

# UNIVERSITY of PENNSYLVANIA *Almanac*

Tuesday,  
March 17, 1998  
Volume 44 Number 25

## News in Brief

### If SEPTA is Out . . .

Over the weekend SEPTA and the Transport Workers Union made serial announcements that continued SEPTA services while contract talks went past the stated deadline of 12:01 Sunday. With talks still in progress at presstime, Penn's Department of Transportation remained on alert with special shuttles and parking arrangements to help alleviate the difficulties that would arise if a strike occurs.

Details of the emergency services are on [page 12](#) of this issue. Up-to-date information from SEPTA's website is linked to the website of PennTransit, and all are accessible from a special legend on the Penn home page, [www.upenn.edu/](http://www.upenn.edu/).

### Benefits Redesign II...Classification

On [page 2](#) of this issue, the President, Provost and Executive Vice President accept the recommendation of the Benefits Redesign II, and on [page 6](#) Human Resources summarizes the results of the Classification Study. More on the Classification Study and its implementation will be mailed to staff later this month.

### Death of Ms. Higginbotham

At presstime notice was received of the death of Alyce Collier Higginbotham, the 40-year-old senior counselor and assistant director of the Penn Women's Center. Information on tomorrow's funeral service is given on [page 4](#), and details of her life will appear next week.

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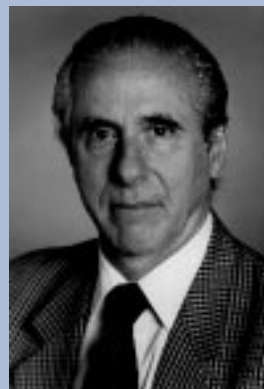
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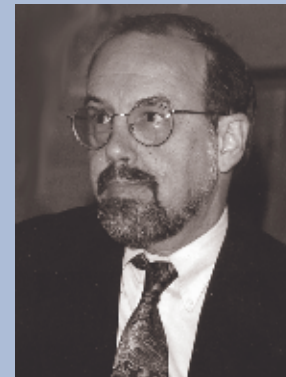
## SENATE From the Senate Office



*Dr. Seltzer will be past chair*



*Professor Keene will take office as 1998-99 chair*



*Dr. Conn is the new chair-elect*

## Faculty Senate Officers Elected for 1998-99

No additional nominations were received by the deadline and therefore the Senate Nominating Committee's slate of nominees is hereby declared elected. Effective May 6, 1998 the Faculty Senate Officers for the coming year will be:

<i>Chair:</i>	John C. Keene (city & regional plng)
<i>Past Chair:</i>	Vivian Seltzer (social work)
<i>Chair-elect:</i>	Peter J. Conn (English)
<i>Secretary:</i>	Martin Pring (physiology/med)
<i>Past Secretary:</i>	Jack Nagel (political science)
<i>Secretary-elect:</i>	Rosane Rocher (S. Asia regional st)

*Newly elected as at-large members of the Senate Executive Committee for 3-year terms:*

Holly Pittman (history of art)  
Pedro Ponte-Castañeda (mechanical engr)  
Phoebe S. Leboy (biochemistry/dental)  
Kenneth I. Wolpin (economics)

*Newly elected as an assistant professor member of the Senate Executive Committee for a 2-year term:*

Kathleen Hall (education)

*Newly elected to the Senate Committee on Academic Freedom and Responsibility for 3-year terms:*

David B. Brownlee (history of art)  
Howard Lesnick (law)  
Daniel D. Perlmutter (chemical engr)

*Newly elected to the Senate Committee on Conduct for 2-year terms:*

Jane B. Alavi (medicine)  
Lee V. Cassanelli (history)  
Vivian L. Gadsden (education)

*Newly elected to the Senate Committee on the Economic Status of the Faculty for 3-year terms:*

Erling E. Boe (education)  
Richard L. Kihlstrom (finance)

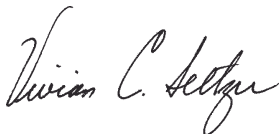
The terms of the new Faculty Senate Officers and the newly elected members of the Senate Executive Committee begin with the taking up of new business at the Senate Executive Committee meeting scheduled for May 6, 1998. The terms of the newly elected members of the Committees on Academic Freedom and Responsibility, Conduct, and Economic Status of the Faculty begin on May 1. Full committee memberships will be published this fall in *Almanac*, or please contact Carolyn Burdon, Box 12 College Hall/6303; tel: 898-6943; e-mail: [burdon@pobox.upenn.edu](mailto:burdon@pobox.upenn.edu).

## Cost Containment Report: March 24

At its Special Meeting on March 3, the Senate Executive Committee approved the Report of the Cost Containment Subcommittee of the Committee on Administration, and scheduled publication in *Almanac* on March 17. SEC commended the chair of the subcommittee, Dr. Solomon Pollack, and its members, Drs. Lou Girifalco and Abba Krieger for a most informative and useful report.

Later Dr. Girifalco (as chair of the parent Committee on Administration) and I agreed to reschedule publication to the March 24 *Almanac*, to accommodate a request of the Administration for more time to consider the report in order to respond in the same issue. We agreed to this delay in the belief that the University community will benefit from such an opportunity for exchange of perspectives. We further hope that submitting a complementary response to this report signals an increase in forthright exchanges on this and many other subjects to be covered in the thoughtful reports of all Senate Committees.

The Complete report of the Committee on Administration is expected for discussion at SEC later this month, and reports of other SEC committees in April. We anticipate their publication shortly after they are received.



Vivian C. Seltzer, Chair of the Faculty Senate

## Faculty/Staff Mortgage Program: Now at 120% for Area Properties

A new option has been added to the Penn Guaranteed Mortgage Program, allowing faculty and staff to finance 120 percent for a property needing rehabilitation. The new program, which also has expanded boundaries in West Philadelphia (see below), allows participants to finance 5 percent of closing costs, with the additional 15 percent applied to home improvements.

This new option is available through Commerce Bank, the newest of three lending institutions that now participate in the Penn Guaranteed Mortgage Program, said D-L Wormley, managing director of community housing.

A prior option is continued—a 105 percent mortgage guarantee, with 5 percent to be used toward closing costs for homes purchased in West Philadelphia. This program may be financed through Berean Federal Savings, Commerce Bank and Mellon Bank.

Penn's Guaranteed Mortgage Program, initiated in 1965, offers faculty and staff the opportunity to secure financing from private lenders for single- or double-unit homes situated within certain geographic boundaries—initially, those in University City only.

The boundaries in West Philadelphia are now City Line Avenue, Cobbs Creek Parkway, Woodland Avenue and the Schuylkill River.

Since 1965, more than 1,500 Penn faculty and staff have used the program to finance their homes, Ms. Wormley said.

## Approval of Recommendations: Benefits Redesign II

*To the University Faculty and Staff:*

We are pleased to acknowledge the second set of recommendations on benefits redesign put forward by the Benefits Advisory Committee and endorsed by the Academic Planning and Budget Committee and the Personnel Benefits Committee of the University Council. They were published for comment in *Almanac* on February 10, 1998.

The recommendations have now been forwarded to us for action.

*On Health Care Insurance we accept in full the recommendations.*

The University will:

- Make no change in Plan 100's Major Medical \$1,000,000 lifetime maximum.
- Replace the \$2,000,000 combined in-network and out-of-network lifetime maximum benefit in the PennCare option with an unlimited lifetime maximum for in-network care and a \$1,000,000 lifetime maximum benefit for out-of-network care.
- Express annual and lifetime mental health benefit limits in days rather than dollars and eliminate separate lifetime limits on outpatient mental health benefits in Plan 100, PennCare and the UPHS/Keystone POS plan.

*On The Retirement Plan we accept in full the recommendations.*

The University will:

- Make the TDA plan available to employees who are at least age 21 and have completed at least one year of service. Current participants with less than one year of service will be grandfathered.
- Permit TDA plan participants who terminate prior to age 55 to withdraw the full balance in their Tax-Deferred Annuity accounts (including University matching contributions).
- Increase the mandatory cash-out amount from the Retirement Allowance Plan from \$3,500 to \$5,000.
- Continue discussions on the retirement plans from perspectives other than compliance. This will include examining long-term objectives for the plans, concerns of faculty and staff, and benchmarking studies.

*On Long-Term Disability we accept in full the recommendations.*

The University will:

- Retain the current income replacement level of 60% of base salary.
- Increase the maximum monthly benefit to \$7,500 and eliminate the three-year waiting period for A-3 and certain A-1 employees so that all benefits eligible faculty and staff will participate on their first day of employment. (As is currently the case, benefits will begin after six months of continuous disability.)
- Set the amount the University pays for medical coverage at the HMO premium for individual or family coverage depending upon the employee's coverage at the time of disability. (Disabled employees who want to remain in a plan other than an HMO may do so by contributing the premium differential.) Employees who are currently disabled will be grandfathered under the old policy.
- Continue University contributions for disabled employees in the Tax-Deferred Annuity Plan whether or not the employee continues to contribute.

*On Long-Term Care Insurance we accept in full the recommendations.*

The University will:

- Offer to employees, retirees, spouses/domestic partners, parents, parents-in-law, grandparents and grandparents-in-law the option to purchase individual long-term care coverage.

We believe that the proposed changes to current benefits and the addition of a new optional benefit will continue to provide Penn employees with a strong, competitive benefits package while at the same time help to contain the cost of benefits to the University. We believe also that the changes satisfy the articulated principles of the benefits redesign process and that they will ultimately advance the University's mission as well as the quality of life and well-being of its employees.

Judith Rodin, President

Michael Wachter, Interim Provost

John A. Fry, Executive Vice President

## Unemployment Management: Change of Contractor

The University has recently entered into a new contract with Employers Unity (EU) to oversee the administration of unemployment compensation. Employers Unity is headquartered in Denver and has a first-class reputation and a national clientele. The transition from R.E. Harrington to Employers Unity took place in February, 1998.

Beginning in the spring, Employers Unity will embark on a "get acquainted program," and will be contacting departments. We look forward to Employers Unity's holistic approach to unemployment management, which includes training and development programs for Penn staff as well as timely support of all unemployment issues.

Questions on Employers Unity can be directed to Sue Hess (898-6522) in Human Resources Services.

— Division of Human Resources

### To All Faculty and Staff

The table at right shows revised healthcare rates for University faculty and staff members for the 1998-99 benefits year. This information will also be mailed to you during the week of March 30 as part of your personalized benefits selection package for Open Enrollment, which will be held April 8 through 17.

— Elenita Bader,  
Director of Benefits

## Medical & Dental Plan Rates

Effective July 1, 1998 - June 30, 1999

### Employee Contributions

Medical Plan	Option	Weekly Paid		Monthly Paid	
		Single	Family	Single	Family
BC/BS Plan 100	2	\$16.46	\$42.88	\$71.33	\$185.83
PENN Care	11	\$9.96	\$25.92	\$43.17	\$112.33
UPHS POS	12	\$4.98	\$12.96	\$21.58	\$56.17
HMO PA	5	\$2.50	\$6.48	\$10.83	\$28.08
HMO NJ	6	\$2.50	\$6.48	\$10.83	\$28.08
HMO DE	10	\$2.50	\$6.48	\$10.83	\$28.08
HIP NJ	8	\$2.50	\$6.48	\$10.83	\$28.08
Keystone HMO	9	\$2.50	\$6.48	\$10.83	\$28.08
Dental Plan	Option	Single	Family	Single	Family
Penn Faculty Practice Plan	1	\$0.23	\$9.15	\$1.00	\$39.67
Prudential Dental	2	\$0.23	\$7.23	\$1.00	\$31.33

## Speaking Out

### Is E-mail Privacy a Concern?

This is a letter about e-mail privacy. Our understanding is that the University does not erase the e-mail generated by faculty, staff, and students. It all exists on hard disks or backup tapes.

Should we be concerned about this situation? There is no reason to think that the administration monitors e-mail or uses it inappropriately. However, administrations and historical circumstances change. What if during the 1950s e-mail had existed in a form easily accessible by university and government officials?

This is not a legal issue. Court decisions make it quite clear that within reasonable limits the University as our employer can do what it wants with our e-mail. Federal law gives greater protection to students.

Of course, we all have been warned not to consider e-mail private, and we should avoid writing anything that we would prefer not to be made public. Nonetheless, we believe that the University should adopt a policy that guarantees as much privacy as possible to faculty and staff.

This guarantee of privacy seems to us to require two things:

(1) The administration of the University should adopt a formal policy on e-mail privacy. In 1996, the Council Committee on Communications drafted a sensible policy on e-mail privacy that was adopted by Council and SEC. It was submitted for review to the General Counsel in September 1996. The General Counsel has not been willing to work towards a policy that confers reason-

able protection. The policy should be vetted and adopted without delay.

(2) With the understanding that they would lose backup copies, faculty, staff, and students should be permitted to require that their e-mail be erased routinely.

If there is widespread support for these proposals, we hope that the Faculty Senate and University Council will pursue them vigorously.

— David Brownlee,  
Professor of the History of Art

— Michael B. Katz,  
Sheldon and Lucy Hackney Professor  
of History

### Reponse on E-mail Privacy

Professors Brownlee and Katz are correct that the University does not have an explicit policy regarding privacy of electronic communications. Discussions regarding the advisability and nature of such a policy continue, but it has not been possible to reach consensus among the parties concerned. My office continues to work towards such a consensus. E-mail at the University is provided by a variety of different offices: ISC manages some servers, but most faculty and students get e-mail from their schools. I am impressed and pleased by the way such providers of service work to respect the privacy of electronic communications to a remarkably high and praiseworthy degree.

