

# Almanac

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Pullout: SCUE on University Minors

## Deaths of Two College Members

Two May 1994 graduates of the College died over the weekend.

Mary McGuire, a native of Princeton who had led Penn's Reach-a-Peer Hotline and was volunteering for Habitat for Humanity in San Antonio, Texas, was killed Friday night when her car was hit by a drunk driver.

Andrew Sawyer of Easton, Conn., a men's swim team member who had come to the campus over the weekend to mourn Ms. McGuire's death with her Delta Delta Delta sisters, was found unconscious on the bathroom floor of the Tri-Delt house on Locust Walk. He was pronounced dead on arrival at HUP at 8 a.m. on Sunday.

Support groups have been established at Tri-Delt's old and new houses, and at Mr. Sawyer's fraternity, Delta Kappa Epsilon. Acting VPUL Valarie Swain-Cade McCoullum said Monday that anyone in the University who knew the young people or is close to students who knew them should be aware of such counseling resources and of those at:

Chaplain's Office	898-8546
Christian Association	386-1530
Counseling Center	898-7021
Fraternity/Sorority Affairs	898-5263
Hillel Foundation	898-7391
Newman Center	898-7575
Student Health	662-2860
VPUL Central Office	898-6081
Women's Center	898-8611

## Exams and Inauguration Day

On Friday, October 21, the University will celebrate the inauguration of Judith Rodin as its seventh President. The ceremony will be held from 10:30 a.m. to 12 noon in Irvine Auditorium and will be followed by a celebration in front of College Hall to which the entire University is invited.

We would like as many faculty, students, and staff as possible to be able to participate in the events being held on Friday. To that end, I urge you to try to avoid scheduling examinations on that day. The Senate Executive Committee joins me in making this request and recently adopted the following motion:

The Senate Executive Committee looks forward to the inauguration of President Rodin on October 21 and urges the faculty to the fullest extent possible not to schedule examinations on that day.

I hope you will be able to comply with this request and that you will join us at one of the several events being held during the President's inaugural celebration.

— Stanley Chodorow, Provost

## Council September 28: ROTC at "Arm's Length"

At Wednesday's meeting the University Council endorsed the Report of the Committee to Review ROTC Arrangements (*Almanac* September 27) after passage of a major amendment—elimination of *Option e*, which called for terminating the relationship altogether. The amendment passed 19 to 7 and the endorsement 25-1 with 4 abstentions.

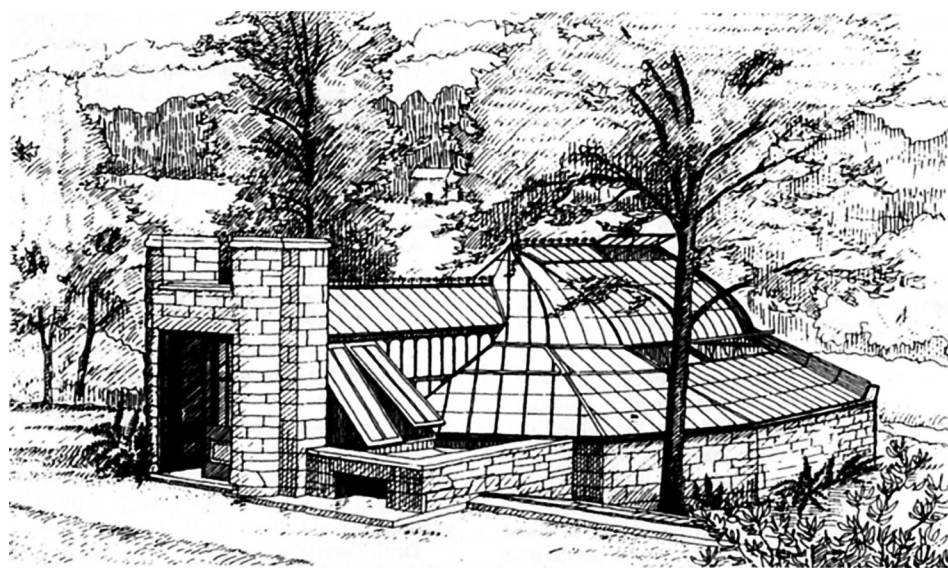
This action presents, as Council's advice to the President and Provost, both the Report's preference for *Option c*—which would "maintain the presence" of ROTC at Penn but not as an educational program for credit—and its fallback recommendation, *Option d*, which would allow for negotiation of cross-town or consortial arrangements with other schools if *Option c* cannot be implemented. (*Option c* is reprinted on page 3 of this issue, showing the eight criteria to be met in negotiating the proposed relationship.)

**Action on Bylaws:** Continuing discussion that began last spring on revision of the Council Bylaws, Council debated a motion to reserve one of its 15 undergraduate seats for the United Minorities Council; it was defeated, 20-16.

A-3 Assembly Spokesperson Rochelle Fuller said that the Bylaws should include "and staff" in Council's scope and purpose, in the passage now specifying attention to "...those matters that affect the common interests of faculty and students." Past Chair of Senate Gerald Porter said this was an oversight and would be corrected as the proposed revisions are prepared for publication and mail ballot shortly.

**Safety First:** President Judith Rodin reiterated statements she had made to the Trustees Executive Committee on September 23, that "the safety of students, staff and faculty is the number

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From an 1899 photograph, courtesy of the Arboretum

**Renewal of Splendor:** The Morris Arboretum's legendary Fernery—the only remaining free-standing Victorian conservatory in North America constructed specifically for exhibiting tropical ferns—will reopen to the public, fully restored, on October 31. Built in 1899 under the guidance of John Morris (who with his sister Lydia created the Arboretum and left it in the University's care), the Fernery is a designated national landmark that recalls the splendor of its age—so much so that a scale model of it, taken to England for the Chelsea Flower Show in 1987, won the first Royal Horticultural Society Gold Medal ever awarded to a North American exhibitor. The model, now in the Smithsonian's Victoriana collection, will be in Longwood Gardens' Christmas display November 24–January 1. Meanwhile, the full-scale original, replanted with tropical and subtropical ferns in time for its dedication on October 30, looks to the future by helping educate the public about tropical ecosystems where 11,000 of the 12,000 known species of ferns occur. The glass and stone structure has undergone full architectural renovation over the last year through a major gift of Morris Arboretum Advisory Board member Dorrance Hamilton, which "came at an important juncture for us in launching the Morris Arboretum Capital Campaign," said Director Paul Meyer.

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# SENATE

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## From the Senate Office

The following agenda is published in accordance with the Faculty Senate Rules.

### Agenda of Senate Executive Committee Meeting Wednesday, October 5, 1994, 3-5:30 p.m.

1. Approval of the minutes of September 7, 1994
2. Chair's Report
3. Past Chair's Report on activities of the Academic Planning and Budget Committee and on the Capital Council
4. Continuing discussion on charges to the 1994-95 Faculty Senate committees
  - a. Senate Committee on Academic Freedom and Responsibility
  - b. Committee on Publication Policy for Almanac
5. Discussion and vote on Senate Nominating Committee Nominees
6. Discussion on Proposed Policy Governing Sanctions Taken Against Members of the Faculty (revised, August 5, 1994 by SEC subcommittee Steve Burbank, Jim Davis, and Morris Mendelson). President Judith Rodin and Provost Stanley Chodorow will join SEC for this discussion.
7. Preliminary discussion on selection of five faculty members to serve on the Council Committee on Committees. The Faculty Senate chair-elect serves as a voting *ex officio* member.
8. Other new business
9. Adjournment by 5:30 p.m.

Questions can be directed to Carolyn Burdon, Executive Assistant to the Faculty Senate Chair, by e-mail at [burdon@pobox.upenn.edu](mailto:burdon@pobox.upenn.edu) or by telephone at 898-6943.

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### Council from page 1

one nonacademic priority" of her administration, and that a senior management team has been appointed to draw up a master plan to improve safety and security. Acting Executive Vice President Jack Freeman has primary responsibility for the team, and on the primary implementation group are Commissioner John Kuprevich, Victim Support Specialist Maureen Rush, and Assistant VPUL for Crisis Intervention Barbara Cassel. As a preliminary, Dr. Valarie Swain-Cade McCoullum distributed to Council a summary of a new outreach program (see column 3).

According to data given at the meeting by Penn and 18th District police, the joint community/policing approach adopted four years ago—which established cooperation among private institutional forces such as Drexel and the College of Pharmacy as well as between these private forces and the City police—has shown results such as a decrease in auto thefts in University City while numbers were rising elsewhere, but has only begun the task of increasing community involvement. In response to queries, Commissioner Kuprevich also explained the complexity of Commonwealth laws that stop Penn's jurisdiction at 43rd Street and presently limit University officers to back-up roles elsewhere.

Stephen Wilson, a Du Bois House resident who had recently been assaulted and robbed near a friend's home at 44th and Chester after being told that escort would not be available for some 40 minutes—and being turned away by home-dwellers when he begged them to call police after the attack—urged a number of measures to make students safer in the area. Among them were to establish priorities for Escort Service calls based on exposure of the caller, and to create area pick-up points, safe houses and other community involvement including the demand that shrubbery be trimmed.

