ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS
March 2013

Budget Office – March
- Budget Office – March
  - Summarized Lovington applications for BRP members to evaluate and award
  - Monitoring tuition revenues for spring quarter and operating budget expenditures
  - Updated ASCC expenditures and revenues to date for Director
  - Met with Student Services interim VP’s regarding year end projections and 2013/14 budget
  - Monitoring payrolls for budget accuracy; projection salaries/benefits through fiscal year end
  - Reviewed legislative reports for information regarding 2013/14 budget impacts
  - Monitoring capital property purchases to be used for future parking locations, funded through ASCC dollars.
  - Preparing staff training documents for new program codes
- Dept. of Energy Grant
  - Verifying expenditures and match totals with partners, resolving discrepancies
  - Processed monthly invoices and match submissions
  - Prepared budget updates for Project Manager and Project PI
  - Worked with staff on match opportunities
- Dept. of Commerce Grant
  - Provided budget update to Director and Project Specialist
  - Reviewed and received completed Interagency Agreement with Peninsula college for their work on this project
  - Monitored and recorded expenditures and match for March

BUSINESS & AUXILIARY SERVICES - Marla Miller
- Marla is serving on the search committees for the Director of Institutional Research and Planning and the Director of Workforce and Continuing Education.
- Working on financial section of FY2012 IPEDS report.
- All student housing locations are full.
- AFRS – No errors for February.
- BOOKSTORE: Tammy Strodemier
- Working out the bugs in the new POS system
- Spring Qtr rush
- Receiving textbook for Spring qtr
- Winter Qtr buyback March 18, 19, 20

CENTRAL SERVICES/PURCHASING: Bonnie Myer
- Assisting various departments with furniture needs:
- Nancy Keaton/CFS with purchase of guest seating for Observation & Instruction meeting space
- Margret Friedley with ergonomic chair
- Donna Ruby – lightweight tables & chairs
• Processing month-end chargeback reports for Central Services: van pool, mail, printing
• Processed personal services contracts for:
  • Center of Excellence – Polar Star Consulting
  • Center of Excellence/DOE grant – Washington State Labor Council
  • Admin Services – Eric J Conrad/Property Appraisal
  • Admin Services – Scott L Hamilton/Property Appraisal
• Assisted Workforce/Continuing Ed Dept. with creating new process for submitting CPR/First Aid Card requests to the American Red Cross
• Printed play programs for CC East winter quarter play
• Updated mailroom layouts to accommodate addition of mail boxes for new faculty members
• Updated mail distribution guide
• Worked with Laerdal Company representative to confirm on-site training for nursing staff: Sim Man update training
• Working on order for 2013-14 year parking permit order
• Engraved signs for the following Depts:
  • Academic Transfer: desk name plate for Nicole Silva
  • Disability Services: wall name plate for Michael Hoel, desk name plates for LeeAnne Tripp, & Paula Rhoads
  • E-Learning: wall name plate for Sue Kennedy, desk name plate for Alexis Austin
  • Foundation: 5 board member name plates
  • Phoenix Center: wall name plate for Melissa Hahn
  • Sports: wall name plate for Coach Bajo
• Purchasing cut-off for furniture & equipment was March 29, 2013.
• FOOD SERVICE: Tami Weinmann
  • Reopening for spring quarter April 1st.
  • Planning summer session catering to Trio program
  • Planning STP service for summer session

INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
• Debbie worked with Marla to resolve 1098T reporting issues for 2012 and researching 2012 data to have corrected information ready for the several affected students. Changes will be made to future processes, spring quarter forward, so that information will report correctly for 2013. This has been an extremely labor and time intensive process as each student record has to be manually looked at.
• Renee and Marla met with Bev Gestrine and Margret Friedley to discuss the 13/14 Work First budget proposal, which has been reduced by $108,939 from this year.
• Completed a budget revision for the Corrections grant which received an additional $38,294 in funding.
• Renee participated in a Research.gov webinar for the new ACM$ NSF Award Cash Management Service, which we will begin using in April.
• Renee is working on the grant budget codes for 13/14, which will need to be adapted to the new NACUBO program coding. This is going to be a large project for the grants office as it will also involve revamping all of the budget tracking spreadsheets.
• Renee has been asked to complete several Peer Performance Evaluations, which are all due in April (at the same time as several 13/14 grant applications).
• Renee met with Donna Ruby, Parent Support Services program Manager, to discuss end-of-year budget balances and 13/14 draft budget scenario’s.
• Renee met with Nancy Keaton, Parent Support Services program Director, to discuss end-of-year budget balances and purchase plans.
• Debbie & Renee attended the BFET Provider’s Meeting via ITV along with program staff.
• Competed a budget revision for the Work First grant to address spring quarter tuition needs and anticipated end-of-year spending plans.
• Renee met with Bev Gestrine and Margret Friedley to review the final 13/14 Work First proposal.
• Renee attended the Foundation board meeting, representing classified staff.
• Renee served on the Distinguished Alumni committee.
• Renee served on the Electronics/Robotics instructor search committee.
• Renee is serving on the Institutional Research & Planning Director search committee.
• Samantha assisted with check processing in the Business Office during spring break.
• Monitoring the Payroll Expense Distribution Reports to insure correct coding of grant expenditures.
• Processed and tracked 128 part-time hourly and student time sheets for staff paid from grant funds.
• Enrolling spring quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 177 students enrolled totaling $138,932 owed.
• Monthly daycare billings prepared for February, totaling $38,712.
• Outside scholarships balanced for February; there are currently 156 total personal fund and outside scholarships totaling $119,155.
• Student Housing budgets balanced for February.
• All grant budgets balanced for February.
• Monthly grant billings processed for February, totaling $265,200.
• Indirect chargebacks processed for February, totaling $15,707.
• Foundation & Fund bank reconciliations completed for February.