— James O'Donnell,  
Vice Provost for  
Information Systems and Computing

### Phony Computer Advice: A Scam

A campus e-mail user received the following e-mail message (names have been changed):

From: root@mailhost.upenn.edu  
To: user@mailhost.upenn.edu  
Subject: Local Files Protection  
To Users of the mailhost.upenn.edu system:

Please note that you could protect your files stored in your directories. Simply go to unix shell and type the command "chmod 644".  
System Manager

The message was a forgery, and was not sent by the system administrator. If the user had followed the advice, then possibly anyone on the system would be able to read all of her files and e-mail.

Other scams in the past have included the following:

— Someone gets a message instructing them: "type this...it will make your computer run faster." The commands, if entered, would let anyone log onto the account.

— Someone phones saying they are from the computer center, with some story (e.g., "You've exceeded your disk quota, and we need to allocate more space for you."). They tell you a new password, and ask you to reset your old password to this new value. Once you hang up, they have access to your account.

Please be wary of unsolicited technical advice. A couple of points bear repeating:

- Be careful typing things into your computer that you don't understand. When in doubt, check first with your system administrator or local support provider.

- If you have doubts about the identity of a message author, check with the person by phone or in person. E-mail can be forged very easily.

— Dave Millar,  
University Information Security Officer

*Speaking Out welcomes reader contributions. Short, timely letters on University issues can be accepted by Thursday at noon for the following Tuesday's issue, subject to right-of-reply guidelines. Advance notice of intention to submit is appreciated.—Ed.*



## DEATHS

### Dr. Ted Irving of Old English Poetry

Dr. Edward B. Irving, Jr., professor of English—called Ted by colleagues and friends throughout his 33 years at Penn—died on March 6 at the age of 75, in Cincinnati.

A Philadelphian who took his B.A. at Haverford and his M.A. and Ph.D. at Yale, Dr. Irving taught at Yale from 1954 to 1960, when he joined Penn as associate professor of English. He became full professor in 1970 and emeritus professor in 1993.

He had established his scholarly reputation early, in books that proved to have lasting value: *The Old English Exodus* (Yale 1953) came out again with Archon Books in 1970. The prize-winning *A Reading of Beowulf*, (Yale 1968) had a second life as a paperback and portions of it were reprinted in 1975 in the Norton Critical Edition of *Beowulf*. The *Introduction to Beowulf* he did for Prentice-Hall's Landmarks in Literature series (1969) was also reissued later in paperback. The Penn Press paperback edition of his *Rereading Beowulf* (1992) is still in print.

Dr. Irving several times chaired the Old English group of the Modern Language Association and was a reviewer for *Speculum* and for the *PMLA*. He lectured widely in the U.S. and abroad, both in the British institutions and on the continent where, in 1986, he took *Beowulf* on tour to the Swiss universities of Basel, Bonn, Geneva, Neuchâtel and Zürich.

In his articles he wrote not only about *Beowulf* and other Old English poems, but also about writing, about the oral tradition, and about poetry as poetry. He taught still more broadly, presenting Shakespeare and Chaucer one year, taking up James Joyce's *Ulysses* the next. He was especially known for his General Honors course in the art of poetry.

The common thread was words. As his colleague Dr. Robert Regan said,

Philologists ought to be impassioned about words; too often they seem merely dizzy about etymologies. It was not so with Ted Irving. Both by his lucid and eloquent writing and by his teaching, he drew others into the small company of readers who treasure the monuments of Anglo-Saxon poetry. One of his students, a woman who had started Anglo-Saxon in England, put it this way: "Old English had been half curiosity, half challenge for me, rather like the *Times* of London crossword. Dr. Irving opened my eyes to great poets, nameless, most of them, but as alive and as powerful as Milton or Keats." Others who have shared that woman's experience will stand permanently in the debt of a great teacher, Edward Irving.

Dr. Irving is survived by his wife, poet and novelist Dr. Judy Moffett, who took her Ph.D. here and was also on the faculty in English; his two sons, Andrew M. (Sandy) Irving and Edward B. (Terry) Irving, III; his daughter, Alison Irving Hall, C '78; his brother, Robert Irving, C '51; and six grandchildren, Christo, Katy, Charlotte, Peggy, Megan and Erin.

**Service April 4:** A memorial service will be held Saturday, April 4, at 2 p.m. at the Friends Meeting House in Swarthmore. In lieu of flowers the family ask contributions, in time or money, to the American Friends Service Committee, 1501 Cherry Street, Philadelphia PA 19102.

### Frederick Peck, Landscape Architect

Frederick W.G. Peck, a 1933 alumnus of the Graduate School of Fine Arts who was also a lecturer here from 1946 through 1954, died March 7 at the age of 88.

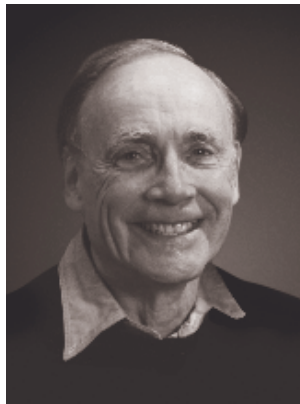
After taking his degrees in architecture and landscape architecture from Penn, Mr. Peck created gardens for Chestnut Hill's Pastorius Park and other spaces before World War II, when he joined U.S. Army Corps of Engineers to design airstrips and bases for British and U.S. forces.

Afterward he rose to prominence on the East Coast, noted especially for the Azalea Garden in Fairmount Park near the Art Museum, for Hickory Run State Park in the Poconos, and for numerous public and private gardens in Chestnut Hill and other Philadelphia communities.

He was one of the early designers of the expanded Philadelphia Flower Show, and won its Gold Medal for designing the 1964 Show. He also won the Garden Club of America's Buckley Medal that year.

Mr. Peck served on the boards of the Morris Arboretum, the Philadelphia Horticultural Society and the Pennsylvania Academy of the Fine Arts, among other institutions.

He is survived by a son, Robert; a daughter, Susan Wilmerding; a brother and sister; and three grandchildren. Memorial contributions are being made to the Pennsylvania Horticultural Society, 100 N. 20th St., Philadelphia PA 19103.



Dr. Irving

## COUNCIL

### Camera Surveillance...Vending

No action items were on the agenda at Council March 4, but the interim reports of two committees pointed toward the possibility that Council will be asked to update the Guidelines on Open Expression to take account of closed circuit television cameras now used in surveillance as part of the public safety program.

The Committee on Open Expression's chair, Dr. Dennis Culhane, reported that discussions are in progress with the Safety and Security Committee, led by Dr. Sean Kennedy. In response to query, Dr. Culhane clarified that the object would be to ensure that there are restrictions on the use of closed circuit monitoring. A former C.O.E. chair, Dr. Larry Gross, added that early revisions incorporate protections for those photographed during demonstrations but "we did not at that time consider, because it was not technologically relevant, anything like closed circuit surveillance of the sort that has now become routine." Estimating that there may be 240 cameras in use, counting those at ATMs which have turned out to be one of the ways criminals are apprehended, he added, "There are important concerns: what happens to the [images] once they're there, who keeps them; and I know from working on a consultative committee with Tom Seamon about a year ago that these issues are being looked at carefully."

**Vending:** During his report (scheduled for fuller summary in a coming issue), Executive Vice President John Fry furnished to Council members a grid (see opposite) which gives the administration's point by point response to charges made in at Council February 11 by GAPSA's Matt Ruben. In Q & A, Mr. Ruben entered a continued disagreement with items 1, 2, 3, 4, 7, 9 and 10. In response to other queries on vending, Mr. Fry detailed the problems of finding locations for the proposed fresh air food plazas. To a jocular proposal that the Franklin Building parking lot be taken over as a food plaza, Mr. Fry replied seriously that he expects that lot to become the service area for physical plant, freeing the corner of 36th and Sansom for housing or other retail use.

Mr. Fry's update on Trammell Crow was that while a letter of decision from the IRS is still expected shortly, and that staff and management transition is on schedule, with 81 staff who were offered and accepted positions transferring to TC on April 1. For 21 who did not have TC offers, positions have been sought inside the University or through outplacement firms, and to date one has been placed, two being contemplated and the others in process. "It is our goal to place all of these individuals by the time the cutover is made," he said.

Based on visits to a number of other campuses, Penn is looking at three models for food services: self-operating as now; in partnership with a firm for special expertise in certain operations including catering; or full outsourcing. Bon Appetit is the vendor considered for the partnership model, and Aramark for full outsourcing. A summary of options and financial analyses are scheduled to go to the food services committee March 18, he said, and will then go for further consultation—including the president and provost—with a view to a decision in early April.

**More on Council:** Interim reports from the Council leadership and from Library and Research Committees will be summarized next week as space permits. — K.C.G.

## SERVICES

### Alyce C. Higginbotham, March 18

Funeral services will be held Wednesday for Alyce Collier Higginbotham, senior counselor and assistant director of the Penn Women's Center, who died last week at the age of 40. Viewing is 9-11 a.m. and the service is at 11 a.m. at Christian Hope Baptist Church, 26th St. and Girard Avenue.

### Dr. Charles Bernheimer, March 23

The Department of Romance Languages and the Graduate Program in Comparative Literature and Literary Theory will hold a memorial service for Dr. Charles Bernheimer on March 23 at 5 p.m. in the Rosenwald Gallery of Van Pelt Library. Dr. Bernheimer died on February 21 at the age of 55 (*Almanac March 3*). In his honor, the Graduate Program in Comparative Literature has established the Charles Bernheimer Essay Prize in Comparative Literature. Contributions may be sent to the office of the Program in Comparative Literature and Literary Theory, 420 Williams Hall/6305.

### Dr. Donald Carroll, April 20

A service will be held at 11 a.m. on Monday, April 20 for the Wharton School's late Dean Donald C. Carroll, who died on February 24 at the age of 67 (*Almanac March 3*). The location and other details will be published shortly.

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## Response to Statements Made by GAPSA Representatives to PCA on the Vending Issues during University Council Meeting of February 11, 1998

*(Distributed at Council March 4 as part of a presentation by EVP John Fry)*

### GAPSA Contention

### University Response

1. It was agreed to allow the Vending Advisory Board (VAB) to put decibel limits on generator noise as a first step to figuring out how to regulate rather than totally eliminate generators; the administration reneged on that agreement.

We only said we would consider it. We considered the idea and viewed it as impractical and unenforceable; instead we proposed a one year interim period during which vendors could make transition to electrical hookups instead of gas powered generators.

2. [The University] agreed to allow 5 carts on the west side of 34th Street between Walnut and Spruce (specifically in the area behind Meyerson closer to Walnut); the administration reneged.

The University complied with Councilwoman Blackwell's wish to have some vending in this area and we will be developing a Fresh Air Food Plaza for 4, not 5, vending carts, adjacent to Meyerson Hall. The University only agreed to 4.

3. [The University] agreed to allow 5 carts on the east side of 33rd Street in front of Penn Tower, where vending already takes place currently. The University instead put 3 carts at a location on Civic Center Boulevard across the street and south of Penn Tower.

The University agreed to allow cart vending to take place in this area. Section 9-206(10)(b)(1)(s) provides for 3 vending cart locations along the northern side of Convention Center Avenue between the entrance to Penn Tower and the entrance to the Parking Garage. We are physically unable to accommodate greater number of carts at this location without impeding access to either the garage or the patient health care facility.

4. [The University] agreed to allow trucks (no specified number) on 33rd between Walnut and Spruce; the administration reneged on the grounds that PCA and UCVA reps supposedly "reacted badly" when 33rd street sites were first offered at Monday's meeting. The offer was not withdrawn based on the supposed bad reaction on Monday; it was only withdrawn on Tuesday when the administration refused to incorporate the 33rd St. sites into its revision.

The University proposed the idea of limited on-street truck vending in this area but was met with response from UCVA and PCA that the area was too far removed from their customer base. We are still willing to consider this option.

5. [The University] agreed to put in language limiting Penn to a maximum of one of the three nonprofit organization seats on the Vending Advisory Board; Penn administration did not include such language in its revision.

Section 9-206(10)(b)(2)(A)(i) provides for a 15 person VAB of which five members (or 33%) shall be vendors, 3 members (or 20%) shall be Penn affiliates as recommended by University Council, 2 representatives of the business community, and 2 representatives of the neighborhood organizations. A plain interpretation of the language of this section leaves no doubt that, as to the remaining 3 slots, Penn would be entitled to only 1, with the other two to be filled by representative of other non-profits institutions in University City.

6. [The University] agreed to allow coolers and other objects to be placed on the sidewalk surface during daily set-up and breakdown of vending operations; no such language was included in the administration's rewrite.

Section 9-206(2)(a) provides that the provisions of the ordinance shall not apply to "the temporary placement of goods, wares, or merchandise on the sidewalk in the ordinary course of delivery, shipment, or transfer". Therefore, coolers and other objects would be allowed on the sidewalk during transfer of items required for daily set up.

7. [The University] agreed to conform to existing law by requiring that a representative of city Licensing and Inspections Dept. be present when a Penn or City police officer tried to remove an "unauthorized" vendor or vendor violating terms of license or ordinance; no such language was put in the administration's rewrite, which retains language allowing a police officer to unilaterally remove a vendor with no Licensing and Inspections presence.

Section 9-206(12)(b) stipulates that ONLY L&I (in the presence of either a city or campus police officer) may remove any stand, equipment, or merchandise from a non-complying vendor.

8. [The University] agreed to allow 60 minutes rather than 30 for vendors to clear out at end of day; no such revision appears in the administration's rewrite.

