



# THE COMMUNICATOR

THURSDAY, JULY 26, 1973

OFFICE OF INFORMATION

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## NEW STAFF MEMBER . . . MARV CLEMONS

Marv has joined the staff as Coordinator of the Cooperative Work Experience Program. He was formerly with the Denver Public School system, initiating a similar program. Before Denver Marv was with the Job Corp Center at Burns, Oregon, first as an instructor then as Assistant Director. He has his BS from the University of Wisconsin and MS from University of Oregon.

Marv is sharing the area with Jean Schreiber and Mel Gilson . . . so stop and say "Hello."

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## POLLY WILL BE BACK . . .

Polly Adams will return from her leave of absence August 13th and take the position as Derwood Smith's secretary in the Purchasing Office.

Kathy is leaving us to work at OSU in the radiology area. Kathy, also, changes title next week from Miss Straughn to Mrs. Sams.

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## BUSINESS DIVISION . . .

The business division at LBCC has had some nice success with the Certified Public Secretary students. A CPS status is hard-earned and not at all commonly encountered. At a dinner last night that introduced new CPS recipients there were 3 from Portland, 1 from Salem, 1 from Medford, 1 from Roseburg . . . and 5 from the Corvallis-Albany area. All 5 were LBCC students, formerly.

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## KITCHEN INFLATION . . .

is hitting everyone . . . even Bill and Doug. They are forewarning that prices will be going up soon, probably August 1st. They couldn't give me any definite changes, but they are working over their budgets.

COMPLAINT TO BILL . . . Would it help any, Bill, if you would stop thinking of us all as 6 ft tall and burning calories like roller skaters and cut down those enormous helpings? - I have gotten smart enough to buy one helping and pick up an extra plate for a friend.

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## JANET BREM . . .

has returned from her special study institute in San Francisco. She attended a month-long study, WOMAN: HER CHALLENGE TO THE COMMUNITY COLLEGE, a very



special and high level presentation of the possibilities for helping women which exist for the community colleges.

A studied look at the number and the problems of our women students on campus is a clue to just how important this can be. The statistics on the percentage of women in the labor force, statistics on marriage dissolution, . . . statistics ad infinitum . . . and something of the community college's position can be imagined. Janet will have some statistics for us as soon as she has an opportunity to "unpack." They will be interesting. Those attending the institute were selected, and a stipend was paid them during their attendance. The project was sponsored by the U.S. Office of Education.

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MEAT ? . . .

Russ Durham has more lambs ready for slaughter. Call him or leave word with Char to have him call you if you are interested.

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HOUSE PAINTING . . .

2 college boys with some experience want painting jobs. Call Lorraine Steele for information. X-290

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STAFF ID . . .

If you need a staff ID card with a new date, 73-74, please see Jocelyn in the President's office. The cards will not be generally distributed as they are not needed frequently enough for such distribution to seem necessary.

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SEMINAR PLANNED . . .

In the planning stages is a seminar, URBAN SPRAWL VERSUS PLANNED COMMUNITY, by Russ Durham. A grant from the National Endowment for the Humanities, confirmed by grantee in Oregon, Joint Committee for the Humanities, will sponsor the program which will take place on the campus in September. If you have any profound suggestions or ideas Russ is working hard on it now.

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THAT'S ALL

PLEASE SEE SPECIAL MEMO ATTACHED FROM DEAN FARNELL.

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# Memo

TO: All Staff  
FROM: Vernon E. Farnell  
DATE: July 25, 1973  
SUBJECT: CASHING OF PERSONAL CHECKS

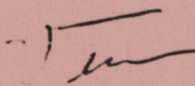
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At the direct request of the college auditors, I would like to implement the following operating procedure:

1. Personal checks being cashed for purchases or services on campus may not exceed \$5.00 above that cost.
2. We do not keep large amounts of money in our cash register or other petty cash stations; therefore, it poses a hardship on the operators who have to convert these checks in order to retain the cash-on-hand necessary to operate.
3. Those desiring to cash personal checks larger than mentioned above, must do so at the college cashier's window in the Business Office.
4. Another very important item pointed out by our auditors is that no staff member should request or consent to the practice of holding checks beyond the day presented. Persons in a position of handling cash will be subject to severe criticism for the above action, as well as accepting post-dated checks, etc.

VEF:lwe

cc: Lou Ramus





## Administrative Council

Tuesday, July 17, 1973 - 3:00 P.M.

### 1. College Identification:

It was discussed whether a common design for seals, logos, etc. should be considered for the College. Dr. Needham asked Kirk Berger, and a representative from Graphic Arts and one from Graphics Services to develop a plan and design to be presented to the Council in one or two months.

### 2. Comparative Guidance and Placement Exams:

Mr. Talbott explained about the testing program for Freshmen students. As many as possible are being given the CGPE which includes data on background, financial and other, which will be computed and that information will be available. He also indicated that Linn-Benton Community College has the opportunity to include ten questions of College interest which could be used in planning, etc. The Council was asked to think about what questions might be included and Lee Archibald was asked to call a meeting with representative from the Instructional Office to work on this. Mr. Talbott further indicated that CGPE testing of High School students will begin in October.

### 3. Room Usage and Strike Progress:

A discussion was held on the use of space in the Colleges Center as a temporary measure to cover class room space until the Forum Building is complete. Scheduling should be thru the Office of Instruction in cooperation with Student Personal Services.

Dr. Needham discussed the strike situation. There apparently isn't anything that can be done as the sub-constructors will not work. It was the consensus of the group that the dedication should be postponed until spring.

### 4. Collective Bargaining:

Dr. Needham recommended that all staff become familiar with House Bill 2263. He presented an interpretation of the bill by the Salem Statesman. This item will be discussed at the Administrative Workshop.

5. Administrative Workshop:

Will be held August 6th and 7th, at Peavey Arboretum. Beginning meeting times: August 6th, 8:30 A. M.; August 7th, 12 noon.

Agenda items:

- 1) Collective Bargaining
- 2) Who is a decision maker - develop chart of jobs and responsibilities.
- 3) Review recommendations for last year
- 4) Career Days
- 5) Inservice

6. Master Calendar - 1973-74

Kirk Berger is in the process of developing the Master Calendar. Such dates as budget elections (6) maximum are now by law designated. First budget try can be on March 28.

7. Administrative Organization:

Dr. Needham has asked the Deans to review the organizational structure. A decision will be made by August 6th or 7th as to any recommendations or decisions.

8. Building Construction (New Building!)

Dr. Needham indicated that Linn-Benton Community College would receive approx. \$752,000 More for construction bringing the total to approx. \$2 million. The reason for the additional funds is that the legislature closed out the prior credit system used.

9. Affirmative Action:

The plan that has been developed will be presented to the Board in August. It is presently being reviewed by the Deans and will be available for staff review.

10. Policy manual:

Dr. Needham has asked Phil Clark to review the policy manual following the guidelines approved by the State Board.

11. Reclassification Review:

Dean Farnell discussed the reclassification review that is presently being conducted by Gary Miller from O. B. E.. Recommendation from the study will be made available when completed.

12. Inventory:

Concern<sup>was</sup> ~~were~~ expressed about the inventory system in regard to small expendable items. After a discussion it was the consensus of the Council that a written policy and procedure be developed.