To: The Campus Community

From: Michael Lopacki
       Director of Physical Facilities

Date: December 6, 2002

Subject: Holiday Decorations

As preparations and decorating on campus begins for the Christmas holiday, the Physical Facilities group urges you to take a few important minutes to examine the electrical wiring on your decorations be they candles, wreaths, tree, lights, etc... to insure that they are in good condition. If you do not have one, now would be a good time to purchase a fire extinguisher.

I recognize that some people prefer to have a freshly cut tree in their office. However, the City of Philadelphia Fire Prevention Code prohibits fresh-cut trees and greens to be displayed indoors. You might feel that it will not happen to me, but please consider that fires from freshly cut trees have happened often enough that the City of Philadelphia prohibits their use indoors.

We hope these few reminders help to make this festive time of year safe and joyful for one and all.

HAPPY HOLIDAYS FROM EVERYONE AT PHYSICAL FACILITIES!

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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.
December 2, 2002

To: The La Salle Community

Re: Early Deadline for Payroll Processing

Due to the Christmas Holiday, the Human Resource Department will need to process the payroll for pay period ending December 22, 2002 early. We are asking for your cooperation in submitting all payroll information including timesheets for this payroll no later than Tuesday, December 10, 2002 at 3:00 p.m. Any timesheets or other payroll information received after this deadline will be processed in the following payroll.

Paychecks will be dated and distributed on Friday, December 20, 2002. Thank you for your cooperation in adhering to this deadline.

The timesheets for the first payroll in January will be sent to department heads on December 12, and are due back to HR on Thursday, January 2, 2003 at 3:00 p.m.

The Human Resource Department would also like to take this opportunity to wish you and your family a joyous holiday season.

Sincerely,

Margarete Walsh
Director of Human Resources
Student Press Committee
October 30, 2002
Minutes

Present: Anna Allen, John Beatty, Megan Cahill, Frank Ciabarri, Tonya Ellis, David Falcone, Danielle Landwher, Karen Shuster
Absent: Anne Marie Smith
Excused: Chris Casimiro, William Hall

This meeting of the Student Press Committee started with the approval of the memo that Committee Chair John Beatty will send to the Student Affairs Committee, in reference to Committee membership and the timetable for the Committee’s charges for the 2002-2003 year. As a note, the Student Press Committee serves an advisory role to the Student Affairs Committee, and these membership changes are suggested as recommendations only.

- The Committee’s next meeting is scheduled for December 4, 2002 at 1 p.m. in Union 310. As this is the last week of classes for students, Committee members expressed concern that the students on the Committee create a balance for all other objectives before the Committee, such as studying for exams, since this week is universally hard-pressed. For this meeting, members are asked to begin reviewing the Student Press section of the Student Handbook / Student Guide to Rights and Responsibilities, particularly focusing on the responsibilities of the Committee. Since these documents are nearly historic in respect to the current Committee’s standing, members are also asked to evaluate them in light of the Committee at the present.

- In particular, the student groups represented were called to summarize where they currently stand in relation to the Student Press Committee, with reference to the Student Handbook / Student Guide to Rights and Responsibilities. It was suggested that these student groups compose a brief summary of their current state of affairs and post it on the Lotus Notes database for the Committee to assess. The following members from each respective student organization offered to compose the summaries: Megan Cahill or Chris Casimiro from WEXP, and Karen Schuster from the Collegian.

- Anna Allen discussed the charge of the Committee in relation to the Alcohol and other Drug program. This charge does not have to be an official goal of the Committee; however its importance in relation to student publications was seen as a subject for the Committee to consider. It was suggested that the respective student groups should contact Robert Chapman if they want information concerning the Core Alcohol Survey or the AOD program.

- A concern was presented to the Committee regarding a column in the Collegian titled, “Away Messages of the Week.” Without permission, some students’ AOL Instant Messenger screen names were used in the column. Although minute changes were made to the screen names, it was still possible to identify the students’ actual screen names. The Committee was uncertain as to the proceedings for a review of this kind, and the Committee concluded that it would ask the Dean of Students how to approach this type of concern. Karen Schuster also informed the Committee that the column was not expected to make an appearance again.

- An additional member at-large from the Collegian and WEXP should be designated to attend meetings next semester. Collegian staff will have a representative attend the next meeting on December 4th.