Section 9-206(10)(b)(2)(E) states that vendors shall not park their stands and conveyances at the permitted sites between the hours of midnight and 5:30 am daily. Furthermore, section 9-206(10)(b)(2)(F)(iv) states that vendors shall only operate at their permanent locations between the hours of 6 am and 10 pm. Therefore, it would only be the case for vendors that begin operating at 6 am on a regular basis that they would have only a half hour to set up their operations.

9. [The University] agreed to PCA language allowing vendors to trade their licensed sites with one another; no such language in the administration's rewrite.

University representatives NEVER agreed to swapping or transfer of location between vendors. However, section 9-206(10)(b)(2)(J) does provide for the transfer of a commensurate license by a duly licensed party to another previously unlicensed party, provided that L&I has reviewed and signed off on the propriety of the transfer.

10. [The University] agreed to language preventing parking of cars etc. in sites licensed for street (truck) vending; no such language in the administration's rewrite.

Section 9-206(I)(h) defines a "street vendor location" as being "a specified location within a permitted blockface that is designated and marked by L&I where street vending may occur." In marking any such location, L&I will post it with signage designating it as a "no parking" area for anyone except for the permitted, licensed street vendor.

11. Penn wanted to require vendors to "wash" sidewalks where they vend; agreed to change language to "sweep", but the administration's revision says "clean," which is ambiguous.

The University feels strongly that vendors should clean up after themselves.

Over 300 staff members attended the February 26 joint meeting of the Penn Professional Staff Assembly and the A-3 Assembly, moderated by Chairs James H. Bean of PPSA and Donna Arthur of A-3 Assembly. Three speakers emphasized staff development and changes being made in the culture of Penn as a workplace. Below are some highlights of the three presentations made. — Ed.

## For Penn Staff at All Levels: Some Notes on the Future

### From EVP John Fry, Some Pressures and Projections

Starting with “what Penn can do to be a better employer,” Executive Vice President listed two overall things: facilitate the professional growth and development of its employees, and create a better quality of life in the workplace.

He described a series of forums he held last year with randomly selected groups of employees from all schools and centers, and from various categories of employees—eight sessions averaging about 25 people each. From these, plus other consultations with leaders of organizations such as PPSA, A-3 Assembly, and the African American Association, the themes that emerged were that:

- Penn does not have unlimited resources and people understand that, but they also want more consultation and more communication prior to the making of changes. “I’m here to tell you that I’ve heard that, we know we can improve, and we’re determined to do that,” he said.

- While Penn can “no longer guarantee employment for its staff over their full careers,” it can do better in three areas:

1. It can commit to the professional growth of all employees, so they can find real career ladders at Penn or be more employable in other contexts and other industries. This should be “structured and meaningful,” not just random training courses that people might attend.

2. It can make positive changes in the work environment and try to create greater flexibility for employees to manage the home and worklife balance.

3. It can recognize and reward people: “There are some extraordinary things happening here—happening because of our employees and for no other reason. We don’t do enough to systematically and meaningfully reward and promote the people who are doing the best work.”

These goals are to supplement existing priorities, he added. “There is no change of priorities; there have always been three priorities since I’ve arrived here.” He detailed them:

- (a) aggressively manage administrative organizations and processes with an emphasis on cost avoidance, cost reduction and revenue enhancement;

- (b) significantly enhance the quality of life on and off campus, both to retain faculty and staff and to attract and retain students; and

- (c) identify and mitigate “management and reputational risks.”

Mr. Fry predicted that higher education as an industry will undergo a “sea change” in the next decade comparable to the one health care is undergoing now—with increased scrutiny on costs and a fight for market share. Penn’s health system is managed admirably in the face of a lot of pressure, he said. “I think higher education, and in particular the big visible universities, are going to be called upon to do the very same thing.” As evidence that “an emerging set of price wars” might break out, he noted that six Ivy League universities so far have announced 1998-

99 increases in total undergraduate charges (tuition, fees, room and board), and they are:

- Harvard 3.5%,
- Cornell 4.5%,
- Princeton 3.7%
- Yale 2.9%,
- Dartmouth 3.9% and
- Brown 3.9 %.

Columbia’s increase is awaited, and Penn’s will be announced on March 20 at the Trustees Executive Committee meeting.

“Clearly the days of double-digit tuition and fee increases are gone. Places like Yale at 2.9% and Princeton at 3.7% are really pushing down those charges, he said. “They can do this more comfortably than an institution like Penn because they have a much larger endowment. But we have to compete.”

Hence a projection that the increase proposal taken to the executive board would be “below that 4.5%”—which was itself the lowest increase at Penn in three decades, Mr. Fry said. “People are starting to turn up the heat already among our institutions, and I don’t think we have any choice but to respond.” With each percentage point at Penn worth \$2 million, he sees “more pressure, not less, to think about things like costs, enhancing revenues, and improving our competitive position, particularly the quality of life on and off campus.”

To get through this, he ended, “We need great people, who feel that they are well compensated and well treated; that they’re invested in professionally; that they’re cared about personally. I know we have a long way to go but I’m also resolved to get there.”

Ms. McKee, Mr. Heuer on page 7, past insert

### The Classification Redesign Project and its Implementation

The University has completed its extensive review of the job classification program, a campus-wide effort that began three years ago. During this project a tremendous amount of information was gathered from University staff about their positions. This data was invaluable in helping the University to build a contemporary evaluation method used to classify jobs.

During the last week in March, University staff will receive information regarding their individual positions within the University’s new classification program. This information has been shared with and approved by school/center management.

There will be a new single-salary structure of 12 grades covering both exempt and non-exempt positions. All staff will receive a new grade and some staff will receive a new Personnel/Payroll system title. The new University system titles are, by design, generic in nature to assist in grouping similar jobs together for the purpose of classification and pricing of jobs in the marketplace. In certain instances, a more descriptive title may have been approved by a department and will remain in effect.

Each of these grades will have ranges that are significantly broader (the difference between minimum and maximum amounts of the grade) than in the current system. Staff positions will be placed into this salary structure, which is competitive with the marketplace for comparable jobs, and will allow for more flexibility in pay administration and staff development.

#### What Staff Can Expect

In the packets that will be distributed at the end of March, staff can expect to receive the following:

- a letter indicating the new grade and, in many instances, new system title
- an information booklet which will provide a summary of the classification system and background information on how the system was developed
- the new salary structure (within the information booklet)

Position descriptions for University positions are being created as part of this project. These descriptions will be distributed to staff by the end of the fiscal year.

#### Implementation Schedule

Changes introduced through the Classification Redesign Project will be implemented at the beginning of April. This will enable a full transition of data prior to the beginning of the cycle for the University’s annual salary increase program.

#### Looking Ahead

The nature of the work place today is one of change, requiring organizations to respond quickly to meet new business challenges. The job evaluation system has been designed to respond more effectively to these challenges.

Given the size of the University and the great diversity in terms of different types of work, the Classification Redesign Project has been a significant undertaking. Due to the high quality data provided by University staff through the position information questionnaire process and the hard work of the Classification Redesign Team, we have built a strong job evaluation system and a competitive salary structure. These improvements will strengthen the overall staff compensation program at the University of Pennsylvania.

—From the Office of Compensation/Human Resources



## Annie McKee: The Staff Development Thrust

After five years elsewhere in the University, Ms. McKee said that since joining Mr. Fry's team a few months ago she has been circulating throughout the campus to identify "key issues affecting the way people feel about the work environment here at Penn." Some of what she came up with relates to "improving practices of management, communication, and the way we engage with each other in the workplace."

From her gleanings, Ms. McKee has also brought back to a work team and to senior management the summation, "Look, people really do want to prepare themselves for a better future. How are we going to do that?"

Two significant efforts she outlined, both "in the planning stages—still open for change and input but moving forward" are:

- A professional development process, to identify for people what they need to do to be successful at the Penn in professional and managerial roles. This involves creating a "competency model"—looking at those workplace effectiveness skills (not necessarily technical skills) that allow people to be effective no matter what job they're in. She described a process whereby "people can come in, work with us, work with coaches, actually, in a confidential setting, in a setting where it really is about development—not about performance appraisal...."

- "We've got total commitment from senior management [John Fry, President Rodin]. We've got a good team of people in place, we're working closely with the folks in Human Resources. We're looking at putting together a group of talented people from around the University to help us focus on design and implementation. I would like to see a pilot program up and running within about four or five months and over the next 18 months, which we look at as a pilot time period, we'd like to see a couple of hundred people go through this process."

- A skills development center, where Penn staff and West Philadelphia residents can similarly assess and benchmark themselves against goals and markers of success—with access to learning that will help meet their goals.

A committee that includes Donna Arthur, Jim Bean is guiding the design. "We've got a working group in place, we've got people who are dedicating 10, 15, 20 hours a week of their time in addition to their regular jobs working on this thing. We're moving ahead. We have some programs and processes that are already up and running with this thing," Ms. McKee said.

"I want to emphasize that while this is first and foremost a set of programs dedicated to the University of Pennsylvania and our staff, we are also opening up the doors to our community and we are partnering with people out in the West Philadelphia community and Philadelphia proper," she added. A school-to-career component is in place with University City High School under the coordination of HR's Ron Story, staffing & recruitment specialist and with governmental agency funding bringing high school into internships, pre-apprenticeship trades, and other programs..

Ms. McKee concluded with "a word about what we need to do in order for these things to work."

"We have not necessarily had a culture that encourages people to develop themselves on the

job—that allows people to leave at 4:30 in the afternoon in order to take a class, for example. Sure, there are pockets of the University where that happens, and supervisors are supportive and people really do have an opportunity to learn and grow. There are other places in the University where it doesn't happen, and that's a reality.

"We hear this time and time again, that for these efforts to work we have to change our attitudes. And yes, we need senior leadership support for that, but the real change happens in us—it happens in each [manager] when one of our staff comes to us and says "Look, I'm really committed to this particular career path and I need to do this, this and this to get there; can I work with you to fix a schedule that will allow me to do that." It takes each of us believing that we have the right to develop ourselves, while we're here at Penn—an attitude shift, really and truly. These programs and processes are wonderful and beautiful but unless we change the way we deal with this issue, they won't work. And it's up to each one of us to do that."

## Jack Heuer: Toward Balance in Worklife

Mr. Heuer, who started at Penn some 15 years ago as an A-3 staff member in benefits, said he wasn't sure about taking the vice presidency when it was offered last summer, but "when I talked with President Rodin and with John [Fry], I realized that there was a new initiative—an initiative in the quality of worklife and toward improving human resources.

"Human Resources is not telling people how to do things, it's listening and then helping them do things; and that's where I consider all of you part of the Human Resources team."

From such listening, he said, have come initiatives in progress, such as:

- *Moving past childcare to design an enhanced "dependent care program"*—not limited to childcare's traditional referrals of daycare or summer daycare, but with referrals to address schooling issues, tuition issues, teen pregnancy issues, "a much larger program—including eldercare." While childcare needs are local, he explained, eldercare is nationwide. An aging parent may be anywhere, so the vendor Penn chooses will have 24-hour access and nationwide scope for working with different agencies, getting referrals, making contacts. "We want people to come here and be able to concentrate on their jobs; we want them to be successful. We also realize that we take our jobs home and we bring our homes here. And how do we help those work better together? Eldercare referral is something that employers of choice offer; we want to be an employer of choice." Planning for dependent care programs is being spearheaded by Marilyn Kraut of HR.

- *Exploring flexible work options.* Penn is looking at starting and stopping times, shifting hours, working certain days of the week or working weekends—and at telecommuting, working from home, and all ways of "making a schedule that more fits your work and also the work environment." In the near future President Rodin will ask a committee to look at the ideas of a flexible work program and "how it's actually to be applied at Penn." Guidelines and principles are to be formed by the beginning of the next academic year that all schools and centers can follow. "That doesn't mean that we have not been addressing those issues already,"

Mr. Heuer said. "Marilyn Kraut and some others have been working with the schools and centers and staff members to address those issues on a regular basis already, but we believe there's an opportunity to make that part of the cultural environment that we should have here at Penn."

- *Expanding appreciation activities.* Staff Appreciation Day is on a weekend "usually in the fall and tied into a football game and a flood," he quipped. But feedback has shown interest in celebrating with coworkers during the week. A committee has been working on a Spring Appreciation Week, probably in June, starting with events such as Museum tours and other activities to help staff understand more about the University—and highlighted by a picnic on the Green.

- *Health promotions.* Working with the Health System and with healthcare vendors, staff would have access to services, and learn more about testing and counseling. A staff run—or at least a walk—is one idea in the planning stages. "We believe it's something that will help bring the community together. We also believe it's important for us to enjoy one another rather than our business interactions. This is only one opportunity; we want to continued to look for many," Mr. Heuer said.

- *Expanding the years-of-service awards program (Almanac November 4, 1997).* In this first year of recognizing staff beyond the 25-year mark, Penn has singled out some 1600 staff, Mr. Heuer said.

- *Awards for excellence.* Beyond years-of-service, which touches large numbers, will be a more "limited reward structure, a very meaningful structure" for individuals or teams of individuals who create "excellence in service, excellence in programs" and changes that they make in the Penn environment for the future.

- *Mediation for conflict resolution.* Penn's grievance procedure for nonunion staff is used infrequently, Mr. Heuer said, explaining that "a grievance procedure creates conflict, and as adults we often look for ways to resolve conflict ourselves." While the grievance procedure would continue, an all-University committee under the guidance of Carol Horne Penn will look into the development of a new program that will focus on the principles of mediation, with people trained in mediation helping individuals resolve conflict. "In a grievance procedure sometimes, somebody feels like they've lost," said Mr. Heuer. "What we want is for both parties to walk away with an acceptable solution. There will still be a grievance process after that if it cannot be resolved, but we really want to change the focus with people having a little bit more control over their own destiny."

