

# The Daily

Published for the staff of Lane Community College

747-4501, ext. 2591

Tuesday, August 8, 1995

Edited by Angela Miller

## This week:

- Classified Council, Wednesday, Aug. 9, 3-5 p.m., tour of Lane's Cottage Grove facilities. Open to all interested employees. Call Carrol Barton at Ext. 2640 or Elaine Marsh at Ext. 2104. Meet the van in the Campus Services lot promptly at 3 p.m.
- Board of Education, Wednesday, Aug. 9, 4 p.m., President's Office. (see below)
- Facilities Management Committee meeting Thursday, Aug. 10 has been **canceled**.
- Managers' Forum, Friday, Aug. 11 has been **canceled**.
- Dealing With Defensiveness, Friday, Aug. 11, 1-3 p.m., M&A 245. Call Patty Hammons at Ext. 2199 to make your reservation.
- Holding Your Ground Peaceably, Linda de Caccia, Monday, August 14, 3-5 p.m., M&A 245. Call Patty Hammons at Ext. 2199 to make your reservation.

## Board meets via telephone

The Board of Education will meet on Wednesday, Aug. 9, at 4 p.m. in the President's Office. This meeting will consider action on a contract award for the purchase of an aviation flight simulator for Flight Technology and will be conducted via telephone conference.

## Bookstore closure

The Bookstore will be closed August 14-September 18. College departments may make purchases using intercampus order forms or department VISAs during the closure. Also, students may purchase math review sheets during the closure. Bookstore staff will be available to process book and supply orders for fall term classes. Both the Bookstore and the Bookstore Annex at the Downtown Center will reopen on September 19.

## Meetings canceled

The Facilities Management Committee meeting for August 10 and the Managers' Forum for August 11 have been canceled.

## Administration Building second-floor relocates temporarily

The Administration Building second-floor staff will be relocating this week for remodeling until approximately the first week in September. The relocation process will happen in stages throughout the week. If you should find staff missing from their normal office areas, you will find them in the following locations: College Operations and Student Services in BUS 213; Instructional Services in BUS 212; Institutional Advancement and the Foundation in BUS 204; the President's Office in the Boardroom; and Julie Baker in CEN 447. All extension numbers will remain the same.

## Process redesign update

The Process Analysis and Technology Assessment efforts continue. The two groups are finalizing their work and directing their attention to developing a report of their findings to the Executive Cabinet on August 17. Once it is available, a summary of the report will be shared with college staff through the Process Redesign Update flyer. - Linda Waddell, Ext. 2313

## Farewell celebration for Julie Aspinwall-Lamberts

All LCC staff are invited to a farewell celebration for Julie Aspinwall-Lamberts on Wednesday, August 16, at 3 p.m. in the northwest corner of the cafeteria.

## Glaser refresher workshops

Refresher workshops are scheduled for anyone who attended the Organizational Development trainings with Susan and Peter Glaser. The following weeks have been scheduled for these workshops. Specific days, times and locations are yet to be determined.

### Interpersonal Communication:

- Responding to Criticism Oct. 9-13
- Raising Issues Oct. 16-20
- Perception Checking Aug. 8-11 and Oct. 23-27

### Consensus & Collaboration:

- PRES Model Aug. 14-18 and Oct. 30-Nov. 3
- Consensus building Aug. 21-25 and Nov. 6-10
- Collaborative Problem Solving Aug. 28-Sept. 1 and Nov. 13-17
- Getting to Yes (new training) Sept. 4-8 and Dec. 4-8

If you would like to attend the workshops during any of these weeks, contact Marie Coonradt at Ext. 2029. You will be contacted regarding the day, time and location. Drop-in attendance is welcome. Watch *The Daily* for postings on workshop times.

## Printing deadline reminder

Instructional packets and books needed for fall term classes should be submitted to Printing/Graphics by Tuesday, Aug. 15. Material needed for the first day of fall term should be submitted by Sept. 18. Thanks for your cooperation.

## Take a swing at Jim Ellison's retirement celebration

"The Jim Ellison Classic" golf tourney and retirement celebration will be held Thursday, Aug. 31, at 1 p.m. at Emerald Valley Golf Club in Creswell. Reservations are due Aug. 15. For information, call Ext. 2618.

