BUDGETS – Vicki Oakerman

- Budget Office – NOVEMBER
  - Submitted reports and expenditure totals for Capital Equipment allocation, SBCTC has indicated they may be able to allocate more dollars.
  - This special allocation benefitted nursing, welding, and electronics programs with specialized equipment.
  - Capital Project accounts set up for properties purchased to help alleviate critical parking needs.
  - Worked with Marla on new program coding structure for instruction budget, remainder of budget still to be done. Plan to implement July 1, 2013.
  - Monitoring tuition revenues and expenditures for operating accounts.
  - Updated ASCC account revenues and expenditures, provided report to director.
  - Monitored November payrolls for budget accuracy.
  - Participated in LAG fall service project and Pumpkin Social.

- Dept. of Energy Grant
  - Worked with various partners on match and expenditure questions, processed invoices.

- Dept. of Commerce Grant
  - Working with COE director on staffing questions for this new project.
  - Clarifying reporting requirements with DOC staff.

BUSINESS & AUXILIARY SERVICES - Marla Miller

- Marla attended Veterans Friendly Campus training on November 27.
- Marla served on the International Program Specialist search committee.
- We received the Centralia College results from the Higher Education Safety Survey conducted by the Dept of Enterprise Services Risk Management division. The results are being reviewed by the Facilities Committee this month.
- AFRS – No errors for October.
- Part of our Discover charges come through the bank under the heading “Discover” while others are lumped in with Bank of America. Working on trying to get the detail web page for credit card deposits up and running properly.
- Dottie is in the process of making manuals for individuals covering her duties. Didn’t realize there are so many little things that no one knows anything about.
- Dottie is continuing to work with various staff training them to cover her duties and getting electronic notices to the various individuals.

BOOKSTORE: Tammy Strodemier

- Bookstore staff participated in Verba software training.
- Receiving hardware for POS system installation
- Working on agreements for POS system installation
- Attended PCCE conference
• Attended Bookstore Council mtg
• Working with faculty on Winter Qtr requisitions
• Placing bin & hold orders with textbook suppliers
• Working on alternate sources for textbooks
• Preparing for Fall book buyback
• Processing accounts payable vouchers
• Negotiating with publishers regarding prices for several custom products
• Winter Qtr class information posted to website

CENTRAL SERVICES/PURCHASING: Bonnie Myer
• Processed 10 bulk mailings for the month of November: quarterly class schedules for winter quarter, Foundation annual reports, plus misc. others.
• Closed out personal services contracts for property appraisals
• Processed land purchases for two properties
• Bids awarded & orders placed for robotic arms and PLC training components for the Electronics program
• Bids awarded & orders placed for plasma cutter and iron worker for the Welding program
• Ordered medication dispensing training unit for Nursing program
• Ordered and received 52 new computers
• Ordered TV broadcast link – multistreamer unit to provide Centralia College with continued access to cable TV broadcast abilities for our Radio & TV educational program
• Filed postal permit renewals with the US Postal Service for Centralia College’s primary permit, plus bulk mailing and business reply mail permits
• Brenda Novarra-Schaible was offered and accepted the position opening in Central Services. She will be transitioning from her previous position in the Facilities Dept. in the month of December, working part-time in both departments until the end of the year. Training in Central Services began December 3rd.

FOOD SERVICE: Tami Weinmann
• Stephanie out for surgery until January. Covering with existing staff.
• Listing of items carried in food services that are gluten free
• Added a breakfast special (Weekly)
• Worked with International Students to prepare and offer food from different cultures.
• Gearing down for Winter break!

FOUNDATION/FUND: Sue Young
• Foundation Audit complete.
• 2013-14 Scholarship application opened online December 1

INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
• Continued training for Debbie and Samantha
• Debbie & Renee assisted with the distribution of the Noel-Levitz student survey
• Debbie, Samantha & Renee attended Conflict Resolution training
• Samantha attended “Veteran’s Friendly Campus” training
• Renee attended Lyceum, Centralia College Choir concert
• Debbie and Renee attended Classified Staff meeting with Dr. Walton
• Debbie & Renee attended the BFET provider’s meeting via ITV with other BFET staff
• Renee attended the Foundation board meeting, representing classified staff
• Renee is serving on the Distinguished Alumni committee
• Processed and tracked 114 part-time hourly and student time sheets for staff paid from grant funds.
• Enrolling students in the Tuition Payment Plan; there are currently 34 students enrolled totaling $21,087 owed. Winter quarter tuition is due December 5, with the payment plan opening for enrollment on November 26th.
• Monthly daycare billings prepared for October, totaling $36,303.
• Outside scholarships balanced for October; there are currently 337 total personal fund and outside scholarships totaling $164,260
• Student Housing budgets balanced for October
• All grant budgets balanced for October
• Monthly grant billings processed for October, totaling $198,222
• Monthly Time & Effort reports recorded for October
• Indirect chargebacks processed for October, totaling $15,894
• Foundation & Fund bank reconciliations completed for October

TECHNOLOGY AND COMPUTER SERVICES – 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, deployment of Meraki cloud managed equipment

Completed Jobs/Projects
• 187 Helpdesk calls completed
• New access points in HWC and KMP.
• Upgraded Virtual Server Hosts.
• Recabled and upgraded switches in WAH 202 Network Room
• Built-up virtual server for Bookstore.
- InnerVu replacement of motherboard in line printer
- InnerVu replacement of power supply and Ethernet card in line printer
- Replaced all 31 LCD monitors in WAH 211 as a preventative measure. Old monitors were purchased in 2004.
- Replaced all five Laserjet printers in the WAH hall labs as the old ones have exceeded their expected lifespan. Old printers were purchased in 1999.

