Trustees: Performance and Plans, Reelec tions and Tributes

Ending Fiscal Year 1983 with a surplus of $1,463,000—which the Trustees voted to alloc ate to the in-house support of research—the University starts FY 1984 with a budget of over $689,000,000. (See page 2 for details on both.) Also coming up is a project known as “Building Penn's Future,” approved by the Trustees in preliminary form to set the stage for raising over $300,000,000 in the mid-eighties to strengthen the University selectively. (For the five priority areas chosen, and for back-up reports on gifts this year and the energy savings break through, also see page 2.)

In other actions during the two-day full board meeting June 16-17:
Reelec tions: Paul F. Miller, Jr., was reelected for a sixth year as chairman, and Paul Lyet and John Eckman reelected vice chairmen, of the Trustees. Mr. Miller announced the make-up of the Executive Board (to be published) and the Trustees passed two resolutions affecting faculty/student interaction with the Trustees. One is the long-discussed document on the make-up of consultative committees to the Executive Board as it elects new presidents, and the other a clarification of Trustee committees that do or do not have faculty and student liaison members.

Tributes: In addition to passing a resolution naming the Graduate School of Fine Arts’ 34th and Walnut Street home after President Emeritus Martin Meyerson—and unveiling his portrait (left) at the first major gathering in Meyerson Hall—the Trustees also paid tribute to Emeritus Trustee I. W. Burnham, unveiling his portrait for the classroom named for him at Steinberg Hall—Dietrich Hall. Memorial resolutions were passed for two late Trustees—the Hon. Thomas S. Gates and Henry S. McNeil—and resolutions of appreciation were given for two recent alumni Trustees leaving the Board of Trustees, Mr. Miller announced the make-up of consultative committees to the Executive Board as it elects new presidents, and of new chairs in nursing and engineering, Dr. Armand Joshi, will run in the fall.

Press Director: Tom Rotell

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

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

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

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

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

Trustees: Performance and Plans, Reelec tions and Tributes
Building Penn's Future: Five Core Areas

On June 17 the Trustees adopted a preliminary plan for raising new endowment and capital funds, summed up in a 16-page Development Office report called "Building Penn's Future." Below is an excerpt from the introduction. The report goes on to list approximate price tags of $35.5 million for named professorships plus $1.5 million each to endow the nine deanship's not now named; $25 million in student aid; campus life facilities totaling $24.4 million; and innovative programs adding up to $20 million. It summarizes School and Center campaign plans now approved for Annenberg, GSE, GSF/A and SSW.

In the next three years the University of Pennsylvania will make special efforts to strengthen the quality of its undergraduate education while continuing development initiatives for the graduate and professional programs and resource centers. The University administration and its development staff will devote particular attention to the basic needs of the four undergraduate Schools ... and to those aspects of campus life that contribute to a Penn education ... Our strategy recognizes that the quality of undergraduate education is inextricably linked to first-class graduate programs. We will strive to increase support for graduate fellowships to attract outstanding students and to improve the quality of our research facilities.

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

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

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

Student Financial Assistance—to ensure student quality and diversity.

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

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

FY 1983: Budget Surpluses

Based upon ten months actual performance (through April 30, 1983), we project a University surplus of $1,463,000, exclusive of the $347,000 High Rise and Graduate Hospital deficit amortizations. This significant increase of $625,000 over the $838,000 projected surplus reported last month is primarily attributable to increases in undergraduate, graduate, summer, and special program tuition, while savings in utilities and operating interest expense, together with gains in Temporary Investment Fund income, continue to hold up well. I do want to point out that this projected surplus, while expressed in dollars, represents one half of one percent (0.5%) of the University's unrestricted budget and one third of one percent (0.33%) of the combined unrestricted and restricted budgets.

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

Hospitals of the University of Pennsylvania

For the nine month period ending March 31, 1983, the Hospital had an excess of revenue over expenses of $5,921,000, which was $3,292,000 greater than budgeted, and included $1,000,000 from operations and $3,461,000 of non-operating revenue, comprised of unrestricted gifts and endowment income.

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

Clinical Practices at the University

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

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

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

Paul Gazzerro, Jr. Vice President for Finance

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

Selected Budget Highlights, FY 1984

(The in thousands of dollars)

<table>
<thead>
<tr>
<th>Source: Budget for the University of Pennsylvania Fiscal Year 1983-84</th>
<th>FY 1983 Budget</th>
<th>FY 1984 Budget</th>
<th>% Change</th>
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<tbody>
<tr>
<td>Unrestricted Revenues</td>
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<td></td>
<td></td>
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<tr>
<td>Tuition and Fees</td>
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<td>Commonwealth Appropriations</td>
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<td>Investment Income</td>
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<td>Total Unrestricted Revenues</td>
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<tr>
<td>Unrestricted Expenditures</td>
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<tr>
<td>Equipment</td>
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<tr>
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<tr>
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**The University of Pennsylvania's journal of record and opinion is published every Wednesday during the academic year and as needed during summer and holiday breaks. Guidelines for readers and contributors are available on request.

