



# THE TITAN ROUNDUP

December 2, 1966

A NEWSLETTER

FOR THE STAFF AND STUDENTS OF LANE COMMUNITY COLLEGE, 200 NORTH MONROE, EUGENE, OREGON

## STAFF PERSONNEL POLICIES COMMITTEE

At a meeting of the Staff Personnel Policies Committee Tuesday, November 29, discussion centered around two major items according to Mr. Carrol deBroekert, Chairman of the SPPC. During the year the main concentration of discussion will revolve around salary matters and/or fringe benefits and, secondly, matters that pertain to grievances or disagreements. The SPPC will be involved with fact finding, sifting, and as a recommending body to the Board of Education. It is important to keep in mind that the SPPC functions after all normal processes have been explored and should never be considered as the first contact in any problem.

### NEW IN ADULT ED. THIS WEEK

#### December 5

Spanish (beg) South Eugene

#### December 8

HS American Lit.	Springfield
HS Social Studies	Springfield
HS Eng. Grammar	South Eugene
HS U.S. History	South Eugene
HS Eng. Grammar	Weyerhaeuser
HS Mathematics	Cottage Grove
HS Natural Science	Elmira
HS Mathematics	Florence
HS Mathematics	Junction City
HS Mathematics	McKenzie
HS Natural Science	Oakridge

### BULLETIN BOARD

Business Ed. Division . . . . .	Faculty House, 12:00 pm Mon., December 5
President's Cabinet . . . . .	Room 6-b, 9:00 am Tues., December 6
Staff Personnel Policies Committee . . . . .	Room 6-b, 2:00 pm Tues., December 6
Division Council . . . . .	Room 12-b, 2:30 pm Tues., December 6
Industrial Tech. Division . . . . .	Forestry Bldg., 4:30 pm Wed., December 7
Library Advisory Committee . . . . .	Architect's Office Wed., December 7
Student Activities . . . . .	Room 6-b, 4:00 pm Thurs., December 8
Mechanics Advisory Committee . . . . .	Room 12-b, 7:30 pm Thurs., December 8

### FROM THE PRESIDENT'S OFFICE

- Q. WHO SITS ON THE PRESIDENT'S CABINET?
- A. The President of the Staff Association, the Chairman of the Staff Personnel Policies Committee, and the President of the Associated Student Body serve on the cabinet, along with the Dean of Instruction, the Dean of Students, the Dean of Adult Education, the Dean of Administration, the Administrative Assistant, the Government Affairs and Funding Specialist, the Clerk-Controller, and the Administrative Intern.

Also contemplated as an additional member of the President's Cabinet is one member of the staff to be elected at large. Since the President's Cabinet is a major decision-making and review body, it is important that students and staff have direct representation.

The Cabinet meets weekly, at 9:00 a.m. on Tuesdays. Last week's session was centered around an all-day review of the 1966-67 budget, involving all segments of the College operation.

"Give the hungry man a fish and tomorrow he will return for more. . .  
Teach a hungry man to fish and he will feed himself forevermore."

-Confucius

'Twas Christmas told the merriest tale. . ."

-Scott



ROUNDUP CALENDAR FOR DECEMBER 1966

S	M	T	W	T	F	S
4	5	6	7	8	9	10
	Cabinet 9am 6B	DEAD WEEK (NO STUDENT ACTIVITIES)	Board Meeting 7:30 pm Studio	Student Council 2:30 pm Studio	Student Dance Bethel 8-12	Human Rights Day
← Winter Term Staff Personnel Policies Comm 2pm Room 6B Division Council	→	→	→	→	→	→
11	12	13	14	15	16	17
	Cabinet 9 am 13 Division Council Registration Wksp 3:00	P I N A L E X A M W E E K	Pre-registration for returning Students	Start of Open Registration Winter Term	End of Fall Term	
← Supervisors Workshop on Evaluation 4:00	→	→	→	→	→	
18	19	20	21	22	23	24
	Grade Report Day	Faculty Inservice	Board Meeting 7pm Budget Comm. 8pm Studio	Staff and Families Christmas Coffee Hour 2 - 4 pm		
	←	←	→	→	→	→
25	26	27	28	29	30	31
CHRISTMAS DAY	HOLIDAY					





# THE TITAN ROUNDUP

December 9, 1966

A NEWSLETTER

FOR THE STAFF AND STUDENTS OF LANE COMMUNITY COLLEGE, 200 NORTH MONROE, EUGENE, OREGON

## SUMMARY OF BOARD MEETING

Among items of business considered at the December 7 meeting of the Board of Education were the following:

1. Sale of bonds to United California Bank of Los Angeles at an effective interest rate of 3.88%, and awarding of the bond printing contract to the Northern Bank Note Co. of Chicago.
2. Adopted a policy statement and the Instructional Media Master Plan for the new campus which was developed by a committee of staff members.
3. Reviewed four buildings: Health Technology, Physical Education, Forum, and Library-Learning Resource Center/Student Center.

