

6-7-1991

## Campus News June 7, 1991

La Salle University

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# CAMPUS NEWS

## LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

June 7, 1991



TO: Department Heads and others responsible for University budgets.

Dear Colleague:

With the ever increasing cost and complexity of telephone service that now encompasses not just voice communication but also FAX and computer communications, the importance and cost of such activity is becoming more and more significant. In order to provide a structure in which we can continue to make these technologies broadly available, while at the same time provide a framework in which they are adequately supervised with the cost of departmental operations accurately recorded, beginning with fiscal 1991-92 the cost of telephone service will be charged to the department budgets.

Please don't be alarmed. We know that you did not provide for this expense item in your 1991-92 budget. To provide an allowance in your 1991-92 budget for this expense class, we are transferring allocations from the central telephone budget. When you receive the first copy of your 1991-92 department budget, you will find this allocation in object classification 62440 - telephone services. This amount has been calculated based upon the actual cost of telephone activity for your department for the last twelve months.

The monthly charge will be in two basic parts, very similar to the phone bill that you receive at home. There will be a fixed monthly charge for the equipment and number of lines installed in the department. In addition, there will then be a charge for the cost of the telephone calling activity. The total cost for the month, as reported on monthly Telephone Cost Report, will appear as a single item in your budget report. Another section of the monthly report will also inform you of the number of calls made by your department.

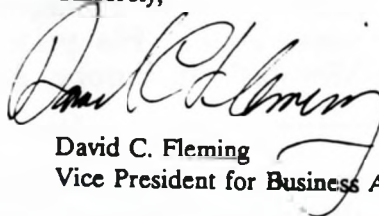
Changes to telephone equipment/systems in your department will also be charged to your budget. Should you need cost information in order to include it in a funding/budget request, you can obtain this information from the Computer Center.

The implementation of a new process requires a learning time. I am sure this one will be no exception. We are anxious to help work out any complications. I am confident that this process will help you to better understand the operating costs of your department.

Please direct any questions you might have about your phone system to the Computer Center at extension 1855 and about your budget to the Business Office at extension 1050.

Thank you for your cooperation and assistance.

Sincerely,



David C. Fleming  
Vice President for Business Affairs

*Campus News* is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



**La Salle University**

Philadelphia, Pennsylvania 19141

Continuing Professional Education

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## THE GLOBAL MARKET: A EUROPEAN PERSPECTIVE

Continental Breakfast Lecture

Wednesday, June 26

8:30 to 11:00 a.m.

\$12.50 per person\*

**DIVERSITY**

**COMPLEXITY**

**CHANGE**

In this world of increasing diversity, complexity, and change, one of the major economic forces is going to be the European Economic Community.

In Europe, the realignment of the east—the fall of communism and the fall of the Berlin Wall—are the visible images that make the news. The other realignment is invisible, and in the short and long term, will have far more economic impact. Europe is now going to be the largest single pool of freely flowing goods, services, capital, and people in the world.

This breakfast lecture will:

- Examine what has powered the realignment;
- Evaluate the impact on European economic life;
- Project possible actions the European community may choose.

It will not be a guide book, but a structured introduction to the evolving European situation and to the current options that will influence the global market in the future.

### VINCENT SHORT

Vincent Short is currently a course leader for the International Management Program at ISAIP, a Christian Brothers' graduate school in Angers, France. He holds English, French, and Japanese qualifications in management and international business and he has lectured extensively in these areas. His prior industry experience includes the United Nations, Schlumberger, Mitsubishi in Europe, Asia, and the United States.

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\*There is a limited number of complimentary tickets available for La Salle faculty and staff. Call Sue McCullion (ext. 1946) or Elaine Mattern (ext. 1074) in Continuing Professional Education for details. Registration deadline is Monday, June 24.

## POSITIONS AVAILABLE:

The Registrar's Office has a full-time position for a Transcript Secretary. This position requires organizational ability, initiative, attention to detail, typing skills, (40 WPM) and good communication skills. A pleasant telephone manner and ability to deal with the public are essential. Benefits include free tuition, paid vacation, life, disability, health and dental insurance.

Interested persons should submit a resume and two references to:

Dominic Galante  
Registrar  
La Salle University  
1900 West Olney Avenue  
Philadelphia, PA 19141-1199

La Salle university is an EEO/AA employer.

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In the past, many of our positions have been filled with highly qualified individuals based on the recommendation of our own people. Therefore, if you know of an individual who is interested and qualified, please make them aware of this position.

### HEAD CASHIER

The Bursar's Office is seeking a Head Cashier. This position requires initiative, previous cashier experience and good communication skills. Full benefit package including tuition remission. Interested individuals should submit a resume to:

Marina Grace  
Bursar  
La Salle University  
Philadelphia, PA 19141  
EOE/AA