Labette Community College

FY2011 Annual Report

August 11, 2011

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Board of Trustees:

Attached you will find Labette Community College's 2011 Annual Report. The information comes from all areas of our College in an attempt to provide you with a comprehensive view of what we have accomplished over the past year. The report starts with our Strategic Planning process so you get an idea of the big picture, including the Institutional Goals and Outcomes that the Board helped us to write. Our 5 year visions and a report showing how Labette Community College's Strategic Plan supports Kansas Board of Regents *FORESIGHT 2020* plan is also included. The last part of the process shows how the various committees' support the strategic plan.

Next, we have included our Organizational Charts to show how each area is put together, a report from each of our clubs and organizations, and a list of highlights showing how each Goal and outcome is supported by all areas of the institution. From here, we include the completed operational plans for FY2011.

Hopefully this annual comprehensive overview will serve the needs of the board. It also serves as way for us to show our transparency as required by the Higher Learning Commission. Once the annual report has been reviewed by the Board of Trustees, the information will be shared with all Labette Community College employees and adjunct instructors.

Finally, this Annual Report is a testament to the outstanding work all of our faculty, staff, and administration do every day for our students. I know you will be as pleased as I am with our results.

Sincerely,

George C. Knox, Ed.D.
President

LABETTE COMMUNITY COLLEGE
STRATEGIC PLAN FY2012

VISION STATEMENT

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

MISSION STATEMENT

Labette Community College provides quality learning opportunities in a supportive environment for success in a changing world.

CORE VALUES

Labette Community College's commitment to its mission and to the communities it serves is anchored in core values shared by students, faculty, staff, administration, and Board of Trustees. These core values guide the College community and endure through the changing needs, aspirations, and goals of the campus and the community.

Accessibility: Labette Community College values open admission for all students regardless of their educational and socio-economic backgrounds. The College provides comprehensive learning opportunities through course scheduling at a variety of times and locations and diverse delivery methods.

Accountability: Labette Community College assumes a leadership role in identifying and responding to constituent needs in education and economic development. The College incorporates institutional effectiveness and outcomes assessment measures into the strategic planning and budgeting processes.

Caring: Labette Community College genuinely cares about students and the community it serves. This outlook provides a caring, supportive and collaborative working and learning environment within the institution.

Community: Labette Community College listens to both individuals and community partners and values their input and support in shaping programs and services. Our success is in part measured by the quality and timeliness of our response and service to the community.

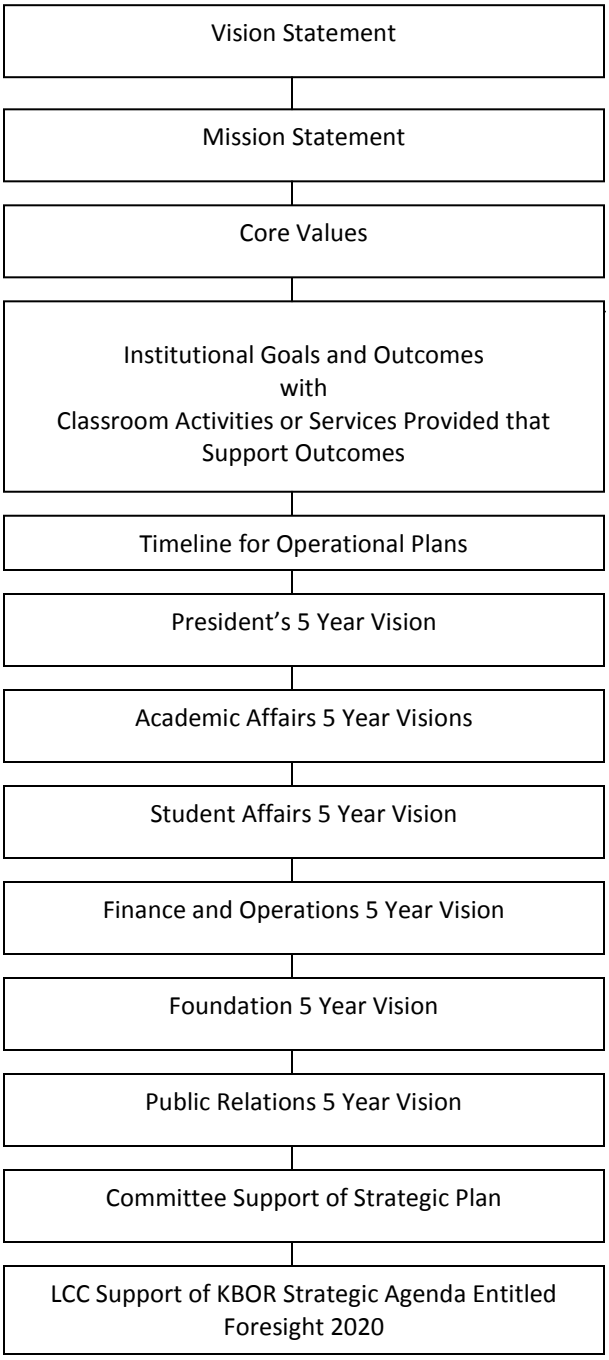
Diversity: Labette Community College values the dignity, worth, and potential of all persons and the respectful treatment of individuals who learn and work at the College. In keeping with that, the College celebrates the diversity in both our communities and our world.

Integrity: Personal honesty and reliability are essential elements at Labette Community College. The College community expects and consistently stands for integrity, ethical behavior, and personal responsibility both in words and actions.

Learning: The heart of Labette Community College is teaching and learning. Student learning is our primary goal. Every effort is made to provide programs and services that will assist students in reaching their maximum potential.

Quality: Labette Community College assists students and the community in attaining their goals through excellence in personnel, programs, activities, and technology. The College values quality in all endeavors and continuously strives for improvement, seeking new, flexible and responsive ways to achieve its mission.

STRATEGIC PLANNING PROCESS



INSTITUTIONAL GOALS

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcomes

A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.
B. Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.
C. Make accessible a variety of services and programs that address learning needs.
D. Use technology to expand opportunities for student learning and student services.

Activities/ Services that Support These Outcomes:

1. Advising (A,S,F)
2. Assessment Activities (A,S,F)
3. Clubs/Organizations/Student Life Activities (S)
4. Educational Partnerships (A)
5. Grant Writing (A)
6. Instructional Methods (A,S)
7. Integration of Jenzabar (A,S,F)
8. Library Resources (A)
9. Marketing (A,S)
10. Mentoring (A)
11. Professional Development (A)
12. Program Alignment (A)
13. Program Improvement/Expansion (A,S)
14. Post Assessment Actions (A)
15. Recruitment (A,S)
16. Student Support Services (A,S)
17. Student Success Center (A)
18. Tutoring (A,S)
19. Update Equipment/Technology (A,S)

A = Academic Affairs
B = Board of Trustees
F = Finance & Operations
M = Marketing (Public Relations)
P = President
R = Resource Development (Foundation)
S = Student Affairs

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcomes

A. Improve and expand linkages with educational partners and community agencies for mutual benefit.
B. Improve tracking of and access to data to meet the needs of the institution, and external contingencies.
C. Respond to the diverse learning needs of our community.
    - Continue to expand certification and short-term training programs that meet learners' needs and market demand.
    - Encourage community/business partnerships in the learning process.

- Increase the availability of skilled workers to meet the needs of the community and the State.

D. Engage students in contributing to the well being of their community through community service.
E. Encourage faculty and staff to take leadership roles in community initiatives.
F. Improve the system of defining and assessing student learning outcomes.

Activities/ Services that Support These Outcomes:

1. ABE transition to Postsecondary Education. (A)
2. Advising (A,S)
3. Articulation Agreements (A)
4. Assessment Activities (A,S)
5. Clubs/Organizations/Student Life Activities (S)
6. Community/Business Partnerships (A)
7. Concurrent/Dual Credit (A)
8. Core Outcomes Project Review (A)
9. CTE Collaboration with Area High Schools & Baccalaureate Programs (A)
10. Data Access (A)
11. Educational Partnerships (A,S)
12. Instructional Methods (A)
13. Integration of Jenzabar (F)
14. Marketing (A,S)
15. Professional Development (S)
16. Program Improvement/Expansion (A)
17. Recruitment (S)
18. Special Interest Courses (A,S)
19. Talent Search TRIO Program (S)
20. Tutoring (S)
21. Update Equipment/Technology (A)

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcomes

A. Achieve targeted growth through an integrated enrollment management process.
B. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.
C. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.
D. Improve the utilization of human, physical, technological, and fiscal resources.

Activities/ Services that Support These Outcomes:

1. Adult Basic Education Site/Services (A)
2. Advising (A,S)
3. Assessment Activities (A)
4. Cherokee Center (A,S,F)
5. Committees (F)
6. Continuing Education (A)

7. Expand Course Offerings (A)
8. Financial Aid Assistance (S)
9. Housing/Facilities (A,F)
10. Integration of Jenzabar (A)
11. Marketing (P,S)
12. Mentoring (A)
13. New Courses/Programs (A)
14. Online Courses/Services (A,S)
15. Recruitment (A,S)
16. Special Interest Courses (A)
17. Student Engagement (A,S)
18. Utilizing Web for Instruction (A)

Goal 4: External Resources. LCC will increase public and private support for educational programs, capital projects, and general operations.

Outcomes

A. Increase coordination of all fundraising activities to enhance resource synergy.
B. Enhance student opportunities through increased scholarships and endowments.
C. Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.
D. Promote responsible stewardship of resources and public trust.
E. Continue to generate business and community support to increase viability of our programs.
F. Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Activities/ Services that Support These Outcomes:

1. Capital Campaign (P)
2. City/County/Government Partnerships (A,P)
3. Community/Business Partnerships (A,P,S)
4. Educational Partnerships (A,P)
5. Grant Writing (A)
6. Marketing (A)
7. Scholarship Activities (A,F,S)

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcomes

A. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.
B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.
C. Create an integrated and adaptable organizational structure that responds to the changing needs of learners.
D. Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions.

E. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.
F. Strengthen the leadership skills of faculty and staff.
G. Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Activities/ Services that Support These Outcomes:

1. Collaboration Activities (A)
2. Community Service and Volunteerism (A,S)
3. Deferred Maintenance (F)
4. Distinguished Faculty and Adjunct Faculty Awards (A)
5. Faculty and Staff Salaries (A,F,S)
6. Improved Communication Activities (A,F,P,S)
7. In-service (A,F,S)
8. Monthly Special Employee Recognition (F,P)
9. New Hire Procedures (F)
10. Professional Development (A,F)
11. Recruitment (A,B)
12. Renovation/New Buildings and Facilities Enhancement (A,F,P,S)
13. Retiring Ceremonies (F,P)
14. Student Involvement (S)
15. Update Academic Credentials (A)

TIMELINE FOR OPERATIONAL PLANS FY2011

July 2010

1. President's Council reviews completed FY2010 Operational Plans, Committee Support of Strategic Plans, and Highlights from all areas.
2. All areas prepare a list of any items NOT completed as anticipated in the FY2010 Operational Plans that still need to be completed.
3. President's Office prepares FY2010 Annual Report for the August BOT meeting. The Annual Report consists of:
   a) All items listed in Strategic Planning Process (page 3 of LCC Strategic Plan FY2010-2014 document)
   b) Organizational Charts
   c) Highlights
   d) Completed Operational Plans
   e) Clubs and Organizations Report
4. VP of Academic Affairs and Dean of Instruction set priorities and focus for FY2012 Operational Plans from academic areas by end of July and share them with all other administrative areas.
5. The FY2013 Academic Affairs Operational Plans will also be reviewed and shared with other administrative areas by the end of July.

August 2010

1. Board of Trustees reviews Annual Report for FY2010. (Following their review, the President's Office emails the annual report to all LCC and adjuncts.)
2. President's Council reviews, modifies and approves list of items not completed in FY2010 to be completed in FY2011.
3. President's Council reviews and recommends any changes to the Academic Affairs FY2012 Operational Plans.
4. Student Affairs, Finance and Operations, Foundation, and Public Relations will use the Academic Affairs FY2012 and FY2013 Operational Plans to:
   Update or revise their first three areas of their Operational Plans for FY2012 and FY2013 (Objectives, Estimated Cost, and Expected Completion Date), share their reports with the other administrative areas, and submit to the President's Office by November 15.

October 2010

1. Board of Trustees reviews Report of Student Learning (Outcomes Assessment).
2. Strategic Operations Advisory Committee will review the completed FY2010 Annual Report, FY2011-2015 five year visions, and review the Report of Student Learning. The committee will also review the list of items not completed in FY2010 to add to the FY2011 Operational Plans. (Once the list is reviewed, the FY2011 Plan will be modified by the President's Office to reflect these changes and be redistributed to all areas.)
3. IT Department will convert the Annual Report and Report of Student Learning into a PDF and post it to the President's Office page on the website. The President's Office will send out an email campus wide to announce the posting of the report.

November 2010

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will submit FY2012 and FY2013 Operational Plans to President's Office and will share them with the other administrative areas.

December 2010

1. Mid-year update report of FY2011 Operational Plans by Academic Affairs departments due to Betty Story.
2. The President's Office integrates FY2012 and FY2013 Operational Plans from all areas into one plan.

January 2011

1. FY2012 and FY2013 Operational Plans from all administrative areas will be sent to Strategic Operations Advisory Committee and President's Council for review by January 25.
2. The Dean and Academic Vice President will share significant changes found in their review of the mid-year update report of FY2011 Academic Affairs Operational Plan with President's Council. President's Council will begin to review the FY2012and FY2013 Operational Plans from all administrative areas.

February 2011

1. President's Council will complete their review of the FY2012 and FY2013 Operational Plans from all administrative areas and approve the FY2012 Operational Plans.
2. Strategic Operations Advisory Committee will review the FY2012 Operational Plans from all administrative areas.
3. Both groups will review budget assumptions for the upcoming year.

March 2011

1. Strategic Operations Advisory Committee will complete the review of FY2012 and review FY2013 Operational Plans (Objectives, Estimated Cost, and Expected Completion Date) from all areas.
2. Vice Presidents and President will prioritize the FY2012 Operational Plans at the budget meeting. (This will happen in May for 2011.) These plans will be considered as part of the budget process.

April 2011

1. President's Council reviews and revises their 5 year visions for FY2013-FY2017. (This is the first step of the next cycle.)
2. President's Office sends the revised 5 year visions to all LCC.
3. The finalized FY2012 Operational Plans will be sent to all LCC (This will happen in May for 2011.)

May 2011

1. Vice Presidents and President will prioritize the FY2012 Operational Plans at the budget meeting. (This will happen end of May or first of June for 2011.) These plans will be considered as part of the budget process.
2. The finalized FY2012 Operational Plans will be sent to all LCC (This will happen in June for 2011.)
3. Academic Affairs departments will:
   a) Complete the FY2011 Operational Plan report (add Results and Comments, and change estimated costs to actual costs if possible) and submit to Betty Story.
   b) Update the first three areas of the Operational Plans for FY2013 and 2014 (Objectives, Estimated Cost, and Expected Completion Date) and submit to Betty Story. Be sure to use the 5 year Visions from President, VP's and Dean for guidance. (The FY2012 plans go into effect in July 2011 while faculty members aren't under contract, so FY2014 is considered here as being 2 years out).

c) Submit optional 5 year visions FY2013-2017 for departments to Dean of Instruction
d) Complete Highlights FY2011 list on WIKI

4. Committee Chairs submit Committee Support of Strategic Plan FY2011 to Betty Story.
5. FY2012 Operational Plans that were prioritized in March (at end of May or first of June of 2011) are prepared in June by the President's Office for the BOT's Budget Work Session in July.

June 2011

1. All administrative areas will:
   a) Complete the FY2011 Operational Plan reports (add Results and Comments, and change estimated costs to actual costs if possible) and submit to President's Office to prepare for President's Council in July.
   b) Complete FY 2011 Highlights list and submit to President's Office to prepare for President's Council in July.
2. Academic Affairs VP will submit the Committee Support of Strategic Plan and FY2011 Clubs and Organizations Year-End Report to the President's Office to prepare for President's Council in July.
3. President's Council will review the current Strategic Plan. Any changes will be applied to the FY2013 Operational Plans.

Public Relations Department
Labette Community College
5 Year Vision
2012-2016

LCC Vision

Labette Community College will continue to enhance its standing as an exceptional College by striving for excellence in all its programs, services, and activities.

LCC Strategic Goals:

Goal 1: *Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.*

Goal 2: *Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.*

Goal 3: *Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.*

Goal 4: *External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.*

Goal 5: *Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college*.

Public Relations VISION/GOALS

These goals or visions are not in any particular order.

- Increase signage; billboards to expand further from Parsons to target out-of-state students that live near the border.
- Utilize and increase usage of the web to promote events.
- Create the position of a full-time graphic designer within the PR department. All design work for all departments on campus would utilize this person. LCC needs to have a strong brand. A strong brand will take the marketing and to the next level which will aid in student/staff recruitment and retention. This will greatly reduce outsourcing costs.
- Continue and increase awareness for the Cherokee Center through strong marketing campaigns.
- Continue and increase collaboration with Admissions department to aid them in recruiting efforts during special on-campus events.
- Continue and increase advertising targeting specific programs.
- Public Relations Assistant will continue training on graphic design trends.

How Labette Community College's Strategic Plan Supports KBOR's Strategic Agenda Entitled Foresight 2020

KBOR Strategic Goals	LCC Activities & Services
1. Achieve alignment between the state's preK-12 and higher education systems and continue to enhance alignment between higher education institutions.	• CTE collaboration with area high schools and alignment of postsecondary programs • Core Outcomes Project review with area high school faculty • Offer concurrent courses at area high schools and dual credit courses on campus enhancing seamless transition from high school to college • GED transition to postsecondary education • Articulation agreements with area high schools • Provide developmental courses for under-prepared students • Provide 2+2 and articulation agreements with transfer institutions.
2. Achieve participation in the state's higher education system that better reflects the state's demography and more fully engages adult learners.	• Achieve targeted growth through an integrated enrollment management process • Enhance student opportunities through increased scholarships and endowments • GED transition to Postsecondary Education • Offer Adult Basic Education Program • Talent Search TRIO Program
3. Achieve measureable improvement in persistence (retention) and completion (graduation) rates for higher education institutions across the state.	• Retention Committee • Strive to make the student's experience with LCC positive, nurturing, and focused on student learning and academic success • Offer tutoring services • Offer Student Support Services TRIO Program • Provide clubs/organizations and student life activities to increase involvement/retention
4. Ensure that students earning	• Continue to expand certification and

	credentials and degrees across the higher education system possess the foundational skills essential for success in work and in life.	short-term training programs that meet learner' needs and market demand • Increase the availability of skilled workers to meet the needs of the community and the State • Articulation Agreements • Collaborate with business and educational entities to lobby for appropriate levels of state and county support • Business partnerships • Create an integrated and adaptable organizational structure that responds to the changing needs of learners
5.	Enhance alignment between the work of the state's higher education system and the needs of the Kansas economy.	• Offer simulations, internships and practicum • Encourage community/business partnerships in the learning process • Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning

*KBOR has a sixth strategic goal that does not apply to community colleges. It is "Enhance the regional and national reputation of Kansas universities through aspirational initiatives.

LCC Committee Support of Strategic Plan FY2011

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcomes

Outcome 1A. Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Curriculum and Instruction:

a. *The C&I Committee reviewed curriculum to ensure appropriate learning strategies were being applied in academic courses, and aligned academic content with academic standards. The committee also evaluated course and/or program level outcomes and competencies.*

Distance Education:

a. *The Distance Education Committee routinely included various demonstrations of how teachers are utilizing the Jenzabar Learning Management System (Red Zone) for their online courses and on-ground courses.*

Enrollment Management:

a. *The Enrollment Management Committee encouraged the educating of students, faculty, staff, and community about the enrollment process including financial aid, scholarship deadlines, and transferability.*

Green:

a. *The Green Committee was responsible for educating the students, employees and community about environmentally friendly practices.*

Library:

a. *The members of the Library Advisory Committee advised and suggested ways to improve the existing library services and offered suggestions for new ones.*
b. *The members of the Library Advisory Committee advocated for the library in their respective departments and groups.*

Retention:

a. *The Retention Committee analyzed LCC's efforts to retain students to meet their educational goals.*
b. *The committee continued to investigate the steps on the timeline of retention.*
c. *The committee made recommendations for changes to the College Success Skills course to support retention.*

Outcome 1B. Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Curriculum and Instruction:

a. *The C&I Committee focused on student learning and academic success by reviewing catalog changes, revising course outcomes and competencies, and aligning program processes.*

Distance Education:

a. *The Distance Education Committee reviewed all new online courses to ensure academic integrity so that student learning is enhanced.*

Enrollment Management:

a. *The Enrollment Management Committee worked to give the students a better impression of the college by helping the college to be student friendly.*

Green:

a. *The Green Committee works to give the students a better impression of the college by helping the college to be environmentally responsible.*

Instructional Outcomes and Assessment:

a. *The Instructional Outcomes & Assessment committee evaluated the results of last year's exit testing results.*

Library:

a. *The Library Advisory Committee awarded prizes in the Paper of the Year. The committee members read and judged each submission.*

Retention:

a. *The Retention Committee worked to identify areas of the college that have a large impact in retaining students.*
b. *The Retention Committee worked to suggest improvements to the existing academic advising system.*

Outcome 1C. Make accessible a variety of services and programs that address learning needs.

Curriculum and Instruction:

a. *The C&I Committee supported COMPASS assessment for placement in math, reading and writing for all students not having the necessary ACT/SAT scores to enroll in the required math and English courses for their degree. Students completed this test in the Student Success Center prior to enrollment and were introduced to the center's services and programs that address learning needs.*

Distance Education:

a. *The Distance Education Committee committed to utilizing new technology in support of online education. The committee spent considerable time discussing some of the features and problems with the Jenzabar LMS. Features such as grading systems, portlets, blog features, course import features were addressed. Discussing the impact on teachers and students was a key component of the Committee's function.*

Enrollment Management:

a. *The Enrollment Management Committee encouraged the faculty and staff to introduce the students to the various services available on campus, such as the tutoring program.*

Green:

a. *The Green Committee encourages the faculty to introduce Green practices into the classroom.*

Library:

a. *The Library Advisory Committee members monitored the changes in the database offerings and referred the students in their departments to them.*
b. *The Library Advisory Committee began contacting members of their departments about their needs for the library and reporting those needs at each meeting.*

Retention:

a. *The Retention Committee helped departments and programs recognize areas to focus improvements to impact retention of students by investigating steps along the retention timeline.*

Outcome 1D. Use technology to expand opportunities for student learning and student services.

Curriculum and Instruction:

a. *Career/Technical Program faculty members submitted proposals to the C&I Committee for review and modification to curriculum in aligning with the needs of the industry in all areas - especially in high skills, high wage, and high demand jobs in the workplace.*
b. *The 2011-2012catalog was added to the LCC Website and Catalog CDs were made available to help better serve students.*

Enrollment Management:

a. *The Enrollment Management Committee encouraged faculty and staff to use various forms of technology in the classroom and campus wide, through mediums such as on-line student services.*

Library:

a. *The Library Advisory Committee will continue to advise and monitor updates to the integrated library system.*

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcomes

Outcome 2A. Improve and expand linkages with educational partners and community agencies for mutual benefit.

Curriculum and Instruction:

a. *The C&I Committee reviewed course transferability to baccalaureate degree programs with four year institutions.*
b. *The C&I Committee reviewed courses for Workforce Education & Community Service.*

Enrollment Management:

a. *The Enrollment Management Committee partnered with area high schools, counselors, Student Support Services, Talent Search, Student Life, athletics, faculty, and staff members on various projects and related activities/events.*

Green:

a. *The Green Committee is partnering with Class Ltd. on a recycling project.*

Outcome 2B. Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Enrollment Management:

a. *The Enrollment Management Committee worked with the various offices on campus to make raw data and various reports available/ accessible thru the Jenzabar system.*

Green:

a. *The Green Committee is working to make data and progress regarding the college's green activities trackable and accessible through the Greenhouse Gas Emissions Report. Also data is being saved on the recycle mania website and benchmarks established. During this year's recycle mania competition 8,759 lbs. of paper were recycled and 273 lbs. of plastic.*

Outcome 2C. Respond to the diverse learning needs of our community.

- **Continue to expand certification and short-term training programs that meet learners' needs and market demand.**
- **Encourage community/business partnerships in the learning process.**
- **Increase the availability of skilled workers to meet the needs of the community and the State.**

Instructional Outcomes and Assessment:

a. *The Instructional Outcomes & Assessment committee analyzed the existing assessment system as it applies to CTE programs and implemented a new goal that addresses career/life skills.*

Outcome 2D. Engage students in contributing to the well being of their community through community service.

Green:

a. *Students have actively participated in community services through recycle mania.*

Outcome 2E. Encourage faculty and staff to take leadership roles in community initiatives.

Enrollment Management:

a. *The Enrollment Management Committee encouraged faculty and staff to take leadership roles both at the college and in the community.*

Green:

a. *The Green Committee encourages faculty and staff to take a leadership role in being environmentally friendly both at the college and in the community.*

Outcome 2F. Improve the system of defining and assessing student learning outcomes.

Curriculum and Instruction:

a. *The C&I Committee reviewed and made recommendations of Outcomes and Competencies for new courses.*

Enrollment Management:

a. *The Enrollment Management Committee encouraged faculty and staff participation on various committees that focused on student learning and outcomes, such as program reviews.*

Instructional Outcomes and Assessment:

a. *The Instructional Outcomes and Assessment committee implemented an institutional assessment plan that uses currently collected data to provide course-level and program-level assessments.*
b. *The IOA committee used the writing CAAP assessment, which was given at the end of the English Composition I course; the math CAAP assessment which was given at the end of the College Algebra, Math for Education, or a student's first college-level math course; and the science CAAP assessment which was given at the end of a student's first science course, to evaluate LCC students through nationally-normed data as part of the LCC assessment plan.*

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcomes

Outcome 3A. Achieve targeted growth through an integrated enrollment management process.