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**EDITORIAL ASSISTANT** Linda M. Fischer

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**ALMANAC, July 12, 1983**
Deaths of Edward Sparer and Sidney Weintraub

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

No stranger to economic constraints, Dr. Sparer worked at a number of factory and labor jobs before finding his way back to school—Brooklyn Law—on the GI Bill. He jumped into labor law, working for the International Ladies Garment Workers Union, but soon shifted gears and set up the Legal Services Unit of Mobilization of Youth Inc. on the lower East Side, which was the nation's first operating law center for the poor. In 1965 he founded and directed the Columbia University Center on Social Welfare Policy and Law, establishing programs that became the foundation for welfare law as it is practiced by community legal services. In 1969 he joined Penn's faculty and founded the University's Health Law Project the following year.

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

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

Dr. Weintraub was a critic of the neoclassical and monetarist schools of thought. The latter, headed by economist Milton Friedman, advocates tight money policies to control inflation; in the '70s British economist John Maynard Keynes prodded government moderation of the economy through budget policy and gained a staunch supporter in Dr. Weintraub, who subsequently founded and co-edited the Journal of Post Keynesian Economics, wrote extensively for numerous publications, and published 21 books—most recently Reaganesque in the Stagflation Economy—during a career that spanned more than 40 years.

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

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

SPEAKING OUT

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

Science & National Security

Addressed to the Provost:

As you are certainly aware, the scientific community is increasingly concerned about questions relating to national security in relation to scientific communication, particularly in the realm of problems we all characterize as academic freedom.

As a member of the Committee on Scientific Freedom and Responsibility of the American Association for the Advancement of Science, I am aware of the careful report of the National Academy of Sciences on this matter (Dale Corson Report) as well as the MIT Interim Report of the committee on the changing nature of information, 1983, chaired by Dr. M. L. Dertouzos; I also understand that Yale University is considering action on questions of national security in relationship to academic freedoms.

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

Arnout Kleinzeller, M.D., Ph.D., D.Sc.
Professor of Physiology

Addressed to Dr. Kleinzeller:

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

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

Thomas Ehrlich, Provost

Parking Lot Theft

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

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

I am told the University must make "trade-offs" in order to keep down the cost of parking. How many more people must be mugged, raped and robbed before we take a long, hard look at this University's community if it would not be willing to pay a little more for improved security.

The Escort Service is available by calling 898-R-D-E or using the outdoor emergency telephones located at strategic points on campus.

The new Safer Living Guide will be distributed to all entering students.

Call Public Safety (Ext. 7333) regarding suspicious persons. All University Physical Plant employees including Repairs, Maintenance, and Housekeeping Services personnel are required to wear identification badges.

Secure your purse, wallet, petty cash and other valuables in a locked drawer or cabinet. Never leave them in plain sight.

The Escort Service is available by calling 898-R-D-E or using the outdoor emergency telephones located at strategic points on campus.

The new Safer Living Guide will be distributed in mid-August.

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

Ruth Wells
Crime Prevention Specialist

Sports Day: Open to All

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

Patrick Ratkowski, chairman of Sports Day, Sigma Phi Epilon

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

Faculty and Staff Scholarships

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

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

Eligibility

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

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

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

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

Scholarship Entitlement

For Faculty and Staff

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

For Spouse

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

For Dependent Children

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

Schedule of tuition entitlement:

For those entering in September 1983 or earlier: full undergraduate tuition

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

For those entering after July 1, 1985

For those entering the Medical School, Dental School, Veterinary School, Law School, or Wharton M.B.A. program in September 1983 or already in those programs:

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

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

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

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

Children’s Activities

Courses

July 5  Mathmagic: 9 a.m.
Computers for High School Students: 9 a.m.
July 6  Learning Together—Computers: 6 p.m.
July 25  Advanced Computers—High School Students: 9 a.m.
Horticulture and Landscape Design: 10 a.m.
August 1  The Arts from the Inside Out: 8:45 a.m.
The Human Body: 8:45 a.m.

These are non-credit courses sponsored by CGS. The dates shown are starting dates, and times may vary. For complete information, registration: Ext. 6479 or 6493.

