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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

January 10, 1992



Santa left some goodies for us to
begin the New Year....

Welcome Back Luncheon

Where: Campus Ministry Lounge

When: Tuesday, January 21

11:30 AM til 2 PM

All are invited...bring a friend!

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 19141-1199

215-951-1050 (Fax 951-1799)

Office of the Vice President
Business Affairs

January 1992

PERSONAL VEHICLE MILEAGE REIMBURSEMENT RATE:

The University Travel Policy provides reimbursement at the standard federal mileage rate for the use of a personal vehicle used for University business.

Please note that for 1992 this rate has been increased from 27.5 cents per mile to 28 cents per mile.

Sincerely,

David C. Fleming
Vice President for Business Affairs

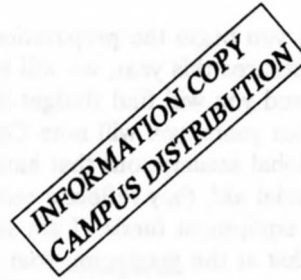
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La Salle University

Philadelphia, Pennsylvania 19141
215-951-1010

Office of the President



January 1992

Dear Colleague:

Enclosed are the materials for the preparation of your budget request for 1992-93. The Provost and Vice Presidents will announce deadlines for the submission of the completed documentation.

As we move to fiscal 1992-93 we pass into difficult fiscal challenges for the University. I am sure that you are aware of the impact the demographics, economy, and eroding federal student financial aid are having on almost every private institution. We are not insulated from these forces which have been building for some time. Our dilemma in making necessary cuts arises from the fact that we have never been an abundantly staffed institution in the first place. For years, we have tried to take advantage of attrition; and any new posts have been created only in response to urgent needs. All we can now do is settle for lower levels of service and convenience.

The enrollment for this year and projected for next year has propelled us into circumstances somewhat more swiftly and deeply than we had anticipated and hoped for. This year it is expected that the day division enrollment will be about 148 full-time equivalent students below what was forecast in the budget. Even with a continuing commitment to increasing University funded student financial aid and the best efforts of those responsible for recruitment, our planning at this time indicates that there will be yet a further decline of 92 FTE students next year largely because of the size of the graduating class. This will produce a net loss of 240 FTE students from this year's budget to next year's estimated enrollment. With our present tuition at \$10,250, the magnitude of the revenue loss to the University is all too apparent -- \$2,460,000. It is clear to me that a reduction of revenue of this magnitude plus what will be needed for additional student financial aid, faculty and staff salaries and benefits, and other programmatic needs for 1992-93 cannot be offset by an increase in tuition alone.

Next year, in addition to the normal upward adjustment in student financial aid equal to the amount of any tuition increase, we again find ourselves having to enhance it further in the range of an additional \$540,000, if we are to have any likelihood of recruiting a reasonable size freshman class. If we are to provide something that approximates a cost of living increase for faculty and staff, another \$1,975,000 will be required. Considering the tuition revenue reduction of \$2,460,000 resulting from the enrollment decline, these three items alone produce a gap of \$4,975,000. There are also some program needs that will need additional funding.

All this is by way of providing you some insight into the challenge of the 1992-93 budget. If we are to remain fiscally healthy and academically competitive, we must adjust our operating costs to available resources and do it in a manner that will provide funding for the programs essential to the mission of the University. While some will certainly be provided through an increase in our tuition and fee charges and other major efforts at enhancing revenues, these alone will not be sufficient. There will also have to be reductions in the cost of our operations.

In order to achieve these reductions, the Budget Committee (myself, the Provost and the Vice Presidents) has been meeting to develop a plan for cost containment and revenue enhancement. Parallel with

Over Please

this process it is also time that you begin the preparation of your department budget request for 1992-93. Because of the special circumstances this year, we will be following a somewhat different approach to developing the budget. Enclosed you will find Budget Summary Form 5703 along with the other customary budget documents. Unlike prior years, you will note Column (D) is titled "Proforma" budget. These amounts result from certain global assumptions that have been incorporated into our budget planning. With some exceptions, such as financial aid, they reflect a reduction of 4% in expense categories and for the most part, an elimination of capital equipment funds. I am asking that you review every aspect of your department's operations and that at the maximum, your Budget Request be no greater than the sum of your "expense" and "capital", if any, categories as shown on Form 5703, column (D). You may redistribute these funds among the classifications. Column (E) is provided for this purpose. However, the resulting total of the Proforma Budget shown in column (E) should be no greater than column (D). Further, I would ask that you make every effort to search for ways to reduce the total of your request. It is clear that to arrive at a balanced budget and to fund essential programs, we are going to have to cut funds even beyond the Proforma Budget from many departments. Because these cuts will undoubtedly include some personnel, every dollar that you are able to save, will contribute towards helping to limit the extent of such a regrettable action.

Please complete the "Salary and Wage" and other schedules in accordance with the standard procedure.

Please understand that there is no assurance that you will receive the amount indicated in the Proforma Budget column. As you are working on these forms the Budget Committee continues to evaluate necessary adjustments. These will be communicated directly to each department involved as this stage is completed.

I thank you for your commitment to the University and understanding of the problems we face. It is only our combined effort that will see us through these challenging times.

Sincerely,



Brother Patrick Ellis, F.S.C., Ph.D.
President

January 6, 1992

Dear Colleague:

On behalf of La Salle University's African American Student League and Alumni Association, I would like to invite you to the third annual African American Alumni Reception and Awards Ceremony on January 30, 1992.

During the reception, which will take place in the Ballroom on the second floor of the La Salle Union Building, 1953 alumnus Dr. Walter P. Lomax, Jr. will be honored with the third Warren E. Smith Award.

