

Labette Community College



**FY2010
Annual Report**

August 12, 2010

August 5, 2010

Board of Trustees:

Attached you will find our 2010 Annual Report. The information comes from all areas of the 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 LCC's Strategic Plan supports KBOR's 5 Strategic Questions 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 FY2010

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 is reviewed by the board, the information will be shared with all LCC employees and adjunct instructors.

Sincerely,

Dr. George C. Knox
President

LABETTE COMMUNITY COLLEGE STRATEGIC PLAN FY2010 –FY2014

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.

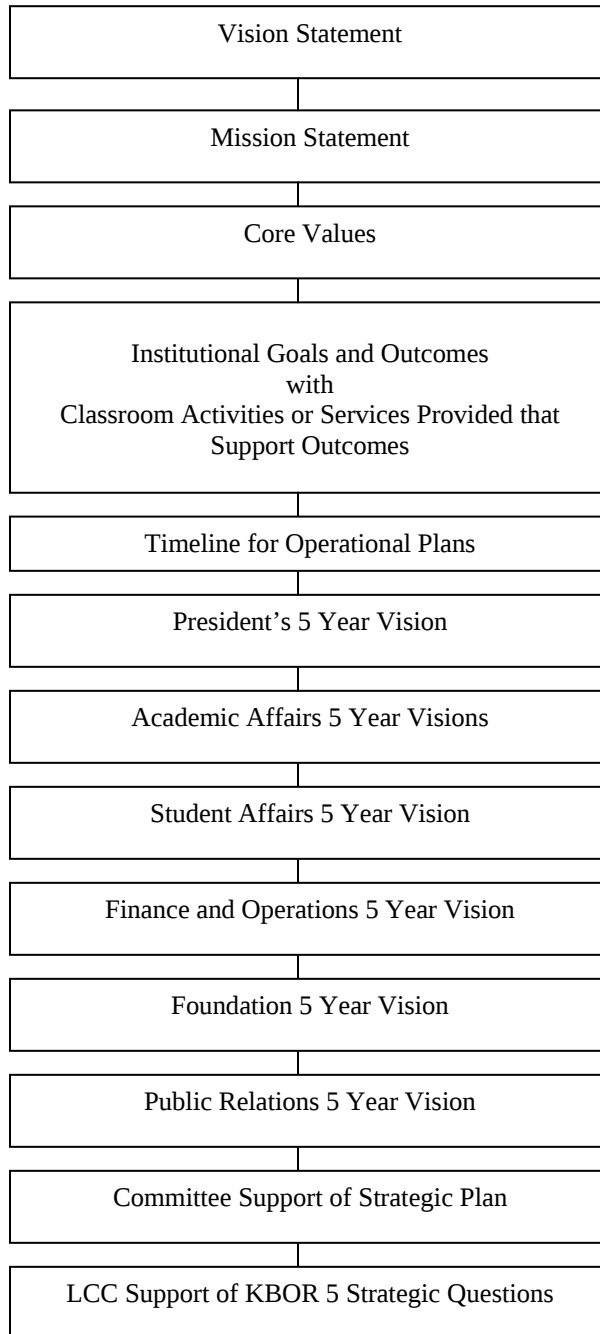
Accountability: Labette Community College assumes a leadership role in identifying and responding to constituent needs in education and economic development. The College incorporates institutional effectiveness and outcomes assessment measures into the strategic planning and budgeting processes.

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.

Examples of Classroom Activities or Services Provided that Support These Outcomes:

- 1. Advising (A,S,F)
- 2. Tutoring (A,S)
- 3. Student Support Services (S)
- 4. Student Success Center (A)
- 5. Developmental Courses (A)
- 6. Library Resources (A)
- 7. Mentoring (A)
- 8. Integration of New MIS (A,S,F)
- 9. Clubs/Organizations/Student Life Activities (S)
- 10. Assessment Tools (A,S,F)
- 11. Instructional Methods (A)
 - a) Active Learning
 - b) Collaborative Learning
 - c) Simulations
 - d) Portfolios
 - e) Internships
 - f) Practicum

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.
 - o Continue to expand certification and short-term training programs that meet learners' needs and market demand.
 - o Encourage community/business partnerships in the learning process.

- o 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.

Examples of Classroom Activities or Services Provided that Support These Outcomes:

1. CTE Collaboration with Area High Schools & Baccalaureate Programs (A)
2. Core Outcomes Project Review with High Schools (A)
3. Concurrent Credit (A)
4. Advising (A,S)
5. Mentoring (A,S)
6. Talent Search TRIO Program (S)
7. Special Interest Courses (A,S)
8. Dual Credit (A)
9. GED transition to Postsecondary Education. (A,S)
10. Articulation Agreements (A)
11. Integration of New MIS System (F)
12. Tutoring (A,S)
13. Exit Exams (A,S)
14. Instructional Methods (A)
 - a) Active Learning
 - b) Collaborative Learning
 - c) Simulations
 - d) Portfolios
 - e) Internships
 - f) Practicum

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.

Examples of Classroom Activities or Services Provided that Support These Outcomes:

1. Cherokee Center (A,S,F)
2. New Courses/Programs (A)
3. Online Courses (A)
4. Special Interest Courses (A)
5. Hybrid Courses (A)
6. Continuing Education (A)

7. Adult Basic Education (A)
8. GED Attainment (A)
9. Housing/Facilities On and Off Main Campus (F)
10. Financial Aid Awards (S)
11. Recruitment (S,A)
12. Career Fairs (S,A)
13. Committees (A,S,F)
14. Marketing (P)
15. Job Fairs (A,S)

Goal 4: External Resources. LCC will increase public and private funds to support 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. Encourage an innovative and entrepreneurial spirit.
- F. Continue to generate business and community support to increase viability of our programs.
- G. Collaborate with business and educational entities to lobby for appropriate levels of state and county support.

Examples of Classroom Activities or Services Provided that Support These Outcomes:

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

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.

Examples of Classroom Activities or Services Provided that Support These Outcomes:

- 1. Renovation/New Buildings and Facilities Enhancement (F,P)
- 2. Deferred Maintenance (F)
- 3. Professional Development Funding (A,F)
- 4. Monthly Special Employee Recognition (A,S,F,P)
- 5. Distinguished Faculty and Adjunct Faculty Awards (A)
- 6. Community Service and Volunteerism (A,S)
- 7. Faculty and Staff Salaries (A,F)
- 8. Improved Communication Activities (A,F,S,P)
- 9. Student Support Services TRIO Program (F)
- 10. New Hire Procedures (F)
- 11. Retiring Ceremonies (A,S,F,P)
- 12. Recruitment of Qualified Trustees (B)
- 13. In-service (A,S,F)

A = Academic Affairs

S = Student Services

F = Finance and Operations

P = President

B = Board of Trustees

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. 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 FY 2010-2014 document)
 - b) Organizational Charts
 - c) Highlights
 - d) Completed Operational Plans
 - e) Clubs and Organizations Report
3. 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.
4. 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 and recommends any changes to the Academic Affairs FY2012 Operational Plans.

September 2010

1. Student Affairs, Finance and Operations, Foundation, and Public Relations will:
 - a) Update or revise the first three areas of the 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.
2. Strategic Operations Advisory Committee will review FY2010 Annual Report, FY2011-2015 five year visions, and begin reviewing the FY2012 Academic Affairs Operational Plans.

October 2010

1. Board of Trustees reviews Report of Student Learning (Outcomes Assessment).
2. Strategic Operations Advisory Committee completes review of FY2012 Operational Plans from Academic Affairs and reviews the Report of Student Learning.

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. FY2012-13 Operational Plans from all administrative areas will be sent to Strategic Operations Advisory Committee and President's Council for review by January 25. (FY2012 Academic Affairs Operational Plans have already been reviewed)
2. President's Council will review the mid-year update report of FY2011 Academic Affairs Operational Plans and begin to review the FY2012-13 Operational Plans from all administrative areas.

February 2011

1. President's Council will continue to review the FY 2012-13 Operational Plans from all administrative areas.
2. Strategic Operations Advisory Committee will begin to review the FY2012-13 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 the FY2012-13 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. These plans will be considered as part of the budget process.

April 2011

1. President's Council reviews and revises 5 year visions 2012-2016.
2. President's Office sends the revised 5 year visions and the finalized FY2012 Operational Plans to all LCC.

May 2011

1. 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 Associate Deans for guidance. (The FY 2012 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 FY2012-2016 for departments to Dean of Instruction
 - d) Complete Highlights FY2011 list on WIKI
2. Committee Chairs submit Committee Support of Strategic Plan FY2011 to Betty Story.
3. FY2012 Operational Plans that were prioritized in March are prepared in May by the President's Office for the BOT's Budget Work Session in June.

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 FY 2011 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 2013 Operational Plans.

UPDATED April 7, 2010
President's Vision
Labette Community College
5 Year Vision
2011-2015

PREFACE

As much as I would **not** like to write a preface to my five-year vision I feel it is necessary and prudent to do so in light of the fiscal situation the State of Kansas finds itself in as we plan our strategic direction. Since the last update of the "President's Five-Year Vision" The State of Kansas finds itself in the worst fiscal shape since 2002. We have four factors that compound any decisions we make for at least the next four to six years.

- The continued loss of any performance agreement monies;
- The closing of both the women's and men's correctional camp;
- The Governor of Kansas has reduced the Community College funding level to the 2006 level; and
- Labette Community College is in negotiations with the Faculty Association for the renewal of their Master Agreement.

That said my priority for the 2010-2011 budget year is to continue to serve our student body as we always have. And grant salary increases to non-faculty members equivalent to the percentage granted the faculty. If this isn't done it will create a divide that I don't think we could recover from in the future.

LCC Vision

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LCC Strategic Goals:

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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.*

PRESIDENT'S VISION/GOALS

These goals or visions are not in any particular order. Some have financial implications some don't. All goals surround support for our student body.

- Greater support for our student and their activities. There seems to be a strange and strong disconnect between support for our students in the classroom, but when it comes to student events the support doesn't seem to be there. I certainly understand the constraints on all of our time. But it is heart breaking when a student asks why only some of their instructors support their efforts outside the classroom. I also understand that we can't and shouldn't force anyone to attend student events. But it does say a lot about our College's commitment to our students and our retention of those students.
- Critical to the success of our College over the next five years will be our involvement in workforce development. Over the past 12 months there has been outstanding progress in Workforce Development. Our college must consider additional resources to enhance and advance those efforts. With the Great Plains Development Authority coming into it's own over the next 12 months, it is and will be critical to be in a position to be the institution looked to as leaders in the workforce training business.
- New programs: Looking toward the 5th year of our vision and considering the Great Plains Development Authority, I strongly suggest that we explore the following new program possibilities:
 - Marine Repair
 - Heavy Equipment Operator
 - Railroad Programs
 - Welding
 - Construction Trades
 - ESL Program
 - Sonography
 - Dental Assisting
 - Physical Therapy Assistant
 - Massage Therapy
- We have created a new computer lab at the Cherokee Center and now our efforts must turn to the physical plant and the paving of a portion, if not all, of the parking area.
- Working toward the accreditation process to evolve the Cherokee Center into a campus over the next 2-3 years
- Financially I think it would be in our best interest to expand the Public Relations Department to include a graphic designer. The inclusion of such a person would lower our outsourcing costs and allow a greater flexibility of design functions.
- I think that, over the next five year, it will be critical to expand our relationships and partnerships with other colleges and universities. We have begun a relationship with Independence Community college in a variety of areas and with Pittsburg State University in the area of education. We can't do it all and with continued budget constraints but it just makes sense to partner.

- I would like to add soccer to our athletic department. Conservatively it will add 40 new students if we add men's and women's soccer, not including the number other students that come along with the players. I realize, given our budget situation, that this isn't a high priority.
- Student housing continues to be a critical need for our College. It is imperative to our growth to have at least 200 beds available for housing.
- Begin the building process of the new health sciences building. We are certainly a lot closer than we have been. We currently are well over half to our 10 million dollar goal and even in a strained economy continue to cultivate donors was this very worthwhile project.

**Academic Affairs Vision
Labette Community College
5 Year Vision
2011-2015**

LCC Vision Statement

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The Academic Affairs Administrative Area will:

1. Address the workforce training needs of our service areas by offering courses at their places of business or on our campus, center, or extension sites.
2. Explore additional 2+2 Articulation Agreements and expand our relationships and partnerships with other institutions.
3. Develop the Physical Therapist Assistant, Occupational Therapist Assistant, and Surgical Technologist programs with support from the Title III Grant.
4. Implement other new programs to serve the needs of our community – especially in regard to the Great Plains Development Authority.
5. Provide a full-time/adjunct instructor ratio that allows for the best learning opportunities for our students.
6. Improve academic programs through KBOR Performance Agreements.

7. Support the college through full participation in committee work by all Academic Affairs personnel.
8. Provide course development opportunities to add and improve course offerings and delivery methods to meet the needs of our programs and students.
9. Provide for instructional growth through professional development opportunities.
10. Ensure academic program reviews accurately reflect the needs of our programs, and that the needs are pursued according to the action plans.
11. Prepare for accreditation by the Higher Learning Commission of the North Central Association of our online degrees, Cherokee Campus, and new full accreditation.
12. Provide a budget that supports the best possible learning opportunities for our students.
13. Ensure all Career Technical Education programs utilize industry – recognized assessment tools.
14. Ensure all Adult Basic Education students are made aware of post-secondary educational and employment opportunities.
15. Ensure that Library services are available to provide adequate learning support for our students and staff.

General Education Vision

1. Expand and Enhance General Education
 - a. Receive accreditation of fully A.A. and A.S. Online Degree
 - b. Receive accreditation of Cherokee Campus
 - 1) Full Student Services, Academic Coordinator, Resource Library, Science Labs, Computer Lab
 - c. Add new programs—possibly Theater, Forensic Science, Social Work
 - d. Expand existing programs—Physical Science
 - e. Add Full time Instructors at main and Cherokee campuses
 - f. Evaluate current course offerings at extension sites and make decisions based on overall extension needs
 - g. Provide professional development growth opportunities to full-time and adjunct faculty
2. Provide Seamless Education
 - a. Sign Articulation Agreements in specific program concentrations with PSU, FHSU, other regent's schools, MSSU, i.e. Elementary Education

- b. Collaborate with other Kansas community colleges through core competency efforts
 - c. Expand services and options to concurrent students
 - d. Improve seamless transfer from GED/ABE program
- 3. Improve Retention and Graduation
 - a. Support students inside classroom
 - 1) Evaluate and improve College Success Skills course
 - 2) Increase availability of tutoring
 - b. Support students outside classroom
 - 1) Offer more academic based clubs and activities
 - 2) Encourage students and faculty/staff to work together on service projects
 - c. Celebrate student successes

Career Technical Education Vision

- 1. Continuous improvement in its current degree and certificate programs. The essential nature of the programs in our division dictates they keep current with the latest knowledge and trends in their fields, and are outfitted with the best, most appropriate equipment and resources to meet students' learning needs.
 - a. All programs are fully supported with adequate faculty and administrative assistance.
 - b. Division faculty have access to and utilize technologically-based professional development opportunities on a regular basis
 - c. All programs utilize relevant industry-recognized instruments to assess student learning during program participation and upon exit.
- 2. Expansion of degree and certificate programs in areas responsive to the unique characteristics of our service area.
 - a. LCC-CTE has at least four new certificates and/or AAS degrees that specifically relate to providing qualified employees for the area's businesses and industries, and/or open new career opportunities for interested students.
- 3. Full alignment with and support of career clusters and career pathways models.
 - a. All currently existing programs demonstrate and support clear pathways to LCC degree and certificate programs from all corresponding programs in service area school districts.
 - 1) LCC-CTE faculty are actively engaged with corresponding faculty in service area school districts, and support district activities promoting career pathways.
 - b. LCC-CTE has created at least three new certificates and/or AAS degrees in content areas taught by service area school district CTE programs but not matched by current LCC offerings.

4. LCC meets or exceeds all institutional and state targets for Perkins-funded programs.
5. Each CTE program has increased its capacity to use alternative delivery methods for coursework (where possible and as appropriate).
 - a. Each program offers courses at Cherokee Center
 - b. Each program has increased the number of classes available online, and has improved the quality of supportive content
6. Workforce Education and Community Services is a vital part of the College and service area communities, generating students and revenue for LCC.
 - a. WECS has established a regular schedule of courses designed to support ongoing workforce education needs
 - b. WECS has established the ability to respond quickly with customized training for specialized needs of service area businesses and industry
 - c. WECS has established close ties with CTE faculty and programs to both fully take advantage of CTE faculty expertise and resources, and provide complimentary support to CTE programs
 - d. WECS has significantly expanded its credit-based professional development and specialized professional certification training
 - e. WECS has an extensive array of credit and non-credit courses geared toward general interest and personal improvement audiences
 - 1) Regular schedules of these classes are offered in both fall and spring semesters, and at various locations throughout the service area
7. LCC has partnered with regional health care providers and other relevant agencies to establish a “center of excellence” for ongoing health care career professional development, specialized certification training, and management support.

Library Vision

The Labette Community College Library will continue to strive for excellence in all of its programs, services and activities by:

1. Ensuring that all programs, activities and sites have the appropriate services to provide learning support for our students and staff and to assist the college in obtaining accreditations.
2. Ensuring that the students, employees and community members of our service area have access to the most current and relevant materials.
3. Ensuring that the library facilities are the go to place for accessing information, studying for classes, or just to meet with others.

4. Ensuring that the integrated library system, periodical databases and the library's web presence is up-to-date, relevant and inviting to all patrons.
5. Ensuring that the library staff takes advantage of all opportunities to obtain information, assistance and professional development from local, regional, state and national resources.
6. Ensuring that the library staff realizes that all members need to be a face for Labette Community College at college and community activities in the college's service area and beyond.
7. Ensuring that the library is running efficiently by assessing its services through internal assessments and surveys.
8. Assuring our patrons that we listen to their input by implementing suggested changes that are feasible.
9. Ensuring that the library's presence is felt on campus and in the surrounding area by developing a marketing plan and providing events in the library throughout the years.

Adult Basic Education/GED Vision

The Labette Community College Adult Basic Education/GED program will continue to strive for success for its students by:

1. Establishing a permanent outreach site in Cherokee county, located in Columbus that would offer the same hours and services offered on the LCC main campus.
2. Ensuring that the community members of our service area have access to the most current and relevant ABE information.
3. Ensuring that all marketing material that is posted throughout the community and our service area is up-to date with the correct information and orientation dates for our program.
4. Collaborating with Neosho County Community College, Independence Community College, Coffeyville Community College, Fort Scott Community College and the USD #250 (Pittsburg) Adult Basic Education programs in writing the KAN-GO Transition grant.
5. Ensuring that all ABE students are knowledgeable about the seamless options of transitioning into PSE or employment.

6. Collaborating with Neosho County Community College, Independence Community College, Coffeyville Community College, Fort Scott Community College and the USD #250 (Pittsburg) Adult Basic Education programs in writing a competitive ABE grant in FY2010
7. Working with the LCC Foundation Director to establish financial support for our ABE/GED students, for testing fees, through the Annual LCC Foundation Auction.
8. Establishing a partnership with local WIA representative to offer WorkKeys tests and register our ABE/GED students on the KansasWorks site.

**Finance & Operations Vision
Labette Community College
5 Year Vision
FY2011-FY2015**

PREFACE

With the overall state of the economy and looming budget cuts at the state level, the five year vision of finance and operations is primarily based on finishing and improving projects we have already started. A tight budget will allow us to focus our attention on work still to be done on these projects which will allow us to get the most benefit for the dollars we have already spent. We must also focus on ways to reduce unnecessary expenditures and at the same time be creative in our approach to generate new revenue.

LCC Vision

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Finance & Operations Vision

- Critical to the success of our College will be our continued work on the Jenzabar system including refining our processes, fully utilizing the features of the system and training all users.
- The upcoming years will be critical to the success of the Cherokee Center. Focus on the Cherokee Center to improve our enrollment and better serve the students in this area. A plan must be developed to improve the parking lot at the Cherokee Center.
- Prepare to build the new health sciences building.
- Pursue avenues to generate more revenue necessary to better serve students.

- Explore new programs that would meet the needs of our community while at the same time increasing revenue for the College.
- Add a new science lab to accommodate the prerequisites of the new allied health programs.
- Pursue ways to reduce our expenditures including partnerships with other educational institutions.
- Evaluate internal processes and procedures to maximize efficiency and productivity.

**Student Affairs (SA)
Labette Community College
Five-Year Vision
2011-2015**

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Student Affairs Vision

Admissions/Advising

- Increase in enrollment by 1-2% each year.
 - Focus on feeder high schools within service area.
 - Focus on feeder high schools around the Cherokee Center, including those in Missouri.
 - Focus on GED completers.
- Development of the Cardinal Experience days with a campus orientation and financial aid pieces added to it. Specialized days for student-athletes.
- Development/Continuation/Enhancement of Informational Days on campus (Senior, Junior, Allied Health, 8th grade, etc).
- Increase in advertising in high school focused publications in conjunction with the Public Relations Department (Kansas College Outlook, yearbooks, etc).
- Enhancement of recruitment brochures, viewbooks, student planners, etc.
- Development of a centralized advising system or something similar to assist students in conjunction with online advising through Jenzabar.
- Train faculty and staff to assist students with the transfer process, especially for the programs that LCC has specific articulation agreements with.
- Revise the Early Academic Warning System within the Jenzabar capabilities.
- Development of an advisory board with high school counselors.
- Enhance enrollment procedures of concurrent and dual credit students.

Athletics

- Development of student housing with at least 200 beds.
- Gradual increase in scholarship dollars for each program until NJCAA limit is reached.
- Increase in recruiting dollars for programs so they can bring in additional students.
- Work with other departments to provide incentives for faculty and staff to attend home athletic events.
- Expansion of facilities to better accommodate existing athletic programs.
- Development of men's and women's soccer teams dependent upon expansion of current on-campus facilities and acquisition of soccer fields.

Financial Aid

- Cross-training of staff to assist students. This will develop through the utilization of Powerfaids.
- Increase in students applying for student aid and the application process starting sooner.
- Develop a process/resource/etc. for assisting students better at the Cherokee Campus with financial aid.
- Increase the number of students participating in the federal work study program that allows them to work in schools.

Registrar

- Enhancement of degree check process with the utilization of Jenzabar.
- Enhancement of the college catalog in dvd and online format.