## Stress reduction workshop offered to all staff

"Reduce Stress with Stretching, Relaxation, & Meditation," a workshop presented by Shan Titus, will be held on Wednesday, Aug. 30, from 10 a.m.-noon in PE 125. The workshop is open to all staff. Participants will learn and discuss techniques and strategies which aid in stress reduction. The workshop will include discussion and practice of stretching, breathing, relaxation, and meditation exercises. Stretches useful in the work environment will be taught. Please wear comfortable, loose clothing. Call Julie Baker/Patty Hammons, Ext. 2199, with your reservation.

## Personnel Services has new extension numbers

Personnel Services Office restructured their department early this summer. As a result of the restructuring, their staff have new extension numbers. Please refer to the following information regarding their new work teams and extension numbers before placing calls.

- Personnel Services Representative Team: Lorraine Allyn, Ext. 2111; Rose Holeman, Ext. 2113; Germaine Mock, Ext. 2110; and Judy Ward, Ext. 2112. This team provides assistance and information for general personnel services including leave, benefits, insurance, paychecks, layoff/recall processes, routine contract questions, and personnel files.
- Employment and New Employee Orientation Team: Carol Goldsberry, Ext. 2114; Bridget McDonagh, Ext. 2847. This team provides assistance and information for recruitment, job postings, classification, level change, new hire placement, and new employee orientation.
- Payroll Team: Vicki Ellison, Joan English, Arlene Kinley (Please call the Personnel Services Representative Team to be forwarded to the Payroll Team). This team provides assistance by providing the monthly payroll, making all insurance, annuity and PERS payments, and processing fiscal and calendar year payroll.
- Office Operations Team: Mary Glenn, Ext. 2583; and Darlene Sherman, Ext. 2586. This team provides information and assistance with bargaining units' contract interpretation, Workers' Compensation claims, RIF grid, seniority, surveys, insurance contract administration, informal employee complaints, and evaluations for all employees.

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THANKS

LCC recently hosted "Career Day" for Looking Glass' Summer Youth Employment Program. This annual event was successful for a very simple reason: the cooperation of LCC staff and students, and local employers and employees. For six days, groups of Lane County youth visited LCC to learn about the current labor market, career trends, and educational opportunities.

I'd like the LCC community to join me in thanking the following LCC people for their generous participation in "Career Day": Jim Garboden and Gary McKenzie, Mechanical Technologies; Willie Kealoha, Culinary Program; Bob Tanner, Media Arts; Marie Matsen, vice president of College Operations; Linda Fossen, vice president of Student Services; Greg Fishwick, Educational Reform; Barbara Ripper, Toby Finkelstein, Patricia Walker, Joan Bedard-Ross, Pam Soine, Ellen Palmer, Victoria Berry, Randa Law, Darlene Schwieger, and Mary Last, Training and Development; Vicki Miller, Printing & Graphics; Angela Miller, Institutional Advancement; Frank Marshall, Financial Aid; Betty Weese and Wendy Westfall, Security; Melanie Brown-Carey, Curriculum and Scheduling; Phil Powers, Audiovisual Services; Terria Burch, Library; and the Foodservices staff. - Luci Amabisca, Training & Development.

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JOBS

Open to the public:

- Developmental Disabilities Specialist I, Specialized Employment Services, closing 8/16/95.
  - Math Assistant/Instructional specialist, Math Dept., closing 8/17/95.
  - Office Support Specialist, English, Foreign Language & Speech, closing 8/17/95.
  - African Studies Instructor, Fast Forward Program, closing 8/29/95.
  - Marine Biology Instructor, Fast Forward Program, closing 8/29/95.
  - Instructor, Business Development Center, closing 8/18/95.
  - Instructor with emphasis in developmental math, Study Skills, closing 9/15/95.
  - Instructor with emphasis in learning disabilities, Study Skills, closing 9/15/95.
  - Music Technology Lab Coordinator, Performing Arts, closing 8/9/95.
  - Instructional support specialist, ABSE, closing 8/11/95.
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ADS

FOR SALE: 1991 Nissan pickup. Red, five speed, a/c., custom wheels, new tires, canopy, bedliner. \$5,495. Dave Roof, PE Dept., Ext. 2263 or 747-2935.

GARAGE SALE, Saturday, Aug. 12, 9 a.m.-3 p.m. 1413 E. 22 Avenue (between Agate and Emerald). Dresser, night stand, lamps, blankets, dishes, books, watercolor paintings, and more! Call Mary Moore, Education Reform, Ext. 2179 or 343-6622.