**Looking Ahead:** Council opened with the traditional statements of the President, Provost, Senate Chair and heads of student and staff Assemblies, who gave overviews of their 1994-95

plans and agenda. Dr. Rodin cited safety, cost containment, assembling her management team and addressing the fall calendar conflict between orientation and Jewish holidays.

Provost Stanley Chodorow announced as his priorities the improvement of undergraduate education and the review of all proposed capital projects against academic priorities (which drew questions later on the Revlon Center). His agenda also includes the traditional seven-year reviews of three deans (Law, Dental Medicine and Annenberg School); completion of work on the Judicial Charter and Code of Academic Integrity; policies being developed with the Faculty Senate on interim suspension of faculty and Just Cause; procedures for closing departments, now under review with deans; and SCUE's proposal for academic calendar changes.

As Senate Chair, Dr. Barbara Lowery said that among the year's topics will be the involvement of faculty with students and community; *Almanac*; and changes in responsibility center budgeting to provide funds for the Provost's use.

GAPSA has been working on the provision of e-mail accounts and an expanded social calendar; some form of cafe, increased computer communications and other quality-of-life issues are on the year's agenda for graduate and professional students. UA is heavily involved in a planning exercise called Project 2000.

Drita Taraila of PPSA (the renamed A-1 Assembly) noted that the group's monthly programs (*Almanac* September 13), are open to the entire community. The next one: October 18, noon-2 p.m. in the Bishop White Room of Houston Hall.

For the A-3 Assembly, Ms. Fuller announced the planning of a Parents' Day Care Cooperative so that staff can bring their children to campus when schools are closed for bad weather and holidays; inquiry into the reports that A-3 staff are discouraged from using tuition benefits; and continued examination of section G of the Report of the Commission on Strengthening the University. The Assembly is continuing to use the term A-3 but will seek recognition of its members' professionalism, she said.

## Overview of a Comprehensive Safety/Security Program for Penn

(Distributed at University Council  
September 28, 1994)

### Guiding Principles

- Must heighten campus awareness of existing University and community security resources and how to access them, not only during student, faculty, and staff orientations, but on a sustained institution-wide basis.
- Must fully engage deans, department and graduate chairs, faculty, students and staff as key program anchors.
- Must complement present communication vehicles to all segments of campus and community—students, faculty, staff and community at large, with novel outreach strategies targeted within a comprehensive program.

### Short-term Strategies

- Hold interactive forum on safety—with the Commissioner, deans, faculty, students and staff. Brainstorm safety issues in a constructive manner to address the sense of fear in the community. (The agenda and process for this initiative must be crisp and clear.)
- Re-initiate school and/or departmental, focus and action groups to further develop community awareness.
- Continue to identify key focus geographic "hangouts" for students and increase police patrols at these locations at strategically-critical times of the day and week.
- Develop extensive companion visual safety campaign using posters, PSA's and print media.
- Use the University's transport vehicles in promoting safety functions, e.g., vehicles could serve as billboards. In addition vehicles would have radio connection to Public Safety.
- Expand University "after dark" Escort Service. (The University Council Committee on Safety & Security identified an escort subcommittee to entertain such recommendations.)
- Continue to conduct campus residential and off-campus home security checks.
- Develop a school and center "Road Show" concept to convey safety information. The chief component of this program would be a Penn safety video to be used in conducting interactive programs across campus units.

### Long-term Strategies

- Division of Public Safety should hold residential and commuter meetings on a continuing basis to reinforce safety. (Ongoing)
- Campus police should continue to develop relations with the Philadelphia Police Department in canvassing off-campus living areas, with the possibility of deputizing campus police. (Jurisdictional and authority issues currently being addressed by Philadelphia Police Commissioner.)
- Sponsor safety parties with incentives to promote safety awareness.
- Extend areas served by blue light security telephones. (Jurisdictional issues)
- Provide additional street lighting. (Lighting surveys and collaboration with City of Philadelphia continues.)
- Increase Philadelphia police patrols in area in/around the University. (In progress)
- Improve police response time, both city and campus.
- Enhance cooperation between city police and campus police.

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- Facilitate establishment of community watch groups. (Ongoing)
- Improve public education on crime and safety.
- Refine the “eyes and ears” concept by designing and implementing a Citizen’s Academy which would train individuals on how to work with the police.
- Engage the respective schools as conveyors of safety information by utilizing the deans, department heads and advisors.
- Use non-traditional individuals such as homeless people in a pro-active way to be “eyes and ears.” (Ongoing)
- Identify creative measures for communicating safety information such as Resnet, WXPn, PennInfo, etc. (Ongoing)
- Identify strategies for University participation in federal “Crime Bill” fiscal allocations and programs.
- Involve University and community groups and the city leadership in a partnership to improve neighborhoods. (Ongoing—Collaborative efforts continue with off-campus living’s landlords’ group, the West Philadelphia Partnership, various community groups such as Spruce Hill, Garden Court, etc., and Philadelphia Police command personnel.)
- Devise a plan to develop programs for investment in revitalizing the community.
- Expand programs to involve neighborhood children in partnership activities. (Historically, Public Safety has conducted programs with the Lea School at 48th & Spruce; re-establishing this concept requires additional staff.)
- Consider revisiting the Penn For a Safe City program, which was based upon repetition and consistency in the messages broadcast throughout the community.

*(Prepared September 14 at an ad hoc University Community Safety Meeting. Participants included Barbara Cassel, Assistant Vice Provost for Intervention Services; Daniel Debicella, UA Chair; Jason Diaz, Chair of Class Boards; Dr. David Harbater, Professor Mathematics; Public Safety Commissioner John Kuprevich; Adriana Lopez, UMC Treasurer; Dr. Valarie Swain-Cade McCoullum, Associate Vice President & Acting VPUL; and David Mestre, GAPSA Chair.)*

## Council: The Primary ROTC Option

### c. Move toward a more “arms-length” arrangement.

This option would maintain the presence of ROTC at Penn, but would increase the distance between the units and the University. In doing so, it would seek to remove ROTC from the scope of the University’s non-discrimination policy. Instead of viewing ROTC as an “educational program or activity”, or “other university administered program,” Penn could take actions to establish the military units as an outside program.

The Committee strongly supports this option, given that eight criteria are met:

**1. Academic Credit:** The awarding of academic credit towards the undergraduate degree for any ROTC course would cease, starting with students entering the University after September, 1994. Those entering through September, 1994 would receive credit to the extent that it is currently granted (four courses in SEAS, two in Nursing, and two in Wharton).

**2. Faculty Status:** The new contract would stipulate that military officers, who currently hold such titles as “Director, Naval Officer Education Program” would have no faculty privileges or prerogatives at the University.

**3. Support Staff:** The responsibilities of any secretarial support funded by the University would be limited to University matters, and would not be involved in any way in matters directly related with the discriminatory practices of the armed services (particularly admissions and financial aid processes). Our understanding is that this criterion is already being met, but we recommend that the limitation on the duties of Penn-funded staff be made explicit in the new contractual agreement between the University and the Defense Department.

**4. Indirect Support:** The current agreement stipulates that Penn provide and maintain space for ROTC, including classrooms, administrative offices, and storage space. Under the new arrangement, the Defense Department would rent this space from the University in the same way that other outside organizations lease both land and building space.

**5. University Publications:** In the “arms-length” arrangement, all University publications that refer to the ROTC program at Penn would

clearly specify: (a) the status of ROTC at Penn as an outside activity, not an academic program; and (b) the University’s strong disapproval of the ROTC’s discriminatory practices and policies.

**6. Graduation/Commissioning Activities:** Under the new arrangement, commissioning activities would not be permitted on University property. (The ceremony is currently held at Independence Hall, but Bodek Lounge is reserved as an alternative in case of bad weather.) In addition, University recognition of ROTC cadets and midshipmen (either in graduation announcements or at the ceremony itself) would not be permitted.

**7. The “arms-length” agreement, as described above, would be negotiated with a mutual understanding that, in the event of a national policy change that would allow full and open participation of gays and lesbians in the military (which we believe is likely in the near future), the ROTC arrangement would return to its current status.**

**8. Finally, we recommend this option only with the understanding that, if the agreement as described above cannot be negotiated mutually, the University should begin proceedings to remove ROTC from campus and pursue cross-town arrangements between Penn and a nearby institution (described below).**

This alternative, as defined by the parameters above, is the most appealing course of action to the Committee. It preserves the diversity and opportunity that ROTC brings to campus, while distancing the University from a discriminatory policy that conflicts with our own statement of non-discrimination. It also acknowledges the value of infusing military training and liberal education, and the importance of the role of Penn graduates in the nation’s future military leadership. By establishing more distance between the University and the Defense Department, we are able to balance competing values and continue to lead a national protest against the discriminatory policy.

**Note:** In last week’s publication of the *Report of the Committee to Review ROTC Arrangements*, some emphasis added by the committee to section c., items 7 and 8, was lost in the electronic conversion of the document. *Almanac* regrets the error, and has corrected it above. —K.C.G.