Distance Education:

a. *The Distance Education Committee reviewed all new courses that are offered online.*

Enrollment Management:

a. *The Enrollment Management Committee worked with the various offices on campus that are involved with the enrollment process to make it as streamlined as possible.*

Retention:

a. *The Retention Committee provided input to advising and College Success Skills areas on issues that affect retention.*

Outcome 3B. Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Curriculum and Instruction:

a. *The C&I Committee reviewed a variety of program proposals generated by advisory committee recommendations and Title III proposals. Ones for this year include:*
    1. Dental Assistant
    2. Electronics Technology
    3. Athletic Training

Distance Education:

a. *The Distance Education Committee approved the offering of the following courses online this past year:*
    1. Online Branding for Small Businesses
    2. PHR/SPHR Certification Preparation
    3. Pharmacology

Enrollment Management:

a. *The Enrollment Management Committee encouraged the development of new services and programs for use throughout the mediums in which students access our institution.*

Library:

a. *The Library Advisory Committee advocated for the needed library services for the faculty and students in their respective departments, sites and online.*
b. *The Library Advisory Committee provided advice on the library facilities.*

Retention:

a. *The Retention Committee provided input to various groups and committees on areas that affect retention.*

Outcome 3C. Offer a variety of online and on-ground courses at the main campus, the Cherokee Center, and all extension sites to best meet the needs of our students.

Curriculum and Instruction:

a. *The C&I Committee reviewed and approved a variety of 30 new online and on-ground course proposals.*
b. *The C&I Committee approved 5 new programs: Entrepreneurship Level I Certificate, Dental Assistant AAS & Certificate, Early Childhood Education & Training AAS, Electronics Technology/Technician Certificate, and Athletic Training AS.*

Distance Education:

a. *The Distance Education Committee continued to explore the best use of the College's resources in providing online education by continuously evaluating online platforms and*

seeking to find a way to utilize human, physical, technological, and fiscal resources effectively.

Retention:

a. *The Retention Committee analyzed data gathered through the CCSSE survey to examine issues that affect retention.*

Outcome 3D. Improve the utilization of human, physical, technological, and fiscal resources.

Enrollment Management:

a. *The Enrollment Management Committee encouraged the proactive planning of events that reduce waste and fully utilize campus resources.*

Green:

a. *The Green Committee has developed the Energy Star Purchasing procedure which will reduce global warming and save the college money over time.*

Retention:

a. *The Retention Committee identified areas that retention efforts will have the greatest impact, based on process analysis, student surveys, and outside research.*

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcomes

Outcome 4A. Increase coordination of all fundraising activities to enhance resource synergy.

Outcome 4B. Enhance student opportunities through increased scholarships and endowments.

Retention:

a. *The Retention Committee identified areas where additional student support was needed.*

Outcome 4C. Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Green:

a. *Press releases and positive publicity from the Green Committee activities enhance the college's image.*

Outcome 4D. Promote responsible stewardship of resources and public trust.

Green:

a. *Through its encouragement of environmentally friendly practices the Green Committee promotes responsible stewardship of resources and public trust.*

Outcome 4E. Encourage an innovative and entrepreneurial spirit.

Outcome 4F. Continue to generate business and community support to increase viability of our programs.

Enrollment Management:

a. *The Enrollment Management Committee encouraged educational partnerships with various agencies within the community to improve and expand higher learning opportunities.*

Outcome 4G. Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcomes

Outcome 5A. Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Outcome 5B. Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Retention:

a. *The Retention Committee encouraged all LCC employees to appreciate their role in retaining students.*
b. *The committee encouraged the faculty and staff to attend student activities and recognize the impact that such activities have on student retention.*

Outcome 5C. Create an integrated and adaptable organizational structure that responds to the changing needs of learners.

Curriculum and Instruction:

a. *The C&I Committee served as a mechanism to respond to the needs of learners. The committee received proposals related to new course & program development, course & program alignments, and remedial prerequisites*
    1. *Faculty and Staff submitted proposals to the C&I Committee*

2. *The C&I Committee reviewed proposals for approval.*
3. *The C&I committee submitted approved proposals to the Board of Trustees.*
4. *The Board of Trustees reviewed the proposals and voted on approval.*
5. *If proposal was approved, LCC sought approval from the Kansas Board of Regents.*

Outcome 5D. Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions.

Enrollment Management:

a. *The Enrollment Management Committee encouraged student, faculty, staff, and community organizations to work together on various projects throughout the community that benefited all entities equally.*

Outcome 5E. Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.

Distance Education:

a. *The Distance Education Committee promoted online learning by making online educators at LCC aware of free online professional development opportunities, and by distributing via email scholarship that pertains to online instructional effectiveness.*

Outcome 5F. Strengthen the leadership skills of faculty and staff.

Curriculum and Instruction:

a. *The C&I Committee enabled faculty and staff to take a leadership role in curriculum development.*

Distance Education:

a. *The Distance Education Committee continued to support the professional development of online education by providing new information about online learning, and providing links to important scholarly studies.*

Enrollment Management:

a. *The Enrollment Management Committee encouraged faculty and staff to take part in various professional development opportunities to develop and strengthen their leadership skills.*

Outcome 5G. Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Distance Education:

a. *The Distance Education Committee periodically reviewed online instruction to make sure that students were experiencing positive learning experiences.*

Enrollment Management:

a. *The Enrollment Management Committee strived to ensure a safe and secure campus by promoting a healthy learning environment to enhance student learning.*

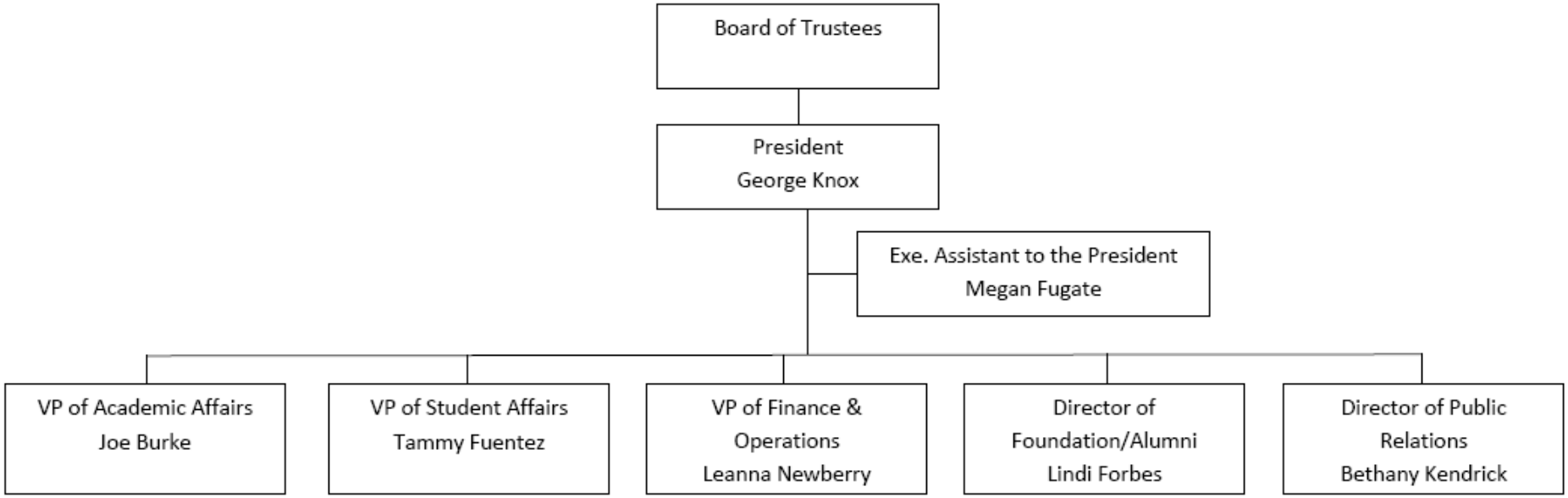
Green:

a. *The Green Committee strived to ensure a greener future by promoting a healthy learning environment which will enhance student learning.*

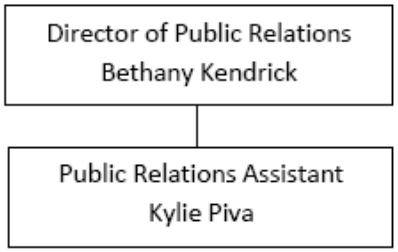
Retention:

a. *The Retention Committee believes that by keeping an institutional focus on retention, students will find a more welcoming college community.*

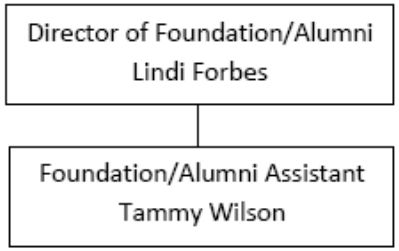
Labette Community College



Division of Public Relations

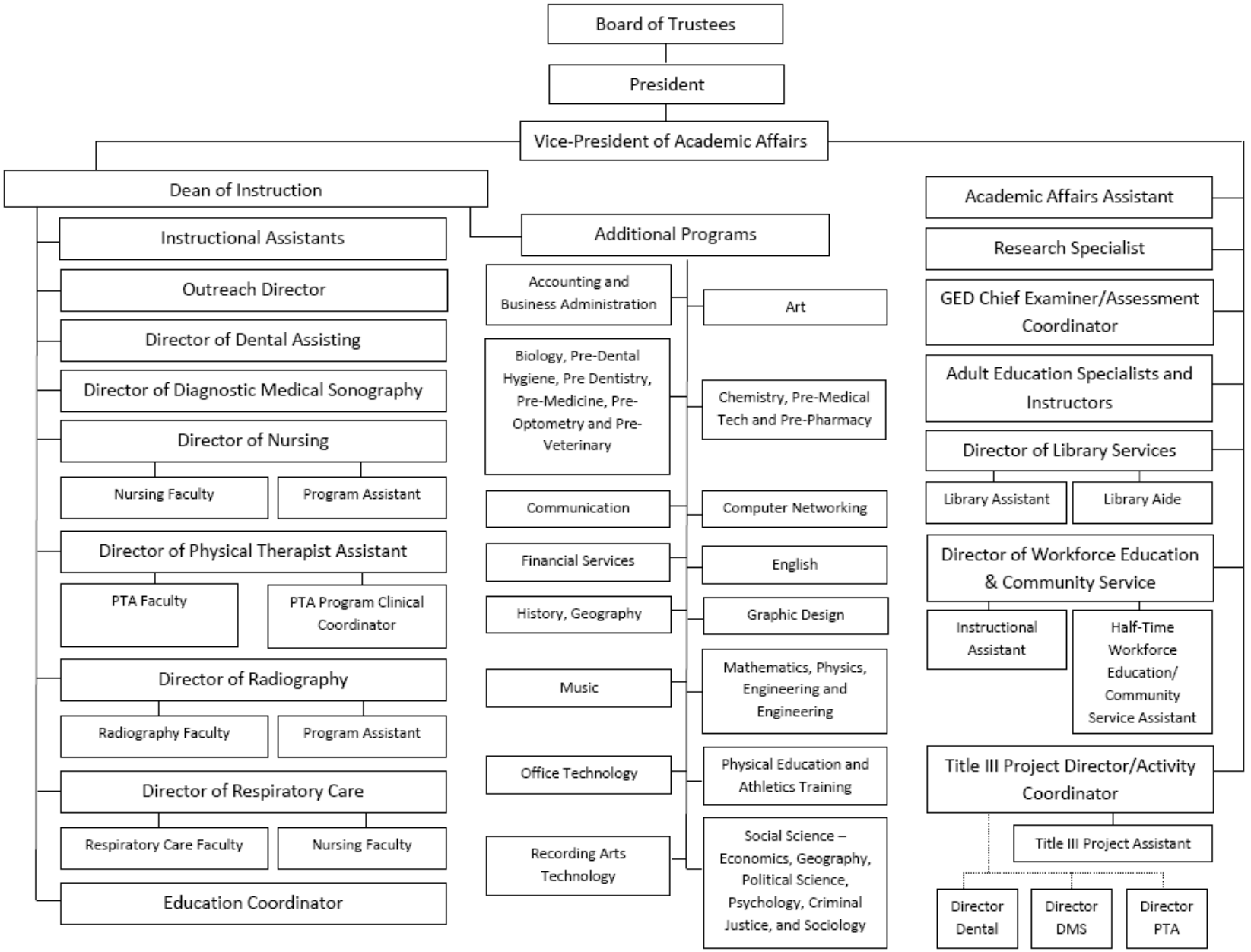


Division of Foundation/Alumni



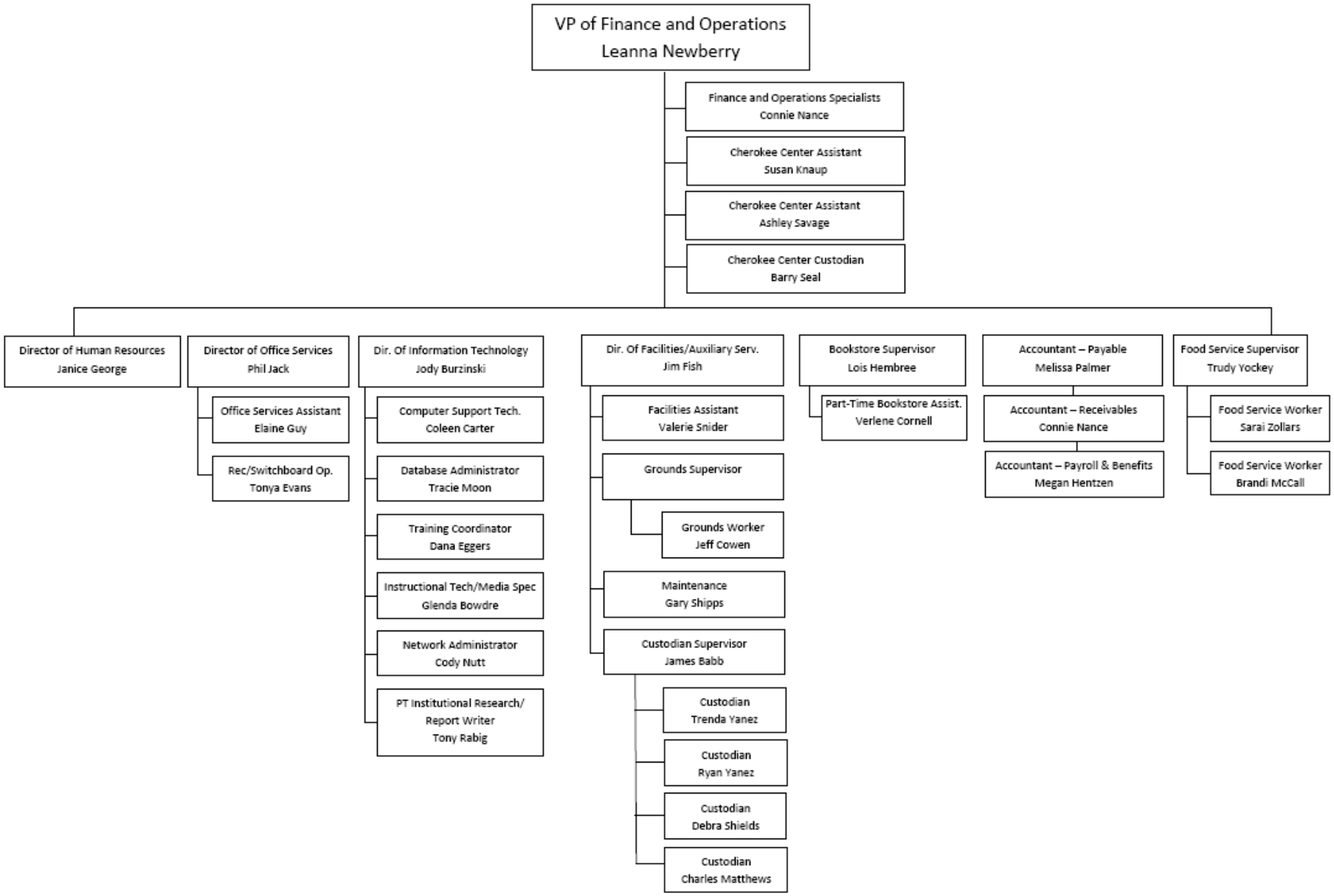
Revised 7/21/11

Organizational Chart: Academic Affairs



Revised 9/23/11

Division of Finance & Operations



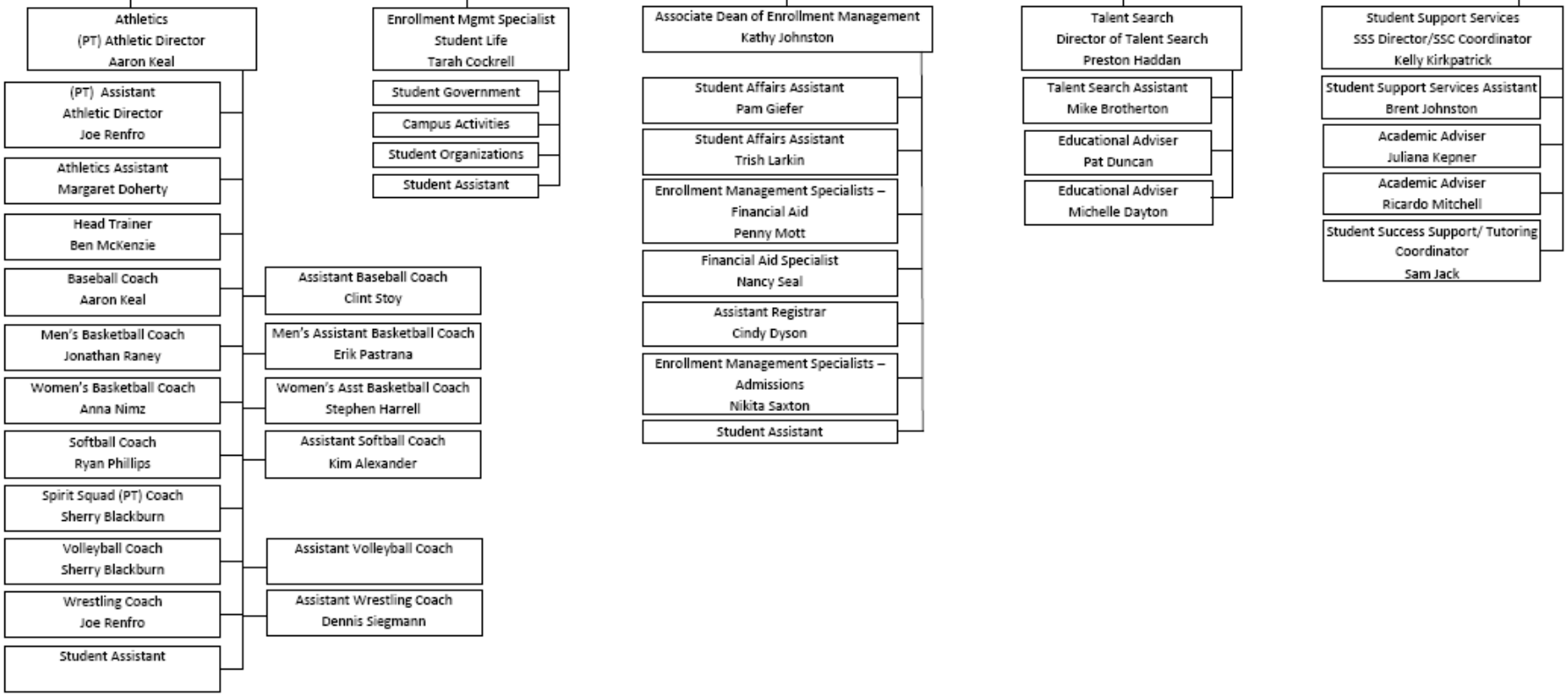
Revised 9/23/11

Division of Student Affairs

Positions and Reporting Structure Organizational Chart

President
George Knox

Vice President Student Affairs
Tammy Fuentez



Labette Community College
FY2011 Club/Organization Report

GRAPHIC DESIGN

SPONSER: Greg Brewer & Melissa Kipp

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
18	2	1	1	1

Student members participated in club activity Kids Fall Fest.

PHI BETA LAMBDA

SPONSER: Cathy Kibler

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
7	No data	7	1	3

Student members participated in club activities such as Kids Fall Fest, Labette Idol, two Blood Drives, Recycling, Stella Wells Auction, Foundation Donor Luncheon, and the Student Organization Fair.
Student traveled to two State Board Meetings and one State Leadership Conference:

Phi Beta Lambda State Leadership Conference:

1st place Computer Concepts, Chris Coomes
Business Ethics, Pam Giefer & Trish Larkin
Justice Administration, Trish Larkin
Business Communication, John Stringer

2nd place Emerging Business Issues, Matt Brock, Trish Larkin, & Nathan Murphy
Database Design & Application, Chris Coomes
Networking Concepts, Chris Coomes
Cyber Security, Chris Coomes
Retail Management, Pam Giefer
Business Law, Nathan Murphy
Business Decision Making, Reagan Owen & Chelsea Shultz
Macroeconomics, Nathan Murphy

3rd place Business Law, Matt Brock
Who's Who in Kansas Phi Beta Lambda, Trish Larkin

Phi Beta Lambda National Conference: June 21-27, 2011

Student who are participating in the National Conference are: Matt Brock, Chris Coomes, Pam Giefer, George Kibler, Trish Larkin, Nathan Murphy, Reagan Owen, Chelsea Shultz and John Stringer

PHI THETA KAPPA

SPONSER: Tammy Fuentez, Juliana Kepner, and Sara Harris

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
15	16	26	5	12

Phi Theta Kappa Awards

Individual Awards:

International Distinguished Member Award, John Stringer and Sara Harris
Kansas Region Vice President of Correspondence, Meagan Wilkins
All Kansas Team, Brody Willard and Carly Hill
Distinguished Member Award – Distinguished Recognition Melanie Dunnic
Distinguished Chapter Officer Award – Distinguished Recognition Brody Willard
Distinguished Chapter Officer Team Award – Distinguished Recognition, Eric Comeaux, John Stringer, Meagan Wilkins, and Brody Willard
Distinguished Alumni Award, Sara Harris
Paragon Award for Advisors Winner, Juliana Kepner
Distinguished Chapter Advisor – Distinguished Recognition,Tammy Fuentez
Achievement in Literature Winner, John Stringer
Achievement in Literature Honorable Mention, Michelle Compton
Achievement in Art Winner, Molly Wiles
Achievement in Art Honorable Mention, John Googe and Jessica Jones

Chapter Awards:

International Five Star Chapter
International Scholarship Hallmark Award
International Distinguished Chapter Award
International Top 100 Chapter Award
Kansas Most Outstanding Chapter – Honorable Mention
Kansas Region Five Star Chapter
Kansas College Project Award Winner
Kansas Honor in Action Award – Distinguished Recognition
Kansas Chapter Communication Award Winner
Kansas Southern District Service Award Winner
Kansas Yearbook Award – Distinguished Recognition
Kansas Great Idea Award – Distinguished Recognition

RADIOGRAPHY CLUB

SPONSER: Gale Brown

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
46	7	23	5	3

SGA Awards

2010 Outstanding Allied Health Student Organization Service Award
2010 Advisor of the Year of Allied Health

SkillsUSA Organization

SPONSER: Becky Warren & Jack Burke

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
27	12	10	2	10

Student members participated in club activities such as Welcome Back to School Booth, SkillsUSA District Leadership Conference, SkillsUSA State Leadership Conference, Blood Drives, Kid's Fall Fest, Stella Wells Christmas Tree, Donor Luncheon, Holiday Food Drive, Homecoming, Movie Night, and SGA meetings.

Student traveled to the SkillsUSA District Leadership Conference, The SkillsUSA State Leadership Conference, and SkillsUSA State Leadership & Skills Championships.

SkillsUSA District Leadership Conference – September 2010

Served as voting delegates: Sherry Simpson, Brett Palmer
State Officer for FY2011: Sasha Rodriguez

Individual Awards

SkillsUSA State Leadership Conference – October 2010

Statesman Award, Brett Palmer, Ashley Walsh, Sasha Rodriguez and Micheal Smith
Creed Award, 1st place Micheal Smith & 3rd place Sasha Rodriguez

SkillsUSA State Leadership & Skills Championships – April 2010

1st Place: Gold Medal, Job Interview, Valerie York
2nd Place: Silver Medal, Computer Maintenance Technology, Sasha Rodriguez
2nd Place: Silver Medal, Video (TV) Production, Eli Woodman & Charles Gross
3rd Place: Bronze Medal, Video (TV) Production, Levi
$300 Leadership Scholarships, Sasha Rodriguez
Advisor of the Year, Jack Burke
Administrator of the Year, Dr. George Knox
Appointed to the SkillsUSA State Board of Directors (3 year term)

Chapter Awards

Lowe's Foundation Grant Award $9,995 for New Electronics Technology Certificate Program
SGA Organization of the Year 2011
SGA Top Cardinal Point Recognition 2011, 3rd place
SkillsUSA Membership Increase Award 2011
SkillsUSA KAN DO Chapter Award 2011

STUDENT AMBASSADORS

SPONSER: Angela Holmes and Rebecca Roach

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
8	8	7	2	0

Student members participated in club activities such as Cardinal Experience Day, Allied Health Day, Senior Day, 8th Grade Day, Junior Day, NTO Days, Art Competition setup, Campus Tours, Foundation Holiday Appreciation Luncheon, and Auction for Scholarships.

