

Almanac

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Global Colloquium of University Presidents

President Amy Gutmann was among five university presidents and one former president who sponsored the Global Colloquium of University Presidents November 28-29 at NYU.

The Global Colloquium is a growing network of international university presidents who contribute through research, teaching and other activities to the solution of global public policy programs. The annual sessions are designed to generate useful discussion and frank advice to assist the secretary-general of the United Nations. The secretary-general, Ban K-moon, chaired the colloquium.

The issues discussed this year were "The Role of Universities in Relation to Climate Change" and "Setting the Post-Kyoto Agenda for Climate Policy."

"Scaling Up," President Gutmann's position paper for the colloquium, is available at www.upenn.edu/pennnews/digest/faculty_staff/#section_40.

Also participating was Professor Eric Orts, an expert from Wharton on governance and regulatory issues. His position paper is available at www.nyu.edu/about/global.colloquium/position.papers-section1.pdf.

In addition to President Gutmann, the other sponsors were John Sexton, president of NYU; Lee Bollinger, president of Columbia University; Rich Levin, president of Yale University; Neil Rudenstine, president emeritus of Harvard University; and Shirley Tilghman, president of Princeton University.

Participants attended from nearly 25 universities in Bangladesh, Botswana, Brazil, Canada, China, France, India, Israel, Japan, Mexico, the Netherlands, South Korea, Thailand, Uganda, the United Arab Emirates, the United Kingdom and the United States.

Call for Participation in 2008 "Davos Conversation" to Make the World Better

University of Pennsylvania faculty, staff, and especially students are invited to participate in a direct dialogue with world leaders through the "Davos Conversation," a project of the World Economic Forum's Annual Meeting.

The "Davos Conversation" is designed to encourage dialogue with leaders attending the Forum through its Web page at www.davosconversation.org. This bloggregator combines text blogs, video, photo and news feeds from the annual meeting in Davos, Switzerland.

Beginning January 1, 2008, the Forum will accept video questions posted at a dedicated YouTube site, www.youtube.com/thedavosquestion.

The "Davos Conversation" poses a single question to the general public and to Davos participants to create a global dialogue: "What key action do you think countries, companies or individuals should take to make the world a better place in 2008?" The project went live on December 12. Those wishing to post a video question should go to www.youtube.com/thedavosquestion and post by January 21, 2008.

The best video responses to this question will be shown in key sessions of the Davos gathering January 23-27, 2008. World leaders will watch the videos and make responses of their own.

President Amy Gutmann will join other university presidents at the Global University Leaders Forum Winter Meeting, to be held during the World Economic Forum at Davos next month.

To find out more about the World Economic Forum, visit: www.weforum.org/en/index.htm.

Expanding Financial Aid Program to Eliminate Loans: Improves Affordability for Penn's Undergraduate Program

Today we are announcing a far reaching new financial aid initiative that will eliminate loans for financially eligible undergraduate students regardless of family income, making it possible for students from a broad range of economic backgrounds to graduate debt-free.

Penn's new program is the latest step in our efforts to widen access for students from all economic backgrounds, by expanding our no-loan program from low- and lower-middle income families to include middle- and upper-middle income families.

This new program will begin in September 2008, and include all eligible undergraduates, not just entering freshmen. Effective that year, students with calculated family incomes under \$100,000 will receive loan-free aid packages, while families above that level will receive a 10 percent reduction in need-based loans.

By fall 2009, all undergraduate students eligible for financial aid will receive loan-free aid packages, *regardless of family income level*.

This is a transformative moment for higher education and for Penn. Making a Penn education accessible to students from the broadest array of economic backgrounds possible is fundamental to our mission. Our nation's young scholars should not be deterred from pursuing their dreams for fear of being a financial burden to their families.

We began our commitment to increasing access by addressing the needs of low-income and lower middle-income families. We are now responding to the needs of middle and upper middle-income families, who have carried the greatest debt burden. We are sending a clear message to them that Penn is committed to supporting them as they seek to provide the best educational opportunities for their children.

We proudly join with a handful of other selective colleges and universities in eliminating loans from financial aid packages and, of those, we have the largest undergraduate enrollment.

We are fortunate to be launching our new initiative just months after announcing the Campaign for Penn, which has set a \$350 million goal for undergraduate financial aid endowment that will be used to finance this new program.

This new initiative expands our long-standing commitment to need-blind admissions, which means students are accepted based on academic achievement, regardless of their ability to pay. Fewer than 50 private institutions across the nation have need-blind admissions policies and even fewer have financial aid based exclusively on need.

I also want to take this moment to thank each and every member of our extended Penn family for everything you do to help make Penn the place where revolutionary ideas, passionate people, and practical pursuits come together to make the most positive difference in our world.

Happy Holidays!

You can find more information about this new program at www.upenn.edu/pennnews/.

—Amy Gutmann, President

Penn: No. 1 in Public Safety

A survey by *Security Magazine* has ranked the University of Pennsylvania No. 1 for safety in the educational market. Penn was ranked sixth out of 500 businesses and organization recognized for being proactive in improving security.

"Based on the size of the Penn campus, having more than 50,000 students, employees and patients in the area daily, and being located within a major urban center, Penn has invested significantly in security and as a result finds itself atop the education market," *Security Magazine* Publisher Mark McCourt said.

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SENATE From the Senate Chair

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

Among other purposes, the publication of SEC actions is intended to stimulate discussion among the constituencies and their representatives. Please communicate your comments to Sue White, executive assistant to the Senate Office, either by telephone at (215) 898-6943, or by e-mail at senate@pobox.upenn.edu.

Faculty Senate Executive Committee Actions

Wednesday, December 12, 2007

Chair's Report. Faculty Senate Chair Larry Gladney reported that Penn's Faculty Senate will hold a Founders Day Symposium from 3 to 5 p.m., on Friday, January 18, 2008. *Aristotle's Brain: Integrating Knowledge in the 21st Century—A Conversation with the PIK (Penn Integrates Knowledge) Professors* will be moderated by President Amy Gutmann. Dr. Gladney encouraged SEC members and their students to attend. Dr. Gladney reported on the activities of the Senate committees. SEC members engaged in a brief discussion concerning the increasing use of technology with regard to teaching and look forward to further conversations on that topic in the spring.

