

8-16-1996

Campus News August 16, 1996

La Salle University

Follow this and additional works at: http://digitalcommons.lasalle.edu/campus_news

Recommended Citation

La Salle University, "Campus News August 16, 1996" (1996). *Campus News*. 1149.
http://digitalcommons.lasalle.edu/campus_news/1149

This Book is brought to you for free and open access by the University Publications at La Salle University Digital Commons. It has been accepted for inclusion in Campus News by an authorized administrator of La Salle University Digital Commons. For more information, please contact careyc@lasalle.edu.

CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

August 16, 1996



La Salle University

Director of Human Resources

Philadelphia, PA 19141 (215) 951-1013 Fax (215) 951-1799

TO: All Department Heads
FROM: Susan P. Rohanna, Director of Human Resources
DATE: August 16, 1996
SUBJECT: Start of Academic Year

Dear Colleague,

The staff of the Human Resources Office is in the process of preparing the first Academic payrolls of the Fall Semester, 1996. Due to the heavy volume of payroll information being received at this time, as well as several hundred student employees that also must be added to the payroll, the staff needs to focus solely on the payroll processing. As a result, I am asking your cooperation in delaying any requests of a non-priority nature until these payrolls have been completed on September 10, 1996.

Additionally, I would like to request that you encourage any student workers that you will be hiring to report to the Human Resources Office as soon as possible.

Your cooperation and assistance during this peak period is greatly appreciated.

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
215-951-1550

Resident Life Office

August 6, 1996

Dear Faculty Member,

We are writing to request your participation in an exciting new tradition on campus. It began over a year ago with the help of a few brave faculty members and is known as "The Last Lecture Series". Many Resident Life Staff programming efforts are conceived to be an integral part of the educational and academic support services at La Salle. As such, we believe that it is important to maximize the opportunities for students to interact with faculty and staff in an out-of-the-classroom setting within their residential community. I believe there are definite links between learning and having fun.

The idea behind "The Last Lecture Series" is for the presenter to share what he or she would imagine as the last lecture of his or her career. This could encompass personal and/or professional experiences or reflections from a "lifetime" of knowledge and scholarship. The format is flexible and we encourage you to be as creative as you like. Besides sharing your insight with the La Salle community, this program will allow you to interact with students in a different environment and will give you a wider perspective of their experience at La Salle.

The program was offered weekly and received terrific response from both students and faculty. If you missed out on your chance to present last year or would like to do an encore performance please contact Jen Cope at X2133 or Meg Donnelly at X2027. We would like to start scheduling presenters now for the 1996-97 academic year, so that we can start the year off with a bang. We look forward to hearing from you soon!

Most Sincerely,

Meg Donnelly
Area Coordinator

Jennifer Cope
Assistant Area Coordinator



Explorers Day at the Bay

Sunday, August 18th

2:00 - 7:00 p.m.

Sea Isle City Yacht Club

44th & the Bay

Sea Isle City, NJ

\$15.00 in advance / \$20.00 at the door

- Enjoy a day of fun and friendship on the bay (beautiful sunset requested)
- Festivities include a full buffet, cash bar, sun bathing, D.J. and dancing

For additional information or to make a reservation, call the Alumni Office at (215) 951-1535



EVENING EXPLORER

News & Information For La Salle University Students and Faculty



It's that Time of Year Again!

Continuing Studies is in the process of putting together the first edition of *The Evening Explorer* for the 1996 Fall semester. This will be mailed to all registered evening students before the first week of classes.

Evening students need to hear from you!

Evening students will need information regarding office hours, deadlines, procedures for parking stickers, ID cards, paying bills, etc., etc., etc.

If you have relevant information for the evening students, I would appreciate it if you would contact me either by phone, campus mail, or e-mail by **Friday, August 16** so that your info. can be included in the first edition.

A good way to communicate!

The Evening Explorer will be published bi-weekly during the Fall and Spring semesters by Continuing Studies and distributed to the students in the classrooms. If during the year, you feel the evening students need to be made aware of important dates, changes in procedures, or whatever, please do not hesitate to contact me.

Thank you for your help in meeting the needs of our La Salle students!

