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Campus News July 30, 2004

La Salle University

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CAMPUS NEWS - August 6, 2004

La Salle University's Weekly Informational Circular

TO: Faculty

**FROM: John J. McGoldrick, F.S.C.,
Assistant Provost**

DATE: August 2, 2004

Funding is available for *City As Classroom* activities for the Fall 2004 semester. Applications will be accepted until Friday, August 20. An electronic application form (i.e., a "Word" document) is available. Please contact me (#1015; e-mail: mcgoldri@lasalle.edu),

and I will e-mail a blank form to you. You may also obtain the application via the Provost's Office web page (<http://www.lasalle.edu/provost/forms.htm>).



The Council of Deans has adopted the following guidelines for review of *City As Classroom* funding applications:

Goal to facilitate the use of the resources of the Greater Philadelphia Metropolitan area in the educational experience of students.

Guidelines for funding evaluation:

1. Priority will be given to funding for undergraduate classes.
2. Priority will be given to funding for activities that will not be available in future semesters (e.g., a special exhibit at a museum, a concert or play and so forth).
3. Priority will be given to discrete events rather than underwriting continuing costs of student participation in activities required by a course.

4. The number of participants can be given priority in decisions on funding.
5. Funding of admission costs will be limited to \$12.00 per person.
6. When transportation is involved, the first choice is University-owned vehicles. If that is not feasible, rental must be arranged through the University's Purchasing Office.

Hold the Date

**When: Thursday September 2nd
4:30 p.m. – 6 p.m.**

Why? A Reception to Welcome Back Faculty

Where: Dunleavy Room

Sponsored by
The Teaching and Learning Center and
Faculty Development Committee

**For more information, contact Kathi McNichol
at extension 1824 or mcnichol@lasalle.edu.**

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Campus News ARCHIVES

The Campus News is produced by Mail and Duplicating and Portal Communications

General News

Farewell Reception for Pat Greenleaf

**Thursday, August 12th, 4:00 - 5:00
p.m.**

Counseling Center - McShain Hall

Pat Greenleaf has been the Administrative Assistant for the Student Health Center for the past 16 years. In this capacity, Pat has done a fantastic job setting up systems for tracking students' compliance with health requirements, organizing office operations for maximum efficiency, administering the University's student insurance plan, maintaining the health records for all of La Salle's students, and much more. Pat's creativity and graphic skills were evidenced by the flyers about health issues and upcoming programs which she designed and which in turn, contributed to the success of the Student Health Center's educational efforts. Finally, Pat's warmth and friendliness will be missed when students visit the Student Health Center as Pat would greet them often by name and create an atmosphere of comfort when students were feeling under the weather. Pat received her BA this past May and has been offered a position with the Archdiocese of Philadelphia teaching computers in an elementary school.



Lane B. Neubauer Ph.D.
Director of Health Services
 - Counseling Center
 - Student Health Center
 - Alcohol and Other Drug Program
Advisor of Peer Educators
La Salle University
1900 W. Olney Ave.
Philadelphia, PA 19141
215 951 5157
 fax 215 951 1451

To: University Community

**From: Tom Keagy, Dean of
Arts and Sciences**

With a mix of emotions I inform you of the pending departure of Linda Carlin, Assistant Dean of Arts and Sciences. It is difficult to imagine La Salle University without her. She completed her B.S. and M.B.A. in our own School of Business and has served on the University Alumni Board for the past eight years. Over the past 25 years Linda has worked her way up through the La Salle administrative system in positions with increasing responsibilities. Prior to her three-year tenure as Assistant Dean in Arts and Sciences, she served as Assistant Director/Director of the M.B.A. program in the School of Business, and as Administrative Assistant/Academic Advisor in the graduate program in the Department of Education.

Linda will be leaving La Salle on August 13 to accept a position with DeVry University as Degree Completion and Articulation Program Director. In all of her official positions related to La Salle, Linda has consistently served the best interests of our students. Her love for them has been evident every day in her one-on-one personal interactions with them and their families, and she has served as a living example of the university's mission of service. In addition to her daily contact with students, Linda has managed the content of the School web page and most recently has coordinated the complete revision of the School news magazine *Keynotes*.

