

NEWS**MONITORING CONTROLS:**

Communication, risk assessment and subsequent implementation are subject to decay. Just like peaches in the fridge, what began as a beautiful thing can mutate into a science project when left to its own! The finest system of Internal Controls differs only in the magnitude of the consequences.

Monitoring controls is the fourth in a series of five tools for our study. Once controls are in place, best practice objectives indicate periodic monitoring to ensure consistent implementation. Many Lane processes are co-designed by management, business process owners (you) and internal controls (me). Together we will verify implementation of processes as they were designed. To apply this step to our accounts payable example, we'd test new vendor requests, payment documentation and approval. Why? Alarming, nationwide statistics collected by the Institute of Management and Administration reveal that the error rate on vendor payments averages 1.6 percent. These are duplicate payments! With processes initiated in so many different departments, consistently applied and well-designed procedures can make Lane operate at a far superior level (Note: we probably already do - Marsha, Holly and Julie are being good sports letting me use their department as an example).

Monitoring also applies to the internal controls department. Board members and other authorities make sure that we are carrying out our mandate to implement solutions that address controls weaknesses and inefficiencies that jeopardize regulatory compliance and directly impact bottom-line performance. The best possible outcome is that procedures are being followed consistently. Sometimes solutions are a precursor to growing pains. Strength of conviction will teach that the benefit from the growing eventually outweighs any initial pain. Sounds like another well used slogan: No pain, no gain? The reason it's so widespread is that it contains the unmistakable ring of truth. internalcontrolsfeedback@lanecc.edu . Thanks so much! - Laura Martin, ext. 5795

STUDENT PLANNERS AVAILABLE

The new 2004/05 Student Planners are available. Departments who wish to order them at cost may submit an ICO to the Counseling Department, attn: Shirley Lukacs. The cost of the planner is \$3.75. The student planners are available at the Bookstore for returning students and anyone who wishes to purchase one. The Bookstore will be selling them at retail price. If you have questions, please contact Shirley Lukacs, ext. 3244.

FOOD COURT/CATERING CLARIFICATION

If you have a group coming to campus, and they are on their own for breakfast, lunch or snacks and they will likely be eating at the Food Court, please give us a ring. If the group is scheduling a breakfast, lunch or snacks served to them, they will arrange in advance with Catering (Nancy) Schwoerern@lanecc.edu . We know about how many people to expect each day at the Food Court during summer. We can handle extras but would love to have a heads up a few days ahead about any groups larger than 20. Questions? Nancy for Catering is at 3517, Bev for Food Services is at 5671, or Rhonda at 5006.

DISABILITY SERVICES TIP

The DO-IT and University of Washington Access Technology Services have come up with a new webpage that is designed to help non-technical administrators (e.g., dept chairs). Check it out and share with others:

http://www.washington.edu/doit/Brochures/Technology/web_admin.html Web Accessibility: Guidelines for Administrators. Contact: Nancy Hart, 3010.

EVENTS

rites of Passage Capstone Ceremony

The capstone ceremony for the Rites of Passage Summer Academy cultural immersion program will be held Friday, August 6, in the Performance Hall, Building 6. Native American dancing will begin at 5 p.m. on the lawn outside, followed by a program from 6-8 p.m. featuring presentations, performances and displays by middle and high school students in the academy. Everyone's invited to this colorful, dramatic and educational event. There is no charge. For more information contact Greg at ext. 5340.

NSF Checking Training Sessions - IN 12/119A

Wednesday, August 4, 9 - 11 a.m.

Thursday, August 5, 1 - 3 p.m.

Friday, August 6, 9 - 11 a.m.

During these sessions, we will demonstrate and provide practice on: how NSF checking works in Banner Finance module; what budgets will be affected; how to tell if you have funds to cover your P.O. or journal voucher; how to read and format the new NSF detail and summary query reports. No reservation required.

Directions: Building 12 is on the East side of campus (on the opposite side of the Center from the Administration building). Enter the double doors halfway down the North side of the building (between buildings 11 and 12) by the ramp. Go down the stairs to Room 119A. - Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu
463-3349

Excel and Access Classes from I.T. Training

There are two to three sessions in each class: Plan on coming to all the sessions in any class you are interested in. All classes are from 8 a.m. - 12 p.m. and are located in Building 12, Room 119A. Please register in advance by emailing Michael Levick levickm@lanecc.edu.

MS Access Basics: August 16 and 30

- Database concepts and table design
- Basic table relationships
- Creating and using queries

MS Access Advanced: September 1 and 8

- Making and using custom Reports
- Advanced Relationships

MS Excel Basics: August 31 and September 7

- Creating and using workbooks and worksheets
- Editing and formatting worksheets
- Printing workbooks

MS Excel Advanced: August 26, September 2 and 9

- Advanced formatting
- Working with functions and formulas
- Macros and templates

Submitted by Michael Levick, IT Technical Training Coordinator,
levickm@lanecc.edu 463-3349.

"GREEN" BAG LUNCH ON COMPOSTING

Please join Lane's sustainability group for a "green bag" lunch on Wednesday, August 11, from 12-1 p.m. We will have several great prizes to raffle off to people who attend and we will also be giving away Free compost that was made right here at Lane for you to use at home. Annie Donahue, the compost specialist from the City of Eugene, will be providing information and handouts about home composting and will be available to answer questions. We will tour Lane's three-cubic yard Earth Tub composter which we have been operating since March and with which we have already diverted over a ton of food scraps and sawdust from the landfill. Attendees are welcome to provide input on how to improve composting opportunities at Lane. Fruits and veggies will be provided but bring your own sandwich or other entree and a beverage. The lunch will be on the east side, ground level (1st floor) of Center. Look for the tent, tables, and composting display. - Jennifer Hayward

GOLF FOR LIFE

Join the Employee Wellness Program at RiverRidge on Friday, August 13 for the next "Golf for LIFE" event. Meet Marie Matsen and your co-workers for a tee time starting at 7:30 a.m. to play either 9 or 18 holes. Cost will be \$15 to play 9 holes or \$28 to play 18. Email jordani@lanecc.edu by August 10 to sign up - please indicate how many holes you'd like to play.

THANKS

In the past months, while I struggled with my beloved father's illness and eventual passing, I have been overwhelmed by the support that I have received from so many corners of this college. Each card, flower and caring face has brought a sense of connectedness and belonging that I have needed during these tender times. I see in each of your expressions of concern much of the gentle grace that my father carried with him in his life and my spirits are lifted in that memory. I wish that I could thank each of you personally but I don't think I have enough tissue to wipe away the tears that I would spill in trying to convey my gratitude. Please know that I am truly honored to work with so many compassionate and caring people and each of you will rest gently in my soul. - Anna Kate Malliris

JOBS

OPEN TO LCC CLASSIFIED EMPLOYEES AS DEFINED IN ARTICLE 11.6.1 OF THE CLASSIFIED CONTRACT

- * Students First! Service Representative/Enrollment Services, closing 8/5
- * Testing Lab Coordinator/Social Science, closing 8/5
- * Recycling and Surplus Property Coordinator/College Operations, closing 8/5
- * Accounting Specialist/Lane Family Connections, closing 8/16

OPEN TO THE PUBLIC

- * Library Computer Support Specialist, closing 8/11
- * Native American Student Program Coordinator/Student Life and Leadership, closing 8/27

ADS

DO YOU HAVE MY LCC PHONE DIRECTORY? I believe someone borrowed it on July 27, the date of the last meeting of the Board of Education. Probably I did not put my name on it but I do have lots of notes inside. If you find it, please call Mary Bolton at 5304.

BENEFIT FOR WOMENSPACE: "A Summer Concert at Secret House Winery" on Sunday, August 15, 4pm to dusk. Entertainment features New Orleans piano with Skip Jones, blues/folk vocalist Barbara Healy with Tim Danforth and Gus Russell, guitarist/composer Craig Einhorn, and Grammy-award winner Shandi Sinnamon. Food and beverages available for purchase, plus door prize drawings and fun for all with a magician! Tickets \$20 (kids 12 and under are free) at all branches of U.S. Bank, or call Womenspace at 485-8232 or Sue Thompson at ext. 5735. For directions to site, go to secrethousewinery.com - the winery is in Veneta, 2.4 miles past the signal at Hwy. 126 and Territorial Road. Your support helps Womenspace provide domestic violence services for our community. Order your tickets now and enjoy a great concert at a beautiful place. Thank you for supporting Womenspace. Sue Thompson, Health and Physical Education. 463-5735, thompsons@lanecc.edu

1996 CAMRY LE --excellent condition, high freeway miles, power. everything, 4 drs. \$4,900 OBO. Ann Marie Prengaman, EFS, 343-9196 thanks.

DRUM SET for sale: 9 pc. Enforcer, green. Bass, 2 toms, floor tom, high hat, Sabian cymbals crash and ride with stands, 2 extra cymbals 1 crash 1 splash, and drum stool. asking \$600 Andy ex. 5953.

LOOKING FOR QUIET/RESPONSIBLE adult(s) to rent newly remodeled duplex in Thurston area. No loud music/parties, etc. no dogs. Two-bedroom, washer/dryer hookup, carport, small yard. Drive by to view at 843 58th Street, Springfield. \$650/mo plus \$650 deposit. For more information, call Tom at (541) 747-8225 or Jim at (541) 345-3534.