Kevin M. Cawley
Evening Explorer Editor
x1943
cawley@lasalle.edu



LA SALLE UNIVERSITY

OFFICE OF THE PROVOST

PHILADELPHIA, PA 19141 • (215) 951-1015 • FAX (215) 951-1785

KEY DATES

OPENING OF THE FALL 1996 SEMESTER

Wednesday, August 28:

Workshop: National Trends in Curriculum Change

Saturday, August 31 - Monday, September 2:

New Student Orientation

Tuesday, September 3:

Classes Begin

Friday, September 6:

Opening Faculty Meeting

Information Technology Training Schedule

August 16, 1996

Classes for the following two weeks will be held in Olney Hall room 101.

Please bring a formatted blank 1.44 floppy disk with you.

Week of August 19:

- Monday 19th- Word Level 3 (mail merge) with Ray Cardillo
- Tuesday 20th- Excel Introduction with Herb Ramirez *****FULL*****
- Wednesday 21st- Word Level 4 with Herb Ramirez *****CANCELLED*****

Week of August 26:

- Tuesday 27th- Word Level 4 (advanced layout and design) with Herb Ramirez
- Wednesday 28th- File Management and FTP with Ray Cardillo
- Thursday 29th- * Intro to HTML coding for World Wide Web Page Design with Herb Ramirez
**Must Have Background in FILE MANAGEMENT and FTP for the HTML Course*

Due to circumstances beyond our control Lotus Notes Mail training will be delayed until further notice. Assigned seating for Notes training will begin as soon as possible.

We apologize for any inconvenience this may cause.

Please contact Ray Cardillo at ext. 1875 for all questions, reservations, or to request a topic not covered by our sessions.



University I.D. & Gold Card Account Office
Philadelphia, PA 19141-1199 • (215) 951-1LSU

To: The University Community
From: Joseph Smallberger
Manager, Gold Card Account Operations
Date: Friday, August 16, 1996
Re: ID/Gold Card Account Office Hours & Policies

MAIN CAMPUS OFFICE HOURS

| | |
|------------------------------|--------------------|
| Monday 8/26 - Thursday 8/29 | 8:30 am - 6:00pm |
| Friday 8/30 | Closed for Holiday |
| Saturday 8/31 @I.D. Office | 10:00am - 3:30pm |
| @North Dining | 4:30 pm - 6:30pm |
| Sunday 9/1 | 10:00am - 6:00pm |
| Monday 9/2 "Labor Day" | 10:00am - 3:00pm |
| Tuesday 9/3 - Thursday 9/5 | 8:30 am - 10:00pm |
| Friday 9/6 | 8:30 am - 6:00pm |
| Saturday 9/7- Sunday 9/8 | 10:00am - 6:00pm |
| Monday 9/9 | 8:30am - 10:00pm |
| Tuesday 9/10 - Thursday 9/12 | 8:30 am - 8:00pm |
| Friday 9/13 | 8:30 am - 5:00pm |
| Saturday 9/14- Sunday 9/15 | 10:00am - 6:00pm |

ID OFFICE POLICY REMINDER:

- Students need to be registered for Classes to qualify for a University ID card.
- Faculty/Staff need to complete the Payroll process before obtaining an ID card.
- **Damaged ID Cards:** There is no fee to replace damaged cards from normal wear and tear.
- **Lost or Stolen ID Cards:** There is a replacement fee for faculty, Staff, and Students of \$15 for the first lost card and increases by \$5 for each additional card lost/stolen.
- **Stolen ID Cards:** There is no fee for a replacement ID card if you can provide a copy of a Police or La Salle Security report that can substantiate your claim of a stolen card.
- **Access Requests:** All requests for card access to University properties should be submitted on an "Access Request Form", completed by the department head and forwarded to the Director of Security & Safety for Approval.
- Security is available for Temporary cards when the ID/Gold CardAccount office is closed.



