Minutes of the Stated Meeting
of the
Executive Board of the Trustees of the University of Pennsylvania

19 March 1981


I. Call to Order and Approval of the Minutes

The minutes of the meeting of 18 December were approved as written by the Secretary.

II. Report of the Chairman

A. Noting that for some time John Eckman had been serving as a one-man subcommittee of the Executive Board for honorary degrees and Robert Trescher had been serving in the same capacity for nominations, Mr. Miller announced that the committees would be reconstituted as larger bodies. He said that each would be chaired by a member of the Executive Board and include two or three other trustees.

B. Turning to development activities, the chairman announced that since the 18 December meeting subscriptions have increased by $2 million and actual cash receipts by $4 million. At this point, therefore, subscriptions, which total $41.6 million, are 27 percent ahead of projections, and receipts, totaling $31.8 million, are 12 percent greater than the amounted anticipated by mid-March. "It now appears," Mr. Miller said, "that we will exceed our $46-million goal by 20 percent. Total subscriptions for the fiscal year could well be in the area of $55 million and receipts could approximate $43 million." He further noted that contributions to Annual Giving were ahead of last year, and spoke in particular of an increase in the number of people giving $1,000 or more. Upcoming phonathons should position the campaign for the final push toward its $7-million goal.

C. Mr. Miller then commented on the retirement of two administrators who, he said, had served the University "very long and in an extraordinarily capable manner. Our resolutions," he went on, "are obviously a very inadequate way of thanking Harold Manley and George Pepper for years of devotion."

Secretary
Executive Board
19 March 1981

1. Action: A Resolution of Appreciation to Harold E. Manley was approved as follows:

Intention: Joining the University as an assistant bookkeeper in the comptroller’s office in 1937, Harold E. Manley began attending Wharton Evening School classes shortly thereafter. He received a certificate of proficiency in accounts and finance from the Evening School in 1943, just before departing for service in World War II. A first sergeant in the Army Finance Corps stationed in the South Pacific, he returned to the University in 1946 as assistant comptroller. Continuing his evening school classes, he received a bachelor’s degree in 1951. Appointed comptroller in 1954, he became business manager in 1961 and in 1963 became the University’s chief financial officer when elected business and financial vice president. He assumed the additional post of treasurer in 1975. The Alumni Society of the Wharton Evening School recognized the achievements of their fellow alumnus with an Award of Merit in 1977.

RESOLVED, that the Executive Board of the Trustees of the University of Pennsylvania express to Harold E. Manley upon his retirement its gratitude for his service to the University.

2. Action: A Resolution of Appreciation to George W. Pepper was approved as follows:

Intention: First child born to the Class of 1916 and himself a graduate of the Wharton School in 1940, George W. Pepper III served as lieutenant commander on the destroyer U.S.S. Claxton in the Pacific during World War II. After his naval service, he was manager of contract administration and sales coordinator for the General Steel Castings Company, returning to the University in 1966 as assistant to the treasurer. He assumed increasing responsibility during his years in the treasurer’s office, becoming assistant treasurer in 1968 and associate treasurer in 1975. An oarsman as an undergraduate, he has helped to assure the well-being of rowing at Pennsylvania through his work with the Friends of Rowing.

RESOLVED, that the Executive Board of the Trustees of the University of Pennsylvania express to George W. Pepper III upon his retirement their appreciation for his service to the University.

III. Report of the President

A. President

Dr. Hackney commented that he had been encouraged during his first several weeks on campus by the warmth of his reception and the willingness of faculty and students to work with the administration on various problems. He noted that his initial exposure had furthered his conviction that Penn is "a very great university, full of very talented people, and a very exciting place to work. I am buoyed up," he continued, "by the level of cooperation and support that seems to exist along with good will."

The president said that among the things his administration had been working on most assiduously was the FY'82 budget. "With Provost Girifalco and Vice President Strauss leading the way, we have faced up to budgetary problems which have been more intense this year than in previous years," he noted. "We have tried to make the process more open than perhaps it has been in the past and we have tried to
communicate more candidly with student and faculty groups interested in it." Dr. Hackney went on to say that he recognized as inherent in his approach a risk that sensitive information would seep into the public domain, but that so far he is satisfied that there has been no breach of confidentiality. He said that although not all the decisions necessary to balance the budget had been made, the administration was confident it could be balanced or else it would not be presenting recommendations on tuition.

