



Bell Tower Bulletin

Issue 135

March 2010

President Obama Visits LCCC. . .



Each leaf,
each blade of grass
vies for attention.

Even weeds
carry tiny blossoms
to astonish us.

- Marianne Pyleskey,
Sunday in Spring



. . . A Staff Perspective

It was January 22, 2010, most of us will never forget—the planning, the execution and the final details—all leading to the morning’s Town Hall Meeting at Lorain County Commu-

nity College.

Whether you voted for him or not; whether you like his politics or not; it was a Big day for the College, Elyria and Lorain County.

No sitting President of

the United States has ever visited our campus.

In this issue, revisit with staff as they recall and share the Presidential highlights.

Welcome

Welcome to the Bell Tower Bulletin, a monthly newsletter for Lorain County Community College Staff. We hope you enjoy this issue. Send comments, suggestions and feedback to Bell.Tower@lorainccc.edu.

Next deadline for article and/or image submissions is **April 23**.

So What Do You Think?

We'd like to hear from you. Let us know how you like or NOT like articles, features, etc.

Send us your e-mails at bell.tower@lorainccc.edu.

Summary of suggestions will be printed in the next issue.

March 2010 Bell Tower Bulletin

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Photo of the Month

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From the President's Desk LCCC Staff Council Members

Saundra Daniels (Group 1)

President

Andrea Lyndes (Group 4)

Vice President

Celeste Baker (Group 11)

Secretary Group #3	Joyce Stevenson
Group #5	Beth Plas
Group #6	Sheryl Mariner
Group #7	Clayton Nelson
Group #8	Miguel Rivera
Group #9	Dan Carrero
Group #10	Steve Sefchik
Group #11	Celeste Baker
Group #12	Gina Maxwell
Group #13 At-large	Chris Strobbe
Group #14 At-large	Fran McCaffrey
Group #15 At-large	Liz Garcia
Group #16 Part-time	Julie Ford
Group #17 Part-time	Tracey Maxwell
Group #18 Part-time	Ray Pagan

From the President's Desk



Hello All!

On behalf of The Staff Council Executive Team I would like to say *Thank You* to Staff for all of your hard work and dedication that you have put into the current transition to our new People Soft System.

The Staff Council Executive Team would also like to say *Thank You* for such a spectacular job that everyone did last month for the visit of President Barack Obama. I personally was so proud of The Lorain County Community College Team, as a demonstration of professionalism, enthusiasm and engagement was shown among our staff, students, faculty and administration.

Mark your calendars for the March Staff Spring Break, which will occur the week of March 15th. The Spring Break Team has been working very hard on creating some great activities for you. Announcements for the event will be made soon and would also require an RSVP, so please respond quickly.

As always, stay safe out there and keep up with the good work.

Sandra Daniels
2009 -2011
Staff Council President

Ohio Retirement System Changes to Come By Sandra Daniels

As you may recall, the Ohio Retirement Study Council (ORSC) had made a few recommendations for changes to all of the Ohio retirement systems in November 2009.

Since then, each retirement system have reviewed the proposals and agree that some changes would need to occur in an effort to ensure a healthy system in the future.

Because of this, the Staff Coun-



cil Executive Team will be hosting a State Teachers Retirement System (STRS) Information Session on Tuesday, March 16 for staff members and others across campus to help provide an understanding of the proposed changes.

This information session will be similar to the session that was provided at Columbus State Community College in January that involved a Public Employees Retirement System PERS Representa-

tive.

tive.

We are hoping to also be able to invite a PERS representative in the future, as their schedule is booked through June 2010.

If you are interested in attending this session, please visit www.lorainccc.edu/Faculty+and+Staff/strs.htm.

Leadership for Diversity set for March 18

In preparation for the upcoming orientation of the National Coalition Building Institute session, hosted by the college's Diversity Task Force, the LCCC support and professional technical staff



members are invited and encouraged to attend a full-day session, *Leadership for Diversity: Creating an Inclusive Educational Environment* on Thursday, March 18, 2010.

The session will be led by Robert Dungey and Dr. Renay Scales.

As the seating is limited, RSVP's are requested. To secure

your seat to attend this training session, please visit www.lorainccc.edu/diversitystaff.

Where Would You Be Without LCCC?

Everyone has a story.

LCCC is collecting student success stories that may be used on the Web Portal, Commencement Program and possibly outside media.

To share your story about how LCCC has impacted your life, go to www.lorainccc.edu/mystory.



Ask HR

Dear HR:

I've been an employee at LCCC for more than 15 years. I received a policy manual a long time ago. How can I access LCCC's policies today?

