

Communicator

NOVEMBER 2003

LINN-BENTON COMMUNITY COLLEGE STAFF NEWSLETTER

How much does the College Services Division do in a year?

As part of the college-wide thank you to LBCC College Services Division staff, Brian Brown, division director, compiled some information describing just what the college services staff accomplish in a year.

The Bookstore processed 59,951 transactions, received/filled 2,297 “on-line” book orders, and popped 9,360 cups of popcorn.

The Custodial Department changed 2,400 fluorescent light tubes, hauled away 312 cubic yards of trash and 95 cubic yards of recyclable material each month during the academic year, and provided custodial care for more than 600,000 square feet of floor space each night.

The Conference Services Department processed 2,849 events last year to include 1,573 events which were accompanied by some type of food service.

The Food Services Department processed 177,530 customer transactions between both restaurants.

The Grounds Department mowed and maintained 65 acres of lawns.

The Mail Center processed more than 35,000 pieces of mail each month and received more than 800 packages a month in the shipping/receiving area.

The Maintenance Department processed/completed approximately 1,500 work orders, which constituted about one-quarter of their work load. They maintained the lock/key/security system throughout the college district, to include 962 doors and 6,911 light fixtures on the main campus alone.

The Printing Services Department processed more than 4,800 printing jobs last year, producing more than 8,880,000 copies, which equated to 34,000 copies per day, every day.

The Campus Security Department perform 1,333 “service calls” including entry requests, elevator panic button responses, delivering emergency messages, and security concern responses. They provided 796 “personal safety escorts” to automobiles, offices and other places and provided 319 “motorist assists” including dead batteries, car lock outs and mechanical problems.

All to switch to OEA Choice Trust during HR’s open enrollment

This year open enrollment is November 1 through November 21 and must be completed by every contracted employee.

Every employee must complete an enrollment form for the college’s new insurance carrier, OEA Choice Trust. The forms are in the open enrollment packets received by campus mail to all college employees.

Kelli Dunleavy encourages all employees to attend one of the Open Enrollment Information Sessions to learn about the new medical, dental and vision coverage. (See Schedule to the right.)

Open enrollment is also an opportunity to change dependent participation, apply for voluntary Supplemental Life Insurance or change the amount of existing coverage, as well as change Flexible Spending Account options. Changes are effective January 1, 2004.

Rick Rebel, LBCC Insurance Agent of Record, will be available to discuss new insurance rates and benefit changes, Personal Choice

Spending Accounts and voluntary Supplemental Life Insurance. Insurance Carrier Representatives will be on hand to answer individual questions.

For other benefits changes not related to enrolling in OEA Choice Trust, please call Kelli at ext. 4424 to schedule an appointment.

Open Enrollment Information Sessions

Tues. Nov. 4	9-11 a.m.	Alsea/Calapooia
Tues. Nov. 4	2:30 - 4:30 p.m.	Alsea/Calapooia
Weds. Nov. 5	9-11 a.m.	Alsea/Calapooia
Weds. Nov. 5	2:30 - 4:30 p.m.	Alsea/Calapooia
Thurs. Nov. 6	9:30 - 11 a.m.	Lebanon Center, 2nd Floor
Thurs. Nov. 6	2:30 - 4 p.m.	Benton Center, Room 105



Honorable Mentions

- **Bring Your Teddy Bear to Work** was a big success again this year! The Foundation delivered more than 100 stuffed animals for holiday boxes to the Albany FISH Emergency Services. The toys benefit children in need.
- **Machine Tool Technology** has purchased a CNC Lathe to more fully equip the lab and provide for more student time on the machinery. Because the new machines are so costly, much time and effort was expended to find the most suitable used lathe within the budget provided. The particular machine purchased, a 1995 Mori Seiki from Elite Machine Tool Company in Anaheim, California, was chosen because it most closely met the program's specifications, was in near new condition, and fell within the budget allotted. The new machine costs \$42,500.

Hello

- **Jane Walker**, faculty, new position, English, Arts and Communications, temporary fixed term effective 9/16/03–6/11/04.
- **Lora Westling** classified, new position, Program Assistant 2, Life and Employment Development, temporary renewable dependent upon continuation of funding effective 9/19/03–6/30/04.
- **Faisal Khan**, faculty, replacing Betty Westfall, Mathematics, Math and Science, temporary fixed term effective 9/17/03–6/11/04.
- **Sean Michael Bailey**, classified, replacing Laura Lacy, Accounting Clerk 1, Accounting Services, effective 10/13/03.
- **Renee Windsor**, exempt, replacing Gwen Chandler, Executive Assistant and Board Secretary, President's Office, effective 10/6/03.
- **John Snyder**, exempt, replacing Lance Popoff, Director, Financial Aid, promoted from Registrar/Student Information Systems manager, Enrollment Services, effective 1/2/04.
- **Jack Stone**, faculty, replacing Larry Schuetz, Business Management, Business and Computer Systems, promoted from Instructional Assistant 2, Business Management, temporary fixed term effective 9/16/03–6/11/04.
- **Dagmar Johnson**, exempt, replacing Craig Hosterman, Manager, Secondary Wood Products Training System, Community Partnerships and Work Initiatives, promoted from Training Specialist, Contracted Training, temporary fixed term effective 10/1/03–6/30/04.
- **Sally Kohler**, classified, new position, Program

