

6-6-1997

## Campus News June 6, 1997

La Salle University

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# CAMPUS NEWS

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## LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

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JUNE 6, 1997

To: The La Salle Community

From: Raymond Ricci - Vice President, Enrollment Services 

Re: Freshman Enrollment

I know news – both good and bad – travels fast across campus. As effective as word of mouth can be, it can also be misleading or at least incomplete. So, I thought I should share with you news about our recruitment year.

We currently have 826 freshmen who are considered active confirmations for the fall. History tells us that reaching our goal of 710 freshmen would require about 725 active deposits on this date. With 826 in hand, a freshman class of about 800 students seems very likely. Also, La Salle funded financial aid is close to our initial projection, and the residence halls will be at or above full occupancy come September. By every measure, the information for this date on freshman confirmations, aid, and housing is beyond any numbers we would have dreamed of last winter. Only transfer deposits are below our target but even they are about even with last year's total for this date.

Deposits and cancellations will continue to ebb and flow through the summer. But, my real purpose in writing is not to give you a pinpoint projection of fall enrollment but simply to give you an idea of where we now stand. How did all of this happen? There isn't any simple answer. Much of the credit certainly belongs to the staff in the Admission and Financial Aid Offices who worked long and hard to experiment with ideas and showcase the University and its people. Telemarketing has never been used more than it was this year, both by the Admissions Counselors and by the SAR's (a terrific group of Student Admission Representatives who called prospects and applicants and gave tours throughout the year). The staff also implemented a Financial Aid Early Estimator to give prospects an idea last fall of the aid they would probably receive this spring. They again had two very well received overnight dormitory visits (this year without the benefit of a blizzard); had the support of a strong merit and need based aid program and solid data from Institutional Research; had the football factor; and, in the end, had a record number of students visiting campus this year.

Credit also belongs to many of you who have participated in countless ways at so many levels throughout the year. This community came together by speaking to families and prospective students (frequently on demand), hosting departmental telethons, welcoming applicants into

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classes, and helping to stage the Open Houses, DDP's, and the topical workshops. The Alumni and Parent Association volunteers also gave willingly at College Fairs and Open Houses, and Public Relations kept recruitment as its year-long priority. In other words, recruitment was truly a campus-wide effort.

Many of the families of admitted students – those who are enrolling and those who are not – have taken the time to comment on the warmth they felt when they visited this campus and met this community. What they surely saw was the very same spirit so evident at this year's commencement exercises. Of course, these numbers are gratifying to see, but I know full well that each new year will bring a new challenge. I also know many of you have worked just as hard at this issue in years when the results were not so positive. For that reason alone, I think we are all entitled to savor this moment – even if it is just for a moment. For all of your efforts both in those times and now, please accept my heartfelt thanks.

RR/mm



# LA SALLE UNIVERSITY

VICE PRESIDENT FOR BUSINESS AFFAIRS

PHILADELPHIA, PA 19141-1199 • 215/951-1050 • FAX 215/951-1799

June 5, 1997

To: The Campus Community

With the beginning of work on the renovation of Hayman Hall it is understandable that individuals are drawn to want to see the work in progress. However, because it is a construction site where there is construction and demolition taking place, the danger precludes informal visits to the work site. Neither is it possible for construction personnel to stop their work and conduct informal tours. For this reason, we must ask that you refrain from going within the fenced construction area outside of the Hayman Hall or the marked off areas within the building.

If you have an "official business" need to go within the construction site, please contact either Mr. Mike Lopacki, Director of Physical Facilities, or myself and we will make arrangements with construction personnel.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "David C. Fleming".

David C. Fleming  
Vice President for Business Affairs

DCF/sys



# LA SALLE UNIVERSITY

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DIRECTOR OF HUMAN RESOURCES

PHILADELPHIA, PA 19141-1199 • (215) 951-1013 • FAX: (215) 951-1799

E-MAIL ADDRESS: rohanna@lasalle.edu

TO: All University Personnel  
FROM: Susan P. Rohanna, Director of Human Resources  
DATE: June 6, 1997  
SUBJECT: City Wage Tax Changes

I am pleased to notify you of a reduction in the rate of the City of Philadelphia Wage tax rates effective with the paycheck dated July 1, 1997.