Answer:

"The LCCC's policies and procedures can be found on the CampusNet Page on our Intranet.

You can click on the link and a list of all policies and procedures for those policies will appear. Scroll through the list to find the specific policy/procedure you are looking for.



Of course, if you cannot find what you are looking for or you need additional clarification, please do not hesitate to call or stop by the Human Resources office (now located in the Multi-purpose Center) and one of the HR team members will be happy to assist you.

A monthly column dedicated to asking the questions of Human Resources Office. If you have question, please send to the bell.tower@lorainccc.edu We'll try to get an answer for you. If you would like to ASK HR a question, simply e-mail at bell.tower@lorainccc.edu.

Dear HR:

Can you identify the top three pieces of information that the campus community need to know about HR and the new people soft system?

Answer:

Patience – a lot of processes will change and everyone will need

to have patience as we work through these processes.

PeopleSoft

Responsibility - employees will become more responsible for keeping their personal information up to date and making sure that they input correct and timely information in the system

when necessary.

Continued quality service - throughout this transition the HR team is committed to providing each and every staff member the same excellent service that we have provided in the past and will continue to provide.

Dear HR:

I am a professional technical employee, who works from 8:30 a.m. to 4:30 p.m. One of my co-workers is support staff and when she shows up early (7:30 a.m.); she gets to leave early (3:30 p.m.).

If our business hours are 8:30 to 4:30 p.m., why does she get to leave early? Does support staff have the right to adjust their time for the day? What about professional/technical?

Answer:

The needs of a particular division/department/office are determined by the division dean or department director.

While the normal working hours at LCCC are 8:30 to 4:30, each



dean/director determines the hours that all support staff within that division/department work to best meet the needs of the division/department and the College as a whole. The Dean/Director might want a support staff employee to report earlier or later than the normal 8:30 AM starting time to accommodate our students, community members or internal campus community members.

Professional technical staff members have more flexibility in their work hours due to greater responsibilities to get the work

done in various situations that might require hours outside of the normal working hours, but they also consult with the dean/director to make any necessary adjustments in hours.

Flexibility is one of the hallmarks of the LCCC culture as we strive to serve our students, community and each other!

Question of the Month

Were you there? Where did you park? Did you see him? Did you have to take a different route to work? To home? When did you leave the campus?

As a volunteer that morning in the Ewing Center, watching our guests arrive for President Obama's, Whitehouse to Main St. town hall address was a delight.

Their excitement was evident as they walked into the Ewing Center and saw the national media set-up, and the huge American flag that was the back-drop for the President.

Smiles and enthusiasm abound, and the excitement was contagious.

Karen R. Broeckel

I had a great view from the 5th row!

Everything seemed to go so well; I understand that Elyria received kudos from the White House on the security and the way

everything flowed.

I was impressed with the atmosphere in the Field House. Everyone seemed relaxed and excited, as though we were waiting for an old friend to speak.

But one major thought stuck with me throughout the day: here we were lined up in the first floor hallways of the Business building,

awaiting a Presidential visit, less than a year after our devastating fire.

The building was clean and no longer damaged; what a turnaround. We should all be proud.

Rita C. Pullen
Administrative Associate
Business Division



Spring Break Activities

To Register, visit www.lorainccc.edu/springbreak

March 15 & 17

Have Breakfast
Attend Breakout Sessions
Have Lunch on Us

Lock Down in the AT Building By Barb Armstrong

On January 22, 2010, when Lorain County Community College was host to President Obama, the campus was closed for most of the day.

Those who were lucky enough to obtain tickets went to the Town Hall Meeting. The rest of us either stayed home or came to work, not knowing what to expect. As the days before the visit unfolded, preparations for the President were revealed via e-mail from Shel McMahon, the webmaster and Andy Dovci, interim director, IS&S.

Parking was not allowed in the restricted areas from 11 pm the night before the visit; Abbe road was closed at noon; all buildings north of the new library were closed for the day; no one was allowed on or off the campus during the time the President was there; the AT building was closed for most of the day.

A flurry of information was sent out and the usual rumors were circulated along with that. Did employees have the day off? If we were on campus, would we be able to buy a lunch somewhere? Would we get to have a glimpse of him? Where would we be able to park? Would we be searched?

Friday came and those of us in IS&S were to report for work or else take a personal/vacation day. Because of the PeopleSoft project and because a lot of us in the department were supporting the Presidential visit in some way, we were allowed to be in the building working that day.