Phil-A-Kid Program

Victorian Viewpoint

Funded by a grant from the Pennsylvania Humanities Council, Phil-A-Kid offers a free program on 19th century Philadelphia to children 10-14 years old. July 20-22 Germantown Gingerbread, offered at the Germantown Historical Society.
August 1-5 Victorian Phil-A-Kids—At Work, Play, and Home, offered at the Atwater Kent Museum.
August 22-26 A Victorian Adventure—Architecture and Inventions, offered at the University of Pennsylvania.

One hundred and forty participants will be selected on a competitive basis. For application forms and descriptive brochures call Ext. 6479 or 6493.

Conferences


Coursework and Training


College of General Studies

July 6  Learning Together—Computers: 6 p.m.
Introduction to Music: 7:15 p.m.
July 7  Fiber Art: 6 p.m.
Fundamentals of Investing: 6:30 p.m.
July 8  Vegetable Gardening: 10 a.m.
July 11  So You Want to be a Doctor: 9 a.m.
Fiction Writing: 1:30 p.m.
Cecanee: 10 a.m.
Understanding Computers: 5:45 p.m.
July 13  Nutrition: 9:30 a.m.
New Careers for Teachers: 9:30 a.m.
Cerevisiae: 10 a.m.
July 14  Looking at Radios: 7 p.m.
July 16  Cerevettes: 10 a.m.
July 17  Summer Bloom Walk: 2:30 p.m.
July 18  Fiction Writing: 1:30 p.m.
August 1  Programming—BASIC: 5:45 p.m.
August 2  Effective Speaking: 6 p.m.
August 6  Philadelphia Walk: 10 a.m.
August 11  Math Anxiety: 5:45 p.m.
August 15  Programming in PASCAL: 10 a.m.
August 17  Computers and Electronic Mail: 9:30 a.m.
August 18  Understanding Computers: 9:30 a.m.

These are non-credit courses sponsored by CGS. Dates shown are starting dates, and times may vary. Information and registration: Ext. 6479 or 6493.

Exhibits

Through July 31 Investigations 2: Jenny Holzer, City and University sites. Information: Ext. 6479.
July 5-30 Rick Paul. ICA Gallery, extension 3526.

Through September 18 Architectural Drawings for the Penn Campus: Cret Gallery, Furness Building.

Fall 1 Wharton School Authors, an exhibit consisting of copies of books and articles by Wharton Faculty, teaching and research staff; lounge area of Dietrich Graduate Library Center: Van Pelt-West.

The Arts from the Inside Out: The Royal Tombs of Ur: University Museum.

Ongoing

The Egyptian Mummy: Secrets and Science and Polytechnic University Museum.
Ancient Mesopotamia: The Royal Tombs of Ur: University Museum.

Exhibition Hours

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

Films


Music

July 6-August 24 Summer Music at the University: (1) The Sigismondo, Wednesdays, Mosaic Gardens, University Museum. $2 adults, $1 members, seniors, students.

July 6 8 St. George Greek Islanders: Greek folk singers and dancers.

July 10  Steve Aron: guitarist, classical and folk pieces.
July 11  Michael Brook: folk singer, American tradition.
July 12  Gipsy Zhis'ago: three Russian artists on balalaika and domra.
July 14  Michael Brook: folk singer, American tradition of folk songs that includes the rock and roll of Chuck Berry.
July 15  Steven Alper: music from the British Isles on mandolin and flute and yodeling.
July 18  Margaret O'Charlton: singer, French folk songs with guitar accompaniment and ballads in style of Edith Piaf.

The Kingssing Morris Men perform 10th century English dances—one of the eight varied performances of music and dance from around the world, scheduled as part of the festival of Summer Music at the University Museum, to be held rain or shine in the Mosaic Gardens. The Rainey Auditorium: Come early for complimentary tea and lemonade.

See Music.

Special Events

August 6  Great Outdoor Tree Party: annual mid-summer celebration and guided tour of Morris Arboretum's world-famous Asian tree collection, with music and refreshments.
$2 adults, $1 students, seniors.
Graduate Student Picnic (GAPSA and GSAC), 4 p.m.-9 p.m., Hill Field. Information: Ext. 3150 or 7929. Concert opening to be held weekly at Mann Music Center, meeting point at Houston Hall, 7 p.m. Call Office of Student Life for specific dates. Ext. 6533.
August 12  Mason's Students Graduation, The School of Nursing, 1 p.m., Zellerbach Theater, Annenberg Center.
August 25  Architectural Features and Contemporary Sculpture: one hour guided tour at 2 p.m. of Morris Arboretum's Victorian past and contemporary additions: $2 adults, $1 students, seniors.