Mr. Heuer discussed several program items from the the Benefits Redesign Project's second phase which were then "upcoming" but have since been confirmed by the adoption of the recommendations of the Benefits Advisory Committee (see *Of Record*, page 2 of this issue). He also doubled back to one item of Benefits Redesign's first phase:

- *Paid Time Off:* Noting that several e-mails had come to A-3 Assembly Chair Donna Arthur on this topic, Mr. Heuer said that in addition to presentations already made for some 1100 staff, four sessions were set up for this month. (See *Almanac* March 3 for details of the remaining ones March 23.) The new policy combines vacation, personal and other time off into one Paid Time Off (PTO) policy that "allows people a little more flexibility," he said, but this year "balances have to be down to 24 days before June 30."

## Vanguard at Penn: One-on-One Counseling

The Vanguard Group invites you to sign up for a one-on-one session to discuss your retirement planning needs. Schedule a special half-hour session with a Vanguard representative to discuss any questions you may have about investing for the long-term, such as the right investment mix for you, which mutual funds work best in your investment program, and the services offered through the University of Pennsylvania Retirement Plan.

Sessions are available between 8:30 a.m. and 5 p.m. on:

Friday, March 20

Thursday, June 18

Thursday, August 13

Friday, April 24

Thursday, July 16

Thursday, September 17

Thursday, May 21

All meetings will be held in Conference Room B, Suite 527A, 3401 Walnut St. To schedule a one-on-one session, please contact Karen Tickner at Vanguard at (800) 662-0106, ext. 14629.

— Hillary Lopez, Human Resources

## Coming in May: Storage Nearby for Library's Overflow

In May the Library will open a new, High-Density Storage Facility at 3001 Market Street, housing up to two million volumes to "alleviate an acute overcrowding of collections and provide much needed space on campus for current acquisitions," said Vice Provost and Director of Libraries Paul Mosher.

Volumes from the Library's existing storage collection will be the first to occupy the new facility, followed by low-use items presently on Library shelves. In selecting material for storage, librarians will weigh both circulation and in-house use, along with the needs of University academic programs.

"The Library will seek faculty input on transfer decisions, and no academic program will be disproportionately affected. As teaching and research needs change, the Library will return material to appropriate collections on campus," according to Dennis Hyde, director for collection development and maintenance.

"Access to volumes in storage will be fast and reliable," said Patricia Renfro, director for public services. A key step is entering all transferred items on Franklin, the Library's online catalog. Patrons will be able to submit storage retrieval requests electronically, initially using e-forms found on the Library's web site and eventually through an online request mechanism built into Franklin. Each weekday Library staff will retrieve materials and deliver them to any patron-designated Library location. Patrons may also request free photocopies of journal articles and short sections of books in lieu of a full volume. The Library will mail or fax requested copies to campus offices, or deliver them to a Library location for pickup. For high resolution electronic delivery, the Storage Facility will use Ariel, a system that digitally scans and transmits texts for output via laser printer.

"Although the Storage Facility is not a browsable collection, it will accommodate users doing in-depth research," Ms. Renfro said. Those who need to use long runs of serials or to consult a large number of books may use the Facility's reading room and photocopy facilities. The Storage Facility will also house the map collection currently located in Hayden Hall. Further information about the plans for storage, and storage policies is available under the What's New section on the Library web site at [www.library.upenn.edu](http://www.library.upenn.edu). Comments are invited on the Library web.



Photo Credit: Rena Caro

Photo Credit: Barbara Bradley

The Library's new High-Density Storage Facility will soon be located in the old Bulletin building, (above) at 3001 Market Street, which is now owned by Drexel University. The Library will be leasing 43,400 square feet to house up to 2 million volumes in the floor-to-ceiling shelves that are being built to accommodate volumes grouped by size.



## 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 a table which shows the performance of the various funds for the periods ended December 31, 1997. 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 898-7281.

— Albert Johnson  
Acting Manager of Benefits

### PHILOSOPHY KEY

#### Domestic:

AA 60:35:5

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

#### International:

EM	Emerging Markets Fund
ICS	International Common Stock Fund

#### Global:

GAA	Global Asset Allocation 60% Stocks:30% Bonds:10% Cash Benchmark Fund
GCS	Global Common Stock Fund

Source: Lipper Analytical Services and fund families.

\* Total Return: Dividend or interest plus capital appreciation or depreciation.

(1) In December 1997, the Calvert Strategic Growth Fund was merged with the Calvert New Vision Small Cap Fund.



## 403(b) Performance Update Periods Ended December 31, 1997 Total Returns\*

				1-Year	3-Year	5-Year	10-Year	Best & Worst Year	
				Averg.	Averg.	Averg.	Averg.	For the last	
		Size	Latest	Annual	Annual	Annual	Annual	Best	Worst
	Philosophy	\$mm	Quarter						
<b>Calvert Funds:</b>									
Capital Accumulation Portfolio	D	57	0.0	22.0	22.2	N/A	N/A	N/A	N/A
First Government Money Market Fund	MM	231	1.3	5.0	5.0	4.2	5.3	5.2	2.7
Income Fund	FIL	39	3.8	11.4	11.0	7.6	9.2	18.6	-7.0
New Africa Fund	EM	10	-9.4	4.7	N/A	N/A	N/A	N/A	N/A
Strategic Growth Fund <sup>(1)</sup>	D	85	-4.2	N.A	N.A	N/A	N/A	N/A	N/A
World Values Fund	ICS	204	-7.8	6.6	10.1	10.3	N/A	25.8	-4.1
<b>Social Responsibility Funds</b>									
<b>Calvert Funds:</b>									
Social Investment Bond Portfolio	FII	62	3.0	9.9	9.9	7.0	8.7	17.4	-5.3
Social Investment Equity Portfolio	D	146	-3.6	19.3	20.5	9.5	11.2	31.3	-12.1
Social Investment Managed Growth	B	660	0.9	18.9	17.8	10.5	10.8	25.9	-4.7
Social Investment Money Market	MM	166	1.3	6.2	5.4	4.5	5.5	6.2	2.5
<b>CREF Funds</b>									
CREF Bond Market Account	FII	1,540	2.8	9.6	10.0	7.3	N/A	17.8	-4.4
CREF Equity Index Account	D	2,043	2.3	31.2	29.5	N/A	N/A	N/A	N/A
CREF Global Equities Account	GCS	5,267	-3.5	18.3	18.8	17.7	N/A	35.4	-0.5
CREF Growth Account	D	4,691	0.7	28.4	29.6	N/A	N/A	N/A	N/A
CREF Money Market Account	MM	4,201	1.4	5.5	5.6	4.8	N/A	5.9	3.0
CREF Social Choice Account	D	2,318	3.8	24.6	23.1	15.0	N/A	29.5	-1.4
CREF Stock Account	D	99,549	0.7	26.4	25.5	17.6	16.0	33.7	-0.1
<b>Vanguard Funds:</b>									
Asset Allocation Fund	AA60:35:5	4,099	5.1	27.3	25.9	17.2	N/A	35.4	-2.3
Balanced Index Fund	B	1,260	2.3	22.2	21.5	14.2	N/A	28.6	-1.6
<b>Bond Index Fund:</b>									
Intermediate-Term Bond Portfolio	FII	687	2.8	9.4	10.7	N/A	N/A	N/A	N/A
Short Term Bond Portfolio	FIS	446	1.8	7.0	8.1	N/A	N/A	N/A	N/A
Long Term Bond Portfolio	FIL	88	5.7	14.3	13.9	N/A	N/A	N/A	N/A
Total Bond Mkt Portfolio	FII	5,129	2.8	9.4	10.2	7.4	8.9	18.2	-3.4
Convertible Securities Fund	DI	187	-1.6	16.4	16.2	10.9	12.7	18.9	-5.7
Equity Income Fund	DI	2,099	5.7	31.2	28.4	19.0	N/A	37.3	-2.2
Explorer Fund	SC	2,541	-5.6	14.6	18.3	13.9	15.3	27.4	-0.6
<b>Fixed Income Securities Fund:</b>									
GNMA Portfolio	FIM	8,725	2.3	9.5	10.5	7.2	9.3	17.0	-1.2
High-Yield Corporate Portfolio	FIJ	4,571	2.4	11.9	13.5	11.2	10.5	19.2	-1.7
Intermediate-Term Corporate	FII	868	2.5	8.9	10.7	N/A	N/A	N/A	N/A
Intermediate-Term U.S. Treasury	FIIG	1,506	3.1	9.0	10.2	N/A	N/A	N/A	N/A
Long-Term Corporate Portfolio	FIL	3,637	4.7	13.8	13.3	9.5	10.9	26.4	-7.1
Long-Term U.S. Treasury Portfolio	FILG	1,035	6.0	13.8	13.5	9.7	10.5	30.1	-10.1
Short-Term Corporate Portfolio	FIS	4,601	1.7	7.0	8.1	6.2	7.9	12.7	-0.1
Short-Term Federal Portfolio	FISG	1,429	1.5	6.5	7.8	5.8	7.4	12.3	-0.9
Short-Term U.S. Treasury Portfolio	FISG	998	1.7	6.4	7.6	5.7	N/A	12.1	-0.6
Growth & Income Portfolio	D	2,142	1.7	35.6	31.4	20.7	18.3	45.6	-0.6
<b>Horizon Fund:</b>									
Aggressive Growth Portfolio	D	474	-5.9	26.2	N/A	N/A	N/A	N/A	N/A
Capital Opportunity Portfolio	D	63	-13.1	-7.9	N/A	N/A	N/A	N/A	N/A
Global Asset Allocation Portfolio	GA.60:30:10	80	-0.1	9.3	N/A	N/A	N/A	N/A	N/A
Global Equity Portfolio	GCS	126	-6.3	6.9	N/A	N/A	N/A	N/A	N/A
<b>Index Trust:</b>									
500 Portfolio	DI	49,358	2.8	33.2	31.0	20.1	17.8	40.3	1.2
Extended Market Portfolio	D	2,723	-1.5	26.7	25.9	17.5	16.4	33.8	-1.8
Growth Portfolio	D	2,365	3.5	36.3	32.6	19.5	N/A	41.4	-2.4
Small Cap Stock Fund	SC	2,652	-3.3	24.6	23.7	17.5	15.8	35.8	-0.5
Total Stock Market Portfolio	D	5,093	1.5	31.0	29.1	18.9	N/A	38.0	-0.2
Value Portfolio	D	1,796	2.2	29.8	29.4	20.5	N/A	39.0	-0.7
<b>International Equity Index Fund:</b>									
Emerging Markets Portfolio	EM	661	-18.1	-16.7	-1.0	N/A	N/A	N/A	N/A
European Portfolio	ICS	2,432	-0.2	24.2	22.6	19.4	N/A	36.0	1.9
Pacific Portfolio	ICS	827	-20.7	-25.7	-11.0	1.5	N/A	35.5	-25.7
International Growth Portfolio	ICS	6,809	-9.4	4.1	11.1	14.9	9.2	44.8	-2.3
<b>Money Market Reserves:</b>									
Federal Portfolio	MM	3,481	1.4	5.4	5.5	4.7	5.7	5.8	3.0
Prime Portfolio	MM	26,474	1.4	5.4	5.5	4.7	5.9	5.8	3.0
U.S. Treasury Portfolio	MM	3,805	1.3	5.1	5.2	4.5	5.5	5.5	2.8
Morgan Growth Fund	D	2,795	-0.2	30.8	29.9	18.3	17.1	37.1	-2.7
PRIMECAP Fund	D	8,186	-5.6	36.8	29.9	23.6	19.0	55.3	9.9
STAR Fund	B	7,355	1.5	21.2	21.9	14.9	14.1	28.6	-0.2
<b>Trustees' Equity Funds:</b>									
International Value Portfolio	ICS	777	-12.6	-4.6	4.9	9.6	7.6	30.5	-4.6
U.S. Portfolio	DI	174	1.2	29.5	27.9	18.7	15.6	38.4	-3.9
U.S. Growth Portfolio	DI	8,055	4.0	25.9	30.0	17.6	18.2	38.4	-1.4
Wellesley Income Fund	B	7,646	5.1	20.2	19.2	13.2	13.3	28.9	-4.9
Wellington Fund	B	21,812	2.9	23.2	23.9	16.5	14.7	32.9	-0.5
Windsor Fund	DI	20,915	-3.4	22.0	26.1	19.1	16.2	40.6	-0.2
Windsor II	DI	24,376	4.2	32.4	31.7	20.7	18.1	38.8	-1.2
<b>Sector Funds:</b>									
Energy	S	1,181	-7.3	14.9	24.5	19.2	15.9	40.8	-4.5
Gold & Precious Metals	S	293	-28.7	-38.9	-16.7	1.1	-2.2	93.3	-38.9
Health Care	S	4,466	0.9	28.6	31.3	22.6	23.1	45.2	8.9
Utilities Income	S	685	13.1	25.1	20.9	13.2	N/A	34.0	-11.2
<b>Indexes To Compare Performance Against</b>									
S&P 500			2.9	33.4	31.2	20.3	18.0	40.5	1.3
Russell 3000			2.4	31.8	30.0	19.5	17.9	38.7	0.2
Lipper Capital Appreciation Funds Average			-3.7	20.4	22.2	15.7	15.3	30.2	-3.6
Lipper Growth Funds Average			-1.2	25.3	25.4	16.8	16.4	33.0	-2.2
Lipper Growth & Income Funds Average			0.8	27.1	26.6	17.6	15.9	35.4	-1.0
Salomon Bros. Brady Bond Index			-2.1	16.9	25.8	19.1	N/A	49.0	-16.4
Salomon Bros. High-Grade Index			4.6	13.0	13.4	9.2	10.8	27.2	-7.6
Lehman Brothers Gov't/Corporate Bond Index			3.2	9.8	10.4	7.6	9.1	19.2	-4.1
Morgan Stanley Capital International-EAFE Index			-7.8	1.8	6.3	11.4	6.2	32.6	1.4
Morgan Stanley Capital International-EMF Index			-17.5	-11.6	-3.9	7.6	18.2	74.8	-17.7
91-Day Treasury Bills			1.3	5.3	5.4	4.8	5.7	5.8	3.0

# OPPORTUNITIES at PENN

## Where to Find the Job Opportunities—Here and Elsewhere

Listed below are the *new* job opportunities at the University of Pennsylvania.

