



HPHPEA New Employee Orientation Manual

Health Professions, Health, Physical Education
and Athletics Division (HPHPEA)

Updated 09/03/2025



**Health Professions, Health,
& Physical Education**

Welcome

Welcome to the Health Professions, Health & Physical Education, and Athletics (HPHPEA) Division at Lane Community College. HPHPEA is a division that promotes kindness, respect, collegiality, and success for all students and employees.

We are currently housed in several buildings across campus, including buildings 4, 5, 30, and 32. The HPHPEA division also operates the fully functioning LCC Dental Clinic, located at 2460 Willamette Street in Eugene.

We are happy to have you as part of our team. This packet was put together to give you a reference for processes and procedures, important contacts, and resources to help you along the way.

A Brief Overview:

The HPHPEA division is made up of the following programs, including:

- Registered Nursing (RN)
- Practical Nursing (LPN - Program is paused for career technical realignment.)
- LPN-RN Bridge
- LPN & Paramedic-RN Bridge
- RN-to-BSN
- Dental Assisting
- Dental Hygiene
- EMT Basic
- Paramedicine
- Emergency Medical Services
- Medical Assisting
- Health Information Management
- Physical Therapist Assistant
- Respiratory Care (RC - Program is in a pre-student phase.)
- Phlebotomy
- CNA 1 & 2
- Pharmacy Tech
- Massage Therapy

We also host and offer classes in health, nutrition, PE, athletics, and medical terminology, among others.

HPHPEA Division Employees:

Cory Miner <i>Division Dean</i>	minerjc@lanecc.edu x5618	Building 32, room 237
Jen Tavernier <i>Associate Division Dean Director of Nursing</i>	tavernierj@lanecc.edu x5753	Building 30, room 234
Emily Shaw <i>Division Coordinator</i>	shawe@lanecc.edu x5823	Building 30, room 108
Anna Scott <i>Operations Project Coordinator</i>	scottae@lanecc.edu x5321	Building 30, room 101
Xavier Lara <i>Non-credit Coordinator</i>	larax@lanecc.edu x3536	Building 32, room 231
Echo Smith <i>Athletics Coordinator</i>	smithe@lanecc.edu x5599	Building 30, room 205
Cindy Dietz <i>Payroll Specialist</i>	dietzc@lanecc.edu	Building 32, room 239
Kirsten Rawding <i>Marketing and Outreach Coordinator</i>	rawdingk@lanecc.edu x5715	Building 32, room 235
Tyler McFall <i>Procurement and Contracts Coordinator</i>	mcfallt@lanecc.edu x5627	Building 32, room 236
Tammy Burbee <i>Nursing Program Specialist</i>	burbeet@lanecc.edu x5730	Building 30, room 235
Marleena Pearson <i>EMS Program Specialist</i>	pearsonm@lanecc.edu x5619	Building 32, room 233
Kathy Torvik <i>DA, DH, and MA Program Specialist</i>	torvikk@lanecc.edu x5613	Building 30, room 109
Tara Deacon <i>FLS, Health, and PE Program Specialist</i>	deacont@lanecc.edu x5587	Building 5, room 227
Sarah Naumann <i>HIM, PTA, and Respiratory Care Specialist</i>	naumanns@lanecc.edu x5672	Building 30, room 107
Taya Ream <i>Facilities Coordinator</i>	reamt@lanecc.edu x5293	Building 5, room 205
Melanie Davis <i>Dental Clinic Coordinator</i>	davism@lanecc.edu x5717	LCC Dental Clinic 2460 Willamette Street

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Career Counseling & Academic Advising

The following counselors and advisors are experienced dealing with health professions students:

Jessica Alvarado, Counselor: Building 04/135 AlvaradoJ@lanecc.edu (Does not advise on health professions but worked in health. Focus on retention counseling).