Past Chair's Report. Past Chair Neville Strumpf reported that Provost Ron Daniels and Associate Provost Vincent Price updated the Academic Planning and Budget Committee on the progress of the Faculty Information System (FIS). The Tri-Chairs will suggest that Provost Daniels discuss the Faculty Information System at the February SEC meeting.

Presentation of a Draft Policy for Postdoctoral Trainees at the University of Pennsylvania. Vice Provost for Research Steve Fluharty discussed this annual review of the postdoctoral policy guidelines and the recommended revisions: changes in the position title, new health insurance plan, clarification of vacation plan, sick plan, and clarification of termination ambiguities.

Updates on the University. President Amy Gutmann updated SEC on *Making History: The Campaign for Penn*, which has raised \$1.69 billion or 48% of the final goal. President Gutmann discussed the appointment of Stacey Lopez as Assistant Vice President for Institutional Research and Analysis for the University, explaining that Ms. Lopez had been the director of institutional research at Carnegie Mellon University. President Gutmann reported on the searches for the Dean of Admissions, the Dean of the School of Design, and the Vice President for Government and Community Affairs. President Gutmann enthusiastically discussed current agenda items including working with a new city government and her role as a co-chair of the transition team, and the Global Colloquium of University Presidents, a group of university presidents from all over the world committed to making a difference on climate change. SEC engaged in a lively discussion concerning the PIK Professors' impact on the University. President Gutmann encouraged faculty and their students to attend the Founders Day Symposium.

Public Safety Update. Maureen Rush, Vice President of Public Safety, presented an overview of public safety discussing strategic safety planning practices & initiatives, layers of security at Penn, Operation SAFE, lighting consortiums, DPS patrol deployment and sector map, shared responsibilities, emergency preparedness at Penn, and UPenn Emergency Notification System (*Almanac* October 30, 2007). The status of initiatives, goals, and funding of Operation SAFE were reviewed including hiring more security, a change in the uniform color to fluorescent green, more cellular emergency phones, a Division of Public Safety annex at 40th and Sansom Sts., and additional police officers now totaling 116 officers.

Renovation Plans: University Club at Penn



Coming this winter, the University Club at Penn's space will be undergoing renovations. Plans include: installation of new carpet in the Harrison dining room; extension of the slate floor (currently only in the buffet area) out to the tray and silverware station; replacement of all ceiling tiles; and the addition of new chairs in the Hourglass dining room.

The Club will close after lunch on Friday, December 21. It will remain closed during the entire renovation period. The Club will reopen on Monday, January 14, 2008.

Weekdays from Wednesday, January 2, through Friday, January 11, 2008, morning refreshments (coffee, tea, decaf, pastries) will be available in the Living Room.

During this same period, Penne Restaurant will be extending a 25% discount for Club members during the lunch period. Please contact the restaurant in advance at (215) 823-6222 for reservations.

Regular hours and services will resume in the Club space on Monday, January 14, 2008.

Thank you to all Club members for your patience, understanding and cooperation during this time. Please be sure to stop by after the Club reopens to see our improvements.

—John N. Rudolph, President, Board of Governors, University Club at Penn

\$3.5 Million for the African American Collaborative Obesity Research Network

The Robert Wood Johnson Foundation awarded the African American Collaborative Obesity Research Network (AACORN) a five-year, \$3.5 million research grant to generate and conduct community-partnered research to reduce obesity in African American children and adolescents.

"Despite the fact that African American children have some of the highest rates of obesity there is not sufficient research to identify causes and effective interventions specific to African American communities," said Dr. Shiriki Kumanyika, AACORN's founder, principal investigator and a professor of epidemiology at Penn Medicine. "With this grant, AACORN will continue to expand obesity research to incorporate African American community perspectives and increase the potential sustainability of interventions."

AACORN is based at the University of Pennsylvania School of Medicine and is linked to the Penn-Cheyney Center of Excellence for Inner City Health which is funded by the National Center for Minority Health and Health Disparities of the National Institutes of Health (NIH) under the Project EXPORT Program.

Founded in 2002, AACORN's mission is to improve the quality, quantity and effective translation of research to address weight-related issues in African American communities. This national network brings together a core of 36 established academic researchers, scholars-in-training and community research partners to share their knowledge of obesity and related health issues affecting African-American communities. "One of AACORN's major aims is to influence how research related to obesity is conducted. The *how* includes who is framing the research, how it is conducted and how data are interpreted and used to benefit the community," said Dr. Kumanyika.

AACORN's research will focus on developing community action strategies to facilitate obesity prevention in African American children and adolescents. Dr. Sonya Grier, an AACORN affiliate and associate professor of marketing at the Kogod School of Business at American University will serve as co-investigator for the research study.

The Robert Wood Johnson Foundation focuses on the pressing health and health care issues facing our country. As the nation's largest philanthropy devoted exclusively to improving the health and health care of all Americans, the Foundation works with a diverse group of organizations and individuals to identify solutions and achieve comprehensive, meaningful and timely change. For more than 35 years the Foundation has brought experience, commitment, and a rigorous, balanced approach to the problems that affect the health and health care of those it serves, to help Americans lead healthier lives and get the care they need.

For information see www.aacorn.org www.rwjf.org and www.med.upenn.edu.

Deaths

Mr. Adams, Office of the Provost & Admissions



William Adams

William "Billy" R. Adams, Jr., educator, lawyer, and former assistant to the provost, passed away from heart failure on November 28. He was 71 years old.

Mr. Adams, along with his wife, Carol Black, also a former Penn employee, were instrumental in organizing Penn's early minority recruitment efforts in the 1970s.

Mr. Adams began working at Penn in 1968 as the director of minority recruitment. He continued to hold other positions in the Admissions Office including executive associate dean of admissions. In addition, he served as vice provost for student affairs in 1969. His last position at Penn was assistant to the provost. He left this position to pursue a law degree at Penn along with his wife. Graduating in 1979, they opened their own law firm, Black & Adams, in 1982, which specialized in civil litigation.

