6-13-2003

Campus News June 13, 2003

La Salle University

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The La Salle Athletic Department invites the La Salle Community to thank Bob Vetrone for his years of dedication and service to La Salle University and to wish him well on his retirement.

June 26th, 2003
3 p.m. - 5 p.m.
Hayman Center Conference Room (2nd floor)

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.
Health Advisory Committee Meeting – May 28, 2003

Present: Co-chairs: Lane B. Neubauer, Dina Oleksiak. Members: Nick Angerosa, Anne Bullard, Earl Goldberg, Sister Eileen McGowan, Mary Ellen Wydan, Bonni Zetick

Absent: Kristal Hankinson, Scott Tajarian

These minutes are from an additional meeting that the Health Advisory Committee scheduled to discuss recommendations for changes in La Salle University’s current Smoking Policy which permits smoking in private offices in Classroom and Administrative Buildings.

I. Smoking Survey Results

A. The summary of the results of the smoking survey were reviewed.
B. As was reported in the minutes from the previous HAC meeting, surveys were distributed to all employees with directions to return by April 18th. 332 out of approximately 1000 surveys were returned (73% non smokers, 13% smokers, 14% former smokers; 33% return rate).
C. Results showed strong support among the respondents for working in a smoke free environment (86% strongly agree or agree; 5% had no opinion; 9% strongly disagree or disagree) and non-support for current policy which permits smoking in private offices (69% strongly disagree or disagree with current policy, 10% had no opinion, 21% agree or strongly agree with the policy).
D. The majority of respondents included comments about the negative impact of allowing smoking in offices. Several comments address employees avoiding certain offices and areas when possible due to the presence of smoke. Many comments referred to second hand smoke in their work environment negatively affecting their health (“headaches”, “allergies”, “asthma”, “irritated eyes”, etc.), comfort (“odor on clothes”, “smell is awful”, “makes me cough”, etc.) and well being (“have to continuously get up and shut door to avoid inhaling smoke”, “have to visit offices where people smoke….it is difficult to concentrate because of odor in these offices” and many other similar types of comments).
E. Out of approximately 450 personal comments written on the surveys, less than a dozen statements supported the current policy of allowing smoking in private offices. Examples include “I am opposed to making smokers feel like lepers” “I believe that if it is a private office then they should have a choice to smoke or not –but open a window for ventilation”, “I quit smoking…but still respect others opinion to smoke in private areas but I have no reason ever to be in a private smoker’s office”.
F. Results as well as a complete list of comments can be obtained from a Health Advisory Committee member.

II. Health Advisory Committee Recommendations: The Committee is unanimous in recommending that the current Smoking Policy be changed to make all classroom and administrative buildings smoke-free by the start of the 2003-2004 Academic Year.

A. Personal Health: The second hand impact of tobacco smoke has been clearly documented. In a 1999-2000 report from the HAC, which recommended the above change in policy, it was stated that second hand smoking is the third leading cause of preventable death in the US killing 53,000 non-smokers a year.
B. Physical Plant: Mike Lopacki, Director of Plant Administration, reports that smoke will eventually be drawn back through a centrally air-conditioned building via the air returning to the system to be re-cooled and re-circulated. There will be a dilution depending on the amount of tobacco smoke in the air. The more people smoking in the building, the greater the impact on air quality.
C. Students: As reported in the HAC minutes from the April 23, 2003 meeting, Students’ Government Association supports the above change in the smoking policy.
D. Current Support for the Proposed Change in Policy: All employees were given the option to return the “Smoking Survey”. Approximately a third chose to return it. As mentioned in section I above, support from those who returned the surveys for creating a smoke free work environment was overwhelming.
E. 2002 Change in La Salle University’s Smoking Policy: Last summer, the Food Court and Blue and Gold became smoke free. Feedback about this change has been consistently positive from students, staff and faculty with little if no resistance to the change observed.
F. Other Philadelphia Universities’ Smoking Policies: Temple, Drexel, St. Joe’s and Villanova do not allow smoking in offices or university buildings in general.

III. Future steps

A. The Health Advisory Committee serves in an advisory capacity to the Dean of Students and to the Provost. Therefore the HAC will submit the above recommendation for change in the current smoking policy to Dr. Joseph Cicala and Dr. Richard Nigro for their review and further action.