I know you join me in wishing Linda well in her new position. She has made many contributions to La Salle University and will be greatly missed. Elsewhere in this edition of Campus News you will find an announcement of a search to fill the vacancy created by her departure. In the interim all student related matters in Arts and Sciences will be coordinated by Julie Valenti.

Meeting Minutes

Division of Student Affairs

ACTIVITIES FUNDING BOARD MEETING MINUTES 4/14/04

MEMBERS PRESENT: Mark Badstubner, Thomas Blum, Luke Bollerman, Brian Campo, Jason Canady, Mike Farrell, Donna Fiedler, LaSella Hall, Bill Hash, Christopher Kazmierczak (co-chair), Pete Lafferty (co-chair), Becky Messa, Jennifer Scalora, Ray Shay, Jason Triglia

Board Business I/Operating Budget for the Activities Contingency Fund

The Operating Budget proposal for 2004-2005 is \$50,000.00

MOTION: Mike Farrell

SECOND: Ray Shay

VOTE: In favor: 10 Opposed: 2 Abstain: 1

Board Business II/BackPac

Members of BackPac are requesting \$8,115.00

MOTION: Bill Hash

SECOND: Jennifer Scalora

VOTE: In favor: 10 Opposed: 1 Abstain: 1

Board Business III/La Salle Rugby Football Union

Members of the La Salle Rugby Football Union are requesting \$5,900.00

MOTION: Ray Shay

SECOND: Luke Bollerman

VOTE: In favor: 11 Opposed: 0 Abstain: 1

Board Business IV/Explorer

Members of The Explorer are requesting \$30,148.00

MOTION: Donna Fiedler

SECOND: LaSella Hall

VOTE: In favor: 12 Opposed: 0 Abstain: 0

Board Business V/LaSpam

Members of La Spam are requesting \$1,200.00

MOTION: Jennifer Scalora

SECOND: Ray Shay

VOTE: In favor: 12 Opposed: 0 Abstain: 0

ACTIVITIES FUNDING BOARD MEETING MINUTES 4/15/04

MEMBERS PRESENT: Mike Farrell, Pete Lafferty (co-chair), Becky Messa, Brian Campo, Jennifer Scalora, Jason Triglia, Ray Shay, Thomas Blum, Christopher Kazmierczak (co-chair)

MEMBERS NOT PRESENT: Mark Badstubner, Jason Canady, Bill Hash, LaSella Hall, Luke Bollerman, Donna Fiedler

Board Business I/Gospel Choir

Members of the Gospel Choir are requesting \$2,152.56

MOTION: Mike Farrell

SECOND: Becky Messa

VOTE: In favor: 4 Opposed: 0 Abstain: 0

Board Business II/Resident Student Association (RSA)

Members of RSA are requesting \$33,400.00

MOTION: Thomas Blum

SECOND: Jennifer Scalora

VOTE: In favor: 4 Opposed: 0 Abstain: 1

Board Business III/WEXP

Members of WEXP are requesting \$8,331.00

MOTION: Mike Farrell

SECOND: Jason Triglia

VOTE: In favor: 5 Opposed: 0 Abstain: 0

Board Business IV/Students' Government Association (SGA)

Members of SGA are requesting \$29,460.00

MOTION: Jason Triglia

SECOND: Brian Campo

VOTE: In favor: 5 Opposed: 0 Abstain: 0

Meeting Minutes

Board Business V/Masque

Members of Masque are requesting \$34,045.00

MOTION: Mike Farrell

SECOND: Becky Messa

VOTE: In favor: 7 Opposed: 0 Abstain: 0

Board Business VI/Jazz and Pep

Members of Jazz and Pep bands are requesting \$12,640.00

MOTION: Mike Farrell

SECOND: Ray Shay

VOTE: In favor: 7 Opposed: 0 Abstain: 0

Board Business VII/Organization of Latin American Students (OLAS)