There are many additional openings for examination at the Job Application Center, Funderburg Information Center, 3401 Walnut Street, (215-898-7284). Hours of operation are Monday through Friday, 9 a.m.-1 p.m. New openings are also posted at the following locations: Blockley Hall, The Wharton School and the Dental School.

Full descriptions of job opportunities are on the Human Resource Services website: [www.upenn.edu/hr/](http://www.upenn.edu/hr/). Where the qualifications

are described in terms of formal education or training, prior experience in the same field may be substituted. Current employees needing access to the web may go to the Computer Resource Center at 3732 Locust Walk with your PENNCARD to obtain a list of computer labs on campus available for your use.

In addition, almost every public library in the Delaware Valley now provides web access. **Please note:** *Faculty positions and positions at the Hospital and Health Systems are not included in these listings.* For Hospital and Health System openings, contact 662-2999.

## New Jobs for the week of March 9-13, 1998

### SCHOOL OF ARTS & SCIENCES

**ADMINISTRATIVE ASSISTANT II** (030342AM) GRADE: G10; RANGE: \$19,261-23,999; 3-11-98 Biology  
**ADMINISTRATIVE ASSISTANT III** (030344AM) GRADE: G11; RANGE: \$20,497-26,008; 3-11-98 Classical Studies  
**ASSISTANT DEAN, ACADEMIC ADVISING II** (030-345AM) GRADE: P6; RANGE: \$32,857-42,591; 3-11-98 The College  
**ASSISTANT DEAN, ACADEMIC ADVISING PART-TIME** (21 HRS) (030343AM) GRADE: P6; RANGE: \$19.71 -25.55; 3-11-98 The College  
**ASSOCIATE DIRECTOR IV** (020196AM) GRADE: P6; RANGE: \$32,857-42,591; 3-12-98 SAS External Affairs  
**COORDINATOR II** (030346AM) GRADE: P2; RANGE: \$22,351-29,098; 3-11-98 SAS Computing

### ENGINEERING/APPLIED SCIENCE

**ADMINISTRATIVE ASSISTANT II** (030341AB) GRADE: G10; RANGE: \$19,261-23,999; 3-11-98 Computer & Information Science

### EXECUTIVE VICE PRESIDENT

**ADMINISTRATIVE ASSISTANT III** (40 HRS) (030324SH) GRADE: G11; RANGE: \$23,425-29,723; 3-9-98 Audit & Compliance  
**CONTRACTS ADMINISTRATOR I** (111794SH) GRADE: P4; RANGE: \$26,986-35,123; 3-16-98 Research Administration  
**COORDINATOR V** (030325SH) GRADE: P5; RANGE: \$29,664 -38,677; 3-9-98 Audit & Compliance

### GRAD SCHOOL OF EDUCATION

**DIRECTOR, ADMISSIONS & FINANCIAL AID** (05620-AM) GRADE: P7; RANGE: \$36,050-46,814; 3-11-98 Admissions

### MEDICAL SCHOOL

**ADMINISTRATIVE COORDINATOR** (40 HRS) (030332-AM) GRADE: G12; RANGE: \$26,133-33,725; 3-9-98 Psychiatry/Addictions  
**BIostatistician** (030351AM) (030352AM) (030353AM) (030354AM) (030355AM) GRADE: P8; RANGE: \$39,655-52,015; 3-12-98 CCEB  
**BUSINESS MANAGER III** (030360AM) GRADE: P6; RANGE: \$32,857-42,591; 3-12-98 Psychiatry  
**CLERK PART-TIME** (21 HRS) (030329AM) GRADE: G8; RANGE: \$8.88-11.12; 3-10-98 Registrar  
**FISCAL COORDINATOR II** (030368AM) GRADE: P2; RANGE: \$22,351-29,098; 3-13-98 Pathology  
**HEALTH SYSTEM PHYSICIAN** (030335LW) (030336LW) (030337LW) (030338LW) (030339LW) (030340LW) GRADE/RANGE: UNGRADED; 3-10-98 General Medicine  
**HEALTH SYSTEM PHYSICIAN** (030375LW) GRADE/RANGE: UNGRADED; 3-13-98 Orthopaedic Surgery  
**MANAGER IV** (030356AM) GRADE: P5; RANGE: \$29,664-38,677; 3-13-98 CCEB/Biostat  
**MEDICAL OFFICE ASSISTANT** (40 HRS) (030331AM) GRADE: G9; RANGE: \$20,130-25,133; 3-12-98 Psychiatry  
**RESEARCH LAB TECH III** (40 HRS) (030323LW) GRADE:

G10; RANGE: \$22,013-27,427; 3-10-98 Neuroscience  
**RESEARCH LAB TECH III** (40 HRS) (030348LW) GRADE: G10; RANGE: \$22,013-27,427; 3-12-98 Psychiatry  
**RESEARCH LAB TECH III** (030365LW) GRADE: G10; RANGE: \$19,261-23,999; 3-12-98 Center for Sleep  
**RESEARCH LAB TECH III** (40 HRS) (030374LW) GRADE: G10; RANGE: \$22,013-27,427; 3-13-98 Center for Sleep  
**RESEARCH SPECIALIST JR** (030311LW) GRADE: P1; RANGE: \$20,291-26,368; 3-10-98 Neurology  
**RESEARCH SPECIALIST JR/I** (030327LW) GRADE: P1/P2; RANGE: \$20,291-26,368/\$22,351-29,098; 3-9-98 Institute for Human Gene Therapy  
**RESEARCH SPECIALIST JR/I** (030328LW) GRADE: P1/P2; RANGE: \$20,291-26,368/\$22,351-29,098; 3-9-98 Institute for Human Gene Therapy  
**RESEARCH SPECIALIST I** (030349LW) GRADE: P2; RANGE: \$22,351-29,098; 3-10-98 Psychiatry  
**RESEARCH SPECIALIST I** (030321LW) GRADE: P2; RANGE: \$22,351-29,098; 3-11-98 Genetics  
**RESEARCH SPECIALIST I** (030366LW) GRADE: P2; RANGE: \$22,351-29,098; 3-11-98 Microbiology  
**RESEARCH SPECIALIST II** (030326LW) GRADE: P3; RANGE: \$24,617-31,982; 3-13-98 Pathology  
**RESEARCH SPECIALIST III** (030322LW) GRADE: P4; RANGE: \$26,986-35,123; 3-10-98 Pathology  
**SECRETARY V** (40 HRS) (030367AM) GRADE: G10; RANGE: \$22,013-27,427; 3-12-98 Institute for Human Gene Therapy

### NURSING

**SOCIAL WORKER** (030312SH) GRADE: P4; RANGE: \$26,986 -35,123; 3-9-98 Nursing Practice

### PRESIDENT

**ADMINISTRATIVE ASSISTANT II, PART-TIME** (28 HRS) (030347SH) GRADE: G10; RANGE: \$10.58-13.18; 3-11-98 WXP

### PROVOST

**ASSISTANT COACH II, PART-TIME** (28 HRS) (030372SH) GRADE: P4; RANGE: \$26,986-35,123; 3-13-98 Athletics/Football  
**HEAD COACH B** (030373SH) GRADE: P6; RANGE: \$32,857 -42,591; 3-13-98 Athletics/Tennis

### VETERINARY SCHOOL

**EXECUTIVE DIRECTOR, INFORMATION SYSTEMS & COMPUTING** (010127LW) GRADE/RANGE: UNGRADED; 3-9-98 Veterinary/Vet Info Tech  
**RESEARCH LAB TECH I** (40 HRS) (030363LW) GRADE: G7; RANGE: \$17,068-21,247; 3-13-98 Clinical Studies - New Bolton Center  
**VET TECH OR III** (40 HRS) (030364LW) GRADE: G11; RANGE: \$23,425-29,723; 3-13-98 VHUP - Surgery

### VICE PROVOST FOR UNIV LIFE

**ASSOCIATE DIRECTOR ACADEMIC SUPPORT SERVICES** (030362AB) GRADE: P6; RANGE: \$32,857-42,591; 3-11-98 Academic Support Programs

## Update

MARCH AT PENN

### CONFERENCES

**19** *Unleashing our Legacies: Exploring Third World Feminisms*; Bodek Lounge, Houston Hall. Also March 20 (Women's Center; GIC).

**20** *Contextuality and Universality: Constitutional Borrowings on the Global Stage*; features leading constitutional scholars; 2-6 p.m.; Law School. Also March 21, 10 a.m.-6 p.m.; info: 898-1300 (Journal of Constitutional Law).

*Cinema Across the Disciplines: A Colloquium on Film in Italian Studies*; 4:30 p.m. welcoming remarks and keynote address by Millicent Marcus, Italian studies, on *Umbilical Scenes: Where Film-makers Foreground their Relationship to Literary Sources*; screening of Antonioni's 1966 film, *Blow-Up*, in English, 8:30 p.m., 103/5 Williams Hall. Also March 21, a morning session begins at 9:30 a.m., on *Interdisciplinary Connections*, and an afternoon session begins at 1:15 p.m., on *Intercultural Connections*; concluding with a roundtable discussion at 3:45 p.m. (Romance Languages; Center for Italian Studies).

### EXHIBITS

**18** *Eggi's Village: a photographic exhibit* by Peggy Reeves Sanday; anthropology; reception: 5-7 p.m., Penn Women's Center (Women's Center). Through March 31.

### FILMS

**19** *The Wedding Banquet*; by Lee Ang, Taiwan, 1993; with English subtitles; 7 p.m.; Süteler Hall (Center for East Asian Studies).

### Through Our Eyes:

#### *Images of Black Women in Film*

This week long series, March 23 through 27, includes screenings of independent and feature-length films by Black women filmmakers. Screenings will be accompanied by discussions with actresses, directors, producers and film critics and historians. Programs will be in Room B-10, Vance Hall and are free and open to the public. For more info call the Afro-American Studies Program at 898-4965.

**23** *Searching Out the Past: Daughters of the Dust*, by Julie Dash, 113 min. with special guest Alva Rogers, actress from film; 6:30 p.m.

**24** *Dorothy Dandridge: Forgotten Icon*; lecture by film critic, historian and author Donald Bogle; 4:30 p.m.

**25** *Self-Portraits, Sisterhood & Service: Work-*

## Classified

### VACATION

**Pocono Chalet**, 3BDR/1B, Near Jack Frost/Big Boulder. Firewood incl. \$375/weekend (215) 898-9928.

### HOUSE FOR SALE or RENT

**Tudor-style twin**, 535 S. 46th Street, between Larchwood & Baltimore, newly renovated kitchen, working fireplace, two-car garage, new roof, new gas heater, lovely glass porch with ceramic tile floor, full dining room & living room. Come and see it. Asking price \$97,500 (negotiable); Penn 105 Plan available for Penn employees. For more info call: 662-8017 or (610) 827-1745; e-mail [Whmir1745@aol.com](mailto:Whmir1745@aol.com).

### LAB EQUIPMENT AVAILABLE

**REMEDY at Penn** ([www.med.upenn.edu/remedy](http://www.med.upenn.edu/remedy)) has a large floor -style centrifuge, recently repaired. Call Warren Ford at 898-8000.

To place classifieds: (215) 898-5274.

shop with *Black Women Filmmakers*, screenings and discussion of films by members of *Image Weavers*, a collective of Black women media artists: *Piglatin*, by Rosanne Walker-Canton, 33 min.; *The Dance in Aunt Ida Lee*, by Tina Morton, 14 min.; *NO!*, by Aishah Shahidah Simmons, 22 min.; *Portraits in the Mi(d)st* by Barbara Kigozi, 14 min.; *Hottentot Venus* by Gail Llyod, 7 min.; 6:30 p.m.

**26** *Whose Body is it Anyway?: Constructions of 'Black Beauty' in Film; Naked Acts*, by Bridgett Davis, 87 min.; *The Kitchen Blues*, by Charlene Gilbert, 14 min.; *Hair Piece* by Ayoka Chenzara, 10 min.; with special guests Bridgett Davis and Charlene Gilbert; 6:30 p.m.

**27** *Coming Full Circle; Eve's Bayou*, by Kasi Lemmons, 108 min.; 7 p.m.

## ON STAGE

**19** *Mileage*; a play; 8 p.m.; Studio Theatre, Annenberg Center. Tickets: Annenberg Center Box Office Through March 21 (Arts House Theatre).

## TALKS

**17** *The Peace Process: In the Wake of the Gulf Crisis*; Dore Gold, Israeli ambassador to the UN; 8:30 p.m.; Room B-1, Meyerson Hall; free for Penn students; others \$5 (Hillel).

