BUDGETS – Vicki Oakerman

- Budget Office – January
  - Prepared job scheduling requests for FMS budget initialization process for 2013/14.
  - Finalized 2012/13 budget book document which is available under Administration on MyCC.
  - Monitoring tuition revenues through winter quarter.
  - Monitoring expenditures for budget coding accuracy using online reports and daily document check.
  - Monitoring capital equipment expenditures, the final two items should be received in February.
  - Monitoring expenditures for capital property purchases to be used for future parking locations, funded through ASCC dollars.
  - Assembling questions that we have regarding the budget program coding structure that will be implemented July 1, 2013. Our questions will be sent to the BAR group representative.
  - We are discussing and planning ways to help campus staff learn the new account structure before July 1.
  - Participated in webinar regarding Filemaker Software, a versatile database program that could offer some good accounting options.
  - Attended LAGers planning meeting for March 7th Chocolate Fountain Social and Silent Auction. This year’s auction proceeds will benefit the Literacy Council and a new LAG Scholarship.

- Dept. of Energy Grant
  - Mid-year project/fiscal review done for all grant partners. Quarterly fiscal report submitted to Dept. of Energy for 12/31/12. Work plans and fiscal goals are on track for the half way mark of year 3 for this project.
  - Attended match/leverage training provided by Bob Topping of RETC. Discussed match issues with several partners in attendance.

- Dept. of Commerce Grant
  - Reviewed fiscal content of interagency agreement with Peninsula College, for this technical assistance grant. Peninsula will develop and deliver on-line classes from their Entrepreneur Program for energy technology students throughout the CC system.

BUSINESS & AUXILIARY SERVICES – Marla Miller

- Business Office - January
  - Marla is serving on the search committees for the Director of Institutional Research and Planning and the Director of Workforce and Continuing Education.
  - Working to put another house on-line for student housing. All existing student housing slots are full.
  - Assisted with the analysis for completion of the Workfirst and BFET funding surveys.
Marla met with a group to discuss and review the optional veteran’s waivers and provide information to EMT for discussion on whether to continue or discontinue for next fiscal year.

AFRS – No errors for December.

There has been a huge learning curve as we figure out how to get things done without Dottie here to guide the accounting functions.

BOOKSTORE: Tammy Strodemier
- Completed Winter quarter rush.
- Rented approximately 950 textbooks to students for Winter quarter.
- After winter quarter rush, the bookstore staff have been doing all of the preliminary work in preparation for the POS system installation.
- The bookstore will be closed February 19 – 25 for installation of and training for the new point of sale (POS) system. Vending machines are available for bookstore supplies in Washington Hall, NSC and Library.
- Spring book requisitions have been sent out to the faculty.
- Training part-time staff person to process accounts payable vouchers

CENTRAL SERVICES/PURCHASING: Bonnie Myer
- Processed 12 bulk mailings for the month of January
- Continued training for Brenda Novarra-Schaible with her new Central Services duties
- Brenda reviewed surplus equipment stored various places on campus. She is evaluating items to determine if they have a useful purpose elsewhere on campus or should be routed to State Surplus in Olympia.
- Brenda doing preliminary prep for surplus sale of large items for various departments.
- Mailroom boxes and staff listings updated for winter quarter
- Processing month end chargeback reports for January: vanpool, printing, mail
- Coordinated with vendors on two warranty replacements of equipment for the Physics Dept.
- Working with Instruction Office and copier company regarding replacements of several copiers with expiring lease contracts
- Set up access and trained TRIO staff members Sandy Russell and Kat Kaut for online ordering with Office Depot
- Working with Cristi Heitschmidt & Linda Wilcox from CFS on a contract with Cispus Learning Center to provide assistance with their program in the East County region.
- Printed 2012-13 budget books for Vicki Oakerman
- Processed notary bond order for Renee Lawson
- Assisting Anita Honaker with new chair purchase
- Working with Jamie Krause/Center of Excellence regarding contact addendum for services through the RETC – Regional Education & Training Center in Elma.
- Bonnie attended the Campus Security & Safety Forum Feb. 23rd.