1. The president asked Dr. Strauss for a more detailed budget update. The vice president for budget and finance reported that while financial-aid costs continued to be higher than projected, they were offset by unanticipated income from temporary investments, indirect cost recoveries, and additional tuition-paying students. "We're still very much on target," he said, "and unless something very peculiar happens, we will finish the year at, or better than, the original budget position."

2. Turning to FY '82, Dr. Strauss observed that last fall the administration projected a budget gap of $6 million. When deans and directors were asked to help close it, their initial response was that their 1982 needs had been underestimated by $3.5 million. Faced then with a potential discrepancy between income and expenses of $9.5, the administration began to look for ways to close the gap and so far actions have been identified which will reduce it by $5 million. Deans and directors have accepted responsibility for finding ways to make additional savings, Dr. Strauss noted, but the securing of funds to open the nearly-completed Small Animal Hospital remains as an unresolved problem. "We continue to work closely with the legislature," he said, "hoping to increase our state appropriation to cover those costs. If and when we succeed, we will be well on our way to balancing the budget."

Dr. Strauss further observed that the Trustee Committee for Budget and Finance would consider the full FY '82 operating budget at its May meeting. In June it will be presented to the Trustees, along with a capital budget, and Dr. Strauss concluded that there is no reason at present to believe the administration will fail to achieve a reasonably balanced financial position for next year.

Mr. Miller then asked what the total budget would be in FY '82. The vice president for budget and finance said it would approach $600 million, and Mr. Eckman noted that in FY '81 the University passed the $500 million mark for the first time. "If we were a for-profit corporation," Dr. Strauss said, "we would be listed in the Fortune 500."
3. Dr. Hackney then introduced two resolutions before turning to the acting provost.

a. **Action:** A Resolution on An Appointment to the Board of Overseers of the School of Social Work was approved as follows:

   RESOLVED, that Vernon E. Jordan, Jr. be appointed to the Board of Overseers of the School of Social Work for a period of three years beginning 1 September 1981.

b. **Action:** A Resolution of Reappointment to the Trustee Board of the University Hospital was approved as follows:

   RESOLVED, that Samuel H. Ballam, Jr., be reappointed as chairman of the Trustee Board of the Hospital of the University of Pennsylvania and that the following persons be reappointed as members for one-year terms effective 1 December 1981: G. Morris Dorrance, Jr., Margaret R. Mainwaring, Anthony Minisi, and F. Stanton Moyer.

   BE IT FURTHER RESOLVED that William D. Patterson be appointed to a one-year term, effective 1 February 1981.

### Provost

**Action:** Dr. Girifalco requested and received approval of the Resolution motions, Leaves, and Appointments as found on pages 1 through 17 in the Graybook.

### IV. Reports of Trustee Committees

#### A.

As chairman of the Committee on Budget and Finance, Mr. Eckman said he could "only second" the comments made by Dr. Strauss. "The current year is tracking very favorably," he observed, then quoted from The Book of Common Prayer: "In the midst of life we are in death." The chairman said he believed that in certain areas the University "ran the danger of continuing the go-go dance long after the band had stopped playing. In other words," he continued, "some of the demographic and economic factors that have been looming on the horizon are getting closer, and over the next few years we can see increasing difficulty in balancing our budgets as we have been able to do over the past few years." Noting that while the University was in the very favorable position of not having any cumulative debts, of having completed last year with a balanced budget, and of having every expectation of completing this year with a balanced budget, he said, "things are going to get tougher in the longer term."

1. The chairman then introduced a resolution of tuition and fees which had been approved by the Budget and Finance Committee at a meeting on 18 March. He said that the committee recommended a 15-percent increase with the "greatest reluctance." Mr. Miller commented that only 73 percent of the increase would be available to support the operating budget inasmuch as 27 percent would be spent for increased scholarship aid. At the same time, he said, the self-help required of students on financial aid would
increase even more than tuition and fees to some 20 percent. Mr. Eckman noted that at $6,900, Penn's undergraduate charges were in the middle range of those made by peer institutions. From a competitive standpoint, he said, the proposed increase would not affect the University adversely. In response to Dr. Kaysen's question about whether or not it would change Penn's ranking on a cost-of-attendance scale, Dr. Strauss noted that a 15-percent increase would put the University a little further toward the bottom of the Ivy League. Only two other League institutions, Mr. Miller said, had increases as low.