**18** *Antagonizing Chemokine Receptors: from Allergy to AIDS*; Amanda Proudfoot; Sero Pharmaceutical Research Institute; noon, Reunion Conf. Rm., Morgan Building (Rheumatology/Chemistry).

*Children's Case Errors: Why 'My Cried' does not Mean We're Doomed*; Carson Schutze, UCLA; noon-2 p.m.; Conf. Room 400A, 3401 Walnut (IRCS).

**19** *Jody: Blackness, Gender, and the US Popular Culture*; Michael Hanchard, Northwestern University; 4:30-6:30 p.m.; History Lounge, 3rd Floor, 3401 Walnut (SAS, Ethnohistory Workshop).

**23** *The Molecular Genetics of Muscle Fiber Diversity*; Nadia Rosenthal, Massachusetts General Hospital; 2 p.m.; Physiology Dept. Conference Room, 4th Fl., Richards Bldg (PA Muscle Institute).

*The Poetry of Mockery and Abuse in Ancient Greece*; Ralph Rosen, Classical studies, 7-8:30 p.m.; Room B-21, Stiteler Hall; free with PENNCard; others \$5, call 898-6479 to register (SAS; CGS).

**Deadlines:** The deadline for the April At Penn calendar is March 17. The deadline for the May At Penn calendar is April 14.



# Almanac

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The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic; or other University administered programs or employment. Questions or complaints regarding this policy should be directed to Valerie Hayes, Executive Director, Office of Affirmative Action, 3600 Chestnut Street, 2nd floor, Philadelphia, PA 19104-6106 or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

## The University of Pennsylvania Police Department Community Crime Report

**About the Crime Report:** Below are all Crimes Against Persons and Crimes Against Society from the campus report for **February 23, 1998 through March 8, 1998**. Also reported were **Crimes Against Property: 57 total thefts & attempts (including 6 incidents of criminal mischief & vandalism, 16 thefts from autos, 4 thefts of bicycles or parts, 7 incidents of burglaries & attempts, 1 incident of forgery & fraud and 6 thefts of auto & attempts)**. Full crime reports are in this issue of *Almanac* on the Web ([www.upenn.edu/almanac/v44/n25/crimes.html](http://www.upenn.edu/almanac/v44/n25/crimes.html)).—Ed.

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 **February 23, 1998 through March 8, 1998**. The University Police actively patrols 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:** Sexual Assaults—1; Robberies (& Attempts)—1; Aggravated Assaults—1; Simple Assaults—3; Threats & Harassment—5

02/23/98	12:10 PM	Franklin Bldg	Unwanted calls received
02/24/98	8:53 AM	Univ Hospital	Complainant threatened by former employee
02/24/98	6:22 PM	38th & Market	Operator refused information/became combative/Arrest
02/25/98	11:35 AM	CHOP	Suspect involved in domestic dispute/Arrest
02/26/98	3:25 PM	Steinberg/Dietrich	Complainant reports being threatened
02/26/98	8:01 PM	Grad Tower B	Unwanted calls received
02/27/98	7:29 AM	3744 Spruce St	Complainant stabbed/taken to HUP
03/02/98	11:30 AM	Law School	Complainant harassed by panhandler
03/02/98	3:45 PM	3600 Blk Locust	Employee reports being assaulted
03/04/98	8:16 PM	Medical School	Complainant's purse taken during robbery/Arrest
03/07/98	5:46 AM	CHOP	Woman assaulted by husband/Arrest

**38th to 41st / Market to Baltimore:** Robberies (& Attempts)—2; Aggravated Assaults—1; Simple Assaults—1; Threats & Harassment—8

02/23/98	8:25 PM	3818 Chestnut	Unwanted calls received
02/25/98	11:16 AM	3930 Spruce	Harassing calls received
02/27/98	4:00 PM	3901 Market	Harassing remarks received by complainant
02/27/98	9:25 PM	3800 Blk Chestnut	Complainant robbed/Arrest
02/27/98	11:05 PM	Harrison House	Harassing/threatening calls received
03/02/98	4:00 PM	Harrison House	Complainant reports harassment continuing
03/03/98	2:18 PM	Mayer Hall	Harassing/hang-up calls received
03/04/98	12:59 PM	40th & Ludlow	Male struck with crowbar
03/04/98	3:46 PM	Evans Bldg	Complainant threatened
03/04/98	4:39 PM	3833 Walnut	Complainant reports harassing calls
03/04/98	6:46 PM	40th & Chestnut	Complainant robbed of currency and ATM card
03/06/98	3:29 PM	Harnwell House	Complainant struck in face

**41st to 43rd / Market to Baltimore:** Robberies (& Attempts)—1  
03/06/98 6:39 PM 4100 Blk Spruce Unknown suspects attempted to rob complainant/fled area

**30th to 34th / Market to University:** Homicide & Manslaughter—1; Robberies (& Attempts)—1; Aggravated Assaults—3; Threats & Harassment—1

02/24/98	3:37 AM	3200 Blk Walnut	Complainant robbed by simulated weapon/arrest
03/01/98	4:09 PM	100 Blk 33rd	Complainant shot/Arrest
03/01/98	4:09 PM	100 Blk 33rd	Complainant shot/taken to HUP/Arrest
03/01/98	4:13 PM	Blau House	Complainant shot/taken to hospital/Arrest
03/01/98	4:23 PM	33rd & Walnut	Complainant shot/taken to hospital/Arrest
03/04/98	10:32 AM	Hayden Hall	Harassing message left on voice mail

**Outside 30th to 43rd/Market to Baltimore:** Robberies (& Attempts)—1  
02/22/98 10:51 PM 44th & Chestnut Complainant robbed by unknown suspects/no injury

### Crimes Against Society

**38th to 41st / Market to Baltimore:** Disorderly Conduct—2

02/27/98	3:02 AM	952 Pine	Suspect stopped/became disorderly/Arrest
03/05/98	6:05 PM	St. Mary's Church	Male causing a disturbance inside the church

**30th to 34th / Market to University:** Disorderly Conduct—1; Alcohol & Drug Offenses—1; Weapons Offenses—1

03/01/98	4:48 PM	34th & Walnut	Suspect arrested/weapon found
03/05/98	3:26 AM	32nd & Chestnut	Suspect arrested for driving while intoxicated
03/08/98	1:31 PM	Palestra	Disturbance between employees/Arrest

### 18th District Crimes Against Persons

18 Incidents and 4 Arrests were reported between **February 23, 1998 and March 8, 1998**, by the 18th District, covering the Schuylkill River to 49th Street and Market Street to Woodland Avenue.

2/23/98	1:40 AM	4800 Chester	Aggravated Assault
2/23/98	6:30 PM	100 48th St	Robbery
2/24/98	12:19 AM	4413 Chestnut	Robbery
2/24/98	3:30 AM	3400 Walnut	Robbery/Arrest
2/24/98	3:18 PM	4700 Sansom	Robbery
2/26/98	7:14 AM	4736 Paschall	Aggravated Assault/Arrest
2/26/98	12:36 PM	219 Buckingham	Aggravated Assault/Arrest
2/27/98	7:25 AM	3744 Spruce	Robbery
2/27/98	12:52 PM	4710 Locust	Aggravated Assault/Arrest
2/27/98	5:30 PM	3800 Chestnut	Robbery
2/28/98	9:20 AM	4600 Sansom	Robbery
3/01/98	4:04 AM	100 blk 33rd St	Aggravated Assault
3/01/98	4:14 PM	3300 blk Walnut	Aggravated Assault
3/01/98	4:15 PM	100 blk 33rd St	Homicide
3/01/98	4:30 PM	3200 Chestnut	Aggravated Assault
3/04/98	7:50 AM	4400 Ludlow	Robbery
3/04/98	12:51 PM	4400 Ludlow	Aggravated Assault
3/05/98	10:15 AM	1122 46th St.	Aggravated Assault





## Transit Strike Contingency Plans

A strike against SEPTA's Philadelphia transit division has been averted with negotiations scheduled to continue. Such a strike may pose transportation problems for many faculty, staff and students of the University. To assure full continuation of University operations and services, we recommend that each department provide bulletin board space or other suitable means for facilitating car pools. All individuals are urged to make transportation plans in advance of the strike emergency.

Administrators are encouraged to be as flexible as possible in adjusting hours for staff personnel to meet the needs of individuals and the operating requirements of their departments. If possible, arrival and departure times should be at other than commuter peak load periods. Where they can, individuals are encouraged to walk to work or take alternate rail transportation rather than drive to campus. All individuals who commute are advised to allow sufficient time for the delays they are likely to encounter.

University business will continue as usual. Except for individuals taking bona fide sick or paid time off, absence from work will be charged as lost time. Administrators are, however, encouraged to use discretion in making reasonable allowances for lateness attributable to transportation conditions. Any questions concerning the time off guidelines may be directed to the Department of Staff and Labor Relations at 898-6093.

Please refer to the information prepared by the University Department of Transportation and Parking related to special parking and campus bus service plans for use during the SEPTA strike.

Additional information may be obtained by calling the Department of Transportation and Parking at 898-8667, by consulting a pre-recorded message at 898-6358, or by visiting the web, [www.upenn.edu/transportation/alerts.html](http://www.upenn.edu/transportation/alerts.html)  
— Steven D. Murray Vice President for Business Services  
— John J. Heuer Vice President for Human Resources

### Guest Passes

Additionally, the Department of Transportation is offering "Temporary Guest" passes for the staff of affiliated institutions and organizations that provide direct services to the University. These may be obtained at the Department of Transportation & Parking, 447A 3401 Walnut St. A valid ID or note from the employer is required in order to receive this complimentary pass.

### Rideshare Program

In response to the possible SEPTA strike, the University is providing a Rideshare service to assist individuals who might need a ride or are able to provide a ride if there should be a strike. Instructions for accessing the Rideshare listings have been posted on the [Department of Transportation's Homepage](http://www.upenn.edu/transportation/alerts.html) [www.upenn.edu/transportation/alerts.html](http://www.upenn.edu/transportation/alerts.html). Please forward this information to co-workers who might be able to benefit from this service.

The Rideshare voice mailbox was developed to provide a means of communication between Penn employees who need, and those who can provide, a ride during the SEPTA strike.

The mailboxes have been set up on two different telephone numbers: Offer a RIDE—573-4525; Need a RIDE—573-4445.  
**Offer A Ride:** Individuals who are willing to provide a ride, simply leave a message stating their name, campus telephone number and their home zip code.

If someone living in your area needs a ride, they will call you.

**Need A Ride:** Individuals who need a ride, will be able to listen to a list of announcements. These announcements will be the names, campus phone numbers and zip codes of people living in your area offering rides to the University. You should call them directly to make travel arrangements.

## Penn Plans for SEPTA Strike Parking

Suggested locations for all day parking include:

31st & Chestnut (sw corner) Palestra Lot #5  
34th & Chestnut (nw corner) Sheraton Hotel at 36th & Chestnut  
34th & Chestnut (ne corner) Civic Center Garage  
38th & Walnut (ne corner) Murphy Field Lot #33  
40th & Walnut (nw corner) (University exit off Schuylkill)

### Bus Service

Penn and Drexel shuttle buses will operate between the center of campus (Houston Hall), and 30th Street Station, 16th and Locust Streets (Lindenwold Terminal) and the 69th Street Terminal. These shuttle services are free and available to all faculty, staff and students of both institutions with a valid ID card. A pre-recorded message on 898-6358 and the Penn Transit Home Page,

<http://www.upenn.edu/transportation/alerts.html>

will identify any changes to the following schedules.

**NOTE:** Due to abnormal traffic conditions that are usually prevalent during SEPTA strikes, the following time schedules should be used as guidelines only.

The plaza in front of Houston Hall will serve as the *Outbound Terminal* for all University of Pennsylvania and Drexel University buses. (Outbound buses will also pickup at 33rd & Markets Streets.) Outbound Drexel buses will pickup on the north side of Spruce Street in front of Houston Hall. Outbound Penn buses will pickup on the south side of Spruce Street opposite Houston Hall.

Inbound		Outbound
7:00 am P	<b>30th Street Station</b> (31st Street above Market St. SEPTA Bus Stop)	4:30 pm P
7:30 am P		5:00 pm P
8:00 am P		5:30 pm P
8:30 am P		6:00 pm P
9:00 am P		
9:30 am P		
7:00 am D	<b>16th and Locust Streets</b>	4:15 pm P
7:30 am P		4:45 pm P
8:00 am D&P		5:15 pm D&P
8:30 am P		5:45 pm P
9:00 am D		6:00 pm D
9:30 am P		9:45 pm D
7:00 am D	<b>69th Street Terminal</b> (Picks up passengers if space available at 52nd and Market Streets)	4:15 pm P
7:30 am P		5:15 pm D&P
8:00 am D		6:15 pm P
8:30 am P		9:45 pm D
9:00 am D		
9:30 am P		

### Note:

"P" indicates University of Pennsylvania vehicles.

"D" indicates Drexel University vehicles.

### UPHS Special Shuttles

The Medical Center will offer alternative transportation services, in the event of a strike. There will be four special shuttle routes: on Baltimore Avenue, Lancaster Avenue, Spruce Street (returning on Chestnut Street), and Woodland Avenue. You must show a HUP, Presby, Penn or ARAMARK ID card to ride these shuttles.

The stops on each route are:

Baltimore Avenue  
61st, 56th, 52nd, 46th, and 42nd streets.  
Lancaster Avenue  
63rd, 60th, 56th, 52nd, 46th, and 42nd streets.  
Spruce Street-Chestnut Street  
63rd, 60th, 56th, 52nd, 46th, and 42nd streets  
(heading east on Chestnut and west on Spruce)  
Woodland Avenue  
63rd Street and Lindbergh Boulevard, and 63rd,  
60th, 56th, 52nd, 46th, and 41st streets, on Woodland.

