

7-29-1994

## Campus News July 29, 1994

La Salle University

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# CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

JULY 29, 1994



## La Salle University

Director of Purchasing  
1900 W. Olney Ave., Philadelphia, PA 19141-1199  
(215) 951-1864 / FAX 951-1799

To: The Campus Community

In January 1994, after a campus survey about the service of American Express, our designated University Travel Agent, the Vice President for Business Affairs formed an ad hoc committee with representation from all areas of the University to evaluate corporate travel service companies and make recommendations.

The members of the Committee were:

Kenneth Knodt, Associate Dean, School of Business  
Brother Gerald Fitzgerald, Director, Day Admissions  
Thomas W. Meier, Associate Director of Athletics  
James J. McDonald, Director of Alumni  
Nancy Lee Moore, Director of Purchasing

After completing its review the Committee recommended that the University consider alternatives to American Express. To accomplish this, the Committee considered sixteen travel agencies, invited them to present proposals, and finally, interviewed four agencies. At the conclusion of this process, it was the unanimous recommendation of the Committee that Word Travel Incorporated be designated the official University Travel Agent. **Effective August 1, 1994** World Travel will assume its responsibilities as University Travel Agent. **Effective August 1, 1994, all "official business" travel arrangements being made following the University "Travel Policy" should be made through World Travel.**

There are some differences in the nature of the services to be offered by World Travel and we believe that you will find these efficient and more convenient. Some highlights of these changes are:

- \* World Travel, Inc. will operate a branch office on campus in room 121-A (rear of the Williamson Lounge) Student Union Building. Hours of operation will be 8:30 a.m. to 5:00 p.m. Monday through Friday.
- \* The staff person on duty at La Salle will be Ms. Linda Kampf
- \* Telephone:
  - On-campus - extension 1966
  - Main Office - 24 hours direct access - (800) 343-9002

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*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.

- \* The American Express Corporate Card will remain the acceptable method of payment for University business travel.
- \* Since they will be operating a full function travel office on campus with necessary computer equipment etc. they can both confirm reservations and issue tickets in the Campus Branch Office.
- \* Besides their responsibilities as our official travel agent, their full line of services will be available to all faculty, staff and students for personal, vacation and other travel needs.
- \* A summary of their services:
  - Airline reservations
  - Car rental reservations
  - Hotel reservations
  - Limousine reservations
  - Rail reservations
  - Group and convention services
  - Vacation/personal travel
  - 24 hour service

Shortly you will receive an information packet informing you in more detail on how to use the travel service. We also plan (during the next month or two) a series of information seminars. Meanwhile, please feel free to stop by their office in the Williamson Lounge for business or personal travel needs or call them at extension 1966. It would also be appropriate to mention that except for the change in travel agents, all other aspects of the University Travel Policy remain unchanged.

I would also like to take advantage of this opportunity to thank the members of the ad hoc committee who devoted considerable time and talent to accomplishing this change in travel agent.

Sincerely,



Nancylee Moore  
Director of Purchasing

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TO: The University Community  
FROM: Linda M. Ferrante, Director  
DATE: July, 1994

## As a Reminder:

University mail is sent out from the mailroom each day according to the following:

- 3PM - US Post Office pick-up
- 2:30 - Federal Express pick-up
- 4PM - Residual Mail pick-up  
by Security
- 5PM - US Post Office pick-up  
Mailbox at 20th & Olney

## To Office Personnel:

With Fall semester rapidly approaching, would you please consider your needs for stationery, envelopes, carbonless forms or any other printed item that you may want to stock up on.

You can avoid the rush and be prepared by ordering non-classroom related items now.

Thank You.

## Attention please, Bulk Mailers:

Now is the time to notify the Mailroom Supervisor of your plans to send third class mail during the month of August. Submit a departmental requisition at least ten days prior to mailing stating the number of pieces, weight, and approximate mailing date. This will assure that funds will be available at the post office at the time of your mailing. For further assistance, call Sam X1039.

## Department Hours

Monday thru Thursday 8am - 6pm  
Friday 8am - 3pm

## Telephone Numbers

Customer Service X1038  
Mailroom Supervisor X1039  
Director X1534

**La Salle University  
Central Fax Number**

**951-1488**



Name: \_\_\_\_\_

Extension: \_\_\_\_\_

Department: \_\_\_\_\_

## QUESTIONNAIRE

Academic Computing and Technology would like to schedule a few workshop sessions for the topics listed below. We are also considering Advanced sessions for those already familiar with these packages.