Labette Community College

Highlights FY2011

Highlights Categories:

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COMMUNITY OUTREACH

ACADEMIC AFFAIRS

- SkillsUSA Blood Drive - Local
- SkillsUSA Kids Fall Festival – Local
- SkillsUSA Food Drive - Local
- SkillsUSA Scholarship Auction – State
- Joe Burke serves as Past President of the Parsons Kiwanis Club
- Joe Burke is the Employer Support for the Guard and Reserve (ESGR) Representative for the Parsons Area.
- Stella Wells Christmas Baskets for LCC Students
- Hosted Art Exhibit for Labette County Mental Health Center in Thiebaud Theater
- Regan Monroe is the Chairwoman of the Planning and Zoning Commission for Oswego, KS
- Dr. Scott dropped off the paper discarded in the print shop recycle bin (provided by student government) at CLASS and PALS.
- Dr. Scott donated a T-shirt quilt to the Foundation's annual Scholarship auction.
- Bharathi Sudarsanam and Doug Ecoff gave science demonstrations to two 4th grade classes in mid May of 2010.
- Doug Ecoff made a presentation to Parsons Kiwanis in June entitled the “Causes of Colors”.
- Tonya Bell judged senior project presentations and at the Neodesha High School Forensics Tournament.
- Tonya Bell and several Forensics students judged at the Southeast Cherokee High School Forensics Tournament.
- Tonya Bell wrote an instructor column for the Parsons Sun.

- Tonya Bell's Public Relations class held a 3 on 3 Basketball Tournament at LCC to benefit Mound Valley Christian Church in memory of former classmate Briar Palmer on May 5, 2011. The class will be donating $200 to the church in his memory. Planning the event helped students learn about project proposals, logo design, press release, public service announcements, utilizing social networking sites to make an event "go viral" and the importance of establishing and maintaining positive relationships with the media.
- Network Administration students participated in doing a major computer conversion with Day and Zimmerman (KAAP) Network Administration.
- Two Computer Networking students helped install a camera system at Wesley Church.
- Jack Burke and Network Administration students are also helping with Parsons High School Vex robots.
- Computers crashed at a Neodesha business, Hall of Fame Recording Studio, and Computer Network students are working to get them running again.
- Computer Network students are also helping an accounting business update their computer systems.
- Regena Lance hosted a professional development workshop for childcare providers. She had 81 attendees at the Professional Development Day for child care providers and many are interested in online classes. She is in the process of setting up an email list serve.
- Deborah Newby judged a national writing contest for teenagers (ages 12-18).
- Allison Colson serves as secretary of the local Land of Ahhh's Hot Air Balloon Club.
- Deborah Newby helped collect food, clothing, and school supplies for a reservation in Arizona.
- Josh Canipe served as Judge for the Parsons High School Distinguished Reader Program
- Greg Brewer's Digital Page Layout class developed brochures for area businesses.
- Melissa Kipp's Production Art class designed the LCC Auction for Scholarship promotional materials such as: save the date mailer, catalog cover, table tents, and t-shirt design.
- Melissa Kipp's Production Art class created logo designs for a local business, Wildcat Insurance Group, with work by Yvette Robinson chosen as the final logo selection.
- Melissa Kipp's Typography class is working with the Computer Technology Department to develop a departmental logo.
- Yvette Robinson, Graphic Design student, developed a Nursing Department logo.
- The Graphic Design Department created the 2010-2011 Labette Softball schedule poster.
- Along with the Art Department, the Graphic Design Department co-sponsored the 24th Annual SEK High School Art Competition.
- A large poster promoting LCC was displayed in the lobby of the Parsons Theater. It was designed by the Graphic Arts and paid for by the Theater.
- The Library shared a new pamphlet outlining services available to the community with the Parsons Public Library and the Chamber of Commerce.
- The Library hosted a program by Tony Munoz entitled Growing up Mexican in Parsons. There were 29 community members, mostly from the Parsons Mexican community, in attendance with three LCC library staff members also attending. There was a lot of positive comments from the attendees, most who had never been in the library before.
- The Library hosted a panel discussion by Ruby Redmond, Naomi Long, Quinzetta Brown, and Jackie Payne about growing up Black in Parsons. The Library worked with Rikke Mitchell from Student Support Services and three community groups to put on the program that was attended by 42 people and was well received.

- The Library worked with the Parsons Public Library on the Kansas Reads Project.
- The Library hosted the Southeast Kansas Academic Librarians Council at LCC.
- Kim Miller organized and hosted the Annual Math Fact Competition for the local 4th grade classes. Math Awareness Week was April 4-8 with competitions and prizes for elementary, high school and LCC college students.
- Kim Miller volunteered as a Picture Person for USD 503, Parsons. She served the entire 2010-2011 school year as a Picture Person. As a Picture Person, she helped to spread awareness of art to the elementary children in USD 503.
- The LCC Music Department is now on facebook.
- Christopher Langsford is also involved with Parsons High School in the musical Beauty and the Beast which showed on November 12 and 13.
- Sara Harris, Elizabeth Walker, and David Beach were members of the Nunsense Play along with community members.
- Elizabeth Walker and Christopher Langsford went to Emporia to judge the 6A Level State Music Festival on April 30th.
- Nursing has simulation partnerships with Via Christy Medical Center of Pittsburg, Labette Health, and Pittsburg State University.
- Jill Coomes presented a simulation presentation to Board members and provided a tour of the new simulation lab in the fall.
- Patty Ridings along with students provided a blood pressure and mental health clinic to community members this spring.
- Julie Page along with students provided flu shots to community members.
- Rhonda Gilpin along with students provided service to the free health clinic in Parsons each week.
- Family Nursing II students did a teaching-learning activity with the students at the Parsons State Hospital and Training Center Preschool.
- Julie Page is a member of Kansas Organization of Nurse Leaders (KONL).
- Patty Ridings and two LCC nursing students had a booth at Southeast High School's Wealth of Health night. We took blood pressures and handed out information on health, mental health and also Nursing program information.
- Patty Ridings participated in helping with approximately 200 sports physicals in conjunction with PSU and Girard medical center. These sports physicals were done at Girard, Frontenac and Southeast schools.
- Lisa Bradley talked with Labette High School's Health Careers Class.
- Lisa Bradley presented information about the program to the Rotary Club.
- Lisa Bradley was a volunteer who helped with the Joplin relief effort in May.
- Recording Arts Technology provided production support at the Municipal Building for
    - Jason Witter The Piano Man
    - Jason Colman
    - A Taste of Home
- RAT can now broadcast on the LCC TV channel. Recording Arts students did the production on the green screen. Two Communication students read the script. It was posted to ustream.
- Recording Arts has access to three channels: department, athletics, and news. Home games can be streamed live if the coach wants it to.
- Russ Head documented the Balloons, Bikes Blues and Barbeque October 16-17

- Russ Head and Recording Arts Technology students are involved in doing two Public Service Announcements – Methamphetamine for the Police Department and Bowling for Kids Sake for Big Brothers/Big Sisters.
- Gale Brown presented at the Allied Health Day in Thiebaud Theater.
- LCC Radiography Club celebrated Breast Cancer Awareness (BCA) by hosting a BCA booth in the student union and placed a BCA Support Ad in the Parsons Sun. Our club also hosted the Paint the Gym Pink for during a home LCC Volleyball game.
- The Radiography Club donated a basket for Professional Day.
- Several members of the Radiography club donated and helped with the LCC Blood Drives.
- The Radiography Club participated in Kid's Fall Fest.
- Gale Brown presented about Radiography during the LCC Allied Health Day.
- The Radiography club hosted a table in the Donor Luncheon for the LCC Foundation.
- Gale Brown presented information about Radiography to the Altamont High School Career Classes.
- The Radiography Club participated in Operation Christmas Child, collected food for the LCC Christmas Food Basket, and were part of the Parsons Christmas Parade on the LCC Float.
- LCC Radiography Club celebrated Heart Awareness by hosting a booth in the student union.
- Gale Brown participated in the Parsons High School Career Day.
- LCC Radiography Club celebrated its 2nd Annual Congenital Diaphragmatic Awareness Booth.
- Gale Brown participated in the Girard High School Mock Interview Day.
- All year the Radiography Club has participated in the Holden's Hope Project as well as the Going Green Recycle Projects.
- Laura Grotheer presented to the board an overview of the Respiratory Care Program and gave them a COPD test that is sponsored by the National Lung Association, AARC, and KRCS and the NASCAR health initiative.
- Laura Grotheer presented the high school health class (Altamont) respiratory system, life as a respiratory therapist and demonstrated to the high school students what healthy lungs and smoker's lungs look like using pig's lungs.
- Laura Grotheer partnered with Rhonda Gilpin, RN, with demonstration and teaching about healthy lungs, correct way to use medication and the use of spacer's when using in-halers. The pig lungs were used as learning tool for nursing students.
- Laura Grotheer presented Galena freshman health class demonstrations regarding healthy lungs and smokers lungs using the pigs lung. Discussed respiratory system and respiratory diseases.
- LCC received the SHERM Pinnacle Award for the 2010 Southeast Kansas Business Conference with over 120 attendees representing 52 businesses from 16 counties in KS and MO. The SEK Business Conference had double the expected enrollment and was a great success.
- Work is being done on a new Workforce Education training calendar for Columbian Tech Tank and Flesh Company.
- Flesh Company is renewing a Workforce Education scholarship with the LCC Foundation.
- A new Workforce Education contract has been developed with Day and Zimmerman.
- Workforce is working with KLKC as a primary sponsor to bring Taste of Home here April 5th.
- MiChielle Cooper represents LCC as chairperson of the SEK Inc. Workforce Development Council.

STUDENT AFFAIRS

- Working with Concurrent Coordinators at the schools along with Academic Affairs staff to provide smooth enrollment for dual/concurrent students.
- Staff and Student –Athletes volunteered for Katy Days.
- Student- Athletes volunteered for Red Cross blood drive.
- Staff and Student-Athletes volunteered for Sun-belt Rodeo.
- Staff and Student-Athletes volunteered for rotary to replace the kiddie train-tracks.
- Staff and Student-Athletes worked in conjunction with Parsons High School to support PHS and PMS sporting events.
- Staff and Student-Athletes moved and set-up all Parsons High School plays at the Municipal Building.
- Held a Financial Aid night and invited all high schools in Labette County.
- Nancy Seal is going to Cherokee Center 2 times a week to assist students there with Financial Aid.
- Updated our website to provide more information for prospective or current students.
- Provided funds for refreshments at a Talent Search program.
- Worked with Parsons Middle School and Parsons High School to provide workstudy tutors for their Avid and 21st Century Grants.
- Makes LCC catalog CD's available at no charge to the public.
- Added Assistant Registrar to help serve our future, current and past students.
- Student Government Association (SGA) collected used cell phones and ink cartridges to donate the Holden's Hope charity.
- SGA managed two blood drives for the Red Cross.
- SGA hosted Kids Fall Fest for community families to enjoy safe Halloween activities.
- Phi Theta Kappa sponsored several events for the Ronald McDonald House, St. Jude's, and Holden's Hope throughout the year.
- Director Preston Haddan serves as an economic development advisor for the City of Altamont and is a board member of the Altamont Improvement Association
- Advisor Pat Duncan is member of the Knights of Columbus and part of the area management team for the Southeast Kansas Special Olympics.
- Advisor Pat Duncan participated in the Spring 2011 College Goal Sunday at PSU

PUBLIC RELATIONS

- Serve on the United Way board
- Each member of the PR department volunteers at the annual Katy Days events through promoting the event and volunteering at booths during festivities.
- Partnered with SGA to purchase decorations and decorate a Stella Wells Christmas Tree.
- PR Assistant serves as PHS sports club sponsor, and cheer sponsor.
- LCC participates in the PRC Company Olympics
- PR Director serves on St. Patrick's Catholic School PTO and school council, and school auction committee.

FOUNDATION & ALUMNI

- Partnered with Parsons Senior Center to offer a free presentation about the life of Harry S. Truman.

- Offered a free English Lecture Series to are middle school, high school, and college teachers through the Gribben Endowment fund.

FACILITIES

ACADEMIC AFFAIRS

- A classroom was turned into a new Biology Lab
- A new Student Computer Lab was added in the Student Success Center

FINANCE & OPERATIONS

- Designed and constructed the Pedestrian Plaza area so the storm water can flow away from the area between the Health Science, Student Success Center, Annex and Student Union. This improvement also allows students more room for events.
- Renovated A104 to be a Biology lab that accommodates 24 students
- Paving of the Cherokee parking lot
- Set up a 40 person computer lab for Nursing

STUDENT AFFAIRS

- Installed irrigation panel at Baseball field. Damaged by lightening.
- Repaired 285 ft. of fence at Baseball field after storm damage.
- Currently pursuing the addition of new fencing at Baseball field and addressing drainage issues.
- Added 12 computer workstations to SSC floor, plus 4 additional workspaces to accommodate student needs.
- The Talent Search program moved to new office space at 308 Main, Parsons.

PUBLIC RELATIONS

- Office were repainted and re-carpeted. Gives the office a clean, professional feel.
- Keep offices clean and professional in appearance.

GRANTS

ACADEMIC AFFAIRS

- ABE/GED received the Dollar General Literacy Foundation Grant of $9,473 for a Transition Specialist, Martha Cloke who helps with paperwork and connections to enroll our students into college classes at LCC.
- Carl Perkins Improvement Grant in the amount of $87,237 – Approved 7/1/10
- SkillsUSA Lowe's Grant in the amount of $9,995 received 3/30/11 will be used to establish a "New" Electronics Technology/Technician Program through the Workforce Education Department as a Certificate program. Donations from the City of Parsons, Depco, Inc., and Lowe's & the collaboration with USD 506 (LCHS), Pittsburg State University (PSU), North Central Kansas Technical College (NCKTC) and Salina Area Technical College (SATC) has made this project possible.
- The Education Department received $20,000 to put on a professional development day for area child care providers. It was a huge success with 77 attendees in October.
- The Library received an Extension Services Grant from the Southeast Kansas Library System in the amount of $1839 for their services to the public.
- The Library received a Programming Grant from the Southeast Kansas Library System in the amount of $150 to help with the expenses for the program Growing up Mexican in Parsons.

STUDENT AFFAIRS

- Grant proposal written in FY10 was successfully funded for five years. Scores received for the proposal were listed in the top 10% (90^{th} percentile) for all proposals scored.
- Awarded ~100 College Completion Grant awards totaling $48,522.

- Talent Search wrote its renewal grant for the next cycle during the fall 2010 semester.

FOUNDATION & ALUMNI

- Received Parsons Area Community Foundation Grant ($50,000)
- Received EMC Grant ($1,000)
- Received Kansas Gas Service ($5,000)

HONORS AND SPECIAL RECOGNITIONS

ACADEMIC AFFAIRS

- Dr. Knox received the SkillsUSA Administrator of the Year Award
- Jack Burke received the SkillsUSA Advisor of the Year Award
- Becky Warren was appointed to the SkillsUSA State Board of Directors (3 year term)
- SkillsUSA Chapter Awards:
    - KAN-DO Chapter Gold Award
    - Increase Membership Award – 27 active members
    - SGA Student Organization of the Year Award
    - 3rd Place in SGA Cardinal Points Award
- Dr. Scott was nominated by student/students for Teacher of the year recognition.
- Dr. Scotts "Integrating lab and lecture" was accepted by NISOD for the Summer 2011 conference.
- Scott Zollars was nominated for inclusion in Who's Who in America, Who's Who in the World, Who's Who in Education and Who's Who Among Collegiate Faculty.
- Scott Zollars was nominated for Vice President of the College and University Libraries Section of the Kansas Library Association.
- Scott Zollars was elected to be Secretary for the coming two years of the Two Year Academic Library Interest Group of the Kansas Library Association.
- Kim Miller was accepted as a presenter at the Innovations conference in San Diego, CA on February 27-March 2, 2011.
- Julie Page and Kim Beachner received Phi Kappa Phi, Sigma Theta Tau, and the Excellence in Academic Scholarship award in graduate studies at PSU.
- Daniel Bely received his Adobe Certification
- Gale Brown was appointed the Kansas Society of Radiologic of Technologist (KSRT) Professional Development Chair Person.
- Gale Brown received the Distinguished Faculty Award.
- Gale Brown has appointed the KSRT Professional Development Vice Chair for 2011.
- Kara McIlvain was nominated by a student for the Distinguished Faculty Award
- MiChielle Cooper was appointed as 2011 Southeast Kansas Business Conference Chairperson
- MiChielle Cooper was appointed as Workforce Development Council Chairperson for SEK Inc in 2011
- LCC's Workforce program was recognized for achieving a 100% pass rate on the SPHR national certification exam!

STUDENT AFFAIRS

- Fifth place Nationally in Wrestling
- Region VI Women's Softball Co-Champions
- Women's Softball National Championship appearance.
- 10 All-Americans
- Over 30Academic-All-Americans
- 30 All Region selections

- 35 All-Conference selections
- Penny was selected as employee of the month.
- Pam Giefer won 1st place in Business Ethics and 2nd place in Retail Management at the PBL State Leadership Conference in Arkansas City.
- Phi Beta Lambda (PBL) competed in a State Leadership Conference in February. Eight students qualified for Nationals based on their performance at the state conference. The students and their awards were: Matt Brock: 2nd Place –Emerging Business Issues, 3rd Place – Business Law; Chris Coomes: 1st Place – Computer Concepts, 2nd Place – Database Design & Applications, 2nd Place – Networking Concepts, 2nd Place – Cyber Security; Pam Giefer: 1st Place – Business Ethics, 2nd Place – Retail Management; Trish Larkin: 1st Place – Justice Administration, 1st Place – Business Ethics, 2nd Place – Emerging Business Issues, Who's Who In Kansas Phi Beta Lambda; Nathan Murphy: 2nd Place – Macroeconomics, 2nd Place – Emerging Business Issues, Place – Business Law; Reagan Owen – 2nd Place – Business Decision Making; Chelsea Shultz – 2nd Place – Business Decision Making; John Stringer – 1st Place – Business Communication
- Phi Theta Kappa received recognition at the honor society's state convention in Topeka in March. Awards received were Most Outstanding Chapter – Honorable Mention, Honors In Action Award – Distinguished Recognition, College Project Award – Outstanding, Southern District Service Award Winner, Chapter Communication Award Winner, Great Idea Award – Distinguished Recognition, Yearbook Award - Distinguished Recognition, Brody Willard – Distinguished Chapter Officer: Distinguished Recognition, Melanie Dunnic – Distinguished Chapter Member: Distinguished Recognition, John Stringer – Achievement in Literature Award Winner, Michelle Compton – Achievement in Literature Award Honorable Mention, Molly Wiles - Achievement in Art Winner, John Googe - Achievement in Art Honorable Mention, Jessica Jones - Achievement in Art Honorable Mention, Eric Comeaux, John Stringer, Meagan Wilkins, Brody Willard – Distinguished Chapter Officer Team: Distinguished Recognition, Juliana Kepner – Paragon Award for New Advisors Winner, Tammy Fuentez – Distinguished Advisor Award, Distinguished Recognition, Sara Harris – Distinguished Alumni Award Winner, and John Stringer was elected at the Region's Southern District Vice President. At the International Convention in April, Tammy Fuentez received the Continued Excellence in Advising Award and the chapter was named a Five Star Chapter.
- Skills USA Students received the following awards: 4/Statesman Awards - Micheal Smith, Sasha Rodriguez, Brett Palmer, Ashley Walsh; State Leadership Creed Contest - 1st place, Micheal Smith, 3rd place, Sasha Rodriquez; Job Interview State Gold Medalist, Valerie York; Computer Maintenance Technology State Silver Medalist, Sasha Rodriquez; Video Production Team State Silver Medalist, Charlie Grossman & Eli Woodman; Video Production Team State Bronze Medalist, Sean Richey & Luke DeWitt; SkillsUSA Kansas Advisor of the Year Award, Jack Burke; SkillsUSA Kansas Administrator of the Year Award, Dr. George Knox; SkillsUSA Kansas Leadership Scholarship Award, Sasha Rodriquez; Appointed to the SkillsUSA State Board of Directors (3 year term), Becky Warren; Served as SkillsUSA State Officer 2010-2011, Sasha Rodriquez
- SSC traffic has continuously demonstrated growth in student use and satisfaction.

- College Success Skills curriculum was updated in Fall 2010 and new initiatives recommended by the Retention Committee will debut in Fall 2011
- Shawntel Morgan recognized as Tutor of the Year for 2010-11
- Talent Search “college ready” high school students with a 3.0 G.P.A. or better increased by 58% during the fall 2010 and spring 2011 semesters.

NEW AND REVISED CURRICULUM

ACADEMIC AFFAIRS

- Courses approved by C&I Committee and Board of Trustees:
  - SHRM Essentials of HR Management
  - Financial Accounting for Entrepreneurs
  - Topics in Workforce Education
  - Team Building & Conflict Management
  - Fundamentals in Dental Assisting I
  - Anatomy for Dental Assistants
  - Dental Health Education
  - Fundamentals in Dental Assisting II
  - Dental Materials I
  - Chairside Assisting I
  - Dental Radiography I
  - Dental Anatomy
  - Dental Science I
  - Dental Science II
  - Dental Materials II
  - Chairside Assisting II
  - Dental Radiology II
  - Dental Office Procedures
  - Dental Materials III
  - Clinical Experience I
  - Chairside Assisting III
  - Clinical Experience II
  - Expanded Fundamentals in Dental Assisting
  - Supragingival Scaling for the Dental Assistant
  - Theroretical Application of Nitrous Oxide
  - Activities for Young Children
  - Health, Safety, and Nutrition for the Young Child
  - Matrix Algebra
  - Fundamentals of Electronics II – AC with Lab
  - Electronic Devices II with Lab
- Technimedia Program; which is a certificate program for adult education students to improve their technology skills for the work place and computer college classes.
- WorkReady Certificate; certifies students skills in Applied Math, Reading for Information, and Locating Information. These are skills they will need in the work place and will aid them, when they begin college classes.
- College Chemistry I was offered during the Spring, 2011 semester. This is the first time, to my knowledge, that College Chemistry I was offered during a spring semester.
- Numerous changes were made to notebooks, acting as textbooks, for all active chemistry classes, including physical science.
- 13 courses have been either revised or created for the Early Childhood Education program.
- Pre-Professional Lab course has been revised to meet the requirements of the four year institutions requirements.

- English Dept. revised Comp I curriculum in order to meet state Qualified Admissions requirements for high school students.
- David Beach developed a new course for the math department, Matrix Algebra. Kim Miller will teach this course during the Summer 2011 semester.
- Lisa wrote the curriculum for the new PTA Program and it was accepted by the C&I Committee in March 2011.
- Jennifer Harding and Kara McIlvain revised the Respiratory Care Program curriculum in April 2010 for the 23 month program change and then again in September 2010 to meet CoARC standards

STUDENT AFFAIRS

- We have added new courses and programs to the catalog and included the Handbook in the catalog for 2011-2012.
- Published a new edition of the LCC Student Life Handbook.
- Complete revision of College Success Skills Curriculum debuting in Fall 2010
- Updates to instructional delivery of College Success Skills curriculum, based on recommendations by Retention Committee, completed Summer 2011 for inclusion in Fall 2011
- Is using the summer 2011 months to update its curriculum for high school students
- Developed an information brochure, trip event questionnaire, survey to be completed by each student who participates in a Talent Search summer trip.

NEW EQUIPMENT AND SUPPLIES

ACADEMIC AFFAIRS

- Additional Manikins have been purchased and are being used in the Spring semester. This allows all current sections of Anatomy and Physiology at LCC to use the Manikins (2 students to each half).
- 2 complete Manikins have been donated in Memory of Ralph W. Gaier who taught science at LCC from 1948-1983. These Manikins will benefit at least 8 students each semester.
- A new electronic balance was purchased for Chemistry.
- The Library acquired Credo Reference, a database of electronic reference materials and articles. The database also features federated search capability. These were both firsts with the library's database offerings.
- The Library acquired CINAHL Plus with Full Text to take the place of the Nursing and Allied Health databases currently offered by the State Library. The databases on the state level are at risk of being pulled due to lack of funding. CINAHL is the preferred resource by the Nursing accrediting agencies.
- Lee Ann designed a Tour Menu pamphlet to hand out to instructors. It details the type of tours that we offer and how much time each takes.
- Nursing received new simulation supplies and equipment for the simulation lab both fall and spring.
- A birthing bed was donated to LCC Nursing.
- Nursing Education reference teaching books added to faculty offices.
- Rhonda Gilpin received the pediatric manikins from the Targeting Technical Talent Grant for CPR use.
- Contributions from the following industries: Smead Manufacturing Company, Esselte Corporation, and Avery Dennison Corporation. The contributed materials included a wide variety of supplies. A few of the items Office Technology received: Template software, file guides, assortment of labels, pocket folders, Viewables 3D labeling System, Weekly Organizer, Hanging folders, name badges Customized Tabs, and Removable Label Pad. With the supplies, the students created a personal filing system for their class project.
- Used Dragon Speak software in Formatting and Office Administrative courses.

FINANCE & OPERATIONS

- Installed 3 new labs (M305, M308, SSC)
- Upgraded 40 computers to Windows 7 for distribution to Student Union, M306, & Library
- Set up a new lab area in Student Success Center
- Wireless installed in SSC and Main Building
- Replaced Adjunct computers in Cherokee.
- Installed 20 new administrative computers to faculty and staff.

STUDENT AFFAIRS

- Maintained textbook and equipment loan library with over $30,000 in textbooks and $25,000 in electronic equipment.

- Placed 12 new computers on SSC floor for student computer lab use
- Computer Support replaced three computer towers for Talent Search.