[Connect with Advising](#)

Credit Advisors:

Arleh Lara: Building 01/110, Phone: 541-463-5164

Claudia Riumallo: Building 01/103, Phone: 541-463-5378

Allene Gibson: Building 01/110, Phone: 541-463-3283

Kelly Ochoco: Building 01/103D, Phone: 541-463-5791

Credit Program advising: HPAdvising@lanecc.edu

Students can make appointments through EAB: <https://www.lanecc.edu/get-support/navigate-student>

Non-Credit program advising: hphpea-noncredit@lanecc.edu

Emergency Numbers:

If you have a medical emergency, call Campus Public Safety 541-463-5555.

For emergency counseling services, call the Mental Health and Wellness Center at 5920

HPHPEA Division Program Coordinators:

Program:	Program Coordinator
Dental Assisting	LaKrisha Bloom
Dental Hygiene	Michelle Cummins
EMT, Paramedicine, and EMS	Kris Siewert
Fitness and Lifetime Specialist	Jenni Miner
Health Information Management	Rick Riordan
Medical Assistant	Gloria Northup
Non Credit (CNA, Massage, Phlebotomy, Pharmacy Tech)	Xavier Lara

Nursing (RN, LPN, LPN to RN Bridge)	Darrah Wolfe
Nutrition and Health	Tamberly Powell
Physical Therapist Assistant	Christina Howard
PE and the Athletic Center	Grady O'Connor
Respiratory Care	Jill Dougall

New Employee Orientation:

Contact Human Resources regarding new employee orientation and/or benefits.

For benefits questions contact:

Kali Phillips phillipsk@lanecc.edu A-L (except part-time faculty) 541-463-5589

Emily Madden maddene@lanecc.edu M-Z (all part-time faculty) 541-463-3193

[Click here](#) for the college's Resource Center for New Employees, (Human Resources website).

[Click here](#) for the Human Resources website to Review Benefits, Retirement Planning and More.

Campus Map:

[Click here](#) for an interactive map of the campus.

Key Cards & Keys:

You'll be sent an email when your key card is ready for pickup. You will pick up your key card at the Public Safety Department (Bldg 12, room 201). **Bring a photo ID.** Public safety employees will take your picture and then issue the key card as you wait. Your key card will open the external doors & classrooms in all HPHPEA buildings. Your Key Card also works as your photo ID on campus.

You'll be sent an email when your key is ready for pickup. Keys will need to be picked up from the Facilities Management Department located in Bldg. 7, room 204.

If you have lost keys, key cards, or need keys to classrooms, contact Taya Ream.

Public Safety:

[Click here](#) for the Public Safety Department website.

Hours: The office is open from 8-5 during normal work weeks. For non-emergencies and after-hours, call: 541-463-5558. For emergencies call: [\(541\) 463-5555](tel:5414635555)

FERPA: Family Educational Rights and Privacy Act of 1974

[Click here](#) for college resources about FERPA and related information.

Mailboxes:

Each faculty member or faculty group has a mailbox located in either Bldg. 30/130, 30/235, 32/230, or Bldg. 5/206A.

Please check your mailbox regularly. These are secure areas, so the doors remain closed when not in use and a keypad code is used to enter these areas.

Printing and Photocopying

Printing and Graphics

To place an online print order with the Printing & Graphics Department, access [Print Shop Pro](#) and log in with your L# and Lane password. Allow a minimum of 48 hours for requests to be completed.

Print orders can be picked up from Printing & Graphics Mon-Fri 8am-4pm. They are located on the southside of Bldg 7 on the 2nd floor.

Printers and Copiers

There are printer/copiers located in the workrooms on both levels of Bldg 30, and on the second level workrooms of Bldg 5 and Bldg 32. All rooms have a multifunction copier, printer, and scanner with color printing capabilities.

Contact hpofticesupport@lanecc.edu and hpinfo@lanecc.edu if the printer/copiers are out of toner.

Your key card is needed to use the copiers and release print jobs. These are secure areas, so the doors remain closed when not in use and a keypad code is used to enter these areas.

Class Cancellation:

Contact your Program Coordinator and email hpdeansoffice@lanecc.edu to inform the department that you will be unable to make it to class. Also, please indicate if you need to cancel your office hours as well. If possible, email or send a message to your students via Moodle to tell them your class is canceled.