In addition to his wife, Mr. Adams is survived by his son, Rafiq Adams Al-Shabazz; and daughters Kita Williams and Tiy Adams.

Donations may be sent to Camphor Memorial United Methodist Church, 5620 Wyalusing Avenue, Philadelphia, PA 19131 or to the English Department at Lincoln University, c/o Dr. Marilyn Button, chair, Department of English and Mass Communications, Lincoln University, Lincoln University, PA 19352.

Dr. Cohen, Engineering



Ira Cohen

Dr. Ira M. Cohen, professor emeritus of mechanical engineering and applied mechanics in the School of Engineering and Applied Science, died December 8 at the age of 70.

Dr. Cohen earned his BS from Brooklyn Polytechnic University in 1958 and his PhD from Princeton University in 1963, both in aeronautical engineering. He taught at Brown University for three years prior to joining the University of Pennsylvania faculty as assistant professor in 1966. He served as chair of the department of mechanical engineering and applied mechanics from 1992 to 1997.

Dr. Cohen was a world-renowned scholar in the areas of continuum plasmas, electrostatic probe theories and plasma diagnostics, dynamics and heat transfer of lightly ionized gases, low current arc plasmas, laminar shear layer theory, and matched asymptotics in fluid mechanics. Most of his contributions appear in the *Physics of Fluids* journal of the American Physical Society. His seminal paper, *Asymptotic theory of spherical electrostatic probes in a slightly ionized, collision dominated gas* (*Phys. Fluids*:

1492-1499, 1963), is to-date the most highly cited paper in the theory of electrostatic probes and plasma diagnostics.

During his doctoral work and for a few years beyond that, Dr. Cohen collaborated with the world-renowned mathematician/physicist, the late Dr. Martin Kruskal (recipient of National Medal of Science, 1993) on the development of a monograph called "Asymptotology." Dr. Kruskal also collaborated with Dr. Cohen on plasma physics. This was the basis for Dr. Cohen's strong foundation in Plasma Fluid Dynamics.

Among his recent contributions is the highly acclaimed, graduate course-level textbook, *Fluid Mechanics*, with the late Professor P. K. Kundu, published by Elsevier Academic Press, which has just been released in its 4th edition.

"Dr. Cohen's dedication to academics was unrivaled. In addition, his passion for physical fitness was legendary. Neither rain nor sleet nor snow would deter him from his daily bicycle commute, which began at 5 a.m., from his home in Narberth to Penn. His colleagues grew accustomed to seeing him drag his forty-year old bicycle with its original three-speed gear shift, up to his office. His other great passion was the game of squash, which he played with extraordinary skill five days a week at the Ringe Squash Courts at Penn. He was a fierce but fair competitor, whose joy at playing the game touched the lives of the hundreds of recreational squash players with whom he played over the years. A small plaque in Dr. Cohen's honor was recently installed at the Ringe Squash Courts," said his colleagues.

Dr. Cohen is survived by his wife, Linda; his two daughters, Susan Cohen Bolstad and Nancy Cohen Cavanaugh; and three grandchildren, Melissa, Daniel, and Andrew.

Ms. Randolph, Penn Medicine



Linda Randolph

Linda B. Randolph, former editor of the *Penn Health Magazine*, passed away December 7 at age 41.

Ms. Randolph joined the Health System as assistant editor for *Penn Health Magazine* in the summer of 1996. She became editor in 1998, but a year later the magazine was discontinued and

Ms. Randolph left the Health System. In addition, she did free-lance work for UPHS and other Penn publications, including the Institute on Aging's newsletter. As a free-lancer, she wrote seven articles for *Penn Medicine*, including four that were cover stories—"Positive Imaging," on the Department of Radiology (Fall 2006); "The Immersion Method," on Penn's Global Health Programs (February 2006); "A Matter of Potential," for the program, FOCUS on Health & Leadership for Women (Summer 2005); and "A Champion for Survivors," on Dr. Anna Meadows, a pioneer in the study of cancer survivors (Fall/Winter 2003).

Ms. Randolph is survived by her husband, Paul; son, Julian; daughter, Jane; and her father, William E. Bird, Jr.

Ms. Sharp, Office of the Secretary



Mimi Sharp

Mary Evelyn "Mimi" Sharp, died on December 7 from lung cancer at age 67.

Ms. Sharp graduated from Southern Seminary with an associates degree in 1960 and then earned her BA from Goddard College in 1966. Ms. Sharp traveled the globe working for the U.S. Department of State

during the 1960s in Chad and Libya. She also worked for the International Labour Organization in Geneva and Elsevier, a publishing company in Amsterdam.

In 1988 she was hired at Penn where she worked in various areas including the schools of Nursing, Medicine and CGS. She retired from Penn in 2006 as coordinator of overseer affairs in the Office of the Secretary.

Ms. Sharp is survived by her sister, Aileen Sharp Moleski; her brothers, Tim and Alan Sharp; and seven nieces and nephews.

A memorial service will be held at the Soka Gakkai International (SGI) Community Center at 2000 Hamilton St., Philadelphia on December 29, at 2 p.m. Contributions in her memory may be made to the SGI organization, to the Soka University of America, in Aliso Viejo, California, or to the charity of the donor's choice.

Ms. Tracy, Twenty-five Year Club



Maude Tracy

Maude Tracy, founding secretary of Penn's Twenty-five Year Club, died December 11 in Moorestown, NJ, at age 97.

Ms. Tracy's career at Penn spanned almost 50 years, working from 1928 to 1976. She was also the founding director of the Bureau of Alumni Records.

She is survived by nephews, Robert and David W. Shappell; niece, Karen Hahn; and several great nieces and nephews.

Memorial contributions can be made to The Evergreens, 309 Bridgeboro Road, Moorestown, NJ 08057.

To Report A Death

Almanac appreciates being informed of the deaths of current and former faculty and staff members, students and other members of the University community.

However, notices of alumni deaths should be directed to the Alumni Records Office at Room 545, Franklin Building, (215) 898-8136 or sent via e-mail record@ben.dev.upenn.edu.

