

2024 LBHC Department Reflection Report

Please complete only one report per department (everyone altogether) and then email it to the dean of administration.

Department information	
Department name(s) (smaller related departments can combine to complete one report together)	Administration (Security, Receptionist, HR, Custodial, Maintenance)
Date this report was completed	6/5/2024
Staff who contributed to this report	Carlton Nomee, Wayne Not Afraid, Robert Old Coyote, Ron Grambling, Stephen Not Afraid, Tyrel Ten Bear, Dale Good Luck, Collena Brown, Melodee Reed, and Taylee Evens

2023-24 reporting

Key accomplishments (identify 2-5 major accomplishments from your department's last year's goals)

1. Unsure of goals that were set. Goals listed were goals under the new Dean of Administration that were recently completed
2. Security – making an accessible report for campus
3. Emergency exit plan
4. Management of Fleet

2024-25 department goals (identify the top 2-5 goals your department would like to focus on in 2024-25 and the strategic plan objective from LBHC's [2023-27 strategic plan](#) that relates most closely to each department goal)

Department goals for 2024-25	Strategic plan objective
1. Improve Fleet (enhance management: vehicle maintenance, review performance)	1.1.9
2. Improve Management (improve communications throughout department)	1.1.9
3. Increase Support (encourage Staff involvement in campus activities/recruitment)	2.1.2, 2.1.5
4. Develop Security (continue to develop security measures for campus)	1.1.9
5. Training (develop/seek training for each member in various depts)	1.1.4

Reflections on data: Go to LBHC's [student success data webpage](#) (lbhc.edu > DATA & REPORTS > Student Success Data) and reflect on the following data (by clicking the links on the webpage).

Data	What can your department do to improve student success (especially, looking at certain groups of students)?
a. Enrollment	Assist in reaching out to community to enroll
b. Retention rates	Encourage students, keep campus clean and safe
c. Graduation rates	Encourage students, keep campus safe and clean.

Identify **strengths** of the department

Longevity of staff and being visible to all.

Identify **challenges and/or areas of improvement** for the department

Lack of training

Suggestions to improve this department reflection report or process

Encourage training, unification, and communication.