PUBLIC RELATIONS

- The following office equipment and marketing items have been purchased in the Public Relations office area: , promotional t-shirts and pens, new enrollment banners, new light pole banners, giveaway sport bottles

NEW INITITIVES

ACADEMIC AFFAIRS

- Sara Harris, Joe Burke, Kim Miller, Josh Canipe, Jody Burzinski, and Tracie Moon attended the HLC Academy for Assessment of Student Learning as a part of LCC's participation as a member of the 2nd cohort in the Pioneer Pathway Project.
- Diagnostic Medical Sonography Program CA1 Proposal – KBOR Approved
- Dental Assistant Program CA1 Proposal – KBOR Approved
- Electronics Technology/Technician Certificate Program CA1 Proposal – KBOR
- Provided evaluator training for everyone who evaluates faculty and adjunct faculty.
- Joe Burke worked as a representative of SCOCAO towards a Transfer and Articulation agreement between the community colleges and universities.
- Programs approved by C & I Committee and Board of Trustees:
    - Entrepreneurship Level I Certificate
    - Dental Assistant AAS & Certificate (also approved by KBOR)
    - Early Childhood Education & Training AAS
    - Electronics Technology/Technician Certificate, (submitted to KBOR)
- Athletic Training AS program approved by C&I Committee and submitted to Board of Trustees for approval
- The Adult Education program can now offer dual enrollment for our adult education students so that they can attend college classes through LCC while studying for their Kansas High School diploma.
- Newman University is planning to start classes here in the fall to enable our Education Majors who have their Associates degree to take the classes needed for their Bachelors here on the Parsons campus at night. This will enable many of our non-traditional students to further their education and help keep them local.
- The Education Department has recently formed a partnership with ECAAP to offer Early Childhood courses for an Apprenticeship program to improve the education and quality of employees working in early childhood centers.
- The Education Department is in the process of developing an Associates of Applied Science program in the area of Early Childhood.
- Regena Lance has started a new student organization called the Cardinal FEDORAS for Education students.
- Articulation agreements have been signed with Fort Hays State University, American Public University, and Kansas State University to allow students to seamlessly transfer into a variety of online programs to complete their degrees.
- Scotty actively worked with the newly formed state level Two Year Academic Library Directors Council.
- The Library began to work with the Public Relations and Information Technology Departments on a marketing plan for the library.
- Nursing is utilizing PDA medical and nursing resources in clinical by faculty.
- Placed Office Training Students in three new volunteer worksites that have not been used before: Parsons Free Health Clinic, Via Christi, and Labette County High School.

- Completed all the educational plans, background checks, needed vaccinations needed to place a student in Office Training at Via Christi, Pittsburg, Kansas.
- Received US Dept. of Education approval to provide Diagnostic Medical Sonography and Dental Assisting Programs with Title III Funds, overcoming the last major programmatic hurdle for Title III.
- Both Physical Therapist Assistant and Diagnostic Medical Sonography programs open in Fall of 2011
- Approval of first Annual Performance Report for the Title III Grant – US Dept. of Education.
- Approval from the US Dept of Education for $100,000 worth of renovation to 1401 Main for the PTA program.
- Electronics workforce certificate training program in approval with KBOR

FINANCE & OPERATIONS

- Book rental program was started for students with books for 6 popular courses available: College Algebra, Beginning Algebra, Trigonometry, Statistic, Physics, and Sociology.
- Constructed a simulation lab for nursing similar to a hospital setting
- Began participating in the Kansas Set Off Program to improve collection of outstanding debt.
- Began "Green Initiative" scanning application packets for hiring selection committees

STUDENT AFFAIRS

- We are updating our financial aid information to include changes made to Pell.
- SSC Coordinator is now a certified administrator for the COMPASS Ability to Benefit test.
- Computer Support replaced three computer towers for Talent Search.

PUBLIC RELATIONS

- Director serves on the Green Committee. Promoted the "Recycle-Mania" project, and any other awareness press for the committee.
- Seamless merger with USD 503 to combine cable channel 4 local information access channel.
- Utilize Recording Arts Technology department for filming events to use promotional video on local cable channel 4.
- Implement using the new Jenezabar web calendar creator system and online purchase requisitions.
- Created NTO 10 minute promotional video
- New DVD college catalog design
- Partnered with Admissions staff to help recruiting efforts by attending recruiting fairs
- New brochure design

FOUNDATION & ALUMNI

- Tax Credit Program (out of 74 applicants LCC Foundation was one of 22 who were selected)
- Mailings of donor testimonials to more than 6,000 alumni/friends/donors

PARTNERSHIPS AND ADVISORY COMMITTEES

ACADEMIC AFFAIRS

- Five area ABE centers joined together to make a Southeast Kansas Adult Education Consortium. The consortium includes LCC, Coffeyville Community College, Independence Community College, Ft. Scott Community College, and Neosho Community College. We are working together to provide more and better services for our adult education students.
- The Education program signed a 2+2 agreement with Fort Hays University,
- The Education program signed a 2+2 with Kansas Works and ECAAP to implement an Early Childhood Education Apprenticeship program, and
- The Education program is working with the SEKAP area Head Start programs to help their employees gain quality education in order for them to retain their teaching positions.
- The Library hosted Constitution Day with activities and prizes.
- The Library hosted the Sociology Department's poster presentations, with many community members attending.
- The Library hosted poster presentations for the Radiology Department.
- The Library hosted a display and poster presentations for the Nursing Department during National Nursing Month (May).
- Scott Zollars presented the GIFT session at the February Academic Affairs Faculty and Staff meeting.
- Scott Zollars met with the Dean, Outreach Director and Director of Admissions in a meeting of the area principals that have concurrent students. He sent information home with them about the services that the library offers these students.
- Nursing has a Simulation Partnership with PSU and a teaching Partnership with Ft. Scott and PSU nursing departments
- The Advisory Committee has been established for the new PTA program and the first meeting was held. The CAPTE on-site reviewer, Carol Bancroft Morley also attended.
- Dr. Robert Gibbs, M.D. Labette Health agreed to be Medical Director for the Diagnostic Sonography Program. March 2011
- Workforce Development has a new partnership with AMA (American Management Association) for business training project and a new partnership with SEKHRA to provide HRCI accredited recertification training through our Business Development Forum Series
- Workforce/Community Service partnered with Parsons Senior Center to bring the TRUMAN re-enactment to Thiebaud Theatre with over 80 people in attendance

FINANCE & OPERATIONS

- The Green Committee partnered with the City of Parsons on the Take Challenge Grant competition in an effort to save energy.

STUDENT AFFAIRS

- 200 Student-Athletes pay to live in our Community each year.
- Director serves as a representative to Retention Committee, Enrollment Management Committee, Performance Agreement Committee, a non-voting member of Curriculum and Instruction, and as president of the Professional Staff Group.

- Academic Advisors serve on the Retention Committee, the Green Committee, and Professional Staff Group.
- Program Assistant serves on the Strategic Planning Committee and Educational Support Staff Group.
- Coordinator manages Debbie Groff Memorial Book Scholarship Committee which maintains a library of books to loan students and is supported by donations from the faculty, professional staff, and educational support staff groups.

- Director Preston Haddan serves on the Enrollment Management Committee and Financial Aid Appeals Committee.
- Advisor Pat Duncan serves on the Sick Bank Committee.

PROFESSIONAL DEVELOPMENT

ACADEMIC AFFAIRS

- Sara Harris, Tom Duran, Kim Miller, and Scott Zollars attended the Tilford Conference on Diversity and Multiculturalism at KU.
- Sara Harris attended the Regional Community College Assessment Conference at Johnson County CC.
- Joe Burke and Sara Harris participated in CNCTYC conference in Galena, IL in September
- Joe Burke and Sara Harris participated in HLC meeting in Illinois in November and March regarding our accreditation.
- Joe Burke and Nick Allen participated in Leadership Conference put on by the Kansas Leadership Center.
- Six webinars focusing on teaching and retention were shown and are now posted on Redzone thanks to faculty members donating professional development funds for them. This on-demand training is available to all faculty and adjunct faculty will be available for the 2011 year and has been viewed by at least 28 people to date.
- Sara Harris, Brad Huffaker, Lori Ford attended the Core Competencies meeting in Lawrence at KU.
- Nick Allen attended the 2011 Project Director's Title III meeting.
- Sara Harris attended the National Benchmarking conference at JCCC.
- Joe Burke, Sara Harris, and Nick Allen attended the CNCTYC Leadership Academy in Wichita in June.
- Sara Harris and Elizabeth attended the KBED/KBOR meeting and got a better understanding of articulation agreements.
- Elizabeth Walker attended the Deans and Directors meeting.
- Becky Warren attended the Perkins Data Conference in June.
- Sara Harris received a doctorate in Educational Leadership from Baker University in December.
- Four faculty members and one director participated in New Faculty Professional Development meetings.
- Regan Monroe received her Master's of Science Degree in Adult, Occupational and Adult Education from Kansas-State University.
- Martha Cloke and Regan Monroe received certification and training to become account administrators for our new Technimedia program.
- Martha Cloke went to training to become a WIA case manager for Kansas Works, in order to set up and direct students on how to get their WorkReady certificate.
- Dr. Scott is attending an Anatomy and Physiology workshop in Denver
- Dr. Doug Ecoff – Besides the reading of journals and articles from the internet, webinars have helped in the keeping up of new developments.
- Tom Duran attended the KMEA Conference in Wichita.
- Lori Ford completed the Building Your First Web Page online course which is helpful when editing sections of the RedZone web page and will help when teaching web technology.
- Regena Lance attended the National Academic Advising Association (NACADA) Conference in Oklahoma City. Advising training sessions were set up to pass along information received at the

conference. Also, an integrated developmental course, Beginning and Intermediate Algebra was started at LCC due to what was learned at the conference.

- Regena Lance attended an EQUIP Early Childhood meeting in Salina.
- Regena Lance attended a Leadership conference in Topeka.
- Allison Colson attended the National Council of Teachers of English and the National Writing Project concurrent annual meetings in Orlando.
- Melvetta Sevart attended the Community College Remedial Reading meeting in Topeka on Wed., April 27th
- Josh Canipe published two works in the upcoming collaborative arts journal Trigger.
- English Dept. hosted the 27th annual Gribben English Lecture Series in October. Dewayne Dickens was the guest presenter.
- Melissa Kipp completed over 80 hours of software and technical skill training.
- Mark Simpson completed two courses and 40 contact hours in historical theology through the University of Notre Dame's Satellite Theological Education Program.
- Phylis Coomes attended the state interlibrary loan meeting at the satellite download site in Burlington.
- Scott Zollars attended the fall conference of the College and University Libraries Section of the Kansas Library Association in Emporia.
- Scott Zollars attended the Kansas Library Association annual meeting in Topeka.
- Scott Zollars, Phylis Coomes, and Lee Ann Eggers attended the Southeast Kansas Library System Annual meeting in Iola, KS.
- Kim Miller attended and presented at the National Innovations Conference on February 27-March 2, 2011 in San Diego, CA.
- Julie Page, Amanda Addis, Patty Ridings, and Kim Beachner are enrolled in MSN programs.
- Dee Bohnenblust was invited to be a NLNAC site visitor.
- Julie Page and Amanda Addis attended the Nurse Educator Institute in Branson, MO which focused on evidence-based guidelines to improve teaching skills and strategies to implement them.
- Rhonda Gilpin and Amanda Addis attended the NLNAC self study conference.
- Rhonda Gilpin and Jill Coomes are enrolled in Adv. Rx class this semester.
- Dee Bohnenblust completed the Legal Nurse program this semester.
- Jill Coomes attended a simulation conference at JCCC this fall.
- Jill Coomes and Dee Bohnenblust attended the NLN Education Summit.
- Jill Coomes presented GIFTS on Simulation to LCC faculty in fall.
- Jill Coomes, Julie Page, Kim Beachner, and Dee Bohnenblust attended Promoting Civility in Nursing Education workshop at PSU.
- Jill Coomes and Dee Bohnenblust presented GIFTS on Civility to LCC faculty in spring.
- Julie Page, Kim Beachner, and Dee Bohnenblust attended the Kansas Organization of Nurse Leaders meeting on March 4.
- Dee Bohnenblust – Three nurse faculty and Dee attended the Nurse Summit on June 1.
- Dee and Jill went to the Neosho Open House in Ottawa and got some good design ideas for the new health sciences building.
- Lucille McCune and Lori Ford attended the KCWE and Butler Community College Drive-in Workshop learning more about online instruction and Quality Matter seal for online courses.

- Lisa Bradley and Jamie Rathjen attended the KPTA Spring Conference, April 2011.
- Lisa Bradley attended the Refresh Leadership Training course at LCC on 5-18-11.
- Jamie Rathjen will attend the Clinical Instructor Education and Credentialing Program in Omaha Neb. in early June to become APTA Certified Clinical Instructor.
- Lisa Bradley attended the APTA Conference in National Harbor, MD in June.
- Russ Head attended the Tricaster Workshop in Kansas City in October.
- Gale Brown attended the Non-traditional conference focusing on "Understanding, Engaging & Supporting Under-Resourced College Students" in Wichita KS.
- Gale Brown hosted and attended the Kansas Society of Radiologic Technologists (KSRT) Student Conference in Salina Kansas as part of her professional chair duties for the KSRT.
- Gale Brown, Ashley Moore and June Downing attended the JRCERT & 17th Annual West Coast Educators Council Seminar in Orlando Florida where they learned about the new accreditation standards, new technology, and they brought back lots of instructional tools.
- Laura Grotheer attended a leadership workshop, "Lincoln on Leadership".
- Laura Grotheer attended the annual Simulation Workshop at JCCC with Jill Coomes from nursing. Absolutely fabulous experience.
- Laura Grotheer, Jennifer Harding, and Kara McIlvain attended the Western KS Respiratory care Educational Seminar in Hays Kansas along with second year students.
- Jennifer Harding and Kara McIlvain attended the 56th AARC International Respiratory Congress in Las Vegas, Nevada
- Jennifer Harding, Kara McIlvain, Laura Grotheer and the Respiratory Care students attended a workshop sponsored by Philips-Respironics at Labette Health.
- Kara McIlvain attended a pediatric seminar in Coffeyville, Kansas with emphasis on trauma patients
- Laura Grotheer, Jennifer Harding, and Kara McIlvain traveled to Tulsa, Oklahoma to visit the simulation lab used at TCCC
- Jennifer Harding attended the 34th Annual State Educational Conference in Wichita put on by the Kansas Respiratory Care Society
- Laura Grotheer, Kara McIlvain, and Jennifer Harding attended the Refresh Leadership program at LCC.
- Robert Bartelli was a presenter at the 68th Annual Four State Regional Technology Conference, held at Pitt State's Kansas Technology Center. The presentation was about current trends and issues in online learning.
- Robert Bartelli continues to take graduate courses at PSU.
- Amy Wakefield attended Refresh Leadership Live Conference at LCC.
- Amy Wakefield attended ESP Ultrasound Physics and Abdomen Seminar.
- MiChielle Cooper attended SHRM Conference Chicago in May
- MiChielle Cooper attended CFRE Prep Training in Dallas, TX in June.

STUDENT AFFAIRS

- Director of Admissions Angela Holmes, and Admissions Recruiter Nakita Saxton, attended the NACADA Regional Meeting.
- Vice President of Student Affairs, Tammy Fuentez, attended the Kansas Student Affairs Conference.

- All Head Coaches attend All Conference and Region VI Meetings Conducted throughout the year.
- Athletic trainer attends NATA conference each year.
- Athletic Director Attends several Jayhawk Conference and Region VI Meetings scheduled throughout the year.
- Nancy, Rhonda, Penny and Kathy attended several webinars on the new Direct Loan Program and changes in Financial Aid.
- Nancy, Rhonda, Penny and Kathy attended a USAFunds Workshop in Wichita.
- Penny attended a NASFAA Conference in Denver.
- Rhonda and Kathy attended a Financial Aid Workshop in Hutchinson
- Pam Giefer attended a Professional Assistant Workshop in Tulsa
- Kathy Johnston attended a KBOR Conference in Topeka
- Director attended KU Multiculutural Leadership Symposium
- Director attended regional TRiO program conference in Indianapolis, IN
- Program Assistant attended AKCCOP Conference in Hutchinson, KS
- Academic Advisors attended state TRiO conference in Kansas City, MO
- Academic Advisor attended COMPASS training conference in Chicago, IL
- Academic Advisor attended SAEOPP training in Miami, FL
- Academic Advisor attended Washburn University Counselor's Day in Topeka, KS
- Director Preston Haddan and Advisor Pat Duncan attended the 2010 COE Annual Conference in San Diego, CA.
- Director Preston Haddan attended a COE grant writing workshop in Chicago, IL.

PUBLIC RELATIONS

- Attend local public relations forums/meetings

FOUNDATION & ALUMNI

- Executive Director and Assistant attended Association of Fundraising Professionals International Conference in March.
- Executive Director and Assistant continue to learn from the Capital Campaign consultant

SPECIAL RECRUITMENT EFFORTS

ACADEMIC AFFAIRS

- In September 2010, Tonya Bell signed Neodesha High School Senior, Sunne Woldum, to attend LCC on a Forensics Scholarship beginning in the Fall of 2011.
- Melissa Kipp and Greg Brewer attended the Parsons High School Career Fair on February 23rd providing program information to area schools.
- Greg Brewer's Mixed Media class developed the LCC "Design your Future" poster which is displayed at The Parsons Theatre.
- Kim Miller organized the Annual Math Fact Competition for the local 4th grade classes. Among many other things, this day serves as an excellent way to get the youngest local students introduced to our campus.
- Gale Brown participated in the Allied Health Day by presenting information about the LCC Radiography Program to twenty-seven area high school students on 9/16/10.
- Laura Grotheer participated in the Allied Health Day held on LCC campus presenting an overview of the life and times of as a Respiratory Care Practitioner and spoke to the program at LCC to area high school students.

STUDENT AFFAIRS

- Labette County, Cherokee and Crawford counties, High School Concurrent/Dual Credit recruitment and enrollment, Financial Aid nights, TRIO nights, After Prom Scholarships, Senior and Junior Day Scholarships
- Coaches have been working well with admissions and Financial aid to assure the students complete all necessary paperwork.
- As of June 16, 2010, Talent Search has 604 participants. 451 or 74.7% of this group are both first generation and come from families who meet the grant's limited income criteria.
- Talent Search assists the college with student advising and enrollment when requested.

PUBLIC RELATIONS

- Recruiting fairs for admissions department.
- Promoted and assisted with enrollment days
- Assisted Admissions with on-campus Cardinal Experience days.
- Two additional billboards have been purchased for advertisement.
- Have purchased yearly contracts with an additional TV station.
- Purchased a yearly contract with one more radio station.
- Increase amount of press releases being released to area media.
- Continue monthly Presidential editorials.
- Monthly instructor editorials
- Campus tours to assist admissions
- Additional advertising in local magazine publication resulting in feature articles on the Cherokee Center.

FOUNDATION & ALUMNI

- Spoke to several area service organizations including: Lions, Kiwanis, Rotary

STUDENT SUCCESS

ACADEMIC AFFAIRS

- SkillsUSA State Gold Medalist
    - Valerie York placed 1st in Job Interview Competitions – Office Technology Student
- SkillsUSA State Silver Medalist
    - Sasha Rodriguez placed 2nd in Computer Maintenance Technology Competitions – Network Administration Student
    - Eli Woodman & Charles Gross placed 2nd as a Team in TV (Video) Production – Recording Arts Technology Students
- SkillsUSA State Bronze Medalist
    - Sean Richey & Luke DeWitt placed 3rd as a Team in TV (Video) Production - Recording Arts Technology Students
- Sasha Rodriguez received the $300 SkillsUSA Scholarship Award – Network Administration Student
- Sasha Rodriguez served as SkillsUSA State Officer for FY2011– Network Administration Student
- SkillsUSA Creed Speech Contest winners:
    - Micheal Smith placed 1st
    - Sasha Rodriguez placed 3rd
- SkillsUSA Statesman Pin Award winners:
    - Micheal Smith, Sasha Rodriguez, Ashley Walsh, and Brett Palmer
- Biology majors receiving Who's Who recognition (including a Top Cardinal) were Keisha Murray, Erik Comeaux, and DeAnn Harreld.
- Erik Comeaux also placed in the Paper of the Year competition.
- There were six pre-pharmacy majors who had completed two years of chemistry courses. Four of them applied to KU-Pharmacy program and three were accepted. One still has not heard from them. The other two students will apply next year.
- One student applied to a medical school in Kansas City and was accepted.
- Tonya Bell traveled with LCC Forensics to compete at the State Forensics tournament in Hutchinson February 19-20, 2011.
- Tonya Bell traveled with LCC Forensics to compete at Forensics Novice Nationals March 26-27, 2011. Student Thomas Hurley placed 6th in After-Dinner speaking and overall the team placed 2nd in their division.
- Sasha Rodriguez, Network Administration student here at LCC & a SkillsUSA member, is a Postsecondary State Scholarship winner in the 11th Annual Kansas NTO (Non-traditional Occupation) Scholarship Competition sponsored by the Career Technical Education Unit at the Kansas Board of Regents. Sasha has earned a scholarship in the amount of $1,000 that will be applied toward her education here at LCC.
- LCC's Top 15 Cardinals: Kira Stevens & Terra Grimes
- Who's Who: Kira Stevens, Terra Grimes & Caitlin Posch
- The Library presented three Paper of the Year awards in the Research category.
- Pam Giefer 1st place in Business Ethics and 2nd place in Retail Management at the PBL State Competition
- Trish Larkin 1st place in Justice Administration, 1st place in Business Ethics, 2nd place in Emerging Business Issues at the PBL State Competition

- Trish Larkin was awarded Who's Who in Kansas Phi Beta Lambda
- 22 students have been selected for the first Physical Therapist Assistant cohort with 10 alternates identified.
- Radiography students attended the Kansas Society of Radiologic Technologist Annual Convention in Wichita Ks.
    - Our LCC Ray Bowl Team (Joni Scott, Cyndi Covel, & Charlotte Kroenke) received 2nd place in the KSRT Ray Bowl Competition.
    - Charlotte Kroenke received 1st in the RAO Stomach film category competition and Rosenda Hanigan received 3rd in the Tangential Patella film category.
- Radiography Club received the Outstanding Student Organization Award for the Allied Health Division & received 2nd place in the Cardinal Point Award.
    - 11 Radiography students received Who Who's in Community Colleges in America Awards: Chelsea Allen, Paula Collins, Cyndi Covel, Lyndsey Cranor, Bailey Gilbreath, Darci Kirby, Mark Metzger, Ariel McClenning, Misty Seigel, Devon Walker, & Kristen Yotz.
    - 4 Radiography students received Top 15 Cardinal Award: Chelsea Allen, Paula Collins, Lyndsey Cranor, & Bailey Gilbreath.
- Jennifer Harding and Kara McIlvain took respiratory students to Labette Health to work with ventilators.
- 4/28/2011: Susan Michaels was honored as the LCC "Broken Wing Award" recipient. She was nominated by her class mates. Laura Grotheer attended this award ceremony.
- Stephen Bossman and Tatum Beckley, Respiratory Care students, graduated with honor gold cords as members of the Phi Theta Kappa National Honor Society.
- Rebecca Gentry, CRT graduated Cum Laude.
- James McGlothlin, CRT graduated Magna Cum Laude.
- May 13th Erica Mansfield, CRT, graduated from LCC with academic honor. Rebecca Gentry,CRT, and James McGlothlin, CRT, was also mentioned with academic honors.
- Workforce student acheived 100% Pass rate on the SPHR (Senior Professional in Human Resources) SHRM® National Certification Exam and 93% Pass rate on the C.N.A. State KDHE Certification Exam

FINANCE & OPERATIONS

- Implemented Student Email
- Branch repeaters were installed at Cherokee to improve internet speed for students and staff

STUDENT AFFAIRS

- Each program conducts study hall throughout the week.
- Monitors grades by sending out bi-weekly grade-checks.
- Every student is able to receive special tutoring if needed.
- Encouraged students to join organizations on campus and participate in community service projects in addition to being successful in the classroom.
- Hosted the Student Awards ceremony to recognize outstanding students and student organization advisors.
- Honored 9 participants as Student of the Month

- 43 participants listed on Dean's and President's honor rolls for 10-11
- 1 participant awarded Paper of the Year honors
- 33 students graduated or completed certificates during 10-11
- Shawntel Morgan honored as Tutor of the Year
- 100% of participants grades six through 11 will advance to their next grade level.
- Talent Search currently has 85 out of 86 seniors scheduled to graduate from high school. One student dropped out of high school and will not enroll in college due to pregnancy. 84 students have committed to attending college during the fall 2011 semester. The remaining four graduates are still exploring college options.
- Seniors who completed college admissions and financial aid forms will finish at 98%.
- Seniors who have enrolled in college currently stands at 94%.

PUBLIC RELATIONS

- Both members of the PR department teach College Success Skills classes to help ensure that students are comfortable and confident about college. PR assistant teaches additional speech courses as an adjunct in fall, spring, and summer.
- Ensure that all appropriate press is released when students compete, win, etc. in state and national competitions to promote student accomplishments.

FOUNDATION & ALUMNI

- Provided students with opportunities to volunteer at Foundation events. This helps donors become connected with actual students. Also allows students to be exposed to philanthropy and "plants a seed" for future giving after college.