I decided to come in, partly out of curiosity and because it would be quiet and I could get some work done. I came in early, as suggested and did not have trouble parking. I expected half the parking lot to be cordoned off, but it wasn't.

We were warned that the Secret Service would sweep our office at 9 am. All cabinets and drawers were to be unlocked. There was a mad dash to find keys and unlock everything, and then everyone was told to leave AT 119 and go across the hall to AT 127 while the SS brought in bomb-sniffing dogs to go through our offices. I never saw the dogs or the SS, but there was evidence that they had been there, as papers were rifled and drawers were ajar. After they were done, all of us thought that we could go back into AT 119, but only four of us

were allowed back into the office area. Later we learned the reason was that the President would be visiting the Fab Lab and the Wind Turbine Lab right across the hall from us. Wow! He was that close!

I was allowed back into AT 119, but guards were posted at both doors. No one was allowed to leave by the door nearest the Fab Lab. We were almost not allowed to go to the restroom, but that decision was changed - thank goodness!

It was, for the most part, pretty boring and quiet - just the right combination for getting a ton of work done. I almost forgot that the SS was there, except when I went to the fridge to get my lunch - the guard at the back door was watching me! He was armed too!

Did we ever get a glimpse of the president? Not really, except for CNN.com. It was an interesting day. It made me realize how tight the security is surrounding the President of the United States. It also made me glad that I am not him.

President Obama Town Hall Meeting Lorain County Community College Field House

For your Town Hall connection, Visit www.lorainccc.edu/townhall



Keys to Excellence

December Employee of the Month—Lu Phillips

The December Keys to Excellence, Employee of the Month is Lu Phillips!

Lu is the research analyst in the Office of Institutional Planning and Effectiveness and a member of Group 10 - Professional and Technical Employees, Outreach Oriented.

Lu is a valuable, resource person for the College and higher education, serving as HEI Liaison, IPEDS key holder, IPEDS trainer, and advisory resource person at both state and federal levels.

Lu is an outstanding member of the research and reporting team in IEP. Not only does she assist every department on campus, but is also responsible for producing public information for several off-campus entities. Lu is a highly skilled and dedicated employee who shares her knowledge and

teaches others to become self-sufficient. She is meticulous when it comes to her work and has a true passion and love for it. If it were not for Lu, many of the campus staff would not be able to produce results for their data requirements.

Lu has been known to work all night in order to meet reporting deadlines! Even when she was gravely ill in October and November, Lu would still guide others from home to field urgent requests and meet state and federal reporting requirements.

Lu is a pleasure to work with; her positive attitude makes her

enjoyable. She is very knowledgeable and a great problem solver in the office. In addition to her other duties, Lu has taken on the PeopleSoft Project, working to enhance her own skills. She has taken courses in various programming languages in preparation for the PeopleSoft

conversion. This is a fine example of her initiative and interest in superior professional growth.

Lu's dedication and commitment to her work and the College set a fine example for all LCCC employees.

Congratulations, Lu!



Keys to Excellence

January Employee of the Month

The January Keys to Excellence, Employee of the Month is Rita Johnson.

Rita is the payroll accountant in the Office of Administrative Services and a member of Group One—employees providing support in financial areas of the College.

The last few months, Rita has put in an enormous amount of time, working weekends, and holidays, in order to ensure a smooth transition to PeopleSoft.

During the month of January, Rita displayed why she is deserving. It was a monumental task to reconcile the coordinating new payrolls during the month of January. If it were not for Rita's hard work and diligence, there would

have been a myriad of payroll problems.

Rita has led the payroll team to continue to provide extraordinary service during this difficult time to LCCC faculty, staff and student employees. Her pleasant and positive attitude, professionalism, and sincerity in wanting to ensure everyone is taken care of is exemplary.

Rita has been a great motivator for her co-workers. They consider her a friend as well as a colleague and are glad to have the opportunity to know her.

Rita supports the College as a Family Fest Ambassador during

the Festival Season. She gets involved and participates in various other LCCC activities. Rita goes above and beyond what can be reasonably expected in order to get any job done. Rita is truly an outstanding employee who is

committed to the mission and values of the College, and sets a fine example for all LCCC employees.

Congratulations, Rita!



The White House Recipe By Barb Armstrong



The White House Cobbler Recipe

This recipe comes from the Obama White House.

Ingredients

3/4 stick (6 tablespoons) unsalted butter
1 cup all-purpose flour
2 teaspoons baking powder
1/2 teaspoon salt
1/2 teaspoon freshly grated nutmeg
1 cup sugar
2/3 cup milk
2 cups Huckleberries or Blueberries (about 11 ounces)

Prep

Preheat oven to 375°F.