## COUNCIL

### Summary of University Council Resolutions and Recommendations and Administrative Actions Taken on Them

“RESOLVED, that at the first fall meeting of the Council, the Secretary shall distribute to the Council the actions of Council passed during the previous academic year, including a list of all recommendations and resolutions, the implementation of which would require administrative action. The president or the provost shall indicate what action they have taken or plan to take with respect to each recommendation and resolution.” (University Council: May 8, 1974)

#### I. Resolutions from the 1993-94 Academic Year

1. Professor Gerald Porter proposed a resolution condemning the racially motivated threats at Du Bois House. The resolution called for Council to express its support for the residents. (October 13, 1993)

**Action:** Members of University Council unanimously approved the resolution.

2. Council approved a proposal recommending that the “University shall henceforth accord benefits and privileges to same-sex domestic partners of employees and their children that are comparable to the benefits accorded to spouses and their children.”

**Action:** Trustees approved the proposal at their December 1993 Executive Committee meeting. The vice president for human resources was asked to alter benefit plans accordingly.

3. Steering introduced a resolution pertaining to employees’ involvement in community responsibility activity who are not represented by a union: “University governance is the responsibility of all members of the community. This includes staff as well as faculty, administration, and students. Service on a University Council Committee should be considered an integral part of the responsibility of all employees.” (December 8, 1993)

**Action:** President Fagin instructed the vice president for human resources to issue appropriate guidance to supervisors and employees on the implementation of the policy.

4. Council approved with the following changes proposed “Improvements to Academic Integrity from the Student Task Force on Academic Integrity.” (December 8, 1993)

Item three under the clause “Council urges all faculty...” was changed to read, “require that students indicate on all papers and exams that the work submitted is their own.” (continued next page)

Item one under "THEREFORE BE IT RESOLVED THAT, the University Council recommends that undergraduate students..." was changed to read "take significant responsibility..."

**Action:** The work of the Student Task Force served as a starting point for the Judicial Oversight Committee appointed by Provost Lazerson to develop a new Code of Academic Integrity.

5. Council approved a revised version of a SCUE Proposal for Changing Penn's Academic Calendar, originally published in *Almanac* November 23, 1993, which included setting aside six inclusive reading days in each of the spring and fall semesters, but no longer called for a reduction in the number of teaching days in the spring semester. The start of classes was proposed for January 15 rather than January 17 as written in the *Almanac* text.

**Action:** The proposal is still under consideration in the Office of the Provost.

## II. Amendments to Bylaws (November 10, 1993)

1. Amendments were proposed to add: one A-3 representative as a member of the Bookstore Committee; one A-1 and one A-3 staff representative as members of the Disability Board; one A-1 and one A-3 representative as members of the International Programs Committee; and one A-3 representative as a member of the Library Committee.

**Action:** Amendments were approved by Council and changes in the

bylaws and in appointments to University Council committees have been made.

2. A revision to the charge of the Facilities Committee was proposed. (November 10, 1993) (changes underlined)

**Action:** Council unanimously passed the following revision to the charge of the Facilities Committee: "The Facilities Committee shall advise, review, and help make recommendations on issues involving the planning and operation by the University of its Physical Plant and all services associated therewith, including transportation and parking."

3. A revision to the charge of the Committee on Recreation and Intercollegiate Athletics and a proposal to add a representative of the president's office as an ex-officio member of the Committee. (November 10, 1993) (changes underlined)

**Action:** Council unanimously passed the following revision to the charge of the Committee on Recreation and Intercollegiate Athletics: "This committee shall advise and make policy recommendations on recreation and intramural and intercollegiate athletics and their integration with the education program of the University, including..." Council also approved the addition of a representative of the president's office as an ex-officio member of the Committee.

— Constance C. Goodman, Secretary to University Council

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## Annual Report of the University Council Steering Committee, 1993-1994

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This is the sixteenth annual report of the Steering Committee of University Council, prepared in accordance with a requirement in the Council bylaws that the Steering Committee shall publish an annual report to the University community that reviews the previous year's Council deliberations and highlights "both significant discussions and the formal votes taken on matters of substance."

### October Meeting

The president announced her intention to suspend the University's Racial Harassment Policy and noted that many people expressed concern that the current policy had failed to achieve its goals.

Council discussed the agenda for the year and decided to focus on undergraduate education including academic integrity, housing, the use of Locust Walk, and the VPUL's proposal of a college house system

### November Meeting

Based on Nelson Mandela's request for the United States to allow American investment to resume, a motion to rescind Council's December 9, 1981 recommendation to the Trustees to divest of stocks and investments in South Africa was passed unanimously.

The Bookstore Committee's recommendation to convert the Theta Xi house into a browsing bookstore/coffee house was discussed at length, as was the Student Task Force on Academic Integrity's recommendations for improvements in the Code of Academic Integrity.

### December Meeting

A motion to endorse the nomination of Dr. Judith Rodin to the presidency of the University was passed unanimously.

The 1992-93 Report of the Committee on Recreation and Intercollegiate Athletics was presented and discussed. During the year, the committee passed two resolutions: 1) the President's Office should provide the committee with Ivy Group meeting agendas before the meetings and advise the committee on matters approved in those meetings, and 2) a representative of the Office of the President should be added to the committee as an ex-officio member.

Council voted unanimously in favor of a resolution to extend benefits to same-sex partners of eligible University employees.

A resolution stating that University governance is the responsibility of all members of the University community, and service on a University Council committee should be considered an integral part of all employees' responsibilities was passed unanimously.

The resolution to improve the Code of Academic Integrity was voted on and passed unanimously.

### January Meeting

The January 16, 1994 meeting of University Council was canceled due to inclement weather.

### February Meeting

Dr. Gloria Twine Chisum presented the Preliminary Report of the Commission on Strengthening the University Community. The discussion that followed focused on the issues of assigned housing for first-year students and a deferred fraternity rush.

### March Meeting

A motion was passed endorsing a SCUE proposal revising the academic calendar; six reading days were set aside in each of the spring and fall semesters, with no reduction in the number of teaching days in the former.

The Chair of the Women's Center Advisory Board and the Director of the Women's Center reported on and answered questions regarding the new location and activities of the Women's Center.

### April Meeting

Preliminary reports on judicial reform were presented regarding the Code of General Conduct, the Judicial Charter, and the Code of Academic Integrity. President Fagin advised Council that the Judicial Charter and Code of Academic Integrity would require faculty and administrative approval and would not be complete by the fall; she said that a Code of Conduct would be in place by June 30, 1994.

### May Meeting

Although any changes to Council bylaws would not become effective until next year, the Steering Committee has decided to implement aspects of the proposed bylaws in the interim that were within its purview; in particular, A-1 and A-3 representatives will continue in their observer status at Steering meetings until such time as they are accorded full-member status. In addition, Steering will delegate to constituencies the selection of representatives to Council committees and will adopt the proposed meeting schedule for next year.

Council discussed the considerations of the Committee to Review ROTC Operations on Campus.

University Council held a preliminary discussion regarding proposed changes to bylaws.

— Constance C. Goodman, Secretary to University Council  
September 14, 1994

**Council reports continue next page**

## 1993-94 Report of the Personnel Benefits Committee

### **Pennflex Open Enrollment 1994-1995**

The Personnel Benefits Committee (PBC) worked with the Benefits Office on Pennflex Open Enrollment 1994-1995: reviewed rates, deductibles, co-payments, prescriptions plans, domestic partner benefits, Human Resources' communication of Benefits and the relationship between Life Insurance and Pennflex dollars. The issue of prescription coverage in the Health Maintenance Organizations (HMOs) in the University's plan was addressed. The PBC reviewed carrier proposals and found that Greater Atlantic provided a cost effective plan for faculty and staff, while the other HMO carrier proposals would have resulted in significant premium increases for faculty and staff. The PBC recommended the addition of prescription coverage to the Greater Atlantic plan and approved the introduction of a co-payment for physician office visits to off-set the rise in premium costs.

The PBC also advised the Benefits Office on potential mechanics for the collection of dependent data, for reporting to the federal government, in response to the Health Care Financing Administration's guidelines.

### **In-Service Cashability in TIAA-CREF**

The Benefits Office sought input from the PBC on in-service cashability under TIAA-CREF basic accounts. After a study of the issue, which included a review of directions taken by other institutions, it was concluded that in-service cashability on basic accounts was inconsistent with the current philosophy that guides retirement planning at Penn, and there was insufficient experience to merit a plan change at this time. The PBC recommended not offering the option at this time, and to study its impact on other institutions' plans.

### **Long Term Care**

Members of the University community have asked Human Resources to provide assistance in finding long term care insurance and assessing insurance products. The PBC recommended that the University provide such information, and suggested that the Faculty Staff Assistance Program may be the appropriate vehicle for offering this help.

### **Benefits Planning and Issues Brought to the Committee by the Community**

The PBC continued discussions from the previous year on benefits planning. Several key environmental factors contributed to the discussions: rising benefits costs, the national health care agenda, individual employee requests for additions to the benefits plan and issues of cost containment. The PBC reviewed several requests brought by the community including: the retirement plan for support staff including interest in the Tax Deferred Annuity Basic plan, pro-rated benefits for part-time employees, tuition benefits for employee attending outside schools, life insurance and disability insurance. The PBC acknowledged the importance of meeting the needs of

faculty and staff, and balancing them with issues of cost containment. The PBC concluded that a total benefits planning effort was the best approach to achieve the necessary balance, and that the above requests should be examined within the context of a total benefits planning effort. The PBC recommended that the senior management team of the University charge the Personnel Benefits Committee and the Division of Human Resources to undertake benefits planning. The PBC further recommended that Human Resources work with the PBC to develop a planning model, drawing on the resources of this community to frame the issues, set the agenda and devise a strategy for implementation.

