

8-23-1996

## Campus News August 23, 1996

La Salle University

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# CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

August 23, 1996



La Salle University  
Student Life Office

[215] 951-1371

## MEMORANDUM

To: Members of the University Community

From: Kathleen E. Schrader, Director of Student Life

Date: August 23, 1996

I am pleased to announce that Joy Verner will be joining the Student Life staff next week as Assistant Director for Activities Programming. Joy completed her graduate studies at Shippensburg University in 1994 and, while a graduate student, was the Holland Union Building Program Coordinator at Dickinson College. Her experiences at Dickinson included leadership development, co-advising the campus activities board, and developing weekend social programs. While at Dickinson, Joy also interned in the Office of Multi-Cultural Affairs. Joy has most recently worked for the Commonwealth of Pennsylvania Human Relations Commission.

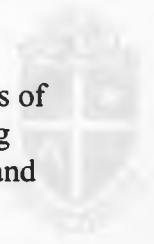
Please come by the Student Life Office and welcome Joy to our community and share with her your thoughts on enhancing the co and extra-curricular life of La Salle.

*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.

August 20, 1996

Dear Faculty Member,

The Office of Undergraduate Admission is seeking bound published works and copies of articles written by the University Faculty to showcase in our newly-remodeled waiting area. We believe that this is a unique opportunity to share with prospective families and students La Salle's commitment to education and highlight the prestige of our community of scholars.



We are seeking your written works as soon as possible. We ask that you stop by at your convenience to drop off your materials. If there is an overwhelming response to this request, we plan to rotate the texts through in order to assure exposure to a variety of topics. If there are any questions concerning this search please feel free to contact us at X1500.

Thank you for your continued support of our efforts. Your contributions are greatly appreciated.

The Admission Staff





LA SALLE UNIVERSITY

OFFICE OF THE PRESIDENT  
PHILADELPHIA, PA 19141 • (215) 951-1010 • FAX (215) 951-1783

KEY DATES

ANNOUNCEMENT

Loving foster families are needed for thousands of children! Catholic Social Services is looking for foster homes for infants, toddlers and school-age children of all races and denominations. Foster families are single or married people who can provide a loving and secure home for a child on a temporary basis. Catholic Social Services provides professional training, support, Catholic School tuition for foster children and financial reimbursement to foster families. To learn more about becoming a foster family, please call Artrice or Claire at 587-3960.



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

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**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**



# La Salle University

DIRECTOR OF PURCHASING  
PHILADELPHIA, PA 19141-1199 • 215/951-1864 • FAX 215/951-1799

MEMO

TO: The La Salle University Community  
FR: NancyLee Moore,  
RE: **OFFICE SUPPLIES CONTRACT**

Beginning September 1st, the University will award it's office supply contract to Office Basics, Inc. With the new contract there will be some changes to the way we obtain office supplies.

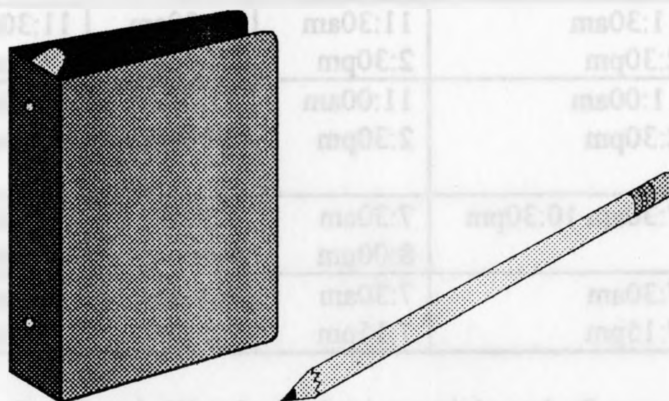
University Departments can order directly from Office Basics.  
*- By your department fax, or through the campus store.*

Office Basics will deliver items directly to your office.  
*- That's right, desktop delivery!*

Supply catalogs and forms will be available the week of August 26.  
*- University Catalog, including procedure instructions, will be sent via Campus Mail.*  
*- Office Supplies Requisition form and Office Basics Catalog will be available for pick-up in the Campus Store.*

Until September 1st, copy paper and computer paper will remain available through the Mail and Duplicating Department. Office Supplies will continue to be ordered from Corporate Express through the Campus Store.