MAKING HISTORY

THE CAMPAIGN FOR PENN

www.makinghistory.upenn.edu

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OF RECORD

We are pleased to announce this Social Security Number Policy that is aimed at protecting the privacy of members of the Penn community and reducing institutional risk.

Please review the policy and note the requirements below. The following Social Security Number Policy has been approved by the Office of Audit, Compliance and Privacy as well as Information Systems and Computing. It is effective immediately.

Compliance is to be achieved or, in the alternative, compliance plans are to be developed, no later than May 1, 2008.

—Robin Beck, Vice President, Information Systems and Computing

—Mary Lee Brown, Associate Vice President, Audit, Compliance and Privacy

Social Security Number Policy

Authority and Responsibility

The Office of Audit, Compliance and Privacy is responsible for identifying major risks that the University faces and coordinating appropriate responses to mitigate those risks. Information Systems and Computing is responsible for the operation of Penn's data network and infrastructure (PennNet) as well as the establishment of information security policies, guidelines, and standards. These offices, therefore, have a responsibility to develop a policy in response to the significant privacy, security, and compliance risks concerning Social Security numbers.

Executive Summary

This policy establishes expectations around the use of Social Security numbers—sensitive data whose misuse poses privacy risks to individuals, and compliance and reputational risks to the University. It calls on staff, faculty, contractors, and agents of the above to inventory their online and offline Social Security numbers and reduce the above risks by, in priority order: (1) eliminating this data altogether, (2) converting it to PennID, (3) truncating the data to capture and display only the last four digits, (4) when the complete SSN is clearly necessary, ensuring strict security controls to protect the full data.

Purpose

This policy establishes a formal institutional program around Social Security numbers for the purposes of protecting the privacy of Penn constituents and reducing compliance and reputational risks to Penn. This policy establishes clearly defined steps and announces available resources to reduce the availability of this sensitive data.

Risk of Non-compliance

Social Security numbers are often, in the wrong hands, used by identity thieves to commit fraud by opening and using new credit accounts in a victim's name as well as gaining access to other personal and confidential information. In the case of credit abuse, the result is often a credit report damaged with inaccurate information reflecting the activity of the thief rather than the victim. This credit report can take months or more to correct and in some cases, results in lost opportunities for the victim and at times out-of-pocket costs. In non-credit cases, the damage could be exposure or abuse of private personal data of many sorts, including medical records, financial information, and other sensitive data. In addition, Pennsylvania and other states' "security breach notification" laws impose compliance obligations to notify data subjects of computer security breaches that expose full SSNs among other data. Individuals who fail to comply with this policy are subject to sanctions up to and including termination, depending on the nature, scope and severity of the violation, in accordance with University policies.

Definition

Personal Computing Device—Any computer intended primarily for individual use. This includes, but is not limited to, desktops, workstations, laptop computers, PDAs, phones and data storage devices such as iPods, USB drives, CDs, DVDs, back-up media, etc.

Scope

A. The individuals subject to this policy are all faculty, staff, contractors, and their respective agents in connection with Penn-oriented functions and activities involving Social Security numbers. This policy requires that Local Security Officers assist these individuals in developing compliance plans, where appropriate, and developing programs to promote compliance.

B. The information subject to this policy includes Social Security numbers collected and maintained as part of University operations. For example, the handling of one's own Social Security number, or Social Security numbers of family members, separate and apart from University operations is not subject to this policy, though many of the measures contained in this policy are recommended as a matter of best practice for such situations.

Statement of Policy

General: Best Efforts to Identify and Reduce Availability of SSNs. It is the responsibility of individuals subject to this policy to use best efforts to know and inventory where they are maintaining Social Security numbers and to make best efforts to securely delete, convert, truncate, or secure such information.

A. *Inventory of SSNs.* The inventory requirement is met by:

- i. Identifying hard copy documents, including reports from information systems that contain Social Security numbers.
- ii. Identifying electronic files on Personal Computing Devices and servers including files stored in applications and databases, large and small—that contain Social Security numbers. See Best Practices on page 5.
- iii. Identifying vendors, contractors, or agents with whom you are working who work with Social Security numbers of Penn constituents as part of a Penn-sponsored activity.

B. *Remediation—Eliminate, Convert, or Truncate*

In cases where complete SSNs are not necessary, and neither Penn's Records Retention Schedules nor applicable law require the retention of such information, the Social Security numbers identified must be addressed in one of the following ways, in priority order:

- i. *Securely destroy the information.*
1. Paper records may be securely destroyed by utilizing shredding services. For assistance in obtaining shredding bins or related records destruction services, contact the Penn Records Center at (215) 898-9432. Recycling of unshredded paper records containing SSNs is prohibited under this policy.
2. Electronic information may be securely destroyed using secure individual file deletion or secure disk wipe utilities. For resources regarding securely deleting electronic information, see www.upenn.edu/computing/provider/recycle.html.
- ii. *Convert information to Penn ID or other identifier.* Penn's Office of Information Systems and Computing must be consulted to employ the SSN-to-Penn ID conversion utility; this assistance is available free of charge. Any remaining files with SSNs, once converted, must be securely destroyed.
- iii. *Truncate SSNs.* Collect, maintain, and display only the last four digits of Social Security numbers. Truncated SSNs, while still carrying some risk, are generally less harmful to individuals from a privacy perspective as compared to complete SSNs.