### **Comments from the Chair of the Committee**

#### **Personnel Benefits Committee and Cost Containment Committee**

The PBC expresses concern over duplicate efforts between the Personnel Benefits Committee and Cost Containment Oversight Committee, and recommends a liaison with the Cost Containment Committee to avoid duplicate activities for the HR staff.

#### **Committee Oversight**

The Chair applauds the intentions of the Steering Committee to provide a smooth transition of members on the PBC with new members joining the committee in its final meeting of the year. We urge continued effort in this plan next year.

Similarly, timely assignment of members to the PBC is encouraged in order to schedule a September meeting. Delays in assigning members placed the first meeting of this year in late October.

The Chair recommends a minimum of three years of service on this committee because of the lead time required to become familiar with the concepts, procedures and issues of employee benefits.

#### **Final Comments**

I would like to thank the members of the Personnel Benefits Committee for the work they have done this year on behalf of the Penn community. Members had to learn a great deal of technical information in order to address several complicated issues. I appreciate their willingness to undertake the learning process. More importantly, I appreciate the thoughtful debate they brought to difficult issues which impact the full community. Additional thanks are extended to Benefits Management and the Committee secretary for their support of the Committee.

On behalf of the Committee and myself I extend a special thank you to Adrienne Riley for her service and unfailing support of the Committee and Chair. We wish Adrienne well in her new endeavor.

— *Elsa Ramsden, Chair*

## 1993-94 Report of the Committee on Libraries

The University Council Committee on Libraries convened four times during the academic year 1993-94.

At the first meeting, the Library Administration presented data on budget, acquisitions, space, and the special needs of the "electronic library." These data were met with some alarm by members of the Committee. Particularly distressing were: (1) the low level of budgetary support the Library enjoys compared to that of peer institutions; (2) the relatively low rate of acquisition that results from this level of support; (3) the inability of the Library to deliver many electronic databases in an optimum manner (owing to budgetary constraints); and (4) the fact that no significant plans have been made to provide additional space for book storage when the current stacks are filled in 1995 (despite the Library Administration's having sounded the alarm about this crisis repeatedly over the years).

The Committee saw a need to bring these concerns before the faculty at large. Representatives in most departments in the various schools were identified and asked to bring the concerns to the attention of their colleagues.

They were also asked to circulate a petition, drafted by the Committee and addressed to the new President and Provost. The petition called upon the new administration to address the Library's space crisis immediately and to take steps to bring the budget of the Library into line at least with the national average of 3.3% of overall University operating expenditures (currently the Library receives about 2.5% of total operating expenditures). At semester's end, nearly 400 members of the faculty had signed the petition.

The Committee also addressed the need for the Library Administration to become more aggressive in making certain that the limited number of faculty studies in Van Pelt are actually being put to good use by the members of the faculty to whom they are assigned. Finally, the committee encouraged the Library Administration to strengthen and expand its means of familiarizing members of the faculty with the process of acquisition.

— *Lawrence Bernstein, Chairman*

**Council reports continue next page**



## Need-Blind Admissions: An Update

*1993-94 Report of the Council Committee on Admissions and Financial Aid  
August 17, 1994*

Throughout this academic year, the Admissions and Financial Aid Committee re-examined the University's need-blind admissions policy, primarily because the cost of financial aid has been increasing more rapidly than revenues from tuition. This report reviews the history of need-blind admissions at Penn, shows projections of the increased cost of financial aid and their impact on the school budgets, examines the potential impact of a partially need-conscious policy, and considers several approaches to handling the increased costs of financial aid.

### History

After a thorough study, the 1991-92 Admissions and Financial Aid Committee issued a report (*Almanac* November 24, 1992) that strongly recommended the retention of need-blind admissions. Its summary of conclusions and recommendations is reproduced here:

1. The current need-blind admissions policy is essential to recruiting and maintaining a diverse and talented student body.
2. The University administration is urged to explore other means of addressing projected budgetary shortfalls before taking what appears to be the irreversible step of altering our present need-blind admissions policy.
3. The University should aim for a long-term goal of generating \$150 million of endowment for undergraduate financial aid within the next five years.
4. The Committee on Admissions and Financial Aid should meet annually with the Vice President for Development to discuss endowment goals and the progress being made to achieve them.
5. The University should better publicize its need-blind admissions policy, and produce materials for potential applicants in which the efforts of the University to counterbalance federal student aid cuts are also publicized.
6. The University should increase its efforts to secure endowments specifically directed at increasing the financial-aid resources available for foreign students. International alumni and foreign firms operating within the United States should be specifically targeted.

This report provided financial-aid data for the 1990-91 academic year, showing average parental contributions, student contributions (typically from savings and summer jobs), outside grants (from Federal and State sources and foundations), student self help (mostly from work-study positions), and grants of financial aid provided by the University. Those persons who lack familiarity with the University's financial-aid program, and those who seek to understand the basis for the recommendations above, should review the report of the 1991-92 committee before studying this report.

### Projected Tuition Income and Costs of Financial Aid

In April, 1993, during a discussion of the need-blind admissions policy at the University Council meeting, Mr. Steve Golding, the University Budget Director (recently promoted to the Vice-president for Financial Affairs), indicated that the unrestricted budget for undergraduate aid is offset against the undergraduate tuition revenues allocated to the schools.

This offset has been at 27.5 percent of allocable tuition for several years. Mr. Golding presented projections which show that from 1994 through 1997 tuition income to the schools would increase by 19 percent from \$124.7 million to \$148 million (i.e., 5.9 percent annually). His projections for financial aid over this period showed an increase of 25 percent from \$40 million to \$50 million. He explained the latter projections on the basis of three factors: 1) projected faster growth in costs of attendance than in family incomes and ability to contribute; 2) no growth in federal and state grants available to our students; and 3) the need for our aid program to remain competitive to optimize our recruitment of new students. Mr. Golding also indicated that, last year, a long-term strategy was established to raise sufficient new endowment and term gifts for undergraduate aid to reduce the offset percentage to 24.6 percent. However, since then, in view of doubts about our ability to meet the original budget, it was scaled back to a level that would result in maintenance of the 27.5 percent offset. The new target is \$6.4 million of annual restricted income above our current base by FY 97.

### The Problem

Based upon the projections above, with the cost of financial aid rising more rapidly than tuition income, there are pressures either to raise more funds from endowments and term gifts or to move to a partially need-conscious admissions policy. Thus far, the Campaign for Penn has raised almost \$15 million of endowment funds earmarked for undergraduate grants. Note that these funds do not include endowment funds that are received by the four schools with undergraduate programs and can be used for undergraduate or graduate aid at the discretion of the Deans. It should be recognized that \$15 million, invested at 5 percent return annually, yields only \$0.75 million/year. It seems clear that, to retain need-blind admissions and a 27.5 percent offset, either significant additional funds are needed, the cost of financial aid must be reduced, or the cost of education, room, and board must be reduced.

It is difficult to suggest specific financial solutions without detailed analysis of the University Budget. Since such an analysis is probably beyond the grasp of the Admissions and Financial Aid Committee, this report focuses on the adverse impact on the diversity of the student body should a need-conscious admissions policy be adopted. In this respect, it expands upon the arguments presented by the 1991-92 committee. Then, having dwelled on the adverse effects of dropping the need-blind admissions policy, several concepts are considered, in the sections that follow, that involve a reduction of class size, the recovery of salaries from endowed chairs, and the institution of higher performance requirements for financial aid.

### Demographic Impact of a Need-conscious Admissions Policy

For the 1991-92 report on Need-Blind Admissions, a study of the demographic impact of a need-conscious admissions policy was undertaken by the Admissions Office, using data from the 1989-1990 admissions cycle. In that study, a hypothetical rank-ordered list of applicants to the four undergraduate schools was examined, with a focus on:

1. the population, admitted under a need-blind policy, that would have been denied admission under a policy that was partially need conscious, and
2. the population, not requesting aid, who were denied admission in 1989-1990 and would have been admitted to replace population 1.

The study was carried out so as to replace 100 aided students with 100 non-aided students, incorporating reasonable assumptions about the probable matriculant yield from those two populations. Comparison of the demographic composition of those two populations yielded these conclusions:

1. Adoption of even a partially need-conscious admissions policy would reverse in one stroke the 15-year campaign undertaken by the Admissions Office to diversify the undergraduate-student population at the University of Pennsylvania. The number of students admitted from the following ethnic groups and special-interest categories would be sharply reduced:
  - a. African Americans
  - b. Hispanic students
  - c. recruited athletes
  - d. Pennsylvania residents
  - e. alumni children
  - f. faculty/staff children

While they do not represent a special-interest category, the number of applicants to the Nursing School who would be admitted under the partially need-conscious admissions policy modelled in this exercise would also be sharply reduced.

If a partially need-conscious admissions policy were micro-managed to protect the constituencies identified above, the impact of the policy would be felt much higher in the hypothetical rank-ordered list of applicants.

2. The substituted cohort is drawn largely from a small number of our largest feeder schools.

3. The cohort rejected comes primarily from the less typical schools on the eastern seaboard.

*(continued past insert)*

At the request of the Committee, the Admissions staff repeated the exercise for four other applicant pools, candidates for the freshman classes entering in 1991, 1992, 1993, and 1994. In addition, the staff ran the simulation so as to double the size of the substituted cohort for each of those four classes.