- Megan Cahill updated the Committee on WEXP and its two-year progression toward going live on the Internet. Contrary to information that was provided during its development, the IT Department informed WEXP that bandwidth has been capped. This pushes the broadcast back and includes buffers. Student staff are upset about the impasse that this has created for WEXP. This also has severe implications for the Explorer staff’s ability to submit online information to its publisher. WEXP staff will continue to work with IT to resolve the problem. In the meantime, station members should consider soliciting the support of faculty and administrative staff to move toward an effective solution.
Student Affairs Committee
Meeting Minutes

October 23, 2002


1. Mr. Wiegman offered a moment of reflection to begin our meeting.

2. We began our review of the goals, objectives, and timelines submitted by the Division of Student Affairs teams and related committees. Our discussion today focused on the statements submitted by the Cultural Enrichment Team, the New Student Experiences Team, and the Staff Development Team. Our comments and suggestions will be combined with those of the divisional Leadership Team and will then be shared with the members of those teams to help them continue to shape their work.

3. Our review of our work on this task will continue via electronic discussion between now and our next meeting, at which we also will begin our review and discussion of parental/family notification policies.

November 13, 2002


1. Ms. Dow led us in a moment of prayer and reflection.

2. We welcomed Mr. France, a recently elected freshman SGA senator, as our newest member.
3. We continued our review and discussion of the goals, objectives, and timelines submitted by teams and committees associated with the Division of Student Affairs. We focused today on the materials submitted by the Senior Year Experiences Team and the Activities Funding Board and we generated a number of questions and suggestions for both, which will be compiled and conveyed to both by Dr. Cicala. In addition, Dr. Cicala described and requested discussion regarding the model that he planned to present to the Senior Year Experiences at the beginning of the team’s November 22 planning retreat; the model provides conceptual and visual representation of the needs of the various groups of students who make the transition from active enrollment to alumni status each year — fulltime day division undergraduates, continuing studies students, and graduate students — and represents the common and distinct needs of resident and commuter students, as well. Mr. Wiegman and Dr. Cicala also described the topics to be covered at the Activities Funding Board’s November 23 planning retreat, and led brief discussion about two of those topics: the possibility of the first increase in the Student Activities Fee since its inception and the means for determining and monitoring the “mandatory set-asides” (e.g. Bus Fund, Athletic allotment, etc.) approved by the board each year.

4. Dr. Cicala provided an update on the emerging “late night/weekend programming” initiative; both the Athletic Department and Food Services have committed to join with the Division of Student Affairs in planning and funding a pilot program, focusing on both the Hayman Center and the La Salle Union, as early as this coming spring semester. A study/planning group, composed of representatives from the aforementioned three entities and student representatives appointed by SGA, has been convened and will be meeting in the near future.

5. We had a brief discussion about parental/family notification policies in connection with student disciplinary matters. Those present concurred with the conclusion reached at the November 6 meeting of the Student Affairs Committee of the Board of Trustees that the January 15 meeting of that committee be transformed into a educational meeting on this subject, to include that committee and this one, along with the Leadership Team of the Division of Student Affairs. The Leadership Team will plan and host the meeting; there will be preliminary readings representing several points of view on this subject. Further information will be forthcoming.

6. Our student members raised concerns about the availability of parking spaces in campus lots were raised by our student members. We decided that Assistant Director of Security John Gallagher, who is responsible for campus parking, would be invited to an upcoming meeting of our committee. Discussion with Mr. Gallagher has been very helpful when issues have arisen over the past few years and revisions of parking policy have resulted from our collaboration.
Health Advisory Committee Meeting – November 26, 2002

Present: Co-chairs: Lane B. Neubauer, Dina Oleksiak; Members: Mary Ellen Wydan, Chris Mickel, Scott Tajirian, Bonni Zetick, Ricky Palladino, Earl Goldberg

Absent: Sister Eileen McGowan, Nick Angerosa, Colleen Bauer, Danielle Landwher, Kristal Hankinson

Guests: Anne Bullard, Robert Chapman

I. Blood Drive Debriefing
   A. La Salle collected 20% over the American Red Cross donor goals for the Fall Blood Drive. Success was due to collaborative efforts of all the members of the Health Advisory Committee.
   B. Thank you note from American Red Cross was read which stated that ‘within one blood drive, La Salle University collected more blood than 2000 – 2001 years cumulative’!
   C. Next Blood Drive scheduled for April 8th & 9th, 2003

