ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS
August 2012

ADMINISTRATIVE CABINET NOTES
June, July, and August 2012

BUDGETS –Vicki Oakerman

- Working on year end closing transactions
- Monitoring expenditures, revenues, and final payroll
- Setting up new budgets for 2012/13
- Input grant budgets in FMS system
- ASCC budgets input in FMS system and carry forward balances transferred
- Running Start and GHEC annual distribution completed
- Completed annual destruction and archiving of campus records
- Worked with SBCTC staff and registration staff on issues regarding new BAS tuition coding, distribution table completed
- Prepared annual recaps of Operating, International and Running Start budgets
- Worked with Center of Excellence staff on budget for Dept. of Commerce grant
- Dept. of Energy Grant
  - August begins the third and final funding period for this grant, contracts with sub recipients are complete
  - Summaries of expenditures and match to date completed
  - Working with staff on year 3 spending plans

BUSINESS & AUXILIARY SERVICES - Marla Miller

- Working with Department of Enterprise Services on the delegated rental/use agreement process.
- Marla is meeting individually with each staff member to get ideas and discuss plans for Dottie’s upcoming retirement.
- AFRS – No errors for May.
- Dottie has a manual in progress to assist those assuming portions of her job when she retires.
- With Summer quarter starting in July, all of the Financial Aid posting for B231 had to be transferred to the new year and deleted out of the old year. Including the checks that printed in June for the new year’s funds. Lots of extra work.
- Year-end has hit us and the pressure is on. It’s challenging to remember how to do things that only happens once a year.
- Staff are rotating to four 10’s during the summer to have an occasional all day Friday off during the summer.
- Beginning July the cashier will have an extra change fund for making change in the tills when needed.
- Kathy Scott completed the equipment inventory for the campus and worked with Facilities to ensure that surplus items were removed from campus. She did a great job and we now have a very thorough and complete document to work with in the future for maintaining our inventory records.
• Opened a Fiscal Tech 3 position as part of our transition plan as we plan for Dottie’s upcoming retirement in December as well as Adam’s departure in August and Jodi’s requested reduction to part time classified in September.

• Met to discuss the tuition payment options for the BASM degree students.

• Got 910 W. Pear ready for student housing for Fall quarter. With this addition of 3 rooms, international and athletic student housing is now full with 22 students.

• Transitioned the student housing functions that had been done by the International Student Programs office to the Business Office.

• AFRS – No errors for June.

• Disclosure Reports – Worked in training Dick. Had a number of adjustments due to the fact that HECB informed us they do not book the GET program even though it falls under their state agency; changed our tables so they no longer post under state agency ledgers. Also had a problem with HECB over previous years adjustment, because they no longer book them at yearend and they sat on the information for over 5 weeks and then made the decision for us to adjust our side on the last day for SBCTC to do a manual adjustment.

• Dottie worked with Vicki on pulling archive boxes for shredding and also on the new ones being transported to archives. Presently working with Angela so she can do this next year.

• Dottie is working with various staff training them to cover her duties and getting electronic notices to the various individuals.

BOOKSTORE: Tammy Strodemier

• Completed Spring Quarter Buyback

• Completed Commencement Booth

• Completed Summer Quarter rush

• Processing Fall quarter book adoptions for Faculty

• Preparing for end of Fiscal Year

• Physical Inventory scheduled for July 6

• Meeting with vendors, placing orders for Fall/BTS

• Working on Point of Sale (POS) training schedule and installation

• Training for WinPrism ICS system

• Planning for implementation of WinPrism POS system installation

• Offering ongoing buyback for students throughout the summer

• Working on Art proof approvals for Fall quarter orders

• Receiving, pricing, stocking shipments for Fall quarter

• Said “Goodbye” to several staff members: Marianna Gurrola, Adam Hill, and Katie Patchin

• Covering for vacant positions

• Preparing for Fall Quarter Rental Program and closing Summer Quarter Rental Program

• Working with Library Voyager system for check out/return of rental books.

