December 2013

BUDGET OFFICE:
• Monitoring tuition and Running Start collections to date.
• Monitoring expenditures from operating budget.
• Continued work on operating budget document.
• Chaired interview committee for payroll coordinator position, replacement for Jodi Urich.
• Updated available information for financial End Statements, waiting on comparative data information from SBCTC.
• Completed Faculty Salary Survey for SBCTC.
• Monitoring Student Achievement dollars newly allocated from state; projects for enhanced student achievement and retention are being requested, evaluated, and approved by administration.
• Prepared an analysis of S & A funds collected to date for ASCC Director for comparison with projections done in Spring 2013.
• Monitored ASCC expenditures to date, reported to Director.

CAPITAL PROJECTS
• Tracking capital costs for parking properties purchased with local funds.
• Monitored expenditures from state allocations for minor capital projects and maintenance.

STUDENT CENTER CONSTRUCTION PROJECT
• Attended construction meeting with architects, DES staff, and college staff. Discussed overall design phase components, costs and timelines.
• Tracking costs to date; working with DES staff on amendments and payments to architects.
• Updated VP Finance & Admin on project cost status.

DEPT. OF COMMERCE GRANT
• Prepared Interagency Agreement with Grays Harbor College for work on the Energy Entrepreneurism Program project.
• Provided PNCECE Director with budget update for project.
• Worked with DOC staff on problems with reimbursement process, problem has been corrected and reimbursement was received.

INFORMATION TECHNOLOGY:
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.
• 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
• 583 Helpdesk calls completed in the month of November.
• 10 hours of online training in software applications completed.
• Upgraded all campus Domain Controllers to 2012 R2.
• Installed and configured new Backup Server.
• Upgraded Web Server to 2012 R2.
• Switched computer labs from “Stu” network domain to “Student” network domain.
• Switched smart classrooms from “Stu” network domain to “Student” network domain.
• Preparing to install a new smart classroom in the open area of the Library for math lab.
• Learned new skills with SQL to help maintain ADP better from Dave at LCC.

BUSINESS & AUXILIARY SERVICES:
• Reviewing reports to clean up the 2013 1098Ts prior to the final run on January 8.
• Training with Dottie on how to read and clean up the AR sub ledger.
• Working on end statement reports for End 3.1.
• The foundation audit is finally complete.
• 2014-15 Scholarship application available online for students to apply.

BOOKSTORE
• Ordering textbooks for Winter Quarter.
• Working with faculty on last minute class changes/textbook changes.
• Textbook information posted on Web site December 5.
• Completed book buyback. Added an additional day (Friday, last class day) and changed location to NSC. Next quarter will move back to Student Center Lobby.
• Rented 1568 textbooks for Fall Quarter all but 41 have either been purchased or returned.
• Rental books shipped to used book companies for rebates.
• Receiving, stocking shipments of textbooks for Winter Quarter.
• Returning Fall Quarter textbooks to used book companies and publishers.
• Entering Winter Quarter Financial Aid awards into accounting system.
CENTRAL SERVICES/PURCHASING

- Brenda Novarra-Schaible processed ten bulk mailings in the month of December.
- Brenda prepared large volume of surplus parts and equipment from the Electronics Dept., for shipment to State Surplus in Tumwater.
- Brenda also posted an online auction for surplus water fountains for the Facilities Dept.
- Brenda participated in Fork Lift Operator Training class on 12/18/13.
- Month-end chargeback report for mail re-designed/updated to mirror budget accounts added to new postal meter in November.
- Facilitated group lodging arrangements for Basketball team & TRiO Department staff activities.
- Year to date: Purchasing has processed 1,635 purchase orders for the 2013-14 school year, as of 12/26/13. This is an increase of 150 orders or approximately a 10% increase compared to this time last year.

FOOD SERVICE

- Closed for winter break.

INSTRUCTIONAL GRANTS AND CONTRACTS

- Hired Erin Strasheim, a current CC student who will graduate in June with her ATA in Accounting, as a part-time hourly Fiscal Specialist 1. Erin has been training in the processes of our office and is catching on fast.
- 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 126 students enrolled totaling $117,514 owed.
- Monthly daycare billings prepared for December, totaling $37,012.
- Outside scholarships balanced for November; there are currently 186 total personal fund and outside scholarships totaling $200,664.
- Student Housing budgets balanced for November.
- All grant budgets balanced and billed for November.
- Indirect chargebacks processed for November.

BUILDINGS & GROUNDS

- Buildings and Grounds staff processed 61 work orders during December: 18 Custodial; 43 Events; 0 Grounds.
- Major events included: PNCO Concert, Band Concert, President’s Scholarship Concert, PTK Craft Fair, Lewis County Concerts, End of Quarter Book Buyback in NSC, Nutcracker, Holiday Breakfast, Advising Fair, TRIO Life Management, People First Bingo, Washington Business Week, LCC Holiday Tournament.
- Concluded FOM customer service survey and began analysis of survey data.
- 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.
- Worked on updates to benchmarks and outcomes for 2014 END and Accreditation Reporting.

PLANT MAINTENANCE /CONSTRUCTION

- Serviced all fire extinguishers on campus.
- Inventoried all lighting fixtures on campus.
• Architects on the new commons (TAC) project have finished 100% schematic design and dropped off new drawings for our review.
• New security camera installed on FOM facing Heritage Court.
• WAH 110 remodeled into Tax Lab (Previously Vet Center).
• WAH 146 remodeled into Medical Assistant Classroom (Previously Art Room).
• Work orders processed for the month of Dec. was 56.