II. Update on purchase of Automated External Defibrillators and recommendations for need for CPR training
   A. Five AED's have been purchased through Business Affairs. Appropriate staff members are being identified through the Safety and Security Committee for AED training.
   B. Discussion occurred on benefits of CPR training and/or Heimlich training for staff members in addition to those who will AED trained.
      1. Health Advisory Committee discussed the benefits of the Resident Directors and Resident Assistants being trained in CPR as they are often the first individuals on the scene of a health emergency. However, this could be costly.
      2. Mary Ellen Wydan is checking on whether coaches are CPR certified and if not, the HAC will decide whether to recommend that coaches be certified
      3. Recommendation that Food Services employees be trained in the Heimlich maneuver. Dina stated that this training could come from Student Health Center Nurses at no cost to the University.

III. Report on ‘identifying staff who handle body fluids and/or are involved in high risk situations concerning bloodborne pathogens and make appropriate recommendations’.
   A. During the discussion of AED and CPR training, the issue of OSHA training was raised to insure that employees who are cleaning up and/or being exposed to situations in which body fluids are involved are receiving the proper training.
   B. Three categories of employees who have potential to be exposed were identified.
      1. High Risk – handling dangerous body fluids continuously i.e. Neighborhood Nursing, Student Health Center
      2. Medium Risk- intermittent exposure i.e. Community Development Staff, Security, Housekeeping
      3. Low Risk – do not come in contact with body fluids i.e. most other departments
   C. A survey will be developed to be given to department heads to identify which positions fall into the above categories and to assess what training is currently being given.
   D. Recommendations for additional training if necessary will be made for each level of risk.

IV. HIPAA report – Chris Mickel
   A. Human Resources is working with Blue Cross on this issue. Blue Cross needs to be compliant by April ’03 which will have repercussions as to how employee medical information is handled.
   B. Neighborhood Nursing Center is considered a covered entity and is working to become compliant with HIPAA regulations.
   C. Student Health and Counseling Center (Health Services) are not considered covered entities since they do not transmit medical information electronically or engage in third party payments so therefore do not need to comply with HIPAA legislation.
V. Core Survey summary – Robert Chapman
   A. The results of the Alcohol and Other Drug Core survey were reviewed.
   B. The HAC committee will discuss at the next meeting, what it can do to address some of the issues related to
      the misuse of alcohol and other drugs which impact the La Salle University community brought to light through
      the survey.

VI. 2003 Health Fair – March 25, 2003
   A. Title will be “How the Health are you Doing?”
   B. Ricky Palladino and Lane Neubauer met to start organizing; All members of the committee have tasks that they
      are working on.

VII. Creating a Smokefree environment at La Salle University
   A. Colleen Bauer, Ricky Palladino and Lane Neubauer will meet to develop a survey to identify the extent of
      smoking in the offices and classroom buildings.

VIII. Next semester’s meeting time
   A. All committee members are asked to bring their Spring ’03 schedules to the Dec. 10th meeting so a convenient
      meeting time can be identified for next semester.

Respectfully submitted by Lane B. Neubauer Ph.D.
"When John heard in prison of the works of the Messiah, he sent his disciples to him with this question, 'Are you the one who is to come, or should we look for another?' Jesus said to them in reply, 'Go and tell John what you hear and see: the blind regain their sight, the lame walk, lepers are cleansed, the deaf hear, the dead are raised, and the poor have the good news proclaimed to them...'"

Matthew 11: 2-5

This is the birthday according to the flesh of our Lord Jesus Christ!

Best wishes for a Merry Christmas and blessings during the New Year 2003 -- and for many years to come!

...from your friends and colleagues in University Ministry & Service
You are cordially invited to experience a La Salle tradition...

MIDNIGHT LITURGY for the ADVENT/CHRISTMAS SEASON

11:45 PM, Saturday night, December 7th, in the De La Salle Chapel.

Offer thanks and praise to God, hear the readings proclaimed, sing the songs, feel the warmth of this wonderful season — with your friends and fellow Lasallians!