FUTON FOR SALE: Full-sized couch which opens to a bed with 78" x 50" Futon mattress and cover; Wood portions are light-colored maple with small dark-maple inserts; Mattress cover is light brown and white in a modern design; Includes two dark brown accent pillows; Futon is roughly five years old but has hardly ever been used; it is in perfect shape; Original cost was about \$250. Asking \$100. Contact Lloyd Rain, 726-2000.

FOR SALE: MATCHING sofa, chair and end table. Sofa is from Ethan Allen, traditional looking and yet contemporary, black fabric with a little white and red in pattern, rounded back and arms, 88" long, two matching pillows, good condition, \$200. Large overstuffed chair is matching shape, also from Ethan Allen, with black and white striped fabric, 44" wide, very good condition, \$125. Black end table, Mission style, hefty and solid, 22" wide, excellent condition, \$50. Daniel Moret, Marketing and PR, ext. 5268.

ONE-BEDROOM FURNISHED APARTMENT; Quiet and clean. No smoking, even outside. No pets. No party animals....great for people who like it quiet. 1472 Pearl, off-street parking, nice yard, available immediately. \$435 rent, \$400 refundable deposit, and \$125 nonrefundable cleaning fee. We pay garbage, sewer and water. Tenant pays electricity. Clarice Bates, retired, FHC, 345-3126

QUIET CLEAN FURNISHED STUDIO: Shares bath and kitchen with 2 men, (nice tidy guys), no smoking, no pets, no loud music or partying. Wonderful for serious students. Near UO and town, in house off the street ,near 1468 Pearl, \$250 per month plus 200 security deposit and \$50 nonrefundable cleaning fee. We pay utilities. Clarice Bates retired FHC 345-3126.

GREAT ITEMS FOR SALE: Great modern sofa made by Carter and purchased at Mobelwerks; 4 pillows and 3 cushions; sleek design and in nice condition, \$195. Kenmore Whispertone 5.1 canister vacuum with retractable cord, 2 sets of tools (1 set fits in vacuum interior), plus extras. In very good condition and vacuums both rugs and bare floors. Comes with two Power-mate Junior attachments for vacuuming upholstery, carpeted stairs, and car interiors, \$99. Call 912-5611.

FOR SALE: Sears Craftsman self-propelled lawn mower. Mower used for two seasons and then left in storage. Also included in the price is a grass catcher (rear end type) and gas can. I'll throw in an electric weed eater if you can use that too. Asking \$175.00. Sally Wilson Sally3339@aol.com or wilsons@lanecc.edu or call 683-5203.

GIGANTIC YARD SALE FUNDRAISER. Saturday, August 14; 8 a.m.-4 p.m. at 1250 River Loop One off River Rd. & Wilkes. The Vineyard Valley Chapter of the American Business Women's Association will be selling hundreds of items sporting equipment, furniture, household appliances, collectibles, crafts, books, seasonal items, kitchen appliances, baby clothes and toys, tools and much, much, more. Seniors and students will receive a 10% discount. The fundraiser benefits the Association in providing scholarships for continuing education, personal and professional growth to its members and assistance to members of the community. The mission of ABWA is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition. For more information regarding the sale or membership information, contact Jan @ 741-0289 or Patty @ 463-5099.

FOR SALE: OAK entertainment center-4 shelves with glass doors, TV opening with tambor doors & swivel stand, two drawers, storage center and slide out VCR shelf \$50. Free baby bassinet with mattress, sheet and lace skirt. Pat John, johnp@lanecc.edu 541-746-1749/541-915-4652.

1998 SUBARU Legacy L Wagon. AWD, power windows/locks, air, cruise, automatic, ABS. 87,000 miles. Great condition, has had loving care and has time remaining on extended warranty. \$7500. Contact Mary Parthemer, 344-7529, parthemerm@lanecc.edu.

KITTENS and kittens then more kittens. I am fostering kittens and some of them are ready to be part of your family. They are so cute that I am keeping the gray male but I still have to gray females and one black male. I also am bottle feeding two more kittens and IF you have ever thought that you would like to have a kitten to bond with here is your chance. As of August 3, Mouse is about 3 weeks old and Mini is about 5 days old. Mouse is black and has a white diamond on his neck. Mini is black with white legs and I think it is a girl. I would like them to be keep together because they have bonded. Have any questions please call me at home 607-8685 or e-mail me at work. Please no calls at my work. Sara, Printing and Graphics

FOR SALE- 42" ANTIQUE Round Oak dining table that has been converted to a coffee table, perfect conditions. \$150.00 Sandy 463-5223.

RV FOR SALE: 98 Four Winds 5000 RV, Ford V10 Triden, 28-foot, Class C. 36,000 miles. Self contained. Back bedroom with queen island bed. Generator, awning, dinette, microwave, couch, sleeps seven or eight. \$34,000. Contact Sallie, x6000 or 338-4477.

EDITOR'S NOTE: This is this week's Daily. Regular Tuesday publication was missed due to staff absence. We apologize for any inconvenience. The Daily is the official employee newsletter of Lane Community College. Employees should review each issue to stay informed of college business, policies, news, and events. The Daily is emailed once a week during summer term and term breaks. User guidelines are posted at <http://www.lanecc.edu/cops/daily.htm> or email daily@lanecc.edu . August 4, 2004

NEWS**CULINARY ARTS PROGRAM WINS PRESTIGIOUS ACF ACCREDITATION**

Lane's culinary arts and food service management two-year associate of applied science degree program has received an Initial Grant of Accreditation for five years through June 30, 2009, from the Accrediting Commission of the American Culinary Federation. The college received informal notice by e-mail July 21 and by official letter August 5.

"We were fully accredited without a probationary period," Lane President Mary Spilde told the college's Board of Education at its July 27 meeting. "This is a testament to our faculty and staff. It will really benefit our students to graduate from a program with this accreditation."

Lane is one of only three colleges in Oregon with ACF accreditation and the only one offering a two-year degree in culinary arts and food service management.

ACF cited four major areas of strength at Lane. First was the program's advisory committee for guiding, supporting, employing the students and providing the direction of the program with the coordinators, faculty and staff. The committee includes 20 industry members and 13 faculty, staff and students. Also commended was an "excellent cadre" of support staff, a continuous quality improvement process, and the Center for Meeting and Learning with its state of the art professional food service equipment and kitchens. Students have the opportunity to cater events in the CML for groups as large as 350 seated at table.

The site report recommended gathering more placement graduate data, and providing employers more opportunity to assess the program.

The culinary arts and food service management program is offered through the Conference and Culinary Services department, directed by Peg Allison. - Ed.

CHANGES IN THE OFFICE OF INSTRUCTION AND STUDENT SERVICES

We are excited to welcome Jenette Kane and Sonja McKean to our team as administrative coordinators. Sonja, who has moved from her position in Advanced Technology, is currently handling code of conduct violations and is providing support to Tim Craig. Jenette comes to us with extensive experience in retail and is currently handling student complaints and is providing support to Donna Koechig. Sonja can be reached at ext. 5732 and Jenette can be reached at ext. 5037.

We are also saying goodbye to Adrian McLeod and wish her well in her new position in Human Resources. Adrian can be reached at ext. 5115. Anna Kate Malliris is now providing support for Sonya Christian in her new position as vice president for Instruction and Student Services. Sonya can be reached through Anna Kate at ext. 5120 or directly at ext. 5306.

All of us in OISS are excited to be working with the staff and students at Lane and invite you to stop by the office to help us welcome Sonja McKean and Jenette Kane.
- Anna Kate Malliris

PUBLISHED

Lane archivist Elizabeth Uhlig has an article published in the July issue of Easy Access, the newsletter for Northwest Archivists, Inc. The article is titled, "Eleanor Roosevelt and 'Rosie the Riveter' in Eugene," and describes the first lady's visit in 1941

including a stop at Eugene Vocational School where women were trained for defense work. EVS was established in 1938, was renamed Eugene Technical-Vocational School in 1958, and became the nucleus of Lane when the college was established in 1964. See photos and more information on the web site developed by Uhlig in commemoration of the college's 40th anniversary at <http://www.lanecc.edu/archives/PhotosEVS.html> Also see the Easy Access online at <http://www.lib.washington.edu/nwa/EasyAccess.html> - Ed.

INTERNAL CONTROLS: ENVIRONMENT

Many are concerned about physical environments such as ecosystems, and we enjoy different cultures, respecting the value of each. At Lane, we have an inherited culture that creates the environment for internal controls, invisible yet pervasive. The control environment is foundational to the other four building blocks of internal controls we've discussed: communication, risk analysis, implementation and monitoring. While a control environment enormously impacts the reliability of business process activities, its complexities can be perplexing. Control environment factors include the integrity, ethical values and competence of faculty and staff; leadership's philosophy and operating style; the way authority and responsibility are assigned; how people are organized and developed; and the vision and guidance provided by the Board of Education and Executive Team. Our environment matures with each individual commitment to excellence, and thrives or withers within each of us. I believe positive cooperativity is the key to enhancing your experience at Lane. It is a phenomenon that goes way beyond synergy as each of us makes a commitment to supporting shared goals. Our actions fruitfully affect the environmental culture in a way that adds community value by "transforming lives through learning", not just for students but for staff as well. We are creating a legacy to pass on to the next generation of teachers and learners! Best wishes for a productive and fulfilling day! Laura Martin, ext. 5795, internalcontrolsfeedback@lanecc.edu.