MISCELLANEOUS

ACADEMIC AFFAIRS

- Kansas Postsecondary Data Reports
    - Courses within Programs (CWP)
    - Course Inventory (CI)
    - Program Inventory (PI)
- Kansas Study Report
- The total enrollment in College Chemistry I increased from 87 in FY2010 to 97 in FY2011.
- The Organic Chemistry II made its annual trip to PSU to use an NMR instrument under the direction of Dr. Irene Zegar.
- Tonya Bell took the Public Relations class on a field trip to local radio station KLKC April 5, 2011 to learn about the station and to record a public service announcement which later ran on the station.
- Tom Duran and Tonya Bell took their Mass Communication class and Public Relations class on a field trip to local television station KOAM April 28, 2011.
- Linda Moore and four criminal justice students attended the Missouri Southern State University Criminal Justice Career Fest and Open House on Wed., Sept 29. Students were able to talk with various criminal justice agencies (federal, state and local.) They received a tour the criminal justice facility at MSSU and were able to participate in various hands-on experiences utilizing equipment in the classrooms.
- Regena Lance took two Education students to Topeka to the Student KNEA meeting, the students were able to meet with other Student KNEA members and learn what other organizations were doing.
- The Library surveyed the employees and students as to their periodical database usage to help assist with setting spending priorities.
- The Nursing department completed the Nursing Program Review Spring 2011.
- The Office Technology program had the highest number of graduates in recent history: six students are scheduled to complete degrees.
- CAPTE was here April 28-29, 2011 for their on-site review of the proposed Physical Therapist Assistant program. The visit went well.
- Directors and faculty from the Health Care programs at LCC attended the Open House for Neosho County Community College's new Health Sciences Building in Ottawa.
- The second year class, with the respiratory care department, traveled to Hays, Kansas for the Kansas Respiratory Care Seminar. The students were able to network with directors of area hospitals, and listen to nurses, respiratory therapists, and physicians discuss important respiratory care topics.
- RC Club and faculty help with Fall Festival.
- RC Club sponsored a bake sale during the "Go Pink" Breast Cancer Awareness Basketball home game. Three LCC faculty were winners of the drawings-Gale Brown, Brad Huffaker and Russ Head.
- RC Club held a "hog" raffle to help support student travel to seminars.
- New Student Reception
- Jennifer Harding and Kara McIlvain took the respiratory care students to Labette Health to get first hand on new generation ventilators.

- The Workforce/Community Services Department created a net profit of over $238,000 through our department projects in the last fiscal year
- Workforce/Community Services exceeded all KBOR Performance Agreement indicators for the second year in a row

FINANCE & OPERATIONS

- Continuously edited the policy and procedure manual to keep current with changes

STUDENT AFFAIRS

- Maintained semester-to-semester retention rate from previous years (Fall to Spring retention rate was approximately **85%**)
- As of May 31, 2011, we had logged nearly 1900 hours of student contact. This represents, conservatively, a **36% increase** over our contact hours from the past years' contact hours, which was a dramatic increase of 60% over 07-08 and 08-09 levels.
- Converted College Completion Grant Application process to online application to streamline data collection and management.
- Awarded ~100 College Completion Grant awards totaling $48,522.
- Sustained previous increases in SSC traffic.
- Managed and expanded the Debbie Groff Memorial Scholarship Committee. Increased the number of scholarship applicants to 237 for Fall 10 and Spring 11, compared to 183 applicants for Fall 09, Spring 10, and Summer 10. (*)
- Increased number of peer tutors and number of students seeking help from peer tutors and subject-matter specialists in English and Math.
- Talent Search Advisors have increased their time working with students directly in the middle and high schools by 23%.

PUBLIC RELATIONS

- Continue to assist in organization and implementation of Foundation events: Auction for Scholarships, Distinguished Alumni awards, Van Meter awards, Donor luncheon.
- Take photos at graduation/pinnings, special employee recognitions, cardinal cite reception, distinguished alumni luncheon, distinguished faculty reception, retirements, some sporting events, allied health classes, auction for scholarships, and more.
- Serve as committee members for the annual auction for scholarships.

FOUNDATION & ALUMNI

- Received sizable gifts from five area banks totaling $565,000 for the Pathways to the Future Campaign. Our original goal for the banks was $500,000 so we surpassed it.
- Held 12th Annual Auction for Scholarships: We received donations of in-kind gifts totaling $28,664. The revenue from the auction was $49,100. We were up in revenue compared to last year and we kept our expenses to a minimum so we will be able to provide approximately $2000 more for student scholarships.
- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni

Award

- Held Cardinal Citation Award reception and award presentation
- During this time period we raised over $2 million in pledges and gifts toward the Capital Campaign. This brings us closer to reaching our total campaign goal.

Labette Community College

Operational Plans

FY 2011

ACADEMIC AFFAIRS ..... GO
FINANCE & OPERATIONS ..... GO
STUDENT AFFAIRS ..... GO
PUBLIC RELATIONS ..... GO
ACADEMIC AFFAIRS ..... GO
FINANCE & OPERATIONS ..... GO
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STUDENT AFFAIRS ..... GO
ACADEMIC AFFAIRS ..... G
FINANCE & OPERATIONS ..... GO

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Division: Career Technical Education

Department: Nursing

Objective 1	Continue alignment of departmental services, practices, policies and procedures to National League of Nursing Accrediting Commission (NLNAC) criteria and Kansas State Board of Nursing.	
Estimated Cost	Existing Money $ 10,000	New Money One Time $
	Grant Funded $ Perkins Funded 10,000	New Money Ongoing $
Exp. Completion	2011 (FY 2012 completion)	
Results	Complete	
Comments		
Objective 2	Align departmental systematic evaluation plan to NLNAC criteria.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	2011
Results	Complete
Comments	

Department: Recording Arts Technology

Objective 1	Create more reference material (handouts) to serve as visual aids and walkthroughs when performing live sound/studio recording operations (i.e. miking a drum kit, etc.).	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Some done and working great	
Comments	Ongoing	

Department: Respiratory Care

Objective 1	Minimum of 1 member of the respiratory care program will acquire an advanced credential through the National Board for Respiratory Care or National Asthma Educator.	
Estimated Cost	Existing Money $250.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010/Spring 2011 (carryover from FY2010)	
Results	This has not yet been accomplished.	
Comments	Has not been accomplished due to the CoARC Self Study for re-accreditation. Will be realized by the end of the Fall Semester 2011.	

Division: General Education

Department: Biology

Objective 1	In order to accomplish this objective, new oil immersion microscopes need to be purchased over a period of three years. The existing ones are over 20 years old.	
Estimated Cost	Existing Money $8000 per year	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results		
Comments	No Longer Supported	

Department: Chemistry

Objective 1	Improve notebooks used in six courses; Physical Science, Introduction to Chemistry, College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Prior to each offering of each course. 2011	
Results	Completed	
Comments		
Objective 2	Use Camtasia Studio and a graphics tablet to develop videos of lectures for one class.	
Estimated Cost	Existing Money $	New Money One Time $ No monetary cost but a high cost in hours spent to develop the videos.

	Grant Funded $	New Money Ongoing $
Exp. Completion	Prior to start of the class. Fall 2010	
Results	Many changes have been made to the notebooks for all chemistry classes except Introduction to Chemistry and that because I have not taught it for over a year. This is ongoing work.	
Comments	Improvement in these notebooks can have a profound effect on student learning.	

Department: Concurrent

Objective 1	Complete new Concurrent Handbook for students so that policies and procedures are clear to students and parents.	
Estimated Cost	Existing Money $ Outreach Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Completed	
Results	Handbooks were approved by LCC legal and HR and handed out to students	
Comments	Handbooks will be updated yearly and given to all concurrent students.	
Objective 2	Work to bring high schools in line with our textbook purchasing schedule	
Estimated Cost	Existing Money $ none	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	High schools do not have budget funding to buy any new books at this time.	
Comments	Unless we require concurrent classes to only have LCC enrolled students	

	in them (so that ALL need the LCC book) the high schools will continue to ask us to use high school textbooks in place of college ones or if the high school does purchase the book for all students, they will want to keep them for 10 years rather than our schedule.

Department: Music

Objective 1	Update curriculum to meet needs of learner. Belong to professional music organizatio literature in the area of music and higher education.	
Estimated Cost	Existing Money $250.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Successful!	
Comments	Professional memberships were renewed and several festivals were attended.	

Department: Online

Objective 1	Continue to add new online courses in all programs	
Estimated Cost	Existing Money $ (est. $1300.00 per 3 credit course)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	3 new courses approved in Fall	
Comments	We can reach an unlimited geographical target with online courses	
Objective 2	Encourage new instructors to take the online teaching course and established teachers to take workshop training in order to become proficient with new system.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Ongoing
Results	We are adding office tech courses as needed and replacing some older courses with new instructors who are revamping the courses. We are also adding Anthropology for Spring 2011.
Comments	All fully online courses will be taught through Jenzabar Eraser beginning Fall 2010. Training is completed for most instructors, with a Training DVD available for new instructors for the future.

Division: Library

Objective 1	Reevaluate the library's online periodical database holdings in line with the state library's plan of evaluating databases.	
Estimated Cost	Existing Money $0.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	May 2011	
Results	We discontinued one database and added another to replace it that had more content.	
Comments	The line item for this budget item was frozen at 80% during the spring semester. Without the remaining 20% we did not have enough funds to complete the project. At present, we are attempting to scrape together enough funds to purchase a Nursing and Allied Health database to cover the potential loss of the database for this area on the state level.	

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Division: IT

Objective 1	Continue to evaluate the Computer Use Policies for Student and College Protection	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Laptop, iPod, Red Flag and Social Media procedures complete.	
Comments		

Division: Business Office

Objective 1	Evaluate the early warning system for athletes with unpaid bills.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Ongoing
Results	
Comments	

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority

Division: Admissions

Objective 1	Assist Outreach Director as needed to complete new Concurrent Handbook for students so that policies and procedures are clear to students and parents.	
Estimated Cost	Existing Money $ Outreach Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Early Fall 2010	
Results	Better communication and understanding	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Division: Registrar

Objective 1	Add four semester plans to the Labette Community College catalog.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Completed
Results	Provided additional information for students in planning education at LCC.
Comments	

Division: Student Support Services

Objective 1	Revise Student Support Services Policy and Procedure Manual to include program eva of the grant.	
Estimated Cost	Existing Money $1000 (grant funds)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	In progress	
Comments	Revisions to existing policy reflect changes as approved in new grant proposal funded ongoing updates for new LCC policy revisions and additions.	

Division: Talent Search

Objective 1	Implement a rigorous curriculum for high school participants based on KS Academic Challenge Initiative and increase participant to 15% of the program's high school seniors	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $ 1500	New Money Ongoing $
Exp. Completion	Based on proposed new objectives during next cycle, this will be continuous	
Results	Students participating in the KS Academic Challenge Grant were identified and placed in the newly-formed LCC Talent Search Kansas	

	Honors program. Throughout FY2011, the project increased participation and met its goal.	
Comments	Based on new federal requirements, the grant project will continue to refine and expand the honors program.	
Objective 2	Rewrite and gain funding for the Talent Search Grant	
Estimated Cost	Existing Money $ 500	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 for writing submission. Spring 2011 to hear if refunded.	
Results	The grant was notified on July 7, 2011 that is funded for an additional five years.	
Comments		
Objective 3	Update the Talent Search Policy and Procedure Manual to include program evaluation in all aspects of the grant.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Revised during the spring 2011 semester.	
Comments		

Goal 1: Student Success. Labette Community College (LCC) will provide an environment conducive to student success by all employees placing the needs of the students first.

Outcome 1A: Cultivate a culture in which services, practices, policies, procedures, and personnel support learning as a major priority.

Public Relations

Objective 1	Update and create Public Relations policies and procedures for all campus department to adhere to.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results		
Comments		

ACADEMIC AFFAIRS	GOAL 1	OUTCOME
	1B	

Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Encourage student sharing of positive LCC experiences through student contacts to en student satisfaction.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Students share comments in class and in my office regarding both positive and negati LCC.	
Comments		

Department: Nursing

Objective 1	Promote sharing of "most positive experience with LCC students" through departmental and students' contact to enhance both staff and student satisfaction.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Students have input at Nurse Faculty Organization meetings. Program	

	has begun efforts to support a faculty-student tutor opportunity and higher visibility for student advising.

Department: Recording Arts Technology

Objective 1	Continue to query students for input on delivery methods for instruction and course materials.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed	
Comments	Will compile the questionnaire after finals to assess ideas.	
Objective 1	Evaluate success of study skills course offered in first semester (last year's objectives) and adjust optimize outcomes.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Courses never offered	
Comments		
Objective 3	Evaluate success of soft skills course proposed in last year's objective and adjust to optimize outcomes.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Courses never offered	

Comments	

Department: Respiratory Care

Objective 1	Improve 1st year student preparation to enter clinical setting by focusing on soft-skills. Begin clinical conference the very first week of class. Students already meet once a week once clinical practice I starts.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 (carryover from FY2010)	
Results	This was not instituted in the Fall of 2010	
Comments	The clinical experience will not start until the second semester (spring). The students have voiced that they feel they are more prepared for clinical as well as clinical sites expressing the maturity of the RC students.	

Division: General Education

Department: Biology

Objective 1	Complete a "Maniken" atlas to increase student comfort with building the human body and to enhance learning.	
Estimated Cost	Existing Money $0 in house printing	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not completed	
Comments	Even with drawings, the company is worried about copyright issues. Thus, the problem will be creatively addressed in another way.	

Objective 2	Revise anatomy and physiology notes to substitute for the textbook on ground, and add drawings/concept maps. Notes will be updated yearly.	
Estimated Cost	Existing Money $0 for us/ students are willing to pay $20 to the bookstore to cover the costs.	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Tried, feasible but not best option	
Comments	For the students motivated to learn, a good textbook is needed. Due to the slow edition of physiology equipment a better option will be to self produce a lab manual. With what has been purchased from Venier, physiology experiments can be reproduced without copyright issues. With the Marieb textbook package, the atlas and text is adequate to supplement lab. A self produced lab manual can utilize the atlas and text pages for reference. Dr. Scott hopes to work on dictating a lab manual this summer, run a trial with one lab section and begin using in all sections ASAP after any necessary revisions.	

Department: Communication

Objective 1	Diversify the type of learning techniques in classes such as: question raising, think-pair-share, argument analysis writing, debates, group activities	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Increased student retention in classroom, higher level of achievement, reinforced listening, greater student/faculty and student/student interaction, real life connected to content.	
Comments	The passive listening mode of the student has diminished and students are more active in the learning process.	

Department: English

Objective 1	Add a required two hour non-credit lab per week to all Writing for Academic Success and Writing Essentials classes. Pilot section to be taught by full-time faculty beginning fall 2010.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ 2 hour overload per instructor
Exp. Completion	2011	
Results	Not completed	
Comments	Postpone until Fall 2012 pending new hire	

Department: Mathematics / Physics

Objective 1	The department will integrate publisher supported technology aides (such as ALEKS, Math Zone, etc.) into developmental LCC math courses in support of the KBOR – LCC Performance Agreement.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Math Zone is integrated into College Algebra sections and Elementary Statistics on campus.	
Comments	Math Zone will be integrated into Beginning Algebra and Intermediate Algebra starting Spring 2011. A $50 fee was added to the appropriate math courses to fund the cost of using Math Zone.	
Objective 2	Use Camtasia and other technologies to integrate multi-media presentations as both immediate course delivery and supplemental course delivery of materials whenever possible.	
Estimated Cost	Existing Money $	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Rather then Camtasia, a lower cost product call Jing is in use in conjunctions with the Screencast website	
Comments	Some money will need to be spent to upgrade the subscriptions from free level in order to get access to greater bandwidth. This is relatively inexpensive (about $10/month) and could be funded from department budget. Jing upgrade would be $15 per year. (Ralph upgraded via his professional development money and Kim department budget funds for the upgrade).	
Objective 3	Hire a work study to assist in the Math & Science Computer Lab and Tutorial Room during afternoon hours when classes are not scheduled for the room.	
Estimated Cost	Existing Money $ Unknown at this time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Beginning Fall 2010	
Results	One was hired, then quit. For Spring 2011, a work study student for financial aid assisted for part of the semester until her duties drew her back into financial aid.	
Comments		

Department: Online

Objective 1	Provide tutorial materials for online students who have not taken online courses before	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp.	Ongoing	

Completion	
Results	Getting Started with RedZone document is available online and also in paper format for students. Initial workshops for students were well received and will continue prior to each semester.
Comments	Cost for this is part of the Outreach Directors salary as part of the duties. New students will be sure that they have the skills they need to be successful in online courses

FINANCE & OPERATIONS	GOAL 1	OUTCOME
	1B	

Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Division: IT

Objective 1	M305/M308 Computer Replacement	
Estimated Cost	Existing Money $ 40,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer FY11	
Results	Complete	
Comments	3 Year Rotation – For computer lab replacement	
Objective 2	Continue to Supply and Maintain Media Materials	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Complete	
Comments		
Objective 3	Computer Lab (40 units)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $20,000 (tech grant)	New Money Ongoing $20,000

Exp. Completion	Summer FY11 (June 2011)
Results	Complete
Comments	

Division: Bookstore

Objective 1	Trial book rental of selected sociology book & general psychology	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Complete-added more books in the spring	
Comments		

Division: Facilities

Objective 1	Renovate annex to add a new science lab	
Estimated Cost	Existing Money $	New Money One Time $TBD

	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2011	
Results	Complete	
Comments	Needed for the increased demand for science courses brought on by the addition of the new allied health programs.	

Division: Finance and Operations Divisions

Objective 1	Training at staff meetings about processes in other areas to allow us to better serve students	
Estimated Cost	Existing Money $	New Money One Time $TBD
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Postponed due to time constraints	
Comments		

Outcome 1B: Strive to make the student's experiences with LCC positive, nurturing, and focused on student learning and academic success.

Division: Admissions

Objective 1	Review and update the current LCC Advisor Handbook and Advisor Training Process	
Estimated Cost	Existing Money $250.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2010 - Continuous	
Results	Ongoing	
Comments	Working with Academic Affairs to make transition to the Academic Affairs departmen advising	
Objective 2	Integrate Career Advising & Counseling such as Kansas Career Pipeline into a variety college	
Estimated Cost	Existing Money $500.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2009 – Test Group; January 2010 – Campus; Continuous	
Results	Integrated into College Success Skills course	
Comments		
Objective 3	Provide general orientation information during the Cardinal Experience Days	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	August 2010 - Continuous	
Results	Completed and ongoing	
Comments	With changes in the Student Affairs Department, Experience Days will be changing for	
Objective 4	Restructure the current Academic Advising Process	
Estimated Cost	Existing Money $ Unsure	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2010 – Continuous	
Results	Ongoing	
Comments	Student Affairs and Academic Affairs continue to work together to make changes to th to assist students.	
Objective 5	NACADA Institutional Membership	
Estimated Cost	Existing Money $300.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	April 2010 – Continuous	
Results	Completed and ongoing	
Comments	Provided useful information to advisors	
Objective 6	Purchase Student Datebooks/Planners for students.	
Estimated Cost	Existing Money $5,000.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	May 2010 – Continuous	
Results	Completed and ongoing	
Comments	2011-2012 is the last year these will be purchased. Will work with Print Shop to deve	

Objective 7	Enhance enrollment process for dual and concurrent students.	
Estimated Cost	Existing Money $2,000.00 (travel)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2010, December 2010, May 2011 - Continuous	
Results	Completed and ongoing	
Comments		

Division: Registrar

Objective 1	Continue to enhance the LCC Commencement as well as Allied Health Pinning Ceremonies.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and ongoing	
Comments		

Division: Student Life

Objective 1	Develop the National Society of Leadership and Success for the college and communit	
Estimated Cost	Existing Money $2,500 (Part New Money)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Did not complete	

Results	Due to changes in the Student Life Specialist, the budget, and the availability of LCC st Leadership Development, this objective was not completed.	
Comments		
Objective 2	Develop monthly Theme Appreciation Events.	
Estimated Cost	Existing Money $600.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Not completed	
Results	With a new staff member, the focus changed to providing events for students that coi activities on campus. This will be looked at as a possibility for FY12.	
Comments		
Objective 3	Assist Academic Departments in sharing positive LCC experiences through student co both staff and student satisfaction	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Completed	
Results	Worked with different departments to assist with activities. For example, helped the Course with the 3 on 3 basektball tournament.	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	

Division: Student Support Services

Objective 1	Expand the current Student Support Services academic advising plan of operation, wh intensive, intrusive model to better address the needs of students at the Cherokee Cer whose courses are primarily online.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $10,000	New Money Ongoing $

Exp. Completion	Begin expansion in Fall 2010; full integration Fall 2011	
Results	Completed	
Comments	SSS Academic Advisor spends 1.5 days per week at the Cherokee Center to assist stud there primarily and has expanded opportunities for secure electronic communication students through LCC student email account use.	
Objective 2	Develop further outreach efforts at the Cherokee Center and through Jenzabar's onlin management system to support the academic needs of SSS participants whose primar not in Parsons.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $25,000	New Money Ongoing $
Exp. Completion	Fall 2010—ongoing.	
Results	Ongoing	
Comments	Non-digital implementation of objective is in place; investigation of proper adoption c complete objective is ongoing.	
Objective 3	In cooperation with the Associate Dean of General Education, develop several section Skills courses to be delivered exclusively to Student Support Services participants by integrate SSS program information into the current College Success Skills curriculum.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $5,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments	Significant curricular updates were completed for the Fall 2010 semester of CSS cours recommendations from Retention Committee have required the need for futher inves before further hybrid implementation is feasible.	
Objective 4	Evaluate current supplemental instructional models and determine appropriate expa needs, specifically focusing on the needs of participants enrolled in Allied Health field	
Estimated Cost	Existing Money $5,000	New Money One Time $

	Grant Funded $5,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments	Current implementation of supplemental Instructional labs for A&P students assists t prerequisite courses for entry into an Allied Health program; further investigation int Instructional models for those currently enrolled in Allied Health programs is ongoing	

Division: Student Success Center

Objective 1	Expand current peer tutoring model and obtain Tutor Training Certification from the Learning Association.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $7,500	New Money Ongoing $
Exp. Completion	Begin expansion in Fall 2010; full integration Fall 2011	
Results	Ongoing; revisions needed	
Comments	CRLA certification is not currently feasible; however, the current peer tutoring trainin and has increased both student use of peer tutoring and their satisfaction with its effi	
Objective 2	Develop a peer tutor training course which can be offered online through Jenzabar's c management system.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $5,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments		
Objective 3	Implement peer tutoring and supplemental instructional models at the Cherokee Cent procedures for students requesting assistance at the center.	

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $15,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed	
Comments	Implemented Writing and Math Assistance labs at CC each semester; further expansio offerings is ongoing.	
Objective 4	In cooperation with Student Support Services, expand current supplemental instructi better serve students' academic needs.	
Estimated Cost	Existing Money $5,000	New Money One Time $
	Grant Funded $5,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed	
Comments	Implementation of Writing, Math, A&P, and Social Science labs on ground for all LCC s LCC Content specialists and trained peer tutors.	
Objective 5	Assist Outreach Director as needed to provide tutorial materials for online students w online courses before	
Exp. Completion	Ongoing	
Results	Ongoing-support provided as requested by the Outreach Director	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec part of the Outreach Directors salary as part of the duties. New students will be sure t skills they need to be successful in online courses.	

ACADEMIC AFFAIRS	GOAL 1 1C	OUTCOME

Outcome 1C: Make accessible a variety of services and programs that address learning needs.

Division: Career Technical Education

Department: Early Childhood Education

Objective 1	Offer at least one course per semester at Cherokee Center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished.	
Comments	Spring 2011 5 courses were offered in the education field at the Cherokee Center.	
Objective 2	Explore and potentially develop AAS-track for early childhood majors	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	
Results	AAS track has been passed by Curriculum and Instruction committee, ready to proceed with KBOR.	
Comments		

Department: Financial Services

Objective 1	The Financial Services program is completely online, but LCC does not

	have full college services available for these students. Begin exploring and working with SSC to implement online tutoring services.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY 2011	
Results	In process	
Comments	SSC has been working on various alternatives. There are some problems with setting up a course shell for tutoring in the RedZone, as it records students are "enrolled" in the class. Some tutoring has been accomplished through private FaceBook chat function. SSC will continue to investigate options as time and budgets permit.	

Department: Graphic Design

Objective 1	Identify community-based projects to enhance student learning.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	
Results	Ongoing	
Comments		

Department: Recording Arts Technology

Objective 1	Initiate creation of a database of basic tutorials for Final Cut, Soundtrack Pro, Motion, and other software, allowing students to brush up on their skills as needed.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Spring 2011 (anticipated completion Fall 2012)
Results	Data base has been completed
Comments	Running out of storage space

Division: General Education

Department: Cherokee

Objective 1	Provide tutoring services for students at Cherokee Center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Math and writing tutors available to help students.	
Comments	Expand tutoring into other subject areas.	

Department: Computer Science

Objective 1	Schedule an afternoon block once a week with an instructor in the lab to help with computer courses or other courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not very feasible; Instructor is available most afternoons anyway and fewer students are reporting problems with assignments or computer.	
Comments		

Department: Mathematics / Physics

Objective 1	Require an additional two-hour per week tutorial component requirement for students who are repeating developmental math courses utilizing the A107 Lab/Classroom as a Math & Science Computer Lab and Tutorial Room during afternoon hours when classes are not scheduled for the room.	
Estimated Cost	Existing Money $ Unknown at this time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Beginning Fall 2010	
Results	No longer supported	
Comments	This idea has morphed into tutoring services without the 2 hr / week requirement.	
Objective 2	Work with Director of Facilities, IT Department and Associate Dean of General Education on a plan to update furniture in M304	
Estimated Cost	Existing Money $ Unknown at this time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Beginning Fall 2010	
Results	Not completed. Move to 2013 operational plan.	
Comments	This still needs to be addressed, the chairs are becoming unsafe to use and the tables are starting to fall apart.	

Department: Physical Education

Objective 1	Monitor programs within physical education department to make sure instruction is keeping up with the current technologies and degree options available.	
Estimated Cost	Existing Money $0.00	New Money One Time $0.00

	Grant Funded $	New Money Ongoing $0.00
Exp. Completion	2011	
Results	Associate in Science Physical Education and Athletic Training were separated into separate degrees with appropriate courses set for each degree.	
Comments	Completed 4/11. Approved by C&I committee.	

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1C

Outcome 1C: Make accessible a variety of services and programs that address learning needs.

Division: IT

Objective 1	Wireless access for two additional locations.	
Estimated Cost	Existing Money $5,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Complete	
Comments	Main building and SSC	

Outcome 1C: Make accessible a variety of services and programs and address learning needs.

