



BOARD OF EDUCATION ADMINISTRATIVE REPORTS — NOVEMBER 2017
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.*

Facilities: Major summer projects are 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 Tadena and Red Cedar Halls, making them usable for temporary use until final remodel designs are completed.

Work has been completed on a roof project replacing 45% of the roof on the main campus, as well as the upgrading of a large amount lighting to LED on all campuses that started this summer. This year is the second year of a five-year plan to complete all roof work and lighting upgrades for all LBCC campuses. Ninety percent of the LED replacement lighting work planned for this year has been completed.

Capital Construction:

Mechatronics – Demolition completed and the floor slab is currently being poured.

Career Technical Education (CTE) – Construction document development will be done in about a week. Currently preparing RFP for contractor selection.

Red Cedar Hall (RCH) – Red Cedar Hall planning is underway for the renovation of sections within the building.

Tadena Hall – Staff has met and re-established construction needs to accommodate growth. User group and design team (architects) will begin meeting in February for construction design process.

Benton Center – Easement agreement has been recorded.

Industrial A (IA) Compound Update – Name being discussed to change from 'compound' to '(something) plaza.' Currently waiting on architect for design cost proposal before moving ahead on further creative design options.

5. 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): Prior to the start of fall term 2017, the Information Services support staff prepared 70 campus labs and over 160 instructor lecterns in classrooms with updated operating systems, virus protection, and learning software. In addition, they prepared new classroom equipment in the Healthcare Occupations Center, the Learning Center, the Testing Centers, Mathematics, and the Visual Communications area.

One of the web team's new initiatives was to greatly reduce the number of staff that are active web contributors. We had over 170 staff and faculty that were responsible for the content of LBCC web pages, now reduced to under 90 web editors. Next, the web team is working to reduce the number of web pages in the Linn-Benton Community College domain. We currently have nearly 2,000 web pages and an additional 2,000 PDF files linked to our pages. Our goal is to reduce the number of pages significantly in preparation of migrating to a new web content management system early next year.

All of our web pages have issues with accessibility. We have already corrected 54% of our accessibility issues, and we have 49 remaining errors to correct. We are on track to hitting our goal of meeting federal accessibility guidelines by January 18, 2018. Our main campus web page (<http://www.linnbenton.edu>) receives over 133,000 visits each month, and making these pages accessible via screen readers and other assistive technology is important to our goals of equity and inclusion.

Institutional Research: Ann Buchele, Bruce Clemetsen, Justene Malosh, and Stacy Mallory presented at the 2017 Oregon Community College Association Annual Conference titled "Pathways: LBCC's Journey to Implementation," which included data utilization and optimization toward the guided pathways model. More dashboards are being added to The Cube, including the course learning outcomes.

Other:

Business and Accounting: The audit is finalized for the 2016-17 year with no expected findings. As part of the audit process and in line with annual clean-up efforts, additional funds have been shifted to fund balances which are now reflected in the monthly financial report. Further adjustments will be recommended with the end result being a clean balance sheet with effective balancing processes behind it.

Public Safety/Risk Management/Loss Prevention: We are in the process of hiring an additional person to provide Public Safety services to the Lebanon Centers, with interviewing tentatively scheduled the first week of December. This will provide an additional officer to staff the swing shift timeframe (4pm-midnight) which will greatly enhance patrols at all the centers in Lebanon, as well as provide support to students and staff at the HOC during the evening hours.

The Natural Hazard Mitigation Plan is still in the review process at the state level. We are awaiting notice of any additional work needed or whether the plan is approved to move on to FEMA for final review.

An Incident Command exercise/training is planned on main campus on November 15. We will also be conducting a first aid/CPR/AED training class for Benton Center staff on December 13.

Facilities: Recruitment efforts have been underway and extended with limited response for the custodial position. Additional positions will provide operations support for the ATTC auto program, new Heavy Equipment Center at the ATTC, and the Healthcare Occupations Center in Lebanon.