CAN YOU HELP make a dream come true? I am looking for a gentle horse and a saddle for my child who is handicapped. The horse must respond well to children. Elena Clegg-Muncie, College Finance, Ext. 2107.

THIS IS A GEM! 1985 Honda Civic, automatic, a/c, cassette with only 45,000 miles. \$4,000. One owner car with newly replaced tires, brakes and muffler. Call Edna Grass, Financial Aid, Ext. 2371 or 343-4390.

MINIATURE SICILIAN DONKEY. His name is Carlo, he's about 10 months old, purebred, gentle, a nice family pet. \$800. Gelded, meds current. He needs a pasture or hay, fresh water, basic shelter, and (if possible) daily attention: he loves to be brushed and talked to. Dick Reid, Performing Arts, Ext. 2642 or 998-9056.

LOOKING TO BUY. Need to find a car for my daughter. I'm looking for an '85 or later model Honda, Toyota or Volvo. Preferably under 100,000 miles with air. Under \$3,500. Please call Casey Adams, Bus. Dept., Ext. 2221 or 942-7389.

LANE'S INTERNATIONAL CO-OP EDUCATION program needs host families for English speaking professionals from Mexico beginning in September. Hosts are needed for one evening to one month stays. To participate, call Linda Myers at Ext. 2883 or home 344-6483; or Dixie Maurer-Clemons at Exts. 2423/2458 or home 343-3028.

RESPONSIBLE, PROFESSIONAL FAMILY with excellent references seeks three bedroom, two bath home in SE Eugene. Robert Gonzales, Cont. Ed., 485-0675.

BABY STUFF FOR SALE: strollers, \$25 & \$10; porta-crib, \$10; swing, \$5; Johnny Jump-up, \$10; stair-gates, \$5; Strider exercise walker (for mom or dad), \$20. Don Hein, KLCC, Ext. 2224/2190 or 683-3459.

IF ANYONE KNOWS THE LOCATION of our 21" color Viewsonic monitor E#36391, please let us know at Disability Services, Ext. 2150. It ran away.

RESPONSIBLE CAT OWNER desperately seeking two-bedroom house/duplex to rent by August 30. Would like fireplace. \$600 tops. Ann Farnen Augard, Computer Services, Ext. 2865 or 687-8393.

REDECORATING? Curtains and rods for sale. Two cream-colored sheer patio door pleated curtains, each is 100" wide by 86" long. Used, \$10 each. Living-room pleated curtains, two panels 60" wide by 84" long, with matching tiebacks and balloon-style valance. Attractive rose-pink color. Like new. With center-pull traverse rod and valance rods, \$60; without rods, \$50. White traverse rod and valance rods alone, \$15. Also selling simulated wood traverse rod for patio door, pulls to left, \$10. Sarah LaMaster, IA Ext. 2312 or 461-1965, evenings.

FOR SALE: ANTIQUE REPRODUCTION COUCH with high, curved back and oak base and claw feet, solid construction, slightly tattered upholstery, dusty rose color, \$200 or best offer. Susan Sutton, Institutional Advancement, Ext. 2593 or 485-4053, evenings.

# The Daily

Published for the staff of Lane Community College

747-4501, ext. 2591

Tuesday, August 15, 1995

Edited by Joan Aschim

## This week:

- Today: Deadline to submit instructional packets and books needed for fall term classes to Printing/Graphics.
- Glaser training review of PRES model, Thursday, Aug. 17, noon-1 p.m., PE 205. Drop-ins welcome. Bring a lunch. Questions? Call Linda Mooney at Ext. 2057.

## Virginia DeChaine passes away



Former speech instructor Virginia DeChaine died Aug. 2 at age 65 due to unknown causes. DeChaine was hired as a part-time instructor in Language Arts in January 1967. She moved into a full-time position in Mass Communications later that year and became department chair in 1968. She returned to teaching in 1973. She retired in December 1993 but came back to teach from time to time, including spring 1995. She was a national expert in listening skills and as a result, Lane has one of the nation's finest listening skills programs at a community college, says department chair Jack Powell. The program attracts 175 students per term, including international students. A Eugene memorial service is being planned for Wednesday, Aug. 30; for time and place, call daughter Cathy Winter of Newberg at 537-0566, or watch *The Daily* for more details.

## Flight simulator to be purchased

At its Aug. 9 telephone meeting, the Board of Education approved the purchase of an advanced technology flight simulator to replace a 10-year-old unit in Flight Technology. Frasca International of Illinois will supply the simulator at a cost of \$148,900.