Dr. Lomax received his Doctor of Medicine degree from Hahnemann University in 1957, and he is currently the President of Lomax Health Services. He was selected to receive the Warren E. Smith award because he is "an African American La Salle University graduate who has achieved success in his profession, has demonstrated a commitment to traditional La Sallian values, has made significant contributions to the community, and serves as an outstanding example to all La Salle students."

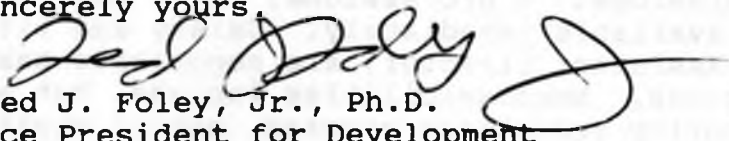
In addition to the award presentation, during the reception you will have the opportunity to meet informally with our African American graduates and students.

The reception will begin at 7:30 P.M. and will conclude at 9:30 P.M. The cost for cocktails and hors d'oeuvres is \$ 10 per person.

If you know of any African American graduates who are interested in attending this event, please extend an invitation to them and ask them to contact La Salle's Alumni Office (951-1535) for more information. In order to facilitate our planning, we would appreciate your completing and returning the response form by January 23rd at the very latest.

I hope to see you on January 30th.

Sincerely yours,


Fred J. Foley, Jr., Ph.D.
Vice President for Development

Alumni Office, La Salle University, Philadelphia, PA 19141

() I plan to attend the African American Alumni Reception on January 30th. Please make _____ reservation(s) for me @ \$ 10 per person. My check (payable to La Salle University) for \$ _____ is enclosed.

Name _____

Address _____

Telephone (home) _____ (business) _____



La Salle University

Philadelphia, Pennsylvania 19141

Student Life Office

MEMORANDUM

To: Members of the Day Division Faculty and Administration
From: Kathleen E. Schrader, Director of Student Life
Date: January 10, 1992

Members of the Day Division faculty and administration are encouraged to nominate graduating seniors for the McShain, Finnegan, and Flubacher Awards. An earlier mailing was sent containing nominating forms and outlining the qualifications for each award and extra copies of this mailing are available in the Student Life Office, Union Room 205. **The deadline for nominations is Monday, January 27, 1992.**

Please don't hesitate to call the office at extension 1371 if you have questions regarding any of these award programs.

POSITION AVAILABLE

ADMISSIONS: A professional level position on the Admission staff is available immediately. Salary and title (Admissions Counselor or Assistant Director) are negotiable based on experience and degrees. Responsibilities include, but are not restricted to, minority recruiting program, school visits, interviewing, and related recruitment activities. Special emphasis on working with minorities. Benefits include tuition remission, paid vacation, life, disability, health and dental insurance.

Send letter of application and resume, by January 31, 1992, to Director of Admissions, La Salle University, Philadelphia, PA 19141.

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

L A S A L L E

Small Business Development™

C E N T E R

January 9, 1992

Letter from the Director:

Welcome back to a new and prosperous year!

This newsletter is designed to provide the campus community with information on what is new at the Small Business Development Center.

If you have any questions or believe that we can be of assistance to you or a friend, just let us know. Our telephone number is 951-1416.

Sincerely,

Linda M. Karl
Director

New Programs

A/ Small Business Accounting Program

The SBDC is now able to provide ten free hours of accounting assistance per client to the small business community through the generous volunteer work of Michael Amon of Clymer Merves & Amon. All counseling is held at the SBDC or at the Chester Small Business Assistance Center.

B/ Census Data

The SBDC has officially become a satellite Data Center of the Penn State Data Center. This designation will enable us to provide to our clients comprehensive, on line census and other pertinent economic development data.

C/ BIAS Program

We are very excited about being awarded this new program. The SBDC will be able to perform a designated number of free on-line searches of any database in the world and a certain number subsidized for our clients. The systems we will be using are Telebase and Knowledge Express encompassing over 1,000 databases. The value of this information is crucial for preparing our clients with their entrance into new markets and business opportunities.

Update

D/ Pennsylvania Export Network System

Under the successful leadership of Tod M. Cattani, the SBDC has acquired responsibility for two more counties in addition to Philadelphia. These counties are Bucks and Delaware. The database of eligible companies now numbers 1,107. We will be assisting in developing and distributing trade leads to various participating companies and also provide preliminary export start-up information to those companies needing export assistance.

E/ Chester Small Business Assistance Center

The outreach center completed 1991 very successfully with reference to consulting and training. This success is result of the excellent consulting and management of Jody Keenan. The Center has counseled 90 clients seeking assistance. We are happy to report that Bell Of Pennsylvania has renewed its funding of the Center for 1992.

F/ Perkasie Outreach Center

The SBDC will be adding another Outreach Center to its growing network very shortly. This new Small Business Assistance Center will be located in Perkasie, Bucks County at the Upper Bucks Vocational School located on Rt. 563.

G/ Going Strong

Mr. Alan Kahn, our volunteer attorney, continues to provide free legal assistance to the SBDC clients. We cannot say enough about the value that Alan brings to the Center.

H/ Upcoming Training Events of Spring 1992

January 22,	Worker's Compensation
February 5,	Personnel Seminar
February 8,	CHOICES _c Computer Seminar
March 11, 18, 25,	Sales Seminar
March 12,	Effective Public Relations
March 17 and 19	B.I.A.S. Seminar for New Customer Development
March 21,	CHOICES _c Series: Choosing Effective Accounting Software
April 8,	The Artist in Business
April 11,	CHOICES _c Computer Seminar

For more information on these events, feel free to contact the SBDC at x1416

Happy New Year from the staff of the SBDC!