CENTRAL SERVICES/PURCHASING: Bonnie Myer

• Order expediting for remaining 2011-12 fiscal year orders

• Transitioned several 2011-12 fiscal year orders into 2012-13 fy orders

• Working with Nursing club on purchasing procedural problems/issues

• Requests sent out to departments for 2012-13 fiscal year blanket order requests.

• Processed blanket order requests and purchase orders for Central Services department needs

• Received and processed over 100 blanket order requests….more yet to come
- Facilitated delivery/install of new furniture for Liz Frey’s office on 6/21/12
- Ordered Precor exercise equipment for Health & Wellness Center – Health & PE program – Julie Priday
- Ordered and received $81,000 in Scientific equipment for Steve Norton’s science lab programs
- Processed contract addendum to extend contract end date for Vista Film & Video: Energy Efficiency Jobs Video project
- Reviewed copier contracts and new machine options for several departments – considering replacement due to age
- Sent annual letter to Office of Minority & Women’s Business Enterprises – program exception request for various expenditures
- Sent annual letter to the Office of State Procurement regarding cooperative purchasing arrangement in conjunction with independent purchase authority.
- Ordered $7000 in Nursing equipment
- Bid invitations sent out for $30,000 in Human Physiology equipment (part of Federal Science Grant) Bid deadline 6/29/12. Award evaluation in process.
- Bid invitations sent out to vendors for printing of the quarterly class schedules. Bid deadline 7/6/12.
- Reviewed changes in purchasing laws related to house bill 3SHB2585 and 2SHB2452; reviewed related updates to State Accounting and Administrative Manual rules.
- Bids in development phase: Bid for Student Planner for Student Life Office; Parking lot maintenance for Kemp Lot; Welding equipment
- Processed 3 bulk mailings for the month of June
- Updated Kemp and Washington Hall mail room layouts to include additions and deletions of staff
- Updated mailroom employee reference/guides
- Coordinated van pool reservations for Energy Tech summer class trips
- Coordination for ongoing vehicle maintenance issues for a couple van pool vehicles
- Provided van driver training to several individuals in prep for summer quarter classes
- Updated list of authorized college employees eligible to use state motor pool vehicles
- Issued new fuel credit cards to departments with college-owned vehicles (including van pool)
- Negotiated new contract for printing press equipment maintenance – fiscal year 2012-13
- Processed month end charge back reports for printing, mail, and van pool
- Central Services processed a total of 93 bulk mailings for the 2012-13 fiscal year with a total of 341,000 individual mail pieces
- Central Services also processed 83,000 mail pieces through the postal meter during the same time period.
- Purchasing processed 3250 purchase orders for 2011-12 fiscal year with 220 blanket orders for campus departments
- Set up 210 blanket purchase orders for 2012-13 school year for use by various departments on campus
- Shipped rented Caps & Gowns back to Jostens after graduation
- Received and coordinated installation of Precor exercise equipment for Health & Wellness Center – Julie Priday
• Finalized orders for science grant
• Coordinated contract close-out for Vista film & Video for Center of Excellence Energy Efficiency Jobs video
• Closed out several personal services contracts for other programs.
• Bids awarded as follows:
  • Printing of quarterly class schedules awarded to The Chronicle
  • Printing of student guide/planner awarded to ABC Printing
  • Welding equipment – MIG & TIG welders. Total order $52,000
  • Seal coating & re-striping of parking lots: Washington Hall lot & Centralia College East lots – Awarded to Seal Tech Asphalt Co.
• Human Physiology equipment – Total order approx.. $32,000
• Processed 5 bulk mailings in July and 10 bulk mailings in August
• Gathering data on staff changes in preparation for mail box updates and reorganization for the beginning of fall quarter
• Delivered 3 old 15 passenger vans to State Surplus in Tumwater
• Replaced tires on two oldest passenger vans. Brakes inspected.
• Submitted annual mail charges for St. Martins Univ. and City Univ.
• Ordered two new Bookstore supply vending machines
• Ordered Meraki equipment for IT department
• Ordered tables for welding lecture room