Classroom Courtesy and Security:

As a courtesy to instructors whose classes follow yours in the classroom, please leave the room neat with papers picked up and tables and chairs in place. Try to make sure paper is available in the printer of the computer lab. Secure the equipment at the instructor podium and lock the door before leaving to prevent theft.

Administrative Withdrawals

Students must attend at least one class session for in-person classes or complete one meaningful learning experience for online/distance education courses. Students who do not meet this requirement will be dropped through the Administrative Withdrawal process.

[Click here](#) for more information about the Administrative Withdrawal process on our internal webpage. (use your lanecc.edu email for access).

Tracking Last Date of Attendance:

Faculty track attendance throughout the course of the term as the last date of attendance is required to enter the "NC" (No Basis for Grade), "F", and "NP" (No Pass) grades. Students who did not attend for at least one class session of the first week of the term that class meets need to be "No Show Dropped".

The last date of attendance will automatically be required when a faculty member enters a grade of "NC", "F", or "NP".

Course Releases:

Students must obtain instructor consent to register for classes that are full, have a time conflict with another class section, or require prerequisites they have not completed or were completed at another college.

To clear a student to register for your class send an email to HPOfficeSupport@lanecc.edu with "Release" in the Subject Line.

Please include the following in your email.

- Student Name(s)
- Student L#(s)
- Class Title
- CRN(s)
- Reason for override (capacity, pre-requisites, major requirement, etc.)

After receiving confirmation from hpofticesupport@lanecc.edu that the section release has been given, you can let the student know they are able to register for the course section. Students will still need to register for the course section themselves.

Book Adoptions:

Book orders (adoptions) are due SEVEN WEEKS BEFORE the next term starts.

If an instructor wants to use Inclusive Access materials, those are due at least one week before registration is viewable on Lane's website so digital material charges can be transparent to students.

If you are ordering a new edition, please notify the bookstore that you may need extra time for this selection.

[Click here](#) to place a book adoption. Click on "New? Register Here" to set up a new account. First time users will need a password (2185). **Select Approver** or adoption won't go through the bookstore.

Grading:

Grades must be posted by Midnight on the Tuesday evening after finals week.

[Click here](#) to view important grading and schedule change dates on our internal 'Grading Resources' webpage. (use your lanecc.edu email for access)

The deadline for students to drop a class and receive a full refund is **Midnight Sunday at the end of the first week of the term.**

The deadline for all schedule changes, adds, drops, pass/no pass or audit options, and withdrawals from the college is the **Friday of the eighth week of the term for full term courses.** Withdrawals will not be granted after Friday of the eighth week of the term.

After the deadline, students wishing to add a class are required to contact their instructor, who will then process a Change of Course or Added Grade Record Form. Exceptions to this policy are classes which begin and end at times other than the first and last day of the term.

Course grade options for students after the eighth week deadline are:

1. No credit ("NC") for students who have not completed enough work to warrant a grade;
2. Incomplete, with Instructor Approval ("I") for students who have completed at least 75 percent of the required work for the course.
3. The grade earned ("A" through "F").

[Click Here](#) to access instructions to the myLane Faculty/Advisor Self-Service Module. The Faculty Dashboard allows instructors to access information about students who are currently enrolled in their classes.

Supplies:

The employee work rooms are all stocked with supplies. Most drawers and cabinets are labeled with their contents.

Purchasing:

For information on purchasing needs and requests in the division, visit the webpage [here](#) on our internal resource page.

Please note that all purchases must go through our division. *Outside purchases made without prior arrangement may not be reimbursed.*

Lunch Room:

Employee lunch rooms are located in Bldg 5/222, Bldg 30/131, and Bldg 32/203. The refrigerator & appliances provided in the lunchrooms are available for all employees. It is the responsibility of employees to clean up after themselves after using the appliances.

The refrigerators are cleaned in between terms. Please be sure to label items you are placing in the refrigerator with your name and date and clean out any old food and/or containers by the end of each term. Dishes containing expired food will also be tossed out.