Members of OLAS are requesting \$7,585.00

MOTION: Brian Campo

SECOND: Ray Shay

VOTE: In favor: 7 Opposed: 0 Abstain: 0

Board Business VIII/InterFraternity-Sorority Council (IFSC)

Members of IFSC are requesting \$17,225.00

MOTION: Mike Farrell

SECOND: Ray Shay

VOTE: In favor: 6 Opposed: 0 Abstain: 1

ACTIVITIES FUNDING BOARD MEETING MINUTES 4/16/04

MEMBERS PRESENT: Mike Farrell, Pete Lafferty (co-chair), Jennifer Scalora, Jason Triglia, Ray Shay, Thomas Blum, Christopher Kazmierczak (co-chair), Donna Fiedler, Jason Canady

MEMBERS NOT PRESENT: Mark Badstubner, Bill Hash, LaSella Hall, Luke Bollerman, Becky Messa, Brian Campo

Board Business I/Commuter and Off-Campus Student Association (CAOS)

Members of the CAOS are requesting \$1,410.00

MOTION: Jennifer Scalora

SECOND: Mike Farrell

VOTE: In favor: 6 Opposed: 0 Abstain: 1

Board Business II/Fellowship of Community and University Services (FOCUS)

Members of FOCUS are requesting \$26,370.00

MOTION: Ray Shay

SECOND: Donna Fiedler

VOTE: In favor: 6 Opposed: 0 Abstain: 1

Board Business III/Cross Cultural Association (CCA)

Members of CCA are requesting \$2,907.50

MOTION: Mike Farrell

SECOND: Ray Shay

VOTE: In favor: 7 Opposed: 0 Abstain: 0

Board Business IV/LaSalle Singers

Members of LaSalle Singers are requesting \$1,700.00

MOTION: Jennifer Scalora

SECOND: Jason Triglia

VOTE: In favor: 7 Opposed: 0 Abstain: 0

ACTIVITIES FUNDING BOARD MEETING MINUTES 4/19/04

MEMBERS PRESENT: Mike Farrell, Pete Lafferty (co-chair), Becky Messa, Brian Campo, Jennifer Scalora, Thomas Blum, Christopher Kazmierczak (co-chair) Jason Canady

MEMBERS NOT PRESENT: Mark Badstubner, Bill Hash, LaSella Hall, Luke Bollerman, Donna Fiedler, Jason Triglia, Ray Shay

Board Business I/African American Student League (AASL)

Members of the AASL are requesting \$14,553.27

MOTION: Brian Campo

Meeting Minutes

SECOND: Jennifer Scalora
 VOTE: In favor: 5 Opposed: 0 Abstain: 1
 Board Business II/Asian American Intercultural Association (A-ASIA)
 Members of A-ASIA are requesting \$2,492.50

MOTION: Mike Farrell
 SECOND: Jennifer Scalora
 VOTE: In favor: 4 Opposed: 1 Abstain: 1

Board Business III/GAELS

Members of GAELS are requesting \$340.00
 MOTION: Mike Farrell
 SECOND: Brian Campo
 VOTE: In favor: 6 Opposed: 0 Abstain: 0

Board Business IV/Cancer Awareness Reaches Everyone (CARE)
 Members of CARE are requesting \$1,955.00
 MOTION: Jason Canady
 SECOND: Brian Campo
 VOTE: In favor: 6 Opposed: 0 Abstain: 0

Board Business V/Retreat Planning Committee (RPC)
 Members of RPC are requesting \$2,953.00
 MOTION: Mike Farrell
 SECOND: Brian Campo
 VOTE: In favor: 6 Opposed: 0 Abstain: 0

Board Business VI/Explorers for Life
 Members of Explorers for Life are requesting \$663.74
 MOTION: Brian Campo
 SECOND: Jennifer Scalora
 VOTE: In favor: 3 Opposed: 1 Abstain: 2

ACTIVITIES FUNDING BOARD MEETING MINUTES 4/20/04

MEMBERS PRESENT: Mike Farrell, Pete Lafferty (co-chair), Becky Messa, Jennifer Scalora, Christopher Kazmierczak (co-chair) Jason Triglia, LaSella Hall,