Assistant 2, Life and Employment Development, temporary renewable dependent upon continuation of funding effective 9/12/03–6/30/04.

- **Alan Vitkus**, classified, replacing May Makinson, Program Assistant 2, Life and Employment Development, temporary renewable dependent upon continuation of funding effective 9/12/03–6/30/04.

Goodbye

- **Larry Schuetz**, faculty, Business Management, Business and Computer Systems, leave of absence effective 9/16/03–6/11/04.
- **Jack Stone**, classified, Instructional Assistant 2, Business and Computer Systems, personal leave of absence effective 9/17/03–6/11/04.
- **Dagmar Johnson**, faculty, Training Specialist, Contracted Training, personal leave of absence effective 10/1/03–6/30/04.
- **Lewis Franklin**, faculty, Digital Imaging, Graphic Arts/Digital Imaging, military leave of absence effective 10/13/03–4/12/05.

Coming Up

- **Small Gift Ideas**, Wednesday, November 5, 1-2 p.m. Boardrooms, Mary Borman presenting. Do you need ideas on what to give your child's teacher at school, the paper boy, or someone who cheered you up? This workshop will get you thinking about the holidays and what great gift ideas you can make. Learn how to make small gift boxes from old greeting cards and how to make microwave fudge. Bring a few of your old greeting cards to use for this project. Register by calling Ginger Peterson at ext. 4968.
- **"Coming to the United States" Do Tell!**, Thursday, November 6, 12-1 p.m. Multicultural Center, Ian Priestman presenting. Instructor Ian Priestman will talk about how he came to the United States and the challenges and rewards of that decision. Free soup and roll lunch.
- **Scanning Photos and Slides**, Thursday, November 6, 2-3 p.m. MediaZone, Kate Johnson presenting. How to get the best results from your photos, whether for printing or sending electronically. Bring a picture or slide to scan and a floppy disk for storage. Call Ginger Peterson at ext. 4968 to register.
- **Veteran's Day**, Tuesday, November 11. LBCC will be closed.
- **Kinship by Design: The History of Child Adoption and Why It Matters**, Friday, November 14, 12-1 p.m. Multicultural Center, Dr. Ellen Herman

Campus News & Events Continued

presenting. Many people are curious about adoption. This presentation by Dr. Herman, a faculty member in the University of Oregon Department of History, will survey topics in modern American adoption history. Don't miss this Road Scholar event, made possible by the University of Oregon Center for the Study of Women in Society. Bring your lunch, tea is provided.

- **Civil War Week - Ducks vs. Beavers**, November 17-21. Decorate your office for the team of your choice. Wear your team's colors on Friday.
- **Copyright and Fair Use in Education**, Wednesday, November 19, 2-3 p.m. MediaZone, Paul Snyder presenting. Learn how the recently revised copyright laws and "fair use" in education affect the way you use materials in your classroom. Questions concerning specific materials and use are encouraged. Call Ginger Peterson at ext. 4968 to register.
- **AAWCC Meeting - Alternative Healing Practices**, Thursday, November 20, 12-1 p.m. Fireside Room.
- **Native American Salmon Dinner and Cultural Sharing** Friday, November 21, 6-9 p.m. LBCC Commons.

Foundation offers more ways to designate donated money in the new Annual Fund Drive

The LBCC Foundation has added several new funds since last year's Annual Fund Drive. Here are just a few of the new funds you may want to consider for your gifting...

- #21300 Performing Arts - Theater
- #21305 Performing Arts - Vocal Music
- #21430 Environmental Tech. Equipment Fund
- #23420 Paulson Arboriculture Scholarship (Horticulture)
- #23430 Jon Carnahan President Emeritus Scholarship (Leadership and participation in Athletics, ASLBCC or Livestock Judging with any education major)
- #60370 Jen Juell Memorial Endowed Scholarship (Culinary Arts students)
- #60380 Ann Smart Parent Ed Program Endowment
- #50390 Shirley Davis Memorial Endowed Scholarship (Business Skills)

Also, there is an exciting new Foundation participation opportunity for donors designating the Foundation General (Undesignated) Fund, the "Make a Difference Paver Project." Engraved pavers at \$100, \$250, \$500 and \$1000 are available. Three different paver colors will denote giving levels. All pavers are 12" x 12" precast concrete. Pavers reserved Septemehr 1 through June 1 will be engraved by August 31 of that year. The project will provide a redesign of the courtyard area to the north of the College Center Building. Contact the Foundation Office for more information.