NEW WEIGHT EQUIPMENT AVAILABLE

The Fitness Education Center introduces new FreeMotion(tm) Selectorized Weight Equipment. FreeMotion(tm) equipment is designed to strengthen and move all muscles groups in patterns of movement essential for everyday life. Employees and students are encouraged to come by the FEC this summer to see what's new! Equipment seminars are available for individualized instruction; contact the FEC at 463-3987 to make an appointment. An open house will be scheduled in September, please watch for more details! - Amy Riggins 463-5552

STUDENT PLANNERS AVAILABLE

The new 2004/05 student planners are available. Departments who wish to order them at cost may submit an ICO to the Counseling Department, attn: Shirley Lukacs. The cost of the planner will be \$3.75. The student planners are available at the bookstore for returning students and anyone who wishes to purchase one. The bookstore will be selling them at retail price. If you have questions, please contact Shirley Lukacs, ext. 3244.

APPLYING FOR A JOB AT LANE?

A strong, well thought-out application package (Lane application, resume, cover letter, etc.) will help you organize your qualifications for the position on paper. Interview preparation for a specific job you're applying for will help you confidently describe your

experience and skills to the interview committee. If you'd like some help with this process, call Lynne Swift, Counseling, at 345-9454.

EVENTS

"GREEN" BAG LUNCH ON COMPOSTING

Please join Lane's sustainability group for a "green bag" lunch on Wednesday, August 11, from 12-1 p.m. We will have several great prizes to raffle off to people who attend and we will also be giving away Free compost that was made right here at Lane for you to use at home. Annie Donahue, the compost specialist from the City of Eugene, will be providing information and handouts about home composting and will be available to answer questions. We will tour Lane's three-cubic yard Earth Tub composter which we have been operating since March and with which we have already diverted over a ton of food scraps and sawdust from the landfill. Attendees are welcome to provide input on how to improve composting opportunities at Lane. Fruits and veggies will be provided but bring your own sandwich or other entree and a beverage. The lunch will be on the east side, ground level (1st floor) of Center. Look for the tent, tables, and composting display. - Jennifer Hayward

ORGANIZATION FINANCIAL ACTIVITY DETAIL REPORT (FRGODTA) LAB

Thursday, Aug 12, 10 a.m. - 12 p.m., Room 12/119A

Tasha Drake will demonstrate how to run and use the FRGODTA report. This report gives detail information for any range of funds, orgs, accounts, and/or dates in report form. You can see financial activity details without having to drill down many individual accounts or orgs in the budget query. NATIVE BANNER ACCESS REQUIRED. This lab will be repeated every two weeks until everyone gets a chance to come, so don't panic if you can't make it. No registration required, just drop in:

DIRECTIONS: Building 12 is on the East side of campus (on the opposite side of the Center from the Administration building). Enter the double doors halfway down the North side of the building (between buildings 11 and 12) by the ramp. Go down the stairs to 119A. - Michael Levick

EXPRESSLANE GRADE ENTRY HELP SESSIONS IN LCC12/119A

Get help entering your class grades in ExpressLane Faculty module. Contact Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu 463-3349.

- Friday, August 13, 11 a.m. - 12 p.m.
- Tuesday, August 17, 4 - 5 p.m.
- Thursday, September 2, 5 - 6 p.m.

EXCEL AND ACCESS CLASSES FROM I.T. TRAINING

There are two to three sessions in each class: Plan on coming to all the sessions in any class you are interested in. All classes are from 8 a.m. - 12 p.m. and are located in Building 12, Room 119A. Please register in advance by emailing Michael Levick levickm@lanecc.edu.

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- Basic table relationships
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- Advanced Relationships

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CLOSURES

The Bookstore will be closed August 18-September 12. We will continue to assist faculty and staff. Math Review Sheets will be available at the service window. If you have questions, contact Vicki Colley, ext. 5772

JOBS

OPEN TO LCC CLASSIFIED EMPLOYEES AS DEFINED IN ARTICLE 11.6.1 OF THE CLASSIFIED CONTRACT

* Accounting Specialist/Lane Family Connections, closing 8/16

OPEN TO LCC EMPLOYEES

* Interim Associate Vice President for Instruction, closing 8/23

OPEN TO THE PUBLIC

* Library Computer Support Specialist, closing 8/11

* Native American Student Program Coordinator/Student Life and Leadership, closing 8/27

* Coordinator of Conference Services/Center for Meeting and Learning (position reposted), closing 8/23

* Front Desk Receptionist/Women's Program, closing 8/20

PART-TIME POSITION OPEN TO THE PUBLIC

* Commissary Receiving Clerk (timesheet position) /Conference and Culinary Services, closing 8/20

ADS

GIGANTIC YARD SALE FUNDRAISER. Saturday, August 14; 8 a.m.-4 p.m. at 1250 River Loop One off River Rd. & Wilkes. The Vineyard Valley Chapter of the American Business Women's Association will be selling hundreds of items sporting equipment, furniture, household appliances, collectibles, crafts, books, seasonal items, kitchen appliances, baby clothes and toys, tools and much, much, more. Seniors and students

will receive a 10% discount. The fundraiser benefits the Association in providing scholarships for continuing education, personal and professional growth to its members and assistance to members of the community. The mission of ABWA is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition. For more information regarding the sale or membership information, contact Jan @ 741-0289 or Patty @ 463-5099.

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FUND ESTABLISHED for Rodney Johnson. Well known by the Eugene/Springfield community and a member of our black community, Rodney Johnson suffered a massive heart attack on Thursday, July 29, and is in Sacred Heart. His daughter Consuelo, from Louisiana, has been by his side every day. Rodney attended Lane, worked in Photo ID, and went on to work at Meier & Frank and TJ Max. He is a Vietnam vet. Please send your thoughts and prayers to Rodney and Consuelo. If you feel you would like to help, you can make financial contributions to the Rodney Johnson Fund at Selco Credit Union on 11th in Eugene. Submitted by Sally Meadow (formerly Student Activities) 343-8399.

HOUSE/PET SITTER NEEDED for Labor Day weekend. I have two cats and two dogs who need someone to stay with them over Labor day. They have a fenced yard, but need someone who will feed them and let them in and out. Please call 485-2766 or email danep@lanecc.edu Dr. Pamelyn Dane.

NEED: YAKIMA RACK FOR CAR. I would like to purchase a used Yakima rack system to fit 1989 Honda Accord. I want to use this to carry a canoe, so I don't need ski or other attachments. I have bars, but need towers that will fit a 1989 Accord, or I would be happy to purchase a complete used system including bars. If you happen to have a Yakima rack system that you would like to sell, which fits this description, I would love to buy it from you. Please call Marge at 343-8241, or ext. 5137. Thank you!

FOR SALE: SOFA from Ethan Allen, traditional looking and yet contemporary, black fabric with some white and red in pattern, rounded back and arms, 88" long, two matching pillows, good condition, \$200. Daniel Moret, Marketing and PR, ext. 5268.

FOR SALE: BLACK & DECKER Model MM 450 corded electric mulching lawn mower, side discharge. Used one season. \$65. HP OfficeJet 350 b&w "All-in-One" Fax/ Printer/ Copier/ Scanner. Receives faxes on plane paper. \$35. John Bredesen (KLCC) or Fran Ross 485-6869.

FOR SALE: CLASS C GULFSTREAM motorhome 30.5 ft, ford V-10, onan 5500 generator, 14 ft slide, central ducted air and heat, microwave/convection oven, queen walk around bed, TV, VCR, many amenities. \$39000.00 Call Mary Ellen at 729.1200 or 607.1268.

FOR SALE: TWO FULL SIZE futon mattresses all cotton one newer with nice cover \$45 one without cover \$25 Clarion car cd player (DB335) with speakers removed from a Honda \$125 Dave 683-7413.

FOR SALE; OAK MISSION STYLE Queen Bed, Coffee Table and End Table, Excellent Condition. Bedframe \$275, Coffee Table \$100, End Table \$75. To view or inquire, call Theresa at 543-1127.

3 BEDROOM HOUSE on W. 8th and Polk, with big backyard with a currently planted garden (possibly to be shared). Hardwood floors downstairs, carpet upstairs, small kitchen and dining room with built in vintage hutch, beautiful original windows downstairs, bus stops and bike paths right near the house, walking distance to downtown. Available September 1st, \$850.00 a month, first, last and a refundable damage deposit, one year lease. Call Pete at 520-1842 or Bojana at 463-5476 or either at 1-541-466-5601.

SMALL YET CUTE and cozy, unconventional one bedroom apartment with sleeping loft on W. 8th and Polk, all in excellent condition. Big backyard with currently planted garden, possibly to be shared. \$425.00 a month with some utilities included (water, cold and hot), first, last and refundable damage deposit. Available September 1st. Please call Pete at 520-1842, or Bojana at 463-5476 or either at 1-541-466-5601.

SADIE is an 8-month, short hair, spayed, dilute (muted) calico, black/orange/white. She has had her first shots, is sleek and slender and extremely friendly. ROMEO is a 6-week gray tabby with short hair and lives up to his name. He is full of ***and vinegar. He is an absolute doll! Please help give these kittens their forever home. Call Cathy at 689-0397. Submitted by Georgia Nissen.