**FACILITIES OPERATIONS & MAINTENANCE**

**PLANT MAINTENANCE & CONTRUSTION – Gil Elder**
- Extensive work on small maintenance projects
- Worked with VP, Sean and Brenda on Core Themes for Accreditation
- Installed new camera looking towards smoking shelter behind Library
- Completed repair maintenance of Voc Tech pole lights
- Completed projects related to welding shop remodel
- Processed 80 work orders for NOV 2012

**CUSTODIAL & GROUNDS – Sean Mayfield, Brenda Novarra-Schaible**
- Facilities staff processed 170 work orders: 32 Custodial; 56 Events; 2 Grounds; and 80 Physical Plant.
- Major events included: Centralia College Foundation Accounting/Business Pizza Social; People First Bingo; Consider the Children Seminar; Veterans Day & Boots 2 Books Unveiling; Laugh All Night Comedy Concert; Lewis County Concerts; People First Dance; Soup Feed for the Homeless; Pumpkin Pie Social; Transgender Day of Remembrance; and PNCO Children’s Concert.
- Working toward the transition of personnel changes
- Cleared out Journalism Lab in preparation for the Veterans Center
- Working on Accreditation Standard 3.2 (Facilities)
- Evaluated and started Student Worker replacement needs for Winter Quarter
- 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 manual irrigation of trees and creek bank plantings.
- Continuous maintenance of the KNOLL.
Admin Cabinet Meeting
November 5, 2012
Boardroom C


Those not present: Gil Elder, Tammy Strodemier

I. Department Updates

Central Services/Purchasing: Bonnie stated that she has been finalizing her capital funding purchasing analysis. She provided an update for the remaining capital purchases related to the welding renovation project and also noted that we recently awarded bids related to this and for nursing program equipment. She then stated that she had another electronics program bid in process. Next Bonnie noted that changes were coming in our mail services and bulk mailings and that she recently filed the college’s fuel economy report to the US Department of Energy.

Business Office: Marla said that she is serving on the hiring committee for the new International Student Specialists position and is also working on student housing issues. She said that the Business Office recently hired Pam Chapman and noted the additional training demands that come with hiring employees from the private sector. She closed by noting that staffing shortages are heightening the problem of supervisors not getting time sheets turned in.

Custodial: Brenda said that 182 work orders were processed last month and 57 of those were event set ups with several major events.

Grounds: Sean said that grounds staff have been busy with leaves and specifically with keeping roof top drains free of leaves and debris. He indicated that they have also been busy with their regular grounds duties.

Facilities: No Report

Budgets: Vicki said that she recently attended a BAR ITV meeting with Marla that was focused on coding and that soon we will have new budget codes. She said they also discussed the CTC Link project and the competition between the two vendors bidding for the project. Members discussed how the role out of this project will evolve. Vicki then stated that she has been working with Bonnie and Durelle on the college’s capital expenditures list and working with Dottie on duties transferring from her after her retirement. She also said that she has been learning the basic payroll screens. Vicki then stated that she has been working on 3rd year efforts for the DOE grant and working with its project manager to make sure all available funds are used. She closed by noting that she has also been tracking the COE grant.

Information Technology: Patrick said that IT staff have been replacing old computers with refurbished machines, which means they have been replacing 7+ year old machines with 3 year old machines. He also said that the wireless project is about 70% complete, that IT has deployed the FARM program for Financial Aid, and that IT staff are still configuring the ADP program. A committee member then asked if Meeting Maker was going to be replaced by Megamations or CTC Link. Steve Ward weighed in and said that he thinks Megamation is the direction the State Board is going and that when we are finally “disconnected” from HP we will have to make sure
our information has been input into Megamations. Steve then suggested that FOM schedule a meeting with IT and Instruction to discuss the transition away from Meeting Maker. Patrick concluded his report by discussing IT’s efforts at Spam filtering.

*Bookstore:* No report

*Foundation:* Julie said the foundation wrapped up the scholarship process for his year. She also said that Sue has been busy dealing with the Foundation audit. Julie added that the annual kick-off is wrapped up and that the Foundation is working on two events for December, end of year solicitations, and is starting the Distinguished Alumni Award process. Bonnie thanked Julie for her work on the smart barcode requirements for mailings, which go into effect with the New Year.

II. **Admin Core Themes** – Steve Ward discussed the results of his first round of meetings with staff that focused on Indicators and Measurements.

III. **Technology Committee** – Patrick said that applications for student use fee funds are due on Friday. He then talked about the schedule for smart classrooms. Marla then asked if the committee should discuss security issues related to laptops that can be checked out from the Library. Members also discussed issues related to employees buying tablet computers and then trying to get the college to reimburse them without paying the technology fee.

IV. **Facilities and Safety Committee** – Gil Elder said that the committee completed its work plan and forwarded it IE. His also noted that they held a special meeting to cover security issues. Steve then shared news about OCR audit issues related to security.

V. **VP Report** – Steve announced that Brenda is taking a position in Central Services and that plans for FOM were still in discussion.

VI. **Other** – No report.

The Next Admin Cabinet meeting will be Monday, December 3, 2012 in the FOM conference room, from 2:00 p.m. - 4:00 p.m.