FOOD SERVICE: Tami Weinmann
• Re-opened for summer session July 2nd
• Catering lunches to Upward Bound students for summer (31 students in the program)
• Gearing up for STP annual bike ride.
• Wrapped up summer 8 week session
• Catered to Trio Upward Bound students for the 6 week session
• Taking annual inventory.
• Placing orders for September 24th kick off
• Annual “Deep” cleaning kitchen
• Re-stocking with supplies
• Registered for food show Oct 2nd & 3rd
• Catering to CC101 students (lunches Sept 20th)
• Food costing and menu planning

FOUNDATION/FUND: Sue Young
• Completing scholarship awarding. Beginning Foundation/Fund year end work.
• Scholarships – preparing for Fall Quarter and Scholarship Night
• Getting ready for 2011-12 Foundation audit
• INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
• Adam continued to assist in Central Services with receiving and bulk mail duties
• We continued meeting with grant Managers regarding year-end budget balances
• Budget revisions submitted to SBCTC to close out grants
•Submitted proposal to SBCTC for 12/13 Perkins Block Leadership grant
• Submitted proposal to SBCTC for 12/13 Perkins Special Project grant (Cedar Creek Corrections Center)
• Renee completed the Excel training class with Kathy Brooks
• Renee assisted with LAG “Take a Breather” event
• Renee attended the Foundation Board meeting, representing classified staff
• Adam completed the Leadership Development program
• Renee attended the Distinguished Alumni luncheon
• Adam & Renee attended the Classified Staff meeting
• Adam & Renee attended the Classified Staff meeting with Dr. Walton
• Monthly daycare billings prepared for May
• Outside scholarships balanced for May
• Student Housing budgets balanced for May
• Bookstore payables processed for May
• All grant budgets balanced for May
• Monthly grant billings processed for May
• Monthly Time & Effort reports recorded for May
• Indirect chargebacks processed for May
• Adam resigned in August to take a position at University of Washington
• Hired part-time hourly fiscal specialist 1, Samantha Harris
• Orientation and training of Samantha Harris
• Archiving completed for previous years records
• Continued to set up 12/13 grant budgets
• Various grant budget revisions completed
• Monthly daycare billings prepared for June & July
• Outside scholarships balanced for June & July
• Student Housing budgets balanced for June & July
• Bookstore payables processed for June & July
• All grant budgets balanced for June & July
• Monthly grant billings processed for June & July
• Monthly Time & Effort reports recorded for June & July
• Indirect chargebacks processed for June & July

TECHNOLOGY AND COMPUTER SERVICES – Patrick Allison

Information Technology – Patrick Allison

Ongoing Jobs/Projects:
• Spam Monitoring, Checking spam filters and removing any legitimate emails
• Network Monitoring, Bandwidth usage, flooding, etc.
• Server Monitoring, Upgrading and correcting issues as necessary to maintain 24/7 availability
• Antivirus Administration, Monitoring and responding to virus threats
• Software Updates, Detecting and approving campus wide software updates
• Server Backups & Archives
• SQL, Backups and log monitoring
• HPUX, HPUX security, HPUX job scheduling and maintenance
• Voicemail System maintenance
• NexTalk System maintenance
• Providing direct assistance to users contacting the help desk.
• 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, evaluating enterprise solutions, Meraki, Aerohive, Cisco, HP, Motorola