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C. Remediation—Securing Complete SSNs

In some cases, the maintenance of a complete SSN is necessary to comply with legal requirements or other business or IT processes that have not yet converted from SSN usage. Complete SSNs may also be necessary for certain Institutional Review Board-approved research activities. In such cases, this sensitive data must adhere to the following strict security standards:

i. *Servers*—SSNs may only be stored on secure Penn servers that meet the requirements of Penn's Critical Host Policy (see: www.isc-net.upenn.edu/policy/approved/20000530-hostsecurity.html), as amended.

ii. *Desktops and Laptops*—SSNs may only be stored on desktops and laptops if:

1. the desktop or laptop meets the requirements of Penn's Critical Host Policy;
2. the desktop or laptop is protected by a firewall;
3. the data on the desktop or laptop is protected at rest with encryption,¹ using strong encryption with a key recovery component, within 3 months of such technology and service being recommended and supported at Penn;²

4. if on a laptop, the laptop must contain software that permits, should the laptop be lost or stolen, location of the laptop and secure deletion of the data remotely ("tracking software").³

iii. *Personal Data Assistants and similar computing devices, USB drives, iPods and similar storage devices*—These devices, because of their portability, are at great risk of being lost or stolen. As a result, storage of SSNs on such devices is strongly discouraged. If storage is clearly necessary, the data must be protected at rest with encryption, using strong encryption with a key recovery component within 3 months of such technology and service being recommended and supported at Penn.⁴ In addition, where effective technology is available for the device, such device must also be equipped with a remote wipe/delete function and a firewall.

iv. *Remote Access*—

1. *Encryption Requirement*—Any SSNs accessed remotely must be encrypted in transmission and must not be stored locally unless they are encrypted in accordance with this policy.

2. *Public Computers/Computers with Significant Security Risks*—Do not use public computers, and other computers whose security is unknown, to gain remote access to Social Security numbers. Similarly, do not use computers whose security is known to be insufficient to protect Social Security numbers.

v. *Need to Know Access*—Access to SSNs must be restricted to individuals with a need to know for University functions to proceed.

vi. *Securing Paper*—Any paper containing SSNs must be held in a locked file cabinet. Any such paper must be securely destroyed as soon as practicable, consistent with Penn's Records Retention Schedules and applicable law.

vii. *Electronic Records—Secure Destruction*. Any electronic record containing SSNs must be securely destroyed as soon as practicable, consistent with Penn's Records Retention Schedules and applicable law.

D. Remediation—Use by Third Parties

i. *Social Security numbers will be released by the University to entities outside the University only when:*

1. permission is granted by the individual, or
2. the external entity is acting as the University's contractor or agent and Penn has made reasonable efforts to ensure that the entity has adequate security measures in place to protect the data from unauthorized access, or
3. as approved by the Office of Audit, Compliance and Privacy.

¹ Users should be aware that if encryption or tracking software is installed, a risk is created that data stored on the machine's hard drive may be damaged through operation of that software.

² Schools and Centers considering an encryption solution independently should consult with ISC Information Security.

³ See footnote 1 above.

⁴ See footnotes 1 and 2 above.

E. Remediation—Restrictions on Transmission

i. SSNs may not be sent over any network in plaintext, including e-mail.

Best Practices

A. *Inventory tools*—Automated tools are recommended as a best practice for locating files with Social Security numbers. Information about what tools are available can be found at www.upenn.edu/computing/security/advisories/sensitive_data.html.

B. *Truncated SSNs as Authenticators*—Use of truncated SSNs as an authenticator is discouraged because it does not provide sufficient security. There may be limited situations where it is necessary to use truncated SSNs, in combination with other data, as an authenticator. Such situations should be remediated as soon as technically feasible.

C. *Reports from Central Systems*—Notify data stewards of central or other systems that continue to issue reports containing full SSNs.

D. *Consult with Local Security Officers*—Users of Personal Computing Devices storing SSNs should be encouraged to consult with Local Security Officers for the School or Center to assist in meeting the security requirements found in this policy.

Compliance

A. *Notification*—Violations of this policy will be reported by ISC Information Security, the Office of Audit, Compliance and Privacy, and to the Senior Management of the Business Unit affected.

B. *Remedy*—Violations will be recorded by the Office of Audit, Compliance and Privacy and any required action to mitigate harmful effects will be initiated in cooperation with the Senior Management of the Business Unit affected.

C. *Financial Implications*—The business units shall bear the costs associated with compliance with this policy.

D. *Responsibility*—Responsibility for compliance with the policy lies with all faculty, staff, contractors, and their respective agents in connection with Penn-oriented functions and activities involving Social Security numbers. In addition, Local Security Officers must assist these individuals in developing a compliance plan, where appropriate, and developing other programs to promote compliance. Such programs may include: raising awareness, designating a day or week for SSN clean-up programs and annual reports of progress from divisions/departments within the School or Center.

E. *Consultative Assistance*—The Office of Audit, Compliance and Privacy, and Information Systems and Computing, are available for consultation in connection with developing compliance plans and achieving compliance.

F. *Time Frame*—Compliance with this policy shall be achieved no later than May 1, 2008; in the alternative, a plan to achieve compliance with this policy within a reasonable timeframe shall be developed no later than May 1, 2008.

G. *Enforcement*—Individuals not adhering to the policy may be subject to sanctions as appropriate under Penn policies.

H. *Appeals*—Requests for waiver from the requirements of this policy may be submitted to either the Office of Audit, Compliance and Privacy or Information Systems and Computing, Information Security. These requests shall be decided by the Vice President of Information Systems and Computing and the Associate Vice President of Audit, Compliance and Privacy.

References

A. *Shredding*—For assistance in obtaining shredding bins or related records destruction services, contact the Penn Records Center at (215) 898-9432.

B. *Secure deletion of electronic files*—For resources regarding securely deleting electronic information, see www.upenn.edu/computing/provider/recycle.html.

C. *SSN to PennID Conversion Tool*—Penn's Office of Information Systems and Computing must be consulted to employ the SSN-to-Penn ID conversion utility. Any remaining files with SSNs, once converted, must be securely destroyed. Contact (215) 573-4492 to use the free SSN-PennID conversion tool.

D. *Records Retention Schedules*—Penn's Records Retention Schedules may be found at www.archives.upenn.edu/urc/recrdret/entry.html.

Campus-wide Operations and Services During Winter Break

The Office of the Executive Vice President has compiled a listing of campus-wide operations and services available during Winter Break (Monday, December 24, 2007 through Tuesday, January 1, 2008). The list is available on the EVP's web site at www.evp.upenn.edu.