Student Life

- Increase in student organizations that are based on academic departments.
- Develop regular Student Life activities at the Cherokee Center.
- Develop weekly/monthly student recognition in addition to the yearly student awards ceremony.
- Work with other departments to provide incentives for faculty and staff to attend student organization events.

Student Support Services

- Work with the Tutor/Success Specialist to develop a comprehensive tutoring program that utilizes trained/certified peer tutors.
- Revise the program to be intrusive, intensive advising based rather than workshop based.
- Develop a College Success Skills course and Supplemental Instruction opportunities for participants.

Talent Search.

- Transition PREP Talent Search grant objectives towards more emphasis and student involvement in a rigorous curriculum that will open more scholarship opportunities for its participants.
- Develop and implement a rigorous curriculum initiative for high school participants based on the Kansas Academic Challenge Grant
- Realign the number of participating schools based on the new objectives of the next grant cycle, starting in 2011
- Increase the number of parental involvement with juniors and seniors during “Parents Night” advising and enrollment activities by 25% annually.

**Public Relations Vision
Labette Community College
5 Year Vision
2011-2015**

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 in the matter of billboards to expand further from Parsons to target out-of-state students that live near the border.
- Utilize and increase the usage of the web to promote events.
- Implement a full-time graphic designer within the PR department. All design work for all departments on campus would utilize this person. Implement procedure that every department on campus is required to utilize the graphic designer in order to create strong brand image. A strong brand will take the marketing to the next level which will aid in student/staff recruitment and retention. This will greatly reduce outsourcing costs.
- Increase awareness for the Cherokee Center through strong marketing campaigns.
- Increase collaboration with Admissions department to aid them in recruiting efforts during special on-campus events.
- Increase advertising to target specific programs.

**Foundation Vision
Labette Community College
5 Year Vision
FY2011-FY2015**

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.*

Foundation Vision

- Secure funding from donors/grants to build a new Health Science Building
- Increase endowment for scholarships by \$1 million
- Fully implement the Jenzabar system to track gifts, donors, and alumni; and use the data for decision-making and strategic planning.
- Build a stronger alumni donor base
- Explore options for funding the Student Commons building and Cardinal Gymnasium renovations (Phase II of Preparing a Pathway to the Future campaign)

How Labette Community College's Strategic Plan Supports KBOR's Five Strategic Questions for Higher Education in Kansas

1. Alignment with K-12

Are we satisfied that high school graduation expectations are aligned with college preparation expectations?
Are students moving into our system from state high schools prepared to meet postsecondary expectations?

LCC Activities and Services

- 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

2. Participation

Are we satisfied with the level of participation (% of high school graduates who move to postsecondary education within a year of graduation) in our state higher education system?
Are we satisfied that those participation rates adequately reflect the state demographic composition?
Are we satisfied with the participation of adult learners in our higher educational system?

LCC Activities and Services

- 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. Persistence

Are we satisfied with our institutional retention and completion rates – the % of students who persist in our institutions through to certificate or degree completion?

LCC Activities and Services

- 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. Alignment with the Kansas Economy

Are we satisfied that within the offerings to which our students are exposed during their time on our postsecondary institutions, the programs, resources, and incentives are aligned with the workforce demands of our state's economy?

LCC Activities and Services

- Continue to expand certification and 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. Learner Outcomes

Are we satisfied that those who complete our educational programs (earn our certificates and degrees) have not only mastered the specific competencies associated with their discipline, but also possess the cross-cutting, non-disciplinary skills and competencies necessary for success?

LCC Activities and Services

- 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

LCC Committee Support of Strategic Plan FY2010

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 had, as a major component of each committee meeting, a presentation by an online faculty member on “Best Practices” for online learning. This included 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.*

Grant:

- a. *All grants committee projects are constructed with respect to learning as a major priority.*

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 sponsored Charlie Nutt, Executive Director of NACADA as a speaker on retention for Spring Inservice.*
- c. *The committee continued to investigate the steps on the timeline of 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.*

Grant:

- a. *The grants committee supports and aids in designing programs with our student's first. The committee identifies student needs, and in doing so provides a positive and nurturing focus on improved student learning and improved academic success with respect to new grant programs.*

Green:

- a. *The Green Committee worked 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. 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.*

Grant:

- a. *Grant programs will always address a college need that supports new and innovative services and programs which will address many different learning needs.*

Green:

- a. *The Green Committee encouraged 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.*

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 2010-2011 catalog 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.*

Grant:

- a. *A major focus for the grants committee was incorporating new learning technology in innovative ways. All grants were designed to expand opportunities for student learning and services.*

Library:

- a. *The Library Advisory Committee advised and monitored the implementation of the new integrated library system. The Committee will continue to advise and monitor updates to the 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 institution.*
- 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, such as the Counselor Advisory Board and related activities/events.*

Grant:

- a. *Nearly every grant written requires links to outside agencies of almost every kind. The grants committee fostered and expanded LCC's relationship and*

collaboration with other local and state agencies, institutions of higher education, and community businesses.

Green:

- a. The Green Committee partnered with Class Ltd. on a recycling project.*

Retention:

- a. The Retention Committee encouraged opportunities for students to get involved in area organizations and businesses through mentoring and internships.*

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 worked to make data and progress regarding the college's green activities trackable and accessible through the Greenhouse Gas Emissions Report. Data was also 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.

- o Continue to expand certification and short-term training programs that meet learners' needs and market demand.**
- o Encourage community/business partnerships in the learning process.**
- o 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 is considering ways to better incorporate those programs into the institutional assessment plan.*

Grants:

- a. One of the primary missions of the Grants Committee is to respond to the needs of our community in terms of offering new and expanded certifications, CTE and Gen Ed programs. Input was requested from various relevant sources to determine need and address that need appropriately.*
- b. All grants designed and written to date through the grants committee have been in response to the diverse learning needs of our community or the*

internal needs of college infrastructure improvements to benefit community learning.

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

Green:

- a. Students actively participated in community service through recycle mania.*

Retention:

- a. The Retention Committee made plans to encourage more collaboration between LCC faculty/staff, students, and the area community.*

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 encouraged 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 a revised institutional assessment plan that will improve the use of currently collected data to provide course-level, program-level, and institutional-level assessments.*
- b. The IOA committee began the use of 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 provide 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 financial aid and advising 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. Proposals such as entrepreneurship training, collaborative learning projects, work-base experiences, internships and mentoring programs were all reviewed. Ones for this year include:*
 1. Physical Therapist Assistant (PTA) Program
 2. Sonography Program
 3. Heavy Equipment Operator Program

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.*

Grant:

- a. *The grants committee is designed to address the learning needs of our community through innovative new programs or the innovative expansion of current programs, in addition to assisting the college with programs that will help improve its infrastructure.*

Library:

- a. *The Library Advisory Committee advocated for the needed library services for the faculty and students in their respective departments and groups.*
- 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 a variety of new online and on-ground course proposals. Ones for this year include:*
 1. Fundamental Treatment Procedures
 2. Musculoskeletal I, II & III
 3. PTA Clinical I, II, III, IV & V
 4. Pathophysiology for Rehabilitation
 5. Neuromuscular Rehabilitation
 6. PHR/SPHR Certification Preparation (non-credit)
 7. Human Resources for Small Business
 8. Online Branding for Small Business
 9. Recording Studio Applications
 10. Live Video Production
 11. Audio Fundamentals
 12. Safety, Maintenance & Equipment
 13. Wheel Loader Training & Maintenance
 14. Hydraulic Excavator/Backhoe Training & Maintenance
 15. Motor Grader Training & Maintenance
 16. Tractor-Scraper Training & Maintenance
 17. Off Highway Truck Training & Maintenance

18. Dozer Training & Maintenance
19. Introduction to Sonography, Ethics & Law
20. Sonography Physics & Instrumentation I, II
21. Sonography Physics & Instrumentation Board Review
22. Vascular Sonography Procedures I, II
23. Sonography Sectional Anatomy & Abdominal Pathology I, II, III
24. Terminology & Abbreviations for Sonography
25. General Sonography Procedures II – OB/GYN
26. General & Abdominal Sonography Procedures I
27. Cardiac Sectional Anatomy & Pathology
28. Adult Echocardiography I, II
29. Advanced Cardiac Pathology
30. Advanced Cardiac Sonography
31. General Sonography Clinical I, II, III, IV, V
32. Neonatal Sonography
33. Echocardiography Physics & Instrumentation
34. Clinical Applications I, II, III

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.*

Grant:

- a. *Many grants were designed specifically to offer new online and on-ground courses which will serve our students.*

Retention:

- a. *The Retention Committee implemented the CCSSE survey to gather data from students about attitudes towards 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.*

Grant:

- a. *The grants committee supported innovative improvements to the college from human, physical, and technological standpoints as well as increasing college fiscal stability.*

Green:

- a. *The Green Committee 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.

Grant:

- a. *The establishment of the grants committee was in response to an internal college need for streamlining fundraising activities and increased administrative collaboration in grant and general fundraising opportunities.*
- b. *Our grants committee increased LCC's ability to fundraise generally and through grants by collaborating with key administrative personnel and keeping the college informed of new programs and activities. This improved system has allowed for the increased identification of fundraising sources (grants and otherwise), an increased ability to respond to community and college needs, and has brought in tangible fundraising benefits in the form of recent grants from the Dollar General Literacy Foundation, Kansas Board of Regents and other sources.*

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

Grant:

- a. *The grants committee recognized the need for student scholarships and increased college endowment. Many grant sources are currently being researched to meet this goal.*

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.

Grant:

- a. *In order to successfully address the requirements of many grants, it was critical to cultivate college relationships with important stakeholders in the community, local government and business, regional agencies, state agencies, and federal agencies. The grants committee was focused on improving our college image through the cultivation of these relationships.*

Green:

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

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

Grant:

- a. *Grant funds were utilized in the most efficient and effective manner to promote responsible stewardship of private, local, state, and federal resources.*
- b. *All grants written and designed through the GRA committee have been and will be rigorously evaluated to ensure that budgetary considerations meet our goal.*

Green:

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

Outcome 4E. Encourage an innovative and entrepreneurial spirit.

Grant:

- a. *All grants designed through the grants committee were designed and completed with respect to this goal. Entrepreneurial spirit and innovation are key components to success.*
- b. *Every grant; brainstormed, designed, and written encourages an innovative and entrepreneurial spirit. The very process the committee went through in identifying community and college needs and finding creative solutions to those needs is innovative and entrepreneurial.*

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.*

Grant:

- a. *Community and business support and buy-in increased college sustainability of programs. All grants were designed with respect to sustainability and cultivating business relations.*
- b. *Grant design process included collaboration with community and business with an aim towards sustainability and a check for critical needs.*

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

Grant:

- a. *Grant funding sources range from local to national private sources, local agencies and government to state agencies and federal agencies. While this committee isn't a lobbying committee, it does support increased collaboration with business and educational entities which will directly or indirectly benefit the college through increased state and county support.*
- b. *New collaborations or expansion of existing collaborations with local government, business, and state agencies were hopefully contributing to this goal.*

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.

Grant:

- a. *The grants committee considers and evaluates college-wide needs. In grant design and the grant process the grants committee was focused on providing an environment that was refreshing, innovative, and excellent not only for students, but for our employees and our community.*

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

Curriculum and Instruction:

- a. *The C&I Committee served the role of keeping curriculum development faculty driven.*

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.*

Grant:

- a. The grants committee was designed to increase collaboration between key college fundraising and administrative players in order to facilitate this goal.*
- b. The design process, input, and collaboration within the committee has most certainly contributed to this goal.*

Retention:

- a. The Retention Committee is planning to recognize those employees who make a difference with retaining our students.*

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, providing links to important scholarly studies and by presenting a “Best Practices” presentation at each meeting.*

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.*

Grant:

- a. In addressing student and college needs, many grants were focused primarily on building faculty and staff skills in order to improve the college as a whole through professional development.*
- b. Grants with professional development components, such as the CT/MRI and numerous others have contributed to this goal.*

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.*

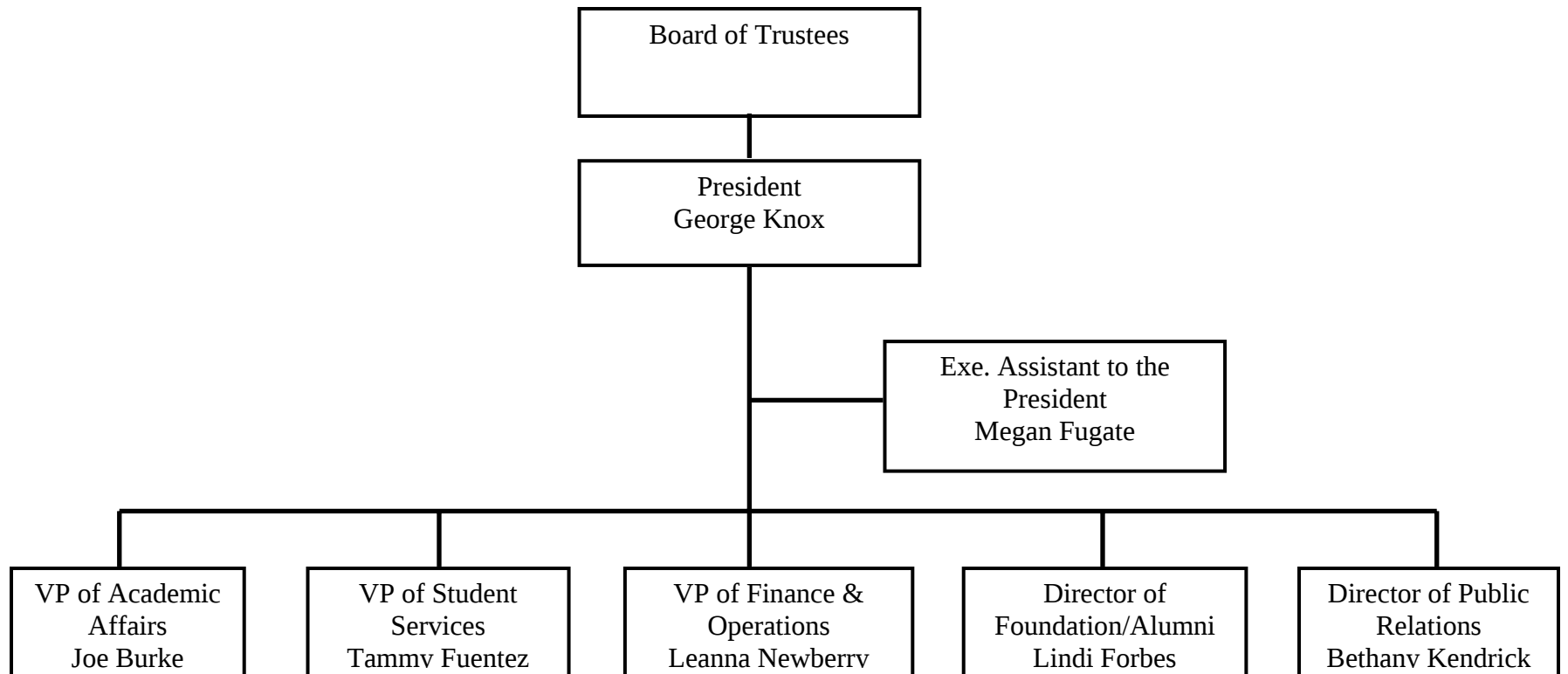
Green:

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

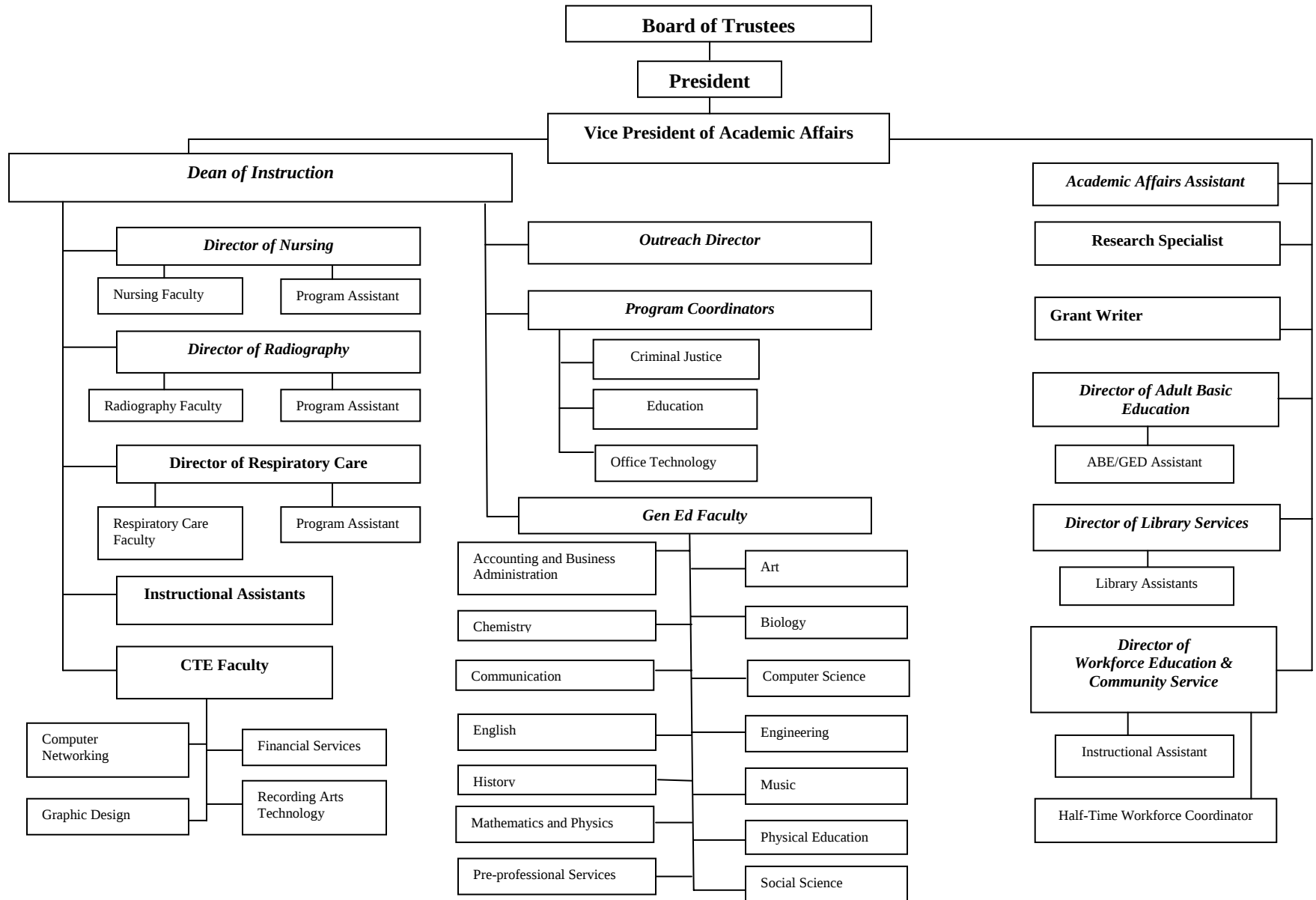
Retention:

