To: Campus Community

From: Samuel Pino, Director of Mail and Duplicating
James Sell, Director, Portal Communications (mylasalle)

RE: The Campus News: New Design and New Distribution - Accessible from anywhere via mylasalle!

In the coming weeks, the Campus News will be changing in regard to appearance and distribution. Mail and Duplicating and Portal Communications have teamed up to provide the La Salle Community with what we believe to be a new and improved Campus News.

New Design and Layout: The new Campus News will take on a news magazine/newsletter look that will represent the University in an enhanced, professional manner. The Campus News will now feature specific departments or categories where news stories will reside. The departments listed for each issue will, of course, be dependent upon the news submitted for that week. The following news departments have been established to meet the needs of the constituents of the University:

- General News
- Academic News and Events
- University Ministry and Service
- Sports and Campus Events
- Meeting Minutes
- Employment Opportunities at La Salle

Other categories may be created as deemed necessary by the structure and layout of the publication.

Accessibility:

The Campus News will be accessible through the mylasalle portal. This provides employees with the ability to access Campus News from anywhere there is Internet access. Beginning June 4th, employees will see a link on the Welcome Page of the portal where they can download the Campus News at their leisure. There will also be a Campus News archive that will allow employees to look up past issues.

Distribution of Campus News

Due to the fact that employees will be able to view/print Campus News from their desktop computers, distribution of hard copies of Campus News will be limited to those without computer access. Each campus department will receive one hard copy issue for posting.

****IMPORTANT INFORMATION***** Please post in your department

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.
As of Friday, May 28th

New Requirements for Submitting Information for Inclusion in Campus News

- All information will need to be submitted electronically. Information given to Mail and Duplicating must be presented as:
  - an attachment to an e-mail (directed to campusnews@lasalle.edu)
  - be delivered on a ¼ floppy disk or CD.

- Graphics will be limited to one per article, unless a specific need for additional graphics is articulated to the Director of Mail and Duplicating. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.) The deadline will continue to be Wednesday at 4pm.

- PLEASE NOTE: Graphics submitted may be resized to fit the document layout.

If you have any questions or need assistance, please contact Sam Pino at (X1039) pino@lasalle.edu (or Jim Sell at jsell@lasalle.edu (X3615)

Implementation Schedule for the New Campus News....

Friday, May 21st - use current design, layout, and submission procedures (though you may submit electronically if you like). Distribution will be campus wide.

Friday, May 28th - use current design, layout, and submission procedures (though you may submit electronically if you like) Distribution will be campus wide.

Friday, June 4th - all submissions MUST be received electronically. The new design will be in place and the Campus News will be available in the mylasalle portal for the first time. Distribution will be campus wide.

Friday, June 11th - all submissions MUST be received electronically. The new design will be in place and the Campus News will be available in the mylasalle portal. Distribution of hard copies will be limited to those who do not have computer access. Each campus department will receive one copy of the campus news for posting.
Guest: Mike Lopacki
Absent: Anne Bullard, Earl Goldberg, Kristal Hankinson, Danielle Laudwher, Sr. Eileen McGowan, Stefania Nolano
Present: Co-chairs: Lane B. Neubauer, Dina Oleksiak; Members: Candace Cannon, Mane Cantwell, Michelle Hanson, Rejeanne Richards, Kevin Riley, Scott Tajarian, Mary Ellen Wydan,

Respectfully

Health Services Division of Student Affairs

VI. Review 2003-2004 Health Advisory Goals

IV. Blood Drive

V. Appropriateness

III. Health Fair review

II. Smoking Signs – as requested by the Dean of Students to come up with wording for the 'no smoking ' signs, the HAC committee came up with the following suggestions:

a. In preparation for the change, the following wording on signs should be posted in prominent places: “ATTENTION: Your Health Matters! In an effort to make La Salle University a healthier, more comfortable environment for everyone, this building will become SMOKE-FREE on ( date of change)".

b. Suggestion for the wording once the policy goes into effect would be the following “THANK YOU for respecting our ‘SMOKE-FREE’ buildings"

I. Review Handicap Accessibility Issues: Mike Lopacki updated the committee on improvements that have occurred during the 2003-04 academic year.

a. North Dorms doors are now handicapped accessible.

b. Administrative Building, Olney and Union automated doors have been fixed and are currently operating properly.

c. Union elevator doors were altered to allow for auto access and bars were added to allow for easier access into the elevator

d. ADA ramp has been added to the Good Shepherd clinic.

e. New Residence hall will be completely ADA compliant.

f. Plans for 2004-05 will include:

i. Install a permanent ADA ramp to main quad

ii. Improve restroom accessibility in Winter and the Union

III. Health Fair review

a. Participant evaluations were overall very positive with 96% ranking the Health Fair to be either ‘excellent’ or good’ and 96% also responding ‘definitely’ or generally’ to whether they received useful information.

b. Vendor evaluations were also extremely positive with 15 out of 17 vendors who returned their evaluations stating they felt participating in the Health Fair was a ‘worthwhile experience’.

c. Suggestions for improvement for next year based on feedback from the evaluations would be to include more information on improving diet and eating habits and to re-evaluate the location as some participants and vendors felt the Fair was somewhat congested.

