

AuCoin speaks

# ELC pavilion dedication begins May 17

Dedication ceremonies for the recently-completed John Inskip Environmental Learning Center Pavilion are scheduled for Sunday from 2-5 p.m.

Congressional Representative Les AuCoin (D-1st District) will open the festivities with a keynote address on environmental issues and the role of the community. Individuals, organizations and businesses who have contributed to the project will be awarded certificates in recognition of their services. In addition, a Native American Art and Artifacts Show will be on display and old time fiddle music will be provided by "Fiddlesticks" and "Pepper Black." Tours of the pavilion and project site will be conducted throughout the day.

Designed by environmental architect Nan Hage-Herrmann, the pavilion was constructed in two and one-half years with materials either donated or sold at-cost, monetary donations, and grants from members of the Association for Environmental Education Centers in Clackamas County, private businesses and the College. More than 50 companies and 300 individuals including volunteers, CETA workers and Clackamas County Homebuilder Association members, participated in the construction of the pavilion.

"The building represent a unique accomplishment because it has brought resources together to develop a

facility which serves as a model of appropriate technologies, including a solar pre-heat water tank, a wood-burning furnace, and compost toilets," Jerry Herrmann, ELC director stressed. "It will serve as a model of community involvement for years to come."

Although the pavilion cost \$27,000 to build (excluding the value of material donations) the actual value of the building is estimated at \$200,000, Herrmann reported. The project site, which now displays 300 species of trees and plants, was formerly a waste-water dump for the nearby Smuckers Jelly plant. It is currently valued at

\$1 million.

"Here's a perfect example of how an industrial waste site can be reclaimed as an urban wildlife habitat," Herrmann said, noting the ELC is home for ducks, rabbits, muskrats, 72 varieties of birds and more.

Since mid-winter, the pavilion has been the location of several environmental classes and as a meeting place for community organizations and clubs.

The ELC is primarily funded by a 208-member association and other private donations. The College provides

maintenance services.

Congressional Rep. Les AuCoin, (D-1st District) will present the keynote address at the dedication ceremonies for the John Inskip Environmental Learning Center Pavilion Sunday.

Rep. AuCoin will address current environmental issues and the role of the community to help celebrate the completion of the pavilion which has been called a "testimony to community involvement."

The 1,400 sq. ft. building was built with rough-cut cedar

and fir in the "intel and post style," with donations of materials, funds and labor from the community.

Rep. AuCoin was chosen to address the ceremonies because of his many efforts to

improve the environment. He has been a leader in the fight for a national bottle bill, helped

to create solar energy banks which provide low-interest loans to individuals who retrofit

homes and businesses with solar systems, and introduced legislation providing tax credits

to homebuilders who incorporate passive solar technology.

AuCoin has also been the chief sponsor of legislation for Energy-Block Grants which will help local communities implement energy conservation plans.

Other activities at the dedication include the recognition of those individuals, organizations and businesses who have participated in building the pavilion. A Native American

Art and Artifacts Show will be on display and old time fiddle music will be provided by "Fiddlesticks" and "Peppers Black."



## Secretarial graduates guaranteed employment

The word "secretary" conjures up all kinds of visual pictures. Some think it means an easy access to sex, while others believe secretaries' true value is aiding and abetting a business in its daily routines. But for years, "secretary" has been a dirty word among many feminists, because it is considered a "traditional women's job."

The truth is, the secretarial field is in great demand today. Secretaries with well developed skills are in special need, according to Sue Jacobs, career development specialist for the College.

"There are three million secretaries today," Jacobs said, "but by 1985, 250,000 positions will be left unfilled." She explained that another reason for the demand is because many secretaries are currently underpaid, although the average beginning wage for a skilled secretary is \$850 to \$1,050 a month, according to the Career Development Center data.

Right now, about 23,300 secretaries occupy the field in Oregon, with 13,600 in the Portland area alone. Three forms of secretaries dominate the field: medical secretaries, legal secretaries and office managers.

Medical secretaries are expected to (among other duties) do routine typing, preparing

medical records and scheduling appointments. Bookkeeping and billing patients may be included in the job. According to the Development Center, employers are expecting the employees to type 50 to 80 words per minute, but accuracy is considered more important than speed.

Legal secretaries, who are expected to type 60 to 70 words per minute, maintain files and might produce initial legal documents, recordings of legal dates, scheduling the appearance of witnesses, produc-

ing evidence at trials and delivering subpoenas. Familiarity with legal terminology is expected.

Office managers—someone once called them demigods. They maintain control over the office by evaluating and organizing office procedures. They must supervise office operations such as typing, bookkeeping, filing, coordinating work schedules and maintaining office records. Approximately 2,200 of these leaders occupy the Portland area with wages ranging from \$800 to \$2,000 a month. There aren't quite as many openings in this job, however.

Of all the people in the secretarial field, 95 percent are

women (with the other 5 percent being you know who!). Although the statistic is slowly changing, it isn't changing nearly as rapidly as the equipment being used in the secretarial field. Word processing machines, computers, electronic filing systems and magnetic telephone dialing cards are now being used by many secretaries. According to Jacobs, there aren't enough graduates of the subject to fill the positions open.

The secretarial program on this campus requires its student to take typing, stenography, business communications and an office machines series. Along with the series, students are expected to enroll in records management, office procedures, office simulation and job techniques. That is in order to receive a secretarial science certificate. Those, plus business math series and applies stenography series, are necessary in order to obtain an

associate degree.

One secretary said, however, "You can get all the education you need from a school, but when you get a job as a secretary, you'll still start at the bottom, because the best experience is on-the-job training."

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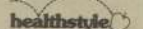
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