Faculty Connections:

“Faculty Connections is an institutionalized, faculty-led orientation and mentorship program that welcomes and integrates new faculty into Lane Community College. The Mentorship program matches new and experienced faculty (often from different departments). All new faculty are strongly encouraged to participate in Faculty Connections sessions.” - LCC Faculty Connections webpage

[Click here](#) to access the Faculty Connections webpage.

Faculty Professional Development:

“The Faculty Professional Development program at Lane provides means for faculty to: a) accommodate changes in disciplines, technology, pedagogy, and expectations of students, faculty and the community; b) contribute to their profession; c) collaborate with other faculty and the community; and d) increase their capacity to professionally grow and teach.” - LCC FPD webpage

[Click here](#) to access the Faculty Professional Development webpage.

Syllabi & Office Hours:

Syllabi submissions will be collected each term by the end of the first week of term through a submission form. Visit the internal resource webpage for more information on syllabi submissions. (use your lanecc.edu email for access)

[Click here](#) for the LCC’s policy on Course Syllabi. An excerpt is below:

“Course syllabus shall include, at a minimum, the following information:

1. *The course title, number, approved catalog description, date, and instructor's name;*
2. *The instructor's office hours (see [Instructor Hours on Campus](#));*
3. *The course objectives;*
4. *The instructor's grading policies;*
5. *The attendance policies for the class;*
6. *The general assignments;*
7. *A list of the textbook(s) and reference materials used in the course;*
8. *The teaching methods used by the instructor; and*
9. *Accessibility Notification (see [Disabilities: Accessibility Notification](#)).”*

Lane Alert:

Lane Alert is an emergency notification service that informs students and employees about weather closures, delays or emergencies at LCC. [Click here](#) for info on how to sign up for the system.

Time Sheets:

[Click Here](#) to access your timesheet via Employee Services, Employee Dashboard. **Use your L# and password to login.**

Access timesheet submission instructions from HR here: [Employee Dashboard Overview and Timesheet Submission](#).

Fill out your timesheet and submit it by Noon on the last working day of each pay cycle. Timesheets must be submitted every pay cycle, even if you have no exception time to report.

The college’s pay cycles are (1) the 1st to 15th and (2) the 16th to the last day of the month. Timesheets may be due before the 15th or the last day of the month if these days fall on a weekend or observed holiday.

If you missed the submission deadline or have other payroll or timesheet questions, then email Cindy Dietz (dietzc@lanecc.edu) and Emily Shaw (shawe@lanecc.edu).

[Click here](#) for Payroll Information contained on the HR website.

Contracted faculty can elect to be paid over 10 or 12 months. Talk with Aneita Grogan (grogana@lanecc.edu) in HR for questions about this option. A form can be completed to set up your pay for 10 or 12 months or to change a previous election. [Click here](#) for the form.

Part time faculty have six timesheets per term coinciding with these dates:

Summer Term - July 1-Sept 15 (the actual number of pay periods depends on the class dates: 2-5 pay cycles.)

Fall Term - Oct 1-Dec 31

Winter Term - Jan 1-Mar 31

Spring Term - Apr 1-Jun 30

Employee Safe Training:

[Click here](#) for access to your required college-wide safe colleges training. You will be receiving an email from Vector Training shortly with the training link. **Sign in using your L #. Be sure to complete required training by the date shown on the email.**

[Click here](#) to view the LCCEA website for information about the number of additional paid hours to complete the training per Lane's faculty MOA.

Bloodborne Pathogens Exposure:

[Click here](#) for information regarding the procedure if exposed to bloodborne pathogens.

Child Protection:

Effective January 1, 2013, Oregon law **requires** all community college employees to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or to local law enforcement officials. This duty is personal to the individual college employee and exists twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time.

[Click here](#) for a document containing frequently asked questions about mandatory child abuse reporting. Additional information is available [here](#).

[Click here](#) to watch a video on mandatory reporting of child abuse.

College Online Policies and Procedures (COPPS):

[Click here](#) to access the LCC's College Online Policies and Procedures (COPPS).

Facilities Issues:

To report facilities issues (alarms, plumbing issues, insect invasions, lights, etc), please contact Taya Ream at reamt@lanecc.edu.