IV. Blood Drive

a. Although the goal that the American Red Cross set for La Salle University’s Blood drive wasn’t completely met, the blood drive was still considered a success. The results were as follows:

i. Goal was to collect 160 pints of blood. LaSalle University had 182 individuals show up to donate but only 132 were productive pints (i.e. individuals turned away for a number or reasons such as low iron, etc.).

ii. 83% of the original goal was met.

V. Appropriateness of particular Over the Counter Drugs on Campus

a. Dina Oleksiak met with the manager of the Bookstore as well as the Market to find out how decisions are made about what OTC drugs are selected to sell in these venues. She was informed that these decisions are not necessarily based on medical advice but rather what is being marketed.

b. It was pointed out that certain OTC drugs may not be healthy for our students i.e. No-dose, Vivarin, etc.

c. The managers were very open to alternative healthier choices to have available for purchase. In addition, Dina suggested that signs be posted that suggest how to prevent some of the cold symptoms and when to see a healthcare provider.

VI. Review 2003-2004 Health Advisory Goals

a. Continue to work toward a smoke free environment – met!

b. Identify OSHA issues that need addressing on campus – This is currently being evaluated and is a top priority for Human Resources; there is nothing new to report at this juncture.

c. Work collaboratively with the new Director of Security to address training needs related to Automated Defibrillators on campus and other first responder issues. – Mark Dorsey met with the HAC and is setting up training schedules to address this goal.

d. Identify and disseminate information about relevant health issues impacting the La Salle University community – HAC committee started a ‘health tip of the month’ which was placed on the Portal, in campus news and flyers around campus.

e. Organize successful Blood Drives and Health Fair - both met

f. Continue to work with Physical Facilities to address accessibility issues on campus - met.

VII. Thank you’s to members finished serving the Health Advisory Committee: Earl Goldberg, Danielle Landwher, Kristal Hankinson

Respectfully submitted by Lane B. Neubauer Ph.D.
Why are you standing here looking into the sky?
Acts 1

Liturgy for the Feast of the Ascension of the Lord
1:00 PM
Thursday, May 20th
De La Salle Chapel

University Ministry & Service
Division of Student Affairs — La Salle University
CONTINUING EDUCATION WORKSHOP

For Mental Health Professionals

The "Third Wave" of Behavior Therapy:
Acceptance and Commitment Therapy

Friday, May 21 2004  12:00 Noon-3:15 p.m.

Dunleavy Room, Main Campus

James D. Herbert, Ph.D.
Associate Professor and Director of Clinical Training, Drexel University

Free to Faculty*

For Information or to Register call 215-951-1767

*$10.00 if CEU credits as Psychologist are requested
BILLY HAHN

BOYS’
BASKETBALL CAMP

AT
LA SALLE UNIVERSITY

DAY CAMP
June 28th – July 1st, 2004
9:00 a.m. – 3:00 p.m.

Pre-register by contacting Margie Martin at x1518 or
Walk – in registration available Monday, June 28th at 8:30 a.m.

* Call for Special La Salle University Employee Discount *
Upcoming Events

5/14
Baseball & Track
M-125
10:30 AM
TBA

6/16
3/35
6:15 PM
TBA

5/25
Baseball @ Richmond

5/28
NCAA Softball Championships

6/9-12
NCAA Axe Championship

All Day
Texas National Championships

TBA

Louisville Volleyball

3/30
Lasallite Explorers
Services & Events Supervisor
Career Services Center

The Career Services unit of the Division of Student Affairs is seeking to fill the position of Services and Events Supervisor. This position is responsible for supervising student workers, managing job posting process and system, and assisting with the coordination of career fair events & activities, as well as assisting with daily operation of the unit including making appointments and handling incoming calls.

The appropriate candidate will be highly organized, have excellent communications skills, be able to work in a fast-paced environment, and handle multiple tasks simultaneously. A cooperative and courteous attitude, pleasant telephone manner, and computer skills including knowledge of MS Office are essential. Previous experience in a customer service related position, ability to work independently, and knowledge of Lotus Notes are a plus.

La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers.

Candidates should send a letter of application including salary requirements, a resume, and the names of and contact information for three references to Louis A. Lamorte, Jr., Director, Career Services, La Salle University, 1900 West Olney Avenue, Box 816, Philadelphia, PA 19141-1199. Applications will be accepted through May 27, 2004.

AA/EOE