



BOARD OF EDUCATION ADMINISTRATIVE REPORTS — March 2018

FINANCE & OPERATIONS

Dave Henderson

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

Mechatronics: The mechatronics project is down to the finishes. Final portions of the project (long lead items) are arriving, which has pushed the project completion to the end of March. The contractor will be done the last week of this month, and a move-in plan is underway. College staff, architect, and builder are working together as a team to give support to the faculty to set up the lab in time for the start of spring term and give students a positive experience.

CTE: CTE contractor selection is moving toward completion. March 15 the RFP will close, contractor selection process will begin, and decisions for the CMGC will be March/April, with start of construction in May.

Takena Hall: Architectural/design planning is well underway for Takena Hall. College staff and the architectural design team are engaged in regularly scheduled meetings.

Industrial Plaza: Architectural planning is well underway for the design of the Industrial Plaza. College staff, the architectural design team, and art committee are meeting as needed to move the transformation along to eventually align with the CTE construction.

5. *Establish greater Affordability for all students.*

Nothing new to report.

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 (IS): Consultants from Strata Information Group (SIG) have been on campus off and on for the last three weeks working on two important projects. One is the Identity Management/Single-sign-on, which is an important technology for any new systems on campus and for reducing the number of accounts and passwords that students have to deal with. The second project was our academic planning and advising tool, DegreeWorks. We had an initial look for advisers and faculty, along with several days of training for IS and student services staff.

Sixty people from around the state (including 30 of LBCC's staff, as well as staff from numerous counties, municipalities, and state organizations) met for a Laserfiche Users Group hosted by the college. They spent a full day in training, presentations, and exercises using the Laserfiche system.

Besides supporting classrooms and instructional space technology, the media team has installed new technologies, communications systems, and cameras in the Lebanon Healthcare Occupations Center. Additionally, they have made major enhancements to the projection and sound capabilities in the newly-remodeled LBCC Boardroom at the Albany campus.

Other:

Business and Accounting: The Business Office continues to seek operational efficiencies through Laserfiche software. The goal is to move all forms related to the office to the Laserfiche format with electronic routing and storage for each. Additionally, SQL reporting is being enhanced to great effect to pull information directly from the Banner database. This effort will improve the speed and quality of financial reporting, balancing efforts, and trouble-shooting across the office. The office will also host the college auditors in late March for the annual Foundation audit.

Public Safety/Risk Management/Loss Prevention: An access control project is being initiated at the Lebanon Center. Since we have agencies leasing space at this facility, roll-out of the project to the three exterior doors will include coordination with those agencies to get access control cards issued.

LBCC's Director of Safety and Loss Prevention will be presenting on March 15th to the Linn Benton Community Organizations Active in Disaster (LBCOAD), of which LBCC is a member. Also on the 15th, key members of the LBCC Threat Assessment Team will be meeting with reciprocal key members of the OSU team to improve communication protocols for threats involving DPP/shared students.

The LBCC switchboard has recently added a Spanish menu to its phone introduction. Staff who are listed as multi-lingual have been designated to answer calls for specific areas of inquiry on the menu. We are also investigating adding a language post-distribution translation feature to our ReGroup mass notification app for text and emails sent during emergencies or campus closures.

The LBCC Natural Hazard Mitigation Plan steering committee is working with OFD on an emergency food supply to have on-hand in the case of a disaster. OFD has also committed to presenting information about their emergency food supply program to risk managers from other Oregon community colleges during an upcoming meeting at LBCC, March 23rd.

The Safety and Loss Prevention Department are in the midst of planning the next LBCC Health and Safety Fair. The event will be May 2nd in the Courtyard. There will be community organizations/agencies from the local area that provide services and products supporting health and safety efforts/actions. All are invited to participate.

Facilities: A current project includes installing a new hardwood floor and new bleachers in the Activities Center. The existing bleachers have been removed, and the floor is being removed and replaced during March and April. The new ADA bleachers will then be installed before the end of April. Provisions are being made to remove and trim the center court Roadrunner to be mounted on the wall, and plans are being developed to use the old flooring within LBCC in still yet-to-be-determined ways.

The department has almost completed operational and warranty work associated with the opening of the Healthcare Occupations Center. Additionally, major work is being completed to repair the water infiltration problem on the south wall of the Lebanon Center.