Also contact the Facilities Management Department at 541-463-5000 for emergencies.

Mental Health Info for Employees:

[Click here](#) to access valuable resources for mindfulness training, employee workshops and mental health resources for employees and students.

Human Resources Information:

[Click here](#) to access information about human resources, including employee benefits, payroll information and various HR forms.

LCC Health Clinic:

[Click here](#) for information about the services provided for students at LCC's Health Clinic. They are in Building 18, Room 101. Their phone number is 541-463-5565. They do not handle medical emergencies. For a medical emergency, call Public Safety or 911.

Wellness Program:

[Click here](#) to access LCC's Wellness Program webpage. At this webpage, you will find LCC's walking/jogging routes, upcoming wellness events, links to wellness websites and wellness class offerings (many of which are free).

Alan Bahret Fitness Center:

The Alan Bahret Fitness Center is available to all employees. Employees have multiple options to sign up to attend an orientation session to use the fitness center. You can either sign up for PE113 a credit class, or through a non-credit sign-up, or as an option through employee wellness. Then you can use the fitness center on a drop-in basis. [Click here](#) to access the Alan Bahret Fitness Center website, which includes hours and fees.

Tuition Waiver:

LCC employees, retirees, and some family members may have access to take courses with tuition waived.

[Click here](#) for more information on tuition and fee waivers and who is eligible for this benefit.

Food Services:

[Click here](#) for a directory of food services available to employees and students on campus in the center building.

The Renaissance Room (also located in the center building) is an American Bistro style restaurant featuring contemporary and classic cuisine from around the globe in a modern setting. Student servers work alongside employees to provide friendly courteous service, all the dishes are prepared in the student operated kitchen visible from the dining room and outside the restaurant. [Click here](#) to make reservations (required).

Library:

The library is located on the second and third floors of the Center building, Lane's library has over 60,000 books and 300 magazine subscriptions available to employees and students. Instructors may request electronic searches; the library has connections with over 200 on-line databases.

[Click here](#) to access the library webpage. Sign in using your L # and password.

Academic Calendar:

[Click here](#) to access LCC's academic calendar.

Wireless Networks on Campus:

There are two Wi-Fi access points on campus: LCC Guest and LCC WIFI. Log onto the LCC WIFI network with your mobile device as it is a much faster network. Login using your L# and password.

Accessing Network Shared Resources (AKA Drive & Personal Drive (W Drive)):

The shared drive is used by the HPHPEA Department. It contains documents specific to the HPHPEA division. The W drive is your personal drive that you can use to save documents on.

On Campus Access Instructions

[Click here](#) for instructions on how to access the shared & personal drives for Windows machines on our Open Enterprise Server (OES) while on campus.

After logging on to OES, to access the shared & W drives from your office computer, click on My Computer and the folders you have access to will appear on the left-hand side.

Remote Network access via Filer

[Click here](#) for instructions on how to access the shared & personal drives via a web browser while you are working off campus. Once you log on, the webpage will open to your W drive where you can save important personal documents related to school. To access the shared drive, click on the "Net Folders" icon on the top of the page. Then click on "Health Profession Division Information".

Using an Enhanced Classroom:

There are many different types of Enhanced Classrooms. Type 6 Enhanced classrooms are the most common type that are found in our Health and Wellness building 30. Type 6 Enhanced classrooms are outfitted with an all-in-one equipment podium that includes a DVD player, VCR, Doc Cam, and a PC/Mac. It's also possible to connect an iPad/tablet/laptop/DTen or other equipment to the Smart Classroom for display.

[Click here](#) for instructions on how to use the most common type of Enhanced Classrooms located in Building 30. (Type 6 Enhanced classrooms are 30/114, 121, 213, 219, 243.)

Gmail Account (G Suite):

You will be receiving an LCC Gmail Account that will be attached to your LCC Gmail. It is important to be competent in checking your LCC Gmail on a regular basis from both at home and at the office.

[Click Here](#) to access your Gmail from any computer or go to Gmail.com.

[Click here](#) for easy instructions on how to create and insert a signature into your emails.