1. In an 8-inch square or other 2-quart baking dish, melt butter.

2. In a bowl, sift together flour, baking powder, salt, and nutmeg and stir in sugar until combined well.

3. Add milk and whisk batter until it is just combined.

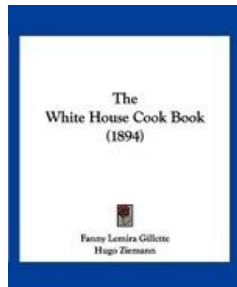
4. Pour batter into melted butter; do not stir. Pour berries into center of batter; do not stir.

5. Bake cobbler in middle of oven 40 minutes, or until cake portion is golden and berries exude juices.

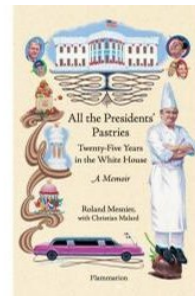
The White House makes their own vanilla ice cream with caramel swirled in, but you can use store-bought vanilla ice cream and caramel sauce.

Presidential Cooking

The White House Cook Book (1889) by Fanny Lemira Gillette

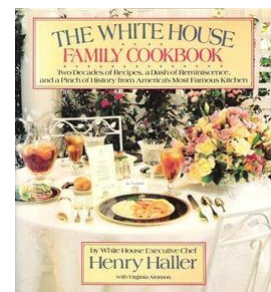
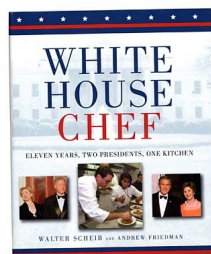


All the Presidents' Pastries: 25 Years in the White House by Roland Mesnier



White House Family Cookbook by Henry Haller

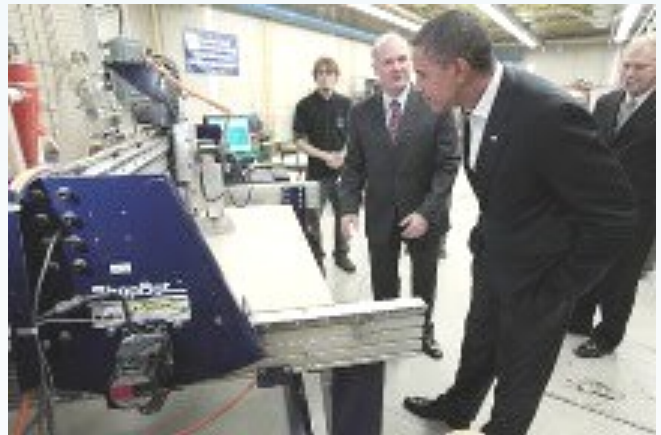
White House Chef: Eleven Years, Two Presidents, One Kitchen by Walter Scheib





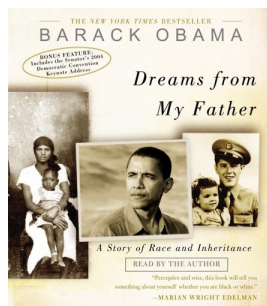
**President Obama Town Hall Meeting—January 22, 2010
Lorain County Community College
Field House**

These images and more can be found on the LCCC Facebook page. Visit, www.lorainccc.edu/townhall for images, videos and special comments from Early College and Wind Turbine students.



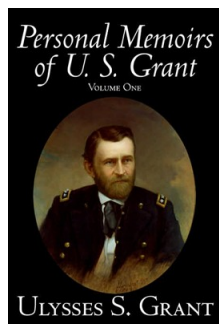
Dear Reader: Presidential Authors BY Peggy Nesbit

The first time I had ever heard of Barack Obama was as the author of *Dreams from My Father: A Story of Race and Inheritance*. I didn't know he was a politician or that he might someday run for president—and win. He was just another writer. So, when we discussed doing a *Bell Tower Bulletin* about the President, it made me start to think about which other presidents might have written books. Besides, *Dreams from My Father*, President Obama has also written *Audacity of Hope*.



Here are a few of the most well-known:

- *Profiles in Courage* by John F. Kennedy, published before he ran for president, this became a best seller and brought him to national attention.
- *Personal Memoirs of U.S. Grant*, ghost written by his friend Mark Twain while Grant was dying of nose and throat cancer and very nearly destitute, the book helped save his family from penury.
- *Federalist Papers* co-written by James Madison with Alexander Hamilton and John Jay. Enough said.
- *Letters of John and Abigail Adams*. This colonial couple wrote to each other throughout the



many separations in their married life and the letters are still of interest today.

