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## Bulletin, January 1996

Maine Department of Conservation

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# Bulletin

## Department of Conservation

January 1996

### Commissioner's Column

Welcome to 1996!

*We've got a challenging year ahead of us redefining our roles, rebuilding trust and implementing the restructured DOC. The PRTF has been very disruptive for all of us in the Department. This is the biggest change to our Department since the DOC was established, but we also have to move ahead. As we go about our healing, it's time to refocus on the operation of the DOC and the delivery of services. A major challenge is to reestablish the Quality program. A few of the other items we will be working on include improving Department communications, computer upgrading, and safety training.*

*I am working to improve communications. Some of you have already met our new Information Director, Susan Benson. Susan's goal is to create and manage information externally and internally for the DOC. Please let her know of your suggestions, ideas or comments.*

*You may have heard that the Administration has decided to build a level playing field in terms of computers for all state employees by upgrading to the Lotus Suite. Will Harris, and the entire Information Systems group, Dick Arbour, Jim Rea, Tom Driscoll and Peter Bouchard, will be busy training, installing and trouble shooting this software. Please be patient as we transition into a newer, more unified, computer system. There's more information about this in this Bulletin.*

*For the 1995 calendar year, the DOC reported 21 OSHA recordable injuries; 9 were lost time. These data show we need to focus on safety training and related-issues to ensure a safe work environment for our employees. I believe a safety committee would be very useful here; what do you think?*

*In closing, I must say that I look forward to a new year of challenges and rewards. We have a tremendous opportunity before us as well as a time of transition. How we cope with what we have to deal with and how we capitalize on our opportunities is a measure of our human spirit and capacity.*

Ron

### In January's Issue:

- ✓ Name Contest
- ✓ DOC Credit Card Pilot Program
- ✓ Computer Chat with Dick Arbour
- ✓ A.C.E. Telephone Numbers

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#### DOC's Newsletter

The Bulletin is an employee newsletter...your newsletter. With your feedback, I can produce a communication vehicle loaded with information that's important to you, the Department of Conservation employee. I welcome anyone to stop by my office, call or write with your ideas. As we work together, we'll create a newsletter reflecting your voice and needs.

My first idea is to rename this publication. Here's where I need your help. Enter your newsletter name or names and in February we'll hold a vote. If your entry is chosen, you have a choice of either a Loon tote bag or t-shirt, courtesy of Parks and Lands.

Here are the contest details:

- ✓ The title should be one or two words in length and reflect the spirit of DOC's mission.
- ✓ Enter as many names as you like.
- ✓ Entries are due Wednesday, January 31.

I'll post all proposed names in February's Bulletin. Everyone will have an opportunity to cast a vote via cc:Mail, phone or interoffice mail. Voting instructions will be in February's newsletter.

The winner will be determined by the number of votes received from Department of Conservation employees (limit one vote per employee). The winning entry will be unveiled in March's edition.

OK, get started. Remember, your entries are due the last day of January. Good luck! ♦

### DOC Pilot Credit Card Project

The Department of Conservation and Administrative and Financial Services are partners in a pilot credit card project that is the second stage of a Process Action Team recommendation. The PAT was formed in 1994 to examine and report on purchases under \$1,000. After surveying and tracking purchases, the PAT discovered employees did not use the existing purchase order system for such purchases, resulting in unneeded and redundant paperwork.

In order to streamline the purchase payment process and ensure timely payment to vendors, the PAT's recommendations are as follows: Stage 1 calls for the State to not require a P.O. form for purchases under \$1,000; Stage 2 advises implementing a credit card purchasing system; and Stage 3 prompts development of an Extended Purchasing System.

To date, over 70 cards have been issued, and training sessions at Bolton Hill and Old Town outline the procedure manual and purchasing process. The credit card system allows the cardholder to purchase items under \$1,000 after obtaining authorization from a supervisor; travel, capital and personal expense items are excluded. Good examples of potential purchase

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items are office and field supplies. Business Manager and PAT member **Karen Michaud** is waiting for computer software from the credit card company that should enable her to print reports and track purchases. "This is going to be a great help to managers and supervisors, as they'll be able to pinpoint areas of cost," remarked Karen.