Action: A Resolution on Tuition and Fees for 1981-82 was approved as follows:

Intention: It is necessary to increase tuition and fee rates for academic year 1981-82 to cover escalating costs of education.

RESOLVED, that the tuition and fee rates listed below are approved:

Undergraduate tuition and fee $6,900
(up 15% from $6,000)

Graduate Tuition and Fee $7,245
(up 15% from $6,300)
(and serving as a floor for all professional tuition and fees)

The tuitions for professional students in the schools of Dental Medicine, Medicine, and Veterinary Medicine will be determined administratively to reflect budget requirements now being developed and will be announced on or before 15 April.

Part-time tuition and fee rates will be increased appropriately from those of academic year 1980-81.

2. In introducing a resolution on two renovation projects in the School of Medicine, Mr. Eckman observed that the recruitment of extraordinary chairmen, particularly in the medical school, seemed to require an institutional commitment to provide certain facilities, staff, programs, and equipment. Mr. Neff asked if there were overtones of baseball "free agency" inherent in such situations. Dr. Langfitt answered that there were "in the sense that very good people are hard to get, and the price keeps going up." He went on to say that the University can expect a big return on its investments. "The people you are attacking," the vice president for health affairs pointed out, "will spend a great deal of their time doing research with funds obtained on a competitive basis. For example, every assistant professor added to the department of pharmacology will attract $125,000 a year in grants, which brings $175,000 to $200,000 to the institution in indirect-cost appropriations." To Mr. Neff's query about the effect of proposed federal spending cuts, he said that of all government agencies, the National Institutes of Health was expected to fare the best in the face of spending reductions. "It should get an increase of 7 percent in 1982," he noted, adding that while Penn would have to compete vigorously for those funds, the
only way to do so was to add "bright young people." Dr. Girifalco
pointed, furthermore, to limitations of the baseball free-agent
analogy. "We don't search for a chairman, and then determine
what is academically necessary," he said. "It's the other way
around. We determine what the areas are in which we wish to be
excellent and then what it takes to do that, including what sort of
chairman. The renovation of Leidy Laboratory is a good example.
It flows from a decision to improve biological science in the
Faculty of Arts and Sciences."

**Action:** A Resolution on Two Projects in the School of Medicine:
- Department of Pharmacology and Department of Human Genetics
- Phase III was approved as follows:

**Intention**

Pharmacology Research Laboratories: Upon the selection of Dr.
Perry Molinoff as the new chairman of the pharmacology
department, the School of Medicine made plans to upgrade and
expand the department's research laboratories. These plans are
part of the long-range physical improvement plan of the School.
They involve the renovation/alteration of four laboratories in the
pharmacology area on the first floor of the Medical Lab Building
as follows:

- 4,000 square feet in the south western wing
- 2,000 square feet in the south eastern wing
- 700 square feet in the north east front corner
- 1,200 square feet in the north west front

At the same time, 1,300 square feet in the mezzanine will be
converted into departmental offices. The scope of work includes:
repartitioning; installation of a new utility system, including
central air conditioning tied to central chilled water systems; and
installation of some $300,000 worth of new laboratory equipment.
Total cost of the project is estimated at about $2.475 million.

Human Genetics III: As part of the recruitment of a new
chairman of the department of human genetics, the School of
Medicine is planning to upgrade and expand the department's
research laboratories. These plans are part of the long-range
physical improvement plan of the School. They involve the
renovation/alteration of 1,500 square feet area on the first floor
of the Medical Labs Building. The scope of work involves creating
a research laboratory in a currently-shelled space, i.e. the old
student lounge. Total cost is estimated at about $475,000,
including $100,000 for new scientific equipment, but this project
shall not be initiated until a new chairman is selected.

Both projects are funded from the Education and Development
Fund of the School of Medicine. The annual revenues supporting
this Fund are limited to some $1.25 million and there are other
commitments against the Fund. Consequently, the School has
proposed borrowing money from the University at current market
rates to finance the negative cash flow of the projects. Assuming
14.0 percent interest compounded quarterly and an immediate
start of both projects, the estimated negative cash flow by
quarter for these two projects will be:

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<td>730</td>
<td>481</td>
<td>197</td>
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RESOLVED, that two renovation projects for the School of Medicine, department of pharmacology at $2.475 million and department of human genetics at $475 million, are approved with funding to be provided from the Education and Development Fund of the School. Any negative cash flow will be financed by the University with interest to be paid from the Fund at market rates. The projects will be completed by the spring of 1982 and the financing should be completed by December of 1984.