All the most recent presidents have published books with Jimmy Carter and Bill Clinton publishing books unrelated to their time in office or autobiography. Most acknowledge their co-authors but I would guess that almost all the others had ghost writers or editors who worked with the presidents to compile their diaries, letters or papers.

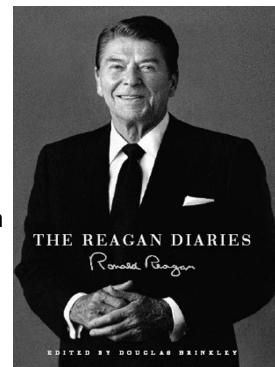
- Clinton wrote *Giving: How Each of Us Can Change the World* as well as *My Life*.
- Ronald Reagan published *The Reagan Diaries*.
- Jimmy Carter has published 24 books including books on the Israeli/Palestinian conflict and his memories of growing up in rural Georgia.
- Eisenhower published a book called *Crusade in Europe* in 1948. (Memoirs about war experiences are always the best when written shortly after the event rather than years later).
- Both Bushes, father and son, have written with co-authors, books about their lives.
- Gerald Ford and Harry Truman both wrote autobiographies as well.

Other presidents have no doubt had their papers and other documents gathered together by scholars and published by university

presses but it is really the books which they themselves have put together and sought to publish which tell us the most about the person who has led (or is leading) our country.

Some books may be manifestos or justifications or completely unrelated to their personal or political lives but, if they lent their name to it, the President of the United States would be well aware of the power he wielded to get people to read a book.

So, if you would like to learn more about your president, it might behoove you to read his books just as much as it would to read the books of previous presidents to understand their times. But, always remember to read critically, don't take things at face value because everyone has an agenda, especially when it comes to politics and publishing.



The website www.thedailybeast.com compiled a list of the top 19 best read presidents based on the number of books in their libraries and the number of books they read, reread and studied. Here is the top 19 list in reverse order with one or two little facts to go with each.

19. **James Buchanan:** He was such an avid reader that he used to read himself to sleep but, often the candle would burn holes in his books. (Guess he was lucky he didn't burn the White House down!)

18. **Richard Nixon:** Although he often made a point of telling people he was not well educated he was fond of reading Tolstoy and the conservative historian Paul Johnson.

17. **James Garfield:** Although raised poor with few books, he quickly made up for it when he went to college. During the Civil War, he always carried a few classics with him while on campaign.

16. **Bill Clinton:** A well-known reader, in 2003, he presented a list of 21 favorite books that included *The Invisible Man* by Ralph Ellison, *Meditations* by Marcus Aurelius and *Living History* by his wife!

15. **Jimmy Carter:** Also, the most published president at 47 titles, one of Carter's favorites is James Agee and Walker Evans' account of the Depression, *Let Us Now Praise Famous Men*.

14. **John F. Kennedy:** Known for the best seller *Profiles in Courage* before he was elected president, JFK has Robert Frost read at his inauguration and Arthur Schlesinger Jr. in his cabinet. One of his favorites was Edward Gibbons' *The Rise and Fall of the Roman Empire*.

13. **Herbert Hoover:** A mining engineer by trade, Hoover collected a 1,000-volume library of rare books, mostly in Latin, on scientific subjects.

12. **Millard Fillmore:** He and his wife added a library to the White House when they moved in and by the time he died had a library of 4,000 volumes.

11. **James Madison:** Though steeped in classic literature, he was known to read "polite" popular literature (Do you think they mean Jane Austen? Mary Shelley?) He collected over 4,000 books and stacks of pamphlets and approved the \$23,950 to purchase Jefferson's library for the Library of Congress.

10. **James Monroe:** He amassed over 3,000 volumes. Many still have his nameplates, dating from the time he acquired them.

9. **George Washington:** Although not well-educated, Washington had over 900 volumes in his library, most dealing with agriculture or military tactics.

8. **John Adams:** He willed his library of 3,510 books to the people of Massachusetts and the book of his letters to his wife Abigail is still in print today.

7. **Woodrow Wilson:** Perhaps because he did not learn to read until he was 10 years old, Wilson became a voracious reader later in life, everything from sea stories to world history. By the time of his death he had almost 7,000 books.

6. **John Quincy Adams:** He got early exposure to books and bookshops while travelling in Europe and Russia with his father and the diplomat Francis Dana and amassed a library of over 7,000 books of his own.

5. **Rutherford B. Hayes:** Another native son of Ohio (along

with Garfield), Hayes collected over 12,000 books at his Fremont home, including works by his favorite author, Ralph Waldo Emerson.