## Second floor Administration offices temporarily relocated

Second floor Administration is being remodeled. Relocations until early September:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| • President's Office - Boardroom   | • Institutional Advancement - BUS 204 |
| • Julie Baker - CEN 447            | • Foundation - BUS 204                |
| • Instructional Services - BUS 212 | • Student Services - BUS 213          |
| • College Operations - BUS 213     | • <i>The Daily</i> - BUS 204          |
- Extension numbers are unchanged.

## Vern Ho recovering from cancer surgery

Former Study Skills faculty member Vern Ho is recovering from cancer surgery. Greetings of cheer and support may be sent to 1250 E. 24th, Eugene OR 97403. "Let's flood this great person with positive thoughts," says Julie Aspinwall-Lamberts. For more information, call Julie at Ext. 2581.

## Retirement celebrations planned

- A farewell celebration for Julie Aspinwall-Lamberts will be held on Wednesday, Aug. 16, at 3 p.m. in the northwest corner of the cafeteria.
- The Jim Ellison Classic retirement golf tourney will be held on Thursday, Aug. 31, starting at 1 p.m. at Emerald Valley resort. Entry deadline is today. If you're not a golfer, you can attend just the barbecue. Call Ext. 2618 to sign up.

## Open enrollment for faculty insurance

Faculty open enrollment for insurance changes is from now through Sept. 15. This is the time to add dependents or change insurance/HMO companies. Contact Personnel Services for assistance: Lorraine Allyn, Ext. 2111; Rose Holeman, Ext. 2113; Germaine Mock, Ext. 2110; Judy Ward, Ext. 2112.

## Disability Services offers orientation

Disability Services will hold an orientation for prospective students with disabilities on Wednesday, Aug. 23, from 1-3 p.m. in CEN 219/220. For more information contact Cathie Reschke at Ext. 2059.

## Hours

- Bookstore closed now-Sept. 18. Departments may make purchases using intercampus orders, department VISAs, and purchase orders for Macintosh computer products during the closure. Staff will be available to process book and supply orders for fall term classes. Both the Bookstore and Bookstore Annex will reopen Sept. 19.
- Microcomputer Lab/Health 201, open Mondays-Thursdays, 9 a.m.-8:45 p.m., closed Fridays-Sundays.
- Job Placement Office will close at 3 p.m. on Tuesday, Aug. 29 and remain closed Aug. 30 and 31 while staff attend the Oregon Placement Association support staff workshop.
- Women's Center closed on Tuesday, Aug. 15, to staff LCC's booth at the Lane County Fair.

## Financial Aid to hold exit interviews

Federal regulations require that students receiving a Federal Stafford Loan or a Federal SLS Loan while attending Lane must attend an exit interview during their last term of attendance. The exit interview outlines financial planning, disclosure statements, repayment procedures, how to correspond with the lender, secondary markets, loan consolidation, options for making payments, and the consequences of default. Exit interviews are scheduled for Tuesday, Aug. 29, at 10 a.m., 2 p.m. and 6 p.m., in FOR 307. Sessions will begin on time and latecomers cannot be admitted. Sessions last approximately 50 minutes.

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### THANKS

Thanks to Anne Bacon for finding our 21" monitor. Now we need to find a 20" Apple color monitor E#36395. If you know its location, call Disability Services at Ext. 2662.

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### JOBS

Open to the public:

- Program Specialist, Social Science Dept., closing 8/24
- Instructional Support Specialist, Business & Industry Services, closing 8/24
- Developmental Disabilities Specialist I, Specialized Employment Services, closing 8/16
- Math Assistant/Instructional Specialist, Math Dept., closing 8/17
- Office Support Specialist, English, Foreign Language & Speech Dept., closing 8/17
- African Studies Instructor, Fast Forward Program, closing 8/29
- Marine Biology Instructor, Fast Forward Program, closing 8/29
- Instructor, Business Development Center, closing 8/18
- Instructor with emphasis in developmental math, Study Skills Dept., closing 9/15
- Instructor with emphasis in learning disabilities, Study Skills Dept., closing 9/15

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### ADS

E-MAIL SUBMISSIONS TO THE DAILY now should be sent via Beyond Mail to Joan Aschim or to Internet address [aschimj@lanecc.edu](mailto:aschimj@lanecc.edu). (Some of you went ahead weeks ago on faith--but I am just now up-and-running at my own workstation!) The Daily now has no other e-mail address.