These shuttles will operate from 5:30 a.m. to 8:30 a.m., 2:30 a.m. to 5:30 p.m., and 10:30 p.m. to 1:30 a.m., Monday through Friday. Weekend service will not be offered.

All special shuttles will stop in front of Penn Tower on 33rd Street and in the Myrin Circle in front of the Wright-Saunders Building at Presby. The shuttles will be marked with a "UPHS Shuttle" sign, which will also indicate the route. For shuttle information and updates, call voice mail 349-5353.

## Campus Safety and Security: A Shared Responsibility

*A Report of the University of Pennsylvania  
Division of Public Safety*

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*Almanac*

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## Campus Safety and Security: A Shared Responsibility

Campus safety and security at the University of Pennsylvania is a shared responsibility. Clearly, the best protection against campus crime is an aware, informed, alert campus community—students, faculty, and staff who use reason and caution—along with a strong law-enforcement presence.

The vast majority of our students, faculty, staff and visitors do not experience crime at the University of Pennsylvania. However, crime sometimes occurs despite our best efforts and yours. This information is provided because of our commitment to campus safety and security and in compliance with the Federal Crime Awareness and Campus Security Act and the Pennsylvania College and University Security Information Act. It is meant to be useful to you. If you have concerns, questions or comments about the requirements of federal or state law or Penn's compliance with these laws, please contact Thomas M. Seamon, Managing Director, Division of Public Safety at (215) 898-7515.

**Note:** The statistical information is amended for 1994, 1995 and 1996.

### The Division of Public Safety

The Division of Public Safety is committed to enhancing the quality of life of the campus community, integrating the best practices of public and private policing with state-of-the-art security technology. Its 129 full-time employees, 217 contract employees and 40 security marshals work in three areas: **University Police, Special Services and Security Services.**

**University Police** maintain police patrols 24-hours-per-day, seven-days-a-week on campus, by foot, car and bicycle with a police force of 99 sworn officers, the largest private police force in the Commonwealth of Pennsylvania. University Police also work closely with the Philadelphia Police Department as both agencies patrol and respond in neighborhood areas west to 43rd Street, south to Baltimore, east to 30th Street and north to Market Street. University Police officers have full enforcement powers, including the authority to make arrests for criminal violations. While it is seldom necessary to use force in their work, University Police officers are authorized to carry firearms when on duty, and they do so. Otherwise, the possession of air rifles or pistols, firearms, ammunition, gunpowder or other dangerous articles or substances is strictly prohibited on Penn property or at University-sponsored events.

University Police officers have completed rigorous training prescribed by the Commonwealth of Pennsylvania under the Municipal Police Officer's Training Act. Once an officer has completed police academy training, he or she participates in a Field Training Program, developed and coordinated through the Division of Public Safety. Officers remain in probationary status for one year following graduation from the police academy, and continuing in-service training is provided in accordance with established standards for continuing professional education for municipal police officers.

To contact University Police in an emergency, dial **511 from a campus telephone, use one of more than 250 blue light emergency telephones on campus and in the surrounding neighborhood or dial 573-3333 from off-campus.**

The Communications Center (PennCom) of the Division of Public Safety and all University Police vehicles monitor the radio frequency used by the Philadelphia Police Department in its patrols of the area in and around the campus. University Police officers respond to assist the Philadelphia Police Department in certain situations, and they respond to those addresses or locations owned by the University or associated with a recognized student organization. University Police detectives also are in

regular contact with the 18th District of the Philadelphia Police Department to obtain information on criminal incidents reported to the Philadelphia Police Department, but not to University Police, for addresses or locations owned by the University or associated with a recognized student organization.

The **Special Services Unit** is responsible for safety education and outreach programs, coordinating victim support services and community liaison for the Division of Public Safety. The evolution of this unit, formerly known as Victim Support/Special Services and Victim Support/Crime Prevention, dates from the activism of the 1970s and concern about the response of the University and its police to violence against women.

Specially-trained police and civilian personnel provide more than 120 crime prevention seminars, forums and other presentations each year to student groups, members of the faculty and the staff. Self-defense clinics and other workshops or special presentations can be designed to meet the particular needs of the group requesting services. Special Services personnel are available to consult with individuals or departments regarding crime prevention and safety. The Walking Escort Service (PennWalk), safety literature and sales of bike locks and car clubs are additional components of the crime prevention program.

The Special Services Unit offers a comprehensive program to assist crime victims and other persons with special problems requiring police intervention, with an emphasis on services to victims of crimes against persons. Highly-trained personnel are available to offer immediate assistance and support at the scene of the crime, including crisis intervention, accompaniment to legal and medical proceedings and linkages to other University and community resources. Special Services can interact with an academic department or with the Office of Housing and Residential Life, given the individual's authorization, to coordinate support in these areas. Every effort is made to protect the confidentiality of private information.

The Director of Special Services is the University-designated person when incidents of rape or attempted rape, acquaintance rape, sexual or domestic violence or hate/bias crimes occur. Hate/bias crimes include acts of violence or bias motivated by racial, religious, sexual, ethnic or sexual-orientation bigotry.

The Special Services Unit also serves as the community liaison for the Division of Public Safety, maintaining communication with neighborhood town watch, victim support and other community groups.

To contact the Special Services Unit during normal business hours, **call 8-4481 from a campus telephone or (215) 898-4481 from off-campus. For emergency support 24-hours-per-day, seven-days-per-week, call 8-6600 from a campus telephone or (215) 898-6600 from off-campus.** On evenings or weekends, PennCom will answer all calls to 898-6600 and will notify Special Services personnel.

Security technologies and professional security guard services, combined with effective community policing, are vital components of the Division of Public Safety's programs to provide a safer campus environment. **Security Services** provides technical expertise and planning to develop a state-of-the-art electronic security infrastructure on campus. Currently, this includes emergency blue light emergency telephones, building alarm systems, electronic access control systems, and closed-circuit video monitoring for security purposes. Security Services designs and coordinates the monitoring of the various electronic security technologies.

The University of Pennsylvania has retained SpectaGuard to provide skilled security services on campus and in the surrounding neighborhood



to supplement its police force and the patrols provided by the Philadelphia Police Department. This security force is well-trained, but the individuals are not police officers. Security guards may be assigned to conduct highly-visible security patrols on and off-campus, to screen access to student residences and other buildings and to provide security services at special events. SpectaGuard patrols, working in concert with both University Police and the Philadelphia Police Department, also are used to patrol some streets in the surrounding neighborhoods in the evening hours. The Hospital of the University of Pennsylvania and the Medical School use a separate uniformed security force that screens access and egress at public entrances to buildings and provide routine patrols of these facilities 24-hours-per-day, seven-days-per-week.

## Reporting Crime

The Communications Center (PennCom) of the Division of Public Safety is maintained 24-hours-per-day, seven-days-a-week. All criminal incidents should be reported to the Division of Public Safety for response and documentation. Incidents known in common parlance as Part I crimes that are identified to the Division of Public Safety are reported to the Philadelphia Police Department to ensure that all agencies charged with providing services are aware of these incidents. The relationship and exchange of information with city, state and federal authorities is extremely important, and it is an ongoing process. The Philadelphia Police Department alerts the Division of Public Safety to reported incidents in the surrounding neighborhoods that are jointly patrolled by both University Police and the Philadelphia Police Department.

To report a criminal incident, **dial 511 from a campus telephone, use one of more than 250 blue light telephones on campus and in the community, or dial 573-3333 from off-campus.** You also can report a criminal incident in person at the Division of Public Safety, 4040 Chestnut St., which is staffed with professional personnel 24-hours-a-day, seven-days-a-week.

Criminal incidents are assigned to an investigator within the Division of Public Safety, who is responsible for the investigation of the crime or for coordination with the Philadelphia Police Department. When necessary, an officer from Special Services will be available. If the incident involves a student who has violated policies, procedures, codes of conduct or the law, the Division of Public Safety will advise the victim or complainant of the option to report the incident to the Office of Student Conduct or the responsible University office. Information pursuant to the Crime Awareness and Campus Security Act on any person arrested by University Police and charged with a criminal offense is available to the campus community.

The Division of Public Safety maintains a computerized database for all reported criminal incidents, including those that occur on campus, those that occur in the surrounding neighborhood and those that occur well beyond the campus community. This data is the basis for crime statistics reported to the FBI Uniform Crime Reporting System, for compliance with the Crime Awareness and Campus Security Act and the College and University Security Information Act and for reporting crime statistics to the campus community.

The Crime Awareness and Campus Security Act requires Penn to provide information on its security policies and procedures and specific statistics for criminal incidents and arrests on campus to students and employees, and to make the information and statistics available to prospective students and employees upon request. The College and University Security Information Act requires Penn to provide information on its security policies and procedures to students, employees and applicants, and to provide crime statistics to students and employees and to make those statistics available to applicants and prospective employees upon request. This information is available **by calling the Division of Public Safety at (215) 898-7297.**

All crimes against persons that occur on campus and in the surrounding neighborhood, including the areas jointly patrolled by University Police and the Philadelphia Police Department, are published in *Almanac*, the weekly journal of record, opinion and news, published by the University of Pennsylvania. The Division of Public Safety maintains an Incident

Journal, a chronological listing of all crimes and significant incidents reported to University Police, which is open for public inspection at the Communications Center (PennCom) of the Division of Public Safety.

The Division of Public Safety does not hesitate to use a "Crime Alert" to notify the campus community of a serious crime or series of crimes in order to prevent additional incidents.

## Acquaintance Rape and Sexual Violence

For more than 20 years, the University of Pennsylvania has addressed the issues of rape and sexual violence through firesides, seminars, forums and other presentations. Students Together Against Acquaintance Rape (STAAR), Penn's nationally recognized student-operated program, also addresses these issues through its workshop programs. Penn also conducts educational and training programs for its employees who interact with students, including University Police officers, coaches, student service personnel in the Office of University Life, members of the campus ministries and those who provide services in the student residences.

Acquaintance rape is a form of sexual violence defined under our policy as any act in which a person forces another person with whom he or she is acquainted to engage in sexual activity against his or her will or without his or her consent. Assent does not constitute consent if it is given by a person who because of youth, mental disability or intoxication is unable to make a reasonable judgment. This policy applies to groups as well as individuals.

Penn will provide support for victims of acquaintance rape or sexual violence, and it is committed to provide resources and processes for prevention, education, reporting, adjudication, protection from retaliation and sanctions. Incidents that are reported to the appropriate departments at Penn will be addressed promptly and will be confidential. The procedures that govern the investigation of charges under these policies will take into account both the need to gather the facts and the confidentiality rights of all parties involved in the incident.

Anyone who is a victim of an acquaintance rape or sexual violence at Penn is encouraged to seek support and assistance and to report the incident. While students are encouraged to **contact Special Services at 8-6600 from a campus telephone or (215) 898-6600 from off-campus, contact also can be made through University Police emergency lines by dialing 511 from a campus telephone, by using one of more than 250 blue light telephones on campus and in the community, or by dialing (215) 573-3333 from an off-campus telephone;** or through contact with Counseling and Psychological Services by dialing 8-7021 from a campus telephone or (215) 898-7201 from off-campus; or through contact with the Penn Women's Center by dialing 8-8611 from a campus telephone or (215) 898-8611 from off-campus.

When a victim of a sex offense contacts Special Services, the individual will be advised of all the health, legal, and support services available on and off campus, and the victim will be assisted in accessing these services. If the victim elects to go through the criminal justice system and/or receive medical treatment, personnel from Special Services will accompany the victim to the sexual trauma unit at Jefferson Hospital for evaluation, treatment, and evidence collection. The Director of Special Services at Penn is the designated coordinator of support services for students who have been victimized. Whether the victim chooses to report an incidence of acquaintance rape or sexual violence to Special Services, the University Police or another resource center within the campus community, the victim will be informed of all options for filing a complaint, including the right to report the incident fully and completely to the Philadelphia Police Department, the right to file an anonymous report with the Philadelphia Police Department or the right to file no report.

Due to the sensitive issues involved in acquaintance rape and other sexual assaults, the victim may first disclose the incident some time after it has occurred, but the victim is nonetheless encouraged to contact Special Services for support and assistance and to report the incident.

Those within the campus community who are found responsible for acquaintance rape or other sexual violence are subject to University sanctions, which may include suspension, expulsion or separation from the University. In any University disciplinary proceeding involving charges

of sexual assault, the accused and the accuser are entitled to the same opportunities to have others present during the proceedings, and both the accused and the accuser are informed of the outcome of the proceedings. The individual also may be subject to prosecution by the Office of the District Attorney under Pennsylvania criminal statutes.

The Acquaintance Rape and Sexual Violence Policy is stated on page 23 of the *Penn Book: Resources, Policies & Procedures Handbook*, which is available through the Office of the Vice Provost for University Life **by calling (215) 898-6081**.

## Alcohol and Drugs

The University of Pennsylvania and its programs and policies regarding the possession, sale, and consumption of alcoholic beverages encourages all within the campus community to make safe, responsible decisions about alcohol that are consistent with existing state and federal law. The possession or consumption of alcoholic beverages on campus by persons under the age of 21 is strictly prohibited by Penn and by the laws of the Commonwealth of Pennsylvania. Consistent with its educational mission, Penn provides programs that promote awareness of the physical, psychological, social and behavioral effects of alcohol consumption.

The use, sale and possession of narcotics and dangerous drugs is illegal and is strictly prohibited on campus.