4. **Abraham Lincoln:** While Lincoln may not have had a great many books, he read and reread many of the classics from an early age including *Pilgrim's Progress* and *Aesop's Fables* before moving onto other works.

3. **Thomas Jefferson:** Jefferson offered his personal collection of between 9,000 and 10,000 books to the federal government when the British burned the 3,000-volume Library of Congress. He read not only the classical languages, but many modern foreign ones as well and invented a turntable that would hold five open books at once so he could consult them all without losing his place in any.

2. **Franklin Delano Roosevelt:** Considered one of the wealthiest presidents, FDR could afford the 22,000-volume library he owned that ran from history to biography as well as the occasional detective novel.

AND...

1. **Teddy Roosevelt:** It's believed that Roosevelt read a book a day on busy days and two or three when he had a free evening. He was influenced by naturalists like Audubon and military thinkers like Adm. A.T. Mahan who wrote *The Influence of Sea Power in History*.

Staff Profile—Liz Garcia



Name	Liz Garcia
Job Title	Financial Aid Accounts Clerk
Work Location	Financial Services Center
What do you do?	Verify Pell grants, help students, professional judgment. . . Just to name a few.
Who do you report to?	The best boss and manager in the world. . . Stephanie Sutton and Karen Tijanich
Clubs or other community involvement	Unfortunately, none at this time, too busy raising my grandson Damien and trying to finish my education.
Birthplace	Lorain
Coffee or Tea?	None, I will once on a blue moon, drink a cup of decaf coffee.
What did you want to be when you were little ?	A police officer
Thing most proud of	My three beautiful grandchildren. . . Damien, Marissa and Ava Lea
What's the one thing you'll never understand ?	Why I didn't pursue my college education right after graduating from high school
Last job, oddest job, or dream job	The job I have right now is my dream job. I truly love what I do.
Hobbies	I enjoy playing solitaire on my laptop while lying in my bed watching TV
Favorite movie, book, TV show, cartoon	My all-time favorite TV show is <i>The Andy Griffith Show</i> —especially the ones with Barney.
What's your favorite possession?	Right now, it's my laptop.

The Day I Sat Behind the President of the United States By Tim Howard

The day President Barack Obama visited the LCCC campus will not soon be forgotten.

In one's lifetime, you never think that you'll get an opportunity to sit around, with, near, the most powerful man in the free world.

Here, at Lorain County Community College, we got such an opportunity.

The excitement that mounted days before was energizing, most of the people that normally are a

part of bringing these type of events were not laboring over the large task at hand but, excited for the chance to possibly see the President up close and personal.

I would have to say that this is and was the most highly-charged day that the college and Lorain County has ever witnessed.

We joke about it from time-to-time on how we as a college will never top this and no one seems to have an answer, this was huge.

While we waited for the President to arrive, those of us that had seats on stage and VIP tickets sat in a room on the opposite side of campus.

This was not just any room, here you had some of the most powerful politicians in Ohio most of which you only see on television. The room included Governor Ted Strickland and his new running mate Yvette McGee Brown, Senator Sherrod Brown, Congresswoman Betty Sutton, Senator Sue Morano, and the list goes on and on. This in itself was a wonderfully exciting experience to see

and even speak with some of these dignitaries.

Of course, the extra excitement for me, along with Sandra Daniels, Andrea Lyndes and Sherry Amick was not only the fact that we were seated on stage, but we got what was termed the seats.

Every video in America had one of the three of us in every shot with the President. At the time, none of us really understood what the stage coordinated meant when the



guide said "Ok, you folks in this area are in the shot, every photo, video, etc. of the President when he's at the podium will have you in it. So don't do anything stupid."

Now, we all know what he meant, my phone ran from the time the event started until late that afternoon. Everyone wanted to first, see if that was really me and then secondly, they wanted to see if I would answer my phone while on stage...**not**.

Every once in a while I would look over at Dr. Church and think, "Don't worry, I won't do anything to embarrass the college or myself." I kept thinking I didn't want to be known as the *idiot* behind the President so, I remained very stoic for the whole hour.

One of my co-workers, John

Clemons, brought me a picture from the *Cleveland Plain Dealer* that kind of put things in perspective for me. Here is a picture of traders on the New York Stock Exchange and in the background is one of the largest TV monitors I've ever seen and on this humongous screen was the President of the United States and...you guessed it, Andrea Lyndes, Sandra Daniels and me!