In order to determine which classes would be the most helpful to you and also the best time and day to schedule these sessions, it would be appreciated if you would complete the questionnaire below. If you have any additional input, please feel free to let us know.

<u>Packages</u>		
Microsoft Windows	(YES)	(NO)
Word for Windows	(YES)	(NO)
Adv. Word for Windows	(YES)	(NO)
Excel	(YES)	(NO)
Adv. Excel	(YES)	(NO)
Internet	(YES)	(NO)
Adv. Internet	(YES)	(NO)
Power Point	(YES)	(NO)
MS Publisher	(YES)	(NO)
Corel Draw	(YES)	(NO)

Please let us know if you would prefer these sessions before the Fall semester begins or during the semester. Please circle your choice, both time and day.

<b>LATE AUGUST</b> (Half Days)	<b>FREE PERIOD</b> (12:30 P.M. - 1:30 P.M.)	<b>FALL SEMESTER</b> (2:30 P.M. - 4:30 P.M.)
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<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
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Return completed questionnaire to Academic Computing & Technology, CAMPUS MAIL, BOX 813, BY MONDAY, AUGUST 8, 1994. Thank you for your cooperation.

### ***ATTENTION - SPECIAL WORKSHOP FOR MICROSOFT OFFICE***

If you are interested in an intro to Microsoft Office (Windows, Word, Excel, PowerPoint, Access), then keep Tuesday 8/16/94 and Thursday 8/18/94 open (9AM-4PM). The textbook used will be Microsoft Office 6 in 1, available from the campus bookstore after 8/10/94. Further details (syllabus) will be forthcoming.  
**CHECK HERE \_\_\_\_\_ IF INTERESTED IN THIS WORKSHOP**



**La Salle University**  
Philadelphia, Pennsylvania 19141-1199  
**Human Resources**

*New Extended Service Hours!*



**PruCare®**  
**MEMBER SERVICES**  
**1-800-648-4478**

Starting August 1, 1994, PruCare® Member Services will expand their working hours to better serve your needs.

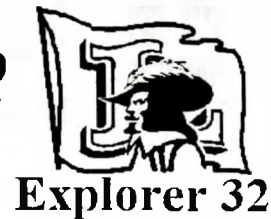
The *new* hours will be:

<b>Monday - Friday</b>
<b>8:00 AM to 6:00 PM</b>



# La Salle 56 and Explorer 32

Programming for Friday, July 29th to Friday, August 5th.



**Culture and The Arts:** The Little Singers of Passy-Buzenval. La Salle presents the men and boys choir of Passy-Buzenval: students from a Christian Brothers' school in a suburb of Paris. (New Program) Friday, July 29th, at 12:00pm and 8:00pm; Saturday, July 30th, at 8:00am and 4:00pm.

**Business:** The Real World After Graduation. This panel hosted by the School of Business consists of professionals who share their experience and impressions of the job market. (New Program) Friday, July 29th, at 2:00pm and 10:00pm; Saturday, July 30th, at 10:00am and 6:00pm.

**Science:** Chemistry In Your Home: Mr. David Katz of the Department of Chemistry at Community College of Philadelphia puts on several demonstrations of science projects that children can do at home with their parents and some everyday household chemicals. Friday, July 29th, at 4:00pm; Saturday, July 30th, at 12:00pm and 8:00pm; Sunday, July 31st, at 8:00am.

**Business:** Executives on Campus: This first lecture from February's Business Awareness Week features Nancy Kyle, Manager of External Affairs at Sunguard. Ms. Kyle relates some of her experiences in the business world and counsels students on pursuing careers in business. Friday, July 29th, at 6:00pm; Saturday, July 30th, at 2:00pm and 10:00pm; Sunday, July 31st, at 10:00am.

**Business:** Executives on Campus: The second lecture from February's Business Awareness Week features Michael Bellenghi, principal owner of Paragon Management Group Inc. Mr. Bellenghi discusses the various directions his career has taken during his twenty years in the business world. Monday, August 1st, at 12:00pm and 8:00pm; Tuesday, August 2nd, at 8:00am and 4:00pm.

**La Salle:** The Bilingual Undergraduate Studies for Collegiate Advancement Introductory Press Conference. Dr. Glenda Kuhl, Dean of La Salle's School of Continuing Studies, hosts an announcement of the new bilingual Associate Degree Program at La Salle. Monday, August 1st, at 2:00pm and 10:00pm; Tuesday, August 2nd, at 10:00am and 6:00pm.

