

**Operations Report  
September 2017  
Dave Henderson**

Business and Accounting: The Business Office is focusing primarily on fiscal year-end processes and adjustments in advance of an October visit from the auditors. A substantial effort continues to clean up many accounts and create improved balancing and monitoring processes going forward. Purchasing, payables, and student accounts are all experiencing a typical ramping up of volume in advance of the coming fall term. The Business Office will also be performing its first program review—a comprehensive look at mission, process, and an approach to continuous improvement. This effort mirrors the program review model used by academic programs.

Institutional Research: Nothing to report.

Facilities: Major summer projects are underway and, except for minor details, completed. This includes a new South Santiam Hall graphic arts classroom that doubles the number of students who can be taught, several new offices in the library, and numerous repairs to vacated healthcare spaces in Takena and Red Cedar Halls, making them usable for temporary use until final remodel designs are completed.

This year is the second year of a five-year plan to complete all roof work and lighting upgrades for all LBCC campuses. Umpqua roofing has completed an estimated 60% of the planned roof work on the main campus. Benton Electric has completed 60% of the LED replacement lighting work on all campuses. We are also responding to work required because of our recent Oregon Department of Education Civil Rights review.

One additional employee position has been hired for the facilities department. Recruitment efforts have been underway and extended with limited response for the custodial position. These additional positions will provide operations support for the ATTC and the Healthcare Occupations Center in Lebanon.

Information Services (IS): The grand opening of the Healthcare Occupations Center marks the completion and signals the readiness of the latest, and most technology-enabled, instructional center. Information Services/Media staff worked diligently last month to make sure that the network systems, phones, Wi-Fi, instructional devices, simulation labs, and faculty offices are ready for the new term.

Through close partnership with PEAK Internet, high-speed fiber connections have been made to the new Healthcare Occupations Center and extended to the East Linn Center. These high-speed connections will provide the network bandwidth needed to support the new or upgraded phone, wireless, video, and security systems in both Lebanon locations.

In preparation for the Math Developmental Education redesign, which will rely heavily on the use of ALEKS (a web-based, artificially intelligent assessment and learning system), Information Services has increased the amount of equipment (laptops and tablet computing devices) available to students for checkout from the library, use in the learning and testing centers, or for short-term use in classrooms.

Public Safety/Risk Management/Loss Prevention: The work on the Natural Hazard Mitigation Plan is wrapping up with the draft version ready by the end of this month. The document will be available for public comment from the LBCC website beginning October 1 for a two week period and then presented

to the Board as an information item that month. After that, it will move to the Oregon Department of Emergency Planning for review and on to FEMA for review. It should come back to the Board for final adoption in February. This plan keeps the college eligible for federal disaster aid in the event of a natural disaster.

Public Safety staffing has begun for the Lebanon facilities. We have placed a Public Safety Officer II there as a lead and to provide day shift staffing and two PT officers providing over-night patrol at all three centers.

The Clery Annual Security Report, a federal requirement, is in process and will be available for the October 1 notification deadline. The 2016 crime statistics have already been submitted digitally to the Department of Education. Also in progress for the October 1 release is review and updating of the "Student Right To Know" page which provides all the Department of Education required notifications from Student Affairs, Financial Aid, Institutional Research, Academic Affairs, and Public Safety to students and parents.

Several trainings will be offered by the Public Safety Office during the in-service period: 1<sup>st</sup> Aid/CPR/AED training, Building Emergency Coordinator training, Hazardous Materials Handling training, Fire Extinguisher training, and Campus Security Authority training.

#### Enterprise Services

Campus Store: Nothing to report.

Conference/Food Services: Nothing to report.

Printing Services: Nothing to report.