## FROM THE PRESIDENT'S OFFICE

Q. HOW IS THE ANNUAL LCC BUDGET DEVELOPED?

A. Budget making is a year-long process involving particularly the Board, President, Clerk-Controller, and staff. The Board makes continuous studies of budget needs. The basic steps in developing a budget are these:

1. The Division Chairmen and heads of all departments, working with their staffs and the Staff Personnel Policies Committee, work out proposals for funds needed in each area of the College.
2. All budget requests are then reviewed by the President's Cabinet taking into consideration the overall effect of the requests. Priorities are established and resources analyzed.
3. Organizational meeting of the Budget Committee (14 persons). The Budget Committee presents suggestions or directions to be considered by the administration in developing the budget document.
4. Presentation of the budget document to the Budget Committee.
5. Approval of the budget by the Budget Committee for adoption by the Board of Education.
6. Formal public hearing and publication of the budget.
7. Review by the Board of Education and authorization to submit to the voters the amount of taxes necessary to balance the budget. Student tuition, State and Federal reimbursements, and miscellaneous funds make up 78 percent of the budget; the amount in excess of these funds is submitted to the voters of the College District.
8. The Board of Education formally adopts the budget prior to July 1.

In the early developmental stages staff members may involve themselves in the budget development process by working with Deans and Division Chairmen and are encouraged to do so. Also, all sessions of the Budget Committee meetings are open to the public.



SPPC

The Staff Personnel Policies Committee, in their meeting of December 6, discussed several items of business of interest to LCC staff members.

Robert Marshall, Chairman of the Insurance Committee, reported the Committee has been investigating all staff insurances and will present recommendations at a later date.

The Committee discussed the certified salary schedule at the Bachelor degree level and feels some revision proposals should be considered at level I. The classified salary schedule is also being reviewed for possible revision proposals in some areas.

Carrol deBroekert, SPPC Chairman, would like to reiterate the steps for placing problems before the Committee, especially those pertaining to salary. First, see your Division Chairman; if this does not clarify the problem, the next step is to see Dean Hein. If the question still remains unresolved President Parnell may be contacted. It is at this point, if the problem has not been settled satisfactorily, that a referral may be made to the SPPC for consideration.

FRUIT CAKES

The Civitan Club Christmas Fruit Cake Sale is underway and fruit cakes are available in the Main Offices on the Bethel, Eugene, and Springfield campuses. Proceeds of the sale are used in part to pay costs of the Citizenship classes which they co-sponsor with Lane Community College. Cost of the fruit cakes is \$1.25 for a one-pound cake.

ADULT EDUCATION THIS WEEK

NOTHING NEW

You shall judge a man by his foes as well as by his friends.

--Joseph Conrad

BULLETIN BOARD

Health Division . . . . .	Room 90-be, 1:00 pm Mon., December 12
Academic Council . . . . .	Room 6-b, 4:00 pm Mon., December 12
President's Cabinet . . . . .	Room 6-b, 9:00 am Tues., December 13
Division Council . . . . .	Room 12-e, 2:30 pm Tues., December 13
Registration Procedures . . . . .	Room 24, 3:00 pm Tues., December 13
Evaluation Procedures . . . . .	Room 12-e, 4:00 pm Tues., December 13
Mechanics Division . . . . .	Room 19a, 3:00 pm Wed., December 14
Student Council . . . . .	Room 12-e, 2:30 pm Thurs., December 15
Special Bd. of Ed. meeting . . . . .	Room 12-e, 8:00 pm Fri., December 16
Scholarship Committee . . . . .	Room 6-b, 9:00 am Mon., December 19

FOURTH NEEDED

LCC's faculty quartet is only 3/4 complete. Still needed is one faculty member (male) to sing bass. Anyone interested should contact Robert Norman, Music instructor, on the Bethel Campus.

STAFF PARTY

Date for the annual Christmas Party has been set for December 19, with a Social Hour from 6:30-7:00; Dinner from 7:00-8:30; Dancing and Entertainment for the rest of the evening.

The party, for staff members and their wives, husbands, or escorts will be held at the Driftwood, 5094 Main Street, Springfield.





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## EARLY CHRISTMAS GIFT

Santa Claus has promised December paychecks will be under the Christmas Tree in the Business Office Thursday afternoon, December 22. Santa's elves will be busy all week preparing coffee and goodies for a staff get-together in the student lounge the same day. Bring the family if you wish and drop by between 2:00 and 4:00 pm to exchange "merry christmases" with all the other good little LCC staffers. (P.S. Santa's elves will be delighted if anyone has "specialty of the house" goodies he would like to share.)