3. Action: A Resolution on Leidy Laboratory Renovation was approved as follows:

Intention: Based on the previous cost estimates, the Trustees approved Phase II of the Leidy Laboratory Renovation project at the January meeting in the amount of $2.8 million. Subsequently, the bids for the project came in significantly over that amount.

Review of the bids narrowed down the average to a total of $317,000. A contract for Phase II of Leidy has been awarded in the amount of $2.8 million with the provision that the cost of the remaining work will be held at $317,999 until 1 June 1981.

The scope of the remaining work includes rebuilding the electron microscope research area in the basement and three laboratories: Room 11, Room 212, and Rooms 304/306/325. The total area is about 4,750 square feet.

The Capital Council has approved the additional allocation of a recent unrestricted gift in the amount of $270,000 to this project. Income from temporary investment of these monies will make up most of the remaining negative balance.

RESOLVED, that the increase in the authorized project cost for Phase II of Leidy Laboratory Renovation to a total of $3.12 million is approved.

4. Action: A Resolution on A Treasurer was approved as follows:

Intention: With the retirement of Harold E. Manley on 31 March from the position of Vice President and Treasurer after forty-three years of distinguished service to the University, an extensive search has been conducted to fill the position of Treasurer. John Pyne, Director of Budget Administration, has been selected from a strong applicant pool.

John Pyne has held a number of increasingly responsible positions in Budget and Finance during his eighteen years of service to the University. He has almost encyclopedic knowledge of the many funds for which the Treasurer has stewardship responsibilities and he is respected by his colleagues for his analytic skills and fundamental integrity. John Pyne will do credit to the standards for the Treasury so well established by Harold Manley.

RESOLVED, that John Pyne is appointed to the position of Treasurer of the University of Pennsylvania effective 31 March 1981.

5. Action: A Resolution on An Assistant Treasurer was approved as follows:

Intention: With the upcoming retirement of George Pepper from the position of Associate Treasurer and the recent resignation of Joel Kinley from the position of Assistant Treasurer, a search has been conducted to fill the position of Assistant Treasurer. Larry A. Keinath, Director of Internal Audit, has been selected from a strong applicant pool.

Larry Keinath was first introduced to the University as a member of the Coopers & Lybrand audit team. He joined the University as
Director of Internal Audit in 1978 and has recruited and trained an outstanding staff. He is a graduate of Pennsylvania State University, where he majored in accounting, and is licensed as a CPA in the Commonwealth of Pennsylvania.

RESOLVED, that Larry A. Keinath is appointed to the position of Assistant Treasurer of the University of Pennsylvania effective 19 March 1981.

6. In introducing a resolution on an employee dental plan, Mr. Eckman observed that the estimated annual cost to the University of $800,000 would probably be money well spent if it made Penn more competitive versus other employers or union plans. Mr. Robinson commented that it is "a good plan" which allows the University to play "catch-up." In answer to a question from Mr. Arader, he pointed out that all employees, not just union members, are covered, and Mr. Eckman added that the plan was non-contributory on the part of the employee, except for family coverage, and that it provided first-dollar coverage. As to whether the plan has a retroactive-rating aspect to it, Mr. Robinson said the University intended a first-year review.

Action: A Resolution on Dental Benefits was approved as follows:

Intention:

Dental benefits are increasingly recognized as an important aspect of compensation planning in the Philadelphia area and throughout the United States. Locally, the Hospital of the University of Pennsylvania offers a dental insurance plan to its employees. This trend in compensation significantly affects the University's competitive position in recruitment of faculty and staff. Consequently, a plan to provide full-time faculty and staff of the University, other than those employed at the Hospital, with comprehensive, high quality dental benefits on a partly-shared cost basis has been developed in the Personnel Relations Office and endorsed by the Personnel Benefits Committee and the President.