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

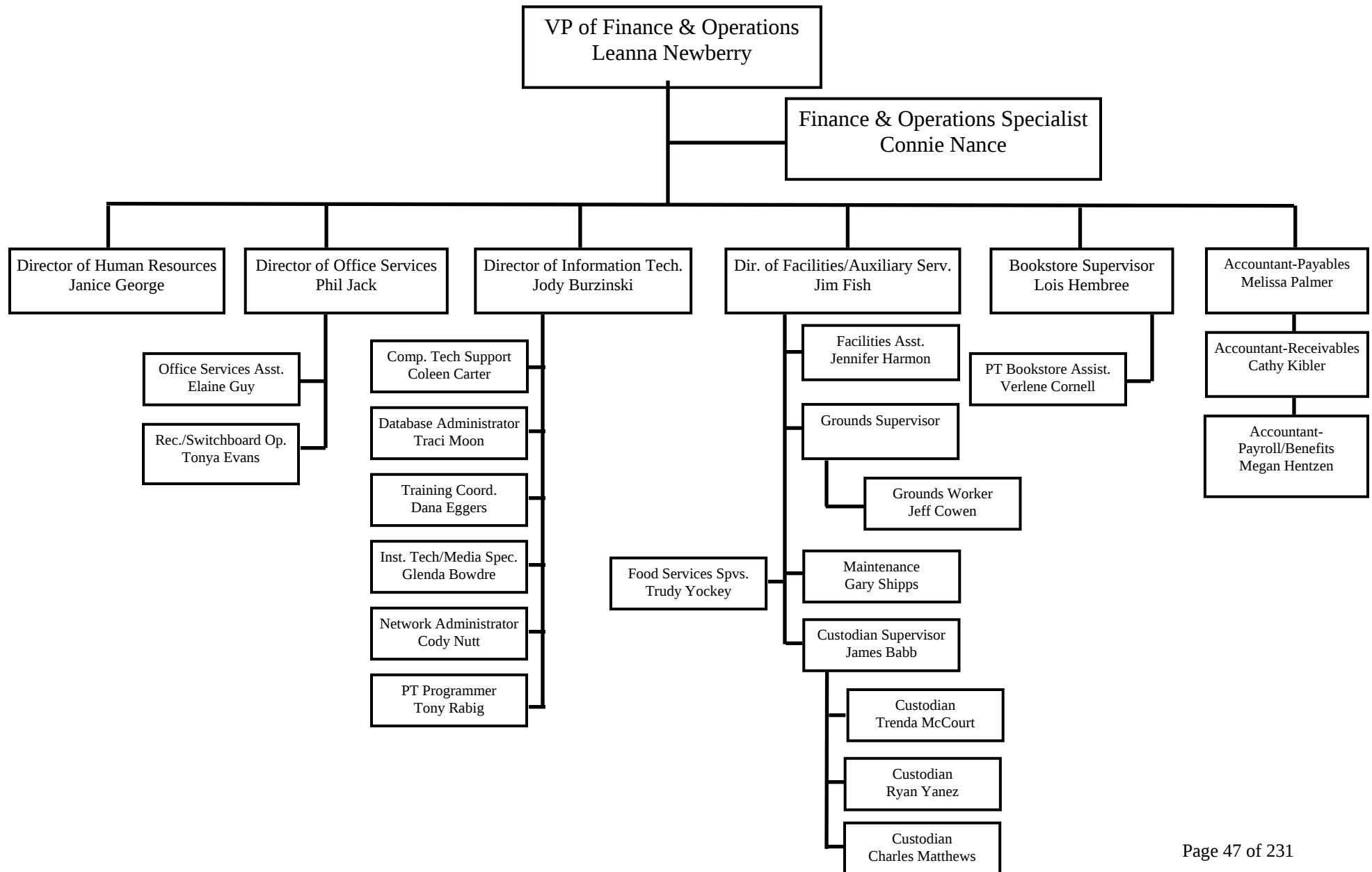
Labette Community College



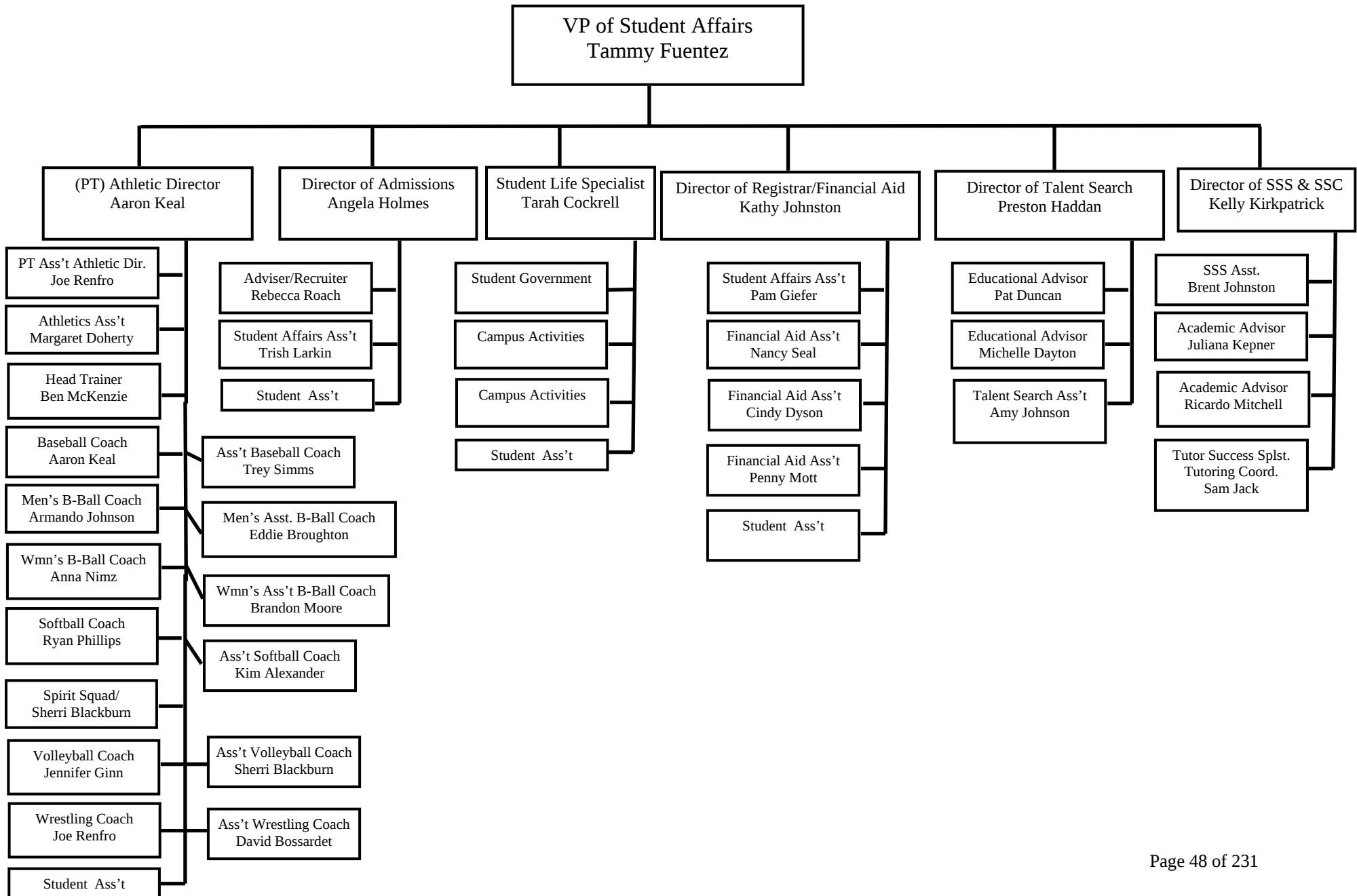
Organizational Chart: Academic Affairs



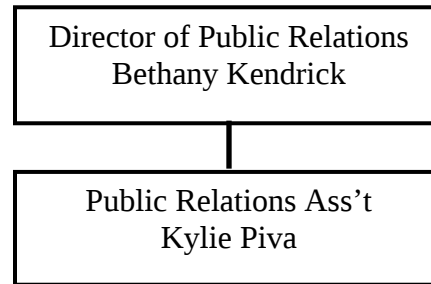
Division of Finance & Operations



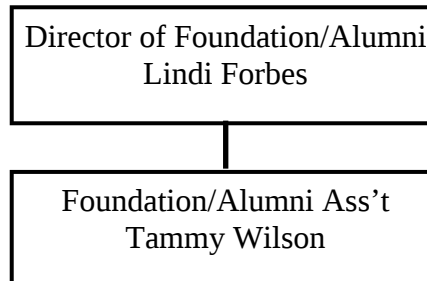
Division of Student Affairs



Division of Public Relations



Division of Foundation/Alumni



Labette Community College **FY2010 Club/Organization Report**

BIOLOGY CLUB

SPONSER: Bharathi P. Sudarsanam

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
83	18	5	3	2

Student members participated in club activities such as Kids Fall Fest, LCC Foundation Luncheon, and Donor's Appreciation Luncheon.

SGA Awards – Bharathi Sudarsanam, Emily Gilpin, and Jessica Wells

GRAPIC DESIGN CLUB

SPONSER: Greg Brewer & Melissa Kipp

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
18	2	1	1	0

Student members participated in the Kids Fall Fest.

PHI BETA LAMBDA

SPONSER: Cathy Kibler

# Members	# Meetings	# SGA , Club, & Community Service Activities	# Fund Raising Activities	# Traveled Activities
8	5	8	0	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, Impromptu Speaking, Ian Kraskoff
- 1st Place, Job Interview, Ian Kraskoff
- 1st Place, Human Resource Management, Trish Larkin
- 2nd Place, Emerging Business Issues, Nathan Buck, Ian Kraskoff
- 2nd Place, Telecommunications, Nathan Buck
- 2nd Place, Business Ethics, Kylie Harmon, Trish Larkin
- 2nd Place, Future Business Executive, Ian Kraskoff

2nd Place, Public Speaking, Ian Kraskoff
Kansas Outstanding Advisor, Cathy Kibler

PHI THETA KAPPA

SPONSER: Tammy Fuentez, Juliana Kepner, and Sara Harris

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
20	8 – Chapter 10-Officer	23	7	12

Student members participated in club activities such as LCC Auction for Scholarships, Ronald McDonald House Visit/Pop Tab Collection, Better World Books Collection, Project Graduation, Relay for Life, Music in the Park, Welcome Back Picnic, Holden's Hope, Recycling, Yoplait Yogurt Lid Collection, Adopt A Highway, Induction Ceremony, Strike Out Cancer, Kid's Fall Fest, Honors Topic Luncheon, Founder's Day, Chili Supper, Homecoming, St. Jude's Up til Dawn, Ronald McDonald Wish List Project, children's Mercy B-day/Crayon Project, Alternative Spring Break to KC, and Ronald McDonald Easter Baskets and Trip.

Student traveled to the International Phi Theta Kappa Convention, Ronald McDonald House Lunch Preparation, International Honors Institute, Kansas Region Summer Planning, Kansas Region Leadership Conference, Kansas Region Honors Institute, All-Kansas Academic Team Luncheon, PSU Up "Til Dawn St. Jude's Projects, Kansas Region Convention, Alternative Spring Break, and Easter Basket Delivery.

Local Awards

Cardinal Recognition, Ian Kraskoff, Paxton Emery, Monique Johnson, Ashley Dean

Phi Theta Kappa Kansas Region Convention

Individual Awards:

Distinguished Chapter President Award, Marti Frazier
Distinguished Chapter Member Award, John Stringer
Distinguished Chapter Officer Honorable Mention, Ian Kraskoff
Distinguished Alumni Honorable Mention, Tim Wass Jr.
Distinguished Chapter Advisor Distinguished Recognition, Sara Harris
Horizon Award, Sara Harris
Paragon Award for New Advisors Distinguished Recognition, Juliana Kepner
All Kansas Academic Team, Ryan Hizy, Ian Kraskoff
Achievement in Literature Award, Amber Hoffman
Achievement in Literature Distinguished Recognition, John Stringer
Achievement in Art Honorable Mention, Kelly Schaffner, Bethany Wolverton
Kansas Region President, Ryan Hizy
Elected Kansas Region Vice President of Correspondence, Meagan Wilkins

Chapter Awards:

Most Outstanding Chapter
Scholarship Hallmark
Leadership Hallmark
Service Hallmark
Chapter communication Award
Sister Chapter Award
Yearbook Distinguished Recognition
Five Star Chapter

Phi Theta Kappa 91st Annual International Convention

Individual Awards:

Distinguished Chapter Advisor Award, Tammy Fuentez
Shirley B. Gordon Award of Distinction, Dr. George Knox

Chapter Awards:

International Five Star Chapter
International Top 100 Chapter

RADIOGRAPHY CLUB

SPONSER: Gale Brown

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
43	7	20	5	8

Student members participated in club activities such as Organizational Fair, Leadership Conference, Breast Cancer Awareness, Labette Idol, Blood Drives, Kid's Fall Fest, Radiology Tech Clinical Site Appreciation, Radiology Tech Week Library Display, Donor Luncheon, Stella Wells Christmas Tree, Speech Club 3 on 3 Basketball Tournament, LCC Christmas Food Basket Drive, LCC Homecoming, Heart Awareness, Parsons Middle School Recruitment Tour, Congenital Diaphragmatic Awareness, Kiwanis Event, Diabetes Awareness/Spring Fling, Holden's Hope, Going Green Recycle Project.

SGA Awards

2009 Outstanding Allied Health Student Organ Service Award
2009 Advisor of the Year of Allied Health
2009-2010 Student Organization of the Year Allied Health Service Award – Radiography

Club

2009 -2010 Cardinal Point – Gold Award – Radiography Club
Student Government Association Officers –
Lyndsey Cranor, President and Chelsea Allen, Secretary

2009-2010 Top 20 Cardinal Award – Lacy Boeken, Tara Britton, Lucy Mwanzia, Lindsay Hurt, and

Beth Shipp

American Society of Radiologic Technologist (ASRT)

10/09 ASRT Developing the Big Picture for community service

Who's Who in Community College in America Awards

2009-2010 – Lacy Boeken, Tara Britton, Paula Collins, Rosanna Cooper, Kelsey Farinacci, Bailey

Gilbreath, Jack Green, Ariel McClenning, Lucy Mwanzia, Lacy Nutter, Lindsay Hurt, and Beth Shipp

Student of the Month Award

April – Rebecca Kill

Kansas Society of Radiologic Technologist Convention (State)

Scapular “Y” Film Competition

1st place, Tara McCarrell

2nd place, DeDee Johnson

Contrast Media Film competition

1st place, Lacy Boeken

Ray Bowl Team – 3rd Place

SkillsUSA Organization

SPONSER: Becky Warren & Jack Burke

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
17	15	16	5	5

Student members participated in club activities such as Welcome Back to School Booth, Highway Pick-up, SkillsUSA Toy Drive for the Children in China, SkillsUSA District Leadership Conference (Host), SkillsUSA State Leadership Conference, Arboretum Clean-up Day, Blood Drives, Kid's Fall Fest, Stella Wells Christmas Tree, Public Relations 3 on 3 Basketball Tournament, Donor Luncheon, Holiday Food Drive, Homecoming, Value Card sales, Movie Night, SGA meetings.

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

SkillsUSA District Leadership Conference – September 2009

Elected as District Officer 2009-2010, Emery Paxton

Served as voting delegates: Sherry Simpson, Brett Palmer

SkillsUSA State Leadership Conference – October 2009

Statesman Award, Katie Eccles, Brett Palmer, Daniel Wise

Creed Award, Katie Eccles

True Colors, Katie Eccles, Brett Palmer Daniel Wise, Becky Warren

SkillsUSA State Leadership & Skills Championships – April 2010

1st Place, Medical Terminology, Sherry Simpson

\$300 Leadership Scholarships, Michael Bolinger, Brett Palmer

Computer Maintenance Technology Contest:

9th Place – John Williamson

11th Place – Brett Palmer

12th Place – Paxton Emery

13th Place – Bryan Long

14th Place – Ashley Walsh

SkillsUSA National Leadership & Skills Championships - June 2010

6th Place, Medical Terminology, Sherry Simpson

STUDENT NURSE ORGANIZATION (SNO) – No Report

SPONSER: Toni Spieth/ Amanda Addis

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

STUDENT AMBASSADORS

SPONSER: Angela Holmes & Rebecca Roach

# Members	# Meetings	# SGA, Club & Community Service Activities	# Fund Raising Activities	# Traveled Activities
8	8	12	2	0

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

The Student Ambassadors are currently looking at different Ambassador training and Leadership opportunities held within the State to get our students involved.

**Labette Community College
Highlights FY2010**

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COMMUNITY OUTREACH

ACADEMIC AFFAIRS

Academic Affairs

- Stella Wells Christmas Baskets for LCC Students
- Joe Burke serves as President of the Parsons Kiwanis Club
- Joe Burke is the Employer Support for the Guard and Reserve (ESGR) Representative for the Parsons Area
- Hosted art exhibit for Labette County Mental Health Center in Theibaud Theater

Biology

- Dr. Scott is reviewing Anatomy and Physiology Revealed Modules for McGraw-Hill
- Dr. Scott is developing an outreach plan to assist local elementary teachers in science and motivate students at a young age to stay interested in science. Her first Garfield teacher is on board for the next school year
- Dr. Scott has been invited to participate in a "Faculty Tester Program" for the AAAS (American Academy for the Advancement of Science). She will be part of a research study on how educators use digital resources in the classroom
- Dr. Bharathi P. Sudarsanam had 40 third grade students from Lincoln Elementary School come for a presentation of the Biology Lab in May

Communication

- Tom Duran participated on Oct. 7, 2009 as a workshop presenter at the St. Mary's Elementary School in Pittsburg, KS
- Tom Duran participated on Nov. 4, 2009 with a follow-up workshop at St. Mary's Elementary School in Pittsburg, KS

- Tonya Bell- Eleven teams participated in the LCC public relations class 3 on 3 basketball tournament on November 9 at the LCC gymnasium. The tournament, designed to kick-off Cardinal basketball, raised \$165 for Safe Haven Homeless Shelter in Parsons, KS. The students embraced the opportunity to learn about public relations through practical application and were able to raise money for a great cause
- Tonya Bell- During the fall semester, forensics students competed at Ottawa University and held an end of semester showcase. During the spring semester, the debate students competed at the State Tournament in Salina and the forensics students competed at Novice Nationals. Students and professor took advantage of opportunities to judge high school tournaments at Erie and Neodesha. Tonya also judged the high school League Forensics Tournament held in Humboldt
- Tom Duran participated as an interviewer for Southeast High School Senior Interview Day
- Tonya Bell judged senior projects at Neodesha High School on 4/19
- On May 3, 2010, Tom Duran gave a presentation at Pittsburg State University on "Listening Skills and the Work Environment."

English

- Melvetta Severt spoke to fifth grade students at Garfield Elementary about LCC and the importance of a college education
- Allison Colson served as secretary for the Land of AHHH's Hot Air Balloon club, a new club in Parsons open to interested residents of southeast Kansas. The purpose of the club is social and the mission is education of its members and the general public on topics of aviation in general and hot air balloons specifically
- Allison Colson is developing and will be instructing the second annual LCC summer, non-credit class on hot air balloon crewing
- Allison Colson is serving as Group Leader for an educational trip to Ireland, Spring 2012
- Josh Canipe is participating as a committee member in the Distinguished Reader program at Parsons High School
- The October 2009 Gribben English Lectureship speaker was the National Teacher of the Year and is a book author. The topic was Writing Across the Curriculum

Graphic Design

- The Graphic Design and Art Departments co-hosted the SEK High School Art Competition
- The Graphic Design Club designed campus wide posters to raise awareness and provide prevention tips for the H1N1 virus
- Typography students created designs for a new Parsons Arboretum entrance sign

History

- John Mack – Balkins Review article published, Catholic Historical Review article out in December, and two more in Spring
- John Mack did a Senior Center presentation in October 2009

Library

- The Library collected canned food for the Labette County Emergency Assistance Center during Canned Food Month (February)
- Scotty received his state level certification as a Library Trustee for the Parsons Public Library Board of Trustees
- Scotty serves as the Secretary for the Parsons Lions Club
- Phylis serves as a member of the Erie Public Library Board of Trustees
- Erlene is the coordinator for the Red Cross Blood Drives in Parsons, a board member of the Concert Association, Parsons Invitational Piemakers Society member, and is active in other areas of the college and community
- The Library staff created a Community Services bookmark and distributed it to the Parsons Public Library and to the Chamber of Commerce

Math/Physics

- Math Awareness Week included activities for local elementary and high school students as well as LCC students

Nursing

- Dee Bohnenblust and Jill Coomes attended the NLNAC Self Study Forum March 2010
- Dee Bohnenblust and Jill Coomes participated in the KBOR Nursing Summit March 2010
- Dee Bohnenblust is a member of the interview team for Labette Health CEO
- Rhonda Gilpin's clinical group administered flu vaccines at St. John's Hospital in Joplin, MO October 2009
- Rhonda Gilpin's clinical group held a blood pressure clinic in the local community May 4, 2010

Radiography

- Gale Brown was a presenter at the Pittsburg Heath Career Day, in Pittsburg, KS and presented information about the career of Radiography to approx. 60 Pittsburg High School students
- June Downing participated in the LCC Health Day at the Cherokee Center
- Gale Brown presented a presentation to the attendees of the LCC Allied Health Day in the Thiebaud Theater
- Gale Brown participated as an interviewer for Southeast High School Senior Interview Day
- Gale Brown attended the Parsons Career Day
- Gale Brown was a presenter at Altamont High School and presented information about the career of Radiography to approx. 15 Health Career Students
- Gale Brown was a presenter at Riverton High School Career Day and presented information about the career of Radiography to approx. 30 students
- Ashley Moore will participate in the Chetopa High School Career Day
- Four LCC Radiography Club members; Leslie Gray, Amanda Hagerman, Chelsea Allen & Lyndsey Cranor and Gale Brown participated in the rebuilding of the train track in Forrest Park and had a wonderful lunch at Sirloin Stockade

Recording Arts Technology

- Students provided engineering support and stagehands for the Moe Bandy concert at Parsons Municipal Auditorium
- Students provided video, engineering support, and stagehands for Quazi Modo
- Students wrote and recorded a 30 second radio promo for the department
- Russ Head documented the train track renovation in Forest Park

Research Specialist

- The September SkillsUSA Conference held at LCC was a great success. Our guest commented on the collaboration our Staff/Administration and our students showed

Social Science

- Robert Bartelli was a lecturer for the University of Kansas Lifelong Learning Institute The three session class was held at LCC; the topic was the economics of the US healthcare system and reform issues
- Brooke Saathoff will be one of three presenters shared at the 1st Annual Regional Domestic Violence Conference

Workforce Education/Community Service

Community Outreach (Lifelong Learning Benefits Community):

- “Wicked” Musical Production – Tulsa TPAC performance excursion
- “Switchback” Concert – June 19th trip to The Coleman Theatre to a Celtic Soul Music Concert (Designed this trip in partnership with the Parsons Senior Center)
- CPR
- ACLS
- Lifesaving
- Prep for Pharmacy Tech
- Hot Air Balloon Crew Member Training – Partnered with City of Parsons new BBBB Festival activities in October
- Motorcycle Safety Education – We now have two approved MSF Ranges. One range in Pittsburg approved by PSU, and one range at Marvel Park. We are offering courses at LCC and at PSU for this particular course
- TAI CHI for Health from the Arthritis Foundation. Classes at The Cherokee Center and provided on-site at the Parsons Senior Center
- Swim – Beginning, Arthritis, Aquasize
- CAD I
- Beginning Sign Language
- Conversational Spanish
- Residential Landscaping
- Beginning Computer
- Excel
- Powerpoint
- Quickbooks for Small Business
- Meditation for Relaxation
- Beginning Jewelry Beadwork
- Interior Design Basics

- Basic Herbs
- COWBOY Culture of Kansas with Jim Hoy from ESU. (The best attendance achieved for a KU Osher program at LCC by selecting and recruiting a topic that the demographic in Parsons would enjoy. A 500% increase in attendance from the normal KU Osher programming)
- Workforce Education Projects:
 - English Language Acquisition – Provided on-site training at El Pueblito Restaurant for 17 Hispanic students so that they could better themselves in our environment by learning to communicate using the English language
 - Entrepreneurship Projects: Foundations of Small Business class (in partnership with The City of Parsons Economic Development)
 - Columbian TecTank relationship. A workforce education partnership that has made LCC the preferred training provider for not only the Parsons location, but also the corporate headquarters in Lenexa KS
 - Customer Service. Joint training sessions created for USD 503 with LCC
 - Employment & Basic Life Skills Training. Initially created for Grandview Products, but portions of this training have been used at other corporations as well (The Flesh Company, Columbian TecTank, etc...)
 - Blueprint Reading/Geometric Dimensions & Tolerances. Training course developed and provided for Ducommun Aerostructures & Columbian TecTank employees. Ducommun has asked for a repeat session along with an advanced session to be developed
 - Special Topics for The Flesh Company. Worked with Corporate HR Director out of St. Louis to establish an annual training calendar for 2010 covering a variety of topics from Motivational Techniques, Workplace Wellness, Personal Money Management, Sexual Harrassment, HR topics, Six Sigma Administrative Tools, and more
 - PHR/SPHR Certification Prep. A survey of surrounding corporations showed an overwhelming demand for HR development programming. We solicited a collegiate training partnership with the Society for Human Resource Management to become an approved training partner. Seven area companies participated in the first online training program that began in February
 - Business Development Forums. A project that launched with Dr. Knox's friend Dennis McQuiston. This monthly forum gives area companies the chance to come have lunch on the LCC campus and learn about topics such as: Online Branding for Your Business, Workplace Wellness, Behavioral Interviewing Techniques, and Black Tie Marketing on a Blue Jean Budget. Topics that allow companies the opportunity to network and learn how to positively impact their business. 14 area businesses represented at the first session with a total of 22 attendees
- Fire School
 - o Enrollment in Fire School was up by 26% in 2010

- o Credit hours were up by 16% in 2010
- o Each participant enrolled in more sessions in 2010. Overall, each participant increased the number of courses enrolled in by 16.5%
- o 30 seminar sessions were held this year.
- o 38 fire departments from 16 different counties participated in Fire School 2010
- Allied Health Short Term Training Programs. These programs have grown tremendously in the last year. We are now teaching in Parsons, Baxter Springs, Riverton, Wier, Cherokee Center, Chetopa and Oswego in addition to having a variety of the courses offered online/hybrid as well. It has allowed us to grow enrollment in these courses exponentially. (Certified Nurse Aide, Certified Medication Aide, Med Aide Recertification, Home Health Aide, Adult Care Home Operator, etc...)

