ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS  
May 2013

Budget Office – March
- Budget Office – May
  - Monitoring tuition revenues
  - Monitoring operating budget expenditures, preparing transfers for year-end close out
  - Updated ASCC expenditures and revenues to date for Director
  - Monitoring payrolls for budget accuracy
  - Monitoring capital property and equipment accounts
  - Met with staff from various areas of campus regarding the program coding changes that will take effect July 1, 2013
  - Updating program codes in budget documents

- Dept. of Energy Grant
  - Verifying contract and match balances with all partners
  - Attended final Governance Board Meeting, presented fiscal report and discussed close out procedures
  - Prepared budget updates for Project Manager and Project PI

- Dept. of Commerce Grant
  - Provided budget update to Director and Project Specialist
  - Working with DOC staff on ACH/EFT issues, our Project Specialist has been reassigned

- Dept. of Labor Grant Proposal
  - Reviewing SGA fiscal information for new DOL grant proposal to be submitted in June by PNCECE

BUSINESS & AUXILIARY SERVICES - Marla Miller
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  - New credit card machines have been ordered and should be installed sometime in June.
  - The laser check printer for printing our vendor checks has been ordered and will take six weeks to two months for delivery/installation.
  - Scholarship offers have been sent out.
  - FY14 BFET grant was submitted.
  - Attended meetings with Student Services on fall tuition, running start and program coding.
  - AFRS - no errors for April.
• BOOKSTORE: Tammy Strodemier
  o Planning for physical inventory with new POS system
  o Preparing for Commencement booth and book buyback
  o Working with faculty on Summer and Fall textbook requisitions
  o Placing orders for Summer Qtr
  o Meeting with vendors and placing BTS orders
  o Billing/balancing Agency accounts for Spring Qtr
  o Taking textbook inventory and processing returns for Spring
  o Reviewing pre-design plans for new student center
  o Working on book list, pricing, rentals, qty for Summer qtr
  o Distributed gift baskets to area high schools in cooperation with Foundation
  o Loaned items for display at job fair

• CENTRAL SERVICES/PURCHASING: Bonnie Myer
  o Brenda Novarra-Schaible coordinated several more successful surplus auctions including
    sales of two forklifts, a bus and vehicle tool box for Diesel Program in the month of May.
  o Brenda is continuing to cross-train for backup cashiering duties
  o Engraved 41 award plaques for Sports Awards event
  o Continuing to work with Garrett Heyns and Cedar Creek on setting up accounts and
    procedures for purchasing GED Testing vouchers for their students
  o Held chair demo for boardroom chair replacements May 6-10. Final selection being
    made and order for 50 new chairs will be placed for delivery in July 2013
  o Processing 2013-14 blanket orders
  o Purchase order volume up steeply in May as we approach the end of the fiscal
    year. Processed 370 new orders May 1-29.
  o Purchased new photocopiers for Cedar Creek CC and TRIO/SSS programs
  o Finalized placements of 2 new copiers for Instructional areas, plus made changes to
    contracts for 4 other Instructional copiers.
  o Purchasing cut-off for 2012-13 fiscal year: May 31, 2013

• FOOD SERVICE: Tami Weinmann
  o Preparing for closing during break June 14th – June 30th.
  o Looking at expansion of Mexigo menu line for Fall qtr.
  o Looking at menu board options.
  o Working with Joli Winsett in social media to promote food services via facebook and
    campus/student interactions promotional ideas.

• INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
  o Debbie met with Financial Aid and Admissions staff to discuss dates and deadlines for
    fall quarter registration and tuition payments.
- Debbie met with Jana Fraley from Instruction to fine tune processes for identifying unpaid student tuition from the unofficial enrollment reports. This will help with overall efficiency in collecting student tuition.
- Renee assisted Kristi Jewell with billing for TEEN program hosting of Pacific Mountain Regional Alliance for Youth Summit expenditures.
- Renee assisted Monica Brummer with the budget for a BPA Science and Energy grant application.
- Renee assisted Jeanette Spiegelberg with the budget for a Developing Child at Harvard University grant application.
- Renee assisted Judith Aguilar with the budget for a two-year One America’s citizenship class grant application.
- Renee assisted Cristi Heitschmidt with the budget for the Early Achievers Opportunity Grant application.
- Debbie, Samantha and Renee attended the classified staff training day.
- Renee completed the Center of Excellence budget for 13/14 to be submitted along with their work plan by Barbara Hins-Turner.
- Completed a budget revision for the Correctional Education Funding grant which received additional funding in the amount of $22,563.
- Calculating several buy-out estimates for sick leave and vacation of staff who have resigned or retired, impacting grant funds.
- We have been processing many additional purchase requests as programs make year-end purchases. Ninety-four purchase requests have been processed from our office in May.
- Renee participated in the planning for the LAG Take A Breather event and Debbie and Renee attended the event.
- Renee successfully completed a Lovington award application for new Boardroom chairs and has been working with Bonnie in Purchasing to identify possibilities for the purchase. Several chairs were brought in for campus-wide input in early May.
- Renee also successfully completed a Hanke mini-grant award application for the installation of a hydration station in the Hanson building. Once installed, this will allow for cold, filtered water to be available in an ADA accessible drinking fountain and water bottle fillable station in the building. Staff are really looking forward to this as we anticipate a warm summer.
- Completed a budget revision for the Work First grant to match year-end expenditures.
- Met with several managers from CFS programs to discuss year-end grant balances and expenditures.
- Renee & Samantha attended the Centralia College Memorial Day ceremony.
- Debbie covered in the cashier’s office during staff absences.
- Monitoring the Payroll Expense Distribution Reports to insure correct coding of grant expenditures.
- Processed and tracked 136 part-time hourly and student time sheets for staff paid from grant funds.
Enrolling summer quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 218 students enrolled totaling $60,660 owed.

Monthly daycare billings prepared for April, totaling $41,844.

Outside scholarships balanced for April; there are currently 129 total personal fund and outside scholarships totaling $105,904.

Student Housing budgets balanced for April.

All grant budgets balanced for April.

Monthly grant billings processed for April, totaling $287,429.

Indirect chargebacks processed for April, totaling $16,766.

Foundation & Fund bank reconciliations completed for April.

**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**
  - 323 Helpdesk calls completed
  - IT Staff completed 26 hours of online training
  - Software updates and configuration for new firewall to be installed this summer
  - Research and planning for upgrading exchange (email) environment
  - Upgraded all servers to current software levels
- Upgraded server and device monitoring software

**FACILITIES OPERATIONS & MAINTENANCE**

- **PLANT MAINTENANCE & CONSTRUCTION** – Gil Elder

- **BUILDINGS & GROUNDS** – Sean Mayfield
  - Buildings and Grounds staff processed 74 work orders: 17 Custodial; 48 Events; 9 Grounds.
  - Major events included: Job Fair, Retiree and Tenure Reception, Classified Staff Retreat, Spring Play, Springfest, Memorial Day Ceremony, Pride Day, PTK Diversity Panel, Soccer Tournament.
  - Received $1,000 Hanke Mini Grant for the purchase of two new backpack vacuums for the campus.
  - Monthly Facilities and Safety Committee.
  - Provided expanded reporting for ext. 232 calls and 911 Dispatch calls near campus (reports provided to Facilities and Safety Committee).
  - Custodian Gary Haney still out on extended medical leave.
  - 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.