Sports

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

Talks

August 3, 20, 17, 24  Tradition and Change: Cultures of Asia and the Pacific, Carl Hoffman, graduate student, 3:30 p.m., University Museum. Registration: Ext. 6520 for members, Ext. 6405 for students.

To list an event

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

ON CAMPUS

July-August
Who’s in Management Training This Summer?

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

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

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

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

The Penn Perspective

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

After welcoming remarks from Amy Zamo, manager of training, President Sheldon Hackney spoke on The University of Pennsylvania and Pro-\dortum Thomas Ehrlich on Penn’s Academic Foundations. Participants also heard about Penn’s Research Mission from Barry Cooperman, vice provost for research and Anthony Merritt, director, Office of Research Administration. Secretary Mary Ann Meyers presented a slide show on Penn’s Historical Foundations; Dean of the School of Engineering and Applied Science Joseph Bordogna on A Dean’s Perspective on Administration and April 22, chair, Faculty Senate, on Working with the Faculty.

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

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

The third day of the institute was devoted to the Support Service Perspective. The Function of Development and University Relations was explained by Ross A. Webber, vice president, Development and University Relations; Ann Duffield, director, Publications; and Edward McFall, director, News Bureau. The Variety and Complexity of Managing Operational Services was discussed by Arthur F. Hirsch, vice president for operational services. George Koval, acting vice provost for University Life spoke on University Life: Linking Academic Excellence and Quality of Life. A Trustee’s View on the Role of Administrators was presented by John Eckman, trustee and chairman of the Budget and Finance Committee. The Hospital of the University of Pennsylvania was HUP administrator Delores Brapton’s topic. The final presentation was Managing the Contemporary Employee by Gary J. Parent, vice president for human resources.

The Penn Perspective Participants: Ann Bailey, advertisement coordinator, Publications; David Balinski, project coordinator, Facilities Development; Valerie Swain Cade, director, PENNCAP; Gary Cardararella, assistant to dean, Engineering; Mary Carri, assistant director, Residential Living; Michael Conn, senior auditor, Internal Audit; Mark Davis, manager, Federal Compliance Group; James Egan, accountant I, Bursar; Cynthia Engman, assistant dean, Administration; Jean Farrington, assistant head circulation, Van Pelt Library; Patricia Flad, area personnel officer, New Bolton Center; Jeannette Flann, development officer, Fine Arts; Angie Giunta, assistant budget manager, Office of Budget Analysis; Rochelle Goldstein, business administrator, Gastro-Intestinal Medicine; Elaine Grandy, compensation specialist, Human Resources; Joseph Grum, assistant director, Budget Analysis; M. Frances Harris, accountant III, Department of Medicine.

Donald Keeney, research assistant, Comptroller; John Logan, director, Public Safety; George Looj, business administrator, Physics; Judie Malamud, assistant librarian, Biomedical Library; Dorothy Malloy, assistant general counsel, Office of the General Counsel; Besse Mason, manager, Payroll; Linda McCrae, office manager, Student Financial Aid; Dorothy McGuire, business administrator, Sociology; James Miller, safety manager, Physical Plant; Maggie Morris, assistant to associate dean, FAS Grad Division; Steven Mullinix, director, University Counseling Service; Donald Myers, director development, Law.

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

Carolyn Schle, associate director, Athletics; Jacqueline Schreyer, director, Administrative Services; Wharton; Sharon Stotkin, director, Regional Alumni Clubs; Ruth Walden, assistant to the chairman, Fine Arts; John Smolen, University registrar; Thomas K. Stump, assistant dean, Engineering; Mary Louise Tillyer, office manager, Student Financial Aid; Nguyen V. Truc, assistant to director, Administrative Affairs, FAS; Dorothy Vacearo, assistant to director, Purchasing; Gertrude Wood, manager, Employment, Human Resources; Ruth Wells, crime prevention specialist, Public Safety; Gertrude Wood, vice dean, College of Arts and Sciences.

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

Seven Summer Training Sessions and a Campus Walking Tour

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

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

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

Telephone Communication Skills: Talking on the telephone is an activity that most of us do on a regular basis. Why, then, a training program? To help support staff who use the phone as a regular part of their responsibilities learn effective ways to: screen calls, listen and give appropriate feedback, keep ‘cool’ in difficult situations, and deal with difficulties in transferring calls, putting callers on hold and handling several calls at once. A representative from the University’s Office of Telecommunications will also provide the latest information on Penn’s telephone system and new equipment.

