



BOARD OF EDUCATION ADMINISTRATIVE REPORTS — OCTOBER 2017
FINANCE & OPERATIONS
Dave Henderson

3. *Establish facilities that support and enhance the teaching-learning experience by implementing and/or completing Bond Funded Projects.*

LBCC has its first upscale Coffee Shop! Uphill Grind is now open inside the Healthcare Occupations Building in Lebanon and is proudly serving Sisters Coffee and New Morning Bakery products. Text GRIND to 578-277 to join our Loyalty Program and Earn Rewards when you visit us.

Mechatronics – demolition in process. Contractor moved to graveyard shift to minimize noise at start of school.

CTE – at 50% design document process. Staff reviewing the drawings for input and comments for the design team.

RCH/Takena Hall – Red Cedar Hall construction moved ahead in the schedule before Takena Hall. This will create a ‘surge’ affect to relocate staff to new locations prior to the larger construction process in Takena Hall. Architect on hold as staff review the process and then re-engage with the architect and design team for construction document development.

NDT – is completed. Punch list has been developed, and the contractor (Gerding Builders) is working on the list.

5. *Establish greater Affordability for all students.*

The Campus Store launched a new delivery method for course materials with targeted BA and EC courses, where the student has Direct Digital Access to their course materials on the first day of class through the college LMS. Students are charged a Digital Access Fee on their student account, saving them over 50% on their course materials.

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

Information Services (IS): Information Services is pleased to announce the addition of a new leader of the Web Services team and web developer, Billy Biondi. Billy comes to LBCC with twenty years of experience in web page design and development in various business areas, such as

educational publishing, event planning, and medical technology. His education in graphic design and his enthusiasm for engaging people through the web make him a valuable addition to our team.

Kimberly Kopplein, who has worked for the college for several years, previously with the Media/eLearning department and most recently with iLearn, has joined our Banner support team as an information support specialist. Kim is replacing one of our long-time Banner support staff who has retired. She will be providing Banner training for the campus, managing access rights and security on the Banner system, and working to reduce data duplication in the system.

For the first time in several years, IS also has a student work study employee, Trever Brice, who is a full time student at LBCC in the computer science program with plans to transfer to OSU on his completion. We are giving him some real world experience in the IT field to go along with his Linn-Benton education.

Other:

Business and Accounting: Annual audit fieldwork regarding financial statements will begin mid-October. Final adjustments and schedules are being prepared and efforts to automate year-end statements are going on concurrently. The Business Office is taking a complete look at all forms and processes and will be fully utilizing the College's existing document management and workflow system, LaserFiche. The goal is to eliminate paper documents but, more importantly, to analyze the efficiency and validity of why/how things are processed.

Institutional Research: In support of the Natural Hazard Mitigation Plan (NHMP) process, Justene Malosh has spent extensive time editing and revising the document. Similarly, she has edited, condensed, and reviewed the Year 1 Accreditation Report for NWCCU. With the addition of the third partner school, Clatsop Community College, Shanshan Wei has taken the lead role in reporting data to the statewide system for four institutions as well as begun the new federal IPEDS collection for the 2017-18 academic year. Finally, members of the office presented both at the LBCC and OCC Fall Inservices as part of continuing to promote utilization of data throughout the respective institutions.

Public Safety/Risk Management/Loss Prevention: Flu shot clinics have been arranged at main campus for staff on October 17 and 25. We are looking into an additional date for a clinic at the HOC to accommodate the staff of the Lebanon centers.

All LBCC campuses will be participating in the Great Oregon ShakeOut earthquake drill on October 19. Oregon legislation requires schools to conduct an earthquake drill annually. Information has gone out to all staff in preparation and will be posted in the classrooms as well prior to the 19th.

A radio repeater will be installed at the ATTC this month to provide communication between main campus, the Lebanon Center Public Safety office, and the ATTC during an emergency. FCC licensing has created some delays but has been resolved to enable completion of the project.

Campus Store: Fall rush has shown a 10% decrease in revenue versus last year, slightly better than enrollment.