La Salle University Employee Picnic

Tuesday, May 13, 2003
(Rain Date May 14, 2003)
12:30 p.m. to 3:30 p.m.

La Salle University cordially invites you to attend a fun-filled picnic with your colleagues here at La Salle.

Please come to work in picnic attire!
The picnic will take place at the Gazebo on South Campus

Please bring your own balls, mitts, blankets, etc... for the MUSIC, FUN and GAMES.

The menu is: Nacho Chips and Salsa, Potato Chips, Pretzels and Popcorn, Cheese Burgers, Veggie Burgers, Hot Dogs, Grilled Chicken Breast, BBQ Spare Ribs and Grilled Sausage with Onion and Peppers, Pasta and Tossed Green Salad, Baked Beans, Cole Slaw, Steamed Corn on the Cob, Fresh “Homemade” Cookies, Self Serve “Smore’s” Bar, Watermelon Wedges and Ice Cream Treats.
AUTOMATIC EXTERNAL DEFIBRILLATORS
(A.E.D.'s)

AED’s have proven to be lifesavers for people who experience sudden critical health situations such as heart attacks. The Security and Safety Department is pleased to announce that the University recently acquired several “Life-Pak” AED’s for use on both the Main and Bucks County campuses.

A number of staff from Security and Safety, Administrative Services, and the Athletics Department received CPR/First Aid certification and AED training.

If an emergency occurs on-campus, please contact the Security and Safety Department’s Emergency Extension # 2111. If the emergency requires the use of an AED, trained staff will respond to the scene. In addition, the 911 Emergency System would also be activated for assistance.

For non-emergencies, please contact Security and Safety at Extension # 1300.
Date: May 9, 2003
To: University Faculty
   Academic Deans
From: Richard A. Nigro
   Provost
Subject: Scheduling of Final Examinations

I write to announce that, following input from the faculty on two separate occasions as well as discussion at meetings of the Academic Affairs Committee, the manner of the scheduling of final examinations has been changed. **Effective in the Fall 2003 semester, the scheduling of final examinations will closely parallel that of the regular schedule of classes.**

While the arguments presented by a number of individual faculty members were reviewed by the Committee, the majority of faculty respondents and the Committee members were at least open to, if not in favor of, making this change.

Dominic Galante will have the examination schedule prepared for distribution at the beginning of the Fall 2003 semester. If you desire to combine multiple sections of a single course for the final exam, please contact Bro. Ed Koronkiewicz (#1020; koronkie@lasalle.edu) to make these scheduling arrangements. I ask you that you also note it now for your own course planning.

**Planned Exam Schedule**

<table>
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<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>8:30 a.m.</td>
<td>MON/WED/FRIDAY (8:00AM)</td>
<td>TUES/THURS (8:00AM)</td>
<td>MON/WED/FRIDAY (9:00AM)</td>
<td>TUES/THURS (9:30AM)</td>
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<td>10:30 a.m.</td>
<td>MON/WED/FRIDAY (10:00AM)</td>
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<td>MON/WED/FRIDAY (11:00AM)</td>
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<td>12:30 p.m.</td>
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<td>2:30 p.m.</td>
<td>MON/WED (2:00PM), MON/WED/FRIDAY (4:00PM), and MONDAY (2:00PM)</td>
<td>TUES/THURS (2:00PM), and TUESDAY (2:00PM)</td>
<td>MON/WED/FRIDAY (3:00PM), WED (2:00PM), and MON/WED (3:00PM)</td>
<td>TUES/THURS (3:30PM), and THURS (2:00PM)</td>
<td>MON/WED/FRIDAY (2:00PM)</td>
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The Shield of Lasallian Leadership

has five components, symbolizing characteristics of
St. John Baptist de La Salle,
his Brothers and successors, and our University, which bears his name.

Together and by association, our student organizations and our Lasallian Leadership Institute Team are proud to honor

The Fellowship of University and Community Service (FOCUS)
for guiding others in our University community,
symbolized by The Star,

The African-American Students League
for upholding and establishing tradition in our University community,
symbolized by The Chevron,

The Alliance
for exhibiting courage in our University community,
symbolized by The Helmet,

The Jazz and Pep Bands
for exhibiting sacrifice in our University community,
symbolized by The Cross, and

The Peer Educators
for fostering learning in our University community,
symbolized by The Motto.

April, 2003

Joseph J. Cicala, Ph.D., Dean of Students
Health Advisory Committee Minutes – April 23, 2003

Present: Co-chairs Lane B. Neubauer, Dina Oleksiak; Members Nick Angerosa, Colleen Bauer, Anne Bullard, Sister Eileen McGowan, Ricky Palladino, Scott Tajarian, Bonni Zetick
Absent: Danielle Landwher, Earl Goldberg, Kristal Hankinson, Mary Ellen Wydan
Guest: Mike Lopacki

I. **ADA issues** – Mike Lopacki updated the committee on ADA compliance issues.
   A. Automated entrances, delayed access and/or lever action have been installed as needed in St. Miguel (main entrance), Wister (lower level), Union Building (doors past Dean of Students' suite) and St. Neumann (main entrance) with the latter's entrance modified to be wheelchair accessible.
   B. Walkways between the SDR booth and St. Katherine were repaved to address safety issues with plans to pave additional areas in North Halls in the upcoming year.
   C. Future work planned for next year includes addressing accessibility to main entrance of Good Shepherd Building (ramps on the porch), making bathrooms on the third floor of the Union Building ADA compliant, and conversion from knobs to levers on entrances where needed.
   D. Question was asked about plans to install Braille in elevators or on signs. Mr. Lopacki will be looking into this.