After September 1st, *all supplies* will be ordered through Office Basics, Inc.





# LA SALLE UNIVERSITY

Food Service Department  
Philadelphia, PA 19141-1199  
(215) 951-1388 Fax: (215) 951-1830

## MEMO

TO: Campus Community

FROM: Peter Vernon, Assistant Director *PV*

DATE: August 23, 1996

RE: **OPERATIONAL HOURS**

The Faculty Dining Room will be closed until Tuesday, September 3rd when it will reopen for lunch.

UNIT	MON 26	TUE 27	WED 28	THU 29	FRI 30	SAT 31	SUN 1	MON 2
Faculty Dining Room	Closed---	-----	-----	-----	-----	-----	-----	-----
Intermissions	Breakfast Lunch Dinner	Breakfast Lunch Dinner	Breakfast Lunch Dinner	Breakfast Lunch Dinner	Breakfast Lunch Dinner	Closed	Closed	Breakfast Lunch
Food Court	Closed---	-----	-----	-----	-----	Lunch	BBQ	
North Dining	Breakfast Lunch Dinner	Breakfast Lunch	Breakfast Lunch Dinner	Breakfast Lunch Dinner	Closed	Dinner	Lunch	Breakfast Lunch Dinner

Normal Food Service operating hours will resume on Tuesday, September 3rd.

UNIT	TUE 4	WED 5	THU 6	FRI 7	SAT 8	SUN 9
Faculty Dining Room,	11:30am 2:30pm	11:30am 2:30pm	11:30am 2:30pm	11:30am 2:30pm	Closed	Closed
Intermissions	11:00am 2:30pm	11:00am 2:30pm	11:00am 2:30pm	11:00am 2:30pm	Closed	Closed
Food Court	7:30am 10:30pm	7:30am 8:00pm	7:30am 8:00pm	7:30am 4:30pm	8:00am 6:30pm	10:30am 10:30pm
North Dining	7:30am 7:15pm	7:30am 7:15pm	7:30am 7:15pm	7:30am 7:15pm	Closed	Closed

Intermissions will open for late night service beginning Wednesday, September 11th.



University of the Holy Spirit  
1101 Locust Street  
Philadelphia, PA 19104



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: August 19, 1996  
Re: ID pictures for off-campus sites

ID pictures for the off-campus programs will be taken at the following sites and times:

**Bucks County Campus**

Tuesday 9/17 6:30 - 7:00pm  
Wednesday 9/18 6:30 - 7:00pm  
Thursday 9/19 6:30 - 7:00pm  
Monday 9/23 6:30 - 7:00pm

**Northeast Campus**

Tuesday 9/10 6:30 - 7:00pm  
Thursday 9/12 6:30 - 7:00pm  
Monday 9/16 6:30 - 7:00pm





**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



**LA SALLE UNIVERSITY**

OFFICE OF THE PROVOST  
PHILADELPHIA, PA 19141 • (215) 951-1015 • FAX (215) 951-1785

**TO:** Faculty

**FROM:** Joseph A. Kane  
Provost

**DATE:** August 23, 1996

As you may recall, we have established a City As Classroom budget to assist faculty members wishing to use the resources of the Philadelphia region for educational purposes. I am writing now to notify you of the opportunity to apply for funding for such activities in the Fall Semester of 1996.

If you wish to apply for support for course activities utilizing the city and its resources, please use the application form on the reverse side of this memo. One form for each course for which you are seeking funding should be returned to the Provost's Office by Friday, September 6. The Council of Deans will review applications, and I will inform you of the outcome as soon as that review is completed.

