January 2014

BUDGET OFFICE:
- Monitoring tuition and Running Start collections to date.
- Monitoring expenditures from operating budget.
- Recalculated Federal Work Study and Student Employment hours available for remainder of year due to minimum wage increase.
- SAI project cost estimate calculations done for various retention proposals.
- Presented portions of Financial End Statement 3.1 to the IE committee for review and comment.
- Completed the Compensation Impact Model for SBCTC which is used by SBCTC and the Legislature in projecting overall salary and benefit costs.
- Presented a campus training session on Records Retention criteria and requirements.
- Attended BAR meeting via webinar; discussions on ctcLink project regarding various accounting procedure issues.
- Attended Webinar on ctcLink and our third wave status; discussions beginning on data cleanup in preparation for the change.
- Training and cross training in payroll continues; the goal is for everyone in the department to be familiar with all major processes.

CAPITAL PROJECTS
- Attended meeting with architects on remodel of Diesel shop for BASD expansion.
- Initial documents for parking area ADA compliance project processed.

STUDENT CENTER CONSTRUCTION PROJECT
- Attended Value Analysis presentation with architects, DES staff, college staff; and follow up meeting to discuss and accept some of the proposals outlined by the Value Analysis team.
- Tracking costs to date; working with DES staff on amendments and payments to architects.

DEPT. OF COMMERCE GRANT
- Energy Entrepreneur Project completion timeline updated.

INFORMATION TECHNOLOGY:
- 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.
• Weekly system-wide software upgrades being pushed remotely.

**IN PROGRESS JOBS/PROJECTS**

• Documentation, Network infrastructure.
• Campus servers, re-organization and migration to virtual environment.
• Active Directory, Domain Structure.
• Software license inventory.
• Preparing “Student” network domain to migrate student email and require network authentication when students access the Centralia College network.

**COMPLETED JOBS/PROJECTS**

• 388 Helpdesk calls completed in the month of January.
• Backed up 2013 Mail Archives to Blu-Ray discs.
• Tested ESET anti-virus software and administrative console.
• Worked with K20 NOC & Century Link to troubleshoot campus connectivity.
• Reconditioned old server for use at CCE.
• Configuring Firewalls for Campus to CCE VPN.
• Providing employee professional development training.

**BUSINESS & AUXILIARY SERVICES:**

• Received notification from SBCTC that the IRS will be waiving penalties for all colleges and universities related to the missing SSNs on form 1098-T for tax year 2011. NACUBO is working on addressing 2012 and beyond as well until schools are able to use the TIN matching program.
• Completed End Statement reports for End 3.1.
• Attending weekly ctcLink Finance SME web-ex meetings.
• Marla attended Interest Based Bargaining training on January 10 and is a member of the Administration Bargaining Team negotiating the new faculty agreement.
• Marla and Vicki attended the BAR meeting via web-ex on January 23 and 24.

**BOOKSTORE**

• Offered extended hours on January 2nd.
• Inventoried textbooks.
• Opened and closed online adoptions for spring requisitions.
• Closed rental program for fall quarter and returned rental books to various companies.
• Processing spring quarter textbook requisitions.
• Processing payment vouchers and agency billings for winter quarter.
CENTRAL SERVICES/PURCHASING

- Brenda Novarra-Schaible processed three bulk mailings during January 2014, including the Spring Quarter Class Schedule.
- Brenda also facilitated the surplus process for Central Services’ old postal meter.
- Bonnie Myer assisted Child & Family Studies with setting up new accounts with several vendors to cover food purchases for their programs due to Safeway no longer accepting purchase orders.
- Bids obtained from vendors for Laser Engraver for the IT Department. Award pending.
- Bid documents being prepared for purchase of new digital projector for CC East.
- Bid in planning stage for Electronics/Robotics equipment.
- Processed US Postal Service permit renewals for Centralia College for primary account, business reply mail, and bulk mailings.
- Bonnie ordered $14,000 worth of GED Test Vouchers for Garrett Heyns Education Center use.
- Kellie Schulz processed over 300 purchase orders on behalf of various campus departments during January 2014, up from previous months: November – 250 orders; December – 230 orders.
- Bonnie attended State Dept. of Enterprise Services training regarding set-up of new account for agency fuel cards on 1/13/14.
- Bonnie also attended FERPA/Public Records Training on 1/14/14.