Division: Admissions

Objective 1	Revise and reinstitute the Early Academic Warning System for the college.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2010- Test Group August 2011 - Campus	
Results	Not completed	
Comments	Will continue to look at this option for the future	
Objective 2	Work with the Athletic Department to develop specific Athlete Enrollment Days in the preparation for the Spring semester that will assist students with enrollment, financia student services.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	March 2010, June 2010, August 2010 – New and pre-enrollments for Summer and Fal November 2010 – pre-enrollments for Spring Continuous based on above dates	
Results	Ongoing	
Comments	Working with coaches to advise students during scheduled campus visit dates and ath summer	

Division: Athletics

Objective 1	Work with the Admissions Department to develop specific Athlete Enrollment Days in preparation for the Spring semester that will assist students with enrollment, financia student services.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	March 2010, June 2010, August 2010 – New and pre-enrollments for Summer and Fal November 2010 – pre-enrollments for Spring Continuous based on above dates	
Results	Ongoing	
Comments		
Objective 2	Work with President's Council in development of a plan for dorms.	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Unknown	
Results	Ongoing	
Comments	With current financial situation, not much discussion has occurred. It is something bo is needed but the funding is not currently available.	
Objective 3	Assist Financial Aid in contacting athletic recruits as soon as possible with informatio financial aid information, and deadlines.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	

Results	Completed and ongoing
Comments	

Division: Financial Aid

Objective 1	Contact athletic recruits as soon as possible with information about FAFSA's, financial and deadlines.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and ongoing	
Comments		

Department: Student Life

Objective 1	Assist Academic Departments with identifying community-based projects to enhance student learning.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	
Results	Ongoing	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Division: Student Support Services

Objective 1	Expand the current tutoring program with the Tutor Success Specialist to provide trai students within the program and within the college.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $15,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed	
Comments		

Department: Student Success Center

Objective 1	Assist the General Education area with providing tutoring services for students at Cherokee Center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective. Implemented Writing and Math assistance labs at CC each semester; further expansion of tutoring offerings is ongoing.	
Objective 2	Assist Math Department as needed in offering an additional two-hour per week tutorial component requirement for students who are repeating developmental math courses utilizing the A107 Lab/Classroom as a Math & Science Computer Lab and Tutorial Room during afternoon hours when classes are not scheduled for the room.	
Estimated Cost	Existing Money $ Unknown at this time	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	Beginning Fall 2010	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Division: Talent Search

Objective 1	Continue to make improvements to the curriculum within the Talent Search program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500	New Money Ongoing $
Exp. Completion	Annual update of curriculum will be continuous throughout the life of the grant inclu	
Results	The project will implement academic, life skill, and financial curriculum to be implem each fall and spring semester. The curriculum will be divided into nine objectives to b monthly schedule for both semesters. Each lesson plan and the individuals who parti documented through the academic year.	
Comments	The revised curriculum will meet federal grant requirements.	
Objective 2	To increase the number of parents involved in the program's Parent's Nights offered juniors/seniors and in the spring to other participants by 25%	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	November 2010; April 2011	
Results	Utilizing parent/teacher conference evenings at each target area high school, the proj parental involvement allowing the grant project to meet its goal.	
Comments	Utilizing parent/teacher conferences is more efficient and productive that past group	

Objective 3	To enhance participant learning options by adding a "Tutoring " section to the PREP W this addition, online tutoring links appropriate to middle and high school students wo maintained. Students would also have the option to contact their advisor for assistan appropriate tutoring or other intervention connection at their school.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	August 2010	
Results	Based on participant input, accessing the online tutoring increased has increased stud computer-based academic assistance by at least 75%.	
Comments	This new Web page has been so successful, the project plans to add two additional on	

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Purchase Bluemaxx Master Fuming & Evidence Locating Kit	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $522 (Carl Perkins)	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Due to KBOR regulations, Criminal Justice was unable to use Carl Perkins money for these purchases.	
Comments	No longer supported.	
Objective 2	Purchase DVDs/VHS	
Estimated Cost	$ 456 (Carl Perkins)	
Exp. Completion	Spring 2011	
Results	Due to KBOR regulations, Criminal Justice was unable to use Carl Perkins money for these purchases.	
Comments	Future purchases may occur through Library purchases.	

Department: Graphic Design

Objective 1	Incorporate Jenzabar technologies for instruction and communication with students.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	
Results	Jenzabar technologies have been incorporated into many of the Graphic Design courses to supplement instruction and communication with students.	
Comments	Jenzabar software is limited for our needs in how project critiques take place. Other free online applications are being used and will be continually investigated.	
Objective 2	Upgrade lab software with current version of Adobe Creative Suite.	
Estimated Cost	Existing Money $0	New Money One Time $12,500
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	07/2011	
Results	Adobe CS5.5 lab software has been purchased.	
Comments	At this point not all of our computers will support this software, but a Carl Perkins funding proposal has been submitted to replace the 10 computers still requiring upgrade.	

Department: Network Administration

Objective 1	Upgrade hardware for Network Administration courses	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $2,000.00 Perkins	New Money Ongoing $
Exp. Completion	Spring 2011	

Results	Received 12 workstations from Computer Services when the labs were updated. Computer Services donated a sever to the Networking Administration courses. The upgrades has helped the students achieve a more business like simulation than ever before.
Comments	To prepare the students to enter the current job market

Department: Nursing

Objective 1	Initiate a Nursing, Respiratory, and Radiology Interdisciplinary Simulation Lab and computer lab.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 30,000 KBOR Nursing Grant	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	H224 computer lab with 40 desk top computers. Simulation lab is complete except for doors.	
Objective 2	Implement the use of SmartDraw computer program for both faculty and students.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 12,000 Carl Perkins	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments		
Objective 3	Update simulation lab with video streaming where students and faculty can view from either the lab and/or the classroom for teaching/learning purposes. Expand simulation space to reflect health care environment.	

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1000 video streaming, $5000 expansion of simulation lab.	New Money Ongoing $
Exp. Completion	Fall 2010 (carryover from FY2010)	
Results	Complete	
Comments	Funded by Perkins Grant.	
Objective 4	Design interdisciplinary simulation, using both respiratory and nursing students in the same scenario.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	
Results	Complete	
Comments	Respiratory has patient scenarios and Nursing has patient scenarios.	

Department: Office Technology

Objective 1	Investigate and plan for the health based job simulation experience for students and develop program goals for health care work simulated area.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Program goals – Spring 2011 (total project completed 2014)	
Results	Work in progress	
Comments	Used Medisoft Medical Billing Software, Spring 2011 in the office application course. The software was included free for course work with	

	the adoptions of a new book. This software is used in some of the local physicians' offices. This will be valuable software for the simulation. The department hopefully will be eligible for Perkins funds due to the combining of seven degrees and certificates with seven separate CIP codes into two different CIP codes. The hope is that the department will have enough completers to meet the criteria for Perkins funding. With this money 3-M Coding Software will be able to be purchased. This will work nicely with the simulated area when it gets off the ground	
Objective 2	Initiate integration of voice recognition software (Dragon Speak) into course work.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $100 per computer; 21 computers in a lab. Perkins money will be requested.	New Money Ongoing $
Exp. Completion	Spring 2011 and ongoing	
Results	Taught voice recognition section in Formatting Spring 2010 and in office application courses in Fall 2011.	
Comments	Need to devote more classroom time. Software needs to be installed on computers that don't face each other. Had problems with the software with the extra noise of students that were seated opposite each other.	

Department: Radiography

Objective 1	Purchase Typhoon software for maintenance of student clinical records.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	We decided not to purchase the typhoon software, and to develop our own electronic files.	

Comments	All clinical paperwork has been converted to electronic files. Students no longer have to turn in paper records.	
Objective 2	Develop web cam programs to be used with laptops or PDA's at the clinical sites.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	We decided not to use web cams at this time. We did convert all of clinical competency exam forms to electronic forms and placed them and our evaluation forms on the laptops at the clinical sites.	
Comments	This has allowed us to use Red Zone for electronic exchange of the competency and evaluation forms.	

Department: Recording Arts Technology

Objective 1	Collaborate with athletic department to determine feasibility of installing robotic cameras in gymnasium to enable filming of games without interference, allowing students to work with technology that is becoming more prevalent in the industry. Investigate potential funding sources for equipment.	
Estimated Cost	Existing Money $0	New Money One Time $3500
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	No longer supported	
Comments		
Objective 2	Incorporate use of Tricaster multichannel video and portable Protools multichannel audio into student learning experiences by identifying a minimum of six events per semester to provide opportunities for on-site video/audio production experiences.	

Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing (carryover from FY2010)	
Results	The things we're doing are working great.	
Comments	Logistics are restricting the access to the amount of content we can support.	

Department: Respiratory Care

Objective 1	Acquire practice credentialing examination software as available.	
Estimated Cost	Existing Money $2,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	The two newest DVD's have not yet been installed on the computers in the computer lab. The RC computer programs have been installed on computers at the Cherokee Center.	
Comments	IT has all of the DVD's and has been asked to update and put all appropriate and updated DVD's with the clinical simulations and preparatory practice tests for CRT and WRRT exams for the students to utilize and practice beginning the summer of 2011.	

Division: General Education

Department: Accounting Business

Objective 1	Update QuickBooks software in the computer lab.	
Estimated Cost	Existing Money $2000	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Before spring semester 2011
Results	Completed
Comments	

Department: Chemistry

Objective 1	Use Teach2000, a free software, which can help students with memorization. Continue to use it in Introduction to Chemistry. Begin to use it in College Chemistry I by developing files which has the memory items.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Prior to start of the class Fall 2010	
Results	No longer supported	
Comments	I have found that many students do not use this program. I already have paper flash cards that students can use to help them memorize.	

Department: Cherokee

Objective 1	Create interactive video link between main campus and Cherokee center to provide student services	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Webcam installed to connect to admissions and instructional offices.	
Comments		

Objective 2	Implement webcams (already purchased) to provide advising for students from Cherokee Center	
Estimated Cost	Existing Money $?	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2010 (carryover from FY2010)	
Results	Completed	
Comments	Advising for students now available from Main Campus	

Department: Computer Science

Objective 1	Utilize Web 2.0 features in instruction: Storing information online, utilizing YouTube videos for instructional use, using Facebook or Microsoft Office Live for communication.	
Estimated Cost	Existing Money $	New Money One Time $200 (est software)
	Grant Funded $	New Money Ongoing $
Exp. Completion	Sp 2011	
Results	Using YouTube a great deal in CIS.	
Comments	We are using the blog feature of Red Zone some in lieu of Facebook. Students have uploaded to Red Zone. I thought that has worked better than requiring additional passwords for Office Live at this point in time. YouTube does time out quite a bit and that is the main problem. Students collaborated using Google Docs instead of Microsoft Office Live. Since students now have gmail accounts, it worked great.	

Department: Concurrent

Objective 1	Explore ways to offer online courses for high school students. Maybe an online "preparation for college "course and then we give those students a bonus if they have taken it.

Estimated Cost	Existing Money $ Outreach Budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	The Targeting Technical Talent Grant helped get about 15 more students into online A&P from the high schools.	
Comments	In general they are doing well in regular online courses without designating special courses for them. We now have an online workshop for beginning online students, which can also include high school students	

Department: Early Childhood Education

Objective 1	Develop one course for online delivery	
Estimated Cost	Existing Money $1,200	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	May 2011 (carryover from FY2010)	
Results	Accomplished	
Comments	Currently have an online course in Child Development.	

Department: English

Objective 1	Permanent computer lab in place for Fall 2010.	
Estimated Cost	Existing Money $	New Money One Time $ approximately 7,000
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	No longer supported	

Comments	Will revisit idea in FY2013.	
Objective 2	Compare *Turn It In* to comparable electronic grading programs and make selection.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not completed	
Comments	Postpone until budget improves.	

Department: Mathematics / Physics

Objective 1	Purchase additional sensors and lab pro units for use in Physics 1, Physics 2 courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 and Spring 2011	
Results	$500 was spent in Spring 2011 to purchase additional scales and digital thermometers.	
Comments	This is done in the normal course of purchasing lab equipment for the department. There are now enough labpro units and more sensors will be purchased as need dictates and budget allows.	
Objective 2	Have LCC join ItunesU to provide a password protected site for posting computer generated media files for LCC math courses without the space limitations of LCC servers and/or Blackboard.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Spring 2011	
Results	We are using Jing and Screencast instead and continuing to explore Itunes U.	
Comments		
Objective 3	Research introducing "clicker" technology into Mathematics classrooms in conjunction with publisher supported technology aides.	
Estimated Cost	Existing Money $ N/A	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	This has been dropped from our planning at this point as we continue to work on expanding use of Math Zone, My Math Lab, Jing, Screencast, etc.	
Comments		
Objective 4	Research obtaining the funding to provide 24 laptop computers for A103 to use in conjunction with publisher supported technology aides (such as ALEKS, Math Zone, etc.) to be used in developmental LCC math courses	
Estimated Cost	Existing Money $ N/A	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Laptop lab is being transferred from nursing	
Comments	DOI and Nursing Department are working out details.	
Objective 5	Purchase additional Adesso Tablet and Camtasia software for new faculty member.	
Estimated Cost	Existing Money $500	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Not needed at this time.	
Comments	Department has been reduced to 3 members, each of whom are equipped.	

Department: Online

Objective 1	Provide more technology options in online courses, such as podcasting and online resources	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Demonstrated JING and Adesso Notepad for new faculty at a seminar in November 2010	
Comments	This will necessitate training workshops for online instructors, as part of the outreach director's responsibilities. Our online courses will remain competitive with other schools, and our students will receive additional learning options to meet learning styles	
Objective 2	Encourage full time faculty to select textbooks which include online resources and companion sites which will enhance online courses.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2010	
Results	We are currently exploring as many free options as possible for instructors.	

Comments	New ideas are shared with online faculty at distance Education meetings and are distributed campus wide through he minutes of the meeting.

Division: Library

Objective 1	Upgrade preservation and presentation software.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	April 2011	
Results	After speaking to the IT department, it was determined that upgrades to the existing s needed at this time.	
Comments	We will investigate the possibility of obtaining a scanner and a CD burner for preserva	
Objective 2	Insert library instruction videos on the library's Facebook and MySpace pages.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2010	
Results	Moved to FY2012	
Comments	We are currently investigating methods and talking to IT and the PR department abou handle this. We no longer have MySpace.	
Objective 3	Begin to barcode materials for the new integrated library system with the existing sca	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 30, 2011 (carryover from FY2010)	
Results	Move this objective to FY 2014	

Comments	All books that are currently cataloged receive barcodes as part of the processing proc begun barcoding the volumes that existed before the current barcodes. This project is priority as others and will be moved to FY2014.	
Objective 4	Enhance the library's online periodical databases web pages with descriptions of the	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	
Results	This project will be moved to FY2012.	
Comments	We are discussing how to best do this with the IT and PR Departments.	

FINANCE & OPERATIONS	GOAL 1	OUTCOME 1D

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: IT

Objective 1	Develop FACTS Integration for online payment	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Complete	
Comments	Further integration is being worked on now	

Objective 2	Setup student email accounts hosted by Google	
Estimated Cost	Existing Money $	New Money One Time $TBD
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Complete	

Comments	

Division: IT/Graphic Design

Objective 1	Adobe Upgrades	
Estimated Cost	Existing Money $ 0	New Money One Time $12,500
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	In progress (Software has been purchased and will be installed on new lab computers when they arrive)	
Comments	Requested by Graphic Design as a critical need	

Division: IT, Business Office, HR & Bookstore

Objective 1	Enter all full time and part time regular employee data into Jenzabar HR system	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		

Objective 2	Create ADA student information on Website	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	In progress – Move to FY12	
Comments		
Objective 3	Input IPEDs information to Jenzabar	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Completed for FY11; On going	
Comments	Yearly reporting due. Cannot completely use all reporting on program; iPeds for Registration and HR were both run from the system to determine what further work needs done	
Objective 4	Update comp time process	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		

Results	Move to FY12	
Comments	Just attended workshop with new regulations	
Objective 5	Create comp time tracking in Jenzabar	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Current process workable – not needed	
Comments		
Objective 6	Do cross training on Payroll, Accounts Receivable & Accounts Payable	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Much training was completed- ongoing to FY12	
Results		
Comments		

Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: Admissions

Objective 1	Redo the website.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2011 – Continuous	
Results	Ongoing	
Comments	The department continues to gain information on possible updates to the website to b and potential students.	

Department: Athletics

Objective 1	Support Recording Arts Technology in installing robotic cameras in gymnasium to enable filming of games without interference, allowing students to work with technology that is becoming more prevalent in the industry.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Not completed	
Comments	Met with Academic Affairs and Facilities Departments but funding not currently available.	

Objective 2	Continue to enhance the Athletic Department website and utilize blogs and social networking sites for communication with potential student athletes.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and ongoing	
Comments		

Division: Financial Aid

Objective 1	Continue to expand and utilize the Powerfaids and Jenzabar programs to communicat regarding financial aid.	
Estimated Cost	Existing Money $15,000 for maintenance of Powerfaids	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and ongoing	
Comments		

Division: Registrar

Objective 1	Continue to utilize Jenzabar program to enhance graduation procedures.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Continuous	
Results	Ongoing	
Comments		
Objective 2	Promote students to use the online degree check to assist them in achieving their goal	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	
Exp. Completion	2012	
Results	Ongoing	
Comments	This is dependent on assistance with getting incoming transcripts from other colleges system as they arrive.	

Department: Student Life

Objective 1	Assist Academic Departments in investigating and planning for job simulation experiences/internships for students.	
Estimated Cost	Existing Money $ to be determined	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	No departments have requested as this was developed to assist Academic Affairs.	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	
Objective 2	Develop process and begin implementing the Extracurricular Activities Transcripts for students through Jenzabar.	
Estimated	Existing Money $ to be determined	New Money One Time $

Cost		
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Not Completed	
Comments	With changes in staffing, the focus for 2010-2011 was to train the staff member in activities and events for students. This objective will be moved to 2011-2012.	

Division: Student Support Services

Objective 1	Continue to update and revise the Student Support Services website. Explore expandi connect to current and prospective students through portals on the Red Zone.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed/Ongoing	
Comments	SSS implemented the use of Facebook to connect to students and keep them informed information and approaching important dates.	
Objective 2	Purchase 5 laptops for Student Support Services student check-out.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $6,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed	
Comments		

Division: Student Success Center

Objective 1	Develop a Student Success Center presence on the Red Zone, specifically a system for tutoring opportunities and request services.	
Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Ongoing	
Comments		
Objective 2	Develop and implement a peer tutor training curriculum to be delivered through the c course management system.	
Estimated Cost	Existing Money $	**Estimated Cost**
	Grant Funded $7,000	
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments		

Division: Talent Search

Objective 1	Continue to update and revise the Talent Search website so more participants and stu function.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	All student college and career sites were reviewed monthly and revisions immediatel Review and revision will continue throughout the life of this project.	

Comments	

Department: Vice President's Office

Objective 1	Assist Academic Affairs and Finance/Operations to create interactive video link between main campus and Cherokee center to provide student services	
Estimated Cost	Existing Money $	New Money One Time $ 25,000
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results		
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Division: Career Technical Education

Department: Early Childhood Education

Objective 1	Explore partnership opportunities with SEK-CAP Head Start for preschool and infant/toddler observation classes	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished.	
Comments	Currently working with Sharla Hopper at the State Hospital Day Care Center on working together for the observation classes. She is working on getting two way mirrors installed, for the purpose of observation and discussion	

Department: Nursing

Objective 1	Support secondary education career clusters and career pathways for nursing to area high schools/middle schools.	
Estimated Cost	Existing Money $0	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Director is a member of both Parsons High School and Labette County High School Health Program Advisory Committees.	

Department: Recording Arts Technology

Objective 1	Coordinate a possible internship for two or more students each year in a professional environment in Nashville, Tennessee.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Haven't had the opportunity to visit Nashville and explore the different possibilities.	
Comments	Currently working with Herb Schuker (drummer, Randy Travis) on this	

Department: Workforce Education & Community Services

Objective 1	Maintain business/education partnerships through continued jointly sponsored training, workshops, and mentoring opportunities between LCC and area employers/business professionals/educational institutions. Maintain two workshops per semester, and research one new opportunity.	
Estimated Cost	Existing Money $<Incoming$ offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	

Results	Accomplished
Comments	Success in this objective was partially responsible for over $238K in profit this fiscal year.

Division: General Education

Department: Cherokee

Objective 1	Investigate collaboration possibilities with PSU	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Investigating locating Dental Assisting Labs in Pittsburg	
Comments	Still need to investigate.	

Department: Education

Objective 1	Work with Fort Hays State University to provide seamless transfer for students	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished	
Comments	A 2+2 articulation agreement has been signed and finalized with Fort Hayes State University on September 23, 2010.	
Objective 2	Explore articulation agreements with Elementary Education programs at 4-year schools	

Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not accomplished (in progress)	
Comments	Currently working with Newman University to update articulation agreement with them. Also planning to focus on updating and forming articulation agreements with the following 4 year institutions: Wichita State University, Missouri Southern State University, Southwestern, Kansas University, and Washburn University.	

Department: Mathematics / Physics

Objective 1	Department faculty members will continue and increase involvement in professional organizations such as AMATYC and KAMTYC.	
Estimated Cost	Existing Money $ Cost for dues, etc. to be paid from faculty professional development account.	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments		

Department: Physical Education

Objective 1	Improve relations with local school districts and recreation department to allow PE/Rec students more options during community learning events.	
Estimated Cost	Existing Money $0.00	New Money One Time $0.00
	Grant Funded $	New Money Ongoing $

Exp. Completion	12/10/2010
Results	Working with recreation center on providing service based learning opportunities for students.
Comments	Students will have opportunities to coach, officiate, and organize actual events in the spring of 2011.

Division: ABE/GED

Objective 1	Continuation and expansion of partnerships through Cherokee and Labette County employers will allow ABE services to provide academic training for tomorrow's workforce.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 30, 2011	
Results	KansasWorks in Independence and Chanute are referring individuals that need ABE services.	
Comments		

Division: Library

Objective 1	Begin periodic meetings with all of the librarians in Parsons using the Wichita Area Librarians model.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2010	
Results	This was not accomplished.	

Comments	I have been in contact with WALA for information and have done some research on the model. I hope to put this into practice in FY2012. I did work on projects with the public and high school librarians throughout the year.	
Objective 2	Actively participate in the Southeast Kansas Academic Librarians Council.	
Estimated Cost	Existing Money $800	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	March 2011	
Results	I attended meetings in August, September, January and April. I hosted the meeting in November.	
Comments		

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Division: IT

Objective 1	Continue IT Directors involvement Kansas Community College IT director group	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Ongoing	
Comments	Participated in several list serve information gathering sessions.	
Objective 2	Continue Jenzabar Regional Users Group	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results		
Comments		

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Division: Admissions

Objective 1	Develop an advisory board consisting of high school counselors from within the area.	
Estimated Cost	Existing Money $500.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	November 2010 – Continuous	
Results	Ongoing	
Comments		
Objective 2	Host a College Planning Conference on campus for area high school students as well a	
Estimated Cost	Existing Money $400.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2010 - Continuous	
Results	Completed and ongoing	
Comments	The college will host an event in Fall 2011 after hosting in Fall 2010.	
Objective 3	Support Academic Affairs in investigating collaboration possibilities with PSU.	
Estimated Cost	Existing Money $ 0	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Ongoing	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	

Division: Athletics

Objective 1	Investigate monies for businesses and individuals to sponsor items for athletic teams, and other items.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Ongoing	
Comments		

Division: Financial Aid

Objective 1	Continue to promote the work study program that allows students to be paid to work schools	
Estimated Cost	Existing Money $100.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and Ongoing	

Comments		
Objective 2	Assist high school students with completing FAFSA's earlier through visits from Finan schools.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Completed and ongoing	
Comments		

Division: Student Support Services

Objective 1	Develop an advisory council for Student Support Services with representation from co groups including current and former SSS participants, LCC faculty and staff members, Labette, and Cherokee County community members.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,000	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Ongoing	
Comments		
Objective 2	Partner with Admissions and other college departments to identify students eligible f Services and target recruiting efforts.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed	

Comments		
Objective 3	Partner with Talent Search to create a seamless transition to LCC's Student Support S graduates.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments		

Division: Student Success Center

Objective 1	Support ABE/GED Program in continuation and expansion of partnerships through Cherokee and Labette County employers will allow ABE services to provide academic training for tomorrow's workforce.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective. Dollar General grant specifically supporting this objective was rewritten and submitted in SP11; grant received notice of award in April 2011	

Division: Talent Search

Objective 1	Implement recruitment plan for Parsons and Weir 8th graders to join Talent Search or high school.	
Estimated Cost	Existing Money $0	New Money One Time $

	Grant Funded $300	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	One visitation for fall 2010 and one for spring 2011	
Comments		

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Public Relations

Objective 1	Engage community organizations to utilize our speaker's bureau.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Completed – Rotary, Lions, Kiwanis, PEO Group, & other church organizations	
Comments		
Objective 2	Work with Recording Arts department to update cable channel.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Completed May 2011– Cable channel merged with USD 503	
Comments		

Goal 2: Effectiveness, Efficiency, and Seamlessness. LCC will improve learning outcomes and develop program partnerships and collaborations through continuous planning, assessment, and improvement.

Outcome 2A: Improve and expand linkages with educational partners and community agencies for mutual benefit.

Foundation

Objective 1	Continue discussions with target alumni to establish a mentoring program	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	On hold because Academic Affairs and Foundation have not met with Alumni who expressed the interest in this.	
Comments		

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Cooperate with the LCC Foundation Board and Foundation Director to develop a criminal justice alumni data base	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Not completed	
Comments		

Department: Nursing

Objective 1	Administration of required reports to KBOR Nursing Initiative Grant, Kansas State Board of Nursing, National League of Nursing, and National League of Nursing Accrediting Commission with accurate and timely data.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments		

Objective 1	Cooperate with LCC Foundation Board and director to develop a nursing alumni listing.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not complete	
Comments	Nursing continues to support the Foundation to meet this objective.	