After extensive study, it has been decided to offer a dual-option dental benefit plan. The preferred option will be a comprehensive self-insured dental care plan at the Dental Care Center of the University. A dental insurance plan will be available as the other option. The insurance plan was bid by several insurance carriers and an attractive plan offered by Prudential Insurance Company was selected. The Dental Care Center tailored the rates of its own more comprehensive plan to those offered by Prudential.

The total cost to the University for this dental benefits plan in the 1981-82 fiscal year is estimated at some $800,000 of which about 60 percent will directly impact the unrestricted budget. The remaining cost will be met from savings attained through improved management of medical insurance benefits.

The University will pay the full $9.00 monthly cost for each eligible individual (those with more than one year of full-time service) and half the additional $19.00 monthly cost for family coverage for those eligible (those with more than three years of full-time service). The services and coverage available to employees under these two plans are as follows:
RESOLVED, that the Executive Director of Personnel Relations shall reduce to writing a dental-plan document in accordance with the intention stated above which shall conform to the requirements of the Employee Retirement Income Security Act and shall contain terms for its administration consistent with the other benefit plans of the University, and the Executive Director of Personnel Relations shall be the plan administrator. The Executive Director of Personnel Relations and the Vice President for Budget and Finance shall execute all documents, and do all other acts, necessary to establish and operate the plan effective 1 July 1981, and the plan shall be subject to amendment at any time thereafter by action of the Executive Director of Personnel Relations after consultation with the Personnel Benefits Committee and, in the case of amendments resulting in increased costs, with the approval of the Trustees.

7. Finally, with a comment from Mr. Eckman that the arrangements worked out with Sperry Univac were "very handsome,"

Action: A Resolution on the Lease of a Univac 1100/61 Computer was approved as follows:

Intention:

In 1977 the School of Engineering and Applied Science (SEAS) entered into a seven-year lease agreement with Sperry Univac to upgrade its previously purchased RCA Spectra 70 Computer to a Univac 90/70. Sperry Corporation facilitated this move with a grant for $500,000. With the significant increases in the number of SEAS students, in the volume of SEAS research, and in the general usage of computing, the 90/70 computer has become seriously overloaded.

SEAS now proposed to enter into a five-year lease for a new Univac 1100/61 HI Computer System. The 1100/61 will more than triple the capacity of the 90/70, alleviate the current overload situation, and provide growth potential for the next several years.

Sperry Corporation will facilitate this acquisition as follows:

<table>
<thead>
<tr>
<th>Grant</th>
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<td>$480,000</td>
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<tr>
<td>$120,000</td>
<td>$30,000 per year 4/82 - 4/85</td>
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<tr>
<td>150,000</td>
<td>$12,500 per month starting 5/85</td>
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$750,000

Sperry Univac offers the following terms and conditions for a sixty-month lease:

1. 7 percent educational discount on all equipment;
2. 50 percent discount on software lease totals over $2,000 month;
3. forgiveness of remaining payments due on the 90/70 lease;
4. six months parallel operation of 90/70 (no charge except for 50 percent of maintenance);
5. six months of on-site analyst to assist with conversion ($30,000 value); and
6. thirty-six month conversion privilege on equipment.

Secretary
The gross purchase price of the equipment included in the lease is $1,223,647 for which the base monthly-maintenance charge is $4,134. In addition the lease includes fifteen program products with a gross monthly charge of $2,715. The gross lease total for the sixty months would be $2,375,982, but the various discounts and grants (assuming 12 percent earned interest to the credit of the project) reduce the total net cash flow to $1,240,698 or an average cost per month of $20,678. The average net-monthly cost for the first year of the lease will be $22,207. This compares with a monthly cost for the existing 90/70 computer of $23,200.

It is estimated that the operating and conversion costs for the new system will be $100,000 to $200,000 more than prospectively budgeted for the existing system for next year. The provost has pledged an additional $100,000 in operating support to help cover these costs and SEAS has pledged to operate the system within a balanced budget for the school. Further, SEAS has pledged to make this new computer system available to students and faculty in other schools at the lowest possible cost.

RESOLVED, that the five-year lease of the Univac 1100/61 Computer System at terms and conditions substantially the same as outlined here is approved and appropriate and that officers of the University are authorized to enter into such a lease agreement on behalf of the Trustees.