The results of those four exercises were remarkably similar to the outcome of the original study; apparently, the academic distribution within the high-school population of these identified special-interest groups remains quite stable from year to year.

The Admissions Office continues to explore the effect on the demography of the undergraduate student body of a variety of need-conscious admissions strategies, but it does not seem likely that a process can be developed that will not either devastate the student population of several special-interest groups or, to protect those groups, introduce sharp inequities into the admissions process over a substantial part of each future class.

In addition to the demonstrable impact outlined above, we anticipate that adoption of even a partially need-conscious admissions policy would have the following effects:

1. The impact on public perception of adoption of a need-conscious admissions policy, however small the population might be at the outset, would in all probability damage our reputation far out of proportion to the size of the population admitted under need-conscious conditions. The impression, already widely held, that Penn caters to the moneyed elite would be confirmed in the minds of many. This impression would be amplified in the perceptions of college counselors, who would interpret a need-conscious policy as a reduction in Penn's selectivity. Students in some suburban high schools in the northeast are now advised by some high-school counselors that several now need-conscious institutions are good choices for marginal students from families of adequate means. Penn might soon be so characterized if it should become widely known that we are considering a spectrum of need-conscious admissions strategies.

2. At least some of the full-tuition-paying students favored by a need-conscious admissions policy would figure out who they were. Would they then think of themselves as second-class citizens, or as a moneyed elite? Would they feel entitled to better "service" from the institution?

3. As the existence of a need-conscious admissions policy became public knowledge, applicants would begin to attempt to manipulate the system to their advantage. Some would apply without requesting aid, hoping to gain admission as part of the need-conscious population. They would then expend limited family resources for the first year, and submit credible (and deserving) financial-aid applications in subsequent years. Others admitted without aid would experience real financial reverses after admission, and request financial aid in subsequent years. Would the Office of Student Financial Services be able to distinguish between those who planned such a financial reversal and those for whom it was not expected? Would the students admitted without financial aid under a need-conscious admissions policy be so identified for their entire undergraduate careers?

### Reduction of Class Size

A novel approach to improve the quality of an already strong student body, to improve the University's stature among the most elite schools in the United States, would be to effect a modest reduction in class size. This would, of course, reduce the cost of financial aid, but would mean a greater loss in tuition revenues. Assuming a 10 percent decrease in class size, a proportionate decrease in financial aid, and no reduction in expenses, the following data would apply after four years (unadjusted for tuition increases):

<i>Current class size</i>	
Undergraduate tuition income (9,700 students @ \$17,020/student)	\$165,094,000
Undergraduate financial aid (unrestricted)	<u>— 43,500,000</u>
Revenues	\$ 121,594,000
<i>Reduced class size (10 percent)</i>	
Undergraduate tuition income	\$ 148,585,000
Undergraduate financial aid (unrestricted)	<u>— 39,000,000</u>
Revenues	\$ 109,585,000

On this basis, approximately \$12.0 million would be needed to cover the loss of tuition income minus the savings in financial aid. At a 5 percent return, endowment funds on the order of \$240 million would be necessary. This, of course, would be an upper limit as it should be possible to cut costs to some extent.

It should be recognized that this approach will not sharply reduce the cost of undergraduate financial aid. There are many advantages to effecting a small reduction in class size, and several disadvantages. As this possibility is examined, in connection with future planning for the University, it should be recognized that there is the potential for only a modest reduction in the cost of financial aid.

### Salary Recovery from Endowed Chairs

In the current Campaign for Penn, endowment funds for approximately 140 chair professorships have been donated, which, at \$2 million per chair, provide approximately \$280 million of endowment funds. It is our understanding that when an endowed chair is received, the recipient's salary is no longer charged against the budget of his or her school. Hence, the central administration should be in the position to assign a fraction of the recipient's salary to financial aid. Since a significant fraction of these faculty teach the undergraduates, a portion of their salaries would become available annually for financial aid. This could amount to \$1-2 million annually.

The Admissions and Financial Aid Committee raises this possibility as a component of the more general question: To what extent do endowed chairs free up general fund or discretionary monies? As the need for financial aid grows, it may be cogent to pursue this course. Perhaps, to achieve a better-qualified student body, this proposal will be appealing to the faculty and administration.

### Performance Requirements for Financial Aid

While it is well recognized that Penn students are among the best in the United States, the Committee questioned whether it would be appropriate to consider an upgrade of the performance requirements for students to retain financial aid. Currently, a GPA that exceeds 2.0 must be maintained to remain in good standing and be eligible for financial aid.

At other universities, students are expected to maintain averages in excess of 3.0 or 3.25 to continue receiving financial aid, and hence, it seemed reasonable to question whether a similar policy at Penn would improve the performance of our student body while purging the weaker students who are having difficulties academically. It was recognized that such an approach would have the advantage of strengthening the student body while reducing the cost of financial aid, but would place an undue burden on financially needy students. For students who are well prepared, but not functioning at a high level, it would provide an important incentive to work harder.

After some deliberation, the Committee concluded that raising the minimum GPA to maintain financial aid, e.g., to 2.5, would have a negative impact on the students admitted in the special-interest categories. Since many of these students have weaker credentials when admitted, such a policy would work against the population of students the need-blind admissions policy is intended to help.

### Conclusions and Recommendations

Several conclusions and recommendations follow from the arguments presented above:

1. To retain the present diversity in the student body, achieved with so much effort, it is essential to maintain a need-blind admissions policy.
2. To reduce the drain of unrestricted tuition income for financial aid, endowment funds are sorely needed. Novel methods for raising funds to endow scholarships should be pursued.
3. Several methods to reduce the cost of financial aid were considered, such as the reduction of class size, salary recovery from endowed chairs, and the implementation of performance requirements for financial aid. Unfortunately, these methods were judged either not to be effective or not likely to have a significant impact on resolving the financial-aid problem in the immediate future.

4. It is strongly recommended that the University continue to maintain a need-blind admissions policy, even if the cost of financial aid continues to increase faster than the increase in tuition income. In addition to seeking more endowment funds for undergraduate financial aid, it is recommended that the administration give a very high priority to finding budgetary adjustments that would cover these costs.

#### *University Council Committee on Admissions and Financial Aid*

Warren D. Seider, chair, chemical engineering  
 Jehoshua Eliashberg, marketing  
 Terry Fortune, physics  
 Robert F. Giegengack, geology  
 Jerry C. Johnson, medicine  
 A. Leo Levin, law  
 Ann O'Sullivan, nursing  
 Jo-Ann Verrier, law alumni relations  
 David R. Williams, psychology  
 George S. Koval, Office of University Life, ex officio  
 Timothy J. Ryan, Office of Admissions, ex officio  
 William M. Schilling, Director of Student Financial Services, ex officio  
 Willis J. Stetson, Dean of Admissions, ex officio  
 Jeffrey Diamond, College, 1996  
 David Perla, Law, 1994  
 Elizabeth Popp, College, 1995

## Penn Recycling: Number 1 in the State

It's been a little over four years now since Penn's recycling efforts began on campus. Last month more than four times the amount of mixed paper was recycled—260 tons, compared to an average of 60 tons per month during the first year of the program in 1990-91. "It's incredible how well we've done," said Al Pallanti, superintendent of recycling. There has been a "huge increase recently," he said, especially during September; during move-in week—a traditionally busy time—80 tons were handled, including 60 tons of cardboard.

About 100 campus buildings are on line, averaging 225 tons per month of mixed paper.

Penn Recycling accepts

- all white paper
- all colored paper
- cardboard
- carbon paper
- file folders
- glossy, coated paper
- all envelopes
- green bar computer paper
- textbooks
- magazines
- newspapers
- phone books



Mr. Pallanti explained that "less separation means more participation," and the effect of making it easier to sort materials shows in the numbers:

1992	2060 tons of mixed paper recycled 52 tons of glass, plastic and cans recycled
1993	2391 tons of mixed paper recycled 78 tons of glass, plastic and cans recycled
1994*	1801 tons of mixed paper recycled 120 tons of glass, plastic and cans

Penn now exceeds the national average for the removal of material from the waste stream. (The national average is 13%; the Commonwealth of Pennsylvania mandates 25%—and Penn recycles over 30% of its waste stream.) In the year ending 1993, the University was the top institutional recycler in the Commonwealth.

Norman O'Connor, director of Environmental Services, attributes the success of Penn's program to the fact that "people on campus are enthusiastic," and "Al Pallanti has done a heck of a job." Mr. O'Connor said that the University is saving more money because of the increase in the volume of paper that is being recycled and diverted from landfills.

Paper is the main thing recycled on campus but certainly not the only thing. Penn is also recycling three tons of glass, plastic and cans per week in the seven receptacles around campus. The drop-off locations for glass, plastic and cans are located at:

- Engineering School's Towne Building
- Locust Walk at Steinberg Hall-Dietrich Hall
- Graduate Towers
- Hill House
- 39th & Locust Walk/Harnwell House
- 36th & Hamilton Walk at Johnson Pavilion and the Quad
- 37th & Spruce at the Quad

In addition to what is being hauled off campus to be made into new products, some recycling is being done right here in Penn's backyard. Bill Gross, superintendent of Landscape Maintenance in Physical Plant, accumulates almost 700 yards of leaves, flowers and clippings to compost, which become about 180-200 yards of compost. It is then used right on campus to improve the soil in flower beds.