Respectfully submitted by Lane B. Neubauer Ph.D.
To the Campus Community:

The Academic Discovery Program (ADP) will begin its annual summer program on Tuesday, June 24, and as part of that day’s activities, the ADP staff will be having a cookout for the incoming ADP students at the South Campus gazebo from 3:00 to 4:30. If your schedule allows, please stop by to welcome these new students to La Salle.

As you probably are aware, the ADP brings about forty freshmen to campus each summer, offering them classes in Math, Writing, Critical Thinking and Study Skills. Just about all of our students qualify for Pell and PHEAA grants, and many have suffered as a result of the curriculum and physical conditions in the Philadelphia comprehensive high schools. Ten students in this incoming class are from the Archdiocesan schools.

While they will face many obstacles here at La Salle, they should be very good students. I interviewed and tested 186 applicants this past Spring, and we reject far more students than we accept. Of the thirty-eight students who have indicated they will attend La Salle, most are ranked in the top half of their high schools classes, and in some cases we have the highest ranked students. In addition to having the top student from Mastbaum High School, we have the number 2 student from Olney High, the number 4 student from Edison High, and numbers 5, 7, and 13 students from Bodine High School for International Affairs. (I should note that in this class there are four Central High School graduates whose class ranks are a bit lower than most of our other students but who bring their own special talents to the University.)

This will be a diverse class. Although most have lived in the United States for at least a decade, several are originally from countries such as Haiti, Cambodia, Poland, Turkey, Albania, and Trinidad and Tobago, as well as the Commonwealth of Puerto Rico. We are blessed to have one Sudanese refugee, who walked half way across Africa (twice!) to flee the civil war in his country. Just about all our freshmen are first-generation college students.

As usual, our students bring a variety of talents and skills to the campus: many are National Honor Society members, White Williams Scholars, officers in their student government associations, and very active participants in their schools’ organizations or volunteers in their communities. We are excited about bringing them to La Salle.

Most of us here at La Salle recognize that, despite the richness of our students’ backgrounds, they will face significant challenges. I will not go into all the horrific social problems they have faced in their own families or schools. Despite these problems, our students remain amazingly upbeat and focused. They are eager to learn and will certainly work hard to meet the high expectations set by the ADP and La Salle.

I would like to thank the Admission and Student Financial Services Office for its work in recruiting these students and preparing their financial aid packages. In particular, Bob Voss and Austin Hall continue to be very supportive of the ADP and were very effective in encouraging applicants to consider the benefits of our program. Finally, I would like to thank Leslie Rivera, the ADP secretary, for her work in keeping our database updated and for sending out various letters requesting campus visits, student interviews, and on-campus testing.

But please consider coming to the South Campus on Tuesday, June 24, for the cookout.

Bob Miedel, Director, ADP
Faculty Development Sessions: Web CT Course Management System

Introductory and follow-up sessions are now being offered for Web CT. The Summer 2003 schedule is posted on the back of this page.

Respond quickly — Seats are limited.

To sign up for a session, contact:

Jo Anne Snarponis
Coordinator
Office of Distributed Education
Olney Hall 205
215.991.3502
snarponi@lasalle.edu
# La Salle University
## Office of Distributed Education
### Summer 2003 Web CT Training Schedule

