



BOARD OF EDUCATION ADMINISTRATIVE REPORTS — September 2018
FINANCE & OPERATIONS
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3. *Establish facilities that support and enhance the teaching-learning experience by implementing and/or completing Bond Funded Projects.*

CTE: Demolition continues. The first part of the project is heavy with electrical changes. The new transformer for IC has been set, and the temporary electrical poles and wiring have been removed. HVAC rough-in has now begun.

Red Cedar Hall: Remodel work is underway on the second floor to have classrooms and conference room completed before school starts. The majority of the work is being done on Fridays and some Saturdays to keep the noise at a minimum for testing on the first floor. The first floor remodel is being planned using furnishings to meet user needs in place of removing/rebuilding walls.

Takena Hall: The current design is above budget, so design and budget discussions continue between college staff and the architectural team to meet needs and lower costs.

Industrial Plaza: The conceptual design and construction costs have been completed. The college staff will make final design decisions and then move planning toward construction document development.

Benton Center: Currently addressing heating/cooling concerns in the existing Center as part of the bond monies. The college is currently working with the architect for current contractual needs and then will move back into the building design process.

Seismic: Currently working with the architectural firm for a proposal for design work to bring Willamette Hall and Industrial A up to seismic standards.

McKenzie Hall: Demolition of wall in rooms 101 & 103 of computer lab and classroom opened to an innovative classroom was completed this summer. Classroom 101A, adjacent to 101/103 was also renovated and completed this summer.

East Linn: Boiler in East Linn is at its end of life and scheduled to be replaced in the first week of October. The new boiler will provide greater efficiency and control and will be eligible for incentives per Energy Trust.

6. Establish technology resources that support and complement the classroom, creating new points of access and new levels of adaptation to student needs.

Information Services:

Single Sign-On:

- All staff, faculty and student network usernames (128,000) have been reset to their LBCC ID (X Number.)
- DegreeWorks, CampusLogic, and Banner 9 are connected to the Fisher single sign-on portal.
- A new password reset and account security interface has been set up.

Access Request Form:

- We have created a system that allows all new hire items to be created from a single document, which will
 - confirm the hire,
 - provide email and network accounts,
 - verify Banner (ERP system) access from the campus data owners, and
 - request badges and keys from Public Safety, all before the new employee's first day.
- This will reduce the typical three-week waiting period down to one to four days.
- It will save, on average, \$230 per new employee for processing time and supplies.
- It also saves over \$250,000 per year in opportunity costs.

Card Access Doors:

- Piloting four electronic locks in the Calapooia Center and the Forum.
- IS and Media staff are using their ID card as access keys.
- Working on this project in close collaboration with Public Safety.

Other:

Business and Accounting: The Business Office has started an effort to renew expectations for acceptable use of the college Pcard (purchasing card) program. The communication and training begins with top-down review of allowable use, proper documentation, and general spending considerations. Further recurring trainings and information sessions are being developed. The refreshed push for compliance and sound spending is being coupled with operational improvements in the Accounts Payable area. Establishing simplified, paperless processes is part of the effort to ensure buy-in throughout the college.

Public Safety/Risk Management/Loss Prevention: In August, Director Marcene Olson attended a four-day conference in California for the Association of Threat Assessment Professionals. The recognition, analysis, and assessment of potential threats to the learning environment is rapidly becoming a recognized requirement for educational institutions. Some states are even now legislating that requirement. At LBCC we've had a multi-disciplinary team that does this work for the past nine to ten years. On-going training such as this one, and the upcoming team training in October, continues to refine our processes and the interventions designed to protect the campus community.

A mandatory emergency response training will be provided to all full-time staff and faculty during the month of September. The Public Safety Office will provide basic response protocols and practice scenarios to employees in division/departmental groupings to allow for building specific planning by employees.

Institutional Research: Institutional Research hosted CoreCon on Friday, September 7, as a training for 15-20 visitors from our three partner community colleges. They will be getting a more in-depth exposure period to their own college's data on the Cube, already accessible by all LBCC employees.