96 ACURA INTEGRA 'RS', 5spd, 123k miles, Power windows/locks, keyless entry, new alarm and professional wiring for sub/amp, new rear speakers, spoiler, CD, excellent condition. \$6200 obo. Call Brianne at 541.521.3050. Teresa, Financial Aid x5346.

LOOKING FOR A QUIET, MATURE, RESPONSIBLE TENANT? My older sister (and her very well-mannered cat) is moving to Eugene from Vermont next week and is seeking a nice unfurnished one or two bedroom apartment, duplex or cottage with charm in Eugene. Contact Patsy at 463-5840 (w) or 485-4815 (h).

RV FOR SALE: 98 Four Winds 5000 RV, Ford V10 Triden, 28-foot, Class C. 36,000 miles. Self contained. Back bedroom with queen island bed. Generator, awning, dinette, microwave, couch, sleeps seven or eight. \$34,000. Contact Sallie, x6000 or 338-4477.

GREAT SOFA NEEDS GOOD HOME: High-quality, modern sofa made by Carter and purchased at Mobelwerks; 4 pillows and 3 cushions; sleek design, nice condition, and durable fabric, \$195. MUST SEE! Call 912-5611.

UNIQUE ITEMS FOR IMMEDIATE sale: HO Scale Train and Board: includes Tracks, Accessories, Train Cars, controls; \$65.00 Circa 1949, Ophthalmologist Chair with working electric lifts, adjustable arms, fold-out foot rest, salmon colored and shiny chrome \$80.00 China Hutch, Plate holders and Shelves, 3 bottom cupboards, 6' ft long x 7' ft high x 1.6' deep, lovely \$300.00 Moving to Washington, willing to negotiate; call Sally at 342-6926; submitted by Lynn Chowdhury, 686-7722 x365.

THE DAILY is the official employee newsletter of Lane Community College. Employees should review each issue to stay informed of college business, policies, news, and events. The Daily is emailed once a week during summer term and term breaks. User guidelines are posted at <http://www.lanecc.edu/cops/daily.htm> or email daily@lanecc.edu . Tuesday, August 10, 2004

NEWS**IN MEMORY**

MYRON BURL COOLEY of Creswell died August 3 at age 75. He received an associate's degree at Lane and worked as an instructional specialist for 10 years in Electronics and Applied Engineering. He won a Schafer Pat on the Back Award in 1995 for recycling used printer toner cartridges. Carl Horstrup remembers Myron as "a nice guy and hard worker who was a joy to be around." Services have been held.

LOIS SHIELDS-PRICE of Eugene died August 6 of brain cancer at age 76. She married Wayne Shields in 1975 and he died in 1990. Building 18 on main campus bears Wayne Shields name in honor of outstanding support to the college and its students. Scholarships at Lane in his name include the Wayne H. Shields Vocational Education Scholarship (nine \$1,200 awards), the Wayne H. Shields Diversity Scholarship (four \$1,000 awards), and the Wayne H. Shields High School Scholarship (23 \$1,000 awards). Contributions in memory of Lois Shields-Price may be made to the Lane Community College Foundation. Contact: Janet Anderson.

RODNEY JOHNSON died August 11 after suffering a heart attack on July 29. He was a student at Lane, worked in Photo ID, and directed the Student Resource Center in 1989/90. Financial contributions to help his daughter Consuelo may be made to the Rodney Johnson Fund at Selco Credit Union on 11th in Eugene. Contact: Sally Meadow (formerly Student Activities) at 343-8399.

TWO FORMER LANE ATHLETES GO TO OLYMPICS

At the Olympic Games that are being held through August 29 in Athens, Greece, two athletes with connections to Lane are competing. Tom Pappas, who competed in track and field for Lane, is one of the favorites for a medal in the decathlon that will be held on August 23 and 24. Pappas is the reigning world champion in the event and was voted the top male track and field athlete in the US for 2003. Tom and his brother Billy, who also was on the track and field squad at Lane and participated in the Olympic Trials last month but did not qualify, are featured on the cover of Lane's summer class schedule. Tom Pappas will have the support of fans in the host country because Pappas is a common name in Greece. Another former student, Tony Stavros, who played baseball for Lane and is also of Greek ancestry, is on the baseball team representing Greece. Stavros is a graduate of Willamette High School in Eugene, and the Pappas brothers are originally from Azalea, Oregon. - Dan Moret

SOLAR PV SYSTEM DONATED TO ENERGY MANAGEMENT PROGRAM

Energy Trust of Oregon, Inc., has given a photovoltaic system to Lane's Renewable Energy Technician Program for instructional use. Students will be able to install PV systems upon graduation. "They wouldn't have this opportunity without the generous grant," says program director Roger Ebbage. The Energy Management Program at Lane is funded by the Eugene Water and Electric Board. Energy Trust of Oregon, Inc., is a nonprofit organization that promotes energy efficiency and renewable energy for Oregon customers of Pacific Power, Portland General Electric (PGE) and NW Natural.

TTY TESTING TO BE CONDUCTED

Disability Services will begin periodic testing of campus TTYs to be sure staff in offices with TTYs know how to use them correctly. If you have a TTY or TDD device in your office that you don't know how to use, contact Cathie Reschke in Disability Services at ext. 5079 for a free tutorial. Telecommunications Devices for the Deaf (TDD), also called a TTYs (Teletypewriters), are used by hearing and speech impaired individuals to contact others with TTYs. There must be two TTYs in use, either one on each end (caller and receiver), or one used by the caller and another used by a communication assistant (an operator) at the Oregon Telecommunications Relay Service, who will place the call for you, functioning as an "interpreter" for your conversation, maintaining strict confidentiality. If your office doesn't have a TTY, you can make calls through the OTRS Relay Service by dialing 9-7-1-1, then giving the communication assistant the phone number of the person you are trying to reach. If you'd like further information about the Oregon Telecommunications Relay Service, contact Cathie at Disability Services, ext. 5079.

FOUNDATION SEEKS AUCTION ITEMS FOR HARVEST DINNER

Do you have a special talent, or a treasure to share, or do you know someone who does? The Foundation is seeking donations of special items or services to be auctioned during the Harvest Dinner -- a stay at a vacation home, or a valuable no longer needed. Several staff members have already donated items. Please add your support to the event. While it may seem early to ask, our deadline to receive auction items is August 31. If you wish, a portion of the proceeds may be designated to the program of your choice, otherwise proceeds will be directed to help students through the Foundation. Your donation may qualify you for a tax-deduction. For information, and a donation form, visit <http://www.lanecc.edu/foundation/harvestdinner.htm> Call Kathy Thomas, 5538, with any questions.

FOUNDATION SEEKING VOLUNTEERS TO ASSIST WITH GOLF SCRAMBLE

The Foundation's 21st Annual Golf Scramble will be held on Friday, September 24. Volunteers are needed to assist with preparation and registration, as well as individuals to monitor the course and help with the awards ceremony. For details, call Kathy Thomas, 5538, or email thomask@lanecc.edu.

BURIED IN PAPERWORK?

Once again, the fall term is just around the and many departments are either knee deep in work or gearing up for the fall. Just want to remind everyone that LCC's Specialized Employment Services provides bulk mailing services at reasonable prices to help with those tedious and time consuming jobs of collating material, stuffing envelopes, labeling, and getting packets assembled. If you need that extra time to do other tasks that are more pressing or just overwhelmed with the amount of work that needs to be done, please give us a call and we will take a look at your job and determine if we can help you. It is a win, win situation. We help you and you help our program of student workers. The following are comments from some of our clients who use our services:

"I am happy to endorse SES -- they've been a lifesaver for us! SES has been an incredible support service for KLCC. With all the additional fundraising we've had to do in the past few years, there is no way our staff could get membership information out as well. SES has never let us down -- taking last-minute (on our part) jobs and getting them done on time." - Kris Fox, Former Membership Director for KLCC

"SES has been vital in providing low-cost marketing assistance for the Business Development Center over the years, freeing up valuable staff time for better service to

business owners. They have performed well and met all of our mailing deadlines." - Rosemary Busby Business Development Center

If you'd like to discuss any of your mailing or collating needs, please call Tom Tennent at 463-5103. We can even help you if your needs are intermittent or on an as needed basis.

HEALTH CLINIC IS OPEN TO EMPLOYEES

The Health Clinic is open to employees during summer term as a pilot project. We are open 8 a.m.-noon, Mondays through Thursdays for the last four weeks of summer term (through September 9). We can see you for acute illness (for example a sinus or urinary tract infection); stable chronic conditions (such as blood pressure that is controlled and needs a refill), lab draws and immunizations. We're also glad to provide information on health issues. To schedule an appointment or get more detailed information, contact Aixa at 463-5665. The clinic is located at the south end of the Center Building, room 126.

BOARD REPORT JULY 2004

The Lane Community College Board of Education elected Paul Holman of Florence as chair and Kathleen Shelley of Vida as vice chair, for the 2004/05 year, by unanimous vote at the board's July 27 meeting.

Seven speakers from the audience advocated for more Native American representation on a hiring committee for the Native American program advisor position.

The consent agenda passed 7-0. Included was an award of \$149,000 to Morris P. Kielty General Contractor to do remodeling work in Building 5. Also included was the appointment of district clerks for the 2004/05 fiscal year: Mary Spilde as district school clerk; and Marie Matsen, Sonya Christian, Stan Barker, Dennis Carr, and Tim Craig as deputy clerks.