Christmas Advent 02

Permission to Post -- University Ministry & Service, Division of Student Affairs
May the blessings and cheer of this wonder-full season be yours now and through the new year!

from your friends and colleagues in University Ministry & Service

Christmas Advent '02

Sunday, December 1st
9:00 PM Liturgy - 1st Sunday of Advent

Monday, December 2nd
1 PM — Liturgy

Tuesday, December 3rd
4:30 PM — Making-a-Connection

Wednesday, December 4th thru Friday, December 6th
1 PM — Liturgy

Friday, December 6th & Saturday, December 7th - BRANCH OUT days

Saturday, December 7th
11:45 PM — Midnight Liturgy

Sunday, December 8th
6:30 PM Liturgy - 2nd Sunday of Advent

Monday, December 9th
1 PM — Liturgy - Feast of Mary's Immaculate Conception (No obligation this year)

Tuesday, December 10th thru Friday, December 13th

Friday, December 16th
1 PM — Liturgy

Sunday, January 12, 2003
6:30 PM — Liturgy - Feast of Jesus' Baptism

— Permission to Post thru Monday, December 16th — University Ministry & Service, Division of Student Affairs
The University Ministry and Service's Service trips would like to thank you for supporting our fund-raiser selling pizza kits and cookie dough. Your purchase helped defray our costs!!!
American Red Cross
Blood Services, Penn-Jersey Region

Certificate of Appreciation
is presented to

Lasalle University

In Grateful Appreciation
for

Achieving 120% On A Collection Goal of 160

~November, 2002~
SATURDAY, December 7, 2002
- “Live – the Musical” cabaret-style entertainment by La Salle students in the Rodden Theater starting @11AM
- Men's Basketball against Villanova at the Palestra @3PM
- Midnight Liturgy for the Advent/Christmas Season in the Chapel @11:45PM

SUNDAY, December 8, 2002
- Circle K Club is hosting a spaghetti dinner in St. Katharine's Lounge @5:30PM
- Liturgy in the Chapel @ 6:30PM

MONDAY, December 9, 2002
- Liturgy in Chapel @1PM – Feast of Mary's Immaculate Conception (no obligation this year)

TUESDAY, December 10, 2002
- Liturgy in Chapel @1PM
- Annual Christmas Reception in the Union Ballroom from 3-5PM – all offices will close @3PM

WEDNESDAY, December 11, 2002
- Liturgy in Chapel @1PM

THURSDAY, December 12, 2002
- Liturgy in Chapel @1PM

FRIDAY, December 13, 2002
- Liturgy in Chapel @1PM
- All resident halls will be closing @6PM for the Christmas Break

SPECIAL NOTES: ANY CAMPUS-WIDE EVENTS YOU WANT POSTED? Call x1374
**HOLIDAY LIBRARY HOURS**

2002 - 2003

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CALL FOR PROGRAMS

KING’S DREAM 2003

“REMEMBER, CELEBRATE, ACT”

Attention: Faculty, Staff, & Student Leaders

WE NEED YOU!

King’s Dream is La Salle’s fourth annual celebration of the work of Dr. Martin Luther King Jr. where we challenge our community members to be better leaders toward the type of community envisioned by Dr. King. It will be held on January 20, 2003, and our goals are to help emerging leaders become effective role models and empower established leaders to improve our community.

Suggested Ideas for Presentations:
- Rising against discrimination
- Pursuing Justice
- Creating change of perspectives
- Appreciating the positive side of conflict
- Creating positive change
- Understanding the power of language
- Harnessing the Power of Working Together
- Maximizing the Effect of Positive Leadership
- Gaining Inspiration from Great Leaders
- Challenging Ideas about Stereotypes
- Diversity Games
- Recognizing non-visible diversity

These are just a few ideas- but this day can encompass so much more- please feel free to come up with an idea of your own.

Program proposal forms are available from Jenean Snider, Community Coordinator for Off-Campus and Commuter Students via e-mail snider@lasalle.edu or through contacting the Brother Augustine Center at 215/424-7570. Forms must be submitted to Jenean by December 17, 2002. Thank you.
To: Faculty, Staff and Administration

From: Stacie Shaver, Associate Director of Community Development

Re: Resident and Community Assistant Selection

The fall 2002 semester is quickly winding down. For Community Development, this means the start of recruiting efforts for the 2002-2003 Resident and Community Assistant Staff. In our preparations, we are seeking your assistance.