Completed Jobs/Projects
• 340 Helpdesk tickets serviced and closed
• Installed network equipment security box in Hanke and ECEAP house
• Installed new switch and network cable in ECEAP house
• Moved primary domain controllers for Centralia & Stu to NSC
• Installed new gigabit cables in WAH 211 patch panel
• Removed Meraki & Aerohive AP’s and reinstalled HP AP’s
• Moved secondary domain controller for Stu from virtual machine to physical
• Configured SQL server access for Gina
• Attended Olympic College presentation of Fin Aid automation software package
• Converted voicemail system over to Summer Hours
• Worked with SBCTC-IT an Elluminate session to troubleshoot an ongoing Reflections download problem
• Assisted with the running of campus MIS finals
• Reimaged WAH 211, and WAH 214 with latest version of software including Adobe Creative Studio 6.
• Updated Phoenix Testing lab to Windows 7 from XP and installed new versions of testing programs and typing tutor and several other programs used for instruction
• Updated Procare software for Daycare program
• Installed & configured new virtual server host.
• Installed & configured virtual desktop for Olympic
• Installed & configured virtual desktop for Walla Walla
• Configured firewall for new Wireless zone.
• KeyServer training webinar
• Began implementation of the FARM program for the Financial Aid Department
• Began implementation of the ADP program for the Counseling Center
• Upgraded Phoenix Lab from windows XP to 7 and upgraded all software to be compatible
• IT Staff completed a combined total of 23 hours of online training in Microsoft applications

FACILITIES OPERATIONS & MAINTENANCE
PLANT MAINTENANCE & CONTRUSTION – Gil Elder
• Rebuilt Voc Tec compressor shed and installed new roof
• Demo of old welding shop completed. Interior walls have been cleaned and repainted. Remodel and installation of new air scrubbing equipment will take place over the summer months
• Annual testing of backflow devices completed and results turned into the City
• Representing Centralia College on newly formed “Fixing Centralia Streets” Advisory Committee. Meetings should go through Summer
• Setup for 2012 graduation
• Repairs made to 210 dorm house after damage from students
• Small section of sidewalk by the Diesel lot was replaced after tree roots pushed it up and caused it to crack
• Security camera installed overlooking the welding yard
• Processed 57 work orders for June 2012
• Pressure washed front porch Hanke House
• Replaced doors and locks in 910 Pear house for use as dorm
• Prep and painted exterior of Family Support Center
• Installed steel siding on Voc Tech west wall and painted doors
• Installed new air scrubbing equipment in Voc Tech welding area
• Completed major electrical upgrades, new panels and feeders, for welding shop
• Installed new LED lighting system in Diesel and welding shops
• Painted welding classroom that was outside of contractor’s scope of work.
• Installed irrigation meters at Voc Tech building
• Converted obsolete HVAC control system by Staefa to Siemens controls used everywhere on campus
• Installed new kitchen equipment in LAX to teach teens skills in meal preparation
• Installed new narrow band radio equipment for use by FOM staff
• Processed 116 work orders for July & Aug 2012