The board approved a new schedule for community fundraising for men's baseball and one women's sport to be determined, by 7-0 vote. The schedule calls for reports each December and May until a two-year reserve has been established. If the goals are not met, the board may end the programs. President Spilde emphasized honoring the two-year commitment to recruited student athletes.

Second readings were held of board policies on Governing Style, B.110; Student Activities Fees, D.090; Affirmative Action, D.100; Tuition, D.110; and Board Members' Code of Conduct, B.160. The policies were approved 5-2 with Dennis Shine and Larry Romine voting no. First readings were held for policies on Sexual Harassment, D.020; Possession of Firearms, D.030; Conflict of Interest, D.080; and Treatment of Staff, A.030. The firearms policy was sent back for further legal review. A new policy on Ethical Conduct for Lane Community College Employees was reviewed.

The board adopted goals for the college's strategic directions by 7-0 vote.

Board members were reappointed to community organizations; Jay Bozievich was added as an alternate to the Lane Council of Governments.

Management Employees Working Conditions for 2004-05 were approved by 7-0 vote.

A benchmark on general fund revenues by source was reviewed. Monitoring reports were presented on treatment of learners and treatment of staff.

The next regular meeting will be Wednesday, September 8, in the Boardroom, Building 3. Submitted by Joan Aschim, Marketing and Public Relations.

EVENTS

FACILITIES MANAGEMENT TEAM MEETING CANCELLED

There will not be a Facilities Management Team Meeting in August. The next scheduled meeting is Thursday, September 16, 3-5 p.m. in the Boardroom. Facilitator: Stephen Pruch.

EXPRESSLANE GRADE ENTRY HELP SESSIONS IN LCC12/119A

Get help entering your class grades in ExpressLane Faculty module. Contact Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu 463-3349.

- Tuesday, August 17, 4 - 5 p.m.
- Thursday, September 2, 5 - 6 p.m.

EXCEL AND ACCESS CLASSES FROM I.T. TRAINING

There are two to three sessions in each class: Plan on coming to all the sessions in any class you are interested in. All classes are from 8 a.m. - 12 p.m. and are located in Building 12, Room 119A. Please register in advance by emailing Michael Levick levickm@lanecc.edu.

MS ACCESS ADVANCED: September 1 and 8

- Making and using custom Reports
- Advanced Relationships

MS EXCEL BASICS: August 31 and September 7

- Creating and using workbooks and worksheets
- Editing and formatting worksheets
- Printing workbooks

MS EXCEL ADVANCED: August 26, September 2 and 9

- Advanced formatting
- Working with functions and formulas
- Macros and templates

Contact: Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu 463-3349.

NEW HIRE I.T. ORIENTATION

Introduction to LCC network and web resources, including GroupWise email, ExpressLane, the Lane website, the Daily, COPPS, and the Help Desk. Find out how to: Log into GroupWise and ExpressLane from on or off campus; Use GroupWise email and calendar functions; Manage ExpressLane timesheets, personal information and employee benefits. Trainings will be held in Building 12, Room 119A.

- Tuesday, August 24, 9 - 11 a.m.
- Friday, September 3, 10 a.m. - 12 p.m.
- Friday, September 10, 10 a.m. - 12 p.m.
- Wednesday, September 15, 10 a.m. - 12 p.m.
- Thursday, September 23, 1 - 3 p.m.
- Tuesday, September 28, 2 - 4 p.m.

Contact: Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu 463-3349.

BANNER FINANCE LABS: NSF CHECKING and FRGODTA REPORTS

Please try to make it to the following lab sessions if you manage a budget so that you will be able to track and manage your account balances under the recently implemented NSF checking system:

ORGANIZATION FINANCIAL ACTIVITY DETAIL REPORT (FRGODTA) LAB - In 12/119A

Wednesday, August 25, 10 a.m. - 12 p.m.

Tuesday, September 7, 2 - 4 p.m.

Tasha Drake will demonstrate how to run and use the FRGODTA report. This report gives detail information for any range of funds, orgs, accounts, and/or dates in report form. You can see financial activity details without having to drill down many individual accounts or orgs in the budget query. NATIVE BANNER ACCESS REQUIRED.

NSF CHECKING LAB - In 12/119A

Tuesday, August 17, 10 a.m. - 12 p.m.

Thursday, September 2, 2 - 4 p.m.

Monday, September 13, 10 a.m. - 12 p.m.

Tasha Drake and Michael Levick will demonstrate and provide practice on: how NSF checking works; what budgets will be affected; how to tell if you have funds to cover your P.O. or journal voucher; how to read the new NSF detail and summary query reports.

DIRECTIONS 12/119A: Building 12 is on the east side of campus (on the opposite side of the Center from the administration building). Enter the double doors halfway down the North side of the building (between buildings 11 and 12) by the ramp. Go down the stairs to 119A.

HARVEST DINNER FUNDRAISER TO FEATURE NAPA CHEF CINDY PAWLCYN

The Lane Community College Foundation Board of Directors and Culinary Arts and Hospitality Management Program once again present an exciting way to raise awareness and donations to benefit college students. The elegant second annual Harvest Dinner will be on Friday, October 29. This taste-tempting event will feature the extraordinary talents of Lane's culinary arts and hospitality students and faculty under the direction of guest chef Cindy Pawlcyn. Ms. Pawlcyn is the chef and owner of Napa's beloved Mustards Grill and Cindy's Backstreet Kitchen in St. Helena, California.

Shelley Kurtz and Dennis Nakata will emcee this distinctive dinner and auction including a celebration of Lane Community College's 40th Anniversary. Distinguished alumni will also be recognized for their unique, professional contributions to our community.

Guest chef Cindy Pawlcyn has lived and worked in the Napa Valley for more than 20 years. A pioneer in her field, Pawlcyn has been acknowledged by a local and national following, as well as by many top culinary organizations and magazines. Her "Mustards Grill Cookbook" recently won a James Beard Award and she is currently working on her third cookbook.

All proceeds will benefit the Lane students through scholarships and other programs. The event begins at 5:30 p.m. for the silent auction, wine and hors d'oeuvres at the Center for Meeting and Learning, Building 19. The dinner and live auction follow. Cost is \$75 per person. Call 463-5226 for reservations. Check the Foundation website for more details: www.lanecc.edu/foundation.

Title Sponsor is Symantec. Dinner Sponsor is SELCO Community Credit Union.

JOBS

OPEN TO LCC EMPLOYEES

* Interim Associate Vice President for Instruction, closing 8/23

OPEN TO THE PUBLIC

* Front Desk Receptionist/Women's Program, closing 8/20

* Coordinator of Conference Services/Center for Meeting and Learning (position reposted), closing 8/23

* Native American Student Program Coordinator/Student Life and Leadership, closing 8/27

PART-TIME POSITION OPEN TO THE PUBLIC

* Commissary Receiving Clerk (timesheet position) /Conference and Culinary Services, closing 8/20

ADS

FOR SALE: METAL SWINGSET w/ slide, swinging bar, 2 swings, teeter-totter glider, and a face-to-face bench glider. Good condition. \$30.00 (already disassembled) Gayle 463-3209 message.

FOR SALE: Crosley refrigerator, 17 cu. ft. all refrigerator (no freezer), white. One and a half years old. \$150. Contact Jana Nelson, Math, ext 5393 or 689-6846.

FOR SALE: Wood ENTERTAINMENT CENTER (56" W x 52" H x 16" D), room for 32" TV plus audio equipment and storage. Great condition, \$150 negotiable. Wood CHEST OF DRAWERS (36" W x 48" H x 18" D), 5-drawer, great condition, \$125 negotiable. Please contact Scott at zeppas@lanecc.edu or 465-4777.

TV, 2 FUTONS, Computer Chair, Ironing Board For Sale. The futon is a queen size with queen size frame of blond wood. \$100 OBO. I also have a futon frame that is practically brand new for a twin size mattress \$40 OBO. I've got a TV with stand for \$25, a Computer chair for \$10 and an ironing board for \$10. Call Suresh at 541-543-5872.

SALE! SALE! SALE! If you haven't been to the bookstore lately, we are having an "End of the Season" Clearance Sale. Lots of gift items are 75% off. A rack of clothing is 75% off the last marked price, and our famous "Let's Make a Deal" table. Check out these bargains! New stuff added daily!.

IT PURRS. I have a sweet little 2002 Subaru Forrester L Sport Utility that needs to find a new home so it's owner can afford a few more terms of college. She is a lovely silver AWD 4 cylinder 2.5L model with automatic transmission, power steering, ABS brakes, power locks and windows, air conditioning, stereo system with CD player, roof rack, cruise control, new 100,000 mile warranty tires and a mere 55,000 miles.... all driven by a little old lady from Pasadena.... kinda. It has been well loved and I have a complete log of maintenance. There is also an extended warranty available for purchase. Asking \$16,000 for the next happy owner whose ear she can purr into. Call Priscilla Schmidt at 517-5302 or Len Heflin at 870-5525 or email Len at heflinl@lanecc.edu.

FOR SALE: 12 speed Men's Road Bike - "27" inch frame - \$125; Water Ski- O'Brien, 70 inch - \$125 ; Ammo, 1000 rounds - 38 caliber reloads - \$100, Call Garrett at 736-7497.