If you can't stop by, we'll wish you a merry christmas by mailing your check to you if you provide the Business Office with a self-addressed, stamped envelope before you leave.

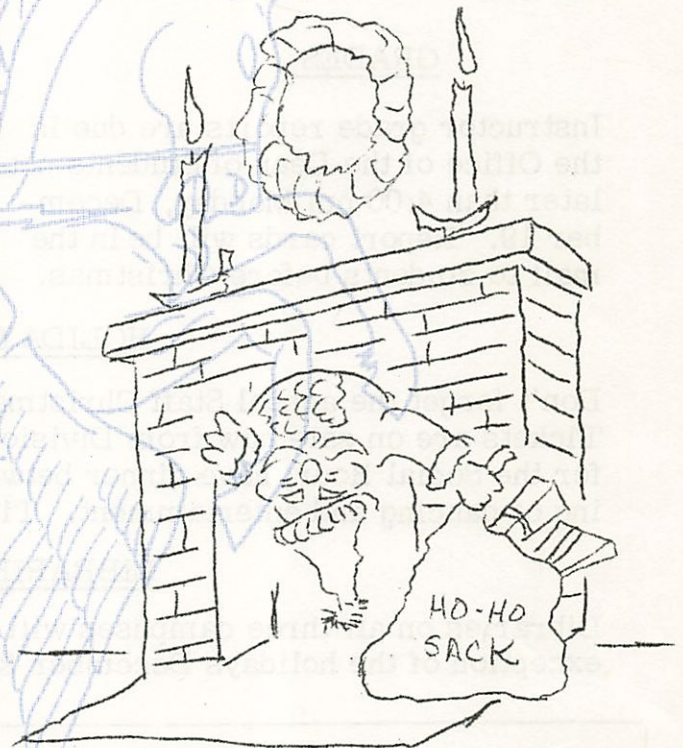
### FROM THE PRESIDENT'S OFFICE

HOW DO WE SET UP AN ASSOCIATION OF THE TEACHING STAFF? WHAT PROCEDURES DO WE FOLLOW?

The present Staff Association at LCC includes all teaching and non-teaching staff members. This is a most commendable kind of organization, for this means that everyone at LCC is a member of the team and really counts. If members of the instructional staff are interested in a separate group, it might be wise to develop this within the structure of the Staff Association.

There are many areas of concern which affect only the instructional staff. It would be helpful to have such a group to discuss such matters as the use of instructional media, the use of students in evaluating teaching, the effect of scheduling and class size on teaching, etc.

I would suggest that Mr. Rasmussen, President of the Staff Association, be contacted in this regard.



. . . And fires burn warmer,  
Candles glow,  
As we remember  
Past kindnesses,  
Old friends,  
These last days of December. . . .

\* \* \* \* HAPPY HOLIDAYS \* \* \* \*



REGISTRATION

New student registration will be held December 19-22 and 27-30 on the Eugene Campus only, 8:00 am to 6:00 pm. Registration for returning students will continue through the same dates. January 13 is the last day of registration and will also be the last day for payment of fees without penalty.

NURSING EXPANDS

An additional Licensed Practical Nurses class will start January 3, with 30 students registered for the one-year course.

GRADES

Instructor grade reports are due in the Office of the Dean of Students not later than 4:00 pm Monday, December 19. Report cards will be in the mail to students before Christmas.

HOLIDAY FESTIVITIES

Don't forget the annual Staff Christmas Party Monday evening at the Driftwood. Tickets are on sale now from Division Chairmen or Jed Merrill. Come at 6:30 for the Social Hour; have dinner between 7:00 and 8:30; and stay on for an evening of dancing and entertainment. Tickets are \$2.50 for chicken; \$3.50 for steak.

LIBRARIES AVAILABLE

Libraries on all three campuses will be open during Christmas vacation with the exception of the holidays December 26 and January 2. Hours: 8:00 am - 5:00 pm.

THIS WEEK IN ADULT EDUCATION

NOTHING NEW

BULLETIN BOARD

Law Enforcement Rm. 12-e, 2:30 pm  
Advisory Comm. . Mon., December 19  
Instructor Bethel, Tues. - Wed.  
In-Service . . . . . December 20-21

Board of Rm. 12-e, 7:00 pm  
Education . . . Wed., December 21

Budget Rm. 12-e, 8:00 pm  
Committee . . . . Wed., December 21

Toy Mfgs. North Pole, all day  
Adv. Committee . Sat., December 24

MERRY  
CHRISTMAS . . . Sun., December 25

Resolutions Studio '67, 11:58 pm  
Committee . . . . Sat., December 31

EDITOR'S PAUSE

The next regular issue of the Torch will be on the stands January 12, 1967. A special edition is planned for the ground breaking ceremonies January 6.

Of all the sounds of all bells . . . most solemn and touching is the peal which rings out the Old Year. --Charles Lamb