La Salle University
Philadelphia, Pennsylvania 19141

Campus Store

BOOK LISTS AND BOOKS FOR FALL SEMESTER WILL BE AVAILABLE
BEGINNING MONDAY AUGUST 26

HOURS OF OPERATION

| | CAMPUS STORE | "L"STOP |
|----------------------------|---------------|------------------|
| Mon Aug 19 to Thur Aug 22 | 9AM to 4:30PM | 8:30AM to 4:30PM |
| Fri Aug 23 | 9AM to 3:30PM | 8:30AM to 3:30PM |
| Sat Aug 24 | CLOSED | CLOSED |
| Sun Aug 25 | CLOSED | CLOSED |
| Mon Aug 26 to Wed Aug 28 | 9AM to 8PM | 8:30AM to 8PM |
| Thur Aug 29 | 9AM to 4:30PM | 8:30AM to 4:30PM |
| Fri Aug 30 | CLOSED | CLOSED |
| Sat Aug 31 | CLOSED | CLOSED |
| Sun Sept 1 | CLOSED | CLOSED |
| Mon Sept 2 | CLOSED | CLOSED |
| Tue Sept 3 | 8AM to 8PM | 8AM to 10PM |
| Wed Sept 4, Thur Sept 5 | 9AM to 8PM | 8AM to 10PM |
| Fri Sept 6 | 9AM to 3:30PM | 8AM to 10PM |
| Sat Sept 7 | 10AM to 1PM | 8AM to 10PM |
| Sun Sept 8 | CLOSED | 2PM to 10PM |
| Mon Sept 9 to Thur Sept 12 | 9AM to 7PM | 8AM to 10PM |
| Fri Sept 13 | 9AM to 3:30PM | 8AM to 10PM |
| Sat Sept 14 | 10AM to 1PM | 8AM to 10PM |
| Sun Sept 15 | CLOSED | CLOSED |

REGULAR HOURS RESUME

| | | |
|-------------|---------------|-------------|
| Mon to Thur | 9AM to 7PM | 8AM to 10PM |
| Fri | 9AM to 3:30PM | 8AM to 10PM |
| Sat | CLOSED | 8AM to 10PM |
| Sun | CLOSED | 2PM to 10PM |

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

TEMPORARY NON-STUDENT POSITIONS AVAILABLE IN THE CAMPUS STORE

Aug 26 thru Aug 31

Cashier & Light Stock Work

Sept 3 thru Sept 7

Sept 9 thru Sept 14

Shifts Available Mon - Thur 9:00AM to 4:00PM & 4:00PM to 8:00PM

Fri 9:00AM to 3:30PM

Sat 10:00AM to 1:00PM

Please call Mike Lyons at 951-1395

La Salle is an Equal Opportunity/ Affirmative Action Employer



CONNELLY LIBRARY

Media Library
215-951-1295

POSITION AVAILABLE

LIBRARY TECHNICIAN - Connelly Library. A full-time position is available in the Media Services Department. Duties include assisting patrons in the use of Audio-Visual, Microforms, and Instructional Materials departments, basic equipment maintenance, using computerized systems, bibliographic searching, filing and other clerical duties.

Normal hours are Tues. through Fri. 8am to 4pm, and Sundays 3pm to 11pm. Days and hours may vary during staff shortages, semester breaks, holidays, exams, and summer sessions.

This position requires basic computer and word processing skills, careful attention to detail, excellent interpersonal skills, the ability to accept flexible work assignments, and willingness to work with a variety of machines and equipment. Must be capable of lifting cartons of books, shelving library materials, and operating audio-visual and microform equipment. Must be willing to work weekend hours. Full benefits package including tuition remission. Interested candidates should submit **resume, 3 business references, and a letter of application by August 29** to: Arleen Zimmerle, Head of Media Services, Connelly Library, La Salle University, 1900 W. Olney Ave., P.O. Box 21444, Philadelphia, PA 19141. EOE/AA



LA SALLE UNIVERSITY

PHYSICAL FACILITIES

PHILADELPHIA, PA 19141 • (215) 951-1315 • FAX (215) 951-1791

Physical Facilities has the following positions available.

HVAC MECHANIC

General repair & maintenance in residence halls, office and classroom buildings. Three years commercial AC experience required. Experience with EMS, boilers, plumbing techniques and heat pumps desirable. Must have valid drivers license & universal refrigerant certification. Full benefits package including tuition remission. AA/EOE

PLUMBER

Experience with the installation, repair & maintenance of commercial heating and plumbing systems in residence halls, food service, office and classroom buildings. Three years commercial experience required. Must have valid drivers license. Full benefits package including tuition remission. AA/EOE

Apply to: Assistant Director - HVAC
La Salle University
1900 W. Olney Avenue, Box 823
Philadelphia, PA 19141

CN 8/16/96