



LBCC - THE COMMUNICATOR

September 28, 1970

Editor, Peggy Toftdahl

"THE COMMUNICATOR"

So-named because that's the job in store for this weekly staff newsletter. All members of the staff are invited, encouraged, and requested to use this as a convenient vehicle of communication. With a few exceptions, it will be published every Monday, and items should be to my office (located near Margaret Phelan) by Monday morning. Good jokes, tid-bits about people, and classified items for sale or give-away will be included whenever possible.

"Thank You" words of praise for jobs well done - not only during the big move, but throughout the summer in preparation for today - from Dr. Adams, Dean Archibald, Vern Farnell, and others responsible for master-minding the move

to all
of you!

And a special note of thanks to those hearty souls who spent last weekend lifting, dusting, pushing and pulling to have things ready to open on schedule today! (wives & families, ...)

HALT! Remember....the internal corridors in the Administration Building are intended for use by persons requiring services from the Business Office or in an emergency.

The clerical pool in the Business Office is so situated that it is very distracting when staff members use these corridors as means of reaching other areas of the building. Everyone's help and patience is needed to make this a more workable situation.

(The Delivery Room should never be used as a means of entry or exit....)

WRITE IT DOWN!

Vern Farnell asks that written lists of needed items for classrooms and offices (from desks to clipboards) be given to Mrs. Woods. Many ordered items have not yet been delivered....others will be moved into place as rapidly as time permits.

DEAN ARCHIBALD REPORTS.....

Enrollment is nearing the 1600 mark! (1550 at noon today with 40 in the Sewage Treatment program) And, over 900 of these are full time students! "We can expect our full time student enrollment to top the 1000 mark....and that's about 150 more than we expected".

"Remember the Fall of 1967 when we had a full time enrollment of 25?"

Total enrollment should exceed 3000 when the Evening College and Adult Education classes are enrolled.

Full time students may register through Friday evening. Part time students, those taking 7 or fewer credit hours, may register through Friday, October 9. Adult Ed students register during their first class meeting.

Dean Archibald Reports, cont.

"Although most daytime credit classes have reached 100% capacity, there are still openings in many evening college credit classes."

As a result of the move, official computer class lists will be a bit late...you should have them sometime next week.

The faculty will be receiving "Drop" slips after tomorrow, September 29, for those students no longer attending your class. Be sure to remove their "Permit to Attend Class" card from your records.



INFORMATION BOOTH.....Bob Miller reports that students are manning a very successful and useful booth. (He pitched it Sunday!)

VENDING MACHINES should be in operation in the Student Center on Wednesday, but that will be the present extent of use of the Center.

CAR POOLS are being set up through Margaret Orsi & Bob Miller. A list will be posted, and anyone able to provide rides for students (to and from all areas in these two counties) please sign up.

IDENTIFICATION CARDS for full time staff members are available from Margaret Phelan.

OCCUPATIONAL BREAKFAST, Monday, October 12, 7:30 a.m. - Tops Restaurant

Bill Jordan has extended an invitation to everyone interested in LBCC's Occupational programs to attend and hear Don Lindahl, a Service Occupations Specialist from the State Board of Education. The purpose is to help coordinate the occupational programs. All staff members are encouraged to keep a daily journal throughout the year to help determine the needs of the program.

IF YOU SAW 1776....check with Margaret Phelan! It has something to do with money.

EVENING TELEPHONE SERVICE....Monalyn Cooper will be handling the switchboard after 5 p.m.

NEW MEMBERS OF THE OCCUPATIONAL TEAM

Gene Itzen - Administrative Assistant to Bill Jordan. From OSU, working on his Doctorate, and conducting a special investigation for occupational programs.

Roland Stemmer - Conducting a special study this term on law enforcement needs.

Mel Gilson - Co-ordinator for Willamette Re-Hab. Center in Lebanon and the Open Door Re-Hab Center in Corvallis. Mr. Gilson is working under a special federal grant funded for 10 months to coordinate and develop a training program for both centers.

CLASSIFIED ADVERTISING

FREE! An adorable German Shepherd puppy! Loves children. See Judy Green. (Judy even promises to baby sit with said puppy over weekends if some loving home will just love him more than Judy does right now!)

MEETING OF THE DAMES! October 5, Jan Brooks home! Evening.