[Click here](#) for helpful Q & A's about your Gmail (G Suite) Account. For further questions about troubleshooting your email, you can contact IT at 541-463-4444 or at helpdesk@lanecc.edu

Moodle:

[Click here](#) to access Moodle. This is the learning management system LCC uses to deliver student instruction. **Sign in using your L # and password.** Moodle can also be accessed from the bottom of LCC's main webpage

[Click here](#) to be directed to an Instructor Support Hub for Moodle.

Zoom:

[Click here](#) to access LCC's Zoom Platform. Sign in using your L number and password.

[Click here](#) for a helpful Zoom cheat sheet.

DTen Equipment:

Some classrooms contain a DTen unit, which is an all-in-one video conferencing system that allows faculty and students to meet and collaborate.

[Click here](#) for a guide on how to use the DTen unit.

IT (Information Technology) & ATC (Academic Technology Center):

IT Services

Phone: 541-463-4444

Email: helpdesk@lanecc.edu

IT oversees technology hardware and software for employees.

- Employee Email Issues (including Google account logins & passwords)
- Equipment Checkout (including taking computers home for remote instruction)
- WiFi & Network Access Issues
- Office Computers (including logins, passwords & network access)
- Classroom Computers & Computer Labs

[Click here](#) to access IT technology resources for employees

Academic Technology Center

Office: Center building, room 208 or call them at

Phone: 541-463-3377

Email: atc@lanecc.edu

ATC oversees educational technology on campus, including Moodle and support for online teaching and learning activities.

- Instructional Design Services for Online/Remote Teaching Faculty
- Academic & Tutoring Services (including all campus tutoring resource centers)
- Media Services (including audio & video support/production for teaching events)
- Training & Workshops for teaching with technology

[Click here](#) to access the ATC webpage.

[Click here](#) for an orientation to specific employee technologies.

[Click here](#) for links to the different technologies used at LCC.

Safety and Accident Prevention:

All accidents occurring on college property must be reported to the appropriate supervisor.

Accidents that **do not involve an employee** of the college are reported on an [Accident Report Form](#) provided by Human Resources or departmental offices on campus.

For accidents involving employees, see [Occupational Injuries and Illnesses](#).

The HPHPEA department has a chemical hygiene plan, which contains procedures and protocols governing the use of chemicals in the buildings. These SDS (Safety Data Sheets) notebooks are kept in each health professions lab (EMS, Dental, Nursing, MA, PTA).

Holidays:

Information about recognized holidays can be found by [Clicking here](#).

Travel & Expense Reimbursement:

The college will reimburse an employee for out-of-pocket travel expenses incurred during approved business trips. Travel expenses include transportation, per diem, lodging, registration fees, and parking. Meals, personal expenses and tips related to meals are covered in the per diem allowance.

All employee travel must be pre-approved through the college's travel authorization process. Information and links to authorization and reimbursement forms are available on our internal resource webpage: [click here](#).

Room Scheduling:

[Click here](#) to access the 25Live Room Scheduling webpage. Sign in with your L number & password.

[Click here](#) for instructions on how to schedule rooms in 25 Live.

Office Phones and Voicemail:

[Click here](#) for information on how to use your office phone.

[Click here](#) for instructions on how to set up your voicemail.

You can reach any campus phone by dialing only the last 4 digits of the number when calling from your office phone.

Employee Directory:

[Click here](#) to find contact information for Lane employees.

LCCEA (Faculty Union):

The Lane Community College Education Association (LCCEA) is the faculty union at LCC. LCCEA is an affiliated unit of the Oregon Education Association (OEA) and the National Education Association (NEA). Membership includes full-time and part-time teaching faculty, counselors and librarians.

LCCEA engages in collective action to ensure an equitable learning and working environment and advocates for social justice and systemic change for the public good.

[Click here](#) to view the LCCEA website. The faculty contract is contained on this website.

Computer Lab:

The Health Professions Computer Lab is located in Bldg. 4, Rm. 250. This lab is available as an open lab for Health Professions students when it is not in use for classes. We post open lab hours on the doors of the lab by the second week of the term.