditions; Omar Pound, Princeton University and Raymond Stock; 4:30 p.m.; West Lounge, Williams Hall (Iranian Studies, Arab Studies).

21 *The Influence of the East on Education in Islamic Spain*; Michael Lenker, Penn Language Center; 4 p.m.; Classroom II, University Museum (PATHS).

Deadline for the May at Penn calendar is Tuesday, April 13. Info may be faxed, e-mailed or hand-carried for prompt delivery.



Almanac

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