FINANCE & OPERATIONS

Information Technology

- Assisted community members on various technology projects for area community groups
- Checked out equipment to faculty and staff for community-based presentations
- Donated used equipment to community groups

Human Resources

- Janice George was a Big Brother/Big Sisters Board Member and Mentor; Girl Scout Council Outdoor Skills Trainer
- Megan Hentzen was the Altamont Little League Basketball Coach

Business Office

- Cathy Kibler hosted the annual Altamont Easter Egg Hunt; Elected Vice President of the Altamont PTO
- Melissa Palmer and Leanna Newberry were members of the Lion's Club. Melissa served as treasurer for the group
- Leanna Newberry was a member of the Friends of Crawford State Park

Office Services

- We do limited copying and printing for local non-profit organizations. Newsletters: Parsons Public Library, Downtown Parsons. Postcards: PACA Flyers: PAWS

Facilities

- Jim Fish will continue as Chairman of the Parsons Planning & Zoning Commission

STUDENT AFFAIRS

Admissions

- High School Counselor Advisory Board (HS CAB) is being established to promote goodwill and aid in meeting the needs of not only high school concurrent/dual credit students, but also high school graduates

Athletics

- 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 Kiwanis to replace the kiddie train-tracks

Financial Aid

- 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

Registrar

- Makes LCC catalog CD's available at no charge to the public

Student Life

- 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
- Phi Theta Kappa is collected pink Yoplait yogurt lids for Breast Cancer Awareness during the months of September through November
- SGA hosted Kids Fall Fest at the Rec Center for community families to enjoy safe Halloween activities
- SGA designed a "Groovy Blast from Christmas Past" tree for the Stella Wells auction and it sold for \$2000 to help buy food for local families in need
- Phi Theta Kappa sponsored an alternative spring break trip to Kansas City. Two advisors, nine college students, and one fifth-grader spent the first day of spring break taking donations to Children's Mercy Hospital and Ronald

McDonald House (RMH). The students later fixed lunch for the many residents at the RMH

- SGA and Campus Activities Board (CAB) combined resources with the local Lions Club, Labette Health, and KOAM-TV to host a Diabetes Awareness Walk-A-Thon in Forest Park during Spring Fling. The fundraiser had 123 paid volunteers and raised \$1580 for educational programs for children at the Rector Diabetes Center

Talent Search

- Preston Haddan serves as a Councilmember, Council President, and the City Finance Officer for the City of Altamont
- Amy Johnson is a member of the Coffeyville Pioneer Chapter of the Red Cross Disaster Response Team
- Pat Duncan is member of the Pittsburg Parks and Recreation Advisory Board and part of the area management team for the Southeast Kansas Special Olympics

PUBLIC RELATIONS

- Serve on the board of Downtown Parsons
- 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 Labette Health Foundation and Parsons Area Community Foundation to offer the second Planned Giving Seminar in a series of three free of charge.
- Offered a free presentation of "FDR" starring Ed Asner to over 600 people through the Gribben Endowment fund
- Offered a free English Lecture Series to area middle school, high school, college teachers through the Gribben Endowment fund.

FACILITIES

ACADEMIC AFFAIRS

Academic Affairs

- Chemistry supply area was divided to make a faculty office

Library

- The Library received new shelving and carpeting
- The library sells ear buds which have been well received by the patrons

Recording Arts Technology

- Russ Head and students renovated Thiebaud Theater's lighting
- A green screen was added to Thiebaud Theater's back wall, for use in video production courses

FINANCE & OPERATIONS

Information Technology

- Relocated a Computer Lab to the Student Union

Facilities

- Installation of a computer lab at the Cherokee Center
- Relocated a computer lab to the Student Lounge
- Rebuilt and improved girls softball field
- Refurbished the gym that included paint, energy efficient light fixtures throughout, new carpet in some offices, remodeled the men's locker room and installed new sinks in the men's public restroom
- Installation of new carpet and book shelves in the Library

STUDENT AFFAIRS

Athletics

- Replacement of Softball dugout
- Installation of irrigation at softball field
- Painted scoreboards at the baseball and softball fields

Student Life

- Added nine computers to the Student Lounge from the Student Success Center
- Built a wall to separate and secure the Student Government Office from the Student Lounge

Student Support Services

- Transitioned out of space in L102 onto floor of Student Success Center

Student Success Center

- Rearranged floor to accommodate Student Support Services and to enhance public reception
- Added computers to student testing rooms to provide a better environment for COMPASS testing

Talent Search

- Men and Women's bathrooms were repaired

PUBLIC RELATIONS

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

GRANTS

ACADEMIC AFFAIRS

Academic Affairs

- Perkins Non-Traditional Occupations (NTO) Grant \$3,000
- Title III grant award totals approximately \$1,999,583.00, spread over the next 5 years beginning October 1, 2009. Our first year award is for the full requested amount of \$399,986.00. The Title III grant will be utilized to institute 2-3 new Allied Health programs
- \$14,175 grant for Targeting Technical Talent in the High Schools Area high schools: Baxter Springs, Columbus, Oswego
- Perkins Reserve Grant – technology for radiography program.

ABE/GED

- \$11,340 Dollar General Adult Literacy Grant
- AEFLA Adult Education Grant

Library

- The Library applied for and received one of the Southeast Kansas Library System's Technology Grants to purchase scanners and computers to go with the new integrated library system
- The Library applied for and received one of the Southeast Kansas Library System's Extension Services Grants

Respiratory Care

- Respiratory Care Equipment Grant \$50,000

FINANCE & OPERATIONS

Information Technology

- Installed a computer lab in Cherokee through Technology Grant funding

STUDENT AFFAIRS

Student Support Services

- Received an additional \$23,372 in College Completion Grant funds to award to qualified SSS participants

Talent Search

- People Reaching Excellence through Preparation (PREP) will write its renewal grant for the next cycle during the fall 2010 semester

FOUNDATION & ALUMNI

- Applied for Kresge Foundation Challenge Grant; Met Life Grant; Goppert Foundation Grant, Parsons Area Community Foundation Grant
- Received Kresge Foundation Challenge Grant (\$1,000,000)
- Received Goppert Foundation Grant (\$100,000)
- Received Parsons Area Community Foundation Grant (\$25,000)

HONORS AND SPECIAL RECOGNITIONS

ACADEMIC AFFAIRS

Academic Affairs

- Becky Warren received the February 2010 Special Employee of the Month award for her work at the Cherokee Center
- Betty Story received the August 2009 Special Employee of the Month award for her work at the Cherokee Center
- Joe Burke received the Kiwanian of the Year Award
- Nancy Newby received the May 2010 Special Employee of the Month award.

Biology

- Dr. Mary Scott had accepted for publication "Introducing the Bones: Learning Centers in the College Science Lab" to the APS Archive of Teaching Resources. The material was

reviewed by 2 experts in the field before accepted for inclusion in the Anatomy and Physiology Archive. She has also been invited to submit additional learning aides she has developed for her students

- Dr. Mary Scott has had two presentations accepted for the 2010 NISOD meeting. She plans to present "Using learning Centers in the Classroom" and will co-present "Diversity in the College Classroom" with LCC adjunct history instructor Timothy Campbell. Dr. Scott will share her use of music, history, and movements to teach A&P concepts. Mr. Campbell will share his use of science, sports, and art to connect history to his students
- Dr. Mary Scott has been named to the 2011-2012 Who's Who in Science and Engineering
- Dr. Mary Scott was nominated for Distinguished Faculty Award
- Dr. Bharathi P. Sudarsanam has been considered for 2011 Edition of Who's Who in America
- Dr. Bharathi P. Sudarsanam was invited to participate in a review of Patton's Anatomy and Physiology text

Chemistry

- "LCC Instructor Recognized as Outstanding by area University Students" - The Collegio article, Pittsburg State University's student produced newspaper, published two letters on October 22nd expressing their great satisfaction with Dr. Doug Ecoff and his abilities as an instructor

Communication

- Forensics/Debate program participated very successfully in numerous tournaments throughout the region
- Tom Duran was nominated for Distinguished Faculty Award

General Education

- Sara Harris received the Distinguished Advisor Award for Phi Theta Kappa at the State and International levels

Library

- Scotty chaired the Southeast Kansas Academic Librarians Council
- Scotty assisted with the developing of the bylaws for the newly formed Two Year Academic Library Directors Council
- Scotty was nominated to be Vice Chair of the Two Year Academic Library Directors Council but did not win the position
- Scotty was nominated for Marquis Who's Who in the World and the American Biographical Institute's International Profiles of Accomplished Leaders

Math/Physics

- Kim Miller presented materials on the use of Jing presentations and the Adesso notepads for Elementary Statistics at the KAMATYC conference in March
- Kim Miller wrote ATI sections for the Tees Test and study guide

Nursing

- Dee Bohnenblust was invited by NLNAC to become a program evaluator. Spring 2010
- Dee Bohnenblust named as Healthcare Hero by Joplin Business Journal. 2009
- Department of Nursing named as Healthcare Heroes by Labette Health. Fall 2009

Outreach

- Elizabeth Walker is the Labette Community College Distinguished Adjunct Faculty of the Year
- Elizabeth Walker received an LCC Associate of Arts English Degree

Radiography

- Gale Brown and the Radiography Club were recognized for community service and participation in the ASRT Scanner, "Developing the Big Picture: Schooled in Community Service" project
- 4/16/10 - Gale Brown was appointed the Professional Development Committee Chair by the KSRT Executive Committee for the 2010 Student Conference & the 74th Annual Kansas Society Radiologic Technology Meeting
- Gale Brown was nominated for Distinguished Faculty Award
- 4/29/10 - Gale Brown was recognized as the Advisor of the Year for Allied Health Division at the 2010 Awards Ceremony
- The Radiography Club also was awarded the Student Organization of the Year for Allied Health Division

Recording Arts Technology

- Russ Head was awarded the Labette Community College Distinguished Faculty of the Year
- Russ Head is now a certified Pro Tools Operator

Research Specialist

- LCC SkillsUSA Chapter Awarded the 2010 Kan-Do Chapter Award
- Becky Warren received the Advisor of the Year Award for SkillsUSA

Social Science

- Robert Bartelli peer reviewed the textbook Issues in Economics Today (5th edition, McGraw-Hill Publishing)
- Robert Bartelli peer reviewed the textbook Personal Financial Planning (12th edition, South-Western Publishing); he will be listed, with college affiliation, on the Acknowledgments page of the text
- Timothy Campbell, adjunct history instructor, will co-present at NISOD this summer. The presentation "Diversity in the Classroom" was accepted. Mr. Campbell has presented at smaller, specialized national conferences before, but this will be his first large conference presentation

Workforce Education/Community Service

- Received the Business Development Excellence Award (October '09) from Kansas Commerce/Kansas Main Street (through Downtown Parsons Inc) for our "Foundations of Small Business" course in entrepreneurship. Of the successful course completers, 3 new businesses were started in Labette County

FINANCE & OPERATIONS

Information Technology

- Department Employee of the Month; February 2010

Human Resources

- Presented eleven (11) Special Employee Monthly Recognitions awards; organized the Distinguished Faculty member of the year and Distinguished Adjunct Faculty member of the year for FY09

Business Office

- Cathy Kibler was recognized as the Kansas Phi Beta Lambda Advisor of the Year

Facilities

- Jim Fish was Employee of the Month
- Valerie Snider was Employee of the Month

Bookstore

- Lois Hembree was Employee of the Month

Cardinal Café

- Trudy Yockey was Employee of the Month

STUDENT AFFAIRS

Athletics

- National Champion Runner-up in Men's Wrestling
- Two Individual National Champions in Wrestling
- Third Place Nationally Women's Basketball
- 15 All-Americans
- Over 30 Academic-All-Americans
- 19 All-Region selections
- 27 All-Conference selections
- Jaime Green was Employee of the Month

Financial Aid

- Nancy Seal, Cindy Dyson, Penny Mott and Kathy Johnston all completed the College Board Certification as a new user for PowerFAIDS

Registrar

- Pam Giefer was selected as the employee of the month

Student Life

- Phi Beta Lambda (PBL) competed in a State Leadership Conference February 25th & 26th, in Emporia, KS. Four students placed in several different events. These four students were: Nathan Buck of Iola, KS, Kylie Harmon of St. Paul, KS, Ian Kraskoff of Brazil, and Trish Larkin of Parsons, KS. Harmon and Larkin teamed up together to compete in Business Ethics and received 2nd place. Larkin also competed in Human Resource Management and received 1st place. Buck and Kraskoff teamed up in Emerging Business Issues to receive a 2nd place standing and Buck also competed in Telecommunications where he received 2nd place. Kraskoff competed in several other events including; Impromptu Speaking, Job Interview, Future Business Executive, and Public Speaking. He placed 1st in Impromptu Speaking and Job Interviewing and 2nd place in Future Business Executive and Public Speaking
- Phi Theta Kappa received recognition at the honor society's international convention held in Orlando, Florida April 4th-10th. Dr. George Knox was awarded the Shirley B. Gordon Award of Distinction for College Presidents among 17 total awards given internationally. Sara Harris, co-adviser of Phi Theta Kappa, won the Distinguished Chapter Advisor Award out of 40 awards given internationally. Student John Stringer won Distinguished Chapter Member among 30 other recipients internationally. The chapter won Distinguished Chapter Award given to the top 25 chapters in the world and the Scholarship Hallmark award written by student member/officer Meagan Wilkins.
- Student Sherry Simpson won 1st place at the State Championships for SkillsUSA in the Medical Terminology competition. She will be participating in the 46th SkillsUSA National Leadership and Skills Conference in Kansas City, Missouri, June 22-25 & placed 6th in the nation.

Student Success Center

- SSC traffic has increased markedly over previous years' totals
- Began updating and revising College Success Skills curriculum for beginning hybrid course in Fall 2010

Talent Search

- Pat Duncan was recognized as the September 2009 Employee of the Month

PUBLIC RELATIONS

Public Relations Assistant

- Received Master's degree Communication-Dec 2009

PRESIDENT'S OFFICE

- Dr. George Knox was named Employee of the Month
- Megan Fugate was named Employee of the Month

NEW AND REVISED CURRICULUM

ACADEMIC AFFAIRS

Biology

- Hybrid Microbiology was taught Fall 2009
- Dr. Scott is working on a manual to assist adjunct A&P instructors in clinical applications for anatomy and physiology
- Dr. Scott is completing work to make the lab for Environmental Life Science to be a virtual lab in addition to the field work the students already do

Communication

- Tom Duran is in the process of designing an Intercultural Communication course designed to give students the skills in communicating effectively with people of diverse cultural backgrounds
- Tonya Bell is designing an online Interpersonal Communication course designed to focus on communication within the areas of personal life, family life, community, and workplace

Computer Science

- Alice 2.0 programming software was introduced in the Intro to Programming course
- An Outlook section was added to the Computer Concepts & Applications course

Library

- Information Literacy was approved by the Distance Education Committee and has been taught online for two semesters

Nursing

- Department has reviewed curriculum to ensure reflection of the new (April 2010) NCLEX-RN Exam Blueprint
- Jill Coomes offered online Pharmacology for the first time. Spring 2010

Office Technology

- Students in the capstone course, Office Applications/Legal, Medical, and Administration offered the community a noncredit free Basic Outlook course. This was a "real world project" where they were responsible for all aspects for the undertaking from scheduling

to planning what was to be taught. They developed all the flyers, handouts, and PowerPoint presentations that were used

Recording Arts Technology

- A new course, Recording Studio Applications, is in development. It will teach students how to effectively communicate with musicians in a modern recording environment and be familiar with the mechanics of instruments used to create music
- A new course, Audio Fundamentals, is in development. It is designed to be an optional course for students with no background in Audio Theory and will introduce them to the terminology and basic science of how sound behaves. It will prepare students for Audio Recording I

FINANCE & OPERATIONS

Information Technology

- Purchased New Backup System
- Replaced two Instructional Servers with VM's
- Supplied two classrooms with ELMO's
- Replaced two Main Computer labs
- Purchased additional Wireless Access points for Main Building and SSC
- Replaced 25 computers in replacement cycle
- Purchased 5 laptops for student checkout in SSS
- Purchased 20 notebooks for student checkout SSS
- Purchased computer equipment to enhance individual testing rooms
- A new Laptop computer was purchased for Talent Search

Office Services

- Replaced the Konica Copier with a Lanier LD380, a faster machine producing 80 copies per minutes

STUDENT AFFAIRS

Financial Aid

- Financial Aid has increased the courses that the Allied Health students can use to be full-time

Registrar

- We have added new courses and programs to the catalog

Student Life

- Published a new edition of the LCC Student Life Handbook

Talent Search

- PREP has implemented a new curriculum log for each advisor

NEW EQUIPMENT AND SUPPLIES

ACADEMIC AFFAIRS

Biology

- With workstudy help, the storage area of M103 was rearranged to increase the storage capacity
- Dr. Scott is using a digital tape recorder to record lectures which are then posted in Red Zone for students to listen to as desired

Library

- The library staff completed the migration of library operations from the AS400 format to the KOHA format with the server hosted by LibLime. The staff has also made the necessary adjustments with the new update

Research Specialist

Carl Perkins Funds Purchased:

- Criminal Justice
 - DVD's for program
- Nursing
 - NLNAC Reference Materials
 - More Instant Teaching Tools for Healthcare Educators
 - Simulation in Nursing Education: From Conceptualization to Evaluation
 - Portable Computer Lab (10 Laptops)
- Radiography
 - 10 PDA's
- Recording Arts Technology
 - Apple Final Cut Studio 2
 - Apple Shake 4.1
 - LightWave v9
 - iZotope RX Academic
 - iZotope Ozone 4 Academic
 - Native Instruments Elektrik Piano Software
 - Antares Auto-Tune Vocal Studio Native
 - Digidesign Complete Production toolkit Software
 - Digidesign ProTools LE 8 – Electronic Delivery
 - Apple OS X 10.5 "Leopard"
 - Synchro Arts VocAlign Project for Pro Tools

- o Pro Video Camera
 - o 1 Mac Book Laptop
 - o Yamaha Drum Kit
- Respiratory Care
 - o Clinical Simulation CAI X10
 - o BiPAP Vision
 - o Ventilator
- Office Technology
 - o Dragon Naturally Speaking License

FINANCE & OPERATIONS

Information Technology

- Expansion of student self-service with online enrollment; financial aid portal; and online purchasing for faculty and staff
- Beta terms on Jenzabar eRacer Learning Management System
- Installed new Bookstore Software
- Installed new Library Software

Human Resources

- Collecting and disseminating community and leadership initiatives to respective LCC groups. Implemented a new performance evaluation process; Hosting a foreign intern student from France on a J-1 Visa
- Travel Voucher Procedure, Implementation of Cafeteria/Section 125 Plan

Business Office

- Online Requisition Training is completed for about 2/3 of the employees who will use it

Office Services

- Produced printed Course Schedules for Spring, Summer, and Fall. These are printed in smaller batches and are updated between printings
- Assisted Student Services in combining the Student Handbook and College Catalog into one document
- Produced certificates of completion for Continuing Education Classes, certificates for Nursing for Practical Nursing Class
- Clinical ID Badges for Nursing, Radiography, and Respiratory Departments

STUDENT AFFAIRS

Admissions

- The following office equipment and recruiting items have been purchased in the Admissions Office area: viewbooks, pens, pencils, highlighters, business card holders with calculators, umbrellas, stainless steel travel mugs, and folders

Registrar

- A new scanner/copier was purchased to scan in records

Student Life

- Promotional LCC t-shirts and backpacks were purchased and given to students
- A new printer and camera were purchased to record student events and print posters

Student Support Services

- Purchased 5 laptops for student checkout
- Purchased 20 netbooks for student checkout
- Increased equipment and book loan library to over \$32,000 worth of equipment and books

Student Success Center

- Purchased computer equipment to enhance individual testing rooms
- Secured area outside each individual testing room for students to secure belongings while testing

Talent Search

- A new laptop computer was purchased for the Talent Search Advisor.