FOOD SERVICE

- Working on getting food to Washington Hall & Science center on a mobile cart for staff and students unable to get up to the Blazer Bite.
- Now that we have the donut smell issue eliminated, we are working on getting iBean Espresso & Mini Donut relocated to the Science center lobby area. Gerald will be able to accommodate more staff and students as well as offer food options from the Blazer Bite for both day and night classes.
- Tami Weinmann is scheduled to attend food show in March.

INSTRUCTIONAL GRANTS AND CONTRACTS

- Continued training and cross-training for Erin.
- Erin attended Public Records/FERPA Training.
- Renée attended the Lyceum, An African Safari by Professor Michael Threapleton.
- Debbie attended the BFET meeting via ITV along with college program staff.
- Renée met with ECEAP manager and Program Assistant to go over budget status and plan for year-end expenditures.
- Renée met with TEEN/Foster Youth program Manager to discuss program expenditures and set up new account for TEEN catering which also will be tracked by the Grants office.
- January brought some new grants for the Child and Family Studies program from Lewis County. All required set up and meetings with program staff to establish budgets.
- Renée met with WorkFirst staff to discuss budget status, complete a program survey, and request additional program funds for 13/14 student tuition and work-study funding.
- Renée is serving on the Student Policy Council.
- Renée attended the Foundation board meeting representing classified staff.
- Monitoring the Payroll Expense Distribution Reports to insure correct coding of grant expenditures.
- Processed and tracked 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 186 students enrolled totaling $74,339 owed.
- Monthly daycare billings prepared for January, totaling $14,609. Also, all 53 Financial Aid holds (BFET, Op Grant, Work First and Worker Retraining) are paid for winter quarter.
- Outside scholarships balanced for December; there are currently 295 total personal fund and outside scholarships totaling $168,917.
• Student Housing budgets balanced for December.
• Foundation and Fund check registers reconciled for December.
• All grant budgets balanced and billed for December.
• Indirect chargebacks processed for December.

BUILDINGS & GROUNDS
• Buildings and Grounds staff processed 109 work orders during January: 8 Custodial; 97 Events; 4 Grounds.
• Major events included: People First Bingo, China Creek Watershed Meeting, ECEAP Family Night, Transfer/Advising Fair, KACS Talent Show, CHS Athletic Fund Raiser.
• Worked with Director of Maintenance & Construction to addresses safety issues in the Gym.
• Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, leaf removal, and maintenance of flower beds, lawns, parking areas, and sidewalks.
• Removed leaves from rooftops of campus building to prevent storm drains from clogging.
• Continuous maintenance of the KNOLL including weeding and removal of dead species.
• Completed final draft of END Statements for February IE review.

PLANT MAINTENANCE /CONSTRUCTION
• Repaired wall in cafeteria in storeroom.
• Replaced 5 toilets in WAH Hall that were cracking.
• Met with architects on the new commons (TAC) project to look at Value Engineering reports.
• Selected engineer to oversee ADA parking lot project this summer.
• Architect selected for new Diesel shop remodel in preparation for new four-year program.
• Work orders processed for the month of Jan. was 84.

FOUNDATION
• Worked with PIO office (Economic Report to Community, Lyceum, Class Act, and Murder Mystery promos).
• Recognize elder donors birthdays.
• Post to FaceBook and Twitter on a weekly basis.
• Coordinating community events: Rotary Spelling Bee, Rotary Prez Recognition, Rotary Murder Mystery.
• Coordinate Exceptional Faculty, Hanke Faculty Achievement, and Hanke Mini Grant Committee meetings for 2014.
• Award bid for paved access to Prather Road property.
• Review CCF Investment mix and prepare historical report.
• Oversight of electrical upgrades on second floor of Hanke House.
• Oversight of 2014 Distinguished Alumni notification and event.
• Track BASM and BAS donations/scholarships.
• Host new board member orientation.
• Endowment cleanup work.
• Processed 97 donations/$46,130 for the month of January (as of 1/29).