Schedule of Summer Training

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

Communication Skills for Support Staff

<table>
<thead>
<tr>
<th>Program</th>
<th>Dates and Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13</td>
<td>School of Social Work, D-26 (3rd floor) 3701 Locust Walk</td>
<td>20 -9 a.m.-noon (3 session course) $40*</td>
</tr>
<tr>
<td>July 20</td>
<td>Small Animal Hospital, Room B-101, 3850 Spruce Street</td>
<td>19 -9 a.m.-noon (3 session course) $40*</td>
</tr>
<tr>
<td>July 27</td>
<td>Steinberg-Dietrich Hall, Room 351 3620 Locust Walk</td>
<td>19 -9 a.m.-noon (3 session course) $40*</td>
</tr>
<tr>
<td>August 3</td>
<td>Old Medical Laboratories Wood Conference Room (2nd floor) 3710 Locust Walk</td>
<td>10 -9 a.m.-noon (2 session course) $30*</td>
</tr>
</tbody>
</table>

Supervisory Skills

<table>
<thead>
<tr>
<th>Program</th>
<th>Dates and Times</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13</td>
<td>Supervisory Skills</td>
<td>19 -9 a.m.-noon (1 session course) $20*</td>
</tr>
<tr>
<td>July 19</td>
<td>Approaching Your Staff Positively</td>
<td>7-noon-1 p.m. (1 session course)</td>
</tr>
<tr>
<td>July 26</td>
<td>The Art of Delegation</td>
<td>7-noon-1 p.m. (1 session course)</td>
</tr>
<tr>
<td>July 28</td>
<td>Lunch-Time Programs (no fees charged)</td>
<td></td>
</tr>
<tr>
<td>July 6</td>
<td>Resume Development</td>
<td>7-noon-1 p.m. (1 session course)</td>
</tr>
<tr>
<td>July 19</td>
<td>Preparing to be Interviewed</td>
<td>7-noon-1 p.m. (1 session course)</td>
</tr>
<tr>
<td>July 20</td>
<td>Campus Walking Tour</td>
<td>7-noon-1 p.m. (1 session course)</td>
</tr>
<tr>
<td>July 24</td>
<td>For additional information call Office of Human Resources at Ext. 6093.</td>
<td></td>
</tr>
</tbody>
</table>

For Additional Information, Contact The Training Division At Extension 3400

Registration Procedures

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

You may register for multiple courses on the form below.

Registration forms must be received by the Training Division, 316 FB/16, no later than one week prior to the commencement of the program or course. Employees will be notified of course acceptance and room location by mail or telephone. Attendance is taken at all programs.

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

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

Office of Human Resources—Course Registration Form

Return to: Training Division, 516 FB/16

NAME ________________________ POSITION ________________________ OFFICE ________________________

CAMPUS ADDRESS ________________________ EXTENSION ________________________ PHONE ________________________

PROGRAM ________________________ DATE(S) ________________________ TODAY’S DATE ________________________

PROGRAM ________________________ DATE(S) ________________________

ACCOUNT # TO BE CHARGED (where required) ________________________ ________________________

YOUR SIGNATURE ________________________ SUPERVISOR’S SIGNATURE ________________________

ALMANAC, July 12, 1983
DEATHS

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

Dr. Mary D. Ames, senior physician at Children's Hospital, died on April 21 at the age of 69. Before coming to Penn, Dr. Ames taught pediatrics at Wayne State University and New York University and served as chief pediatric resident physician at Bellevue Hospital in New York. Dr. Ames came to the University in 1962 as an associate in pediatrics. In 1964, she became an assistant professor in clinical pediatrics and became an associate professor in 1970. She was appointed professor of pediatrics in 1973. Until 1980, Dr. Ames served as the director of Children's Hospital's Division of Rehabilitation, a department established in 1963. During the mid-60s, she developed the nation's first clinic based on a team approach to the care of children born with spina bifida, also known as “open spine.” She served as a liaison between Children's Hospital and the American Research Hospital for Children in Krakow, Poland. At the time of her death, Dr. Ames was director of ambulatory services at Children's Hospital. She is survived by her husband, Dr. Edward C. Raffensperger. Memorial contributions may be sent to Children's Hospital of Philadelphia.

Dr. Haldan K. Hartline, co-winner of the 1967 Nobel Prize in physiology for discoveries concerning the chemical and physiological processes in the eye, died of a heart attack on March 17 at the age of 79. Dr. Hartline was a research scholar in physics at the Universities of Leipzig and Munich before joining Penn's faculty as a fellow and lecturer in physics in 1932. He was appointed assistant professor in 1936. Between 1940-42, Dr. Hartline joined the Cornell University Medical College. In 1942, he returned to Penn as an associate professor. He gained full professorial status in 1948, but left Penn in 1949. From 1949-53, Dr. Hartline was professor and chairman of the department of biophysics at John Hopkins. In 1953, he joined the faculty of Rockefeller University as a professor of biophysics and remained there until he retired in 1961. Dr. Hartline is survived by his wife, Elizabeth; three sons, Daniel, Peter and Frederick; and three grandchildren.