CAMCORDER for sale (Quasar VM-L152). Uses VHS tapes. Never opened. \$75 or make offer. Call Kendra 343-3883.

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NEWS**TEACHING ACADEMY OFF TO A GOOD START**

The first Summer Academy for Education Careers was held August 9-20 for current and potential teachers and instructional assistants, offered through Cooperative Education. Twenty-three students participated. The academy offered up to six credits in the two-week period including Education Foundations, Spanish for Educators, and Instructional Strategies for Paraprofessionals. At a feedback session, the students shared that they liked the condensed format and hoped the college would consider offering other courses this way. The college plans earlier marketing next year and will continue partnership with 4J, Bethel and Springfield school districts and Pacific University to attract more people of color into education careers. For more information contact Andrea Newton.

NURSING SCHOLARSHIPS AWARDED

Lane nursing students Trisha Jensen of Springfield and Darrah Lemmon of Eugene have been named recipients of Women's Care Nursing Scholarships for 2004/05. Each student has been awarded \$1,000 and the possibility of an internship with Women's Care. The scholarships were offered to full-time second-year nursing students at Lane with a grade point average of 3.0 or better who could demonstrate financial need.

Jensen is working toward her associate's degree of nursing, and plans to work as an emergency room nurse. She is currently a certified nursing assistant at McKenzie-Willamette Hospital.

Lemmon is also working toward an associate's degree in nursing, and plans to continue at a four-year college to earn a bachelor's degree in nursing. She is a certified doula (labor support person) and a certified nursing assistant.

According to Paula Jewett, M.D., a physician with Women's Care, the scholarships are intended to help ease the nursing shortage being felt locally, regionally and nationally. "The physicians and staff of Women's Care are striving to create opportunities and incentives to enter this rewarding field," Jewett says. "These two young women have impressed us with their commitment to their education and to a career in nursing."

- Excerpted from a Women's Care news release by the editor.

INTERNAL CONTROLS ENVIRONMENT

The first paragraph of this article is condensed from a piece in the Washington Business Journal (Aug 16, 2004) called "Don't Let it Happen to You." "In an ideal internal control world, an organization would employ a group of closely monitored employees with rigidly enforced, properly segregated duties ... lack of internal controls may not necessarily lead to embezzlement, but it does provide the employee with not only the opportunity to steal but also the chance to cover it up. ... To protect your business from embezzlement, a working internal control system must be in place."

Contrast the tone of the above article with an excerpt from a book called "Stewardship" by Peter Block, Berrett-Koehler Publishers, which concludes, "For stewardship to be widespread, controls should be designed for others with great caution and dialogue. The act of faith is that with good information and good will, people can make responsible decisions about what controls they require and whom they want to implement them."

I live within both perspectives, and seek an ideal balance. Perhaps, as Block says, we need to renegotiate the contract toward stewardship. In the midst of this paradox, I feel so honored to work at Lane, and to experience the integrity of staff and leadership here. I hope that you enjoy the same privilege, and receive an opportunity to contribute to the positive environment of others today. Best wishes for a productive and fulfilling week! Laura Martin, ext. 5795, internalcontrolsfeedback@lanecc.edu

CHILD CARE RESOURCE AND REFERRAL SERVICES AVAILABLE

As the school year rapidly approaches, many parents find they need child care for their children. Lane Family Connections, the Lane County child care resource and referral agency, is right here at Lane! We help parents find child care in the community, answer questions about child care, and refer to appropriate community resources. Parents who are looking for child care can come to our building (Building 24, main campus), call 463-3954 or 1-800-222-3290. Our open hours are from 9 a.m.-2 p.m. Mondays through Fridays. Parents can also submit a request for referrals via our online Parent Referral Form at www.lanecc.edu/lfc/parents.htm Contact: Vena Williams, 463-3302.

AVIATION TRAINING IMPRESSES VISITING PARENT

The dean of the School of Education at Purdue University recently explored Lane's aviation programs with an interest in finding a good career training program for his son who lives in Eugene. He followed up with a letter of thanks to director Harvey Birdseye saying, "I was very impressed with the quality of the program and I was delighted to find out about the new program in aerospace leadership at Oregon State University. ... I am very excited for Brian that he has found such an excellent program at Lane Community College. Your vision and leadership has clearly taken the program in new and exciting directions." - Ed.

NATIVE AMERICAN WORD FOR THE WEEK

Today's Native American Word for the Week is "A-yun-wee-ya" which means "Indian" or "Cherokee" in the Cherokee language. Actually, they call their language "Tsa-la-gi" rather than "Cherokee" because there is no "r" in the Cherokee language. Interesting is the breakdown of the syllables of today's word. "Yun-wee" literally means "a people" and the first "yun" is pronounced as a very nasalized sound. The last syllable, "ya," really means "basic, real, true, or essential." Therefore "A-yun-wee-ya" actually means "The Real People." This fall's class AIL 100 Foundations of American Indian Languages will again feature the introduction to various Native languages and some new guest speakers will be visiting the class this fall. Contact Dr. Don Addison, Department of English, Foreign Language, and Speech, or 344-4758.

EVENTS

GOLF FOR LIFE

Looking for somebody to play golf with? Join fellow Lane staff members at RiverRidge golf course on Friday, August 27 for the next "Golf for LIFE" event. Tee times start at 7:30 a.m. Cost will be \$15 to play 9 holes or \$28 to play 18. Email jordani@lanecc.edu by August 24 to sign up - please indicate how many holes you'd like to play.

CONNECTIONS EXHIBIT INCLUDES WORK BY JERRY ROSS

"Connections" is a selection of work by four artists who depict people with whom they have close or intimate connections. "Connections" refers to the tactile qualities of the different mediums chosen, as well as the physical relationship between individuals. Curated by Suzanne Forestieri, the other artists are Daryl DePry, Sarah Pearson-Ochoa, and Lane's own Jerry Ross. The exhibit is online at <http://www.cac-lasvegas.org/index.htm> through September 25 and an artists' reception will be held Friday, September 3, from 6-10 p.m. - Jerry Ross, CIT

21ST ANNUAL GOLF SCRAMBLE SET TO BENEFIT LANE STUDENTS

Lane Community College students will reap the benefits from the Lane Community College Foundation's 21st annual golf scramble. Proceeds from the event, Friday, September 24, at Shadow Hills Country Club, will fund student scholarships and other programs. The tournament starts at 1 p.m., with registration at 11:30 a.m.

The tournament fee is \$225 per player or \$900 for a foursome. In exchange, participants receive one round of golf, use of a golf cart, a box lunch, refreshments, post-tournament awards reception participation and a chance at prizes.

People who enter by August 31 will also receive one ticket per person to the gourmet Harvest Dinner on October 29, a \$75 value (see attached news release for details). Those who register for golf after August 31 will not receive this benefit. Registration closes when tournament fills (128 golfers).

Schedule: Friday, September 24; 11:30 a.m. mandatory registration; 1 p.m. shotgun tournament start.

Format: Limited to first 32 teams of four players. Play will be four-ball scramble. Tournament rules to be distributed.

Prizes: Prize competitions on selected holes. Two hole-in-one prizes with new cars provided by Kendall Auto Group. Low gross, low net prizes for men, women and mixed teams. Random prizes at awards reception. Must be present to win.

Title sponsor: Symantec. Golf sponsor: Pacific-Source Health Plans. Golf reception sponsor: Personnel Source. Golf cart sponsor: NW Natural Gas.

Entry forms are available at local golf courses, or by calling 463-5226. - Kathy Thomas

INFORMATION TECHNOLOGY STAFF TRAININGS

The following trainings will be held in Building 12, Room 119A. Building 12 is on the east side of campus (on the opposite side of the Center from the administration building). Enter the double doors halfway down the north side of the building (between buildings 11 and 12) by the ramp. Go down the stairs to room 119A.

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Introduction to LCC network and web resources, including GroupWise email, ExpressLane, the Lane website, the Daily, COPPS, and the Help Desk. Find out how to: Log into GroupWise and ExpressLane from on or off campus; Use GroupWise email and calendar functions; Manage ExpressLane timesheets, personal information and employee benefits.

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- Wednesday, September 15, 10 a.m.-12 p.m.
- Thursday, September 23, 1-3 p.m.
- Tuesday, September 28, 2-4 p.m.

Contact: Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu 463-3349.

BUDGET/FINANCE LABS

NSF TROUBLESHOOTING AND SUPPORT LABS: Wednesday, August 25, 1-5 p.m., and Thursday, August 26, 1-5 p.m. Tasha Drake will be available all afternoon on the 25th and 26th to help you resolve any NSF conditions and other problems that you are having with your budgets. Come by the lab any time between 1 and 5 p.m. to get help sorting out your accounts. No need to pre-register, just drop in.

ORGANIZATION FINANCIAL ACTIVITY DETAIL REPORT (FRGODTA) LAB: Wednesday, August 25, 10 a.m.-12 p.m., and Tuesday, September 7, 2-4 p.m. Tasha Drake will demonstrate how to run and use the FRGODTA report. This report gives detail information for any range of funds, orgs, accounts, and/or dates in report form. You can see financial activity details without having to drill down many individual accounts or orgs in the budget query. Native Banner access required.

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MS ACCESS ADVANCED: September 1 and 8. Making and using custom reports; advanced relationships.