PUBLIC RELATIONS

- The following office equipment and marketing items have been purchased in the Public Relations office area: Indesign software and licenses, promotional t-shirts and pens

NEW INITIATIVES

ACADEMIC AFFAIRS

Biology

- Osborn Humanitarian Award was established in conjunction with the LCC foundation to recognize a LCC student who contributes to the community through volunteer activities

Computer Networking

- The computer networking students set up the classroom by creating virtual servers and connected a voice-over VOIP phone system to the computers

Library

- Scotty Zollars reworked a staff position, hired two new staff members and reorganized the operations of the library into User Services/Serials/Technical Processing and Interlibrary Loan/Cataloging/Administrative
- The library began using the statewide interlibrary loan courier service provided by the State Library of Kansas

Recording Arts Technology

- Russ Head and Armando Johnson streamed live video of some athletic games. It went well and will help recruiting efforts. Programs are welcome to insert short video clips on breaks or during half time

Research Specialist

- Curriculum & Instruction Committee program approvals and proposals
 - o Physical Therapist Assistant (PTA) Program
 - o Diagnostic Medical Sonography Program
 - o Heavy Equipment Operator Program

Workforce Education/Community Service

- Creation of a diverse Workforce Advisory Council. Relationships built with 14 companies allow LCC to have the best local representation in helping us create new courses and programs in workforce education

FINANCE & OPERATIONS

Information Technology

- Developed several new in-house training opportunities, and training documentation

Office Services

- Cross trained Receptionist on equipment in Print Shop

STUDENT AFFAIRS

Admissions

- Cardinal Experience Days – Main Campus and Cherokee Center are the new orientation and enrollment days for LCC
- Junior Day, 8th Grade Day – Parsons, 8th Grade Day - County, Allied Health Day, and NTO Days are the new informational, recruitment days at LCC

- School Datebooks have been introduced throughout campus and are being incorporated into the College Success Skills class
- Student Ambassadors and Diversity program

Financial Aid

- We are implementing Direct Loans and year-round Pell Grants

Student Support Services

- SSS Academic Advisor serves 1.5 days per week at the Cherokee Center to expand services to SSS participants in Pittsburg and serves as an additional advisor/resource for LCC students

Student Success Center

- SSC Coordinator heads the 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
- Updated COMPASS testing policy and procedures to more accurately reflect current testing protocol

Talent Search

- PREP developed a brochure to encourage participation in the Kansas Academic Achievement Initiative
- PREP implemented an academic honors program for its participants. Approximately 40 high school participants joined. As an incentive, these participants automatically receive an invitation to the program's high school summer trip
- Advisors Becky Moore and Pat Duncan developed and implemented a curriculum log to better track and document what is being taught at each school for a given month
- A new online tutoring site with four tutor links and an updated parent's section was added to the PREP Web site
- PREP implemented a Facebook account for its participants

PUBLIC RELATIONS

- Director serves on the new Green Committee. Promoted the "Recycle-Mania" project, and any other awareness press for the committee
- Created new background for local cable channel 4
- Utilize Recording Arts Technology department for filming events to use promotional video on local cable channel 4
- Implement using the new Jenzabar web calendar creator system and online purchase requisitions

- Created NTO 10 minute promotional video
- New DVD college catalog design
- Partnered with Community Services department- Community Tea's
- New brochure design

FOUNDATION & ALUMNI

- Many hours were spent updating the computer files by correcting addresses, names, etc. and entering new data.
- Re-designed the Capital Campaign brochure
- Expanded the number of our Foundation and Alumni Board of Directors

NEW/REVISED CURRICULUM

ACADEMIC AFFAIRS

Research Specialist

- Curriculum & Instruction Committee course approvals and proposals
 - o Fundamental Treatment Procedures
 - o Musculoskeletal I, II & III
 - o PTA Clinical I, II, III, IV & V
 - o Pathophysiology for Rehabilitation
 - o Neuromuscular Rehabilitation
 - o PHR/SPHR Certification Preparation (non-credit)
 - o Human Resources for Small Business
 - o Online Branding for Small Business
 - o Recording Studio Applications
 - o Live Video Production
 - o Audio Fundamentals
 - o Safety, Maintenance & Equipment
 - o Wheel Loader Training & Maintenance
 - o Hydraulic Excavator/Backhoe Training & Maintenance
 - o Motor Grader Training & Maintenance
 - o Tractor-Scraper Training & Maintenance
 - o Off Highway Truck Training & Maintenance
 - o Dozer Training & Maintenance
 - o Introduction to Sonography, Ethics & Law
 - o Sonography Physics & Instrumentation I, II
 - o Sonography Physics & Instrumentation Board Review
 - o Vascular Sonography Procedures I, II
 - o Sonography Sectional Anatomy & Abdominal Pathology I, II, III

- o Terminology & Abbreviations for Sonography
- o General Sonography Procedures II – OB/GYN
- o General & Abdominal Sonography Procedures I
- o Cardiac Sectional Anatomy & Pathology
- o Adult Echocardiography I, II
- o Advanced Cardiac Pathology
- o Advanced Cardiac Sonography
- o General Sonography Clinical I, II, III, IV, V
- o Neonatal Sonography
- o Echocardiography Physics & Instrumentation
- o Clinical Applications I, II, III
- o Pharmacology & Laboratory Medicine for Medical Transcription Online
- o Advanced Medical Terminology Online
- o Recording Studio Applications

Workforce Education/Community Service

- Entrepreneurship Certificate Program
 - o New 15 credit hour certificate program recently approved by C&I Committee. CA-1 Program Approval in process.
- Human Resources Professional Development Programs
 - o PHR/SPHR Certification Preparation Course
 - o Essentials of HR Management Course
 - o All online recertification courses for HR professionals to maintain their newly earned designations
- Construction Certificate Program. 18 credit hours of construction training as qualified by the Career Technical Education Authority have been created. The ATEF Budget and final CA-1 Program Approval paperwork are in process for the official Certificate Program now

Finance & Operations

Information Technology

- Member of Computer Science Advisory Committee
- Collaborated with many area High Schools to improve Compass testing for concurrent admission

Human Resources

- Janice George served as a secretary/recorder for the SEKHRA (Southeast Kansas Human Resource Association)

Business Office

- Cathy Kibler served on the LCHS Business Department Advisory Board
- Leanna Newberry served on the PSU Accounting Advisory Committee

Facilities

- Jim Fish is a member of the Green Committee
- Jim Fish is a member of the Smoke/Tobacco free committee

STUDENT AFFAIRS

Financial Aid

- Financial Aid has increased the courses that the Allied Health students can use to be full-time

Registrar

- We have added new courses and programs to the catalog

Student Life

- Published a new edition of the LCC Student Life Handbook

Talent Search

- PREP has implemented a new curriculum log for each advisor

PARTNERSHIPS AND ADVISORY COMMITTEES

ACADEMIC AFFAIRS

Biology

- Dr. Mary Scott has joined the LCC Nursing Advisory Board

Communication

- Tom Duran is an active member of the Columbus High School Journalism Vo-Tech Advisory Committee

Criminal Justice

- Criminal Justice students and instructors, partnered with Bethany Kendrick and KSN TV to do a promotional shoot on 5/13/10 to be aired over the summer
- The Spring 2010 Community Policing class conducted a survey of the Parsons Police Department to ascertain the view that police department employees have of the job they perform for the citizens
- The Spring 2010 Criminal Justice Advisory Committee meeting finalized plans for the 3rd Annual Law Enforcement Seminar to be held June 9-10, 2010. Enrollment has doubled since last year. Presenters are:
 - Lt. Ken Landwehr, Commander of Homicide Wichita Police Department speaking, on Homicide Investigations: Exploring the “BTK” Killings – from personal experience tracking and capturing the “BTK” killer
 - Gerold Hewitt, FBI Special Agent, speaking on Kidnapping Investigations
 - Bruce Adams, Retired Kansas Bureau of Investigation, speaking on Investigative Techniques Utilized in Crime Scene Investigations and also on Death Investigations

Education

- New articulation agreements have been signed with Pittsburg State University for the Elementary Education and Secondary Education programs

General Education

- Sara Harris attended the Tilford Diversity Conference at KU

Library

- The Library Advisory Committee assisted with celebrating Constitution Day by having activities and a drawing in the Library
- Scotty and Phylis attended the annual meeting of the Southeast Kansas Library System
- Scotty worked with MiChielle Cooper, Director of Workforce and Community Services, to put on an inservice for the LCC Staff featuring Sue Goldsmith on customer service

Nursing

- Advisory Committee meetings Fall 2009 and Spring 2010

Recording Arts Technology

- Sherry Bowin, Multi-Media Instructor at Parsons High School, is currently on our Advisory Board. Our Lab Assistant, Daniel Bley, serves as a liaison between the Recording Arts Department and Parsons High School. The two departments are collaborating on an articulation agreement to seamlessly move media students from high school to our program

Social Science

- Brooke Saathoff is one of three contributors to Crawford County Task Force training on Legal Response to Domestic Violence on March 12, 2010

- Brooke Saathoff is a member of Kansas Attorney General's Advisory board on Batterer Intervention Program standardization

Workforce Education/Community Services

- Established relationship/partnership with Independence Community College to promote entrepreneurship on a regional basis by creating a symbiotic certificate program that both schools could use and service students in both collegiate service areas
- Established relationship with Parsons Chamber of Commerce and Independence Chamber of Commerce to bring Business Development Forums and networking opportunities to businesses in both communities. Sessions are broadcast via polycom between the ICC and LCC campuses
- Established relationship with ICC's Workforce Development Coordinator to co-host and cross-promote the KANSAS GREEN ENERGY SUMMIT, bringing vendors, keynote speakers, and attendees from around the state to learn more about sustainability and green energy training opportunities
- Established collegiate training partnership with The Society for Human Resource Management SHRM and our local SEKRHA chapter in Parsons leading to the Annual SEK Business Conference to be hosted at LCC beginning August 5, 2010
- MiChielle Cooper – Board of Directors Downtown Parsons, Inc. 2009-2010
- MiChielle Cooper – Board of Directors Parsons Chamber of Commerce 2010
- MiChielle Cooper – Board of Directors Parsons Community Development Corporation, Inc. 2010
- MiChielle Cooper – President/Founder of Rockin' Paw Rescue & Adoption Network, Inc. 2007- Present
- Partnered for Fire School with Kansas State Firefighters Association, Kansas Fire and Rescue Training Institute, Parsons Fire Department, Everyone Goes Home Kansas Advocate Gary Bowker, Kansas State Fire Marshal's Office, Kansas Pipeline Association, Labette Health EMS, Kansas Forest Service and Kansas State University, and the S.E.K. Fire Chiefs Association

FINANCE & OPERATIONS

Information Technology

- Member of Computer Science Advisory Committee
- Collaborated with many area High Schools to improve Compass testing for concurrent admission

Human Resources

- Janice George served as a secretary/recorder for the SEKHRA (Southeast Kansas Human Resource Association)

Business Office

- Cathy Kibler served on the LCHS Business Department Advisory Board
- Leanna Newberry served on the PSU Accounting Advisory Committee

Facilities

- Member of the Green Committee
- Member of the Smoke/Tobacco free committee

STUDENT AFFAIRS

Athletics

- 200 Student-Athletes pay to live in our Community each year

Student Life

- SGA expanded its Recycle-Mania program with the LCC Green Committee, LCC Print Shop, Class LTD, and Document Destruction. Since the program began SGA has recorded a total of 8,759 pounds of paper and 273 pounds of plastic recycled

Student Support Services

- Director serves as a representative to Enrollment Management Committee, Performance Agreement Committee, a non-voting member of Curriculum and Instruction, and as vice-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
- Academic Advisor designed and hosted area leadership conference for Phi Theta Kappa and Student Support Services programs in the region

PROFESSIONAL DEVELOPMENT

ACADEMIC AFFAIRS

Academic Affairs

- Coordinated and had five members attend the Anger Management Techniques Webinar along with 18 other LCC employees

- Joe Burke, Sara Harris, and Dr. Knox attended a conference and heard from Dr. Sylvia Manning, President of The Higher Learning Commission of the NCA. She discussed the new, better process for accreditation
- Academic Affairs administrators and directors attended the Human Resource Executive Webinar: Messy Performance Reviews: What to Do and Say
- GIFT – Great Ideas for Teaching at each Faculty Staff meeting

Biology

- Biology Department attended the Core Concepts meeting in Wichita (Fall 2009)
- Mary Scott presented at NISOD in Austin, TX
- Dr. Bharathi P. Sudarsanam attended The Human Anatomy and Physiology Society (HAPS) National Convention in Denver, CO

Computer Science

- Lori Ford took the online noncredit course: Intro to Alice 2.0 Programming

Criminal Justice

- Linda Moore attended the 13th Annual Crime Victims' Rights Conference in Topeka, KS
- Linda Moore attended two KBOR Curriculum Alignment meetings in Topeka

English

- Melvetta Severt attended a Rubric Writing Conference Fall 2009
- Josh Canipe attended the Association of Writing Programs Conference in Denver, Colorado
- Allison Colson is serving as a site administrator for the Citation Project, a national research project examining the ways college students incorporate source material into their research papers
- Josh Canipe joined the editorial board at Fiction Weekly, a weekly literary journal

General Education

- Tonya Bell, Melvetta Severt, and Sara Harris attended a Rubric Writing Conference to help with the design of Writing and Speaking Across the Curriculum Rubrics
- Sara Harris is completing the 2nd year of The Chair Academy

Library

- Scotty attended the College and University Section of the Kansas Library Association's fall conference and the Kansas Library Association annual conference
- Phylis and Lee Ann participated in the 23 Things about Kansas program put on by the State Library
- Phylis attended the annual Southeast Kansas Library System workshop on interlibrary loan and a workshop put on by the Southeast Kansas Library System on book repair
- Lee Ann attended a Southeast Kansas Library System workshop on Google applications.
- Phylis was trained on the Jenzabar system's way of handling purchasing
- Scotty, Phylis and Brad Huffaker (Library Advisory Committee Member) attended the Southeast Kansas Library System Academic Inservice on imbedding Information Literacy in courses

Nursing

- Nursing Department attended KCADNE, Fall 2009
- Dee Bohnenblust attended NLN Summit, Fall 2009

Office Technology

- Lucille McCune, attended Kansas Council for Workforce Education-Kansas Business Administrative Technology Higher Education Faculty Workshop at Johnson County Community College
- Lucille McCune attended The Innovations in Career Technical Education Conference: “Mission Possible: Implementing Promising Practices” in Wichita, KS

Recording Arts Technology

- Russ Head and Sarah Vollmer attended the Innovations in Career Technical Education conference in Wichita

Radiography

- Gale Brown attended the Non-traditional conference focusing on "Understanding, Engaging & Supporting Under-Resourced College Students" in Wichita, KS
- Gale Brown attended, The Innovations in Career Technical Education Conference: “Mission Possible: Implementing Promising Practices” in Wichita, KS
- June Downing, Ashley Moore, and Gale Brown attended the 73rd Annual Kansas Society of Radiologic Technology Meeting in Wichita, KS

Research Specialist

Carl Perkins provided professional development funds for:

- KCADNE – 6/nurse faculty, 1 administrator
- Drum Tuning Clinic – Recording Arts Technology faculty
- Health Care Simulation Conference – 1 nurse faculty
- NLNAC Self Study – 1 faculty, 1 administrator
- Innovations in CTE Conference – 6 faculty, 2 directors, 1 administrator
- NLNAC Program Evaluation Forum – 1 director
- 4-State Regional Technology Conference – 3 faculty
- Understanding, Engaging, & Supporting Under-resourced College Students – 2 faculty, 1 administrator, 2 counselors
- Council for KCWE – 1 faculty
- KBOR Data Conference – 1 administrator, 4 staff

Workforce Education/Community Services

- MiChielle Cooper and Sue Goldsmith attended SHRM Coordinator’s Conference Las Vegas. New collegiate training partnership with SHRM and LCC established in 2010

FINANCE & OPERATIONS

Information Technology

- Tony Rabig and Tracie Moon attended Jenzabar RUG (Regional User Group) Meeting in Fulton, MO

- Jody Burzinski and Tracie Moon attended JAM (Jenzabar Annual Meeting)
- Jody Burzinski completed MIS Degree
- Cody Nutt successfully completed test one of the A+ Certification
- Department attended several live and online Jenzabar Training Sessions
- Tony Rabig attended State Reporting Data Conference
- Coleen Carter and Jody Burzinski attended LMS and Advanced LMS training

Human Resources

- Member of SHRM (Society for Human Resource Management); attended one Kansas Human Rights Commission Employment Law Seminar, one (1) KASB Employment Law Seminar, view every other monthly HR Webcasts, attend monthly SEKHRA meetings and attended three (3) quarterly Community College HR networking meetings. Conducted training sessions for Food Service Employees
- Member of SEKHRA, Coordinate with KHPA the annual Health Assessment program for LCC

Business Office

- Melissa Palmer attended the Jenzabar Regional User's Group in Fulton, MO, with Tony and Tracie
- Business Office staff attended two Jenzabar webinars on General Ledger and on Purchasing/AP
- Leanna Newberry attended Kansas Association of Community College Business Officers meetings
- Leanna Newberry was a member of the Kansas Society of Certified Public Accountants

Office Services

- Elaine attended AKCCOP Conference

STUDENT AFFAIRS

Admissions

- Director of Admissions Angela Holmes, Advisor/Recruiter Rebecca Roach, Student Affairs Assistant Trish Larkin attended the KACRAO Summer Drive-In Workshop
- Director of Admissions Angela Holmes, Advisor/Recruiter Rebecca Roach, Director of Financial Aid/Registrar Kathy Johnston attended the KACRAO conference
- Director of Admissions Angela Holmes, Advisor/Recruiter Rebecca Roach, Student Life Coordinator Tim Wass helped host and participated in the Skills USA District Leadership Conference
- Director of Admissions Angela Holmes attended E-racer training
- Director of Admissions Angela Holmes attended the Understanding, Engaging, & Supporting Under-Resourced College Students workshop

- Vice President of Student Affairs Tammy Fuentez, Director of Admissions Angela Holmes, and Director of Financial Aid/Registrar Kathy Johnston attended the FERPA meeting
- Advisor/Recruiter Rebecca Roach attended the Kansas Student Affairs Conference
- Advisor/Recruiter Rebecca Roach, attended and presented at National Orientation Directors Association Kansas Drive-In Workshop
- All Student Affairs staff attended CPR and optional First Aid certification training
- All Student Affairs staff attended Customer Service training

Athletics

- 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

Student Life

- Student Life Specialist Tim Wass traveled with six students to Arlington, Texas in October for the National Association for Campus Activities (NACA) conference

Financial Aid

- Nancy, Cindy, Penny and Kathy attended several webinars on the new Direct Loan Program
- Nancy, Cindy, Penny and Kathy also attended a training session in St Louis for the Direct Loan Program
- Nancy, Cindy, Penny and Kathy attended webinars on the year round Pell Grants

Registrar

- Pam Giefer and Kathy Johnston attended an informational meeting about the Educomm transcript system
- Kathy Johnston attended the Jenzabar Convention

Student Support Services

- Director and Academic Advisor attended TRiO programs national conference in San Antonio, TX
- Program Assistant attended advanced database training in Houston, TX
- Director attended regional TRiO program conference in St. Charles, IL
- Academic Advisors and Program Assistant attended state TRiO conference in Kansas City, MO

Talent Search

- Pat Duncan attended the fall 2009 MAEOPP conference
- Becky Moore, Pat Duncan, and Preston Haddan attended a TRIO workshop at Crowder College

PUBLIC RELATIONS

- Attend local public relations forums/meetings

FOUNDATION & ALUMNI

- Executive Director and Assistant along with Dr. Knox attended a philanthropy training session in Kansas City
- Foundation/Alumni Assistant attended many training sessions to learn the Jenzabar system and become a certified user
- Executive Director and Assistant continue to learn from the Capital Campaign consultants

SPECIAL RECRUITMENT EFFORTS

ACADEMIC AFFAIRS

ABE/GED

- A video for the ABE Program was done. Karen Barger will send the ABE Video to KBOR who she understands will send it to the legislators.

Biology

- Mary Scott---I have often wondered if the numerous emails I send or the questions I answer for various high school juniors or seniors helps with recruiting. I am proud to say it does. I have another student coming in one week to enroll for Fall 2010

Communication

- Tonya Bell- I have been in contact with area high school forensics instructors to recruit for the forensics program at LCC. My students and I have also judged at some of the area high school forensics tournaments. Three seniors from Parsons High School signed forensics scholarships for next year

Graphic Design

- Melissa Kipp and Greg Brewer attended the 2010 Parsons High School Career Fair and met with students from several Labette County schools
- Melissa Kipp designed and created a new departmental website which provides detailed program information and showcases student designs. <http://www.labette.edu/dept/graphicdesign>

Respiratory Care

- Lung Healthy Month – demonstrations given to first graders
- Facebook site is student driven. It has helped with contacting previous students

FINANCE & OPERATIONS

Information Technology

- Maintain Website with current information as requested
- Maintain JICS for enhanced Student Services

Human Resources

- Filled seventeen (17) positions and three (3) in process

Office Services

- Produce Recruitment Materials. Send out letters and packages to potential students

STUDENT AFFAIRS

Admissions

- Received a Non-Traditional Occupations Grant award in the amount of \$3000.00 from the Kansas Board of Regents, for the recruitment of students in non-traditional occupations or fields of work for which individuals from one gender comprise *less than* 25% of individuals employed in that field or occupation
- 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

Athletics

- Coaches have been working well with admissions and Financial aid to assure the students complete all necessary paperwork

Student Life

- SkillsUSA hosted a daylong Southeast District Leadership Conference on the main campus on September 25. Both colleges and high schools from around Southeast Kansas attended the event which also helped promote LCC to potential students

Talent Search

- A net total of 139 new participants were recruited during this period. As of June 1, 2010, PREP has 648 participants. 474 or 73% of this group are both first generation and come from families who meet the grant's limited income criteria. This year's total enrollment is the largest ever for PREP. PREP also assists the college with student advising and enrollment when requested

PUBLIC RELATIONS

- Attended high school scholarship awards presentation
- 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

Biology

- Dr. Scott is proud to report that her anatomy and physiology students are currently outscoring all previous A&P classes. The only major change this semester is more students have either taken or are co-enrolled in medical terminology. Students who are unable to co-enroll have been motivated by these students to spend more time on the terminology
- Audra Teske, biology major who will graduate with general studies degree, completed over 200 hours of volunteer work over the past 2 years at the local Parsons Animal Shelter. For her service to the community she has been awarded the First Osborn Humanitarian Award

Graphic Design

- Ashley Dean, Terra Grimes, and Bethany Wolverton were recognized as 3 of the top 20 students at LCC

- Terra Grimes nominated as Student Support Services student of the month and received the "Broken Wings Award" for extreme adversity as a student.
- Who's Who in Community Colleges in America Awards: Ashley Dean, Terra Grimes, James Patchin, Caitlin Posch, Yvette Robinson, Trey Thornton, Bethany Wolverton

Library

- The Library hosted poster presentations for the Radiography Department for Radiography Week
- The Library hosted the Sociology poster presentations twice in the year
- The Library hosted poster presentations for the Nursing Department during Nurses Week in May

Office Technology

- Sherry Simpson, an Office Technology student, placed first in the Kansas medical terminology competition for SkillsUSA. She will be competing this summer in the national SkillsUSA competition in Kansas City