II. **Health Fair** – Bonni Zetick reported on the evaluations from the Health Fair.
   A. There was a 21% increase on the number of evaluations turned in this year compared to last year reinforcing the committee's observation that more people attended this year's Health Fair than in the past.
   B. Feedback was overwhelmingly positive about the fair (the summary of evaluations can be obtained from any Health Advisory Committee member); the variety of booths and the interactive nature of the fair was frequently noted as positives on the evaluations.
   C. Main conclusions from the evaluations are as follows:
      1. People found out about the Health Fair in many different ways, so a multidimensional approach to advertising seems effective. In particular, many individuals mentioned learning about the Health Fair through Health Advisory Committee members; it should, however, be noted that no one mentioned that they learned about the fair through faculty members (other than those on the committee) – implication for next year would be to specifically request faculty to announce about the Health Fair in their classes.
      2. Some respondents remarked that the H.F. helped them to change their health habits – in particular, it was mentioned that someone had quit smoking last year due to information received at the H.F.
      3. Areas for improvement centered on the crowded space – suggestions for next year may be to consider Olney Hall lobby or to expand the Health Fair further into the Dan Rodden Theater.

III. **Smoking Survey**
   A. 332 out of approximately 1000 surveys were returned (73% non-smokers, 13% smokers, 14% former smokers; 33% return rate). Copies of the results were distributed to HAC members.
   B. Results show 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).
   C. The Health Advisory Committee will add an additional meeting in May to further discuss the results of the survey, to decide the best way to present these to the University community and administration and to make recommendations to the Dean of Students and the Provost, whom our committee advises.
   D. Ricky Palladino reported that SGA supports a change in the current smoking policy to make all offices smoke-free.

   Goal I: Make Progress towards a smoke free environment at La Salle University – Partly met
      • Objectives 1 and 2 met (1/ create survey 2/ administer survey to faculty, staff and administrators).
      • Objective 3 (make recommendations) will be met at the supplemental meeting in May.
   Goal II: Conduct Successful American Red Cross Blood Drives – Fully Met
      • Fall Blood Drive – 120% of the American Red Cross Blood Drive goal achieved (192 pints collected).
• Spring Blood Drive – 89% of ARC goal achieved (142 pints collected). Recruitment of potential donors was met with over 200 students, staff and faculty signed up to donate. However, several potential donors were unable to donate due to a shortage of ARC staff which resulted in long delays or walk-in donors being turned away.

Goal III: Plan for a successful Health Fair – Fully met
Goal IV: Identify staff who handle body fluids and/or are involved in high risk situations concerning bloodborne pathogens and make appropriate recommendations – Partly met
  • Objective 1: Identify relevant OSHA guidelines and present them to the HAC committee – met
  • Objective 2: Make recommendations as to appropriate training – partly met
    o Human resources conducted a survey to identify staff in potentially high risk positions and are following up on appropriate OSHA training and issues such as cost for immunizations, etc. However, these have not been implemented yet.

Goal V: Review Ethical and Religious Directives for Catholic Health Care Services – Fully Met
Goal VI: Monitor issues related to HIPAA compliance – Fully Met

V. Potential Health Advisory Committee Goals for 2003/04
• Continue to work toward a smoke-free environment
• Monitor OSHA issues on campus
• Design Health Advisory protocols in case of a health crisis on campus i.e. SARS
• Work with the International Education Coordinators to establish criteria for monitoring international health crises that may impact our students
• Identify health issues relevant to students and design plan to address these
• Work collaboratively with Safety and Security committee to address issues related to Automated Defibrillators i.e. access issues, training issues, etc.

VI. Meeting to discuss Smoking Survey – May 28 – 1:00 p.m. - McShain Conference Room

Respectfully submitted by Lane B. Neubauer Ph.D.
May 9, 2003

TO: The La Salle University Community

FROM: Gerald J. Johnson, Building Manager, Bucks County Center

As a result of competitive bidding, the La Salle University Food Services Department has been awarded an exclusive catering concession at the Bucks County Center. Effective June 1, 2003, all departments and programs needing catering services at the Bucks County Center will be required to use the Food Services Department.

Although Food Services’ exclusive concession begins June 1, the Department has catered events since the beginning of March. The service has been efficient and received good notices from clients. We believe you will find your catering needs at the Center well served by the Department. To arrange service for an event, please contact Kathryn Murphy, Catering Manager.

In addition to catering special events, Food Services will begin providing fresh food service for evening students and faculty in the coming fall semester. A survey of students and comments from faculty and staff indicated that such a service would be welcomed by a large majority of the people working and studying at the Center. More information on the type of menu and service hours will be announced later this summer.

Thank you.
Faculty Development Session: Web CT Course Management System

Are you and your department interested in learning how to create a web-enhanced course environment? Web CT enables you to use a variety of content, communication, assessment and student study tools that can be integrated into your current courses.

Reservations for May 15 through June 15 are being scheduled now. For more information or to set up a session for your department, contact:

Jo Anne Snarponis
snarponi@lasalle.edu
215.991.3502
Olney Hall 205