Appreciate LBCC's Native American students and the many bands of Native Americans who contribute to our culture and knowledge. After the dinner participants will have the opportunity to learn about Native American culture as local tribal members share stories, songs and dances. Free for students, all others \$5 requested donation.

- **Thanksgiving Holiday**, Thursday, November 27, and Friday, November 28. LBCC will be closed.
- **Third Annual Artists Against AIDS - "Live and Let Live"**, Monday, December 1, 3-4:30 p.m. Multicultural Center, Local artists presenting. Student and community artists are invited to share their work, whether it be written, spoken, performed, painted or any other form of artistic self-expression. If you are an artist or want to be involved, call the Multicultural Center at 917-4461. If you care about people living with HIV/AIDS and want to attend, just show up. Refreshments will be served.
- **AAWCC Meeting - Holiday Fun Crafts**, Thursday, December 4, 12-1 p.m. Fireside Room.



Sweet Home Center Remodel Under Way

Photos by Mary Sue Reynolds

Check out the Capital Planning Website (www.linnbenton.edu/capitalplanning) for the latest photos and information about the various remodel projects occurring throughout the district. Construction has begun on the LBCC part of the new Sweet Home High School Building. Photos above are from September and October.

Fiscal Services Department receives recognition for reporting

The Fiscal Services department of Linn-Benton Community College has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association for the comprehensive annual financial report ending June 30, 2002.

This is the ninth year LBCC has achieved the excellence award. The award is presented to members of the GFOA who adhere to the standards in financial reporting recommended by the organization.

“Part of the organization’s mission is promoting full disclosure,” says LBCC Fiscal Affairs Director Jim Huckestein. “They want a 10-year history in areas such as expenditures in general fund by function, revenue sources, personnel, materials and services, capital outlay, property tax collections. All these things are not required when you submit a financial report for review, but are the standards promoted by the GFOA.”

More than 3,000 financial reports were judged by an impartial panel who then awarded those organizations that clearly communicated their financial stories and motivated potential users and user groups to read their comprehensive annual financial report.

The GFOA is a nonprofit professional organization of public officials united to enhance and promote the professional

management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies and practices for the public benefit.

GFOA has served the public finance profession since 1906. The association's more than 14,000 members are dedicated to the sound management of government financial resources. Membership in GFOA is open to everyone whose career, studies or interests involve government financial management. GFOA members form a diverse group of individuals--from entry-level employees to senior managers--who work for a broad range of governments, including cities, towns, and other municipalities of all sizes; county governments; school districts and special districts; public employee retirement systems; states and provinces; schools of administration and public affairs; libraries; federal agencies; and accounting firms, law firms, investment banks, and consulting institutions.

The Certificate Program, which was established in 1945, is designed to recognize and encourage excellence in financial reporting by state and local governments. Participation in the program reflects a significant proportion of larger general purpose governments in the United States. Over 70 percent of all cities and 43 percent of all counties with populations in excess of 50,000 participate in the program, as well as 40 state governments.

Drafting Lab to occupy space vacated by Electronics Dept.

The Computer Aided Drafting lab, currently located in ST-219, is moving into the Electronics Engineering lab over winter break.

The Drafting and Engineering Graphics program will move all its current equipment into the larger space in the Industrial-A Building. The space was vacated by the Electronics Engineering program, which closed due to budget cuts.

The move will require some remodeling of the Industrial Building lab space. During the October Board meeting, the LBCC Board of Education approved a bid by New Hope Builders of Lebanon for \$43,800. This project will be included in the \$8 million earmarked for main campus improvements as part of the bond measure approved by voters in November 2001.

“We get additional room to expand the program,” says Drafting and Engineering Graphics Program Chair Perry Carmichael. “We also get more security by having expensive surveying equipment in a controlled environment for storage. In general, it provides students a much better learning environment.”

Math and Science Division Director Elizabeth Lundy says that the ultimate use for the old CAD lab is yet to be determined. That space will be added into consideration for improving all of the Science and Technology labs. That remodel will also be covered by the bond-funded main campus improvement project.



Bigger Dental Lab Open For Student Use

Health Occupations Division Director Jim Bell helped celebrate the opening of the new Dental Lab facilities with program chair Sheri Billetter and Dental Assistant Program staff members. The dental floss cutting ceremony opened the new lab for student use before fall term classes began. The new facilities include six fully functional dentist's chairs for students to use during lab practice.