Radiography

- Radiography Club participated in the following events:
- Student Organizational Fair - Gale Brown and students participated at the Radiography Club Table
- Radiography club donated gift bags to the presenters of the LCC Leadership Conference
- Breast Cancer Awareness was presented to the LCC campus as the Radiography Club hosted the "You've been Flocked" campaign. Our club raised \$239.00 with this event as our 6 foot Pink Flamingo flocked to different areas on campus and the proceeds will be donated to the Labette County Relay for Life. Our Breast Cancer Awareness informational booth was located in front of the LCC book store and an Breast Cancer Awareness ad was posted in the Parsons Sun
- Donated \$50 in Parsons Movie Theater Gift Certificates to the Labette Idol contestants
- Students participate in the Blood Drive at the Arvon Phillips Center
- Students and Advisor participated in the Kid's Fall Fest
- In honor of the Radiography Tech Week our club had a Radiography Tech Clinical Site Appreciation day where all our students made goodies for the technologist at their clinical sites. On campus, Radiography Pathology posters were displayed in the library and we had a pizza party for club members
- Radiography sponsored a table at the annual Donor Luncheon
- Students participated in the SGA Stella Wells Christmas Tree project. & provided refreshments for the 3 on 3 Basketball Tournament hosted by the Speech Department
- Participated in the LCC Christmas Food Basket Drive
- Participated in the LCC Homecoming
- Heart Awareness was presented to the LCC campus as the Radiography Club had a informational booth located in front of the LCC book store

- Congenital Diaphragmatic Awareness (CDH) was presented to the LCC campus as the Radiography Club had a informational booth located in front of the LCC book store
- Nineteen students, June, Ashley and Gale attended the 73rd Annual Kansas Society of Radiologic Technologist Meeting in Wichita Ks. All twenty second year students and four first year students submitted images for the annual image competition. 2nd year students, Lacy Boeken won 1st Place in the Student- AP Double Contrast BE competition and Tara McCarrell won 1st Place in the Student- Scapular "Y" competition. DeDee Johnson, a 1st year student came in 2nd on the Student-Scapular "Y" competition. Tara Britton, Lucy Mwanzia, and Joni Cook represented LCC in the Annual Ray Bowl Competition in which they took 3rd Place. The winners were awarded a certificate and money
- The Radiography Club was awarded the Student Organization of the Year for Allied Health Division and received a Gold Award for the Cardinal Point Level Recognitions from SGA. Several of our Radiography Students received awards during the evening: 5 Students for the Top 20 Cardinal Award, 1 Student for the April Student of the Month Award, & 12 Students for the Who's Who in Community Colleges in America Awards

Research Specialist

- Sherry Simpson: Medical Terminology - Gold Medal (1st place) SkillsUSA State Competition
- Michael Bolinger: Awarded a \$300 Scholarship
- Brett Palmer: Awarded a \$300 Scholarship and also the Statesman Award from State Leadership Conference
- Daniel Wise: Awarded the Statesman Award from State Leadership Conference
- Gold Medalist, Sherry Simpson will go on to compete in the 46th National Leadership and Skills Conference in Kansas City in June
- Paxton Emery, Network Administration student, served as a SkillsUSA District Officer

Respiratory Care

- Respiratory Care has a 92% first time pass rate for our 2009 grads – 100% overall National average for this exam for first time takers is 79%

Workforce Education/Community Services

- Halee & John Fuentez. NEW BUSINESS – The Mix in downtown Parsons
- Amy Reynolds. NEW BUSINESS – Se'lah Studios in downtown Parsons
- Regina Riley. NEW BUSINESS – The Gym in downtown Oswego
- Columbian TecTank employees – reported significant improvement in job related duties of the 17 students who attended our 6 credit hour training in supervisory practices specific to the company structure at TecTank

FINANCE & OPERATIONS

Information Technology

- Provide students assistance with online enrollment questions, pin numbers, and any information they need to allow them to utilize tools available

- Maintain Student Computer Access areas for utilization and student success
- Assist Faculty in developing; copying and distributing electronic media and information
- Continue to Expand Wireless Access for students throughout Campus
- Began implementation of Student Email Accounts

Human Resources

- Teach College Success Skills course three (3) times a year and computer concepts and applications course, one (1) each semester, Policy & Procedure edits

Office Services

- Provide students directions to classes/offices, donuts, and a listening ear
- Help students complete course assignments, this may involve helping with computer programs, formatting documents, scanning, or printouts

STUDENT AFFAIRS

Admissions

- School Datebooks have been developed to use in the College Success Skills class and as the Student Handbook
- Orientation will now be part of Cardinal Experience Days instead of College Success Skills

Athletics

- Each program conducts study hall throughout the week
- Grades are monitored by sending out bi-weekly grade-checks
- Every student is able to receive special tutoring if needed

Student Life

- 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

Student Success Center

- Honored 9 participants as Student of the Month
- 41 participants listed on Dean's and President's honor rolls for 09-10
- 2 participants awarded Paper of the Year honors

- 4 participants recognized as Top Cardinals
- 32 students graduated or completed certificates during 09-10

Student Success Center

- Zach Goins honored as Tutor of the Year

Talent Search

- 100% of participants grades six through 11 will advance to their next grade level
- PREP currently has 92 out of 95 seniors scheduled to graduate from high school. Two moved but did not drop out of school. 88 students have committed to attending college during the fall 2010 semester. The remaining four graduates are still exploring college options
- Seniors who completed college admissions and financial aid forms will finish at 94%
- Seniors who have enrolled in college currently stands at 93%
- 30 PREP graduates are currently committed to enrolling at LCC for the fall 2010 semester

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

Academic Affairs

- Completed Program Reviews in Education, Biology, Communications, History, and Office Technology

Biology

- Dr. Scott participated in preparations for the annual scholarship auction

- Dr. Scott created table decorations for tables for the Fall Donor's Appreciation Luncheon held at the Municipal Auditorium
- Dr. Bharathi P. Sudarsanam sponsored an event of cleaning the main campus by collecting the cigarette butts in April and May 2010
- Dr. Bharathi P. Sudarsanam and biology students picked up sticks etc. from Forest Park in April 2010
- Dr. Bharathi P. Sudarsanam sponsored an event where the Biology Club members cleaned outside Wal-Mart and surrounding area
- Dr. Bharathi P. Sudarsanam and Biology club members decorated a table in the Fall of 2009 with a DNA model for the Donor's Appreciation Luncheon in the basement of the Municipal Auditorium

Communication

- Tom Duran is active in advising at the Cherokee Center

Criminal Justice

- The Probation and Parole class had 9 guest speakers over the course of the spring semester

Library

- Completed a Retail Value Calculation of the Library and its services

Title III

- Title III Interim Performance Report for the first 6 months of the grant. Report was submitted timely, and was verbally approved (with no changes) by our Program Officer, Imogene Byers

Workforce Education/Community Service

- (KBOR) Performance Agreement indicators for WECS 2009 Year End:
 - o Certified Nurse Aide enrollments
Target: 40 enrollments 2009
Achieved: 119 enrollments 2009 (also successfully passed the KDHE state exam)
 - o Community Services (Personal Enrichment) Course enrollments
Target: 266 enrollments 2009
Achieved: 752 enrollments 2009
 - o Business & Industry Customized Contract Training enrollments
Target: 30 enrollments 2009
Achieved: 453 enrollments 2009

FINANCE & OPERATIONS

Information Technology

- Develop and continue to enhance a Data Standards Manual to make data entry uniform and accurate

- Continue to develop reports needed for Departmental, State, and Federal Reporting

Human Resource

- Presented nineteen (19) years of full time service pins and twelve (12) adjunct years of service pins; two (2) retirements, two (2) Sick Leave Bank approvals, College Groups EES, PSG, and Faculty Forums during Fall and Spring semesters, served as organizer for LCC Walk Kansas program; organized an LCC Relay for Life team
- Attend KPERS annual update meeting, attend KHPA annual update meeting, ADA presentation during Fall In-service
- Surveys: Annual Survey of Government employment for LB and CK, Occupational Employment of Junior Colleges
- IPEDS, KACCBO, KNEA, Kansas Survey
- Implemented a new evaluation process and received 100% annual performance evaluations
- Janice George attended the Personnel Officer Training FA09
- Megan Hentzen and Janice George attended a KPERS update meeting
- Successful negotiations resulting in a more equitable salary schedule
- Sexual Harassment Presentation during Fall In-service
- Completed numerous surveys including KNEA, KACCBO, IPEDS

Office Services

- Greeting cards for the President's Office and other departments at the college
- Averaged 300 work orders per month
- Produced 2,044,242 Impression/Copiers for the year
- Mail volumes: Outgoing – 74,556; Incoming – 45,600
- Reduced white copy paper for the year by 40 cases or 200,000 sheets

STUDENT AFFAIRS

Admissions

- Viewbooks with student quotation contest winners
- Rebecca Roach completed her Master's degree at K-State

Student Life

- Student Life Specialist Tim Wass traveled to Independence Community College to take part in a weekend "Green Energy Conference" and served as a representative for LCC's Green Committee

Student Support Services

- Revamped recruitment materials and methods, resulting in a greater response rate for completed applications (~135 for 07-08 and 08-09 school years; 177 and counting for 09-10)
- Increased semester-to-semester retention rate from previous years (Fall to Spring retention rate was approximately **90%**)
- SSS Advisors logged over 1000 hours of student contact. This represents, conservatively, a **60% increase** over contact hours from the past two years
- Hired one new staff member, took on responsibility for another. Wrote and submitted the proposal to re-fund the grant
- Increased the number of students visiting four-year schools from 17 to 28
- Increased number of students applying for College Completion Grants from ~90 in 07-08 and 08-09 to 195 in 09-10
- Awarded 137 College Completion Grant awards totaling \$59,372

Student Success Center

- Increased number of peer tutors and number of students seeking help from peer tutors and subject-matter specialists in English and Math

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

- Held 11th Annual Auction for Scholarships: We received donations of in-kind gifts totaling \$26,518. The revenue from the auction was \$47,604. We were down in revenue compared to last year, but since we kept our expenses to a minimum we will be able to provide almost the same amount student scholarships.
- Held Donor Appreciation Luncheon and presented the Van Meter Outstanding Alumni Award
- Held Cardinal Citation Award reception and award presentation
- Increased the number of people on the mail list to receive the Cardinal Newsletter
- 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

FY 2010 Operational Plans

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1A	Academic Affairs	Goal 1	Outcome
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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: Recording Arts Technology**

Objective 1	Revise course syllabi to provide more information and structure for student assignments and due dates in order to increase their learning success	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results		
Comments		

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	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009/Spring 2010	
Results		
Comments		

**Division: General Education
Department: Concurrent**

Objective 1	Establish Concurrent Advisory Board and Maintain close contact with the high school teams
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	through improved communication all semester	
Estimated Cost	Existing Money \$200.00	New Money One-time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Each semester ongoing	
Results		
Comments	Smoother enrollment practices for students. This will be taken over by the Admissions department	
Objective 2	Use the Concurrent Coordinators at each high school to streamline our procedures and get paperwork completed in a more timely manner.	
Estimated Cost	Existing Money \$ Cost varies by enrollment, since coordinators are paid by the number of students enrolled in concurrent courses each semester.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	High School counselors and administration will have a more positive experience working with LCC	

Department: History/Geography/Government

Objective 1	Work together with fellow social science professors to coordinate teaching, course offerings, and advising students in the long-term goal of creating a unified Social Science Department	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Develop a team-taught course with Economics Professor entitled North American Geography	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	Fall 2009 or Spring 2010	

Completion	
Results	
Comments	

Department: Music

Objective 1	Continue to update curriculum to meet needs of learner. Belong to professional music organizations and read current 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	Ongoing	
Results		
Comments		
Objective 2	Aid students with their understanding of LCC practices and policies.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Physical Education

Objective 1	Provide a supportive learning environment with outcome based learning experiences for all students.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	12/09	
Results		
Comments		
Objective 2	Provide office hours of instructors to students for student access of instructors outside of the classroom.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	9/09
Results	
Comments	

Department: Psychology

Objective 1	Continue to offer collaborative elements in classes both on ground and online.	
Estimated Cost	Existing Money \$ 25	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ONGOING	
Results		
Comments		

Department: Sociology

Objective 1	Continue to work with public relations to get the word out about events in the area of Sociology. Especially, the research display boards. This is getting better and better, and it is nice to see student education getting the recognition it deserves.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Division: Library

Objective 1	Maintain Services	
Estimated Cost	Existing Money \$84,500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 30, 2010	
Results		
Comments	We will as always be as fiscally responsible as possible, but this also counts for timing of payments and increase in the costs of services.	

Division: Student Success Center

Objective 1	All ABE personnel will continue to attend all mandated KBOR training to keep policies and procedures current with grant.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Professional Development annual funds yearly (8%) of the grant	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Instructors will follow all ABE policy and procedures to adhere to KBOR mandated training.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Finance & Operations	Goal 1	Outcome 1A
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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: Business Office

Objective 1	Develop an early warning system for athletes with unpaid bills	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	October 2009	
Results	Developed report & tested	
Comments		

Student Affairs**Goal 1****Outcome 1A**

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: Student Support Services

Objective 1	Rewrite and gain funding for the Student Support Services Grant	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 2009 for writing submission. Fall 2009 to hear if refunded.	
Results	Completed December 2009	
Comments	Awaiting to hear if funded	
Objective 2	Revise Student Support Services Policy and Procedure Manual to include program evaluation in all aspects of the grant.	
Estimated Cost	Existing Money \$1000 (grant funds)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results	In Progress-with delay from Department of Education for grant application, this was put on hold until spring.	
Comments		

Division: Talent Search

Objective 1	Rewrite Talent Search Grant	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Dependent upon deadline provided by Department of Education	
Results	Will be writing in Fall 2010 due to delay at the Department of Education	
Comments	The new grant proposal should be completed by November 2010	

Public Relations	Goal 1	Outcome 1A
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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	Create images in advertising which emulate student learning comes first at LCC.	
Estimated Cost	Existing Money \$ Part of regular advertising budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Addition of full-time college-wide graphic designer to the PR team. Every piece of marketing and advertising material will be created by this person. No need for out-sourcing. Creative, professional marketing of college look of uniformity, making it easier to enforce PR policy & procedure.	
Estimated Cost	Existing	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$ per salary scale
Exp. Completion	On-going	
Results		
Comments	Not done in FY 2010, postpone until FY2012	

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: Radiography**

Objective 1	Provide professional development for the clinical instructors that will assist them in dealing with student needs in a positive manner.	
Estimated Cost	Existing Money \$ TBD	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments		

Department: Recording Arts Technology

Objective 1	Develop a system for feedback from faculty to students that provides course progress status reports at least every four weeks during semester.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		

Department: Respiratory Care

Objective 1	Improve 1 st 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 2009	

Results		
Comments		
Objective 2	Offer weekly study period for 1 st year students to help them develop study/test-taking habits. Current program faculty will setup schedule. This will not be a for-credit session. Seek help from experts in student success center.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		
Comments		

Division: General Education

Department: Art

Objective 1	The instructor tries to always have a friendly manner with students.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	
Results		
Comments		

Department: Biology

Objective 1	In order to make the student's experience at LCC positive and nurturing, the Biology department would like to conduct local field trips and out-of-town field trips for general biology students for academic success and appreciation of life sciences.	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Chemistry

Objective 1	Continue to improve notebooks used in six courses; Physical Science, Introduction to Chemistry,	
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	College Chemistry I, College Chemistry II, Organic Chemistry I, and Organic Chemistry II.	
Estimated Cost	Existing Money \$ None	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Prior to each offering of each course (at least, when I am scheduled to teach the class).	
Results	Improve instruction and increase student learning	
Comments		
Department: Chemistry		
Objective 2	Plan to use Teach2000, a free software, which can help students with memorization; starting with Introduction to Chemistry	
Estimated Cost	Existing Money \$None	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results	May help students with some memorization.	
Comments		
Objective 3	Make video of lectures and select homework solutions using Camtasia Studio and a graphics tablet; starting with College Chemistry I.	
Estimated Cost	Existing Money \$ 250 for a graphics tablet (Camtasia Studio has already been purchased) + the cost of compact discs or other memory materials	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall, 2009 Semester	
Results	Videos have the advantage of being viewed repeatedly and viewed whenever a student wishes; they could increase student performance in the course.	
Comments	These videos may, in time, be central to a distance education class.	
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 \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: History/Geography/Government

Objective 1	Explore the use of Social Networking Websites to promote student retention	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Continue to support student activities by attending games, student sponsored activities, etc.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Mathematics / Physics

Objective 1	The department will undertake and implement textbook related and publisher supplied computer / internet based learning aids in developmental math courses in support of the KBOR – LCC Performance Agreement.	
Estimated Cost	Existing Money \$ No additional costs will be required beyond normal departmental budgeting.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	The department will utilize the laptops and 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 09 and ongoing thereafter	
Results		

Comments	
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Department: Music

Objective 1	Engage students outside of the classroom.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Physical Education

Objective 1	Physical education will continue to review coursework and make sure courses are consistent with student learner outcomes and that those outcomes are being attained in the available courses.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	12/09	
Results		
Comments		
Objective 2	Physical education advisor will make sure student progress is made towards an associate degree and ultimately, a four year degree.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Department: Psychology

Objective 1	Explore use of social networking software for communicating with students	
Estimated Cost	Existing Money \$ Don't know	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	2010
Results	
Comments	

Department: Sociology

Objective 1	Work towards making classroom assignments more meaningful to the student by incorporating changes to existing or creating new assignments. Along those line, continue existing assignments such as Research Display Boards, Critical Thinking Assignments, and Papers, with changes made as necessary, without lowering standards, to make those assignments more meaningful. Student input has, and remains, invaluable in affecting such changes.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Division: Library

Objective 1	Purchase earphones for patron use computers	
Estimated Cost	Existing Money \$550 from supplies budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results		
Comments	This goes along with Goal 1 Outcome C and Goal 3 Outcome D. These are inexpensive and have been requested by students to improve our services.	

Division: Student Success Center

Objective 1	ABE instructors will follow the PAM guidelines and offer one-on-one counseling to focus on student goals and academic success to obtain their GED.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.		

Completion	
Results	
Comments	

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

Division: Bookstore

Objective 1	Trial book rental with selected math book & general psychology	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009 or Spring 2010 – depending on software requirements	
Results	Moved FY11 due to implementation of new system –starting with College Algebra in the Fall 2010	
Comments		

Entire Finance & Operations Divisions

Objective 1	Training at staff meetings about processes in other areas to allow us to better serve students	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2010	
Results	Financial aid presented information in February. Information was useful to the division. Division will continue with other departments next year. One area per semester.	
Comments		

Student 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: Admissions

Objective 1	Revise 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 2009	
Results	Completed	
Comments	Continuous yearly review and updates with the Instructional Office	
Objective 2	Integrate Kansas Career Pipeline into a variety of areas of the college	
Estimated Cost	Existing Money \$200.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009 – Test Group January 2010 - Campus	
Results	Completed in limited area of campus	
Comments	Continuous promotion of use throughout various areas of campus	
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 2009	
Results	Completed	
Comments	Continuous part of future Cardinal Experience Days	
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	

Results	In Progress	
Comments	Advising has been moved under the Instructional area with initial advising being completed by the Admissions Office.	
Objective 5	NACADA Institutional Membership	
Estimated Cost	Existing Money \$200.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2009	
Results	Completed	
Comments	On-going	
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	August 2009	
Results	Completed	
Comments	On-going	
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 2009	
Results	Completed	
Comments	On-going	

Division: Student Life

Objective 1	Develop a program for recognition of students on a monthly basis.	
Estimated Cost	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Start September 2009 Continuous	
Results	Started November 2009	
Comments	Four students were named over the course of a year.	

Objective 2	Develop the National Society of Leadership and Success for the college and community.	
Estimated Cost	Existing Money \$2,500 (Part New Money)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	
Results	Looking at this program and seeing if we can use Leadership Development course that current staff are trained in to develop our own program due to the cost.	
Comments	May not continue this after December when current contract runs out.	
Objective 3	Develop monthly Theme Appreciation Events.	
Estimated Cost	Existing Money \$600.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	
Results	Was not completed by Student Life Specialist	
Comments	With new Specialist starting July 1, the events may not be planned until the Spring 2011 semester to allow for training.	

Division: Student Support Services

Objective 1	Revise the Student Support Services academic advising plan of operation to an intensive, intrusive model.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$10,000	New Money Ongoing \$
Exp. Completion	Begin implementation in Fall 2009; full integration Fall 2010	
Results	In progress	
Comments	After implementation began in Fall 2009, we saw dramatic increases in the quantity and quality of student contact, which resulted in higher rates of semester to semester retention rates compared to previous years.	
Objective 2	Implement frequent academic progress appointments with Student Support Services participants in order to monitor their academic progress and provide a means of early academic intervention when necessary.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$25,000	New Money Ongoing \$

Exp. Completion	Fall 2009	
Results	Fall 2009	
Comments	In progress – amount of contract with students increased in Fall 2009	
Objective 3	Develop several sections of College Success Skills courses to be delivered exclusively to Student Support Services participants by SSS staff which 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 2009	
Results	In progress-will implement in Fall 2010 due to delay from Department of Education for grant application	
Comments	Director is updating the College Success Skills curriculum for all LCC students for implementation in Fall 2010	
Objective 4	Identify high-risk courses and create supplemental instructional models for Student Support Services students enrolled in said courses.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$5,000	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results	In Progress-with delay from Department of Education for grant application, this was put on hold until Fall 2010	
Comments	Courses with high rates of failure and non-completion have been identified and instructional models are being developed.	