CUSTODIAL & GROUNDS – Sean Mayfield, Brenda Novarra-Schaible
• Staff processed 171 work orders in June: Custodial 32; Events 69; Grounds 13; and Physical Plant 57.
• Major events in June included: SAAT Movie Night; Consider the Children Seminar (2); PNCO Music Concert; Advising and Registration Fair (2); ASCC Recognition Night; GED Graduation Potluck; KNOLL Dedication/Reception; People First Bingo Night; President’s Scholar Luncheon; Baccalaureate Service for Centralia High School; Centralia Nursing Class of 2012 Pinning Ceremony; Chehalis School District Vision Program Graduation Celebration; Distinguished Alumni Luncheon; Commencement; Commencement Breakfast; SLIC Graduation Reception; Bookstore Graduation Store Setup; People First Dance; SW Washington Spring Dance Concert; and Upward Bound Summer Program.
• Clean-up of International Housing at 226 Rock St.
• Worked with Business Office staff on physical inventory
• Delivered various items to State Surplus in Olympia
• Deep cleaning completed at campus Daycare
• Installed manual towel dispensers throughout Daycare
• Clean up in Technology Building construction area
• Moved office furniture from Tech 104, 153 to storage to prepare for construction
• Moved office furniture from Hanson 103 to Hanson 105
• Prepared grounds and facilities for 2012 STP
• Three days dedicated to Commencement prep
• Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.
• Staff processed 280 work orders for July and August which included: 56 custodial; 84 events; 24 grounds; and 116 physical plant. Major events included: Consider the Children Seminar(2); Qingyijiang Choir; STP; Protecting Nonprofit Funds Seminar(2); People First Dance (2); 50th Class Reunion; Upward Bound Summer Program; Cowlitz-Wahkiakum Council of Governments; SLIC Blood Drive; BASM Information Night; People First Bingo; New Student Advising Fair; ESL Presentation for Deferred Action for Dreamers; and two-day Organic Farming Workshop.
• The custodial staff has started the summer deep cleaning process which included:
• Cleaned carpets and waxed floors in the Child Development Center
• Cleaned all carpets and floors in Kemp Hall, Washington Hall, Nursing area of NSC, and offices on floor 2, 3.
• Assisted with the cleanup of the Tech construction area.
• Assisted with the deep cleaning in student housing (410 Rock, 226 Rock, 910 Pear, and 209 Iron St.)
• Completed all stripping, waxing, and carpet cleaning at Centralia College East
• Staff coordinated several office moves and furniture moves (WAH 119, Tech. 104, 109,114, 115, Student Center, NSC 117, 306, Hanke House, Central Services, and Library)
• Conducted the Annual Archive shredding and migration of new archive boxes to Tech. Building.
• Assisted with the set up/tear down of the College booth at the Garlic Festival.
• Assisted Rotary with record removal from the Hanke House.
• Assisted with the physical inventory and removal of surplus items.
• Grounds staff worked extensively for the 2012 STP
• Continuous maintenance of the KNOLL.
• Maintenance of sprinkler systems

FOUNDATION – Julie Johnson
• Worked with PIO office (30th Anniversary logo, Kickoff graphic, thank you ads, July NEXUS))
• Continued coordination of the 2012 Chehalis Garlic Festival Wine Tasting event
• Continued cleanup work on endowments
• Coordinating BASM Scholarship awards
• Recognize elder donors birthdays
• Continued solicitation and draft work of the Corbet/Kemp statue; coordinate the next appeal
• Met with the Annual Campaign Committee to draft a fundraising strategy/plan for 2012-13
• Met with the Kickoff Committee in preparation for event
• Mailed Save The Date postcards (11,000) for Garlic Festival Wine Tasting
• Mailed Thank you letters to payroll deduction donors
• Compiled RONNA expenditure reconciliation
• Compiled Quid Pro Quo expenditure reconciliation
- Ran Blackbaud Giving Score query for database
- Tracking of 2012-13 scholarship recipient thank you notes
- Coordination of brick orders/installation
- Attended CRD Regional Conference in Portland with Brian Nupen and Lee Stevens
- Began entering scholarship information on Washboard.org
- Processed 32 donations/$99,150 for the month of July (as of 7/24)
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- Began entering scholarship information on Washboard.org
- Sent out Scholarship notification letters to donors for 12-13 Scholarships
- Prepared annual Annuity Report for Insurance Commissioner
- Prepared lists for Annual Report to the Community (Endowment, Giving, Legacy, etc.)
- Hosted Wine Tasting at the Chehalis Garlic Festival
- Mailed 990 invitations for the annual Kick-off event
- Planning, invitations, and follow up calls for “A Fiddler on the Roof” event
- Coordinated installation of Mohoric memorial bench on campus
- Review CCF Financial Policies with suggested template
- Coordinate Combined Fund Charity Fairs and giveaways
- Continue working on Corbet/Kemp statue models with sculptor
- Order Liquor and Gambling permits for events
- Compiled and mailed CCF Board and CC Trustee solicitation letters
- Processed 112 donations/$101,268 for the month of July
- Processed 55 donations/$12,503 for the month of August