Information Technology – Patrick Allison

• Ongoing Jobs/Projects:
  o Spam Monitoring, Checking spam filters and removing any legitimate emails
  o Network Monitoring, Bandwidth usage, flooding, etc.
  o Server Monitoring, Upgrading and correcting issues as necessary to maintain 24/7 availability
  o Antivirus Administration, Monitoring and responding to virus threats
  o Software Updates, Detecting and approving campus wide software updates
  o Server Backups & Archives
  o SQL, Backups and log monitoring
  o HPUX, HPUX security, HPUX job scheduling and maintenance
  o Voicemail System maintenance
  o NexTalk System maintenance
  o Providing direct assistance to users contacting the help desk.
  o Creating help desk calls and following up on call completion.
Creating user accounts and delivering user credentials.
Creating and delivering purchase orders for users.
Complete Field Help Desk calls for user on campus.

In progress Jobs/Projects
- Documentation, Network infrastructure
- Campus Servers, Re-organization and migration to virtual environment
- Active Directory, Domain Structure
- Software License Inventory
- Wireless network upgrade, deployment of Meraki cloud managed equipment

Completed Jobs/Projects
- 207 Helpdesk calls completed
- IT Staff completed 27.5 hours of online training
- Expanded wireless network by installing additional Wireless Access Points
- Rebuilt Spiceworks server with SSD drive to increase equipment performance and lifespan
- Reconfigured Network Storage to allow for more space backups
- Moved TEC 109 from 125 to 125 subnet as 125 was getting full
- Function testing campus desktop alerting system
- Function testing new campus digital signage solution
- Researching room scheduling placement for Meeting Maker
- Converted and renewed Wolfram and Autodesk software to site licenses, utilizing existing equipment and reducing technician support requirements

FACILITIES OPERATIONS & MAINTENANCE
- PLANT MAINTENANCE & CONSTRUCTION – Gil Elder
  - Final selection for the Trans-Alta project Commons has been made and it was awarded to MSGS Architects of Olympia.
  - First meeting with new architects on the Trans-Alta Commons project was held on 4/2/2013
  - Blower assembly failed on new furnace in welding. New parts were received and installed. Unit back in service before students returned.
  - Bollards in front of Washington Hall were disassembled, electrical components replaced, and outside repainted.
  - WAH hallway floor outside Greenroom had damage carpet removed and refinished concrete floor
  - STP meeting held to discussed electrical needs during July event
  - Processed 52 work orders for March 2013

- BUILDINGS & GROUNDS – Sean Mayfield
  - Buildings and Grounds staff processed 97 work orders: 17 Custodial; 77 Events; 2 Grounds.
  - Major events included: College & University Recruitment Fair, Dance Festival NW.
  - Limited Deep Cleaning Assignments during Spring Break.
  - Monthly Facilities and Safety Committee.
  - Provided expanded reporting for ext. 232 calls and 911 Dispatch calls near campus (reports to be provided to Facilities and Safety Committee).
Custodian Gary Haney still out on extended leave because of a medical emergency.

Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.

Continuous maintenance of the KNOLL including weeding and removal of dead species.

**FOUNDATION – Julie Johnson**

- During the past month the foundation staff have:
  - Recognized elder donors birthdays
  - Working on process to reconcile donations with Accountant
  - Working on endowment cleanup (signed agreements)
  - Met with two potential new board members
  - Wrapping up Distinguished Alumni Committee work for 2013
  - Scanning historical documents (Committee minutes) for archiving
  - Coordinate Hanke Staff Mini Grant, Hanke Faculty Achievement Award, and Exceptional Faculty Award processes
  - Working with donors setting up new endowments (Walton, Aadland, Meade)
  - Coordinated events with partners (Key Bank, SW WA Dance)
  - Coordinating planning for Professional Training Day
  - Coordinated donations to the Vet Center
  - Hosted Foundation Night at the Oly Club
  - Delivered posters/tickets to Elk raffle outlets
  - Working on content for Foundation Annual planning Meeting in April
  - Coordinating work/processes on donated property for attorney
  - Continued delivery of thank you organization certificates and college/foundation updates
  - Processed 54 donations $341,324 for the month of March