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Dates and Times</th>
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<tbody>
<tr>
<td>Introduction to Web CT</td>
<td>2 Hours</td>
<td>Friday, June 20 10:00 A.M. to 12:00 P.M.</td>
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<td>Friday, June 27 10:00 A.M. to 12:00 P.M.</td>
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<td>Friday, July 11 10:00 A.M. to 12:00 P.M.</td>
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<td>Friday, July 25 10:00 A.M. to 12:00 P.M.</td>
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<td>Friday, August 15 10:00 A.M. to 12:00 P.M.</td>
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<td>Using Web CT communication tools</td>
<td>1 Hour</td>
<td>Wednesday, June 18 2:00 P.M. to 3:00 P.M.</td>
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<td>Tuesday, July 15 10:00 A.M. to 11:00 A.M.</td>
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<tr>
<td>Developing Content and Web CT file management</td>
<td>2 Hours</td>
<td>Thursday, June 19 2:00 P.M. to 4:00 P.M.</td>
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<td>Tuesday, July 1 10:00 A.M. to 12:00 P.M.</td>
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<td>Wednesday, July 16 2:00 P.M. to 4:00 P.M.</td>
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<tr>
<td>Using Web CT evaluation and assessment tools</td>
<td>2 Hours</td>
<td>Wednesday, June 25 10:00 A.M. to 12:00 P.M.</td>
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<td>Thursday, July 24 2:00 P.M. to 4:00 P.M.</td>
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<tr>
<td>Customizing your Web CT course: Changing course layout, design and settings</td>
<td>1 Hour</td>
<td>Wednesday, July 9 10:00 A.M. to 11:00 A.M.</td>
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<td><em>(You must already have a course in development to attend this session)</em></td>
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<td>Tuesday, July 29 2:00 P.M. to 3:00 P.M.</td>
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<tr>
<td>Creating content using html and incorporating various types of media</td>
<td>2 Hour</td>
<td>Wednesday, July 30 10:00 A.M. to 12:00 P.M.</td>
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<td>Thursday, August 14 2:00 P.M. to 4:00 P.M.</td>
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<tr>
<td>Managing your Web CT course</td>
<td>1 Hour</td>
<td>Thursday, July 3 10:00 A.M. to 11:00 A.M.</td>
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<tr>
<td><em>(You must already have a course in development to attend this session)</em></td>
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<td>Wednesday, August 13 2:00 P.M. to 3:00 P.M.</td>
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*Note: Maximum number of attendees for each session is 10. Minimum number of attendees is 3. Additional dates may be added to accommodate overflow. Sessions may be rescheduled if attendance is low.*
To: Campus Community

From: Brother Chip

Date: 10 June 2003

Because of changes in staffing patterns during the summer months, it would be best to use the following contact for University Ministry and Service.

This would be especially important when providing us with information to be used in preparing death notices.

Sean Lavelle
Administrative Assistant
215/951-1804
lavelle@lasalle.edu

While Fr. Dave, Sr. Eileen, and I do check voice and e-mail, calling Sean would be the best way to get in contact with any of us during the summer months.

Many thanks!
LaSalle University, in partnership with GMAC Mortgage, is proud to present a FREE First Time Buyer's Seminar. Learn how you may be able to be pre-approved for a mortgage! Also learn how seller contributions and other important facts that can put YOU in control of the home buying process. With the Spring Market approaching and interest rates at 40 year lows, the time has never been better for achieving the American Dream of homeownership. Knowledge is POWER, so come learn all you need to know.

WHERE: College Hall, Room #206
WHEN: June 18th, 2003, 12:30 PM until 1:30 PM
LUNCH: Will be provided
RSVP: Contact Pat Feeley by e-mail (feeley@lasalle.edu) or phone (xt 1882)

If you can not attend but would like to learn more about the program please call 1-866-333-GMAC (4622) or visit the website at http://www.mortgagebanksite.com/gmac-lasalle/
PARKING PERMIT REGISTRATIONS

FACULTY/STAFF

The Security and Safety Department is currently issuing faculty and staff parking permits for the upcoming year. Although many of our colleagues have applied and received their new permit for the 2003/2004 school year some of the campus community have yet to do so.

If you intend to park on-campus after June 30th, you are required to register your auto/s with the Security and Safety Department and receive the appropriate parking permit hangtag for the upcoming year.

After June 30th, autos not displaying the proper parking permit are subject to being denied access into parking areas or receiving fines, if parked on-campus. To avoid any inconvenience, please acquire your permit prior to that date.

Registration forms are available at the Security and Safety Department’s headquarter (Carriage House in the Belfield section of campus) or you may contact the Parking Office at (215) 951-1066 to have forms mailed to you. For convenience, there is also a copy of the application on the rear portion of this notice that may be used for registration. Printable applications are also available from the Security Department’s web site: www.lasalle.edu/security.

If you have any questions about parking please contact Mr. John Gallagher at the above phone number or by email, gallaghj@lasalle.edu.
Faculty & Staff Parking Application

PARKING OFFICE HOURS — MON. THRU FRI. 9:30AM TO 4:30PM,
PHONE # (215) 951-1066
ADDRESS: 1900 W. OLMEN AVENUE, PHILADELPHIA, PA. 19141-1199

Instructions
1. Type or print legibly using a ball point pen.
2. Submit completed application to the Security and Safety Department along with payment, if applicable.
3. Make all checks or money orders payable to La Salle University.