Penn Recycling is involved in a new venture with the Penn Environmental Group to reduce the amount of paper, plastics and Styrofoam that gets used. Penn CUPPS is now in its second year here; it began at the University of Vermont and has spread to several other colleges and universities around the country. The philosophy of the program is to create a universal acronym (CUPPS—Can't Use Paper, Plastic, or Styrofoam) that all restaurants will accept. First-year undergraduates receive a free mug; others on campus may purchase mugs for \$3 each or in quantities with discounts available from the Penn Environmental Group which frequently has a table on Locust Walk. Mugs are also available at the Smith Penniman Room, Houston Hall, Tuesdays at 9 p.m. or call Lisa at 386-1741. Proceeds from the mug sales go to continue and improve the CUPPS program. Discounts are currently available at more than a dozen area restaurants—including Abner's; Sofi's; My Favorite Muffin; Fingers; Wings; 'N' Other Things; 7-11 on 38th & Chestnut; Bain's Deli; Cinnabon; Allegro's; Le Bus; Billybob's; McDonald's; Everything Yogurt and Salad Cafe; Philly Steak; Bella Villa; and Wawa—to those who bring their Penn CUPPS mug with them when buying a drink.

For more information about recycling on campus call Al Pallanti at 898-4832.

— M.F.M.

\* January through September 1994

## Relative Investment Performance On Tax-Deferred Annuities

The Benefits Office regularly receives inquiries on the relative performance of investment funds offered under the University's tax deferred annuity program. At right is a table which shows the performance of the various funds for the period ending 06/30/94. The first column shows an abbreviation for the investment philosophy of the fund. (*Abbreviations are described below.*) The second column shows the overall asset size of the fund in millions of dollars. Columns three through seven show the performance of the funds over various time horizons. Columns eight and nine show the best and worst year for the last five years.

The Benefits Office will periodically publish this information in *Almanac* to assist faculty and staff in monitoring the performance of their tax-deferred annuity investments. Any faculty or staff member who would like additional information on these benefit programs may call the Benefits Office at 8-7281.

—Dennis F. Mahoney  
Manager of Benefits

### PHILOSOPHY KEY

#### Domestic:

D	Diversified Common Stock Fund
DI	Diversified Common Stock Fund With Somewhat Higher Income
SC	Speciality Fund With Small Company Common Stock Orientation
B	Balanced Fund
FIS	Fixed Income Fund (Short-Term Maturity)
FII	Fixed Income Fund (Intermediate-Term Maturity)
FIL	Fixed Income Fund (Long-Term Maturity)
FISG	Fixed Income Fund (Short-Term Maturity—Government Obligations)
FIIG	Fixed Income Fund (Intermediate-Term Maturity—Government Obligations)
FILG	Fixed Income Fund (Long-Term Maturity—Government Obligations)
FIM	Fixed Income Fund (Mortgage-Related Securities)
FIJ	Fixed Income Fund (Low-Rated Bonds)
MM	Money Market Fund
AA 30:40:30	Asset Allocation 30% Stocks: 40% Bonds: 30% Cash Benchmark Fund
AA 60:35:5	Asset Allocation 60% Stocks: 35% Bonds: 5% Cash Benchmark Fund

#### International:

ICS	International Common Stock Fund
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#### Global:

GCS	Global Common Stock Fund
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#### Sources:

Lipper Analytical Services; Fund Family  
\* Total Return: Dividend or interest plus capital appreciation or depreciation

#### Notes to Table at Left:

- (1) Vanguard Balanced Index fund was introduced on November 2, 1992
- (2) Formerly Vanguard Bond Market Fund
- (3) Formerly Vanguard Investment Grade Corporate Portfolio
- (4) Vanguard Index Trust Growth Portfolio was introduced on November 2, 1992
- (5) Vanguard Index Trust Value Portfolio was introduced on November 2, 1992
- (6) Vanguard International Equity Index European Portfolio was introduced on June 18, 1990
- (7) Vanguard International Equity Index Pacific Portfolio was introduced on June 18, 1990
- (8) Formerly Vanguard World: International Growth Portfolio
- (9) Formerly Trustees' Commingled Fund
- (10) Formerly Vanguard World: US Growth Portfolio



## 403(b) Performance Update, Periods Ending June 30, 1994, Total Returns

		Size	Latest	1-Year	3-Year	5-Year	10-Year	Best/Worst Year	
	Philosophy	\$mm	Quarter	Average	Average	Average	Average	In Last	Five Years
Calvert Funds:									
Social Responsibility Fund									
Calvert-Ariel Appreciation Fund	D	206	-0.4	7.0	8.1	NA	NA	NA	NA
Calvert-Ariel Growth Fund	D	193	-0.6	5.5	8.0	6.6	NA	10.0	0.5
Social Investment Bond Portfolio	FII	62	-1.4	-1.5	8.1	8.1	NA	13.3	-1.5
Social Investment Equity Portfolio	D	79	-4.7	-3.9	3.6	5.5	NA	11.9	-3.9
Social Investment Managed Growth	B	510	0.0	-0.1	6.8	7.1	11.7	12.0	-0.1
Social Investment Money Market	MM	140	0.8	2.8	3.3	4.9	6.2	8.1	2.6
CREF Bond Market	FII	579	-1.4	-1.8	8.4	NA	NA	NA	NA
CREF Global Equities	GCS	2,223	2.1	15.9	NA	NA	NA	NA	NA
CREF Money Market	MM	2,824	1.0	3.3	3.8	5.5	NA	8.7	3.2
CREF Social Choice	D	724	0.4	-0.3	10.1	NA	NA	NA	NA
CREF Stock Account	D	53,221	0.1	4.4	10.3	10.2	15.1	15.1	4.4
Vanguard Funds:									
Asset Allocation Fund	AA60:35:5	1,118	-1.0	-0.6	9.8	9.7	NA	16.2	-0.6
Balanced Index Fund (1)	B	382	-1.0	-0.2	NA	NA	NA	NA	NA
Bond Market Fund (2)	FII	1,745	-1.0	-1.3	7.7	8.2	NA	13.4	-1.3
Convertible Securities Fund	DI	187	-3.5	0.5	13.4	10.0	NA	21.5	0.5
Equity Income Fund	DI	890	2.0	-0.9	9.9	7.5	NA	16.2	-0.9
Explorer Fund	SC	992	-4.1	6.2	14.2	11.0	8.7	21.0	5.9
Fixed Income Securities:									
GNMA Portfolio	FIM	6,095	-0.4	-1.2	7.1	8.4	11.1	14.6	-1.2
High-Yield Corporate Portfolio	FIJ	2,252	-0.8	1.8	13.0	8.9	11.6	20.7	-1.0
Intermediate-Term U.S. Treasury	FIIG	871	-1.1	-2.4	NA	NA	NA	NA	NA
Long Term Corporate Portfolio (3)	FIL	2,720	-2.3	-2.7	10.5	9.5	12.0	18.0	-2.7
Long-Term U.S. Treasury Portfolio	FILG	685	-2.6	-4.1	9.9	8.3	NA	20.4	-4.1
Short-Term Corporate Portfolio	FIS	3,340	0.1	1.4	7.1	8.0	9.7	11.9	1.4
Short-Term Federal Portfolio	FISG	1,662	-0.5	0.7	6.6	7.5	NA	11.1	0.7
Short-Term U.S. Treasury Portfolio	FISG	670	-0.1	0.7	NA	NA	NA	NA	NA
Index Trust:									
500 Portfolio	DI	8,286	0.4	1.3	9.1	10.1	14.8	16.1	1.3
Extended Market Portfolio	D	918	-2.7	2.4	12.8	9.4	NA	21.0	2.4
Growth Portfolio (4)	D	57	-0.1	-0.5	NA	NA	NA	NA	NA
Total Stock Market Portfolio	D	639	-0.9	0.8	NA	NA	NA	NA	NA
Value Portfolio (5)	D	290	1.0	3.0	NA	NA	NA	NA	NA
International Equity Index Funds:									
European Portfolio (6)	ICS	668	-0.5	15.9	12.0	NA	NA	NA	NA
Pacific Portfolio (7)	ICS	693	10.6	17.7	12.1	NA	NA	NA	NA
CREF Bond Market	FII	579	-1.4	-1.8	8.4	NA	NA	NA	NA
CREF Global Equities	GCS	2,223	2.1	15.9	NA	NA	NA	NA	NA
CREF Money Market	MM	2,824	1.0	3.3	3.8	5.5	NA	8.7	3.2
CREF Social Choice	D	724	0.4	-0.3	10.1	NA	NA	NA	NA
CREF Stock Account	D	53,221	0.1	4.4	10.3	10.2	15.1	15.1	4.4
Vanguard Funds:									
Intern't'l Growth Portfolio(8)	ICS	2,677	2.0	25.5	12.3	9.3	17.3	25.5	-11.9
Money Market Reserves:									
Federal Portfolio	MM	2,031	0.9	3.2	3.7	5.3	6.5	8.5	3.1
Prime Portfolio	MM	13,291	0.9	3.2	3.7	5.5	6.6	8.7	3.2
U.S. Treasury Portfolio	MM	1,974	0.9	3.0	3.5	5.2	6.2	8.3	3.0
Vanguard/Morgan Growth Fund	D	1,066	-3.2	-2.7	7.1	8.9	12.6	16.0	-2.7
Vanguard/PRIMECAP Fund	D	1,049	0.8	9.9	13.0	12.6	NA	22.1	7.0
Quantitative Portfolios	D	547	-0.7	0.3	10.1	10.8	NA	18.3	0.3
Small Cap Stock Fund	SC	536	-3.4	5.4	15.0	9.5	8.7	25.0	1.0
STAR Fund	B	3,735	1.1	2.5	9.9	8.6	NA	14.5	2.5
Vanguard/Trustees' Equity Fund (9):									
International Portfolio	ICS	1,101	3.7	18.0	11.6	8.4	17.3	25.7	-14.6
U.S. Portfolio	DI	124	-5.2	-1.5	10.1	6.8	11.8	22.4	-1.5
US Growth Portfolio (10)	DI	1,810	0.5	1.5	6.9	12.1	12.8	32.2	1.5
Vanguard/Wellesley Income Fund	B	6,007	-0.4	-0.9	10.7	10.0	13.8	17.6	-0.9
Vanguard/Wellington Fund	B	8,327	1.5	2.5	10.1	9.0	13.8	14.2	2.5
Vanguard/Windsor Fund	DI	10,894	3.8	10.2	15.2	9.1	15.8	18.8	-1.0
Vanguard/Windsor II	DI	7,852	2.6	3.5	11.5	9.4	NA	15.7	3.5
Sector Funds:									
Energy	S	338	7.8	1.4	11.2	10.6	13.3	37.1	-1.2
Gold & Precious Metals	S	633	-0.9	7.8	11.9	8.6	6.7	35.6	-4.2
Health Care	S	561	0.4	8.9	8.9	15.8	19.5	29.7	5.8
Utilities Income	S	603	-2.2	-7.5	NA	NA	NA	NA	NA
CREF Bond Market	FII	579	-1.4	-1.8	8.4	NA	NA	NA	NA
CREF Global Equities	GCS	2,223	2.1	15.9	NA	NA	NA	NA	NA
CREF Money Market	MM	2,824	1.0	3.3	3.8	5.5	NA	8.7	3.2
CREF Social Choice	D	724	0.4	-0.3	10.1	NA	NA	NA	NA
CREF Stock Account	D	53,221	0.1	4.4	10.3	10.2	15.1	15.1	4.4
Indexes To Compare									
Performance Against									
S&P 500			0.4	1.4	9.3	10.3	15.1	16.5	1.4
Lipper Capital Appreciation Funds Average			-4.5	0.3	10.7	9.3	11.9	19.1	0.3
Lipper Growth Funds Average			-2.6	1.0	9.4	9.4	12.3	15.8	1.0
Lipper Growth & Income Funds Average			-0.4	2.0	9.6	9.1	12.9	14.4	2.0
Salomon Bros Long-Term High-Grade Bond Index			-2.4	-3.6	9.4	9.0	13.8	16.8	-3.6
Lehman Brothers Gov't/Corporate Bond Index			-1.2	-1.5	8.4	8.5	11.4	14.2	-1.5
Morgan Stanley Capital Investment- EAFE Index			5.1	17.0	11.8	5.0	18.3	20.3	-11.5
91-Day Treasury Bills			1.0	3.5	3.7	5.3	6.1	8.2	3.2