BIRD-FEEDING ATTRACTS CATS: I would like to ask whoever is feeding the birds by spreading seed, etc., in Mechanical Technologies parking area to please stop. It is providing campus cats with a happy hunting ground. We have found several dead birds in varying states left by the cats. This area also is a place where road grime and leaks from autos (in particular the trash truck that empties the dumpster) combines with the seed to poison the birds. Let's keep wildlife safe at Lane. Ted Kotsakis, Chair, Mechanical Technologies.

WANTED TO BORROW for a month: fairly reliable "retired" laptop PC with 640K or more and 10-20 MB hard disk. Good news: when you get it back, you can boast that it was on an island in the Pacific that fewer than 200 people have stepped foot on! Call Lee Hallin of Computer Services at Ext. 2868 or 683-6247 for more details.

FOR SALE: 1984 TOYOTA TERCEL, 4-door hatchback, automatic, 102,000 miles, AC, AM/FM radio, good condition. \$2800. Sarah LaMaster, IA, ext. 2312; or Sarah or Dennis at 461-1965.

DAYLILIES FOR SALE: Campus Services is having its annual sale Thursday, Aug. 17, from 2:30-3:30, and Friday until all lilies are sold. \$1 each. Plants are at grounds department, Campus Services building. Jo Stejskal, Ext. 2567.

FOR SALE: 1991 Nissan pickup. Red, five speed, a/c, custom wheels, new tires, canopy, bedliner. \$5,495. Dave Roof, PE Dept., Ext. 2263 or 747-2935.

CAN YOU HELP make a dream come true? I am looking for a gentle horse and a saddle for my child who is handicapped. The horse must respond well to children. Elena Clegg-Muncie, College Finance, Ext. 2107.

THIS IS A GEM! 1985 Honda Civic, automatic, a/c, cassette with only 45,000 miles. \$4,000. One owner car with newly replaced tires, brakes and muffler. Call Edna Grass, Financial Aid, Ext. 2371 or 343-4390.

FOR SALE: Moving boxes, 3 wardrobes (\$5@) and several dozen boxes of various sizes (@ \$1-2). Gail Baker, Science, Ext. 2085, [bakerg@sci\\_malcc](mailto:bakerg@sci_malcc), home 344-8377

WOULD LIKE TO TRADE our 20-gallon fish tank for a larger one..our iguana needs a larger home. Ann Farmen Augar, Computer Services, Ext. 2865 or 687-8393.

THE DAILY is published Tuesdays only during summer term. Deadline is Monday noon. Submissions must include first and last name, department, and extension. Mail or deliver in writing, or on any Mac or IBM 3-1/2" disk, to Business 204 now through Sept. 1. E-mail submissions are encouraged and should be sent to [aschimj@lanecc.edu](mailto:aschimj@lanecc.edu). The Daily now has no other e-mail address. Editor is Joan Aschim. Assistant Editor is Angela Miller.

# The Daily

Published for the staff of Lane Community College

747-4501, ext. 2591

Tuesday, August 22, 1995

Edited by Joan Aschim

## This week:

- The Jim Ellison Classic retirement golf tourney, Thursday, Aug. 31, Emerald Valley resort. Golfing starts at 1 p.m. Barbecue follows at about 5 p.m.

## Photography instructor takes students globetrotting



*Sam Blackwell, left, and his adventurous students.*

Continuing Education instructor Sam Blackwell goes to extremes to teach photography: first Alaska, now Egypt.

Blackwell recently conducted a TravelLearn cruise through Alaska's Inside Passage. TravelLearn is a travel/study program offered at colleges throughout the nation. "Over the course of our 15-day excursion, we covered the ABCs of photography and went all the way to the XYZs," says Blackwell, who used over 270 slides to illustrate photographic technique and was available for photographic consultation throughout the trip. "We applied the basic principles of photography to the challenge of solid white glaciers; the dark, well-wooded hills of southeast Alaska; and taking

pictures from the moving ship."

In addition to Blackwell's curriculum, local experts gave presentations in the history, geography and anthropology of the area. "None of the people on the trip had been to Alaska before," says Blackwell. "The trip opened up new horizons for them – a rich ethnic and historical part of their own country that they had not known prior to this trip."

As the faculty escort assigned to the trip, Blackwell provided logistical support as well as photography instruction. "My job was to make sure my group was happy," says Blackwell. "I think we – TravelLearn, the staff of the S.S. Universe, and I – succeeded in creating a congenial atmosphere conducive to helping people really learn about the place we were visiting."