B. Mrs. Mainwaring reported that the Committee on Student Life had held a special meeting on 4 March to discuss minority student presence with the leaders of various campus minority groups. Minority recruiting was the first item on the agenda, the chairman said, and the committee learned that minority students helped the Admissions Office in a substantive way. "The results over the last three years have not been particularly impressive," she noted, "but we have not gone backward." Now running from 12 to 15 percent of the total pool, the number of minority applicants has kept pace with the total number of applicants, the chairman reported. The number of minority matriculants has risen slightly, and this year's 292 minority freshmen make up 13.4 percent of the class. Of these, about 3.3 percent are black, 5 percent are Oriental, and the rest are of Chicanos, Latinos, and Native Americans.

The chairman went on to say that the students had stressed to the committee that their position on campus was a rather isolated one. Furthermore, they observed that not only did they lack role models, but that white students seldom got to see successful academicians or administrators who were members of minority groups. Given this situation, the students told the committee recruitment of minorities was very difficult. But they stressed that the Admissions Office had stepped up its efforts in Philadelphia high schools. And Mrs. Mainwaring reported the comment of a black faculty member who said that University reaffirmation of its affirmative action commitment would go a long ways toward proving its desire to attract and support minority students.

She went on to describe how committee members had split into small groups to dine with the students in various campus locations. With Trustee Gloria Chisum, the chairman took her meal at DuBois College House, and she declared that the most important thing she could say about the experience was how very proud she was of the students. Calling them "bright, articulate, and sincere," she predicted that they will play important leadership roles. But Mrs.
Mainwaring said there was a question whether they would be active alumni. "These students are happy with their academic work," she observed, "but they have some reservations about their life at Pennsylvania. They are committed to the idea of black presence; at the same time they are seeking avenues of cooperation with the greater University community."

Mrs. Mainwaring noted that after dinner the committee met in the offices of the United Minority Coalition in Houston Hall. The location of these offices permits "easy interaction and encourages cooperation" among five separate groups, she said, but the students' goal is the establishment of an intercultural center. Such a facility, the chairman concluded, would "do much to alleviate the feeling of minority isolation on the campus while broadening majority perception of cultural differences and similarities."

Dr. Girifalco added that a series of meetings had been set up to discuss the structure, management, and function of an intercultural center. The president observed that activities held on campus to celebrate the Black Centenary already had had an observable effect on the enthusiasm of black alumni. "I hope we don't lose the momentum created by such events," he said. "Indeed, I hope we can seize upon it to organize our black alumni or at least induce them to be more active."

C. Reporting for the Investment Board, Mr. Neff said that since 31 December 1980 the Associated Investment Fund's (AIF) common stocks were up 7.4 percent against a decrease of 1 percent in the Standard and Poor 500 Stock Average. "Our edge is reflective of a rather dramatic change in the marketplace," he observed. "The previously ebullient energy and technology areas have gotten their lumps whereas areas in which we've been heavily invested, namely banks, food, insurance, aluminum, and, for lack of a better category, 'special situations' like Consolidated Freightways, Northwest Industries, and Whirlpool have pulled their own weight rather well." Mr. Neff went on to say that such developments enhance the University's position in the statistical universe measured by the studies of the National Association of College and University Business Officers (NACUBO). On a total return basis, the common stock portion of the AIF is 23.7 percent above the 30 June 1980 level compared to a 20.5-percent gain by the S & P.

He noted that Penn remains 63 percent invested in equities, 10 percent in cash equivalents, and 27 percent in long-term bonds. "We would like to increase our common stocks," the chairman continued, "but we await a better moment, although I might add that our deliberately underrepresented position in oils has been increased in recent weeks, taking advantage of new price opportunities, and we could go still further in this area." He said the increase in investment income for the year to date is 1.7 percent for an annual rate of 8 or 9 percent. "An increase of 10 percent," he concluded, "was all we thought practical after the quantum jump in 1980. This increase could have been better except that we adjusted our long-bond position somewhat, shortening maturity and
increasing quality. Quality costs you a little, but we continue to get excellent double-digit dividend increases on most portfolio participants."

Asking for a correction in the minutes of the January meeting, Mr. Miller noted that going back on a five-year running basis, the investment record showed that in every one of the five-year periods between 30 June 1970 and 30 June 1980, the University's relative standing had increased in the NACUBO universe. He added that in total market value the AIF was at an all-time peak of $155 million.

Adjourned.

Respectfully submitted,

Mary Ann Meyers
Secretary of the University