Philadelphia's wage tax rate for residents will decrease from 4.84% to 4.79% and non-residents will decrease from 4.2082% to 4.1647%

## Curriculum Design Committee

Minutes of the April 8, 1997 Meeting

TIME: 3:30 - 5:20

PLACE: Teaching and Learning Center

PRESENT: Rosemary Barbera, Eileen Giardino, Lynn Miller, Fran Ryan, Steve Smith, Margaret Watson, Jeannie Welsh, Tom McPhillips, Sam Wiley

PRESIDING: Marc Moreau

1. Review of minutes April 1, 1997 Approved as amended

2. Announcements:

Open meeting University community on April 24, 1997 from 12:30pm to 1:30pm in the Music Room for their input of and response to draft of learning goals for revision of core curriculum.

Discussion of Learning Goals: Draft 4/7/97

The following are points of discussion brought up by members of the committee:

- \* Committee clarified the paragraph after B. Base of Knowledge bullets regarding the use of the terms
- \* Discussion of II: Transformational Achievements (p. 3)
- \* Marc will revise the statement and add/move in from "Agenda for the Future" statements in the vision statement
- \* Message is that the CDC did not invent a new vision - but builds on the present LaSallian Vision.

Committee discussed section "Ancillary ideals for Core Curriculum" of draft 4/7/97

- \* reviewed each of the ancillary ideals as stated and made changes based on clarity of idea and meaning of each statement.
- \* discussed that ideals do not address outcomes assessment of the goals.
- \* committee believes that it is important to communicate idea that we want a curriculum that is able to be assessed, but that the present goal CDC of is *not* to develop outcomes assessments for the goals
- \* Ancillary ideals suggest that all students at LSU will have a common thread to their educational program.

Committee discussion of section titled "Constraints of the Core Curriculum"

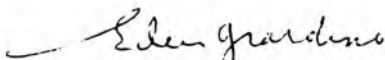
- \* CDC does not want the core to be completely "absorbed and driven by the market place or market forces. The core should enable students to critically evaluate/ challenge the established order of things/forces in society.

General Comment

Committee stresses that the goals at this point should not/do not point to specific courses e.g. use of the word "history" does not mean that a specific history course is the way to address the goal.

Next meeting April 11, 1997 - 8-9:30

Respectfully Submitted,

  
Eileen Giardino



## Do's and Do-not's Issue

This edition of Software Q&A deals with some common computer topics. These are some basic rules to follow for safe computing practices (and just good computer etiquette).

### "When leaving a room..."

After finishing with your computer, always shut down properly by exiting all applications then exiting Windows before hitting the power switch. By not following this procedure you may be doing serious damage to your hard drive and other components.

### "A good homemaker dusts once a week..."

Try to get familiar with two programs on your machine; Scandisk and Defrag. These two utilities can be very useful in cleaning up damaged files (from shutting down improperly or crashing) and for consolidating the files on your hard drive to improve performance. Most users should run Scandisk once a week and Defrag once a month. More information on how to use these programs is available through the Information Technology Training (ext. 1875).

### "Always clean up after yourself..."

If you use Netscape, you should empty your Cache frequently. All images (and occasionally other information) from pages you visit are stored on your hard drive. From the menu in Netscape, select **Options** then **Network Preferences**. Click on the tab that says **Cache**. The two buttons inside that box will delete these files off your computer – click each one.

### "Don't judge a book by its cover..."

**NEVER** assume that information gathered from the Internet is verified or even factual – especially medical advice or treatment methods. Anyone - anywhere - can post a web page that contains any information they care to put there. Libraries and publishers used to do some filtering of information before it became available to the general public. With the Internet – you are on your own.

### "Big 'gifts' come in small packages..."

Downloading some software? A new screen saver, or game perhaps? If you are not careful about what you are downloading you will fall prey to anything from annoying re-configurations of some of your software or hardware settings to a full-blown-kill-your-hard-drive virus. Remember that occasionally, in regards to free software, you get what you pay for.