Department: Workforce Education & Community Services

Objective 1	File BTE reports on a monthly basis with KBOR.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Filed prior to deadline.	
Comments	Very difficult to keep up with fluctuating deadlines on this requirement. Never the same filing deadline with KBOR.	

Division: ABE/GED

Objective 1	ABE staff will have continual training and use of Jenzabar to interface accounting data for ABE funds.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Fall 2010
Results	All ABE staff has been trained by Dana Eggers on the Jenzabar system.
Comments	

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Division: IT

Objective 1	Complete set of Queries, scripts, and RBU to use in reporting.	
Estimated Cost	Existing Money $ Staff Time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Classification Updates Complete. iPeds snapshot complete	
Comments		
Objective 2	Customize & or write all necessary Jenzabar reports	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Reports are written or edited consistently	
Comments		
Objective 3	Continue Data Cleanup from Conversion	
Estimated Cost	Staff Time	
Exp. Completion	Ongoing	
Results	Ongoing	

Comments	

Division: IT & Business Office

Objective 1	Review & analyze bottle necks in the Jenzabar process	
Estimated Cost	Existing Money $ Staff Time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Some have been eliminated - ongoing	
Comments		

Division: Business Office

Objective 1	Add remaining departments to electronic requisitions	
Estimated Cost	Existing Money $ Staff Time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		

Division: Bookstore, IT & Business Office

Objective 1	Automate the Financial Aid tracking and charging in the Bookstore	
Estimated Cost	Existing Money $ Staff Time	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	The process is still not what we would like – continue to FY12	
Comments		

Outcome 2B: Improve tracking of and access to data to meet the needs of institution and external contingencies.

Division: Student Support Services

Objective 1	Provide ongoing professional development for SSS staff on the use of student data tra improve services and student communication.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $500	New Money Ongoing $
Exp. Completion	Ongoing.	
Results	Completed	
Comments		
Objective 2	Purchase a subscription to the National Clearinghouse for student data in order to bet participants who transfer to other institutions of higher learning.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1000	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments	Currently investigating budget priorities to allocate resources in support of reaching t	

Division: Student Success Center

Objective 1	Develop a method to measure student use of and satisfaction with SSC staff and facilit develop a comprehensive plan to improve student attitudes regarding and increase st services provided in the SSC.

Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $1,500	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Ongoing	
Comments	Data collection has begun; survey development is ongoing.	

Division: Talent Search

Objective 1	Continue membership in the Student Clearinghouse to better track high school gradua the post-secondary institution they enroll in .	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $450	New Money Ongoing $
Exp. Completion	Annual tracking to be completed by July 2011	
Results	To be continued per grant application approval.	
Comments		

Outcome 2B: Improve tracking of and access to data to meet the needs of the institution, and external contingencies.

Foundation

Objective 1	Run our alumni/donor mail lists through NCOA for updates	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Completed September 2010	
Comments	Has improved mail list and helped to save money by not mailing to bad addresses.	

Outcome 2C: Respond to the diverse learning needs of our community.

- **Continue to expand certification and short-term training programs that meet learners' needs and market demand.**
- **Encourage community/business partnerships in the learning process.**
- **Increase the availability of skilled workers to meet the needs of the community and the State.**

Division: Career Technical Education

Department: Early Childhood Education

Objective 1	Evaluate early childhood certificate option relative to existing professional standards and community needs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished.	
Comments	Working to align the CDA certificate, the Early Childhood Certificate, Kansas Works Apprenticeship Program, an Associates of Applied Science and the Associates of Science degree, in order to create a step by step program to help current child care employees continue their education. Collected survey results for Professional Development Day and the results illustrated a high need for more options, more courses offered online and flexible course schedules. Making smaller steps will help those who have been out of the school setting for awhile see and obtain their goals more readily.	
Objective 2	Collaborate with area agencies to provide one-day conference for area provider in-service training	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	Fall 2010 (carryover from FY2010)
Results	Accomplished
Comments	Hosted a Professional Development Day for Child Care Providers on October 9, 2010, had 81 participants. Worked with Kansas Department of Health and Environment, SRS, Child Care Aware and the State-Provider Cooperation Committee to host the event. Planning another conference for late summer.

Department: Criminal Justice

Objective 1	Include advisory committee's input in ascertaining the learning needs of the program	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On going	
Results	Completed	
Comments		
Objective 2	Coordinate and conduct the 4th annual Law Enforcement Seminar to assist local law enforcement officers with obtaining their required 40 hours of continuing education.	
Estimated Cost	Existing Money $500 <funds recouped through registration fees>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2011	
Results	Due to A.A.S. CJ program being cancelled at LCC, the seminar is now under the office of Workforce/Community Services. MiChielle Cooper has postponed the June 2011 class to April 2012.	

Comments	

Department: Graphic Design

Objective 1	Solicit local businesses and agencies for design needs that could be incorporated into course curriculum.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	
Results	Ongoing	
Comments	There is a continuing increase of local businesses soliciting our department for design needs.	

Department: Network Administration

Objective 1	Implement CISCO certification program	
Estimated Cost	Existing Money $3000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	The CISCO introduction course was taught this semester with most of time being dedicated to terminology and theories on routing and ip addressing.	
Comments	Will incorporate the setup of CISCO routers in the Network Administration Course for Spring 2011	

Department: Nursing

Objective 1	Include advisory committee in learning needs of the program each fall and spring semester.	
Estimated Cost	Existing Money $ 500	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Advisory minutes reflect this objective.	

Department: Office Technology

Objective 1	Develop 1-2 hour Microsoft outlook course to be offered to community members.	
Estimated Cost	Existing Money $450-$900	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not completed	
Comments	Office Technology is not currently supported by Perkins funds so money couldn't be used for course development. Outlook was added as a section to Office Application courses using an online instruction tool-StaffKit.	

Department: Respiratory Care

Objective 1	Assess success of A-STEP program. Evaluate when next needed.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	
Results	No longer supported	
Comments	This is not a valid goal for the program at this time. We are not looking to expand our program with CoARC to include accreditation to be a center for sleep education.	

Department: Workforce Education & Community Services

Objective 1	Maintain involvement of area employers in workforce education issues through continued participation in the workforce education advisory council meetings from 2-4 times annually.	
Estimated Cost	Existing Money $500 annually	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Accomplished	
Comments	These councils have been instrumental in our successes.	
Objective 2	Maintain offerings in the personal enrichment/non-credit area of 4 workshops annually. Research new opportunities based on community feedback from FY 2010 offerings.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Accomplished	
Comments		
Objective 3	Monitor development of Entrepreneurship Certificate from FY2009 – FY2010 with City of Parsons Economic Development Director. Cultivate relationships with area small businesses for input on program development and to serve as an instructor base. Objective to launch 2 new businesses per year from the program.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	2011	
Results	No new businesses launched in 2010.	
Comments	The economy is directly affecting the new business startups associated with this/these courses.	
Objective 5	Monitor success of NCCER Construction & Building Trades courses launched in Fall 2009. Objective: Have 4 local construction companies actively involved in programming, considering the Kansas Apprenticeship Program in the trades, and having a minimum of 8 students in every course.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Holding status quo currently due to the economy.	
Comments		

Division: General Education

Department: Computer Science

Objective 1	Work on developing an E-commerce program to meet needs of local entrepreneurs. Provide hands-on software training.	
Estimated Cost	Existing Money $	New Money One Time $500 (estimate)
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	No longer supported	

Comments	

Department: English

Objective 1	Research opportunities for new credit and non-credit courses that meet the needs and interest of the community.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments	May offer three-hour course in Irish literature in Spring 2012.	

Department: Physical Education

Objective 1	Encourage students to participate in service learning opportunities within PE department and expand those opportunities.	
Estimated Cost	Existing Money $0.00	New Money One Time $0.00
	Grant Funded $	New Money Ongoing $
Exp. Completion	5/11/2011	
Results	Students were able to assist in coaching with various youth programs during the year. Several students assisted in volleyball, basketball, and wrestling camps and were able to gain actual experiences.	
Comments		

Outcome 2D: Engage students in contributing to the well being of their community through community service.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Encourage students to involve themselves in community service/volunteer opportunities	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed	
Comments		

Department: Graphic Design

Objective 1	Provide opportunities for students to provide design services to the community.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	
Results	Completed	
Comments	Several local and LCC based projects have been incorporated into course curriculum providing students the opportunity real-world experience.	

Department: Nursing

Objective 1	Nursing will engage students in community service activities. (Community Service/Civic Responsibility)	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Program courses support student community service with flu shot clinics, service learning activities preschool teaching opportunities, blood/pressure clinics, and participation in the Parsons community free health clinic.	

Department: Recording Arts Technology

Objective 1	Collaborate with local cable television company to find areas for students to help with community events.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Working okay	
Comments	I would like to see more input from this area	
Objective 2	Develop a monthly 30-minute informational broadcast segment on LCC events, activities, programs, etc. to be produced by students and broadcast on the college cable channel	
Estimated Cost	Existing Money $500 Software	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	December 2010 (carryover from FY2010)
Results	Works good in the fall during live video class, need idea for spring.
Comments	It's been a chore but we now have a good foundation to build from and the students have really been into it.

Department: Respiratory Care

Objective 1	Continue with Great Strides Walk/5K run	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2011	
Results	No longer supported	
Comments		
Objective 2	Involve students in recruitment and school presentation projects	
Estimated Cost	Existing Money $300 for pig lungs and anti-smoking materials	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010/Spring 2011	
Results	The material has not yet been purchased.	
Comments	The program has not fully engaged the students this experience. This will be done through the student driven RC Club.	
Objective 3	Plan service-learning project for 2nd year students as part of clinical practice IV.	
Estimated Cost	Existing Money $ 0	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	
Results	Has not been done.	
Comments	The RC curriculum has been redone. Clinical practice IV which will become RC Professional Forum has not yet been completed. Kara McIlvain is working on this.	

Division: General Education

Department: Communication

Objective 1	Utilize Public Relations and Advertising course projects for service learning	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	Fall 2010	
Results	Completed	
Comments	The PR class project benefited a local non-profit organization (Safe Haven Homeless Shelter) providing necessary publicity to help open its doors. The Ad class campaigns featured a variety of businesses and non-profit organizations. The local non-profit organization benefiting from the PR class project was very receptive to the student's class project and they hope to partner with the class on future projects.	

Department: Music

Objective 1	Have LCC singers perform at community events and area locations such as nursing ho	
Estimated Cost	Existing Money $250 (travel)	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	2011	
Results	Successful!	
Comments	Chamber Singers were very visible by performing at several community performance throughout the academic year.	
Objective 2	Provide public concerts	
Estimated Cost	Existing Money $200	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Successful!	
Comments	Chamber Singers provided four concerts.	

Outcome 2D: Engage students in contributing to the well being of their community through community service.

Department: Athletics

Objective 1	Provide opportunities for student-athletes to participate in community service events	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed and ongoing	
Comments		

Department: Student Life

Objective 1	Assist Academic Departments in providing opportunities for students to engage in co activities.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	
Objective 2	Support and assist as needed the Public Relations and Advertising course projects for	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	

Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	
Objective 3	Support and assist the LCC Music Department in advertisement of concerts as well as community events and area locations.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	

Outcome 2E: Encourage faculty and staff to take leadership roles in community initiatives.

Division: Career Technical Education

Department: Nursing

Objective 1	Nursing department members will acquire leadership roles in their communities.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	All LCC nurse faculty and the director are leaders within their communities and participate in community service events.	

Department: Workforce Education & Community Services

Objective 1	Encourage and cultivate faculty and staff to volunteer to participate in the creation of a Kids College from LCC in collaboration with Parsons Recreation Commission, and USD 503.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $7,500 <potential for grant funding>	New Money Ongoing $
Exp. Completion	2011	
Results	CANCELED. This objective has been terminated due to lack of faculty support at this time.	
Comments	No longer supported.	

Outcome 2E: **Encourage faculty and staff to take leadership roles in community initiatives.**

Division: Human Resource

Objective 1	Encourage college employees to participate in community events or organizations to improve the positive image of the college	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Ongoing	
Comments		
Objective 2	Inform college employees of potential community events or organizations to improve the positive image	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Ongoing	
Comments		

Division: IT

Objective 1	Explore the possibility of Leadership Parsons Participation for Director level personnel

Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	With next enrollment period after FY11	
Results	Application are due in August	
Comments		

Outcome 2E: Encourage faculty and staff to take leadership roles in community initiatives.

Public Relations

Objective 1	Initiate community speaking opportunities and encourage LCC employees to attend/present at community events.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Continuous	
Comments		

Outcome 2F: Improve the system of defining and assessing student learning outcomes.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Continue to work with the state on alignment of criminal justice/corrections curriculum	
Estimated Cost	Existing Money Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	AAS in Criminal Justice has been discontinued.	
Comments		

Department: Financial Services

Objective 1	This program relies heavily on adjunct instruction and a majority of classes are only taught by adjunct without any full-time faculty instruction. Begin training adjunct faculty on the significance of leaning outcomes and strategies for assessing outcomes and the importance of accurate outcomes assessment. This objective will be followed in forthcoming years by reviewing and analyzing the learning objectives for all FI classes.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY 2013	
Results	Complete	
Comments	Full time faculty met with adjunct faculty at fall and spring in-service and	

	discussed the courses and outcomes. Outcomes are also reviewed by the Advisory Committee.

Department: Nursing

Objective 1	Nursing will participate in continuous program improvement data collection, both qualitative and quantitative, to maintain program student learning outcomes and licensure exam success.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Evidence in Program Evaluation Book, National Council State Board of Nursing reports, Kansas State Board of Nursing reports, and student program exit surveys for both PN and RN level.	

Department: Radiography

Objective 1	Convert all testing to electronic testing and grading. (Using iRespond system)	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	All comprehensive exams have been converted and all of Medical Terminology exams are now given using the iRespond system. Most of our final examinations have been converted to iRespond.	
Comments	We continue to add more tests to iRespond each year.	

Division: General Education

Department: Mathematics / Physics

Objective 1	The department will seek to have a department member on the Outcomes Committee at all times.	
Estimated Cost	Existing Money $ N/A	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments		

Outcome 2F: Integrate LCC's annual planning with budgeting and resource allocation.

Division: IT

Objective 1	Continue Computer 3-5 Year Rotation	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Replaced Computer Labs and office computers per rotation.	
Comments	3 years for computer science labs & services; 5 years for everything else.	

Outcome 2G: Improve the system of defining and assessing student learning outcomes.

Division: IT

Objective 1	Adjust the Online Outcomes put into place in FY10 as needed.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Last modification made	
Comments		

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3A: Achieve targeted growth through an integrated enrollment management process.

Division: General Education

Department: Early Childhood Education

Objective 1	Participate in at least two high school college/career fairs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished	
Comments	On November 18th we hosted an Education day for area high school students interested in Education onto campus and providing relevant information for education majors and campus tours	

Department: Concurrent

Objective 1	Encourage the development of online enrollment for concurrent students through the concurrent coordinators at each highs school. Having the coordinators enroll the students will free up admissions staff during the first weeks of class each semester to handle other duties. It is still being done with paper.	
Estimated Cost	Existing Money $ none	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	As soon as possible
Results	Online enrollment for high school students was determined by admissions to not be feasible at this time.
Comments	Enrollment will now be coming back to the Outreach area for concurrent which will keep all administration in one area, rather than having several different people communicating with the high schools regarding deadlines and requirements.

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3A: Achieve targeted growth through an integrated enrollment management process.

Division: Admissions

Objective 1	Systematic recruitment packets and information sent by all areas of the college.	
Estimated Cost	Existing Money $12,500.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	August 2010 – Continuous	
Results	Completed	
Comments		
Objective 2	Assist Talent Search with providing FAFSA help during the school day for area high sc	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	November 2010, April 2011 – Continuous	
Results	Completed	
Comments		
Objective 3	Host a contest with Graphic Design students to design recruitment shirts, folders, etc.	
Estimated Cost	Existing Money $250.00	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	April 2010 – Continuous	
Results	Completed	
Comments		
Objective 4	Establish pre-enrollment sessions at the area high schools for Concurrent/Dual credit enrollments	
Estimated Cost	Existing Money $500.00	
Exp. Completion	November/December 2010, April/May 2011, - Continuous	
Results	Completed	
Comments		
Objective 5	Encourage Academic Departments to participate in high school college/career fairs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 and continuous	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objec	

Department: Athletics

Objective 1	Continue to enhance recruitment materials and visits to promote Labette Community Athletic Department.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed	
Comments		

Division: Talent Search

Objective 1	Assist the Admissions Department with providing FAFSA help and college advising du for area high school seniors with emphasis on Talent Search participants	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	To be continued per approval of current grant application.	
Comments		

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3A: Achieve targeted growth through an integrated enrollment management process.

Public Relations

Objective 1	Work closely with Community Services, Admissions, and Foundations to properly target market LCC to desired audiences.	
Estimated Cost	Existing Money $ advertising budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Continuous	
Comments		

Outcome 3B: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Division: General Education

Department: Biology

Objective 1	Purchase additional Manikins, models, and equipment for zoology.	
Estimated Cost	Existing Money $3000 (hope to spend the balance of student lab fees from A&P and ELS to accomplish a good start)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2014	
Results	Completed	
Comments	With the improvement in budget, there are currently adequate Manikins (as of this Spring Semester) for all current lab sections. One additional section has been added in the Fall, but the instructor does not use the Manikins. To enhance the Zoology/biology experiment or as an independent study will seek to add the canine and horse models which would be beneficial for any vet techs or pre-professional vet students.	

Department: Communication

Objective 1	Promote and offer a Photo Communication emphasis	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	

Results	Established the Associate of Arts Photo Communication emphasis
Comments	The Communication Department now has on the books the Associate of Arts Photo Communication emphasis that will give Communication majors a second emphasis from which to choose.

Department: Education

Objective 1	Increase education course offerings at Cherokee	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Spring 2011 course schedule has set up four course offerings at the Cherokee Center as compared to three course offerings in the Fall of 2010.	
Comments		

Department: English

Objective 1	Increase number of English majors: Development of new supplemental materials highlighting English Dept. offerings.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments		

Department: Mathematics / Physics

Objective 1	The department will investigate the implementation of a Math/Science Tutorial Room at the Cherokee Center.

Estimated Cost	Existing Money $ unknown at this time.	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Adjunct instructor is providing this service at Cherokee.	
Comments		

Department: Online

Objective 1	Course review of new online courses developed	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On going	
Results	Completed	
Comments		

Goal 3: Institutional Growth. LCC will plan and coordinate student enrollment, programs, services, facilities and other institutional resources to meet the needs of the communities we serve.

Outcome 3B: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Division: IT

Objective 1	Upgrade EZ Proxy System for better off-campus Library Services	
Estimated Cost	Existing Money $ 0 (using existing staff during peak times)	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	December 2011	
Results	This project has been moved to FY12	
Comments		
Objective 2	Explore the possibility of implementing Branch Repeaters between Main Campus and Cherokee	
Estimated Cost	Existing Money $ 13,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Complete – explored and implemented	
Comments	For increased bandwidth performance	

Objective 3	Explore VPN Solutions for enhanced connectivity between Main Campus and Title III	
Estimated Cost	$10,000	
Exp. Completion	FY11	
Results	On hold until remodeling is complete	
Objective 4	Purchase computer equipment for 1401 Bldg	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Some equipment has been purchased	
Comments		

Division: Cherokee Center

Objective 1	Training for Cherokee Assistants on Admissions software & complex financial aid situations	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Admissions training complete. Financial aid training not needed with financial aid staff going to Cherokee	
Comments		

Objective 2	Develop a plan for custodial staffing of the Cherokee Center for the weekend school.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $ TBD
Completion Date	Fall 2010	
Results	Complete	
Comments		

Outcome 3B: Provide quality programs and services at the main campus, the Cherokee Center, all extension sites, and online.

Division: Financial Aid

Objective 1	Continue to cross-train Financial Aid staff in all areas so they can better serve the stud Community College.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results		
Comments		
Objective 2	Utilize Financial Aid staff at Cherokee on a more regular schedule.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results		
Comments		

Outcome 3C: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center, and all extension sites to best meet the needs of our students.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Continue offering C.J. classes on main campus, online and at Cherokee Center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Intro to AOJ and Probation & Parole were offered online, fall 2010. There were 3 on-ground classes on the Main campus and1 at the Cherokee Center, fall 2010. Spring 2011: 5 classes are offered on the main campus. Criminal Law will be offered online; Cherokee Center will offer two classes (for the first time in a semester). The classes are Probation & Parole and Criminal Law.	
Comments		

Department: Graphic Design

Objective 1	Assess current curriculum and scheduling to accommodate commuting students and a wider student base.	
Estimated Cost	Existing Money $0	New Money One Time $0
	Grant Funded $0	New Money Ongoing $0
Exp. Completion	2011	

Results	Completed
Comments	

Department: Network Administration

Objective 1	Initiate development of online coursework necessary for Network Administration degree and CISCO Certification to be available online	
Estimated Cost	Existing Money $5000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 and Ongoing	
Results	The Network Security course was online in Fall 2010 and the Computer System Concepts will be online in Spring 2011.	
Comments		

Department: Workforce Education & Community Services

Objective 1	Promote the utilization and expansion of the online delivery of services and training available for non-credit courses through www.ed2go.com . Objective of 30 enrollments.	
Estimated Cost	Existing Money $0 <Pays for itself>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	7 enrollments in 2009, 23 enrollments in 2010, with expected continued growth in 2011	
Comments	We plan to dedicate more marketing time & effort into growing this opportunity.	
Objective 2	Increase the number of C.N.A. and C.M.A. instructors trained in online course delivery by 2.	

Estimated Cost	Existing Money <$500 – cont ed internal training budget>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	FY 2011 – 105 student seats available now for online instruction. We now have a total of 5 instructors available to teach online and/or hybrid sections of these courses.	
Comments	Very pleased with this program growth.	
Objective 3	Increase the number of C.N.A. courses available during Spring and Summer semesters at convenient times to meet student demand. (Objective 75 earned certificates annually.)	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	For the calendar year 2010 our department earned 140 successful C.N.A. KDHE state exam completers.	
Comments	We are well in advance of our goals for this objective.	
Objective 4	Add a dedicated contract trainer position to the Workforce Education Department, sales/commission basis implementation.	
Estimated Cost	Existing Money $<Incoming offsets costs>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY2011	
Results	ON HOLD – budget request denied.	

Comments	Revisit in the future.

Division: General Education

Department: Cherokee

Objective 1	Investigate alternative course scheduling options (weekend, block) at Cherokee	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $??
Exp. Completion	Spring 2011	
Results	Two spring weekend sessions are scheduled, with a total of 6 courses available.	
Comments		
Objective 2	Offer complete AA/AS degree program at Cherokee	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Ongoing	
Comments	Most general education courses are offered at Cherokee.	
Objective 3	Create a two-year rotation plan for General Education courses at Cherokee	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp.	Spring 2011 (carryover from FY2010)	

Completion	
Results	Not yet accomplished. Moved to FY2012
Comments	

Department: Mathematics / Physics

Objective 1	The department will research new ways to use technology to improve content delivery in online and on-ground courses.	
Estimated Cost	Existing Money $ N/A	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing – Jing, Screencast, Graphmatica, and other technologies are in use for online College Algebra and Elementary statistics. Math Zone is in use for online courses as well.	
Comments		

Department: Online

Objective 1	Develop hybrid courses to make better use of time/space at the Cherokee center	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On going	
Results	Hybrid courses and online training are ongoing and have begun to be successful.	
Comments	Hybrid classes would use actual classroom space 2/3 less than traditional courses, allowing more courses to be offered at that site.	

Department: Sociology

Objective 1	Develop the Anthropology Course to be taught online only.	
Estimated Cost	Existing Money $ Cost of development	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 (carryover from FY2010)	
Results	Course was approved and offered Spring 2011semester	
Comments		

Division: ABE/GED

Objective 1	ABE will provide classes at all sites with the inclusion of online services to accommodate the needs of student as availability of staff allows.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 30, 2011	
Results	We are having classes on the main LCC campus and in Baxter Springs at the Soda Fountain.	
Comments		

Outcome 3C: Offer a variety of online and on-ground courses at the main campus, the Cherokee Center and all extension sites to best meet the needs of our students.

Department: Admissions

Objective 1	Support Academic Affairs in their investigation alternative course scheduling options (weekend, block) at Cherokee	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $??
Exp. Completion	Ongoing	
Results	Completed and ongoing	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.

Division: Career Technical Education

Department: Nursing

Objective 1	Place course handouts on Jenzabar for students to print enhancing a "green environment".	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments		

Department: Respiratory Care

Objective 1	Work with nursing department to involve respiratory therapy students in simulation lab with nursing students.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010/Spring 2011	
Results	In progress	
Comments	Laura Grotheer and Nursing Instructor Jill Coombs attended a clinical simulation workshop at Johnson County College in Sept. The director has secured permission from the nursing director and simulation instructor to utilize the nursing skills lab for RC students during the summer session 2011.	

Division: General Education

Department: Biology

Objective 1	Add new science lab furnishings for expansion of biology department.	
Estimated Cost	Existing Money $ as funds allow	New Money One Time $20,000.00
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2011	
Results	Done	
Comments		

Department: Social Sciences

Objective 1	The Social Science faculty members will collaborate with the IT department to revise and enhance our web presence.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments	Social Science faculty examined other school's websites and gathered ideas. This process will be on-going to make web page improvements and keep online data up to date.	

Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.