If you are interested in the credit card program, please talk to your supervisor. If, upon completion and analysis of the pilot project, the system is approved, it will be rolled out to other departments. ♦

## Computer Chat

Everyone is curious about our computer system. So I sat down with **Dick Arbour** from the Department of Information Systems and asked him a few questions. Here's the scoop:

The Department of Conservation, as well as all state agencies, is in the process of upgrading software to the Lotus Suite. This suite is made up of five programs in addition to cc:Mail. The programs are WordPro for word processing; Lotus 1,2,3 for spreadsheets; Freelance Graphics for presentations; Approach for database management; and Lotus Organizer for appointments and scheduling.

Currently, our average Windows-capable P.C. has 8 MB (megabytes) of RAM (random access memory.) With the new Lotus suite, a workstation will need anywhere between 12 or 16 MB to run. Dick is in the process of not only upgrading computers at a cost of \$150-\$300 per person, but also obtaining suite licenses which run \$162 per person, as well as examining the field computers to upgrade the non-Windows-based computers. And don't forget software training at \$50-\$100 per person. It's easy to see the costs adding up rather quickly, and there is limited money to accomplish this feat.

What does this mean to you? First of all, the upgrade for the Harlow Building is projected for completion by this summer with the field offices closely following that schedule. In the meantime, continue to work on your current word processing package. Most people are using WordPerfect and according to Dick, files should convert with minimal or no problems. If you're working on documents with graphics or macros, converting might be trickier. But with some minor formatting changes, you should be O.K.

Let's talk databases. Currently, DOC is running four databases: RBase, Access, Approach and Progress. Approach is the Lotus program we will use. It was designed as a front-end program to allow end users to access complex databases. With this in mind, the goal of the Administration is to use Approach as the common thread linking all databases within state government together.

For example, a ranger in the field could enter a name to find out if that person has any prior arson convictions. The screen the ranger views will be created through the Approach program while the data could be a combination of Progress, a DOC-generated database and Access, a Maine State Police-generated database. The ranger now has access to two different databases due to the common denominator, Approach.

Once the Lotus suite is installed, you will be able to take advantage of the latest industry trend,

"groupware." Here's how it works. In WordPro, you ship a document to any number of people, they edit the document simultaneously (edits are designated by author through color-coded type), and you, as the originator, can choose which edits to keep. Pretty cool, huh?

As a monthly feature in the Bulletin, the computer staff will be providing guidelines and tips so we can learn and share information on this wild drive down the information highway! ♦

## ☺ Charities Get A Hand ☺

The call from Maine State Employees Combined Charitable Appeal (MSECCA) was answered this year by Department of Conservation employees. Our DOC 1995 total of \$5,473 will be distributed to both local and national non-profit agencies.

"Volunteers **Judie Bridges, Liz Cody, Mike Foley** and **Leigh Hoar** did a tremendous job by promoting this program within their bureaus. I'd like to thank the volunteers and all of the employees who participated," commented DOC Team Leader **Gale Ross**.

MSECCA ran from October 5 through November 17, 1995, and employees were able to designate which non-profit agency or agencies would receive their donation. ♦

## ✂✂✂✂✂ New address and phone numbers

**Agriculture, Conservation & Environmental Protection Administrative Service Center (A.C.E.)**  
A.C.E. Administrative Service Center  
State House Station #155, Marquardt Building  
Augusta, ME 04333-0155  
Fax # 287-8341

Director (Vacant)	287-8752
Sandra Picard, Clerk Typist III	287-3357

### Accounting Services

Gary Palmer, Chief Accountant	287-7569
Gerry Gaboury, Accountant III	287-7754
John Anastasio, Accountant III	287-7997
Gail McKenny, Accountant II	287-7565
Audrey Brann, Accountant II	287-7670
Debbie Wadleigh, Accountant II	287-7563
Jim Campbell, Accountant II	287-7742
Randy Young, Accountant I	287-7566
Cindy Farrin, Accountant I	287-7886
Debbie MacLeod, Accountant I	287-7741
Jackie Davidson, Account Clerk II	287-7519
Cheryl Gliniwicz, Account Clerk II	287-7567
Don Norman, Property Officer	287-7686

### Personnel/Payroll

Debbie Everett, Personnel Specialist	287-4966
Ellen Blair, Personnel Specialist	287-4926
Debbie Veilleux, Personnel Assistant	287-4927
Marie Miner, Personnel Assistant	287-4929
Mary Ann Sargent, Personnel/Payroll Tech.	287-4928
Sharon Boynton, Personnel/Payroll Tech.	287-4998

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