MEMBERS NOT PRESENT: Mark Badstubner, Bill Hash, Luke Bollerman, Donna Fiedler, Jason Canady, Ray Shay, Brian Campo, Thomas Blum,

Board Business I/Hockey Club
 Members of the Hockey Club are requesting \$19,740.00

MOTION: Jennifer Scalora
 SECOND: Becky Messa
 VOTE: In favor: 2 Opposed: 0 Abstain: 2

Board Business II/Collegian
 Members of the Collegian are requesting \$19,180.00

Discussion Notes: The board has requested that Christopher Kazmierczak and Pete Lafferty meet with the Collegian advisor and student editors to discuss the Agency Account of the Collegian and ad revenues and general business practices. The content of the newspaper is not a discussion item. A meeting and report to the Board is requested for November, 2004 to discuss the business operations of the paper.

MOTION: LaSella Hall
 SECOND: Mike Farrell
 VOTE: In favor: 4 Opposed: 0 Abstain: 1

Board Business III/Proposed Cuts to existing budgets for continuity and necessity

Proposed cuts total \$31,110.00 to be spread out over 13 budgets. These cuts have been reflected in the prior minutes.

MOTION: Jennifer Scalora
 SECOND: Becky Messa
 VOTE: In favor: 3 Opposed: 0 Abstain: 1

Employment

CAMPUS POSITIONS AVAILABLE

La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers. La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1020

Secretary II—Grad Nursing

The School of Nursing is currently seeking to fill the position of Secretary II for the Graduate Nursing Program. Qualified applicants should possess a working knowledge of Microsoft Office for Windows (Microsoft Word, Excel, and Access), effective communication skills and organizational abilities. The successful candidate must also be able to maintain program records, schedule appointments, plan program activities, and assist with overall program needs. High School Diploma/GED required. Full benefits include tuition remission.

Applicants should submit a detailed resume, salary requirements, and employment references by August 13, 2004 to: Dr. Kathleen Vito, Graduate Nursing Program Director, La Salle University, School of Nursing, Box 808, 1900 West Olney Avenue, Philadelphia, PA 19141.

The Administrative Services unit is currently accepting applications for the following potential vacancies:

Full-time/Part-time Security Desk Receptionists (SDR)s

Responsibilities include verifying the status of all persons desiring access to the residential complexes of La Salle University in addition to the maintenance of administrative records and strict adherence to program policies and procedures.

Security Desk Receptionist (SDR) Shift Monitor

Responsibilities include assisting the Associate Director in the operation of the SDR program, with an emphasis on monitoring of the SDRs regarding both security and policy/procedural issues.

Full position descriptions are available upon request.

Applicants should possess good communication, interpersonal and customer service skills. Knowledge of word processing, spreadsheets and desktop software systems are helpful. Scheduling for all positions will require some evening and weekend shifts. Full-time employees are eligible for a benefits package, which includes tuition remission.

Applicants should submit a cover letter, resume and three professional references to:

Sean P. Killion, Associate Director, Administrative Services, 1900 West Olney Avenue, Box #835, Philadelphia, PA 19141.

Phone: 215-951-1370 · Fax: 215-951-5126 ·
www.lasalle.edu

Secretary I—SLHS Program

The Speech-Language-Hearing Science Program is currently seeking to fill the position of Secretary I for the Speech-Language-Hearing Science Program of the School of Nursing. Qualified applicants should possess a working knowledge of Microsoft Office for Windows (Microsoft Word, Excel, and Access), effective communication skills, and organizational abilities for maintaining Program records, scheduling appointments, planning Program activities, and assistance with overall program needs. High School Diploma/GED required. Full benefits include tuition remission.

Applicants should submit a detailed resume, salary requirements, and employment references by August 15, 2004 to: **Dr. Barbara J. Amster**, Director of Speech-Language-Hearing Science Program, La Salle University, School of Nursing, Box 808, 1900 West Olney Avenue, Philadelphia, PA 19141.