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

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

Ann M. Mulhern was killed in an automobile accident on May 1, at the age of 64. Mrs. Mulhern came to the University in 1960 as an accounting clerk in the Comptroller's Office. In 1968 she became a senior accounting clerk; in 1969 assistant manager of payroll; in 1974 manager of payroll; in 1976 personnel records assistant manager. She retired in July 1981. Her daughter Victoria, having worked part-time as a student, joined the Comptroller's Office in 1973 in the Personnel Benefits section and is now a benefits counselor. Mrs. Mulhern is also survived by a son, Paul.

Dr. Max Oppenheim died on May 8 at the age of 72. Dr. Oppenheim came to the University in July 1950 as an instructor in the School of Dental Medicine. In 1953 he became an associate; in 1964 associate professor; in 1972 assistant professor; and emeritus professor in 1979. He is survived by his wife. Contributions in his memory to the Max Oppenheim Student Fund, Penn's School of Dental Medicine, will be appreciated.

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

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

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

University Museum Tours

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

The American Southwest September 2-12: Ben Priest, geologist, anthropologist, and friend of the Navajo and Hopi Indians. This tour costs $1300.

Japan October 13-30: Nancy Schatzman Steinhardt, lecturer in the department of art history at Penn and Bryn Mawr College, will interpret Japanese art in an autumn setting. The cost of $4109 includes a $200 donation to the Museum. The last trip to Japan, October 28-November 11, will meaner through historic towns and near estates overlooking the Hudson River. Cost for the weekend is $330.

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

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

Never mind the annual report. An even more agonizing year-end activity in academia must be the planning of send-offs for those dozens who retire after long and devoted service. Friends and co-workers struggle to crowd into a single occasion enough tributes, tokens and tales-told-out-of-school to offset the awful truth that there's about to be a gap in the life of the institution. Friends of Development's Ed Lane went through the agony this year, and it took half a dozen farewell celebrations to send him off to his new career as full-time farmer. For the "the" bash, in Gimbel Gym, an all-University committee set out to do it his way—for Edward Franklin Lane was the Master, the Czar, the Guru Extraordinary, the Lone Arranger of Penn events who probably put out more flags and stuck up more bands for others than anybody else during his 33 years' service in multiple jobs. Thus a gymful of people in funny hats (Ed Who?) watched the U.S. Marine Corps Color Guard (honoring some World War II assaults on Guadalcanal and other scenic Pacific spots), Penn Band (which Mr. Lane helped bring up from the doldrums to the only band in the Ivy), and the Glee Club (which he once took on a statewide bus tour to sing for Penn's supper). It was a lesson in how-to-do-it, all right: String a banner across the gym that morning; change the name of the street the way Ed Lane always did it for United Way; get Bruce Montgomery to write a special medley. Fill a milk bottle with money (for the old tractor's new tires?); pick out a live steer and have Craig Sweeten (whom not even a Black Angus dares disobey) wrangle it into the gym on the hook; put 37 stars on Athletics' gift blanket (advertising years to his 33 as a staffer who "never asked for a job and never turned one down"); call in Wharton Reprographics to videotape for posterity. And above all, keep it light (Emcee Jim Shada. Speakers Mark Allam, Sara Senior. "Keep your hand out of the pie crust, says Mr. Lane", "Keep your hand out of my way, " —could also give a pep talk on Penn's future, symbolically change hats, and admit: "At the risk of ruining my image, I love ya."

Vice versa, Mr. Who. —K.C.G.
OPPORTUNITIES

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

Anatomy-Chemistry Building: near Room 358.
College Hall: ground floor.
Franklin Building: near Personnel (Room 130).
Johnson Pavilion: 1st floor, next to directory.
Law School: next to personnel.
Logan Hall: 1st floor, near Room 117.
LRSME: 1st floor, opposite elevator.
Richards Hall: with mailroom.
Rittenhouse Lab: east staircase, second floor.
Steinberg Hall-Dietrich Hall: ground floor.
Towne Building, mezzanine lobby.
Van Pelt Library: ask for copy at Reference Desk.
Veterinary School: 1st floor, next to directory.

For further information call personnel relations, 888-7284. The University is an equal opportunity employer.