Human Resources Winter Break Schedule

Human Resources Division will observe the Special Winter Vacation and holidays from December 24, 2007 through January 1, 2008. However, the following resources will be available to faculty and staff as shown in the schedule below:

Resource	Phone number	Questions pertaining to	Holiday schedule
Penn Benefits Center	1-888-PENNBEN (1-888-736-6236)	Penn's health and welfare benefits	December 25: closed January 1: closed
Retirement Call Center	1-877-PENN-RET (1-877-736-6738)	Penn's retirement plans	December 24: open (8 a.m.–1 p.m.); December 25: closed; January 1: closed
Retiree Assist	1-866-789-7366	Penn's retiree health benefits	December 24, 25 & 26: closed (voicemails to be checked daily); December 31, open (8 a.m.–2 p.m.) January 1: closed
Staff and Labor Relations	215-898-6093	Emergency employee relations issues	December 25 and January 1 closed. Voicemail to be checked daily on December 24, 26, 27, 28, & 31

—Divison of Human Resources

January Human Resources Programs

Professional and Personal Development

Improve your skills and get ahead in your career by taking advantage of the many development opportunities provided by Human Resources! You can pre-register for programs by visiting the online Course Catalog at www.hr.upenn.edu (click "Course Catalog" at the top of the page), or by contacting Learning and Education at (215) 898-3400.

Brown Bag Matinee—“Focus Your Vision”; January 10; noon–1 p.m.; free. Take a virtual vacation from your desk as you travel with former *National Geographic* photographer Dewitt Jones in this video presentation. *Focus Your Vision* creatively uses the striking photographic work of Jones to teach us the importance of direction and purpose as we set goals to accomplish in our personal and professional lives. You will learn seven concepts that are key to focusing successfully through this innovative and unusual training film.

Minutes Writing Course; January 17; 9 a.m. – noon; free. Improve your ability to write good, effective minutes for meetings in this course. Learn why minutes are taken at meetings, what formats and styles are appropriate for recording minutes, and benefit from a quick writing skills review. Minutes etiquette, including when minutes should be written and sent, will also be covered.

American Management Association—Strategies for Developing Effective Presentation Skills; January 22 and 23; 9 a.m.–5 p.m.; \$75. This two-day program will provide you with the skills to deliver clear, informative, memorable and convincing presentations. Learn by doing as you receive ongoing, personalized feedback on three live presentations (which will also be videotaped). Subjects to be addressed include determining your objectives in giving a presentation, balancing verbal and nonverbal messages, developing and organizing presentation content, rehearsing and using notes, reducing and channeling nervousness, using visual aids, handling questions and more.

Unlocking the Secrets of Penn’s Library; January 24; noon–1:30 p.m.; free. Discover the ways the Penn Library can work for you. Learn how to access over 10,000 electronic journals and reference sources, get personalized research assistance, or simply take out the latest *New York Times* bestseller. This informational session includes a 30-minute walking tour of Van Pelt Library. Participants are also welcome to attend just the informational session.

Career Focus Brown Bag—Tuition Benefit Information Session; January 25; noon–1 p.m.; free. Penn’s tuition benefits were recently cited by *Philadelphia Magazine* as one of the reasons that we are a “Best Place to Work”. This session will show you how to request and make the most of these benefits. A Q&A session will address any questions that remain about using your tuition benefit for yourself, your family or your dependents.

Maintain, Don’t Gain

Post-holiday weigh-ins for participants in the *Maintain, Don’t Gain* holiday weight management program will take place on January 7 and 8 at the following times and locations:

SEAS: January 7, 10–11:45 a.m.

Wharton: January 7, 12:15–2 p.m.

Business Services: January 8, 10–11:45 a.m.

Nursing: January 8, 12:15–2 p.m.

For more information about the program, please visit the *Maintain, Don’t Gain* homepage at www.hr.upenn.edu/quality/wellness/maintaindontgain.asp or contact Human Resources at (215) 898-5116 or suzsmith@hr.upenn.edu.

—Divison of Human Resources



One Step Ahead

Security & Privacy
Made Simple



Another tip in a series provided by the Offices of Information Systems & Computing and Audit, Compliance & Privacy.

Asking Your Web Browser to “Remember” You: A Dangerous Idea

This time of year, you may be doing more online shopping than ever. And, when visiting many major web sites, you may be prompted to save your username and password to make future visits more convenient. *Do not check the “remember me” box or similar function—especially at public or shared computers—because if you do, you create an unnecessary privacy and security risk.*

Remember that websites prompting you to save your password often hold other information such as your address, e-mail, phone number, and maybe even credit card or other financial data. If you save your password in your browser, anyone who accesses your computer can use the stored password to obtain your private information and use it to commit fraud or theft. Also, stored passwords can be stolen by viruses and worms.

Needless to say, you should also *never save your PennKey password, or passwords for other University systems, in your browser*, since this would put Penn data at risk for unauthorized access and use.

Here is how you can remove stored passwords from your web browser:

Mozilla/Netscape 7.x: First, click on the “Tools” menu, choose “Password Manager,” then choose “Manage Stored Passwords.” You should see a list of sites for which you have chosen to store a password. You can look through the sites one by one until you find the site/password you wish to remove or you can simply click “Remove All.”

Internet Explorer: Go to Tools, Internet Options, Content, Personal Information, AutoComplete. Make sure AutoComplete is not enabled for “Forms” or “User names and passwords on forms.”

On OS X, from the Explorer Menu, select Preferences, Network, Site Passwords, and manage your passwords from there.

Firefox: From the Tools menu, choose Options. Click Privacy on the left. Make sure “Remember Passwords” is unchecked under Saved Passwords. Click Clear to delete all saved passwords. Alternatively, click View Saved Passwords to remove.

Safari: From the Safari menu, choose Preferences. Click the Autofill tab. Click the Edit button next to Usernames and Passwords, and manage your passwords from there.

If you have questions regarding the above contact security@isc.upenn.edu.

To receive weekly OneStepAhead tips via e-mail, send e-mail to listserv@lists.upenn.edu with the following text in the body of the message: sub one-step-ahead <your name>.

For additional tips, see the One Step Ahead link on the Information Security website: www.upenn.edu/computing/security/.

Wanted: Work-Study Student

Duties of students who work at Almanac include administrative tasks, desktop publishing, web and database maintenance, research, and proofreading. E-mail your resume to Natalie Woulard at stevensn@upenn.edu.