FOOD SERVICE: Tami Weinmann
- Offering daily breakfast and lunch specials
- Adding more gluten free options
- Catered box lunches for the Nursing meeting Jan 9th in NSC
• **INSTRUCTIONAL GRANTS AND CONTRACTS:** Renee Lawson
  - Our office has been fighting the flu bug, with both Debbie and Samantha out some this month.
  - Renee attended the Foundation board meeting, representing classified staff.
  - Renee is serving on the Distinguished Alumni committee.
  - Renee attended the Facilities and Safety Committee Safety and Security Forum.
  - Renee and Debbie attended the BFET Provider’s Meeting via ITV along with staff from the Work First/Worker Retraining office.
  - Debbie & Renee attended the BFET Fiscal Training session via ITV offered by SBCTC.
  - Renee attended Generational Differences training.
  - Renee attended the Lyceum, “Make Fitness A Part of Your Day”.
  - Renee attended the Children’s Lab School/ECEAP winter musical concert.
  - Debbie & Renee attended the winter quarter Classified Staff meeting.
  - Debbie worked with Jana Fraley from the Instruction office to possibly fine-tune some of the data express reports we use in the student payment process.
  - Renee worked with Nicole Silva in the Academic Transfer office to assist with setting up a budget tracking system.
  - Completed a Work First budget revision to address increased tuition and book costs for WF students.
  - Completed a Perkins Special Projects application for Pacific Northwest Center of Excellence for Clean Energy to host an Industry Skills Gaps Forum. $1,000 awarded.
  - Processed and tracked 97 part-time hourly and student time sheets for staff paid from grant funds.
  - Enrolling winter quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 215 students enrolled totaling $77,156 owed.
  - Monthly daycare billings prepared for December, totaling $15,474.
  - Outside scholarships balanced for December; there are currently 177 total personal fund and outside scholarships totaling $174,827.
  - Student Housing budgets balanced for December.
  - All grant budgets balanced for December.
  - Monthly grant billings processed for December, totaling $534,719.
  - Indirect chargebacks processed for December, totaling $24,737.
  - Foundation & Fund bank reconciliations completed for December.

**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, deployment of Meraki cloud managed equipment

- Completed Jobs/Projects
  - 353 Helpdesk calls completed.
  - Heavy volumes of student email calls due to Microsoft hosting change
  - Assisting with annual renewals related to Adobe, Wolfram, and Attachmate. Working through changes in Adobe licensing program.
  - Researched campus desktop emergency alerting solutions.

**FACILITIES OPERATIONS & MAINTENANCE**

- **PLANT MAINTENANCE & CONTRUSTION – Gil Elder**
  - Painted inside bedroom walls at 401 King Street house for use as dorm
  - Re-wired 401 King to bring up to code – install plumbing for washer/dryer
  - Removed garage door and installed a new back door at 401 King
  - Installed carbon monoxide detector in all dorm houses
  - Established extension 232 as hot line for urgent calls but not urgent enough for 911. Installed extra phones in FOM and making sure someone is always there 8-5
  - Meet with architectural firms from all over the northwest as part of the selection process for a new design team for the Trans-Alta Commons project
  - Processed 72 work orders for Jan 2013

- **BUILDINGS & GROUNDS – Sean Mayfield**
  - Buildings and Grounds staff processed 130 work orders: 28 Custodial; 98 Events; 4 Grounds.
  - Major events included: John Ford Coley concert.
  - Completed first draft of Accreditation Standard 3.2 (Facilities)
  - Worked on real estate purchases related to parking expansion plan
  - Worked with Facilities and Safety Committee to host campus safety and security forum
  - Extended extension 232 coverage to 7 pm with the hire of p/t hourly employee
  - 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:
  - Worked with PIO office (IRA notices, Elk Hunt posters/tickets, Murder Mystery posters/tickets)
  - Worked on college accreditation process
  - Recognized elder donors birthdays
  - Continued work of the Corbet/Kemp statue
  - Working on process to reconcile donations with Accountant
  - Coordinated Distinguished Alumni Committee work for 2013
  - Print and distribute Elk Raffle posters for 2013-14
  - Create scholarship display for library lobby
  - Scanning historical documents (Committee minutes) for archiving
  - Order music stands for Theatre (from endowment distribution)
  - Coordinate tour of Tech Building
  - Coordinate Michael Smith Gymnasium interior signage
  - Coordinate Hanke Staff Mini Grant, Hanke Faculty Achievement Award, and Exceptional Faculty Award processes
  - Hosted annual Economic Report to the Community
  - Continued delivery of thank you organization certificates and college/foundation updates
  - Attended Association of Fundraising Professionals conference in Seattle
  - Attending Blackbaud web training
  - Wrap up Angela Meade concert and create new endowment
  - Mailed out year-end contribution statements (455), IRA postcards (2,246), and Murder Mystery Dinner postcards (343)
  - Processed 99 donations $11,219 for the month of January (as of 1/31)