Coordinator (D0092) (temporary position, one year) assists in planning and administering program to improve international education and second language training through live interpretation and testing. Oversees testing and evaluation of projects during domestic and foreign institutions. Prepares proposals and reports; supervises work of research assistants. (Master's degree or equivalent experience in satellite telecommunications, television production, or educational technology; ability to organize and administer large ongoing projects; good understanding of knowledge of Latin American Middle East, Europe or Japan desirable but not required. Salary to be determined.

Coordinator 11 (5409) $18,000-$24,350.
Department Head III (5959) $19,800-$27,375.
Director I (5607) develops and administers Faculty-Staff Assistance Program for the University; provides diagnosis and assessment; identifies appropriate acceptable public and private community resources for potential employee referral; provides ongoing training to supervisors (MSW or equivalent, minimum five years experience, including supervision, training and research development, preferably in an academic setting; good communication and organizational skills required) $18,000-$24,350.

Director, Graduate Education Programs (5674) plans, develops, and administers the graduate program in Special Education, Mentally/Physically Handicapped, assists students and plans program of study; supervises staff; acts as liaison between schools; community and University; works with community leaders to generate grant applications and oversees the program budget; instructs selected courses and supervises students teaching as secondary responsibility (advanced degree in special education or related field, Ph.D. preferred) $19,800-$27,375.

Electrical Engineer 1 (5653) microcomputer/ microprocessor lab engineer; designs and prototype computer; supervises computer production; prepares laboratory procedures, and labs for students; supervises staff in design and development of the hardware and software (B.S. E.E. or Computer Science plus two years experience with Digital computer hardware and software) $15,950-$21,650.

Lead Applications Program Analyst (5959) functions as project leader on specific assignments to develop and implement systems and procedures, and to provide training to users and management; highly skilled in computer, cost $5.00.

Senior Prclect Manager (5688) handles main managerial responsibilities for two or more projects of significant size which make an important contribution to the Center. OR, handles major management activities or projects; develops new directions for center (five to ten years' experience in public affairs, research, and/or consulting); ability to coordinate work effectively with staff and sponsors and accept responsibility) $27,150-$35,400.

Research Coordination Office I (5645) $13,950-$21,650.
Research Coordination Office II (5648) $13,950-$21,650.
Research Coordination Office III (5832) $13,950-$21,650.
Research Coordination Office IV (5959) $13,950-$21,650.
Research Coordination Office V (5959) $13,950-$21,650.
Senior Research Specialist II (5489) $15,950-$21,650.
Senior Research Specialist III (5490) $15,950-$21,650.
Senior Research Specialist IV (5491) $15,950-$21,650.
Senior Project Manager (5688) handles main managerial responsibilities for two or more projects of significant size which make an important contribution to the Center. OR, handles major management activities or projects; develops new directions for center (five to ten years' experience in public affairs, research, and/or consulting); ability to coordinate work effectively with staff and sponsors and accept responsibility) $27,150-$35,400.

Senior Vice-President (5618) member of senior management team which plans and implements the major functions of the University: Financial Operations, Human Resources, Operational Services, and Government Relations; vice presidents and directors of the above functions will report to the senior vice president (seven to ten years of progressively responsible experience in administration and higher education or a comparable type of experience). Ph.D. degree preferred. $27,150-$35,400.

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Photo I.D. Hours

The Department of Public Safety will have cameras and staff available at the Graduate School of Fine Arts basement lobby on September 5, 6, 7, and 8, 1983, between 9 a.m. and 9 p.m. for I.D. Processing. All incoming freshmen, transfer students, and first-year graduate students will be required to have an I.D. made on their first day at the University. All others not in the above category, will have their I.D.s made at the Public Safety Building between September 5 through September 8, however, they may be processed at this location before and after these dates. In order to have an I.D. made, all students must have a "Matric Card" or a tuition receipt in order to verify their student status. There will be no fee for the original I.D.; however, all replacements will cost $5.00.

Faculty and staff of the University who wish to secure photo I.D.s must bring the form entitled "Request for Faculty/Staff Identification Card," signed by an immediate superior, to the Department of Public Safety during the indicated hours.

If an employee seeks to replace an I.D. card that has been lost or stolen, another form—properly completed and signed—must be presented to the Department of Public Safety. The employee type job classification that is on the form refers to the categories as follows: A-1, administrators; A-2, faculty; A-3, support staff; A-4, union members; A-5, part-time employees, temporary or permanent. It is important to check this list correctly.