*The following Provost's Memorandum, originally issued on June 2, 1989, is being published as a reminder to the University Community not only of our policy regarding students with disabilities, but of the resources available. It has been revised to include the definition of disability that is used in the Americans with Disabilities Act of 1990. It also incorporates recent changes in the accessible vehicle guidelines (formerly known as Handivan) and lists additional accommodations available to students with disabilities.*

— Stanley Chodorow, Provost

## Guidelines for Addressing Academic Issues of Students with Disabilities

The University of Pennsylvania is committed to making educational opportunities accessible to students with disabilities. University policy, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 prohibit discrimination against people with disabilities by institutions, like Penn, receiving or benefiting from Federal financial assistance. The Americans with Disabilities Act and the Rehabilitation Act define a person with a disability as an individual who has "a physical or mental impairment that substantially limits one or more major life activities." Persons who have a history or "record of such an impairment" or who are "regarded as having such an impairment" are protected from discrimination under these two acts. Persons who are associated with an individual with a disability are also protected from discrimination under the Americans with Disabilities Act. Examples of disabilities include blindness, diabetes, stuttering, psychological disorders/mental illness, deafness, quadriplegia, and specific learning disabilities.

Faculty members play an important role in ensuring equal educational opportunity and program access. It is important to recognize that modifications can be made in the environment or in teaching styles to accommodate individual students with disabilities without affecting academic integrity. The following guidelines are ways in which accommodations can be facilitated:

1. Faculty members should prepare reading lists well in advance of the start of a course, ideally during pre-registration, since this allows ample time to have texts recorded for students with visual and learning disabilities. Some materials can be ordered from Recording for the Blind or similar agencies, but this usually requires three to six months advance notice. Other materials may be recorded by readers located through the Office of Affirmative Action.

2. When scheduling courses, departments should submit information to the Registrar in a timely fashion. If a particular classroom is inaccessible to a student registered for the class, the classroom may have to be modified or the class moved to another location. (Inaccessible laboratory areas will be modified, as needed.)

3. Examples of other reasonable accommodations include:
  - allowing students extra time to complete exams;
  - allowing students to tape lectures;
  - allowing oral and/or American sign language interpreters to attend classes to translate lectures;
  - reproducing reading materials, charts, and graphs in large print;
  - allowing alternate test formats (e.g., oral examinations instead of written examinations);
  - permitting students to take examinations in alternate locations;
  - permitting students to use equipment to take examinations (e.g., a Visualtek machine that magnifies print or a word processor).

When a faculty member is made aware of a necessary accommodation, a discussion between the faculty member and the student should ensue to determine the most suitable arrangement.

Faculty also should be aware of students in their classes who are

unable to use stairs in order to provide for their safe evacuation during emergency situations (e.g., fire, laboratory emergencies or bomb threats). The building administrator and the Office of Affirmative Action can assist with evacuation procedures.

### Resources

The Office of Affirmative Action assists faculty in arranging accommodations for students with disabilities in accordance with University policy and Federal laws and regulations. The Office also coordinates academic support services and serves as a resource to assist the University community in becoming more accessible to students with disabilities. The Office provides information on housing, access to buildings, orientation to campus facilities, academic scheduling, transportation and parking. In addition, it coordinates such academic support services as library assistants, readers, note takers, interpreters and transcribers, and it also arranges for the loan of tape recorders, terminals with speech synthesis and other equipment. The Office authorizes the use of the Accessible Vehicle, a van equipped with a wheelchair lift, that transports students, faculty and staff with mobility disabilities around campus. The Accessible Vehicle also operates during evening and weekend hours upon request.

Other services available include:

- individual counseling for students with disabilities;
- consultation with the Office of the Registrar to facilitate scheduling changes due to accessibility concerns;
- referrals to other University student services and resources.

The office provides several helpful publications. Among them:

*Office of Affirmative Action Fact Sheets* and handouts, which describe the network of services available to members of the campus community with disabilities.

*ADA Compliance Guide*, published by Thompson Publishing Group, provides essential information and requirements related to the Americans with Disabilities Act of 1990. The Appendix includes glossary, annotated bibliography, legislative history, pertinent regulations and government documents, ADA Accessibility Guidelines (ADAAG) and a complete index.

*Section 504 Compliance Handbook*, published by Thompson Publishing Group, provides information and requirements related to the Rehabilitation Act of 1973, as amended. The Appendix includes glossary, annotated bibliography, copies of all pertinent regulations and government documents, discussion of relevant court cases and a complete index.

*Guidelines for Communicating about People with Disabilities*, published by the Committee for an Accessible University and the Office of Affirmative Action, is a guide for utilization of appropriate terminology when speaking or writing about persons with disabilities.

For additional information, please contact the Office of Affirmative Action, 1133 Blockley Hall/6021 or call 898-6993 (Voice). The Office is equipped with a TDD, a telecommunications device used by people with hearing and/or speech disabilities. The TDD number is 898-7803.

## 'The Last 75 Years': October 4

Penn and Princeton, as the principal partners in the establishment of the Commission on Higher Education, will host the 75th Anniversary of the Commission's Middle States Association of Colleges and Schools today.

The focal point is a seminar to be held from 2-4 p.m. today in B-1 Meyerson Hall, open to the University community as well as invited guests.

President Emeritus Martin Meyerson and the Commission's Executive Director, Dr. Howard Simmons, will open the celebration, which looks at higher education under three headings: *Important Lessons from the Last 75 Years*, *Current Uncertainties*, and *Challenges Ahead*.

Penn President Judith Rodin and Princeton Vice President Robert Durkee (representing President Harold Shapiro) are among the presenters, along with President Ernest Boyer of the Carnegie Foundation for the Advancement of Teaching and the University of California System's President Emeritus Clark Kerr.