MS EXCEL BASICS: August 31 and September 7. Creating and using workbooks and worksheets. Editing and formatting worksheets. Printing workbooks.

MS EXCEL ADVANCED: August 26, September 2 and 9. Advanced formatting. Working with functions and formulas. Macros and templates.

JOBS

OPEN TO THE PUBLIC

* Native American Student Program Coordinator/Student Life and Leadership, closing 8/27

* Library Computer Support Specialist, closing 8/30

* Audiovisual/Computer Specialist (.800 FTE)/Center for Meeting and Learning, closing 9/2

* Reference Librarian, closing 9/27

OPEN TO LCC EMPLOYEES ONLY

* Center for Meeting and Learning Administrative Specialist, closing 8/27

* Painter/ Facilities Management and Planning, closing 8/27

ADS

GREAT TRUCK! 93 Chevrolet diesel dually, automatic transmission, a/c, camper ready, Rancho shocks, air bags (for camper anti-sway), tow package, excellent condition -

ready for your camper, 5th wheel, trailer or other use. \$8900 Call Judith at 463 5699 or Richard at 344 2754.

ANGEL, A LITTLE 8-WEEK OLD KITTEN, is the last of 30 rescued kittens and needs to find her own home. She is spayed, has first shots, tested negative for FIV/Felk, and treated for fleas and worms. She adores other cats, adults and kittens. She is lonely without her litter mates. Call Jody at 541-758-9392 or email at bluestray@yahoo.com if you can give Angel a home. Also, a female cat that was abandoned by a family is living on the streets in Creswell. Extremely friendly, dark gray tabby with white paws. She is trying to become part of any family in the neighborhood, but no one will take her in. Please help this kitty find a home. Call 895-2040 or 686-6479. Submitted by Georgia Nissen.

HUGE YARD SALE: Multi-family. Friday and Saturday 8:00 3:00. Everything must go. Lots of stuff, but many things as well. Camping, crafts, furniture, fixtures, toys, shop, baby, auto, sports, retro and more. Free items. Cottage Grove: 99 South past Weyerhaeuser (approx 3 miles). Right on Kenady Lane 6/10 mile to 31087. martinl@lanecc.edu or call Laura Martin x 5795.

HOME TO SHARE! Two bedrooms to rent in three bedroom, two bath house. Cable, laundry, family room, private yard with deck, quiet cul-de-sac, wireless network. Near 5th & Q, bus line, bike path, Fred Meyer. Fifteen minutes to school. Non-smoking, clean household with non-traditional omnivorous student and three indoor cats. Seeking roommate(s) who are responsible, clean, quiet, and respectful. Move-in around September 15. For more information, call ASLCC Senator Marcia Sexton at 744-2726 and leave message, or email at marcia_sexton@hotmail.com

MOTORCYCLE FOR SALE: 2000 Suzuki Intruder 800. V-twin. Shaft Drive. Windshield. Mint condition. Less than 7000 miles. Includes some accessories: helmet, cover, battery charger, 2 bags (for carrying cargo). \$4000. Lisa Anderson. 484-6785 or 726-3525 x214.

THE OREGON RANGERS are looking for volunteer pilots. Oregon Rangers Association is a non-profit organization that assists in logging accidents and rural car accidents as well as finding lost hikers, boaters, children, etc. It is a volunteer organization and is currently in need of pilots. YOU NOT HAVE TO JOIN. For more information go to www.oregonrangers.org or contact Ruth Bichsel at bichselr@lancc.edu. Thank you!

THE DAILY is the official employee newsletter of Lane Community College. Employees should review each issue to stay informed of college business, policies, news, and events. The Daily is emailed once a week during summer term and term breaks. User guidelines are posted at <http://www.lanecc.edu/cops/daily.htm> or email daily@lanecc.edu . Tuesday, August 24, 2004

NEWS

COLLEGE CLOSED FOR LABOR DAY HOLIDAY

All Lane Community College locations will be closed Monday, September 6, for the Labor Day holiday. No services will be available and no classes will be held. - Editor

INFORMATION TECHNOLOGY DEPARTMENT CHANGES

Do you know why Computer Services no longer exists? Do you know what TIS stands for? You can learn the answers on the new IT Department web page <http://www.lanecc.edu/it/> ; just follow the IT Changes link under the Announcements section. --Stephen Pruch, Associate Vice President for Information Technology.

WELCOME TO TODD LUTZ, INFORMATION TECHNOLOGY DEPARTMENT

Todd Lutz is the new manager of Technology Support Services in the IT Department. Todd comes to Lane with an extensive background in higher education and information technology. Todd's most recent position was Director of Information Technology Services at Coconino Community College in Flagstaff, Arizona. Please join me in welcoming Todd to the Lane community. --Stephen Pruch, Associate Vice President for Information Technology.

ANNUAL POWER OUTAGE SCHEDULED

On Sunday, September 12, Facilities electricians will cut all electrical power to the Main Campus Buildings. This outage will facilitate maintenance and repair to our 12,000 volt transformers and 12,000 volt switch gear equipment. The outage is scheduled to begin at 7:00 a.m. and continue until 7:00 p.m.

A number of permanently installed emergency generators will provide electricity for essential operations. KLCC, Lane TV and the instructional Web Server will be powered by the generators. In addition, Buildings 1, 2, 4, 5, 6, 16, and 19 (Student Services, Business, Health Technology, Health & PE, Performing Arts, Science/Math, and Workforce Training) have generators which will provide emergency lighting, but this lighting is not intended for working conditions, and staff should not be in the buildings during this outage. Elevators will not work during the outage.

Staff are encouraged to turn off computers and all other equipment that need power before 6:00 a.m. on Sunday, September 12 and preferably by Friday, September 10. I have contacted those departments we believe will be most impacted by the outage. If I have inadvertently missed someone, please accept my apologies and call me at ext. 5216. In addition, if any inconvenience occurs due to this outage, please let me know so we can correct the problem during future outages. Contact: Robin Geyer

INTERNAL CONTROLS

Excel Tip of the Week: Subtotals can be run multiple times (find these under the Data menu). Sort your data first. If you're looking at financial data, perhaps Org, then Fund, then Account. After you subtotal the first time, perhaps by org, subtotal again (by fund or account) but (this is the key) deselect the box that says Replace Current Subtotals. Another nifty trick? Subtotal On your Org description rather than your Org number. That way when you collapse, your Org name still appears. Want more info?

May I suggest taking an Excel class or lab, write internalcontrolsfeedback@lanecc.edu or call Laura ext. 5795.

'VIRTUAL WALK TO FLORENCE' PARTICIPANTS

Congratulations on taking the step (and hopefully several steps) in joining this program to improve and/or maintain your fitness. So far, participants have walked a total of more than 15,000 miles. If you and/or your dependents, partners or spouses haven't reported your miles lately or at all, we are ready for you to send them in. Please report them to Jennifer Jordan at jordani@lanecc.edu or by calling ext. 5263.

CHILD CARE RESOURCE AND REFERRAL SERVICES AVAILABLE

As the school year rapidly approaches, many parents find they need child care for their children. Lane Family Connections, the Lane County child care resource and referral agency, is right here at Lane. We help parents find child care in the community, answer questions about child care, and refer to appropriate community resources. Parents who are looking for child care can come to Building 24, main campus, or call ext. 3954. Our open hours are from 9 a.m.-2 p.m. Mondays through Fridays. Parents can also submit a request for referrals via our online Parent Referral Form at www.lanecc.edu/lfc/parents.htm. Contact: Vena Williams, ext. 3302.

EVENTS

21ST ANNUAL GOLF SCRAMBLE SET TO BENEFIT LANE STUDENTS

Lane students will reap the benefits from the Foundation's 21st annual golf scramble. Proceeds from the event on Friday, September 24, at Shadow Hills Country Club will fund student scholarships and other programs.

The tournament fee is \$225 per player or \$900 for a foursome. In exchange, participants receive one round of golf, use of a golf cart, a box lunch, refreshments, post-tournament awards reception participation and a chance at prizes. People who enter by August 31 will also receive one ticket per person to the gourmet Harvest Dinner on October 29, a \$75 value (see preceding announcement for details). Registration closes when tournament fills (128 golfers).

Schedule: Friday, September 24; 11:30 a.m. mandatory registration; 1 p.m. shotgun tournament start. Format: Limited to first 32 teams of four players. Play will be four-ball scramble. Tournament rules to be distributed. Title sponsor: Symantec. Golf sponsor: Pacific-Source Health Plans. Golf reception sponsor: Personnel Source. Golf cart sponsor: NW Natural Gas. Prizes: Prize competitions on selected holes. Two hole-in-one prizes with new cars provided by Kendall Auto Group. Low gross, low net prizes for men, women and mixed teams. Random prizes at awards reception. Must be present to win. Entry forms are available at local golf courses, or by calling ext. 5226. -- Kathy Thomas

SUMMER/FALL HIRING TRAINING SCHEDULE

The September 8, 2004 (8:00 a.m.-12:00 noon) Hiring Training has been rescheduled for October 19, 2004 (Register by 10/15/04). --J. Casimiro Ortal, ext. 5801, ortaljc@lanecc.edu

INFORMATION TECHNOLOGY STAFF TRAININGS

The following trainings will be held in Building 12, Room 119A. Building 12 is on the east side of campus (on the opposite side of the Center from the administration building). Enter the double doors halfway down the north side of the building (between

buildings 11 and 12) by the ramp. Go down the stairs to room 119A. Introduction to LCC network and web resources, including GroupWise email, ExpressLane, the Lane website, the Daily, COPPS, and the Help Desk. Find out how to: Log into GroupWise and ExpressLane from on or off campus; Use GroupWise email and calendar functions; Manage ExpressLane timesheets, personal information and employee benefits.