In your position, you come in contact with students who have the potential to become tomorrow's student leaders. Through RA positions, we offer an opportunity, which will allow those students to develop that potential. A Resident Assistant is a paraprofessional staff member of the Division of Student Affairs. It is the responsibility of the RA to supplement and complement the process of formal education by enhancing the quality of life in the residential facilities. Therefore, we are seeking individuals who demonstrate initiative, dependability, and a positive attitude. Ideal candidates are also students who embrace the ideals of community living and have shown the ability to empower others. The positions in our upper-class apartment and townhouse facilities are called Community Assistants. While many of the same characteristics apply for both CA and RA applicants, for CAs we are especially looking for current sophomores or juniors who show the unique balance of being able to relate to and motivate their peers while serving as a positive role model who can hold their peers accountable for their actions.

I would like you to use the form below to recommend possible RA and CA candidates. Please write the names and addresses of these students and return it to Stacie Shaver, Community Development, Box 819 by Friday, December 13, 2002. These nominated students will be given information about the RA and/or CA position and application process.

Thank you in advance for your prompt attention to this matter. Your time and energy will benefit us all!!! If you have any questions about the process or either of the positions, please feel free to contact me at X1550.

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<th>Candidates Name</th>
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Nominators Name: ________________________________

Department: ______________________ Phone: ________
Dear faculty and staff members.

We are writing to encourage your participation in Branch Out 2002 – 2003. As many of you know, Branch Out was rained out last year. As a result, the Student Coordinators came up with the idea of mini branch outs, which allowed students to participate in service work throughout the year. It was then decided that Branch Out would be a yearlong project rather than just a one-day event.

This year, we are requesting that each student team has an advisor. An advisor is extremely helpful to the Branch Out Student Coordinators and to their respective team. The Student Coordinators use the advisor as a contact for information regarding the day of service, the site for service, and for help with transportation (i.e.: driving a rental or La Salle van). We also ask the advisors to be in contact with the team members to relay important information.

As a faculty and/or staff member, we are encouraging you to participate in Branch Out as an advisor. Our hope is that Branch Out is spread throughout the campus not just among the students, but also among the broader La Salle University community.

If you have any questions, please stop by Benilde hall 2nd floor or call x 1804.

Thank you,

Branch Out Student Coordinators

PS- Please complete the form below if you are interested in being on our advisor list and send to Box 829 Attn: Branch Out Coordinators. Thank you!

-----

YES!! I am interested in being put on Branch Out’s Advisor list. I understand that student groups may contact me about being an advisor for any of the dates I check below.

Name

Phone______________ Email______________

Department______________________________

Dates available:
_______ Friday, December 6 ~ 3-6pm ______ Saturday, December 7 ~ 9-12pm
_______ Friday, February 7 ~ 3-6pm ______ Saturday, February 8 ~ 9-12pm
_______ Friday, March 21 ~ 3-6pm ______ Saturday, March 22 ~ 9-12pm
_______ Saturday, April 5 ~ 9-12pm
The School of Arts and Sciences, in cooperation with The Teaching and Learning Center

Announces

A One-Day Workshop

Wednesday, January 8th, 2003

Active Learning for the Novice
And the Expert

Presented by Karl Smith, Ph.D.,
University of Minnesota

Dr. Smith’s primary research interest is the role of collaboration and cooperation in learning and design. He has published extensively in this field, and is a frequently sought-after speaker on active learning.

If you want to enliven your lectures and improve your student’s rate of learning, please join us for an energizing day.

All University faculty and adjuncts are invited to attend

8:30 a.m. – 4:30 p.m.
Continental breakfast and lunch included
Dunleavy Room

Please Call Michele Guy at x1042 to make your reservation by Thursday, December 19th
Celebrate the start of the semester with a FABULOUS and FREE Open House Deli-Lunch...

It’s not too early to mark this on your calendar!!!

Tuesday, January 14, 2003

It all starts in the Chapel Lounge (lower level of College Hall) at 11:30 AM!!!

ALL members of the university community are invited!!!
Important Announcement for all faculty and adjuncts

Interested in seeing the world? Interested in investigating academic and philosophical issues from around the globe?

Why not plan a travel/study course for the 2003-2004 Academic Year?

To learn more about the joys and challenges of travel/study, please join us for a panel discussion and brainstorming session.

Thursday, January 23, 2003
12:30 p.m. – 2:00 p.m.

Dunleavey Room

A mandatory follow-up meeting for all who intend to travel during the 2003-2004 term will occur on February 6th.