**About the Crime Report:** Below are all Crimes Against Persons listed in the campus report for the period **September 26 through October 2, 1994**. Also reported were Crimes Against Property, including 58 thefts (including 6 burglaries, 5 of auto, 7 from auto, 11 of bicycles & parts); 9 incidents of criminal mischief & vandalism; and 4 of forgery and fraud. Full reports are in *Almanac* on PennInfo. —Ed.

### 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 **September 26 through October 2, 1994**. 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 898-4482.

#### Crimes Against Persons

**34th to 38th/Market to Civic Center:** Robberies (& attempts)—4, Simple assaults—1, Threats & harassment—2

09/26/94	7:34 PM	200 Block S. 38th	Juvenile sprayed with mace
09/27/94	3:44 PM	Gimbel Gym	Harassment by unknown male in shower
09/28/94	12:31 AM	3744 Spruce St.	Attempted robbery of cash by unknown male
09/28/94	7:31 PM	Gimbel Gym	Male struck with bottle
09/30/94	7:37 PM	3717 Chestnut	Complainant reported being robbed by gun
09/30/94	11:10 PM	3604 Chestnut	Robbery by male w/gun
10/01/94	2:43 AM	Quad Office	Receptionist received unwanted phone call

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

09/26/94	12:36 PM	3800 Block Spruce	Harassment by male
09/26/94	10:14 PM	41st & Walnut	Actor threatened to shooting/no injuries
09/28/94	8:14 AM	Harnwell House	Racial remark on bathroom stall
09/28/94	3:51 PM	3900 Block Sansom	Dispute between vendor & parking authority
09/28/94	7:01 PM	3911 Walnut St.	Unknown male took currency
09/30/94	5:22 PM	3900 Block Walnut	Juvenile struck in head & chest/to CHOP
09/30/94	5:55 PM	3800 Block Walnut	Vendor & complainant in parking dispute
10/01/94	6:50 PM	100 Block S. 40th	Robbery of property by unknown male
10/02/94	12:05 AM	3801 Chestnut St.	Nonaffiliated male assaulted by bouncers

**41st to 43rd/Market to Baltimore:** Robberies (& attempts)—3

09/26/94	7:37 PM	200 Block St. Mark's	Complainant struck in head during robbery
09/28/94	2:29 PM	4100 Block Market	Employee robbed at gunpoint
10/01/94	12:35 AM	300 Block S. 43rd	Complainant injured during robbery

**30th to 34th/Market to University:** Threats & harassment—2

09/28/94	1:11 PM	Penn Tower	Threats received on phone
09/29/94	4:40 PM	Franklin Field	Threats against general contractor

**Outside 30th to 43rd/Market to Baltimore:** Robberies (& attempts)—2

09/27/94	12:02 AM	45th & Chester	Wallet and contents taken at gunpoint
09/29/94	7:21 PM	4500 Block Market	3 unknown males w/gun took cash and bike

#### Crimes Against Society

**34th to 38th/Market to Civic Center:** Alcohol & drug offenses—1

09/26/94	5:53 PM	3600 Block Spruce	Reckless driver stopped/drugs found
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**38th to 41st/Market to Baltimore:** Alcohol & drug offenses—1

10/01/94	8:24 PM	4000 Block Walnut	Driving under influence arrest
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**30th to 34th/Market to University:** Disorderly conduct—1

09/28/94	8:38 PM	34th & Spruce	Public urination/male on warrant/arrest
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# Update

OCTOBER AT PENN

## EXHIBIT

### Upcoming

**11** *Religion and Society in Colonial Mexico: Selections from the Sydney S. Keil Collection*; an exhibit of one of Penn's most distinguished Latin American collections; reception, 5:30 p.m.; Rosenwald Gallery, Van Pelt-Dietrich Library. *Through January 10.*

## TALKS

**5** *The 1994 Mexican Federal Elections*; Fausto Díaz Montes, Universidad Autónoma "Benito Juárez" de Oaxaca, Penn Semester Abroad in Oaxaca Program; 4 p.m.; West Lounge, 4th Floor, Williams Hall (Latin American Cultures Program; Office of International Programs).

**7** *Raphael's Madonna della Sedia, John Knox and the Salve Regina*; Paul F. Watson, history of art; 3-5 p.m.; Room 113, Jaffe Building (History of Art).

**10** *Adenovirus Entry Functions That Are Useful for Gene Delivery*; Matthew Cotten, Institute for Molecular Pathology; 4-5 p.m.; Robert Austrian Auditorium, Clinical Research Building (Institute for Human Gene Therapy).

*Chemical Probes in Molecular Physiology*; Graham Ellis-Davies, physiology; noon; Department of Physiology Library, Richards Building (Physiology).

**11** *Well-being of Animals in Agricultural Systems*; Stanley E. Curtis, Pennsylvania State University; 4 p.m.; Room B101, VHUP (School of Veterinary Medicine).

*Dynamic Regulation of Cardiac Function by Energy Metabolism*; Brian O'Rourke, Johns Hopkins; 4 p.m.; Department of Physiology Library, Richards Building (Physiology).

**Deadlines:** The deadline to submit copy for the *November at Penn* calendar is **October 11**. The deadline for the *December at Penn* calendar is **November 8**.

### Van to Media: Driver Rides Free

Van Pool #2, originating in Media, is looking for a driver as of November 1. The driver would get free transportation to and from work. Call Marge Brittingham at Ext. 8-1721 for more information.



*Almanac*

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## Penn VIPS: Going National



### Community Service at Penn

The last several years have seen burgeoning interest in and commitment to public service by University students, faculty, staff and administration. It has been spurred by many factors, including a growing national social conscience and a recognition of Penn's role within its own community. The growth of these University-wide initiatives to build creative and effective partnerships with the city and its West Philadelphia neighborhoods led to the creation of the Center for Community Partnerships (CCP). Directed by Dr. Ira Harkavy, C'70, GR'79, the Center coordinates service efforts, research and other activities that impact both Penn and its urban community.

### Penn VIPS (Volunteers in Public Service)

This part of CCP is a volunteer network for Penn faculty, staff and alumni. It provides a channel for linking its members with the needs of the West Philadelphia community and with service organizations throughout the city. Penn VIPS coordinates ongoing volunteer efforts and initiates projects such as food, school supply, and clothing drives. Recently, the group has developed and undertaken a sponsorship program with a West Philadelphia middle school. Members also work with community organizations in a variety of capacities including grant writing, providing technical and computer assistance, legal and social services, accounting, architectural design, and more.

To encourage and direct the involvement of Philadelphia-area alumni in Penn VIPS activities, an alumni committee is now being organized. This effort will be spearheaded by Glenn Bryan, C'74, SW'76, director of Community Relations for the University, with cooperation and assistance from the Department of Alumni Relations. For more information about these activities, interested alumni should call Community Relations at 898-3565 or Alumni Relations at 898-7811.

While the committee's initial efforts will focus on West Philadelphia, the ultimate goal is to create a nationwide network of Penn VIPS. Even those who were unable to attend the Alumni Committee Kick-Off Reception on September 29, or those who live outside the Philadelphia area, but are still interested in community service activities or volunteer opportunities, are urged to contact Community Relations or Alumni Relations or fill out and return the form below.

### October is Community Service Month

Through the leadership and coordination efforts of the Council of Recent Graduates (CORG), many of the University's regional alumni clubs are participating in Community Service Month. Tim Fazio, C/W'96, of Project America has volunteered his organization to assist clubs in organizing their specific activities. The goal of Project America is to encourage people across the nation to become involved in a joint effort on October 15. Alumni who would like to be part of this initiative can call Alumni Relations to be put in touch with a participating club or organization in your area, or you can call Project America directly at 1-800-880-3352.

### West Philadelphia Career Day: Thursday, October 13

Alumni in the Philadelphia area (including those interested in being part of the Penn VIPS alumni committee) are invited to participate in a project sponsored jointly by Community Relations and the General Alumni Society. West Philadelphia Career Day will enable alumni to provide a valuable service for local middle and high school students—with a minimal commitment of time.

*Do you have a career that's interesting and worthwhile?*

*Would you like to encourage promising students to prepare for jobs in your field?*

*Can you serve as a role model for teenagers who may be unaware of many career opportunities they could pursue?*

*Could you spare two to three hours during the day to share your experiences and describe the possibilities of the work you do?*

If you answered yes to any of these questions, please contact Community Relations or Alumni Relations. We are looking for all alumni who can participate in panel discussions at student assemblies, speak about career opportunities, and join student discussion groups about job requirements, preparation, applications, résumés and other topics.

Specific information on the participating schools, directions, and timetables will be available at Community Relations. If you have any questions about this project, or about any other way you may wish to participate in Community Service Month, contact Community Relations or Alumni Relations.

—Ann Aldrich and Doris S. Cochran-Fikes,  
Alumni Relations Office

*PennVIPS is in its fourth year as an organization of Penn Volunteers in Public Service. As the network goes national through University alumni, members of the faculty and staff who want to sign up for West Philadelphia Career Day or other activities can use this adapted form.*

### Community Service Information Form

Name \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_

Department \_\_\_\_\_ Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Community Service Interests \_\_\_\_\_

Past Volunteer/Community Service Experience \_\_\_\_\_

**Please return this form to Community Relations, Suite 519, 133 S. 36th Street/3246.**