You know, I only hope that the President gets it, as he toured a small cross section of our county and saw factories that are still running and doing fairly well. Does he understand that this

county, and the people that make up this county, are hard-working folks that have always provided for there families and did so proudly. And now the opportunities for work have dwindled to almost nothing.

I hope he see's that we are not looking for a *hand out* but, a *way out* of a situation that we did not create.

Lorain County Community College offers a lot of solutions to a way out but, we need help too.

I hope he gets it.

What a Day!



LORAIN COUNTY COMMUNITY COLLEGE
STAFF COUNCIL EXECUTIVE COMMITTEE MEETING
Wednesday, January 13, 2010
2-3:30 p.m.
LC 186

Members PRESENT: Sandra Daniels, Ken Collins, Joyce Stevenson, Tracey Maxwell, Sheryl Mariner, Steve Sefchik, Chris Strobe, Ray Pagan, Clayton Nelson

Members ABSENT: Dan Carrero, Julie Ford, Liz Garcia, Andrea Lyndes, Gina Maxwell, Beth Plas, Miguel Rivera; Fran McCaffrey

Other Attendees: Lisa Elliott, Carrie Delaney, Erin Corwin, Michelle McGhee, Carolina Urdaneta

Meeting started at 2:00 p.m.

Review of Minutes

President's Report

(Sandra Daniels)

- Vacation - Sandra wanted to know if there was any discussion within other departments about their vacation time. She has been approach by a few staff members and just wanted to know if other Staff Council Representatives have too. (vacation time before 7/1/10)
- Diversity Task Force - All-day session on 3/18/10. First time that credit for attending will be offered
- Keys to Excellence --Employee of the Month, Heritage Throws and Scholarship Awards - Funds made through fund raising will go to the K2E initiatives. The recent pizza sale raised a total of \$202.53
- 11 LCCC Heritage Throws were sold in December
- Beginning in February, the Heritage Throws will go back to their original price of \$59.95 + tax
- A prototype of the new LCCC Christmas tree ornament to be used for additional fundraising for the Keys to Excellence initiatives was presented to the group
- There was discussion among the representatives and it was suggested by a member of a possibility of presenting and marketing the Heritage Throws to Board Members (9). Sandra asked for volunteers.
- OC Updates
- Faculty Senate Staff Development Days activities: Day 1: Professional Development, Day 2: Divisional Activities (Team Building), Day 3: Faculty Course Planning with Lunch.
- Faculty is also looking at grants for the future to see how they can help with funding around campus.
- Andy & Sheldon reported on Peoplesoft updates.
- Keith Brown presented and reported on school closing weather announcements. The OC Team suggested that he consider 3 different announcements in regard to 1) classes closed for students, 2) for staff whether the entire campus is closed or if they need to report to work and 3) for faculty if campus is closed or if they need to report.
- President Obama will be visiting the campus on January 22. Sandra advised that staff should help out where they are needed if asked to do so.

Staff Council Salary Benefits

- There were no report outs on this subject, as the team has not met, but will reconvene their sessions the end of January.

Old Business

- Team Report Outs
- OSCE – Ken reported that next meeting will be January 29 at Columbus State Community College. Anyone wishing to attend should let Sandra know. SCEC has invited 3 members among staff to attend.
- Election Team - Sandra reported out that Andrea, as Vice President will be working with the Election Team to conduct a Special Election during January and February to fill Celeste Baker's group representative position.
- Marketing Team – No report outs
- Employee of the Month – Chris had reported that the team had met earlier today and had reviewed the candidates. They will be waiting for one of the other team members to return back on campus from vacation so that they can place their vote. They will then officially announce the winner.
- Spring Break Team – Options are still being considered. There is a possibility of having a speakers from OP-ERS and Tracy from 9-1-1
- Communication Bell Tower Bulletin – Discussions were about article due dates and PeopleSoft
- Bylaws Team - No report outs

New Business

- Voting on Initiatives - Sandra attended a Lorain City Schools Meeting, where each of the members had the opportunity to immediately vote and comment on each initiative that was brought up. The possibility of the SCEC doing something similar was discussed, so that issues are not moved forward until everyone has had a chance to provide their input.

Meeting ended at 3:00 p.m.

Next meeting: February 10 at 2:00 p.m. Rm. LC186

Computer Tips—A List of Basic Computer Terms

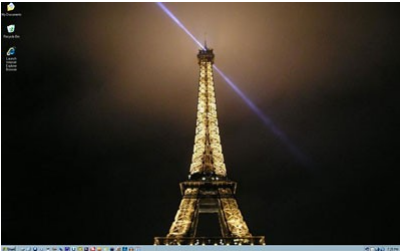
By Diane Nott

This is a list to help familiarize you with basic terms that you may have heard *everybody* use and had no idea what they meant.