- Friday, September 3, 10 a.m.-12 p.m.
- Friday, September 10, 10 a.m.-12 p.m.
- Wednesday, September 15, 10 a.m.-12 p.m.
- Thursday, September 23, 1-3 p.m.
- Tuesday, September 28, 2-4 p.m.

Contact: Michael Levick, IT Technical Training Coordinator, levickm@lanecc.edu, ext. 3349.

BUDGET/FINANCE LABS

NSF CHECKING LAB: Thursday, September 2, 2-4 p.m., and Monday, September 13, 2-4 p.m. Tasha Drake and Michael Levick will demonstrate and provide practice on: how NSF checking works; what budgets will be affected; how to tell if you have funds to cover your P.O. or journal voucher; how to read the new NSF detail and summary query reports.

EXCEL AND ACCESS CLASSES

There are two or three sessions in each class. Plan on coming to all the sessions in each class you are interested in. All classes are from 8 a.m.-12 p.m. Please register in advance by emailing Michael Levick levickm@lanecc.edu.

MS ACCESS ADVANCED: September 1 and 8. Making and using custom reports; advanced relationships.

MS EXCEL BASICS: August 31 and September 7. Creating and using workbooks and worksheets. Editing and formatting worksheets. Printing workbooks.

MS EXCEL ADVANCED: September 2 and 9. Advanced formatting. Working with functions and formulas. Macros and templates.

THANKS

FAIR BOOTH VOLUNTEER THANK YOU

A most sincere thank you to you wonderful people who volunteered to work at the Lane Community College booth at the Lane County Fair. Approximately 1,249 people stopped at our booth during the week or an average of 208 per day. We had many fairgoers comment on how glad they are to see Lane Community College at the fair. People have so many questions and are often not aware of how simple it is to get started. Your dedication is appreciated!

Sonia Gohl, Phi Theta Kappa; Sabrina Davis, Office of Instruction and Student Services; Kirsa Whedon, Business Technologies; Jackie Squiers, Student Life; Denise Williams, Student Life; Jeff Davis, Continuing Education; Frank Merrill, Native American Student Association; Julianne Stermer, Family and Health Careers; Bette Dorris, ASLCC; Elizabeth Rosso, ASLCC; Genevieve Rea, High School Relations/Student Life; Sharon Hainley, English, Foreign Language and Speech; Christopher Hainley, Financial Aid; Belva Jones, Instructional Computing; Jessica Alvarado, Counseling; Lisa Rooks, Disability Services; Debbie Pollard, Student Life; Rosemary Busby, Business Development Center; Sandra Henry, Testing; Susan Belhassen, Phi Theta Kappa; Linda Allen, Student Financial Services; Dawn Parks, Library; Jan Moore, Math; Robin Havens, Telecommunications; Thwing Havens, Computer Services; Connie Mesquita, Multicultural Center; Ann Marie Prengaman, English, Foreign Language and Speech;

and of course, Shelly Turner, Andy McClure and Kapone Summerfield in Facilities Management and Planning for transporting all materials and supplies to and from the fairgrounds.

See ya next year from Tina Lymath and Karen Edmonds.

GOOD-BYE AND THANK YOU

It is with great sadness that I write this note to all Lane staff, faculty, managers, and friends. Last month I applied for a new job in Oakridge, where I live, and what do you know, I got the job. I have worked with so many of you here and been touched deeply by most that it makes it so hard to say goodbye. I am going to miss this place so much. You all are the very best and I would like to thank everyone at Lane for giving me such a great decade in my life. I look forward, with teary eyes, to moving ahead in my career and hope to keep my presence at Lane through some advisory work. For those who know me well...I'll see you on the slopes! Chantell Hayson, Cooperative Education until September 10.

JOBS

OPEN TO THE PUBLIC

* Audiovisual/Computer Specialist (.800 FTE)/Center for Meeting and Learning, closing 9/2

* Reference Librarian, closing 9/27

OPEN TO LCC EMPLOYEES ONLY

No current postings

ADS

KITTEN AND ADULT CAT LOOKING FOR GOOD HOME: Foster mom needs to know if you would like a kitten or the mommie cat. I have two females, Both have semi-long hair, one kitten is black and one is gray striped. They are really, really cute. Mouse, the black kitten tends to like children, and Fantastic prefers adults. The Mommie cat is sweet but shy, and she prefers women for some reason and does not like men who are thin. They are going to Green Hill on Saturday. You can visit them this week or I can send a picture to you. Please my cell 221-9191 or e-mail me at schneiders@lanecc.edu. Please, NO calls at work. Sara: Printing and Graphics.

PHOTOGRAPHY SHOW OPENS TOMORROW: Daniel Moret of Marketing and Public Relations has an exhibit of photography, "Portraits of Paris," opening Sept. 1 at Eugene Wine Cellars. The show includes both color and black-and-white images of Paris (France, not Hilton). Eugene Wine Cellars is located at 255 Madison and their phone number is 342-2600. The winery offers wine tasting on Wednesdays, Fridays and Saturdays, and live music and free food on Wednesdays from 6:00-10:00. The show will run through Sept. 15, and then the tasting room will close for one month while the winery is devoted to crushing grapes.

KITTENS: YOU WANT THEM? Five newborn kittens - available for new homes in 6 weeks. Kittens were born Aug 28th. Already have enough cats and need to give the kittens to new loving homes. Please call Lucy @ 689-7445

BUY A DUCK! WIN A PRIZE! HELP A CHILD! With every \$5 ticket you purchase for the Great Rotary Duck Race you have the opportunity to cheer on your duck racing down

the Willamette river and the possibility of winning one of over a dozen great prizes! Cheer for the ducks at the race on Saturday, Oct 19th at noon. Proceeds benefit Lane County organizations fighting child abuse and strengthening families. Contact Colby Sheldon, Bldg 1/201B or ext. 5165 to purchase tickets.

ITALIAN DISCO DANCE: A FUND-RAISER FOR DIVA (Downtown Initiative for the Visual Arts) Friday, Sept. 24th, 8 PM - 11 PM, DIVA, Olive and Broadway:
<http://users.rio.com/ross/Poster3.htm>. Music provided by DJ: "Booker" -- Italian Pop Music: Eros Ramazzotti, Lucio Battisti, Mango, Fabio Concato, Francesco DeGregori, Lucio Battisti, Zucchero, etc. \$3 at the door. Jerry Ross, CIT

2 FOR 1 GREENS FEES! Buy a \$30 Golf Oregon card, good at 42 courses in Oregon and Washington. Available Oakway, Laurelwood, Middle Field, Vida Market, Vida Cafe, or mail your check to Golf Oregon, 51187 Blue River Drive, Finn Rock Oregon 97488. Golf Oregon supports scholarships at McKenzie High School

VIDEO GAMES: My son is selling his Nintendo 64 with 3 controllers for \$25, and 9 games for \$5 each. The games are: Sarge's Heros, Winter Olympics '98, Starfox, Vertical Chess, NFL Blitz 99', Star Wars Rogue Squadron, Madden 2002, Mayhem Wrestling, 1080 (Snowboard game), and Tony Hawk Pro-Skater. Contact Denine at x5379.

FOR SALE: 2 tickets to the U of O Duck Football game on Sept 25th against Idaho. \$40 each. Call Carole Napier at ext. 5605 or 726-3758.

EAGLE CREST CONDO - Week of February 20-27. Two-bedroom, sleeps 6, full kitchen. Great family get-away and perfect for skiing Mt. Bachelor. Includes outdoor heated pool and hot tub. \$700 for the week. Call Kris Fox at KLCC x6020.

MOTORCYCLE FOR SALE: 2000 Suzuki Intruder 800. V-twin. Shaft Drive. Windshield. Mint condition. Less than 7000 miles. Includes some accessories: helmet, cover, battery charger, 2 bags (for carrying cargo)--can be used separately or together. \$3990. Lisa Anderson. 484-6785 or 726-3525 x214.

WE ARE LOOKING FOR A DANCE CALLER to help us continue the First Friday Irish Dance. St. Mary's may be willing to help ensure financial stability for our dances if we are able to make it happen. So if anyone knows anyone who might know anyone... give me a call or email Sharon Rogers, 935-3028, ceilieugene@earthlink.net

QUIET, CLEAN FURNISHED ROOM. (trio) Shares bath and kitchen with 2 men. \$250 per month, 200 deposit and \$50 nonrefundable cleaning fee. We pay utilities. NO SMOKING, even outside, NO PETS, NO LOUD MUSIC or PARTIES. Great for a serious student. Clarice Bates, FHC 345-3126

QUIET CLEAN FURNISHED 2 ROOM STUDIO, shares bath with 2 men. Private kitchen. NO SMOKING, even outside, NO PETS, NO LOUD MUSIC, PARTIES or other noise. \$375, plus security deposit \$300, nonrefundable cleaning fee is \$75. We pay utilities. Great for quiet student or working person. Clarice Bates, FHC, 345-3126

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