### "True Ladies and Gentlemen never divulge a secret..."

Many people on campus share their account information (username and password) with those they work with. Please do not continue this practice. If you have users in your area with a need for a LAN account, please contact Information Technology to have the new account created.

### Cool Web Site:

<http://www.msnbc.com>

This joint cable/Internet news resource from **MicroSoft** and **NBC** has a "customize" feature that allows you to pick and choose the information you want to read. Included in the options: local weather, local traffic, local movie times, stock quotes, science news, international news and kids resources. You also have the ability to type in some of your own topics of interest and any stories relating to those topics will be just a click away!



# Information Technology Training Schedule

June 6, 1997

All classes will meet in Olney 101. Please bring a ***formatted 3.5" floppy disk*** with you to class. All attendees ***must know their username and password*** for their LAN account in order to participate in the class exercises.

June 9	June 10	June 11	June 12	June 13
No Classes	<p><i>Windows 95 Introduction</i></p> <p>Get START-ed with the new version of Windows. Topics covered: logging on the LAN, basic functions, starting programs and finding your files.</p> <p>1-4pm</p>	No Classes	No Classes	No Classes
June 16	June 17	June 18	June 19	June 20
No Classes	<p><i>Word for Windows 95 Introduction</i></p> <p>Learn the basics of creating, formatting, saving and printing documents.</p> <p>1-4pm</p>	No Classes	No Classes	No Classes

Contact Ray Cardillo at ext. 1875 or e-mail [cardillo@lasalle.edu](mailto:cardillo@lasalle.edu) for reservations or if you have questions regarding any of the training classes.

**TO: Department Heads and Directors**

**FROM: Paul V. McNabb, Comptroller**



**DATE: June 6, 1997**

**SUBJECT: Important Information Regarding Fiscal Year End**

As we approach the end of the fiscal year, we need your special cooperation in order to help ensure that the fiscal activity of your department budget is recorded in the correct fiscal year. This will require coordination between yourself and others in your department who are authorized to initiate charges to the budget, and the offices responsible for processing these transactions - i.e. Bursar's Office, Accounts Payable, Campus Store, etc. The chart below indicates the various deadlines with respect to recording charges (transactions) against the 1996-97 budgets.

Please review this list and make appropriate note. Transactions received after the indicated deadline will have to be charged to the 1997-98 budget. Your special attention is called to the payment of vendors by approved invoices. Only those accounts payable supported by 1996-97 outstanding Purchase Orders will be chargeable to the 1996-97 budget after the indicated June 25, 1997 deadline.

If you need additional clarification or assistance, please do not hesitate to call.

<u>DESCRIPTION/ACTIVITY</u>	<u>DEADLINE</u>
Expenditures (payment by check)	June 25, 1997
Petty Cash vouchers	June 30, 1997
Purchase Orders	June 25, 1997
Department Charges	
Duplicating - Xerox	June 30, 1997
Duplicating - Supplies	June 30, 1997
Postage	June 30, 1997
Campus Store	June 25, 1997
Office Basics Charges	June 30, 1997
Adjustments to:	
May 1997 Budget Statement	June 25, 1997
June 1997 Budget Statement	Within 3 days of receipt of June Budget Statement

# **CAMPUS POSITIONS AVAILABLE**

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

## POSITION AVAILABLE

### DATA COORDINATOR

The Registrar's Office has an opening for a Data Coordinator. The position requires organizational ability, initiative, attention to detail, typing skills (60-WPM), and good communication skills. A pleasant telephone manner and ability to deal with the public are also necessary. Qualified candidates should have a working knowledge of computers including word processing skills. Full benefits package including tuition remission. Interested persons should submit a resume and two references to:

**Dominic J. Galante**  
University Registrar  
La Salle University  
Philadelphia, PA 19141

La Salle University is an Equal Opportunity/Affirmative Action Employer

**POSITION AVAILABLE (Search Reopened)**

**LIBRARY/SECURITY TECHNICIAN** - A full-time position is available in the Circulation Department. This position is responsible for maintaining a safe and secure environment within the Library. This person assists with regular Circulation Desk routines as well as stack maintenance functions.