Boot: To start up your computer. If your computer is already on, reboot means to restart it.

Browser: A browser is a program that you use to *browse* or *surf* the web. If you sit down at your computer and you get on the Internet, you are using a browser. You cannot visit anything on the internet without a browser. Some examples of current browsers are Internet Explorer, Google, and the latest, Avant.

Desktop: Like the top of your desk, the desktop on your computer is the part of the screen that contains folders, icons, etc. It's kind of a file system. There can be folders, icons, documents, and you can arrange them



any way you like, or even toss them out, since there is a Recycle Bin (which is called a garbage can in my office).

Download: When you download something, you are transferring data from another computer to your computer, usually over the internet. You are going to receive the data. On the other hand, if you want to *upload* something, you are going to give something from your computer to someone else's.

Font: A font is the style and size of lettering. For instance, if you want to compose a letter that

looks like it has been written in calligraphy, you might want to use a font like Monotype Corsiva.

Hard Drive: Simply put, a hard drive is where all of your files, pictures, videos, programs, etc. are stored. There are different sizes of hard drives, depending on how much stuff you want to have on your computer.

Hardware: Hardware is all of the *physical* stuff of your computer, like your mouse, your keyboard, your monitor, your printer, your stereo speakers, etc. *Software*, on the other hand, runs as the non-tangible part of a computer. Your anti-virus program is software. Data, files, images, and videos are all examples of software.

Icon: An icon on your computer screen is a very small image that represents an object or program that you have on your computer. Some examples of icons:

This icon represents Internet Explorer. This icon represents Windows Media Player. This icon represents Microsoft Word.

Link: When you click on <http://www.worldstart.com>, you have clicked on a link. A link is the address of wherever you want to go. Sometimes the link can be to a file, an image, or a video as well as a website.

Operating System or O/S: "What operating system are you running?" The first time I was asked this many years ago I felt

like an idiot having to ask the tech what that meant. Simply put, an operating system (or O/S) is the main program (software) that manages the hardware and software of the computer which allows you to use it. Current operating systems include Windows 95, Windows 98, Windows XP, Linux, Windows Vista, and the new Windows 7.

PC: Your computer! This stands for personal computer.

Search Engine: Sometimes when you ask someone about something particular they will tell you to "Google" it. What they are telling you is to go look it up on a search engine (in this case, it's Google). A search engine is a program that searches for documents with information based on the criteria it is given and returns the results. For instance, if I wanted to know why my HP printer all of a sudden quit and has a red blinking light, I could go to a search engine and type in "Printer stopped red blinking light HP" and the search engine will return pages of documents where I could go to see how

to rectify my problem. There are many search engines you can use, such as Yahoo, Ask-Jeeves, or Altavista.

If you want a list of search engines, you can go "Google" one! So there you have it; a list of defined basic computer terms.

Now when it seems like "everybody" knows this stuff, you can rest assured that you really do.

Source: Worldstart.com



Photo of the Month

Karen Broeckel

Distribution Associate and Mail Quality Specialist



A Publication of the LCCC Staff Council

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The mission of the Staff Council newsletter is to be an informational vehicle, which is produced by Staff Council members for Staff Council members. The publication will contain educational elements without losing an entertaining edge. The project will build morale, camaraderie and esprit de corps within the Staff Council. Each issue will be dedicated to serving the mission of the Staff Council while involving the staff in both professional and personal pursuits.



May Issue

**Salute to Staff
Achievement**

Next Meeting

11:30 a.m. April 6

LR Open Conf. Rm.

Pre-Broadway World Premiere Tour of "The 12" Cancelled

The producers of the Rock-N-Roll theatrical/concert event *The 12*, scheduled for a pre-Broadway National Tour premiere at Stocker Arts Center on Friday, March 19, have cancelled the performance.

Two other venues where *The 12* was scheduled to stop after LCCC had to cancel the show and the cost of traveling with the large company forced producers to cancel the performance at Stocker

Arts Center.

Stocker Arts Center Director Janet Herman Barlow and *The 12* producers are hopeful that they will be able to bring the remarkable new production to LCCC in the future. Refunds for tickets already purchased for the show can be obtained through the Stocker box office, which is open 12 – 6 p.m., Monday through Friday.

If you purchased your tickets

with credit card payments online, by phone or in person, please call the box office for further information about getting your refund. Those purchased with cash or check payments will need to return their tickets to the box office for refund checks to be generated by the college. For more information, call the box office at extension 4040.