Employees are required to adhere to the University's Drug-Free Workplace Policy and the Drug and Alcohol Policy, which strictly prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of drugs by its employees in the workplace. Those who violate these policies may be subject to disciplinary procedures or may be required to participate in drug or alcohol rehabilitation programs.

Students who have questions or concerns about alcohol or drugs are encouraged to use the medical or counseling resources provided by the University of Pennsylvania. These services adhere to all applicable laws governing the confidentiality of patient information.

The Alcohol and Drug Policy is stated on pages 23-26 of the *Penn Book: Resources, Policies & Procedures Handbook*, which is available through the Office of the Vice Provost for University Life **by calling (215) 898-6081**.

## Disciplinary Policies

Any student who fails to comply with University, local, state or federal laws may be subject to discipline under the University Code of Student Conduct. Sanctions can include, but are not limited to, disciplinary probation for a specified period of time, withdrawal of privileges, indefinite probation, term suspension, indefinite suspension without automatic right of re admission and expulsion. When a student's presence on campus is considered a threat to order, health or safety, the Provost or his or her designee may impose a mandatory leave of absence or conditions on the student's attendance.

Generally, prospective students are not asked about previous criminal records, with the exception of applicants to certain graduate and professional programs, such as the Law School. Employees, however, are required to disclose any and all convictions for a felony, crime of violence, dishonesty or crime against property or involving the threat of violence in the past 10 years. A criminal record, if relevant to the position in question, is a factor that is considered in the employment process.

University Policies and Procedures are stated on pages 15-22 of the *Penn Book: Resources, Policies & Procedures Handbook*, which is available through the Office of the Vice Provost for University Life **by calling (215) 898-6081**.

## Student Residences

The University of Pennsylvania offers a variety of housing options on campus, ranging from high-rise apartments to College Houses to standard residence halls and fraternities and sororities both on and off-campus. Penn's College House system is designed to enhance the undergraduate experience for all residents through faculty-directed, academically sup-

portive environments that promote intellectual, social and recreational opportunities. The Graduate Towers consist of Nichols House and Graduate Tower B, housing graduate and professional students. Mayer Hall provides housing for married students and their families. **If you have questions on room assignments, rents and billing, call (215) 898-8271; questions or concerns about residential services, call 573-DORM; or questions about the student residence program, call (215) 898-3547.**

The Division of Public Safety has regular contact with those responsible for the campus grounds and lighting to ensure that the shrubs, bushes and greenery throughout the campus is appropriate and well-maintained and that campus lighting is appropriate.

## 1997-98 Academic Year

Undergraduate Student Enrollment:	11,406
Graduate and Professional Student Enrollment:	10,237
No. of Undergraduate Students in Campus Housing:	5,000
No. of Graduate and Professional Students in Campus Housing:	970
No. of Non-Student Employees as of Jan. 1, 1998:	22,883

Housing for first-year undergraduate students is processed randomly by computer program for those applications received by May 1; the program attempts to assign students to one of their top three choices. Students applying after May 1, including transfer students, are processed in order of the receipt of their application. Upper-class students are assigned housing through a retention, lottery or special program process. Graduate and professional students are assigned housing in the order of the receipt of their application. Room changes are made during scheduled periods in October, December and February, given availability of space. Emergency room changes can be made at any time upon the recommendation of a member of the residence hall staff.

The University of Pennsylvania maintains three undergraduate high-rise residence halls, two graduate high-rise residences and one graduate low-rise residence as open residences during the winter break between semesters. All other residences are closed to students, who are welcome to stay in an open building during the break.

Entrances to all student residences are either locked or closely monitored by security personnel, and access to these facilities is limited to residents, faculty, staff and authorized contractors, who are admitted only during certain hours and only with valid identification. Access to most student residences at Penn is monitored electronically by a card access system. Those without a valid PENNCARD are considered visitors and will be admitted only after the presentation of valid identification and with the approval of their host, who will be responsible for their conduct. All student rooms are equipped with dead bolt or Mortis locks with anti-carding devices.

The Division of Public Safety is available to provide firesides, seminars, forums and other presentations on campus safety and security to those living in student residences. Campus safety and security is discussed as a matter of course at residence hall meetings.

## Use of Facilities

The facilities at the University of Pennsylvania exist to house or support the tripartite mission of the institution: teaching, research and service. The use of these by University groups is permissible, given the facilities are available, and by approved non-University organizations under certain circumstances. Permission to use these facilities does not constitute University endorsement of the activities. The policy on use of facilities is stated on pages 35-36 of the *Penn Book: Resources, Policies & Procedures Handbook*, which is available through the Office of the Vice Provost for University Life **by calling (215) 898-6081**. If you have questions on the use of the facilities at Penn, please **contact the Director of Student Life Activities and Facilities by dialing 8-5552 from a campus telephone or (215) 898-5552 from off-campus**.

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# The Hospital of the University of Pennsylvania

The Hospital of the University of Pennsylvania (HUP) maintains a proprietary security department that is committed to providing a safe and secure environment in hospital facilities, and for its patients, staff and visitors. Security officers are stationed at the major entrances to the hospital and engage in regular patrols of the facilities. Officers respond to all requests for assistance, whether routine or emergency. An Operations Center of the Security Department is maintained 24-hours-per-day, seven-days-per-week, and it monitors the CCTV/Controlled Access System as well as safety and security alarms.

To contact the HUP Security Department **in an emergency, dial 2677 (COPS) from a hospital telephone or (215) 662-2677 from outside the hospital.**

Most of the hospital's population do not experience crime at HUP. However, crime sometimes occurs despite our best efforts and yours. Security awareness and the cooperation of all employees in reporting potential problems have been invaluable.

## The Security Department

The HUP Security Department consists of 41 employees divided into three areas:

**Security Administration** consists of the Director of Security, who is responsible for all functions of the HUP Security Department, as well as an investigator, an operations officer and a secretary, who also manages the Photo ID/Controlled Access System.

**Security Operations** consists of 37 uniformed officers on three shifts, all of whom are supervised by a sergeant with support by a corporal. The Security Operations Center is located on the ground floor of Silverstein Pavilion, just inside the entrance to the Emergency Room. Security Operations is responsible for providing safety and security services 24-hours-per-day, seven-days-per-week, and it responds to requests for routine and emergency services. The lieutenant/operations officer has day-to-day responsibility for the Operations section.

**Crime Prevention and Investigations** are the day-to-day responsibility of the investigator. This area is responsible for crime prevention programs, security surveys of hospital spaces and security information and education throughout the hospital. The investigator also is responsible for the investigation of all criminal matters.

The HUP Security Department has the same powers of arrest as any private citizen and, when necessary, coordinates its activities with the University Police and the Philadelphia Police Department.

## Reporting Crime at the Hospital of the University of Pennsylvania

All criminal incidents and requests for assistance should be reported to the Security Operations Center. The HUP Security Department reports all criminal activity as well as other data to the Hospital Safety Committee, which reports data to the Health System Board of Trustees on a quarterly basis. The HUP Security Department also reports criminal statistics to the Division of Public Safety at the University of Pennsylvania.

To report a criminal incident at HUP, **dial 2677 (COPS) in an emergency from a hospital telephone or (215) 662-2677 from outside the hospital.**

## Access to Hospital of the University of Pennsylvania

Security monitors all major entrances to HUP during normal hours; entrance to HUP is restricted to the main entrance and the emergency room after hours.

## Security Education

Crime prevention programs and security awareness education are presented annually to the HUP staff and, when necessary, on a departmental basis.

**Note:** The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability or status as a Vietnam Era Veteran or disabled veteran in the administration of its educational policies, programs or activities; admissions policies; scholarship or loan awards; athletic or other University-administered programs; or employment. Questions or complaints regarding this policy should be directed to the **Executive Director, Office of Affirmative Action and Equal Opportunity Programs, 3600 Chestnut Street, Nichols House, Suite 228, Philadelphia, Pennsylvania, 19104-6106 or by calling (215) 898-6993 (voice) or (215) 898-7803 (TDD).**



## The Pennsylvania College and University Security Information Act Campus Crime Statistics for the University of Pennsylvania

The Pennsylvania College and University Security Information Act requires the release of crime statistics and rates to students and employees, and it requires that those statistics be available to applicants and new employees upon request. The rate is based on the actual number of Full Time Equivalent (FTE) students and employees.

The index in the table below is based on incidents per 100,000 people. The University's FTE population for 1995 was 41,378, for 1996 it was 51,585, and for 1997 it was 51,162.

1995			1996		1997	
Offenses	Offenses Known	Index 100,000	Offenses Known	Index 100,000	Offenses Known	Index 100,000
Criminal Homicide	0	0	0	0	0	0
Forcible Rape	4	9.664	0	0	0	0
Robbery	18	43.488	24	46.512	17	33.218
Aggravated Assault	6	14.496	7	13.566	10	19.540
Simple Assault	33	79.728	27	52.326	34	66.436
Burglary	83	200.528	107	207.366	101	197.354
Theft	1190	2875.04	1096	2124.048	1065	2081.010
Motor Vehicle Theft	40	96.640	50	96.900	35	68.390
Attempted MV Theft	13	31.408	8	15.504	4	7.816
Arson	0	0	1	1.938	0	0
Forgery/Counterfeiting	2	4.832	2	3.876	0	0
Fraud	7	16.912	19	36.822	19	37.126
Embezzlement	0	0	0	0	0	0
Stolen Property						
(Buying , Receiving and Possessing)	0	0	1	1.938	3	5.862
Vandalism	228	550.848	171	331.398	172	336.088
Weapons Offenses	3	7.248	5	9.690	1	1,954
Prostitution and Commercialized Vice	0	0	0	0	0	0
Sex Offenses ( except Rape and Prostitution)	8	19.328	12	23.256	5	9.770
Drug Abuse Violations	1	2.416	3	5.814	2	3.908
Gambling	0	0	0	0	0	0
Offenses Against Family	0	0	0	0	0	0
Driving Under Influence	0	0	2	3.876	0	0
Liquor Laws	17	41.072	63	122.094	44	85.976
Drunkenness (except Liquor Violation Laws)	0	0	1	1.938	1	1.954
Disorderly Conduct	33	79.728	18	34.884	28	54.712
Vagrancy	0	0	0	0	0	0
*All Other Offenses	201	485.616	194	375.972	187	365.398

**Note:** All other offenses include harassment, harassment by communication, threats, unlawful restraint, loitering, prowling and trespass.

# Federal Crime Awareness and Campus Security Act

## Campus Crime Statistics for the University of Pennsylvania

The Federal Crime Awareness and Campus Security Act requires the release of statistics for criminal incidents and arrests on campus to all students and employees, and it requires that those statistics be available to prospective students and employees upon request. The following statistics are provided in compliance with the specific time periods, crime classifications and arrest data mandated by federal law.

**Note:** The statistics are amended for 1994, 1995 and 1996.

### Campus Crime Report

January 1, 1994, through December 31, 1997

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	1	4	0	0
Non-Forcible Offenses	11	8	12	5
Robbery	38	18	24	17
Aggravated Assault	5	6	7	10
Burglary	104	83	107	101
Motor Vehicle Theft	77	53	58	39

**Note:** The Federal Crime Awareness and Campus Security Act also requires the release of statistics for hate crimes in the following crime classifications: Murder, Forcible Rape and Aggravated Assault. There were no hate crimes at the University of Pennsylvania, or at any of the five non-contiguous properties specified in this report, in these crime classifications for the period January 1, 1994, through December 31, 1997.

### Campus Arrest Data

January 1, 1994, through December 31, 1997

	1994	1995	1996	1997
Weapons Offense Violation	0	3	5	1
Drug Abuse Violations	3	1	3	2
Liquor-Law Violations	35	17	63	44

## Crime Statistics for Non-Contiguous Properties of the University of Pennsylvania

The Federal Crime Awareness and Campus Security Act requires the release of statistics for criminal incidents and arrests for non-contiguous properties. The following statistics include reportable crime at five non-contiguous properties for the period January 1, 1994, through December 31, 1997.

### Crime Report

January 1, 1994 through December 31, 1997

#### University Boathouse on the Schuylkill River

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	0	0	0	0
Non-Forcible Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0

There were no arrests at the University Boathouse for Weapons Offense, Drug Abuse or Liquor-Law violations. **Note:** Crime statistics from the Philadelphia Police Department for this property are not available.

## Morris Arboretum of the University of Pennsylvania, Chestnut Hill

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	0	0	0	0
Non-Forcible Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	1
Motor Vehicle Theft	0	0	0	0

There were no arrests at the Morris Arboretum for Weapons Offense, Drug Abuse or Liquor-Law violations.

## New Bolton Center, Kennett Square

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	0	0	0	0
Non-Forcible Offenses	0	0	0	0
Robbery	0	0	0	1
Aggravated Assault	0	0	0	0
Burglary	0	0	0	1
Motor Vehicle Theft	0	0	0	0

There were no arrests at New Bolton Center for Weapons Offense, Drug Abuse or Liquor-Law violations. **Note:** Crime statistics from the Pennsylvania State Police for this property are available only from January 1, 1996.

## Wharton Sinkler Conference Center, Wyndmoor

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	0	0	0	0
Non-Forcible Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Motor Vehicle Theft	0	0	0	0

There were no arrests at Wharton Sinkler Conference Center for Weapons Offense, Drug Abuse or Liquor-Law violations.

## Flower and Cook Observatory, Malvern

	1994	1995	1996	1997
Murder	0	0	0	0
Sex Offenses				
Forcible Rape	0	0	0	0
Non-Forcible Offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0

There were no arrests at Flower and Cook Observatory for Weapons Offense, Drug Abuse or Liquor-Law violations.