Lewis and Clark Revisited: A Trail in Modern Day

Replica of a keelboat (above) in the original river channel, near Onawa, Iowa, is part of the *Lewis and Clark Revisited: A Trail in Modern Day* traveling exhibition at the Penn Museum now through February 10, 2008. The collection includes 60 black and white photographs taken by professional photographer Greg Mac Gregor while he retraced Lewis and Clark's legendary journey. Starting from the official beginning of Lewis and Clark's expedition in Saint Charles, Missouri, Mr. Mac Gregor, professor emeritus of photography at California State University East Bay, captures important natural landmarks and waterways encountered by the explorers.

The collection includes: the Kansas River; Council Bluffs, Iowa; the Three Forks of the Missouri; the Yellowstone River; the Rocky Mountains; and the Great Falls in Montana. Traveling over 16,000 miles, the project took Mr. Mac Gregor six years to complete from 1993-1999. During that time, Mr. Mac Gregor visited and revisited specific scenes described in the explorers' journals, using their words as his guide. Most photographs were taken while Mr. Mac Gregor was either standing directly on the trail or looking straight at where it used to be.

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 December 3-9, 2007. Also reported were 21 Crimes Against Property (including 17 thefts, 2 burglaries, 1 robbery and 1 act of fraud). Full reports are available at: www.upenn.edu/almanac/volumes/v54n16/report.html. Prior weeks' reports are also online. —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 December 3-9, 2007. The University Police actively patrol from Market Street to Baltimore Avenue and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at (215) 898-4482.

12/04/07	6:25 AM	40th and Ludlow St	Complainant assaulted by offender/Arrest
12/04/07	7:05 PM	209 S 33rd St	Unauthorized offender in public property
12/04/07	11:38 PM	3000 Walnut St	Unauthorized offender on location/Arrest
12/05/07	8:03 AM	300 38th St	Offender wanted on warrant/Arrest
12/05/07	8:16 PM	3400 Spruce St	Complainant harassed by ex-boyfriend
12/07/07	5:38 PM	3800 Spruce St	Male cited for scofflaw
12/07/07	9:53 PM	3300 Chestnut St	Unknown persons attempted to rob complainant

18th District Report

7 incidents with 2 arrests (including 3 robberies, 3 aggravated assaults and 1 confidential incident) were reported between December 3-9, 2007 by the 18th District covering the Schuylkill River to 49th St. & Market St. to Woodland Ave.

12/04/07	6:08 AM	4000 Ludlow St	Aggravated Assault/Arrest
12/04/07	4:17 PM	Confidential	Confidential
12/04/07	5:59 PM	6 46th St	Robbery
12/06/07	5:20 PM	1239 Markoe St	Aggravated Assault/Arrest
12/07/07	6:59 PM	3300 Chestnut St	Robbery
12/08/07	5:30 AM	5000 Chestnut St	Aggravated Assault
12/08/07	11:56 PM	5118 Sansom St	Robbery

Publication Schedule

This is the last issue of *Almanac* for the semester. After the Winter Break, *Almanac* will commence publishing for the Spring Semester on Tuesday, January 15, 2008.

The deadline for each issue is the previous Tuesday.

Submissions for the Update are due every Monday for the following Tuesday's issue. The deadline for the February AT PENN is *Tuesday, January 15*. For information see www.upenn.edu/almanac/calendar/caldead-real.html.

CLASSIFIEDS—UNIVERSITY

RESEARCH

Postmenopausal Women Needed for Endocrine Study. The University of Pennsylvania Health System/Division of Endocrinology seeks non-diabetic women 50 to 79 years old. Eligible volunteers will receive free medical exams and blood test results. Participants will be compensated. Please contact Terry Scattergood at (215) 898-5664 for more information.

Healthy adults 18-50 needed for a 12-month research study to test the safety of an experimental vaccine to prevent HIV. The University of Pennsylvania HIV/AIDS Prevention Research Division is conducting a research study on the safety of an experimental HIV vaccine developed at The University of Pennsylvania. Eligible participants will receive HIV counseling and testing, physical exams and lab tests free of charge during the 12-month study. Participants also receive a small stipend for their time and travel. For more information please call: (215) 746-7303.

Submissions for classified ads are due every Thursday for the following Tuesday's issue. For information call (215) 898-5274 or visit www.upenn.edu/almanac/faqs.html#ad.

Almanac is not responsible for contents of classified ad material.



Almanac

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The University of Pennsylvania's journal of record, opinion and news is published Tuesdays during the academic year, and as needed during summer and holiday breaks. Its electronic editions on the Internet (accessible through the PennWeb) include HTML and Acrobat versions of the print edition, and interim information may be posted in electronic-only form. Guidelines for readers and contributors are available on request and online.

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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, gender identity, 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 the 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).

Happiness and the Holidays

The holiday season can be one of the most joyful times of year, centered as it is around family, fun, food and generosity. However, a variety of factors can turn this time of celebration into an ordeal. Fatigue, stress at home, financial worries and the shorter daylight hours are all possible culprits. If you or someone you know is suffering from the "holiday blues," please consider taking advantage of the following resources:

Penn's Employee Assistance Plan (EAP)

There are so many demands on our time over the holidays that it's not always easy to recognize when someone is struggling—even if that someone is yourself. Try to keep an eye out for warning signs of depression in coworkers, family, friends and in the mirror:

- Feelings of pessimism, worthlessness and hopelessness.
- Changes in sleep patterns, such as insomnia or sleeping too much.
- Changes in appetite, possibly accompanied by weight loss or gain.
- Frequent anxiety or agitation.
- Evidence of social withdrawal or substance abuse.

Depression is a serious illness that can get better with treatment—and free, confidential help is available. Penn's Employee Assistance Plan offers information and counseling on personal and professional life challenges including stress, anxiety, depression and more. EAP services are available 24/7 by phone at 1-888-321-4433 or online at www.pennbehavioralhealth.org. All benefits-eligible Penn staff or faculty members, as well as eligible family members, can use the EAP. For more information about how the EAP can help, please visit www.hr.upenn.edu/quality/wellness/eap.asp.