Academic Affairs**Goal 1****Outcome 1C**

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

**Division: Career Technical Education
Department: Early Childhood Education**

Objective 1	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	May, 2010	
Results		
Comments		

Department: Graphic Design

Objective 1	Develop a tutoring/mentoring program for at-risk students.	
Estimated Cost	Existing Money \$ TBD	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	07/2010	
Results		
Comments		

Department: Nursing

Objective 1	Increase online prepared qualified nurse faculty by encouraging full time and part time faculty members to complete the LCC online teaching course.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2011	
Results	Qualified nurse faculty will teach more online nursing courses.	
Comments		

Department: Recording Arts Technology

Objective 1	Increase the amount and scope of media relevant to the changing needs of the department in the library.	
Estimated Cost	Existing Money \$200	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December, 2009	
Results		
Comments		

Division: General Education

Department: Accounting

Objective 1	Stop offering Accounting Labs as a credit course and begin offering a time for students to receive free tutoring assistance.	
Estimated Cost	Existing Money \$400 per semester (the cost of a student tutor at \$8 per hour for 50 hours per semester)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2010	
Results		
Comments	College Work Study budget – Student Services	

Department: Cherokee Center

Objective 1	Look into providing tutoring services at the Cherokee Center	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	College Work Study budget – Student Services	

Department: Computer Science (Concepts)

Objective 1	Purchase and utilize Adobe Captivate 3—Screen Capture Software—to utilize in online software courses, to allow students to “see” what the instructor is talking about.	
Estimated Cost	Existing Money \$700	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results		
Comments		

Department: Economics

Objective 1	Develop and offer a 3 hour general education course in Personal Finance.	
Estimated Cost	Existing Money \$ 300 development funds	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: Elementary and Secondary Education

Objective 1	Offer more education courses at Cherokee Center	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Department: History/Geography/Government

Objective 1	Create a "virtual office" feature within existing online courses and offer "virtual office hours" for nontraditional students	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Mathematics / Physics

Objective 1	Develop an additional online course (Intro to Analytical Processes) to increase the number of online	
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	courses available to LCC students for transfer to other colleges and universities.	
Estimated Cost	Existing Money \$ 1200	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009 or Spring 2010	
Results		
Comments		

Department: Sociology

Objective 1	Work more toward getting students help on assignments, but especially in preparing for tests. Will need to work more closely with the Student Success Center in order to affect positive change for tutoring needed	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results		
Comments		

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

Division: IT

Objective 1	Wireless access for Main Building & first floor of Health Science Building	
Estimated Cost	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	Equipment is in and installation in process. This will be ready for Fall 2010	
Comments		
Objective 2	Install & implement improved online student information thru JICS	
Estimated Cost	Existing Money \$ Purchased	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2010	
Results	Complete – more information is available to students.	
Comments		

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 2009- Test Group August 2010 - Campus	
Results	In planning process – working with Instructional Office and within Jenzabar capabilities	
Comments		
Objective 2	Work with the Athletic Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2009, June 2009, August 2009 – New and pre-enrollments for Summer and Fall November 2009 – pre-enrollments for Spring Continuous based on above dates	
Results	Completed	
Comments	Continuous based on above dates	

Division: Athletics

Objective 1	Work with the Admissions Department to develop specific Athlete Enrollment Days in the summer and in preparation for the Spring semester that will assist students with enrollment, financial aid, and other student services.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	March 2009, June 2009, August 2009 – New and pre-enrollments for Summer and Fall November 2009 – pre-enrollments for Spring Continuous based on above dates	
Results	In planning process	

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	Continue to look at opportunities	
Comments		

Division: Student Support Services

Objective 1	Expand the current tutoring program with the Tutor Success Specialist to provide trained tutors to assist 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	Spring 2010	
Results	In Progress	
Comments	Program trained tutors and is in process of submitting training materials for tutoring program certification	
Objective 2	Utilize on-line course delivery software to create a web interface for Student Support Services students which will serve as a vehicle for on-line advising, program communication, and community-building.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results	In Progress – delayed implementation until Fall 2010 due to delay of Dept. of Education application	
Comments		

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 \$1,500	New Money Ongoing \$
Exp.	August 2009	

Completion		
Results	A new curriculum log was completed and implemented in December 2009 as planned	
Comments	Provided better student participation tracking at the schools	
Objective 2	Continue to expand the Parent's Nights offered in the fall to the juniors/seniors and in the spring to other participants.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2009; April 2010	
Results	Both semesters completed	
Comments	Due to limited participation, meeting with parents during parent/teacher nights at the participating schools will be implemented during the fall 2010 semester	

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

**Division: Career Technical Education
Department: Computer Networking**

Objective 1	Provide students with updated technology	
Estimated Cost	Existing Money \$900	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Criminal Justice

Objective 1	Purchase distance measuring devises (rolling tape measures) for the accident investigation class	
Estimated Cost	Existing Money \$	New Money One Time \$ approx 50.00 each X 4= \$200.00
	Grant Money \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

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, 2010	
Results		
Comments		

Department: Graphic Design

Objective 1	Expand the use of Blackboard technologies for instruction and communication with students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	07/2010	
Results		
Comments	Pending online platform	

Department: Nursing

Objective 1	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	FY2011	
Results	Enhance the simulation-learning environment and teach more students using simulation standards.	
Comments		
Objective 2	Implement 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	FY2011	
Results	Real-life simulation scenarios, promoting working as a team in the health care environment.	
Comments		

Department: Office Technology

Objective 1	Integrate Microsoft Outlook in the course work.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	Fall 2009	

Completion	
Results	
Comments	

Department: Radiography

Objective 1	Provide PDA's for the clinical sites so that the student evaluations and checklists may be performed electronically.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Carl Perkins	New Money Ongoing \$
Exp. Completion	Over a 4 year plan	
Results		
Comments		
Objective 2	Prepare more instructional review programs for the clinical site laptop computers.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments		

Department: Recording Arts Technology

Objective 1	Incorporate use of Tricaster multichannel video and portable Protocols 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	
Results		
Comments		

Department: Respiratory Care

Objective 1	Acquire additional Pulmonary Function testing equipment. This was a need determined by student input.
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Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		
Objective 2	Acquire a BiPAP Vision for extended practice either through rental or purchase.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$12,000	New Money Ongoing \$
Exp. Completion	Fall 2009/Spring 2010	
Results		
Comments		

Division: General Education

Department: Art

Objective 1	Art students will learn how to use PowerPoint every semester as a way to do visual presentations	
Estimated Cost	Existing Money \$ zero	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Cherokee Center

Objective 1	Investigate the use of technology to provide advising for students from Cherokee Center	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Computer Science (Concepts)

Objective 1	Have students complete a unit in Outlook in Computer Concepts & Applications.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results		
Comments		

Department: Economics

Objective 1	Explore different ways to keep students informed of their achievement level in class. Examples would be keeping grades in a Bb supplemental site for students to access anytime, investigate Think Wave to send grades, etc.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: English

Objective 1	Research the feasibility of using an online grading program, such as Turnitin's WriteCycle or a similar program.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		
Objective 2	Research funding for a dedicated computer classroom for the English department.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		

Comments		
Department: History/Geography/Government		
Objective 1	Explore the use of web-chat texting programs to allow for more student-professor engagement	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Explore developing the use of webcam technology to make my online courses more “personal” for students	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		
Department: Math / Physics		
Objective 1	Purchase additional sensors and lab pro units for use in Physics 1, Physics 2 courses. Purchase mice and earphones for the laptop computers used in A107.	
Estimated Cost	Existing Money \$ Will be handled through normal department budget.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 09	
Results		
Comments		
Department: Music		
Objective 1	Learn to use CPS system and implement in classroom.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	Fall 2009	

Completion	
Results	
Comments	

Department: Physical Education

Objective 1	Physical education will continue to expand technology by adding a digital camera/camcorder for student/instructors to use to study biomechanics of sport movement as well as other techniques used in PE.	
Estimated Cost	Existing Money \$700.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Division: Library

Objective 1	Clean up migration problems with new integrated library system	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	This will not cost anything except man hours. This is an expected outcome of migrating to a new system. This also goes with Goal 3 Outcome D	
Objective 2	Barcode materials for the new integrated library system	
Estimated Cost	Existing Money \$10,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 30, 2010	
Results		
Comments	This is a necessary part of the migrating process. The cost will include barcodes and necessary additional scanners. This will entail removing each item from the collection, applying a barcode and cleaning up the record in the new system. Once again, this will be a man hour intensive objective.	
Objective 3	Enhance the library's online periodical databases web pages with descriptions of the databases	

Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results		
Comments	This will require man hours only and will be part of the annual update of the pages.	

Division: Student Success Center

Objective 1	Use of Web-based PLATO and other software will provide continual services through volunteer staff in Baxter Springs.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		
Objective 2	Use of software (PLATO) will provide individual learning opportunities through technology.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Finance & Operations	Goal 1	Outcome 1D
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Outcome 1D: Use technology to expand opportunities for student learning and student services.

Division: Bookstore & IT

Objective 1	Research & develop plan for an online Bookstore which is operated solely by LCC	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	January 2010	
Results		
Comments	Researched and decided not to do because of e-commerce regulations. Developed a web form for students at busy times.	

Division: IT

Objective 1	Online enrollment thru Jenzabar	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009 – to be ready for spring enrollment	
Results	Online enrollment was implemented – more work needed on processes. Problems with transfer students and prerequisite.	
Comments		
Objective 2	Setup student email accounts hosted by an outside company	
Estimated Cost	Existing Money \$2,000 Fees & \$1,000 setup	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	In process – will be ready for Fall 2010	
Comments		

Division: IT, Business Office, Human Resources & Bookstore

Objective 1	Improve data entry standards	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments	Ongoing	
Objective 2	Update data standards manual	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results	Manual complete – need feedback from affected departments	
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 2010	
Results		
Comments		

Division: Financial Aid

Objective 1	Utilize the Powerfaids and Jenzabar programs to communicate with students.	
Estimated Cost	Existing Money \$15,000 for maintenance of Powerfaids	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	
Results	In Progress	
Comments	LCC email is to be up and running for the Fall 2010 semester and will begin communicating thru email at that time.	

Division: Registrar

Objective 1	Utilize Jenzabar program	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Continuous	
Results	In Progress	
Comments	There are new realizations regarding Jenzabar and data necessary for it to work properly for reporting. Also, until the web Admissions form is mapped properly, we cannot fully utilize Jenzabar	
Objective 2	Revise the college catalog format to be useful on DVD and online rather than in hard copy.	

Estimated Cost	Existing Money \$5000.00	New Money One Time \$
	Grant Funded \$	
Exp. Completion	December 2009	
Results	In Progress – should be complete in spring 2010	
Comments	Completed	

Division: Student Support Services

Objective 1	Continue to update and revise the Student Support Services website.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Completed and ongoing	
Comments		
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 2009	
Results	Completed November 2009	
Comments	Purchased an additional 20 netbooks for student check-out	

Division: Talent Search

Objective 1	Continue to update and revise the Talent Search website so more participants and students utilize its function.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	An online tutor site was implemented during the spring 2010 semester.	
Comments	Participants have found the new site with four online tutor links very helpful.	

Academic Affairs**Goal 2****Outcome 2A**

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	Develop collaborative agreement with SEK-CAP Head Start program for staff education	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December, 2010	
Results		
Comments		
Objective 2	Collaborate with Kansas Children's Service League to add three additional learning modules to KCSL 1-credit online offerings	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May, 2010	
Results		
Comments		

Department: Financial Services

Objective 1	Offer support to the Workforce Development Director, to assist in making the Entrepreneurship class/program a success.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		

Comments		
Department: Nursing		
Objective 1	Alignment and support of high school career clusters and career pathways for nursing with both Parsons High School and Labette County High School.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2011	
Results	KBOR Compliance	
Comments		
Department: Office Technology		
Objective 1	Improve representation from all areas types of businesses that serve on the Office Technology Advisory Committee to include all areas. (Legal, Medical, Clerical, and Administrative)	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Contact local area high schools to begin discussions regarding articulation agreements	
Estimated Cost	Existing Money \$ Mileage \$50 estimate	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Department: Recording Arts Technology		
Objective 1	Bring in industry professionals to provide creative input for and constructive critique of student projects, and provide information on current trends in industry	
Estimated Cost	Existing Money \$500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	One per semester – Fall, 2009, Spring 2010	

Completion	
Results	
Comments	

Department: Workforce Education/ Community Services

Objective 1	(WORKFORCE ED/COMM SVCS) Utilize business/education partnerships by promoting jointly sponsored training, workshops, and mentoring opportunities between LCC and area employers/business professionals/educational institutions. Actively seek to add two new workshops/courses per semester.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing – Fall 2010	
Results		
Comments		

**Division: General Education
Department: Cherokee Center**

Objective 1	Investigate collaboration possibilities with PSU	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Computer Science (Concepts)

Objective 1	Contact HR personnel and small business owners to find out what computer skills/training are needed.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results		
Comments		

Department: Concurrent

Objective 1	Continue to add new concurrent courses when possible	
Estimated Cost	Existing Money \$ Cost of instructor is offset by enrollment revenue.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments	More opportunities for high school students to receive college credit. This is dependent upon the high schools having qualified instructors who meet our requirements .	

Department: Elementary and Secondary Education

Objective 1	Sign Articulation agreement with Fort Hays State University Elementary Education Online Program	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		
Comments		
Objective 2	Explore Articulation agreements with other Elementary Education programs	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Department: Math / Physics

Objective 1	The department will continue its involvement in the Kansas Core Outcomes meetings and continue to align curriculum with the results of these meetings.	
Estimated Cost	Existing Money \$ n/a	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	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	Ongoing	
Results		
Comments		

Department: Physical Education

Objective 1	Continue to make students available to community partners such as the Community Recreation Center, PSHTC, and outreach athletic training services and work to build relations with others within the community.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Division: Library

Objective 1	Actively participate in the Southeast Kansas Academic Librarians Council	
Estimated Cost	Existing Money \$500 mileage	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	April 2010	
Results		
Comments	The director will be the chair of the group next year. This group provides a video/DVD collection for the instructors of the member institutions and considers other consortia purchasing. This also deals with Goal 5 Outcome B, E and F.	

Division: Student Success Center

Objective 1	ABE services will be provided to community agency clients to accommodate citizen's academic needs. Partnerships with all referral agencies will continue through planning and adjustment of services as possible.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Grant	New Money Ongoing \$
Exp. Completion		
Results		
Comments		
Objective 2	Continuation of partnerships through Cherokee and Labette County will allow ABE services to provide academic training for tomorrow's workforce.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ Grant	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Student Affairs

Goal 2

Outcome 2A

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 2009	
Results	In planning state – meeting in spring 2010	

Comments	Casual conversations have been had with area counselors with positive feedback. Meetings to begin fall 2010	
Objective 2	Host a College Planning Conference on campus for area high school students as well as LCC students.	
Estimated Cost	Existing Money \$400.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009 Continuous	
Results	High school is now hosting so no longer an objective of the department	
Comments		

Division: Financial Aid

Objective 1	Promote the work study program that allows students to be paid to work in daycares and schools	
Estimated Cost	Existing Money \$100.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	Completed	
Comments	Students working in schools as tutors.	

Division: Student Support Services

Objective 1	Develop an advisory council for Student Support Services with representation from core constituent groups including current and former SSS participants, LCC faculty and staff members, and Parsons, Labette, and Cherokee County community members.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results	In planning state – with delay from Department of Education for grant application, this was put on hold until spring 2011	
Comments		
Objective 2	Partner with Admissions and other college departments to identify students eligible for Student Support Services and target recruiting efforts.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$1,000	New Money Ongoing \$

Exp. Completion	Fall 2009	
Results	Completed September 2009 and ongoing	
Comments		
Objective 3	Partner with Talent Search to create a seamless transition to LCC's Student Support Services for its eligible graduates.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results	In progress-with delay from Department of Education for grant applications for both programs, this was put on hold until Spring 2011	
Comments		

Division: Talent Search

Objective 1	Develop a recruitment plan for Parsons and Weir 8 th graders to join Talent Search once they move to high school.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 2009	
Results	Completed	
Comments	Parsons High School continues to be a challenge with their scheduling	

Public Relations**Goal 2****Outcome 2A**

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	To work with Community Services department to ensure maximum marketing to area businesses to create partnerships.	
Estimated Cost	Existing Money \$ Part of regular PR budget	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Update speaker's bureau list and have LCC employees give presentations within the community to continue positive reaction of LCC in the community.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 3	Work closely with other departments hosting on-campus conferences.	
Estimated Cost	Existing Money \$ Varied	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

Foundation	Goal 2	Outcome 2A
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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	Partner with Labette Health Foundation to provide the second in a series of three Charitable Giving Seminars to targeted donors.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results	Completed	
Comments	Series developed to span over a 3 year period. The final seminar will take place in Spring of 2011.	

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	Establish contact (email or U.S. mail) with graduates for the 2 years subsequent to their graduation. This will be to ascertain what they are doing education and career wise. This should help to provide more accurate information institutional needs (CaTERS report.)	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Money \$	New Money Ongoing \$
Exp. Completion	Ongoing.	
Results		
Comments		

Division: General Education

Department: History/Geography/Government

Objective 1	Work to maintain a more accurate record of student enrollment so as to increase student enrollment in course offerings	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

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

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

Division: Bookstore, IT & Business Office

Objective 1	Installation & training on Bookstore software	
Estimated Cost	Existing Money \$ System purchased in FY09	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 2009 ??	
Results	Complete – need to work out system problems & more training needed	
Comments		
Objective 2	Review & analyze bottle necks in the Jenzabar process	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments	Ongoing	
Objective 3	Customize & or write all necessary Jenzabar reports	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2010	
Results	Ongoing – several are complete	
Comments		

Division: IT

Objective 1	Installation & training on Library software	
Estimated Cost	Existing Money \$ System purchased in FY09	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 2009	
Results	Complete	
Comments		
Objective 2	Develop a better means of KBOR reporting thru the Jenzabar system	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Aug 2009	
Results	Complete – need to be reviewed next year and refined as necessary	
Comments		

Division: Business Office

Objective 1	Revise travel process to be more efficient	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results	Complete – minor edits are needed – new form is being developed	
Comments		
Objective 2	Test electronic requisitions within the Finance & Operations area	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Complete	
Results		
Objective 3	If testing proves satisfactory, add VP's & Deans secretaries	

Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Complete – the remainder of faculty will be trained during fall in-service	
Results		
Comments		

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

Division: Student Support Services

Objective 1	Upgrade student data tracking software to improve services and student communication.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$500	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results	Completed May 2010	
Comments		

Public Relations	Goal 2	Outcome 2B
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Outcome 2B: Integrate LCC’s annual planning with budgeting and resource allocation.

Public Relations

Objective 1	Track and utilize new Jenzebar system to track advertising budget to maximize advertising effectiveness.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

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

Foundation

Objective 1	Update any valid information from our former donor tracking software to the newly implemented Jenzabar system.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

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	Collaborate with area agencies to provide one-day conference for area provider in-service training	
Estimated Cost	Existing Money \$300	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	April, 2010	
Results		
Comments		

Department: Financial Services

Objective 1	Explore opportunities to increase enrollment in the Financial Services program, to increase the availability of skilled workers. Options include web site changes, direct letters and a re-worked program brochure.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
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 \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	07/2010	
Results		
Comments		

Department: Office Technology

Objective 1	Incorporate end of course/program testing in Office Technology Program with the existing software that was purchased	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$590 yearly for software maintain fee (The fee is paid-up for 3 years, thanks to Perkins funding)	New Money Ongoing \$
Exp. Completion	On-going Would like to start with end-of-course testing then go to end-of program testing.	
Results		
Comments		

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 2010	
Results		
Comments		

Department: Workforce Education/ Community Services

Objective 1	(WORKFORCE ED) Increase involvement of area employers in workforce education issues through the development of a workforce education advisory council meeting two to four times annually.	
Estimated Cost	Existing Money \$200-\$400 (Luncheon meetings)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing – First meeting date February 2009	
Results		

Comments		
Objective 2	(COMM SVCS) Expand offerings in the personal enrichment/non-credit area to include at least 4 new programs/workshops offered on a continuing basis.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 3	(COMM SVCS) Offer 4 courses to seniors with the KU Osher Lifelong Learning Program	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$5,400
Exp. Completion	Ongoing	
Results		
Comments		

Division: General Education
Department: Accounting

Objective 1	Offer QuickBooks training as a community outreach class.	
Estimated Cost	Existing Money \$1400 – tuition revenue (would probably make money)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Department: Cherokee Center

Objective 1	Offer a few CTE courses at the Cherokee Center like CNA	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	Ongoing	

Completion	
Results	
Comments	

Department: Computer Science (Concepts)

Objective 1	Conduct a workshop on Outlook (need to be able to use labs to do this. See Goal #1, Outcome D.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		
Objective 2	Ask student (or students) to conduct a workshop on Facebook for non-traditional students.	
Estimated Cost	Existing Money \$100	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results		
Comments		

Division: Library

Objective 1	Increase the community's knowledge of the library's services	
Estimated Cost	Existing Money \$100	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	June 2010	
Results		
Comments	The Library will increase marketing efforts with the community with flyers and additional information. This goes along with Goal 4 Outcome C	

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 student volunteer participation in community programs: juvenile group homes, soup kitchens, homeless shelters, blood drives, etc.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Money \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments		

Department: Graphic Design

Objective 1	Explore the possibility of a "Student Design Center" in which students could provide graphic services to the community in a not-for-profit freelance setting.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Department: Office Technology

Objective 1	Develop student educational placement opportunities with area offices, beginning with Veterans Administration Medical Clinic.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2009	
Results		
Comments		

Department: Recording Arts Technology

Objective 1	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	May 2010	
Results		
Comments		

Department: Respiratory Care

Objective 1	Plan service-learning project for 2 nd year students as part of clinical practice IV.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		
Comments		

Division: General Education

Department: Art

Objective 1	Art education students volunteer to teach an art lesson every semester in local elementary schools.	
Estimated Cost	Existing Money \$zero	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Biology

Objective 1	Involve students with environmental and social issues pertaining to General Biology by organizing park clean-ups and visiting nursing homes and shut-ins.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	

Results	
Comments	

Department: Communication

Objective 1	Utilize Public Relations and Advertising course projects for service learning	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Department: History/Geography/Government

Objective 1	Promote service learning opportunities for political science students to act as interns for members of the Kansas Legislature.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Investigate and promote study abroad and/or student volunteering programs for social science students.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 3	Utilize oral history projects in American History and World History courses with a goal of 4 completed histories.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	Ongoing	

Completion	
Results	
Comments	

Department: Music

Objective 1	Have LCC singers perform at community events and area locations such as nursing homes, schools, etc.	
Estimated Cost	Existing Money \$250 (travel)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Provide public concerts	
Estimated Cost	Existing Money \$200 (auditorium rental)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Physical Education

Objective 1	Continue to have students available to volunteer at the Sunbelt Special Rodeo and company Olympics and seek other opportunities within the community to expand learning opportunities.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	12/09	
Results		
Comments		

Department: Psychology

Objective 1	Implement a service learning optional component for psychology students.	
Estimated Cost	Existing Money \$0	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

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

Foundation

Objective 1	Continue to provide students with volunteer opportunities at the annual Donor Appreciation Luncheon and Auction for Scholarships, which will directly expose them to philanthropy.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

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

Division: General Education

Department: Biology

Objective 1	Be a member of civic organization or organizations to promote LCC and the Biology department.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: History/Geography/Government

Objective 1	Continue to work with the Katy Days Committee, Lions Club, Kiwanis Club, etc. to develop and/or present aspects of both local and national history	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Math / Physics

Objective 1	Faculty members of the department will continue their involvement in civic organizations and activities.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Division: Library

Objective 1	The Director of Library Services will actively participate in Lions Club International
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Estimated Cost	Existing Money \$200	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	The Director of Library Services will serve as Secretary of the Parsons Public Library Board of Trustees	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 3	Begin monitoring staff's participation in community initiatives	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results		
Comments	The process will have begun by July 2009 and will continue.	