Personal Information

Name: (First) .............................................. (Last) ..............................................
Home Address: (Number & Street) .................................................................
City __________ State _____ Zip Code _________ Home Phone ( )
La Salle University I.D.# __________________________________ {Medical/Disabled Parking - contact (215) 951-1066}

Types of Permit: Circle Category Requested

- FACULTY/STAFF (MAIN CAMPUS) $ 150.00 per year
- FULL TIME FACULTY/STAFF .......... $ 100.00 per year
- PART TIME STAFF .............. $ 40.00 per year
- ADJUNCT FACULTY ........ $ 20.00 per semester
- GOOD SHEPHERD .... No Fee

Faculty/Staff Information:

Department : __________________ Extension : __ Campus Mail Box # _________________

Vehicle Information: (Note: Only one parking permit or hang tag will be issued to each applicant, however, there may be instances when a secondary vehicle may be used. Please list your primary auto as # 1 and any others as # 2 and # 3).

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Applicant's Agreement

In consideration of the receipt of a parking permit from La Salle University, I hereby agree that I will abide by any and all regulations relating to the operation or parking of motor vehicles on the campus and will comply fully with any sanctions, as specified by La Salle, if any violations occur. I also agree that all parking is at my own risk; in addition, I hereby release La Salle, its agents, servants, or employees from all liability that might arise out of said parking, including but not limited to, the release of any present or future claims against La Salle, its agents, servants or employees, for theft of said vehicle or its contents, and the release of any present or future claims against La Salle, its agents, servants or employees, that might arise out of the relocating of said vehicle. The foregoing release of liability is expressly intended to include the release of any present or future claims against La Salle, its agents, servants or employees for any negligence on their part.

Applicant's Signature ___________________ Date ___________________
Assistant Director of Sports Information

La Salle University’s Athletic Department invites applications for the position of Assistant Director of Sports Information. This position will be the main contact for select sports (including but not limited to Women’s Basketball, a fall and spring sport). The successful candidate must have a bachelor’s degree in Communications, Sports Management, Journalism or related major. Prior experience in a collegiate sports information office is necessary. Successful candidate must have knowledge of Quark Xpress, Adobe Photoshop and a prominent web-management software brand (preferably DreamWeaver). Proficiency in StatCrew/Automated Scorebook programs (to include inputting) preferred but not required. Candidate must also possess exceptional writing skills.

La Salle University 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, please visit our website at www.lasalle.edu.

Send letter of interest, resume and two writing samples to: Kale Beers, Director of Athletic Communications, La Salle University, 1900 West Olney Ave., Philadelphia, Pa. 19141. Fax 215-951-1694.

AA/EOE
School of Nursing

Secretary III for Nursing Certificate and Distributive Learning Programs
School of Nursing

Full time secretarial position is now available in the School of Nursing. Requires a working knowledge of Microsoft Office for Windows, effective communication skills, organizational abilities for maintaining course materials, typing, filing, implementing mailings and duplicating of projects, greeting students, and handling phone calls regarding inquiries of the Nursing Certificate and Distributive Learning Programs.

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**Qualifications:** High School Diploma/GED required

**Full benefits include tuition remission.**

Send resume, 2 references, and salary requirements to:

Dr. Janice M. Beitz
Nursing Certificate and Distributive Learning Programs
La Salle University
School of Nursing
Box 808
1900 West Olney Avenue
Phila., PA 19141

*La Salle University is an Equal Opportunity and Affirmative Action Employer.*
La Salle University
POSITION DESCRIPTION

Administrative Assistant II – School of Business

Reports to: Associate Dean and Assistant Dean of the School of Business

Essential Duties and Responsibilities:
- Receptionist functions such as assisting walk-ins, scheduling appointments and answering phones.
- Secretarial functions for Associate Dean and Assistant Dean. This includes answering phones, typing, mailings, setting up meetings, maintaining calendars and filing.
- Assist with general office duties and School of Business special events

Skills:
- Knowledge of Banner, Microsoft Office, Access, Excel and Word
- Ability to multi-task, take initiative, problem solve, have attention to detail and work in a team environment
- Ability to communicate effectively and work directly with a variety of people.
- Student service experience a plus.

Send cover letter and resume to:
La Salle University School of Business
Box 826
Philadelphia, PA 19141

Deadline is Monday, June 30, 2003

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AA/EOE