The normal hours are Sunday - Thursday 4:00 PM - 12:00 AM. These hours vary during semester breaks, holidays, exams, summer sessions, and staff shortages.

This position requires good interpersonal skills, maturity, tact, basic computer skills, and the ability to work unsupervised. Library or security experience helpful, but not required. Full benefits package including tuition remission.

Candidates interested in this position should submit a **resume, names & telephone numbers for 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 Friday, June 20, 1997.  
AA/EOE

**Manager of Media Relations/Associate Director of Public Relations**

The Public Relations Department is seeking a marketing communications professional to manage an aggressive media relations program and serve as Associate Director of Public Relations. Responsibilities include coordinating the department's publicity efforts, and using advertising, publications, special events and other communications tools to help promote the university. Ideal candidates will have a Bachelor's degree in journalism, communications or related field; 5 to 7 years of experience in public relations, marketing communications or equivalent setting; strong writing skills; ability to handle many projects at once; attention to detail. Please send resume, 2 writing samples and salary requirements by June 20, 1997, to:

**Ray Ulmer**  
Director of Public Relations  
La Salle University  
1900 W. Olney Avenue  
Philadelphia, PA 19141

**La Salle University is an Equal Opportunity/Affirmative Action Employer.**



Office of the Director  
215-951-1285

## **POSITION ANNOUNCEMENT**

### **PROFESSIONAL REFERENCE LIBRARIAN**

The Professional Reference Librarian will provide a full range of reference service at La Salle University's off-campus Graduate Center in Newtown, PA. The selected candidate will be required to design and teach Bibliographic Instruction programs. Must have knowledge and experience in using print as well as electronic resources, including FirstSearch, CD-ROMS, other online databases, and Internet/www resources.

The Professional Reference Librarian must have demonstrated experience in planning and delivery of library user instruction, evidence of excellent written and oral communication, strong interpersonal skills, flexibility and desire to work in a rapidly changing technological environment. Chosen candidate will be required to travel to main campus.

This is a permanent part-time position at 20 hours per week.

Qualifications: ALA accredited MLS or equivalent. Salary: \$22.00/hr. Please submit *Letter of application, Vita, and 3 Business References* to: John Baky, Connelly Library, La Salle University, 1900 W. Olney Ave., Phila., PA 19141-1199.

Position is available July 1, 1997. Applications will be accepted until the position is filled. AA/EOE



## La Salle University

Philadelphia, Pennsylvania 19141

215-951-1550

Resident Life Office

### **JOBS\*JOBS\*JOBS\*JOBS\*JOBS\*JOBS\*JOBS\*JOBS\*JOBS**

The Resident Life Office of LaSalle University has the following openings.

#### ***Residence Life Area Coordinator***(anticipated opening).

This is a professional, full-time, live-in, 12 month position. The Area Coordinator will be responsible for the management of residential area housing 500-700 students. Area responsibilities will include supervision of graduate students and undergraduate (RA) staff, as well as educational programming, housing operations, area office management, judicial affairs, staff selection/training/development and related leadership opportunities associated with the University and departmental mission. A master's degree in Student Affairs Administration, counseling or a related field is required along with a record of related experience. Compensation includes an on-campus apartment, meal plan, annual salary and package of University benefits. Please send a letter of application, resume and at least three references to :

Ms. April Herring  
Assistant Director of Resident Life  
1900 West Olney Avenue  
Box 819  
Philadelphia, PA 19141  
AA/EOE

#### ***Assistant Area Coordinator*** ***(Graduate Assistant)***

Supervise undergraduate staff and students, counsel students, coordinate activities and programs, attend judicial affairs, and assist with facilities management in a college residential hall setting. Resident Life staff experience and enrollment in a Philadelphia area graduate school is highly desirable. Compensation package for a 10 month contract includes a cash stipend, tuition remission to the school of choice, apartment & meal plan.

Send a cover letter, resume, and three references to:

Ms. April Herring  
Assistant Director of Resident Life  
1900 West Olney Avenue  
Box 819  
Philadelphia, PA 19141  
AA/EOE