ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS
December 2012

BUDGETS –Vicki Oakerman

- Budget Office - December
  - Monitoring tuition revenues.
  - Monitoring expenditures for budget coding accuracy and operating totals.
  - Continued work on new budget program coding structure that will be implemented July 1, 2013.
  - Updated ASCC account revenues and expenditures, provided report to director.
  - Monitored December payrolls for budget accuracy.
  - Worked with payroll coordinator to create L& I rate calculation spreadsheet for annual changes.

- Dept. of Energy Grant
  - Prepared and presented fiscal report for Governance Board Meeting. Discussed mid-year review process with project manager, a review of expenditures and match by individual partner will be done in January.

- Dept. of Commerce Grant
  - Met with Project Coordinator and COE director to discuss match and overall budget for this project.

BUSINESS & AUXILIARY SERVICES - Marla Miller

- BOOKSTORE: Tammy Strodemier
  - Held Fall book buyback
  - Gearing up for Winter quarter rush
  - Working on POS system installation scheduled for February
  - Processing accounts payable vouchers

- CENTRAL SERVICES/PURCHASING: Bonnie Myer
  - Brenda Novarra-Schaible officially joined our department as of December 2012. She split her time between our area and the Facilities Dept. until the holidays in order to facilitate an easier transition for the Facilities area. Brenda will be in charge of Receiving for incoming freight, Van Pool, Equipment Inventory, Surplus property disposals, and assistance with various Central Services functions as needed.
  - Brenda has been reviewing state policies and procedures for inventory and surplus property. She will be reviewing our internal procedures for handling of these duties.
  - Processed 5 bulk mailings for the month of December
  - Assisted GHEC with the purchase of new computers, computer workstations, and photocopier
  - Preparing to update mailrooms to incorporate staff departures and new additions
  - Processing month end chargeback reports for printing, mail, & van pool
  - Bonnie participated in the first of many Procurement Reform trainings that will be offered by the Dept. of Enterprise Services: Sole Source, Emergency Purchase, & Direct Buy Purchases.
• FOOD SERVICE: Tami Weinmann
  o We were closed for the holiday.
  o Stephanie is back at her cashiering post.
• FOUNDATION/FUND: Sue Young
  o Beginning the 2013-14 Scholarship application process which opened online Dec. 1
• INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
  o Debbie, Samantha & Renee attended the campus Holiday Breakfast
  o Debbie, Samantha & Renee attended retirement luncheon for Dottie
  o Debbie, Samantha & Renee attended Admin Staff Holiday luncheon
  o Renee attended the Foundation board meeting, representing classified staff
  o Renee is serving on the Distinguished Alumni committee
  o Processed and tracked 101 part-time hourly and student time sheets for staff paid from grant funds.
  o Enrolling winter quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently over 200 students enrolled totaling $149,300 owed.
  o Monthly daycare billings prepared for November, totaling $26,249.
  o Outside scholarships balanced for November; there are currently 185 total personal fund and outside scholarships totaling $161,355.
  o Student Housing budgets balanced for November.
  o All grant budgets balanced for November.
  o Monthly grant billings processed for November, totaling $320,317.
  o Monthly Time & Effort reports recorded for November.
  o Indirect chargebacks processed for November, totaling $15,717.
  o Foundation & Fund bank reconciliations completed for November.

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.
  o Creating user accounts and delivering user credentials.
  o Creating and delivering purchase orders for users.
• Complete Field Help Desk calls for user on campus.

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

• Completed Jobs/Projects
  o 124 Helpdesk calls completed
  o Upgraded DMZ DNS server to Server 2012
  o Expanded Backup Disk Array from 4TB to 8TB
  o Implementing new student email process due to Microsoft upgrade to Office365 for hosted email system.
  o Have installed all 40 new computers for WAH 203, Computer Commons.
  o Have installed new projector for WAH 211. Does include new audio and switching system. Will support 3D images and movies.
  o Have packed and sent all replaced computers to WA State Surplus.
  o Moved staff office computers.

FACILITIES OPERATIONS & MAINTENANCE

• PLANT MAINTENANCE & CONSTRUCTION – Gil Elder
  o Continued work on small maintenance projects
  o Worked with VP, Sean and Brenda on Core Themes for Accreditation
  o Campus-wide fire extinguisher audit
  o Extensive security issues related to multiple campus incidents
  o Processed 50 work orders for DEC. 2012

• BUILDINGS & GROUNDS – Sean Mayfield
  o Facilities staff processed 119 work orders: 24 Custodial; 41 Events; 4 Grounds; and 50 Physical Plant.
  o Major events included: Nutcracker; Angela Mead Concert, Advising Fairs, Workfirst Workshop.
  o Transitioning Brenda Navarro-Schaible to Central Services and Sean Mayfield to Director of Buildings and Grounds position.
  o Working on Accreditation Standard 3.2 (Facilities)
  o Continued evaluation of and process for Student Worker replacement needs for Winter Quarter.
  o Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.
  o Continuous maintenance of the KNOLL including manual irrigation of trees and creek bank plantings.