Details to follow.
Co-curricular events for the spring term, 2003:

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<td>THE COSMIC TAPESTRY: A SPIRITUALITY OF CREATION</td>
<td>KATHLEEN DUFFY, SSJ</td>
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<td>DAVID CLOONEY</td>
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<td>CATHOLIC AND FEMINIST: AN OXYMORON?</td>
<td>MARY ANNE NOLAN, RSM</td>
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<td>FRANCISCAN SPIRITUALITY</td>
<td>ED COUGHLIN, OFM</td>
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Come Support your La Salle Explorers!

Men's Basketball

Big 5 Classic
Saturday, Dec. 7th
vs. Villanova 3 PM
@ Palestra

Tickets $25
La Salle Athletics

2002-03 Winter Schedule

December
Tue. 3  Men's Basketball  @ James Madison  7:00
F-S 6-7 Swimming/Diving  @ Delaware Invitational  All Day
Sat. 7  Men's Basketball vs. Villanova (@ Palestra)  3:00
Sat. 7  Women's Basketball  @ Villanova  7:30
Sat. 7  Indoor Track  @ Princeton  11:00
Sat. 14  Men's Basketball  @ Cincinnati  6:05
Mon. 16  Women's Basketball vs. Marquette  7:00
Wed. 18  Women's Basketball  @ Howard  7:00
Sat. 21  Women's Basketball vs. Bucknell  1:00
Sat. 21  Men's Basketball  @ Southern California  8:00
Sat. 28  Men's Basketball vs. Cornell  7:30
S-S 28-29 Women's Basketball  LaSalle Invitational
Sat. 28  Women's Basketball  LaSalle vs. Robert Morris  2:30
          Holy Cross vs. Maine  4:30
Sun. 29  Women's Basketball  Third Place Game  2:00
          Championship Game  4:00
Mon. 30  Men's Basketball  vs. Quinnipiac  7:00

January
Fri. 3  Women's Basketball  vs. Duquesne  7:00
Sat. 4  Men's Basketball  @ Rutgers  7:30
Mon. 6  Women's Basketball  @ Pennsylvania  7:00
Wed. 8  Men's Basketball  @ Dayton  7:00
Fri. 10  Women's Basketball  @ Dayton  7:00
F-S 10-11 Swimming/Diving  @ Rhode Island Invitational  6:00
Sat. 11  Men's Basketball  vs. George Washington  4:00
Sun. 12  Women's Basketball  @ Xavier  2:00
The following ads for faculty positions at La Salle will appear in national publications in late November and early December 2002:

**Assistant Professor of Music History**  
*La Salle University*

Tenure-track Assistant Professor position beginning Fall 2003. Successful candidate will have Ph. D. in Music History and undergraduate teaching experience. Specialization open but preference for candidates with some expertise in electronic/digital music. La Salle is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, visit our Web site at www.lasalle.edu. Send CV, one-page statement of teaching philosophy, three letters of reference to Dr. Patricia B. Haberstroh, Chair, Search Committee, Box 840, La Salle University, 1900 W. Olney Ave., Philadelphia PA 19141-1199. Application deadline: January 17, 2003. AAEOE.

**Assistant Professor of Art History**  
*La Salle University*

Tenure-track Assistant Professor position beginning Fall 2003. Successful candidate will have a Ph. D. in Art History and undergraduate teaching experience. Specialization open but preference for American, Modern/Contemporary or Medieval/Renaissance. La Salle is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, visit our Web site at www.lasalle.edu. Send CV, one-page statement of teaching philosophy, three letters of reference to Dr. Patricia B. Haberstroh, Chair, Search Committee, Box 840, La Salle University, 1900 W. Olney Ave., Philadelphia PA 19141-1199. Application deadline: January 5, 2003. AAEOE.
Cashier

Reporting directly to the Assistant Comptroller for Bursar Operations the Cashier is responsible for processing student transactions, accurately handling money, and answering student questions by researching their accounts.

The successful candidate will have minimum teller and/or cash experience. In addition, qualified candidates should possess strong interpersonal skills and have a basic knowledge of Microsoft Excel and Word.

Compensation package consists of a competitive salary and excellent benefits including tuition remission. “LaSalle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers.” For a complete mission statement visit our website at www.lasalle.edu.” Applicants should submit a detailed resume and salary requirements to: LaSalle University, Office of the Bursar, 1900 West Olney Avenue, Philadelphia, PA 19141, Attn: Assistant Comptroller for Bursar Operations or by email to: benson@lasalle.edu.

LaSalle University is an Equal Opportunity and Affirmative Action Employer.