A flexible itinerary allowed for leisure as well as education. Entertainment ranged from movies and concerts to art classes and games aboard ship. Optional land excursions were also available, such as a flight over Glacier Bay, train ride through Gold Rush country and a tour of the Valdez oil pipeline.

Blackwell is scheduled to lead a trip to Egypt from October 1-13. The former assistant curator of the Great Pyramids of Giza will serve as the group's guide and a team of in-country experts will address the group in various aspects of Egyptian history and culture. Trip highlights include the Step Pyramid of King Koser, the world's first great stone structure; world renowned Egypt Museum of Antiquities in Cairo; Temple of Dendera; Necropolis of Thebes, burial ground of the great pharaohs in Luxor; the Valley of the Kings and Queens; and Aswan High Dam.

Cost of the Egyptian extravaganza is \$3,395 and includes airfare from New York City, Nile cruise, all accommodations, meals, and entertainment. Register by September 8. Call Continuing Education at Ext. 2982 for more information.

Blackwell has been a professional photographer since 1948 and has been with Lane since 1968.

## Lori Weller earns bachelor's degree

Financial aid specialist Lori Weller has completed a bachelor of science degree in anthropology with a minor in geology from the University of Oregon. Co-workers say "We're not sure whether a 'dig' in Financial Aid is her next order of business, but given the nature of federal regulations, we think it is a definite possibility." Congratulations, Lori.

## Temporary relocations

Second floor Administration is being remodeled. Relocations until early September:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| • President's Office - Boardroom   | • Institutional Advancement - BUS 204 |
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| • Instructional Services - BUS 212 | • Student Services - BUS 213          |
| • College Operations - BUS 213     | • The Daily - BUS 204                 |
- Extension numbers are unchanged.

## Hours

- Printing/Graphics is closed August 28. However, if you have problems with your convenience copier, call Ext. 2373 to arrange repair.
- Counseling Department full-time staff will have in-service this Wednesday-Friday, Aug. 23, 24 and 25. Part-time staff will provide services in the Counseling & Advising Center; Testing will be open Wednesday and Thursday; and Career Information Center will be closed.
- Bookstore is closed now-Sept. 18. Departments may make purchases using intercampus orders, department VISAs, and purchase orders for Macintosh computer products during the closure. Staff will be available to process book and supply orders for fall term classes. Both the Bookstore and Bookstore Annex will reopen Sept. 19.
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### CONGRATULATIONS

They did it! On August 18 at 4:50 a.m., Craig and Marijo Taylor and their sons, Dylan, 5, and Raleigh, almost 3, had a baby girl! She was 8 lbs. 10 oz. and 21 1/2" long. Welcome, Karmin Lee!

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### THANKS

Thank you for the wonderful party on August 16! I had such a good time! Edna Kennel's painting of Heceta House occupies a prominent spot in our house. It carries many warm, happy memories. I would like to thank each of you for the special ways in which you have enriched my life. I feel honored to have worked with so many talented, committed and caring people. I truly appreciate the support, wisdom, kindness, and laughter you have shared with me throughout the years. You will be missed! - Julie Aspinwall-Lamberts, Research & Planning

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### JOBS

Open to current LCC classified bargaining unit employees:

- Computer Support Specialist, Social Science Department, closing 8/29.
- Costumer, Performing Arts Department, closing 8/29.
- Electronic Maintenance Technician, Electronic Services Department, closing 8/29.

Open to the public:

- ABE/GED Instructor (two positions open for Youthbuild Program), ABSE Department, closing 8/31.
- Instructional Coordinating Specialist, half-time, Continuing Education Department, closing 9/5.
- Instructor with emphasis in developmental math, Study Skills Dept., closing 9/15
- Instructor with emphasis in learning disabilities, Study Skills Dept., closing 9/15

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### ADS

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BIRD-FEEDING ATTRACTS CATS: I would like to ask whoever is feeding the birds in the Mechanical Technologies parking area to please stop. Campus cats are having a hunting frenzy and leaving dead birds in varying states. This area also is a place where road grime and leaks from autos and trash trucks combine with the seed to poison the birds. Let's keep wildlife safe at Lane. Ted Kotsakis, Mech Tech.

WANTED TO BORROW for a month: fairly reliable "retired" laptop PC with 640K or more and 10-20 MB hard disk. When you get it back, you can boast that it was on an island in the Pacific that fewer than 200 people have stepped foot on! Call Lee Hallin of Computer Services at Ext. 2868 or 683-6247.

