



BOARD OF EDUCATION ADMINISTRATIVE REPORTS — FEBRUARY 2018
FINANCE & OPERATIONS
Dave Henderson

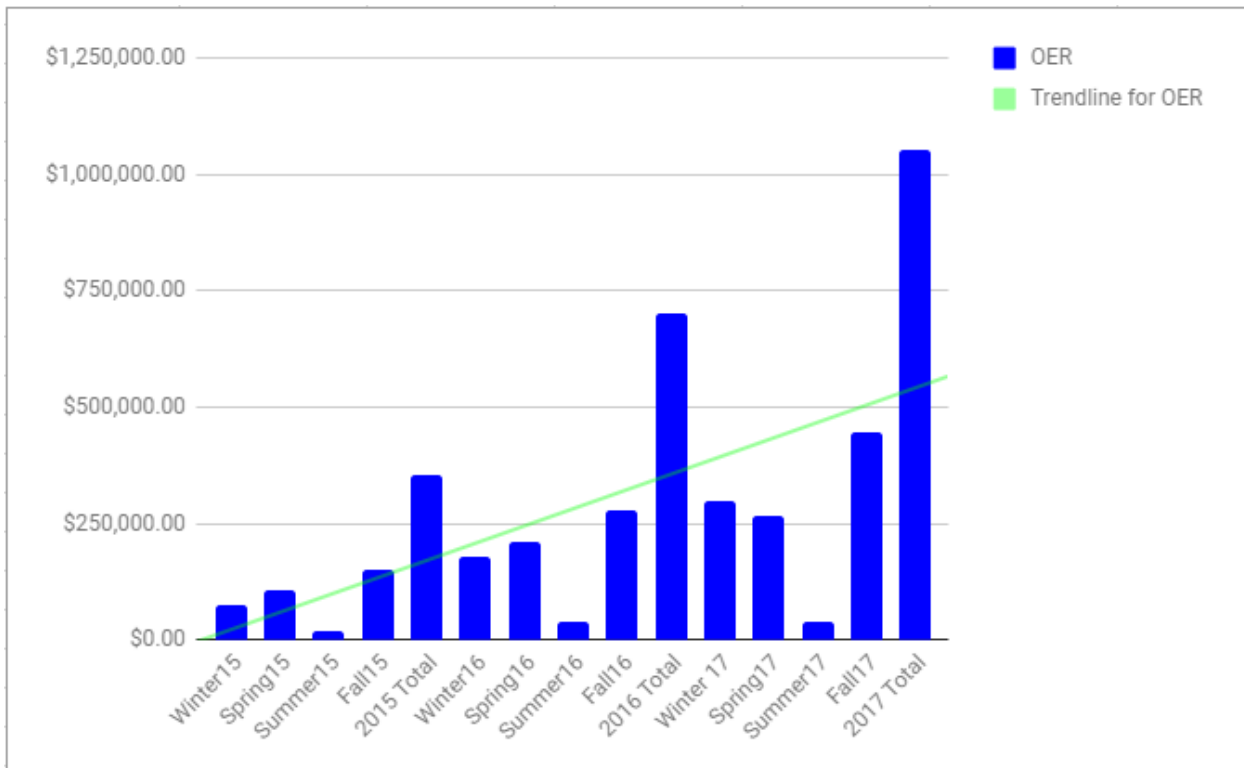
3. Establish facilities that support and enhance the teaching-learning experience by implementing and/or completing Bond Funded Projects.

Capital Construction — Mechatronics: The construction schedule has been moved out to March 15 to accommodate long lead items such as some shop furnishings and ceiling details. Construction itself will be 95-98% complete by the end of February. Therefore, moving in will begin at the end of this month and will be ready for spring term classes.

All other projects on track as previously reported.

5. Establish greater Affordability for all students.

Since winter 2015, textbook affordability efforts have saved students an accumulated \$2,488,638 in course materials. The chart below shows the savings for each term, as well as the cumulative total at the end of each year.



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): DegreeWorks 4.1, which is a degree audit, transfer articulation, and advising tool that faculty and staff began using at the start of the 2018 school year was installed on our campus in December, and all web, scribe, and administrative services are now available. The scribing of our next year's catalog was completed this week, and we will have consultants on campus in late February to start the training process.

Several campus staff attended the Laserfiche national conference in January, which was a great training opportunity. That training is being used to develop web forms and workflow that is reducing the need for students to fill out and print paper forms. With over 200 forms used on campus for everything from human resource actions to student grade change petitions, there is a lot to be done.

The web team has been busy working with the program map developer to place new program pages with their accompanying program maps on the college webpage. These new pages incorporate video and interactive elements to build greater student engagement and comprehension. An example can be found at <https://www.linnbenton.edu/music>.

Other:

Business and Accounting: With budget requests now reviewed, the shift is being made to develop the 2018-19 budget in detail. Student forums have been held to explain the budget framework, as well as direct meetings with the Student Leadership Council.

The Business Office is focusing on operational improvements through Laserfiche software. Currently, the department is piloting a process to shift daily deposit paperwork and processes to electronic submission and approval through Laserfiche. The plan is to expand this capability across any and all forms that are currently paper or subject to a process that is not automated.

Public Safety/Risk Management/Loss Prevention: Two active threat/active shooter trainings were conducted at the Healthcare Occupations Center in January. There was participation by very interested staff and some students to learn response protocols for a building that is very vulnerable due to the amount of glass used in construction.

Twenty-four hours of CERT (Community Emergency Response Team) training is underway for another group of employees to become members of the campus team to assist in post disaster/event response and recovery. The final scenario will be conducted on Friday, February 16. Volunteers are always welcome to participate as victims to assist in the training event. The LBCC campus team is about 40 members strong; however, a number of members are retired and/or have moved from the area. Another section of the course will be offered during summer term.

Brown & Brown representatives, our liability/workers' comp insurance broker, were onsite in January to begin the conversation about 2018-19 insurance renewals and to also look at new

facilities and potential program risks associated with these buildings. Some initial projections of premium increases were provided and conveyed to the VP of Finance and Operations.

Work on the administrative rule directing level of response by public safety officers continues. A number of comments are being received and incorporated into the final draft.

Facilities: The FY 2018-19 facilities budget has been submitted and is in the review process. A major summer 2018 project list is being compiled. It includes new bleachers and a new hardwood floor for the Activities Center. The existing bleachers are being removed by the end of February, and the old floor is being removed and replaced during March and April. Then the new ADA bleachers will be installed before the end of April. The department has worked to complete operational and warranty work associated with the opening of the Healthcare Occupations Center.

Institutional Research: State and Federal reporting is upon us, with new challenges each year as the government changes and revises its definitions and expectations. Several new dashboards have been completed for The Cube, including visualizations to support advisors and athletics, connecting diverse data sets into one convenient interface.