

## **LCC BOOKSTORE**

### **CHAPTER 0**

## **LANE COMMUNITY COLLEGE**

### **Vision**

Transforming lives through learning.

### **Mission Statement**

Lane Community College is a learning-centered community college that provides affordable, quality, lifelong educational opportunities that include:

- Professional/technical and lower division college transfer programs
- Employee skill upgrading, business development and career enhancement
- Foundational academic, language and life skills development
- Lifelong personal development and enrichment, and
- Cultural and community services

<b>CHAPTER 0</b>
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**Lane Community College  
Core Values**

**Learning**

- Working together to create a learning-centered environment
- Recognize and respect the unique needs and potential of each learner
- Foster a culture of achievement in a caring community

**Diversity**

- Welcome, value and promote diversity among staff, students and our community
- Cultivate a respectful, inclusive and accessible working and learning environment
- Work effectively in different cultural contexts to serve the educational and linguistic needs of a diverse community
- Develop capacity to understand issues of difference, power and privilege

**Innovation**

- Support creativity, experimentation, and institutional transformation
- Respond to environmental, technological and demographic changes
- Anticipate and respond to internal and external challenges in a timely manner
- Act courageously, deliberately and systematically in relation to change

**Collaboration and Partnership**

- Promote meaningful participation in shared governance
- Encourage and expand partnerships with organizations and groups in our community

**Integrity**

- Foster an environment of respect, fairness, honesty, and openness
- Promote responsible stewardship of resources and public trust

**Accessibility**

- Strategically grow learning opportunities
- Minimize financial, geographical, environmental, social, linguistic and cultural barriers to learning

<b>CHAPTER 0</b>
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## **Lane Community College**

**2003-04**

# **Strategic Directions**

Continue on the journey to become a learning college by placing students and their learning at the heart of what we do, and creating conditions where everyone can do their best work.

- Achieve Financial Stability
- Enhance College Climate
  - Human resource systems
  - Student retention
  - Relationships
- Build Organizational Infrastructure
  - Accreditation: self-study
  - Lane Administrative Systems Renewal (LASR)
  - Mainstream innovation
- Implement Business, Workforce Development and Extended Learning Reorganization
  - Bring the Center for Meeting and Learning to profitability
  - Reinvigorate contract training and linking with Continuing Education

Lane Community College

Unit/Function Plan: COLLEGE OPERATIONS

## CHAPTER 1

DEPARTMENT: Bookstore

### Unit or Activity Mission/Goals:

Mission:

To enhance learning by providing quality products and services to the Lane Community.

Vision:

- Meet or exceed learner expectations by supplying goods and services at the best possible prices.
- Join with faculty to create an environment for innovative learning.
- Promote services, products and information that support campus activities and enhance pride in Lane.
- Provide a welcoming atmosphere.

### Organizational Structure:

The Bookstore employs 12 permanent and up to fifty part-time employees. Permanent team members consist of the Manager, Office Support, Accountant, Text and General Book Buyers, Supply and Electronics Buyers, Student Account Specialist, DTC Bookstore Specialist, Shipping & Receiving and 2 Cashier/Gift Buyers. Bookstore reports to Vice President of College Operations.

### DEPARTMENT SERVICES:

*(Describe how this unit/activity provides services that aligns with College Core Values and College Vision and Mission)*

College Mission: "...provides affordable, quality, lifelong educational opportunities ..."  
Bookstore provides affordable, quality educational materials to Lane learners and staff.

College's Strategic Direction: Achieve Financial Stability  
Bookstore contributes to the College General Fund.

Bookstore services that align

The Bookstore staff orders, receives and sells materials learners will need for class work including textbooks, reference books, general books, art supplies, computer hardware and software, and a variety of school supplies. The Bookstore also carries insignia and gift items. The Bookstore provides student Book BuyBack.