FOR SALE: Assorted camping gear: large cooler, \$25; small cooler, \$5; sleeping bag; water jugs; air mattresses. Call Mary Moore, Ed Reform, ext. 2179 or 343-6622.

FOR SALE: 1984 TOYOTA TERCEL, 4-door hatchback, automatic, 102,000 miles, AC, AM/FM radio, good condition. \$2800. Sarah LaMaster, IA, ext. 2312; or Sarah or Dennis at 461-1965.

*THE DAILY* is published Tuesdays only during summer term. Deadline is Monday noon. Submissions must include first and last name, department, and extension. Mail or deliver in writing, or on any Mac or IBM 3-1/2" disk, to Business 204 now through Sept. 1. E-mail submissions are encouraged and should be sent to [aschimj@lanec.edu](mailto:aschimj@lanec.edu). Editor is Joan Aschim. Assistant Editor is Angela Miller.

# The Daily

Published for the staff of Lane Community College

747-4501, ext. 2591

Tuesday, August 29, 1995

Edited by Joan Aschim

## This week

- Student loan exit interviews, today, 10 a.m., 2 p.m. and 6 p.m., FOR 307.
- Virginia DeChaine memorial service, Wednesday, Aug. 30, 7 p.m., Westminster Presbyterian Church.
- The Jim Ellison Classic retirement golf tourney, Thursday, Aug. 31, Emerald Valley resort. Golfing starts at 1 p.m. Barbecue follows at about 5 p.m.

## Holiday moves *Daily* deadline to Friday

Due to the Labor Day holiday on Monday, submissions for the Tuesday, Sept. 5 *Daily* are due by noon on Friday, Sept. 1. For more information, call Ext. 2591.

## Lane won't do Windows – for now

Windows 95 poses “potential software conflicts” with Lane’s wide area network and won’t be supported for now, states a memo from the Computer Support Committee attached to today’s *Daily*. The committee will review Windows 95 again in spring 1996 and expects to be able to approve it for use at that time. In the meantime, previous Windows and DOS systems will be supported. The committee will distribute its software and hardware standards soon and solicit feedback during in-service.

## Trial access available to on-line grants database

Staff and faculty can try out the Illinois Researcher Information Service (IRIS) on the World Wide Web via Netscape from now through Sept. 30. IRIS is a unit of the University of Illinois Library at Urbana-Champaign. The IRIS database has been compiled since 1979 and currently contains over 7,000 federal and non-federal funding opportunities in the sciences, social sciences, arts, and humanities. It is compiled on the basis of information provided by the sponsors themselves and is updated daily. The database supports full Boolean searching on a dozen fields, including keywords in program descriptions. Both quick searches and full searches are allowed. To access IRIS via the World Wide Web open this location: <http://www.grainger.uiuc.edu/iris/>. From the IRIS home page, select the “IRIS WWW Search Interface.” Please send feedback on your search experience to Sarah LaMaster, Institutional Advancement, Ext. 2312 or via e-mail. If enough users find the service valuable, the grants office will acquire a collegewide subscription.

## Janet Daschbach moves on

Janet Daschbach, administrative specialist at the Florence campus, starts a new job on Sept. 1 with Maude Kerns Arts Center in Eugene. Janet joined Lane six years ago as an aide and worked her way up. “We will miss her considerably, but we all wish her well!” says colleague Denice Ambrosio, echoing the sentiment of everyone at Lane who worked with Janet.

## Bill Dotson retiring

Small business management instructor Bill Dotson is retiring from Lane after 19 years with the Business Development Center. He helped launch the Small Business Management Program in 1976 and co-taught and coordinated the program ever since. He also taught courses through the Business Department, lectured nationally, runs his own consulting business, and is past president of the International Association of Small Business Management Instructors. Bill will continue his consulting business and intends to publish books on various topics of interest to small business.

## Committee handbook is being updated

The Committee Handbook is being updated for 1995/96. If your committee appeared in last year’s handbook, your facilitator should have received an update form. If your committee did not appear, or you did not receive an update form, you can get a new listing form from Todd Brickell or Laura Tamura in the President’s Office at Ext. 2200.