Freshmen, 1st year graduate students and transfer students, with the exception of foreign students, may receive a new I.D. at the Public Safety Building on October 1. Those students who required I.D.s at the Public Safety Building on September 5 through September 8, however, may be processed at this location before and after these dates. In order to have an I.D. made, all students must have a "Matric Card" or a tuition receipt in order to verify their student status. There will be no fee for the original I.D.; however, all replacements will cost $5.00.
Support Staff

Administrative Assistant I (4 positions) $11,200-$13,350.
Administrative Assistant II (5661) provides administrative support to director and two associate directors; arranges travel plans; prepares comprehensive and subsequent filing; assists with routine office production as needed; orders supplies; assists in preparing budgets; prepares reports and maintains records; pays bills (prior administrative assistant experience essential); strong organizational and coordinating skills; knowledge of University budget system necessary; three years' experience $11,200-$13,350.

Administrative Secretary (5972) general secretarial and other administrative support of a high order on behalf of the director of internal audit and staff and several staff members of Management Studies; full range of office support activities; operation of word processor system (high level secretarial skills; experience with word processing equipment necessary); strong organizational skills; substantial initiative; attention to detail; some college preferred $12,350-$15,250.

Administrative Assistant (5653) assists the exhibit designer in the preparation of museum exhibits; maintains exhibits (substantial art training; three years in exhibit or display installation; skill in art, drafting, and lettering) $11,650-$14,250.

Clerk I (5677) sorts and distributes mail to four psychology laboratories (high school graduate with some college level science) $8,500-$10,500.

Clerk, Limited Term (5620) responsible for receptionist duties in residence hall; answers phone; distributes room keys; assists in emergency situations; calls repair service; distributes mail; sorts mail; assists in reception work; books rooms for school functions; supports other work (high school diploma or equivalent); ability to lift heavy boxes; ability to get along well with people $8,500-$10,500.

Coordinating Assistant (5612) (2829) $11,650-$14,250.

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

Dental Assistant II (5533) (DO202) $11,200-$13,350.

Duplicating Machine Operator I (DO180) major photocopier key operator; responsible for fifteen machines and general assistance in all phases of printing (printing finishing work); sets up photocopier; proofing; making color separations; transfers information to duplicating machine; ability to work independently $9,300-$10,200.

Duplicating Machine Operator II (DO181) operates automated duplicating offset press in an extremely high volume environment; responsibilities include maintaining production standards, daily cleaning and maintenance of equipment, and assisting with other production activities (offset printing experience with high speed duplicating machine; stock office supply cabinets; high school diploma or equivalent) $9,300-$10,200.

Herdsman I (DO169) conducts and coordinates dairy activities; nutritional research (experience with dairy cattle in large scale; ability to deal with people in a congenial, professional manner; ability to coordinate diverse activities and supervise work of others; prior experience in admissions work or university setting helpful) $11,650-$14,250.

Stockkeeper II (5619) loads and maintains supplies and equipment; packs and ships returns to vendors; prices and stocks various materials; directs housekeeping necessary to stockroom clean and orderly; keeps permanent files for incoming or return merchandise (high school graduate; three years' experience as stockkeeper or equivalent experience; knowledge of mechanized stockroom procedures is helpful; physically able to move actively and perform strenuous work on occasion) $10,336-$12,536.

Technician, Radiology (5676) performs all radiographic examinations under supervision of radiologist and chief X-ray staff duties; performs radiographic examinations of patients; communicates with radiologist; makes final x-ray prints; keeps medical records of patients (high school graduate; two years' experience in hospital radiology or equivalent experience; knowledge of film processing equipment; ability to work independently; ability to work under deadlines) $10,325-$12,500.

Part-Time Positions

Administrative/Professional

Laboratory Pathologist (DO217)
Placement Counselor II (5531) $15,950-$21,650. (Salary will be prorated).
Program Analyst II (DO201) $15,950-$21,650. (Salary will be prorated).

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

Support Staff

Permanent Clerk (5637) hourly wages.
Permanent Data Entry Operator (5621) $5,673-$6,868. (Salary will be prorated).
Permanent Employee (5620) hourly wages.

Temporary Research Data Coordinator (DO222) $4,150-$7,375. (Salary will be prorated).
Temporary Research Assistant (3 positions) $5,300-$6,420. (Salary will be prorated).
Temporary Secretary, Medical/Technical (DO197) hourly wages.

Screening for a Vice President

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

As a member of the senior management team, the senior Vice President reports to the President and provides leadership for the operations and activities in the following major functional areas of the University: Financial Management (Comptroller, Treasurer, Investments, Operations); Information Systems (University Computing Center, Operations, Operations Support Centers); Academic Support Services including auxiliary enterprises and physical plant and Government Relations.) Reporting to the Senior Vice President are the Vice Presidents for Finance, Human Resources, Operational Services and the Directors of Commonwealth and Federal Relations. Special emphasis is placed on planning, particularly the ability to develop and recommend long range financial and strategic plans which support the academic mission of the University.

OCCUPANCY