Take Care of Your Health

With splendid food all around us and swimsuit season nowhere in sight, it's no wonder that people regard the holidays as a time for indulgence. But while there's nothing wrong with treating yourself, remember that taking good care of your physical health is an important first step to mental and emotional wellbeing. Eating a diet rich in vegetables, fruits and whole grains can help you feel better, look better and have more energy.

Regular exercise provides many of these same benefits, with the added bonus of letting you work off stress and tension. The Penn Walking Program, open for registration year-round at www.hr.upenn.edu/quality/wellness/walking.asp, provides walkers with a digital pedometer and online tracking tools. Penn's Department of Recreation (www.upenn.edu/recreation) offers activities and fitness center memberships at excellent rates for faculty and staff and eligible family members. GlobalFit also offers substantially discounted memberships to a number of area fitness clubs—visit www.hr.upenn.edu/quality/wellness/globalfit.asp for details. Finally, beginning next semester, the Division of Human Resources will run "Focus on Fitness," a series of educational workshops centered on setting and achieving fitness goals. Details will be available on the Human Resources website at www.hr.upenn.edu in January.

Don't Drive Yourself Crazy with Commitments

Halloween is over, so don't feel obligated to play superhero. You'll have plenty of free time over the Special Winter Vacation (December 24, 26, 27, 28 and 31), but there's really no need to attend every event or social gathering. While legitimate personal and professional obligations do exist, people really will understand if you can't make it—and if they aren't losing sleep over it, neither should you.

Keep Your Stress Level Down in the New Year

Sometimes making it through the holidays themselves is the easy part. The post-holiday blues are a common reaction to the emotional rollercoaster of the preceding months, not to mention the very real physical toll of stress and exhaustion. If you're struggling to get back into the swing of things come the New Year, consider signing up for a course on stress management. Here are two excellent options to think about:

The University of Pennsylvania Health System offers a Program for Stress Management—the next session starts in January. Details and online registration are available at www.pennhealth.com/stress.

The Division of Human Resources is launching a series of stress management courses next semester, covering topics including job stress/burnout prevention, personal and family stress, relationship stress and more. Details including dates and registration information will be available in January on the Human Resources website at www.hr.upenn.edu.

—Division of Human Resources

Penn's Public Safety's Holiday Outreach

Penn's Division of Public Safety held a drive this month to send gifts to the American troops in the Middle East. The Program Leaders included:

- Lieutenant John Washington
- Police Officer Colleen Kearns
- Police Officer Tony Ramos
- PennComm Assistant Operations Manager, Sandy Ramos

Lt. John Washington's Rotary Club contributed greatly to the donation efforts by holding a collection at their facility and paying for all shipping and packaging fees for items donated by DPS.

Along with DPS's contribution, Lt. Washington's Rotary Club has helped ship approximately 400 pounds of food items, personal care items, toiletries, appreciation letters and school supplies.

Greg Markert (AlliedBarton): is currently stationed in a small camp near Kirkuk, Iraq. Part of his role entails supporting a project called "Save Our Children." This project serves over 500 kids, many of whom are orphans in need of common necessities.

Joe McGibney (Penn Police): is working with a Civil Affairs Unit for the US Army in Iraq. The Unit's goal is to rebuild Iraqi infrastructure by visiting and coordinating the use of local resources to places such as schools, power plants, soccer fields, and markets. The Unit's task is to ensure the hiring of Iraqi contractors to fix damaged areas from fighting or intentional sabotage from insurgents. His group works to build and stimulate the local economy, which puts them in close contact with the local community.

Keeping Pets Healthy During Holidays

Veterinarians at the Matthew J. Ryan Veterinary Hospital of the University of Pennsylvania offer the following tips to keep pets healthy, and out of the emergency room, during the holidays.

Food: Maintain your dog and cat's regular diet. Table scraps from a holiday feast, especially ones covered in gravy or containing poultry skin, can cause severe gastrointestinal upset. Do not give the bones from poultry of any kind to your pets, as they can splinter, form sharp points and get stuck in the throat, gums or the roof of the mouth, causing severe problems. Dispose of all bones carefully so that pets cannot get them.

Do not give your pets onions, macadamia nuts or alcohol—they are toxic to both dogs and cats. Never feed your pets chocolate, as it contains the heart stimulant theobromine, which can cause severe heart arrhythmias or seizures if ingested in large doses.

Space: Give your pets a quiet place to retreat to, especially if your normally quiet home is filled with guests and noise. Watch pets when doors are opening and closing frequently, as dogs and cats can easily slip out.

Decorations: Keep pets away from tinsel. Dogs and cats like to eat it, and tinsel (particularly plastic tinsel), can cut the intestines and cause severe injuries. If you suspect your animal has ingested tinsel, contact your veterinarian at once.

Electrical cords pose another hazard, particularly to puppies and kittens who may try to chew the wires. Take some extra time to tape down or cover cords to help prevent shocks, burns or more serious injuries.

Glass ornaments are hazardous as they break easily; pets can ingest the splinters, cutting their mouths or intestines.

Ornament hooks, when swallowed, can damage the mouth or esophagus and should be kept out of reach.

Dough ornaments, because of high salt content, are not good for pets. Ingestion can cause vomiting, diarrhea, and in severe cases, seizures.

Mistletoe and holly berries, as well as poinsettia plants, can be poisonous to pets, causing severe upset stomachs. Pine needles can irritate or sometimes puncture a pet's intestine.

Gifts for your pet: Give toys that are too big to be swallowed. Don't give anything with a string attached, and remove bells or squeakers from toys, as all these things could be swallowed.

Remember, the best gifts you can give your pet during the holidays are play and quiet time with you. And for dogs, regular walks are always welcome.

Finally, if you are thinking of adding a new dog or cat to your household this holiday season, please visit your local animal shelter to find that new best friend and save a life at the same time.

—Penn Veterinary Medicine



Greg Markert (left center), a soldier in the US Army, along with an Iraqi soldier, and some of the children helped by the "Save Our Children" project.