## E-mail subject to public records law

E-mail is subject to public records law, as evidenced by an article on the City of Eugene and Hyundai in the Aug. 24 issue of *Eugene Weekly*. The *Weekly* used public records law to obtain city e-mail, memos and meeting notes. The state Attorney General's Public Records and Meetings Manual puts it this way: "Many public bodies use electronic mail (e-mail) for communications. E-mail is a public record. Even after individual e-mail messages are 'deleted' from an individual's computer work area, they generally continue to exist on computer back-up tapes, which are also public records. A public body must make nonexempt e-mail available for inspection and copying."

## Open enrollment for faculty insurance

Faculty open enrollment for insurance changes is until Sept. 15. Add dependents or change insurance/HMO companies. Contact Personnel Services for assistance: Lorraine Allyn, Ext. 2111; Rose Holeman, Ext. 2113; Germaine Mock, Ext. 2110; Judy Ward, Ext. 2112.

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### OFFICE NOTES

#### ☛ Second floor Administration remodel relocations until early September:

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| • President's Office - Boardroom   | • Institutional Advancement - BUS 204 |
| • Julie Baker - CEN 447            | • Foundation - BUS 204                |
| • Instructional Services - BUS 212 | • Student Services - BUS 213          |
| • College Operations - BUS 213     | • <i>The Daily</i> - BUS 204          |

#### ☛ Hours:

- Bookstore closed now-Sept. 18. Departments may make purchases using intercampus orders, department VISAs, and purchase orders for Macintosh computer products during the closure. Staff will be available to process book and supply orders for fall term classes. Both the Bookstore and Bookstore Annex will reopen Sept. 19.
- Microcomputer Lab/Health 201, open Mondays-Thursdays, 9 a.m.-8:45 p.m.
- Job Placement Office closed from 3 p.m., Tuesday, Aug. 29 through Thursday, Aug. 31.

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### JOBS

Open to current LCC classified bargaining unit employees:

- Computer Programmer Analyst, Computer Services, closing 9/6.
- Multimedia Lab Aide, Media Arts & Technology Dept., closing 9/6.
- Office Support Specialist, President's Office, closing 9/6.
- Office Support Specialist, Foundation, closing 9/6.
- Book Buyer, Bookstore, closing 9/6.

Open to the public:

- Instructional Coordinating Specialist, part-time, Continuing Education Dept., closing 9/5.
- ABE/GED Instructor, two positions open for Youthbuild Program, ABSE Dept., closing 8/31.
- Instructor with emphasis in developmental math, Study Skills Dept., closing 9/15.
- Instructor with emphasis in learning disabilities, Study Skills Dept., closing 9/15.

From the Senior Companion Program:

- The Senior Companion Program needs a 15 hrs/wk office support specialist mainly responsible for assisting in recruitment and training. Experience required with Mac computers, volunteers and seniors. Requires all office skills and driving; must be well informed on diversity issues. Send or deliver resume to 1445 Willamette Suite 12, Eugene OR 97401, by Sept. 1. No phone calls, please.

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### ADS

FOR SALE: 1986 HONDA PRELUDE, red, moon roof, 104,000 miles, new clutch, dependable car. \$5,500. Bridget McDonagh, Personnel, call 2847 or 485-0977.

LANE'S INTERNATIONAL CO-OP EDUCATION program needs host families for English speaking professionals from Mexico beginning in September. Hosts are needed for one evening to one month stays. To participate, call Linda Myers at 2883 or home 344-6483; or Dixie Maurer-Clemons at 2423 or 2458 or home 343-3028.

FOR SALE: ASSORTED CAMPING GEAR: Large cooler, \$25. Small cooler, \$5. Water jugs. Call Mary Moore, Ed. Reform., at 2179 or 343-6622.

WANTED: TRAVEL COMPANION to Hong Kong and Bangkok in November. Jo Stejskal, Campus Services, 2567 or 746-4988.

BIRD-FEEDING ATTRACTS CATS: I would like to ask whoever is feeding the birds in the Mechanical Technologies parking area to please stop. Campus cats are having a hunting frenzy and leaving dead birds in varying states. This area also is a place where road grime and leaks from autos and trash trucks combine with the seed to poison the birds. Let's keep wildlife safe at Lane. Ted Kotsakis, Mech. Tech.

*THE DAILY* is published Tuesdays only during summer term. Submissions must include first and last name, department, and extension. Mail or deliver in writing, or on any Mac or IBM 3-1/2" disk, to Business 204 now through Sept. 1. E-mail submissions should be sent to [aschimj@lanecc.edu](mailto:aschimj@lanecc.edu). Editor is Joan Aschim. Assistant Editor is Angela Miller.