Division: Student Success Center

Objective 1	ABE staff will be provided with opportunities to engage in community activities as they are available.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Finance & Operations	Goal 2	Outcome 2E
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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	On going	
Results	Complete – sending out notifications to encourage participation on a monthly basis	
Comments		

Public Relations**Goal 2****Outcome 2E**

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		
Comments		

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

**Division: Career Technical Education
Department: Early Childhood Education**

Objective 1	Collaborate with LCC adjunct faculty to develop guidelines for a portfolio-based assessment process for early childhood class work	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May, 2010	
Results		
Comments		

Department: Radiography

Objective 1	Use the iRespond system to assess individual student learning outcomes in the classroom as they are presented.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments		

**Division: General Education
Department: Art**

Objective 1	The art dept currently does this by comparing outcomes used to other local schools and making changes if needed.	
Estimated Cost	Existing Money \$zero	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	
Results		

Comments		
Department: History/Geography/Government		
Objective 1	Explore more effective use of retention and completion data to improve retention and completion rates for the courses in my areas	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Department: Math / 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	Ongoing	
Results		
Comments		
Department: Music		
Objective 1	Continue to track student learning in stated outcome areas.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Division: Student Success Center		
Objective 1	Use of upgraded grant mandated assessment evaluations will keep ABE concurrent with state ABE standards.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.		

Completion	
Results	
Comments	

Institutional Outcomes and Assessment Committee

Objective 1	Investigate imbedding CAAP assessments into English and Math courses.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Examine advantages/disadvantages of using LCC created Humanities and Social Science exit tests.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 3	Evaluate the use of WorkKeys assessments as exit assessments for AAS and certificate programs.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results		
Comments		

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

Division: Athletics

Objective 1	Investigate monies for scholarships for student athletes to match the national standards.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	September 2009 Continuous	
Results	In progress-always looking for options	
Comments	FY2011 budget provides a small increase for some teams as money is shifted around within the scholarship budget.	

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: Career Technical Education

Department: Nursing

Objective 1	Appropriately distribute advising of allied health students to enhance student satisfaction and readiness for admission into nursing.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY2011	
Results	Student retention and satisfaction.	
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: 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 2009 Continuous	
Results	In progress	
Comments	Continuous with yearly review and updates	
Objective 2	Assist Talent Search with providing FAFSA help during the school day for area high school seniors.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2009 April 2010 Continuous	
Results	Completed	
Comments	Ongoing	
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 2009 Continuous	
Results	Completed	
Comments	Will be continued on a year to year basis	
Objective 4	Establish pre-enrollment sessions at the area high schools for Con-current/Dual credit high school	

	enrollments
Estimated Cost	Existing Money \$500.00
Exp. Completion	November/December 2009 April/May 2010 Continuous
Results	Completed
Comments	High school concurrent coordinators and counselors work with the Admissions Office to set dates and establish delivery and pick-up of enrollments

Division: Talent Search

Objective 1	Assist the Admissions Department with providing FAFSA help during the school day for area high school seniors.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	In progress	
Comments	Helps Talent Search provide more enrollment assistance for their recent high school graduates attending LCC	

Public Relations	Goal 3	Outcome 3A
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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		
Comments		

Academic Affairs**Goal 3****Outcome 3B**

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

Division: Career Technical Education**Department: Financial Services**

Objective 1	Explore offering dedicated online office hours to better serve online students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: Respiratory Care

Objective 1	Increase the number of courses offered online by minimum of one.	
Estimated Cost	Existing Money \$1,300 for development	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Division: General Education**Department: Cherokee Center**

Objective 1	Continue expanding program offerings at a variety of times	
Estimated Cost	Existing Money \$?	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	
Results		
Comments		

Department: Concurrent/Online

Objective 1	Offer targeted online courses for high school student to ensure that online courses are available	
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Estimated Cost	Existing Money \$ Cost is offset by enrollment	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	
Results		
Comments	High school students will have an online course experience before completing high school.	

Department: Economics

Objective 1	Explore offering dedicated online office hours to better serve online students.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: Elementary and Secondary Education

Objective 1	Increase education offerings at Cherokee Center	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Department: History/Geography/Government

Objective 1	Continue to work with Student Support Services to offer special seminars and group meetings to promote student learning	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Objective 2	Continue to work with PTK to offer special seminars and group meetings to promote student learning	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Online

Objective 1	Continue to add new online courses in all programs	
Estimated Cost	Existing Money \$ 1300.00 per 3 credit course	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	More offerings for online students. We can reach an unlimited geographical target with online courses.	
Objective 2	Add more qualified online adjunct faculty, by getting more of them to enroll and successfully complete the online teaching course.	
Estimated Cost	Existing Money \$ none	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments	The need for more adjuncts who can teach online is growing. Since our adjuncts can take a course for free, there is no cost in their taking our course.	

Department: Sociology

Objective 1	Continue to work on the schedule to provide classes, in the Sociology area, at times accessible to all students. This is made difficult by the lack of available adjuncts in the area, but the demand is being met by making changes to course time offerings.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	

Results	
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: Cherokee Center

Objective 1	Develop a system for more staffing to better serve the students at the Cherokee site	
Estimated Cost	Existing Money \$ 0 (using existing staff during peak times)	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results	Complete but ongoing	
Comments		
Objective 2	Training Cherokee Assistants on Jenzabar system & new process in Admissions, Financial Aid, Business Office, Bookstore & placement	
Estimated Cost	Existing Money \$ Some travel cost	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results	Complete – ongoing training will be needed	
Comments		

Division: Business Office

Objective 1	Research online transcript procedures & processes including payment in conjunction with Registrar	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp.	November 2009	

Completion	
Results	
Comments	Researched and decided not feasible. Form has changed to include credit card information and is faxed in. This has helped the process.

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

Division: Financial Aid

Objective 1	Cross-train Financial Aid staff in all areas so they can better serve the students at Labette Community College.	
Estimated Cost	Existing Money \$5,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results	Continuing	
Comments	With the addition of direct loans and year-round pell grants, all staff are going through additional training in these areas as well as cross training.	

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	Criminal Justice courses are already offered on campus, at the Cherokee Center and online. Conduct review of course scheduling relative to locations and enrollments to determine if adjustments are necessary.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Money \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Early Childhood Education

Objective 1	Do community assessment to determine potential demand for early childhood coursework to be offered at the Cherokee Center	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	October, 2009	
Results		
Comments		

Department: Graphic Design

Objective 1	Assess current curriculum and develop online and/or hybrid courses to accommodate commuting students and a wider student base.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	07/2010	

Results	
Comments	

Department: Office Technology

Objective 1	On rotating bases, Alternate Office Technology course offerings between day, night, and Cherokee Center to facilitate student's needs and schedules.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

Department: Workforce Education/ Community Services

Objective 1	(WORKFORCE ED/COMM SVCS) Promote the utilization and expansion of the online delivery of services and training available both for-credit and non-credit courses. (www.ed2go.com)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		
Comments		
Objective 2	(WORKFORCE ED/COMM SVCS) Increase the number of C.N.A. and C.M.A. instructors trained in online course delivery.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing - Fall 2010	
Results		
Comments		
Objective 3	(WORKFORCE ED/COMM SVCS) Increase the number of C.N.A. courses available during Spring and Summer semesters at convenient times to meet student demand. (objective 60 earned certificates annually)	
Estimated Cost	Existing Money \$	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing - Fall 2010	
Results		
Comments		

Division: General Education
Department: Cherokee Center

Objective 1	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. Completion	Fall 2009	
Results		
Comments		

Department: Elementary and Secondary Education

Objective 1	Develop and offer two education courses On-Line	
Estimated Cost	Existing Money \$2600	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Department: History/Geography/Government

Objective 1	Review enrollment and completion data in all online course offerings in all areas to make planning course offerings more effective	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		

Comments		
Objective 2	Develop Online Ethics course	
Estimated Cost	Existing Money \$1350	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

Department: Math / Physics

Objective 1	The department will continue to offer online College Algebra, Elementary Statistics, and Trigonometry courses. The department will ask the institution to sign up for iTunesU to facilitate placement of course materials on the web for online and onground courses.	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

Department: Physical Education

Objective 1	Evaluate the need for expanding physical education coursework online by examining current enrollment of online physical education courses.	
Estimated Cost	Existing Money \$0.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	12/09	
Results		
Comments		

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 2009	
Results		
Comments		

Division: Student Success Center

Objective 1	ABE will provide on-line services to accommodate the needs of students as availability of staff and equipment allows.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
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: Student Support Services

Objective 1	Expand Student Support Services programs to the Cherokee Center.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$50,000	New Money Ongoing \$
Exp. Completion	Fall 2010	
Results	Implemented Fall 2009 and ongoing	
Comments	Academic Advisor spends 1.5 days each week at Cherokee Center to assist SSS and LCC students with advising needs.	

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

Division: General Education

Department: English

Objective 1	In FY 2010, the English dept. will provide administration with research that supports limiting the size of composition classes.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		

Division: Library

Objective 1	Assess the library staff members' job duties and determine if there is a need for a reorganization of duties	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results		
Comments	With the potential addition of hours or staff this needs to be considered. Also, it has been requested by staff members.	

Finance & Operations**Goal 3****Outcome 3D**

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

Division: Cherokee Center & IT

Objective 1	Install a dedicated computer lab at the Cherokee Center	
Estimated Cost	Existing Money \$20, 000 Computers & Electrical	New Money One Time \$
	Grant Funded \$ Tech Grant	New Money Ongoing \$
Exp. Completion	August 2009	
Results	Complete	
Comments		

Division: Human Resource

Objective 1	In conjunction with Academic Affairs, create a procedure to improve the adjunct hiring & contract process	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2009	
Results	In process	
Comments	HS doing supplemental contracts and applications has been revised – continue into FY11	

Division: IT

Objective 1	Explore & implement updated offsite data storage procedures	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results		
Comments	Exploration is finished. Data warehouse was not financially feasible. New backup devices were	

	purchased and backups will be moved to another location.
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Division: Print Shop

Objective 1	Software for presort registry & national change of addresses	
Estimated Cost	Existing Money \$ 1,500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results	Software had been purchased and implemented – staff are still learning the software	
Comments		
Objective 2	Research a need for a poster & banner printer & space to put it	
Estimated Cost	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results		
Comments	Researched and unsure if needs justify cost. Moved to future.	

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

Division: Athletics

Objective 1	Hire assistant coaches for men's basketball and volleyball.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$19,000
Exp. Completion	July 2009	
Results	Completed	
Comments		

Division: Talent Search

Objective 1	Combine Talent Search cultural trips and college visits to save money.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$19,420	New Money Ongoing \$
Exp. Completion	Ongoing	
Results	Saved program approximately \$2,000	
Comments	Savings used to upgrade summer 2010 middle school trip	

Public Relations**Goal 4****Outcome 4A**

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.

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	On-going	
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	On-going	
Comments		

Foundation	Goal 4	Outcome 4A
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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	Establish a policy to ensure all departments, student organizations, and other divisions inform the Foundation office of any grant applications to avoid duplications and make sure the college is asking for the top priorities.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Summer 09	
Results		
Comments		

Academic Affairs**Goal 4****Outcome 4B**

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: Computer Networking**

Objective 1	Explore options that would allow the Networking students to have a scholarship for a second year.	
Estimated Cost	Existing Money \$??	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		

**Division: General Education
Department: Art**

Objective 1	Investigate re-establishing Art Department scholarships for art students.	
Estimated Cost	Existing Money \$tuition for five students	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ASAP	
Results		
Comments		

Department: English

Objective 1	In coordination with the LCC Foundation, begin requests for contributions to departmental scholarship fund.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	

Results	
Comments	

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

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

Division: Admissions

Objective 1	Investigate expanding scholarship opportunities for area high school seniors through the Prom Scholarships to cover books for Labette County residents and tuition for those outside the county.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010 Continuous	
Results	Completed	
Comments	Continuous scholarship offerings based on available funds	

Foundation**Goal 4****Outcome 4B**

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

Foundation

Objective 1	One major goal of the Preparing a Pathway to The Future Capital Campaign is to increase the scholarship endowment by \$1 million.	
Estimated Cost	Existing Money \$The Foundation is in an ongoing contract with Hartsook Companies for campaign leadership consulting costs. The costs will be taken out of the campaign.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	
Results		
Comments		
Objective 2	To provide endowments for facility maintenance and faculty chairs through the capital campaign.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2012	
Results		
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: Financial Services/Economics**

Objective 1	Explore offering a public seminar related to economics/finance/social sciences	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: Nursing

Objective 1	Implement electronic medical records (EMR) and use of laptop computers into clinical lab as recommended by nursing advisory board members.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$4000 (Carl Perkins)	New Money Ongoing \$
Exp. Completion	FY 2011	
Results	Evidence based nursing practice.	
Comments		
Objective 2	Support the use of laptop computers for nurse faculty as recommend by nursing advisory board members. Purchase 3 more laptops for faculty use in clinical.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$3,000	New Money Ongoing \$
Exp. Completion	FY 2011	
Results		
Comments		

Division: General Education

Department: History/Geography/Government

Objective 1	Research and publish articles about Kansas history in scholarly journals	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		
Objective 2	Search opportunities to speak at local Club meetings as requested	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

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	Ongoing	
Results		
Comments		

Division: Student Success Center

Objective 1	Develop three more partnerships with outside academic institutions and/or business and industry to enhance LCC's image. This interaction of networking will serve to build strong bonds between stakeholders who are attempting to meet their missions and objectives.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		

Results	
Comments	

Public Relations**Goal 4****Outcome 4C**

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 positive press releases and Presidential editorials in local papers.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 2	Continue hosting radio show-Cardinal Corner. Increase amount of guests to promote programs/events.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		
Objective 3	Upgrade Cable Channel 4 with live feeds in addition to the slides.	
Estimated Cost	Existing Money \$ TBD	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	2009-2010	
Results		
Comments		
Objective 4	Communicate positive image of LCC through advertising.	
Estimated Cost	Existing Money \$ Cost- approx. in advertising- includes but not limited to; newspaper, phonebook, magazine, billboards-\$37,000; radio- \$32,000; TV-\$42,000.	New Money One Time \$

	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On-going	
Results		
Comments		

Foundation**Goal 4****Outcome 4C**

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

Foundation

Objective 1	Broaden the circulation of the Cardinal Newsletter.	
Estimated Cost	Existing Money \$ increase in printing and postage costs.	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 09	
Results		
Comments		
Objective 2	Provide Foundation information for the President's Annual Report	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
Comments		

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

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

Division: Business Office

Objective 1	Research & develop a collections procedure	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2009	
Results		
Comments	Researched and decided to use Kansas Set-Off Program. Implementation in process.	

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

Foundation

Objective 1	Continue to follow the by laws and policies of the foundation and seek the expertise of the foundation board of directors.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		

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	(WORKFORCE ED/COMM SVCS) Increase visibility in the community by scheduling daily appointments with area businesses. Focus on “friend-raising” with area employers.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing – Fall 2010	
Results		
Comments		

Department: Office Technology

Objective 1	Facilitate the training of speech recognition of Dragon Naturally Speaking presented by Company software representative for the community members, area educators, and disable individuals.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	April 24, 2009	
Results		
Comments		

Division: Student Success Center

Objective 1	Market positive outcomes with business and industry partnerships on marketing table tents should increase the visibility of our programs.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Foundation**Goal 4****Outcome 4F**

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

Foundation

Objective 1	Fund a new health science building through donations to the capital campaign.	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$8 million	New Money Ongoing \$
Exp. Completion	2012-2013	
Results		
Comments		
Objective 2	Set up an information table at the Katy Days festival as recommended by a campaign steering committee member.	
Estimated Cost	Existing Money \$300	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results		
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: General Education
Department: Concurrent**

Objective 1	Encourage qualified high school instructors to consider teaching concurrent courses for us, and encourage all high school instructors who are interested but not qualified to take additional graduate courses in their discipline so that they can teach for us in the future.	
Estimated Cost	Existing Money \$ none	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	We need a larger pool of qualified adjunct instructors in general, and this is one target market for LCC.	

Department: Online

Objective 1	Develop and 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 2009 and ongoing	
Results		
Comments		

Finance & Operations	Goal 5	Outcome 5A
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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: Human Resource

Objective 1	Develop an online application form that can be used by all applicants	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	September 2009	
Results	Complete	
Comments	Available in both Adobe and Word format – adjuncts are also using the online application.	
Objective 2	Research a cafeteria plan to add to the employee benefit plan	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	Research completed and plan implemented	
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 at least two additional potential adjunct instructors for early childhood classes	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	September, 2009	
Results		
Comments		

**Division: General Education
Department: English**

Objective 1	Pursue the possibility of hiring a full-time, master's level, "specialized" reading instructor.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		

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

Division: Human Resource

Objective 1	Seek training opportunities for the student ADA Officer & employee ADA Officer	
Estimated Cost	Existing Money \$1500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	Completed	
Comments	Prospera training & SHRM training –ongoing training will be needed to keep current.	

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 student-athletes.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Spring 2010	
Results	Continuous	
Comments	Staff attended softball and baseball games in shifts so we could support the student athletes	

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

Division: Career Technical Education

Department: Office Technology

Objective 1	Continue to develop Office Technology course 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 2010	
Results		
Comments		

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

Division: General Education

Department: Concurrent

Objective 1	Involve concurrent adjuncts in professional development with full time faculty by requiring them to meet on campus once each semester and pay small amount for mileage.	
Estimated Cost	Existing Money \$ 400.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	ongoing	
Results		
Comments	Better attendance at in –service, and increased communication among adjuncts and full time faculty. This also helps keep us in line with KBOR requirements for concurrent adjuncts.	

Department: Economics

Objective 1	Volunteer to moderate a PTK discussion luncheon.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: English

Objective 1	Research the feasibility of organizing an English club.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		
Comments		

Department: History/Geography/Government

Objective 1	Collaborate with other Social Science professors to promote interdisciplinary work	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments		
Objective 2	Team teach a course on Economic Geography with Economics Professor	
Estimated Cost	Existing Money \$ N/A	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Fall 2009	
Results		
Comments		

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: Early Childhood Education**

Objective 1	Collaborate with LCC faculty and administrators to provide at least two learning opportunities for adjunct faculty related to instruction and learning	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May, 2010	
Results		
Comments		

Department: Office Technology

Objective 1	Attend professional development training/workshops (Connecting Education to Employment, Computer & Business Teacher Conference)	
Estimated Cost	Existing Money \$	New Money One Time \$
	Grant Funded \$ TBD	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

Department: Recording Arts Technology

Objective 1	Coordinate with at least 3 college instructors to demonstrate how to provide QuickTime movies of lectures/training sessions that can be used for classroom or online instruction	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	May 2010	
Results		

Comments	
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Division: General Education

Division Objective

Objective 1	Investigate offering support to professional development efforts of adjunct faculty by implementing a competitive grant program for conferences and workshops.	
Estimated Cost	Existing Money \$500.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	5/10	
Results		
Comments		

Department: Economics/Financial Services

Objective 1	Investigate attending a teaching conference during FY 2010	
Estimated Cost	Existing Money \$1,000 Professional development funds	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2010	
Results		
Comments		

Department: Online

Objective 1	Investigate new technology to enhance online courses.	
Estimated Cost	Existing Money None	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	1 year	
Results		
Comments		
Objective 2	Encourage online instructors to experiment with available technology to enhance the online classroom.	
Estimated Cost	Existing Money None	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$

Exp. Completion	1 year
Results	
Comments	Better use of our system and resources by on ground faculty. The majority of the tech support questions come from students in on ground classes, with instructors who are not confident in using our system.

Department: Physical Education

Objective 1	Utilize staff members as adjunct instructors when possible.	
Estimated Cost	Existing Money \$1000.00	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	5/10	
Results		
Comments		

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

Division: Business Office

Objective 1	Begin cross-training of Business Office personnel on Jenzabar system	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	On going	
Results	Started cross-training – will continue into FY11	
Comments		

Division: IT & Business Office

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	Staff attended JAM and many webinars – training needs to continue to get the most out of the new system.	
Comments		

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

Division: Career Technical Education

Department: Nursing

Objective 1	Program evaluation and curriculum review retreat for department.	
Estimated Cost	Existing Money \$ 500	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	FY 2011	
Results	Promote leadership among nurse faculty and strengthen program evaluation as required by both KSBN and NLNAC.	
Comments		

Department: Radiography

Objective 1	Provide professional development for faculty and director of the Radiography Program.	
Estimated Cost	Existing Money \$ 0	New Money One Time \$
	Grant Funded \$ Carl Perkins	New Money Ongoing \$
Exp. Completion	On going	
Results		
Comments		

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

Division: Human Resource

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	All staff attended in-service this spring. Sexual harassment training scheduled for fall in-service.	
Comments		

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

Division: General Education

Department: Online

Objective 1	Investigate new technology to enhance online courses.	
Estimated Cost	Existing Money \$ none at this time	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	Ongoing	
Results		
Comments	Improved use of online features and more possibilities in teaching techniques. Helping instructors try new thing with confidence will improve the instructors satisfaction in teaching online, and help prevent burn out or boredom in teaching the same classes each semester.	
Objective 2	Encourage online instructors to experiment with available technology to enhance the online classroom.	
Estimated Cost	Existing Money \$0	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion		
Results		
Comments		

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

Division: Facilities

Objective 1	Resurface gym floor	
Estimated Cost	Existing Money \$20,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	July 2009	
Results		
Comments	Move to July 2011 – due to budget	
Objective 2	Construct a parking lot at the corner of 14 th & Main	
Estimated Cost	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	November 2009	
Results		
Comments	Moved to FY11 – due to budget	
Objective 3	Drainage project in the area between the Health Science Building & Student Success Center	
Estimated Cost	Existing Money \$ Unknown	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	August 2010	
Results		
Comments	Began on Christmas break with canopy removal – obtaining bids for completion	
Objective 4	Replace out dated fire alarm system	
Estimated Cost	Existing Money \$500,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	TBD	

Results		
Comments	Not done yet due to budget constraints	
Objective 5	Replace rooftop AC unit on the Southeast corner of the Student Union Building.	
Estimated Cost	Existing Money \$10,000	New Money One Time \$
	Grant Funded \$	New Money Ongoing \$
Exp. Completion	December 2009	
Results	Complete	
Comments		