**Politics:** Pennsylvania State Treasurer Catherine Baker Knoll. The Treasurer of the Commonwealth of Pennsylvania, Catherine Baker Knoll, provides a political science class with the details and duties of her office and the decisions she made through her life to get to this position. Monday, August 1st, at 4:00pm; Thursday, August 4th, at 12:00pm and 8:00pm; Friday, August 5th, at 8:00am.

**Business:** Executives on Campus: This Third lecture from February's Business Awareness Week features Ken Shaw, President of Fred Hill and Son. Mr. Shaw relates his experiences in the business world starting with his years at La Salle as an undergraduate. Monday, August 1st, at 6:00pm; Thursday, August 4th, at 2:00pm and 10:00pm; Friday, August 5th, at 10:00am.

**Business:** Executives on Campus: The fourth lecture from February's Business Awareness Week features Sharon Durham of PruCare in Philadelphia. Ms. Durham encourages students to work harder and demand more from their careers. Tuesday, August 2nd, at 12:00pm, 2:00pm, 8:00pm and 10:00pm; Wednesday, August 3rd, at 8:00am, 10:00am, 4:00pm and 6:00pm.

**How-to:** Video Tips and Tricks: La Salle 56's Production Coordinator, Ray Cardillo, shares some professional experience on camcorder technique. Ray shows how to do simple editing with your camcorder. Wednesday, August 3rd, at 12:00pm and 8:00pm; Thursday, August 4th, at 8:00am and 4:00pm.

**La Salle:** The La Salle University Summer International Program: A review of the Summer International Program with Edna Wilson, Assistant Dean of the School of Continuing Studies, and Vincent Short, Program Director for ISAIP. Also featured are some of the Summer students from 1993, with their reactions to the program. Wednesday, August 3rd, at 1:00pm and 9:00pm; Thursday, August 4th, at 9:00am and 5:00pm.

**Education:** Caryn Musil, a former La Salle professor, returns to campus to address faculty on the importance of teaching diversity, as well as the growing diversity in teaching. Wednesday, August 3rd, at 2:00pm and 10:00pm; Thursday, August 4th, at 10:00am and 6:00pm.

*La Salle's Educational-Access Cable Channel is a division of Academic Computing and Technology.  
La Salle 56 is available on ComCast, Wade and Greater Media Cable throughout Philadelphia.  
Explorer 32 is available on the campus video network on La Salle's main campus.*



# CAMPUS POSITIONS AVAILABLE

L A SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## POSITION AVAILABLE

**NIGHT CIRCULATION SUPERVISOR** - Connelly Library. A full-time position is available in the Circulation Department. The Supervisor is responsible for the day-to-day operation of the Circulation Department. In addition to carrying out routine Circulation procedures, the duties include supervision, scheduling and training of full-time staff, handling patron complaints, supervising the maintenance of the reserve collection, coordinating the annual inventory, and keeping statistics. In the absence of personnel and during busy times, the Supervisor is expected to work at the Circulation Desk. There are some duties involving maintenance of the book collection.

Normal hours are Sunday through Thursday, 4:00 PM - 12:00 AM. Days and hours may vary during staff shortages, semester breaks, holidays, exams, and summer sessions.

This position requires supervisory experience, good interpersonal skills, maturity, tact, attention to detail, basic computer skills, and the ability to work under pressure. Library experience helpful, but not required. Full benefits package including tuition remission.

Candidates interested in this position should submit a **resume, 3 business references, and a letter of application** to:

Carol Brigham, Head of Access Services  
Connelly Library  
Box 810

The deadline for submitting applications is Wednesday, August 10, 1994.

AA/EOE

**POSITION AVAILABLE**

**SENIOR PC TECHNICIAN**

The Administrative Computer Center has an opening for a Senior PC Technician. The position requires an in depth knowledge of PC hardware/Software installation, troubleshooting, technical support, and end user training with a minimum of two years working experience. The candidate must also have experience in managing and designing Novell networks.

Full benefits package including tuition remission. If interested, please submit a resume to Stuart Greentree Communications Manager, Box 833 La Salle University, Philadelphia, PA 19141. AA/EOE

**POSITION AVAILABLE**

**PC TECHNICIAN**

The Administrative Computer Center has an opening for a PC Technician. The position requires knowledge of PC hardware installation, troubleshooting, and technical support with a minimum of six months working experience.

Full benefits package including tuition remission. If interested, please submit a resume to Stuart Greentree Communications Manager, Box 833 La Salle University, Philadelphia, PA 19141. AA/EOE