Division: IT

Objective 1	Replace Hardware Servers on Rotation with Virtual Machines.	
Estimated Cost	Existing Money $5000 per server	New Money One Time $
	Grant Funded $ Tech Grant	New Money Ongoing $
Exp. Completion	FY11	
Results	Added one virtual and replaced two physical	
Comments		
Objective 2	Plan and implement Disaster Recovery strategy utilizing Cherokee as a DR Site if feasible.	
Estimated Cost	$15,000	
Exp. Completion	FY11	
Results	Many options were reviewed. Most more expensive than the estimate. Have information on alternatives that we are researching.	
Comments		

Division: Business Office & Human Resource

Objective 1	Research options for more storage space or better utilization of existing space	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	
Results	HR – scanning of applications for potential hire
Comments	

Division: Business Office, Human Resource & IT

Objective 1	Scan in information that must be kept indefinitely to improve utilization	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	HR ongoing	
Results	Large scanners and network storage space allocated. Process does need to be reviewed for more permanent solutions.	
Comments		

Division: Human Resource

Objective 1	Draft a process/procedure to improve the contract process (campus wide)	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		

Outcome 3D: Improve the utilization of human, physical, technological, and fiscal resources.

Division: Athletics

Objective 1	Investigate ideas for increasing pay or provide incentives for Assistant Coaches.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Ongoing research but due to limited budget will not be completed	
Comments		

Division: Talent Search

Objective 1	Combine Talent Search cultural trips and college visits to save grant funds	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $15,000	New Money Ongoing $
Exp. Completion	Continuous	
Results	This objective was fully implemented in FY 2011 and will continue per grant applicati	
Comments		

Goal 4: External Resources. LCC will increase the public and private funds to support educational programs, capital projects, and general operations.

Outcome 4A: Increase coordination of all fundraising activities to enhance resource synergy.

Division: Athletics

Objective 1	Investigate monies for developing facilities to accommodate existing sports.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Continue to research opportunities for enhancement	
Comments		

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcome 4A: Increase coordination of all fundraising activities to enhance resource synergy.

Public Relations

Objective 1	Promote annual scholarship auction.	
Estimated Cost	Existing Money $ Approximately $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2010	
Results	Completed-Yearly	
Comments		
Objective 2	Continuation of helping acquire donations, decorations, and event planning for annual scholarship auction.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2010	
Results	Completed-Yearly	
Comments		

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcome 4A: Increase coordination of all fundraising activities to enhance resource synergy.

Foundation

Objective 1	Solicit faculty assistance in identifying alumni as potential donors beginning with those who have the greatest capacity and interest	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2012	
Results	Continuous	
Comments		

Goal 4: External Resources. LCC will increase public and private funds to support educational programs, capital projects, and general operations.

Outcome 4B: Enhance student opportunities through increased scholarships and endowments.

Division: Career Technical Education

Department: Network Administration

Objective 1	Identify source of funding and establish Network Administration program scholarships	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 and ongoing	
Results	Received $2000 in scholarship funds and was able to use this to help the students in book purchases.	
Comments	Used the scholarship funds to help the students in the Fall 2010 and Spring 2011	

Outcome 4B: Enhance student opportunities through increased scholarships and endowments.

Division: Admissions

Objective 1	Investigate expanding scholarship opportunities for area high school seniors through Scholarships to cover books for Labette County residents and tuition for those outside	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 – Continuous	
Results	Ongoing	
Comments		

Division: Athletics

Objective 1	Investigate monies for scholarships for student –athletes to match the national standa	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Continuous	
Results	Ongoing	
Comments		

Department: Student Life

Objective 1	Support the General Education area in exploring creation an endowment to support ongoing operation of Honors Program	
Estimated Cost	Existing Money $	New Money One Time $??

	Grant Funded $??	New Money Ongoing $
Exp. Completion	2011	
Results	Not completed – Honors Program has not been developed by Academic Affairs	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Division: Talent Search

Objective 1	Coordinate Talent Search scholarship fund with LCC Endowment office	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results		
Comments	Funding and scholarship management will be implemented by the LCC Endowment o	

Outcome 4B: Enhance student opportunities through increased scholarships and endowments.

Foundation

Objective 1	Conduct a community-wide solicitation effort	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2012	
Results	Have promoted giving to Pathways campaign to community through newspaper, radio, Facebook, direct mail newsletters and speaking opportunities.	
Comments		

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Division: Career Technical Education

Department: Workforce Education & Community Services

Objective 1	Promote the activities of the Community Services Department by presentation to clubs, groups, schools, and other community organizations.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Accomplished: Kiwanis, Rotary, Soroptimists and other various clubs and organizations this year.	
Comments	Collaboration with these groups is essential.	

Division: General Education

Department: Music

Objective 1	Promote the college music program by having a visible representation at school and community events.	
Estimated Cost	Existing Money $100	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Successful!	

Comments	LCC Performing arts presented numerous concerts throughout the academic year and re-instated the spring musical with the production of Nunsense! A great deal of advertising went into promoting all the concerts and the musical production! LCC performing arts has also been very visible online through various social networks as well.

Division: ABE/GED

Objective 1	Invite stakeholders and business and industry partners to be a part of the ABE advisory council.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 30, 2011	
Results	There are two representatives from our area on the SEK Adult Education Consortium Advisory Committee.	
Comments		

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Department: Student Life

Objective 1	Promote the activities of the Student Life Department, Student Government Association, and LCC Student Organizations by presenting to clubs, groups, schools, and other community organizations.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments		

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Public Relations

Objective 1	Provide continued positive press through instructor editorials in local newspapers.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Completed	
Comments		
Objective 2	Increase attendance at student sporting and educational events through additional advertising	
Estimated Cost	Existing Money $0 Advertising budget	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On-going	
Results	Continuous	
Comments		
Objective 3	Specific program marketing	
Estimated Cost	Existing Money $ advertising budget	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	On-going
Results	Continuous
Comments	

Outcome 4C: Enhance the college image to stakeholders by communicating the value and benefit of the college to the community.

Foundation

Objective 1	Explore the possibility of e-newsletter especially for alumni	
Estimated Cost	Existing Money $ increase in printing and postage costs.	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 10	
Results	On hold until successful completion of the Pathways to the Future Capital Campaign	
Comments		

Outcome 4D: Promote responsible stewardship of resources and public trust.

Division: Career Technical Education

Department: Nursing

Objective 1	Prepare and maintain RN and PN program approval from KSBN. Maintain accreditation of RN program by NLNAC.	
Estimated Cost	Existing Money $1000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Continue to prepare for visit in 2013	
Objective 2	Prepare for NLNAC and KSBN site visits by attending self-study forum.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 4000 Carl Perkins	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Amanda Addis and Rhonda Gilpin plan to use their professional development funds to attend a NLNAC self-study forum April 26 – 28, 2011.	

Outcome 4D: Promote responsible stewardship of resources and public trust.

Division: Business Office

Objective 1	Research options for Time-Controlled Access Points for the wireless areas.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fy11	
Results	Complete	
Comments	We have begun installing time controlled Access Points, and will continue to switch out older access points as needed.	
Objective 2	Implement the Kansas Set Off Program and review results	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Complete	
Results	Started in January - good results	
Comments		

Division: Human Resource

Objective 1	Implement new travel voucher process/procedure

Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		
Objective 2	Draft an Open Records brochure	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	In progress – Move to FY12	
Comments		

Outcome 4D: Promote responsible stewardship of resources and public trust.

Foundation

Objective 1	Prepare LCC Foundation Board for compliance with all federal and state oversight regulations	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Currently working with Auditor to improve some areas of our Donor/Gifts tracking system.	
Comments		

Outcome 4E: Encourage an innovative and entrepreneurial spirit.

Division: Library

Objective 1	Develop a marketing plan for the library.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	November 2010	
Results	Expected completion date should be moved to June 2011.	
Comments	I discussed this with the PR Department. Posters have been made, We are appearing on the cable channel and I did a spot for Cardinal Corner. The PR Department, IT Department and the library staff are currently reviewing our Web presence and pamphlets.	

Outcome 4F: Continue to generate business and community support to increase viability of our programs.

Division: Career Technical Education

Department: Workforce Education & Community Services

Objective 1	Increase visibility in the community with regular appointments with area businesses, and by attending community events.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Accomplished	
Comments	I attend board meetings for the PCDC, SEK Inc, Chamber of Commerce, SEKHRA, and many other area community events such as Katy Days, Downtown events, and annual meetings in the community.	

Division: Library

Objective 1	Offer 2 happenings in the library to LCC and the community during the year.	
Estimated Cost	Existing Money $465	New Money One Time $
	Grant Funded $150	New Money Ongoing $
Exp. Completion	June 2011	
Results	We held an evening program with 32 attendees entitled Mexican American Life in Parsons with Tony Munoz. We held an evening panel discussion with 4 ladies from the Black Community that discussed	

	growing up black in Parsons. There were 42 in attendance and the program was part of a community wide celebration of Black History Month.
Comments	

Outcome 4F: Continue to generate business and community support to increase viability of our programs.

Department: Athletics

Objective 1	Continue to provide opportunities for the community to attend Labette Community C Events through promotions and special activities.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed and ongoing	
Comments		

Division: Student Life

Objective 1	Support the Library in offering 2 happenings in the library to LCC and the community during the year.	
Estimated Cost	Existing Money $350	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2011	
Results	Completed	
Comments	Developed objective to assist Academic Affairs with a FY2011 Operational Plan Objective.	

Outcome 4F: Continue to generate business and community support to increase viability of our programs.

Foundation

Objective 1	Build relationships with community groups whose resources could be leveraged to benefit the Foundation and the College	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded	New Money Ongoing $
Exp. Completion	2011-2012	
Results	Continuous	
Comments		

Outcome 4G: Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Division: Career Technical Education

Department: Nursing

Objective 1	Implement advisory committee recommendations, such as EMR(Electronic Medical Record) usage. (Simulation Learning System)	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 3000 Carl Perkins	New Money Ongoing $1000
Exp. Completion	2011	
Results	Complete	
Comments	Program has continued to use Simulation Learning System, which includes an Electronic Medical Record for student use in all nursing program courses.	

Division: Library

Objective 1	Actively participate in 2 state conferences.	
Estimated Cost	Existing Money $606.28	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	I attended the College and University Libraries Section of the Kansas Library Association conference in Emporia in October. In April, I attended the Kansas Library Conference in Topeka. I ran for VP elect and lost by	

	one vote in one election and was elected Secretary of the Two Year Academic Library Interest Group.
Comments	

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcome 5A: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Division: Career Technical Education

Department: Network Administration

Objective 1	To increase the marketing of the Network Administration and CISCO certification programs	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011 and ongoing	
Results	To be determined	
Comments	Still need to develop an effective marketing plan for this program.	

Division: General Education

Department: Concurrent

Objective 1	Bring all new concurrent faculty in line with regular adjunct credential requirements. All instructors teaching for LCC will have Masters Degrees or appropriate hours in their teaching fields.	
Estimated Cost	Existing Money $ none	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion	As new instructors are hired
Results	In progress
Comments	For the most part, the instructors are ok, since more hours brings them higher on the high school pay scale. We will eventually lose some concurrent courses as qualified instructors leave or retire, if they are not replaced by the high schools with qualified (for us) instructors. Schools are now working on compliance, with several teachers opting to go back to school and sign a plan to complete credentials. The remaining instructors without credentials understand that they may only teach for LCC for 1 more year.

Department: Online

Objective 1	Implement a mentoring program for all new Online Instructors	
Estimated Cost	Existing Money $ 300 per mentee	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 and ongoing (carryover from FY2010)	
Results	This has been done on a per request basis.	
Comments		

Outcome 5A: Enhance the economic, academic, and social environment of the college to recruit and retain quality employees.

Division: IT

Objective 1	Develop Contracts to be initiated, stored, and printed via EX.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Contract process has been revised. They are not currently being generated within EX.	
Comments		

Division: Human Resource

Objective 1	Draft and conduct HR survey of services expected/needed, image	
Estimated Cost	Existing Money $100	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Move to FY12	
Comments		
Objective 2	Revise Distinguished Faculty Award process in cooperation with	

	Academic Affairs	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		

Outcome 5B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Division: Career Technical Education

Department: Early Childhood Education

Objective 1	Identify an adjunct faculty member to teach Infant/Toddler courses	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Accomplished	
Comments	Have hired two adjuncts to teach Infant/Toddler courses, one at the Parsons campus and one at the Cherokee campus.	

Department: Criminal Justice

Objective 1	Hire appropriate adjunct faculty as needed for program needs and assist them with any of their needs.	
Estimated Cost	Existing Money Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	3 new adjunct instructors added	
Comments		

Division: General Education

Department: Online

Objective 1	Encourage students to nominate online instructors for Outstanding Faculty and Outstanding Adjunct Faculty awards when merited.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Completed	
Comments		

Division: Library

Objective 1	Begin budgeting for professional development for library assistant and library aides.	
Estimated Cost	Existing Money $196	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	I have set up with the Library Assistant to track these funds. Funds have been used for Phylis to attend the state interlibrary loan workshop satellite download at Burlington.	
Comments	Additional funds will be used to attend the annual Southeast Kansas Library System Meeting and the SEKLS annual academic workshop in late May or June.	

Outcome 5B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Division: IT, Office Service Staff, Business Office, Human Resource

Objective 1	Seek training opportunities for the IT Staff.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY11	
Results	Complete/Ongoing	
Comments	Jam, Jenzabar Module Training, Check Conference	

Division: Human Resource

Objective 1	Write process for hiring adjuncts in cooperation with Associate Deans/Payroll Benefits Accountant	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion		
Results	Complete	
Comments		
Objective 2	Update New Employee Orientation DVD	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $

Exp. Completion		
Results	Complete	
Comments		
Objective 3	Update LCC Policy & Procedure Manual	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On going	
Results	Many updates made	
Comments		

Goal 5: Institutional Climate. LCC will cultivate an organizational climate that makes learning the primary focus in every area of the college.

Outcome 5B: Hire, develop, support, and empower employees throughout the organization who take an active role in student learning and success.

Division: Admissions, Athletics, Financial Aid, Registrar,

Student Life, Student Support Services, Talent Search

Objective 1	Allow Student Affairs staff time to attend daytime athletic events to support our stude	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Completed	
Comments	Staff rotated office time on a couple of occasions to attend spring sporting events to su athletes	

Outcome 5C: Create an integrated and adaptable organizational structure that responds to the changing needs of learners.

Division: Career Technical Education

Department: Network Administration

Objective 1	Take a minimum of one online course to upgrade knowledge and skills to keep coursework current	
Estimated Cost	Existing Money $ Faculty development fund	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	Currently I am working on the CISCO CCNA (2 sections) and the Microsoft MCITP certification (3 sections).	
Comments	Taught the first section of CISCO and was able to use the equipment.	

Division: General Education

Department: Office Technology

Objective 1	Develop two Office Technology courses to be taught online.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $1,300 (Covered by Perkins funds)	New Money Ongoing $
Exp. Completion	Spring 2011 (carryover from FY2010)	

Results	Completed
Comments	The courses have been developed and were taught Spring 2011 (Pharmacology and Laboratory Medicine for Medical Transcription. Advanced Medicine Transcription has also been developed and was taught Spring 2011

Outcome 5D: Promote a culture of inclusiveness, participation, collaboration, and mutual respect that recognizes and celebrates the value of contributions.

Division: General Education

Department: English

Objective 1	Explore topics and publishers for collaborative departmental publication.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing.	
Comments	Considering article on integration of reading and writing classes, based on results of pilot program in the fall of 2011.	

Outcome 5E: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.

Division: Career Technical Education

Department: Criminal Justice

Objective 1	Utilize professional development opportunities	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $ Perkins funding (if available)	New Money Ongoing $
Exp. Completion	June 2011	
Results	I attended Web Seminar, Identifying and Reaching Unprepared Students on Jan 25,2011	
Comments		

Department: Nursing

Objective 1	Nurse faculty to complete online teaching course through LCC.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Partially Complete	
Comments	Rhonda Gilpin, Amanda Addis, Jill Coomes, and Dee Bohnenblust are qualified to teach online at LCC.	

Division: General Education

Department: English

Objective 1	Evaluate success of seamless education initiative for concurrent and adjunct instructors instituted in Fall 2009.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Ongoing	
Comments	Mixed results based on interest and cooperation of adjunct faculty.	

Department: Online

Objective 1	Offer training and assistance to instructors as they utilize all aspects of the Jenzabar Eraser system.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	This has been done on an individual basis. After the initial campus wide training, DVD's were developed to assist people hired subsequently. This has been very successful.	
Comments	Instructors will utilize our system fully	

Outcome 5E: Offer and support professional development programs and opportunities to enhance faculty and staff effectiveness as facilitators of learning.

Division: IT

Objective 1	Continue to Maintain Center for Innovation Instruction for Webinar and Teleconference Use.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On going	
Results	Ongoing/Replacement computers are here for the Media Center.	
Comments		
Objective 2	Continue to offer Workshops, In-service Sessions, and training for faculty and staff	
Exp. Cost	Staff Time	
Esp. Completion	Ongoing	
Results		
Comments		

Division: IT

Objective 1	Seek additional Jenzabar training opportunities including JAM, free & lower cost webinars	
Estimated Cost	Existing Money $8,000	New Money One Time $

	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2010	
Results	Jam complete. Paid contract nearly complete.	
Comments		

Division: Business Office

Objective 1	Cross train Accounts Payable and Payroll Specialist on the accounts receivable module.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	October 2010	
Results	Payroll Specialist cross trained – Accts Payable Specialist training moved to FY12	
Comments		

Outcome 5F: Strengthen the leadership skills of faculty and staff.

Division: Career Technical Education

Department: Network Administration

Objective 1	Be more involved with committees and help with faculty orientation.	
Estimated Cost	Existing Money $0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	Was able to add new members to the Computer Advisory Committee.	
Comments		

Department: Nursing

Objective 1	Support professional development in program development to enhance faculty leadership.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $ 5000 Carl Perkins	New Money Ongoing $
Exp. Completion	2011	
Results	Complete	
Comments	Funded per Master Agreement	
Objective 2	Support leadership development of director through educational opportunities.	

Estimated Cost	Existing Money $500	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Not Complete	
Comments	No funding available	

Department: Radiography

Objective 1	Provide professional development for Director and faculty – attend a national educator seminar.	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $ Carl Perkins$3000.00	New Money Ongoing $
Exp. Completion	Spring 2011	
Results	The Faculty and Director attended an Educator seminar and an Accreditation Workshop in April 2011.	
Comments	Faculty used their Professional Development funds, Director used budgeted travel funds.	

Department: Workforce Education & Community Services

Objective 1	Partner with all departments within LCC to offer an in-house leadership seminar for employees.	
Estimated Cost	Existing Money $500 <internal training budgets campus-wide>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp.	Summer 2011	

Completion	
Results	Not supported.
Comments	

Division: General Education

Department: Physical Education

Objective 1	Allow instructors to participate in Continuing Education opportunities available and report back to the program.	
Estimated Cost	Existing Money $	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	12/10/2010	
Results	Adjunct faculty used funds to attend national convention in the summer of 2010.	
Comments	We will continue to search for these opportunities.	

Outcome 5F: Strengthen the leadership skills of faculty and staff.

Division: IT

Objective 1	Explore professional development opportunities for staff	
Estimated Cost	Existing Money $ Unknown	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2009	
Results		
Comments		
Objective 2	Encourage all staff to attend one professional development session either within or outside of LCC.	
Exp Cost		
Exp Completion	FY11	
Results	Complete	
Comments	All staff members completed at least one area of professional devilment or training.	

Division: Human Resource

Objective 1	Explore professional development/training opportunities for staff	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp.	On going	

Completion		
Results		
Comments	FMLA through KASB, Academic Affairs - webinars	
Objective 2	Draft 360 degree evaluation procedure	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	On hold	
Results	Move to FY12	
Comments		

Outcome 5F: Strengthen the leadership skills of faculty and staff.

Department: Admissions, Athletics, Financial Aid, Registrar, Student Life, Student Support Services, Talent Search

Objective 1	Support Workforce Education and Community Services to offer an in-house leadership seminar for employees.	
Estimated Cost	Existing Money $500 <internal training budgets campus-wide>	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Summer 2011	
Results	Not completed as seminar was not provided	
Comments		

Outcome 5G: Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Division: Career Technical Education

Department: Network Administration

Objective 1	Configure Network Administration classroom for workplace simulation	
Estimated Cost	Existing Money $100.00	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010 and ongoing	
Results	With the upgrade the students have taken the course to new high by creating an actual simulation lab.	
Comments	The lab will continue to improve in Spring 2011	

Department: Nursing

Objective 1	Explore building plans and learning needs for new health science building.	
Estimated Cost	Existing Money $ TBA	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Partly Complete	
Comments	Nursing will continue to provide input into the health science buildings plans as they are revised.	

Division: General Education

Department: Concurrent

Objective 1	Set class sizes for concurrent courses offered at high schools. No concurrent course will be too large for the classroom, or have too few students to be a full course. In addition we will ask that concurrent courses have only students who are enrolled for LCC credit.	
Estimated Cost	Existing Money $ None	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	1 year	
Results	Course offerings and sizes have been determined through discussions with high school principals.	
Comments		

Department: Online

Objective 1	Encourage instructor to use technology and to try new things to improve and expand online teaching	
Estimated Cost	Existing Money $ none at this time	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results	We continue to explore free options at this time, and present them at Distance Education meetings.	
Comments	More possibilities in teaching techniques	

Outcome 5G: Provide a safe, pleasant, and healthy learning environment to enhance student learning.

Division: IT

Objective 1	Continue to Clean Computer Labs and Provide Lab Faculty with items needed to maintain a clean environment.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Ongoing	
Results		
Comments		

Division: Office Services

Objective 1	Replace equipment as needed	
Estimated Cost	Existing Money - $25,000 to $30,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	June 2011	
Results	Postponed due to budget	
Comments	Small copier - $4,000; Printshop copier - $25,000	

Objective 2	Continue learning and implementing Addressing Software	
Estimated Cost	Existing Money $ 0	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Dec. 2010	
Results	Reduce postage cost through better addressing and qualifying for reduced postage rates	
Comments		

Division: Facilities

Objective 1	Architectural services for the replacement of exterior windows	
Estimated Cost	Existing Money 10,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	July 30, 2010	
Results	Moved to FY12 – due to budget	
Comments	North & south second floor landing Main bldg. Windows are loose & water is infiltrating around the frames	
Objective 2	Complete Renovation of 1401 bldg. Title III	
Estimated Cost	Existing Money	New Money One Time $???
	Grant Funded $	New Money Ongoing $

Exp. Completion	August 2010	
Results	Renovation has begun and expected completion date – December 2011	
Comments	Ready to house the PTA and OTA programs	
Objective 3	Architectural services for the construction of a parking lot located north of the gym	
Estimated Cost	Existing Money 15,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Rescheduled due to budget.	
Comments	Combine the gravel & asphalt parking lots. Better use of existing parking areas to fit more vehicles.	
Objective 4	Architectural services for the purpose of overlaying the parking lots at the Cherokee Center	
Estimated Cost	Existing Money 10,000	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	Fall 2010	
Results	Parking lot completed October 2010	
Comments	Begin a three year plan for surfacing the existing parking lots with concrete or asphalt. Presently gravel is used to fill the many pot holes but the fix is limited to the traffic and weather.	
Objective 5	Purchase office and classroom furniture for 1401 Bldg	
Estimated Cost	Existing Money	New Money One Time $

	Grant Funded $	New Money Ongoing $ Unknown at this time
Exp. Completion	Fall 2010	
Results	Ongoing	
Comments		
Objective 6	Purchase office and classroom furniture through out the college	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing 17,000
Exp. Completion	On going	
Results	Ongoing	
Comments	A lot of the furniture that is in use is many years old with broken legs or stuck drawers.	
Objective 7	Security cameras for the second floor of the Health Science Bldg.	
Estimated Cost	Existing Money 7,000	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion	2011 – To be reschedule do to budget.	
Results	Postponed due to budget	
Comments	We have had a lot of problems on this floor.	
Objective 8	Installation of carpet in the Math Dept. office area	
Estimated Cost	Existing Money 6,000	New Money One Time $
	Grant Funded $	New Money Ongoing

Exp. Completion	Summer 2010 – Extended	
Results	One office was completed with others scheduled at a later date.	
Comments	Four offices will be getting new carpet to replace the vinyl tile. This is an ongoing process to upgrade carpet on campus.	
Objective 9	Drainage project in the area between the Health Science Building & Student Success Center (project began in FY10)	
Estimated Cost	Existing Money 6,000	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion	October 2010	
Results	Completed	
Comments	On time and below budget	
Objective 10	Skreat gym floor and resurface	
Estimated Cost	Existing Money 6,000	New Money One Time $
	Grant Funded $	New Money Ongoing
Exp. Completion	Summer 2010	
Results	Completed	
Comments		
Objective 11	Paint music side of Fine Arts Building	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing

Exp. Completion	Summer 2010
Results	Music department was painted but no carpet was installed.
Comments	Four offices will be getting new carpet to replace the vinyl tile. This is an ongoing process to upgrade carpet on campus.

Division: Facilities & IT

Objective 1	Research space scheduling software options	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	2011	
Results	Research was done. Cost prohibited at this time.	
Comments	Software would save a lot of time scheduling classes & determining room conflicts	
Objective 2	Nursing simulation lab in H216	
Estimated Cost	Existing Money	New Money One Time $60,000
	Grant Funded $???	New Money Ongoing $
Exp. Completion		
Results	Complete as originally quoted.	
Comments	Construct a three bed simulation lab that includes an audio/visual system. Cost of computer equipment to be determined.	

Division: Cafeteria

Objective 1	Research paper products that are environmental friendly.	
Estimated Cost	Existing Money	New Money One Time $
	Grant Funded $	New Money Ongoing $
Exp. Completion	FY2011	
Results	Researched – cost prohibitive at this point in time	
Comments		