Thank you.

JK:dm

CITY AS CLASSROOM



Faculty Member's Name \_\_\_\_\_

Course Name/Number \_\_\_\_\_

Describe the course activity for which you would like to receive support:

How would this activity enhance the opportunity for student learning in the course?

Please state the amount of funds requested: \$ \_\_\_\_\_.

Please provide detail as to how the funds would be applied to the activity:

# Information Technology Training Schedule

August 23, 1996

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

*All classes run from 9:00am to 12:00 noon.*

Please bring a formatted blank 1.44 floppy disk with you.

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

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## **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*

## **Week of September 2:**

Wednesday 4th- Windows Introduction with Ray Cardillo

Thursday 5th- Word Introduction with Herb Ramirez

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*Please contact Ray Cardillo at least 24 hours prior to your scheduled class should you need to cancel.*

**Due to circumstances beyond our control Lotus Notes Mail training will be delayed for a few weeks. Assigned seating for Notes training will begin as soon as possible.**

*We apologize for any inconvenience this may cause.*

**For more help on many of the software packages we use on campus, please visit the Information Technology Help Web Site at: <http://www.lasalle.edu/~cardillo/it.htm>**

# **CAMPUS POSITIONS AVAILABLE**

**LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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## **Position Available**

### **Secretary**

A secretarial position is available in the Fine Arts, Philosophy and Graduate Pastoral Counseling departments on a shared time basis. The position requires organizational ability, initiative, attention to detail, and word-processing skills (particularly Microsoft Word). A pleasant telephone manner and an ability to deal with faculty and students are necessary.

Full benefits package including tuition remission. Interested persons should submit a resume and two references to Dr. John Smith, Graduate Pastoral Counseling Department, La Salle University, Philadelphia, PA 19141. AA/EOE



**La Salle University**  
Philadelphia, Pennsylvania 19141-1199  
Multicultural and International Affairs



**POSITION ANNOUNCEMENT**

**Communications Instructor**

La Salle University is conducting a weekly academic enrichment program funded by The US Department of Energy for thirty eighth-grade students in Mathematics, Science, Computer Science, and Communications (Writing, Reading, and Speaking), beginning October 12, 1996 and ending March 15, 1997. Instructors will teach two one-hour classes with fifteen students in each class. This is a part-time, temporary position without benefits.

**Title:** PREP Instructor

**Qualifications:** Master's Degree preferred in relevant subject area with some teaching experience. Minimum of a Bachelor's Degree in relevant subject area with 5 years teaching experience.

**Application Procedure:** Submit letter of application and vita to-

Ms. Rochelle Peterson  
Coordinator  
Multicultural Student Services  
Box 408  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141-1199

**Deadline for applying:** September 4, 1996

La Salle University is an Equal Opportunity/Affirmative Action Employer



La Salle University  
Student Life Office

[215] 951-1371

## **POSITION ANNOUNCEMENT**

### **Secretary I - Student Life Office**

The Student Life Office seeks candidates for the position of secretary for the Union 205 office. The secretary provides clerical support to the Director and Assistant Directors for Activities Programming and Organization Advising. The Student Life Office is responsible for activities programming, student organization advising, the student organization funding system, and such major programs as New Student Orientation and Commencement. Responsibilities of the position include typing and general clerical duties, answering in person and telephone inquiries, and supporting all of the activities of the Student Life Office.

Candidates for the position should possess strong clerical and organizational skills, familiarity with Microsoft Word, and the ability to work with students, faculty, administrative and custodial staff, and representatives from off-campus agencies.

Submit a letter of application, resume, and the names of three [3] references to

Kathleen E. Schrader  
Director of Student Life  
La Salle University  
1900 West Olney Avenue  
Philadelphia, Pa. 19141  
[215] 951-1375

Applications will be accepted until the position is filled.

AA/EOE