Employment

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Assistant Dean

The Office of the Dean of Arts and Sciences welcomes applications for the full-time position of Assistant Dean for the School. The Assistant Dean is responsible for advisement and administrative activities crucial to the day-to-day operation of the Dean's Office. The Assistant Dean also manages information for the School web page and coordinates materials for the School news magazine *Keynotes*.

A person of strong character and high ethical values is sought. Expected qualifications for the position include a master's degree; a minimum of three years in higher education, including experience in academic advisement, administration, and/or teaching; familiarity with curricular issues; and proficiency with computing packages. Excellent communication and interpersonal skills are required as is a commitment to the mission and goals of the School and the University. Compensation for the full-time position includes salary and a full benefits package.

Applications will be accepted until the position is filled. Interested candidates should submit an application letter, resume, and a list of references to:

Assistant Dean Search

School of Arts and Sciences
La Salle University
Philadelphia, PA 19141

Writer

The University Communications office is seeking to fill the position of **writer**. The writer is responsible for producing news releases and other materials necessary to obtain media coverage for the University, as well as articles for university publications, including *La Salle Magazine* and the alumni newsletter. Duties include familiarizing oneself with the University's faculty research, academic programs, extra-curricular activities, and student life. The writer will also deal with the media both to pitch stories and to respond to media requests for information.

Strong interviewing, writing, editing, and proof-reading skills are required. Abilities to handle several projects simultaneously and to meet deadlines are essential. Candidate should be familiar with Microsoft Office Suite, particularly Microsoft Word. Experience working in a higher education environment and knowledge of publication production are advantages. Qualified applicants should have a bachelor's degree in a related field and at least two years' experience in a similar position. This is a full-time position with a full benefits package, including tuition remission.

To apply, please send cover letter, resume, salary requirements, and the names and contact information for three references by August 16 to:

Joseph W. Donovan

Assistant Vice President for Marketing and Communications
La Salle University
1900 W. Olney Avenue
Philadelphia, PA 19141

Employment

CAMPUS POSITIONS AVAILABLE

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Multimedia Technician

The Multimedia Technician is responsible for general technical and A/V support within the Office of Distributed Education with primary focus on Multimedia Services. The duties include but are not limited to basic office management duties, which include maintaining office databases, billing system and departmental web site; equipment management, including maintenance, distribution and maintaining inventory of equipment and supplies; special event setup, which may include pc, laptop, projection and various audio/video components. The Multimedia Technician is also responsible for database creation and management, web design and basic programming. This position is also responsible for various services offered by the department of Multimedia Services which include, but are not limited to, printing, audio and video tape duplication, laminating, archival video footage, digital photography, scanning, and assembling multimedia cart systems.

Education and Experience Required/Desired:

Bachelor's degree in a relevant major or 2 years working experience in a relevant field. This position requires general Audio/Visual and PC skills including knowledge of a Windows environment; excellent knowledge of Microsoft Office packages including Access, Power Point and Publisher; web design skills and graphic design skills. The technician should also be skilled in color printing operations and should have a general knowledge of A/V systems, components and design. Knowledge of Web CT and PHP is a plus. Other requirements include excellent interpersonal communication skills, ability to work with others and to work independently, and creative problem solving skills.

The shift for this appointment is Monday through Friday 11:00 A.M. to 7:00 P.M

Application Process:

Please send your resume, cover letter and list of references to:

JoAnne Snarponis

1900 W. Olney Ave.
Box 402
Philadelphia, PA 19129
snarponi@lasalle.edu

Basketball Coach

La Salle University's Athletic Department invites applications for an immediate opening for a full time Head Women's Basketball Coach. The Head Coach will be responsible for all aspects of the management of the program, including (but not limited to), recruiting, player development, fund raising and NCAA compliance. Previous college coaching experience and experience in recruiting is required.

Send letters of interest, resume with references and detailed listing of all relevant experience to:

Dr. Annette O'Connor, NCAA Faculty Athletics Representative, La Salle University, Box 805, 1900 Olney Ave. Philadelphia, Pa. 19141. fax 215-991-3557 or email o'connor@lasalle.edu

Please submit your articles for the **next** edition of the Campus News by 4:00 PM on Wednesday.

campusnews@lasalle.edu