May 2014

**BUDGET OFFICE:**
- Estimating year-end budget balances.
- Ongoing budget scenarios for International Program.
- Continued work on 2014-15 operating budget.
- Budget preparations for BASD program.
- Working on financial section of accreditation report.
- Participated in preliminary interviews for VP of Student Services position.

**PAYROLL**
- May payrolls processed.
- Staff cross-training in garnishments, levies, and orders to withhold.

**CAPITAL PROJECTS**
- Attended construction meetings for Student Center.
- Payments to architects processed.
- Received training on contract retainage, change orders, and contingency funds.
- Fixed asset accounts balanced with FAE.
- Diesel Shop bid awarded, contract to follow.

**DEPT. OF COMMERCE GRANT**
- Budget update set to Director.
- Interagency agreement with WSU-Energy Research completed.

**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
• 165 Helpdesk calls completed in the month of May.
• Rebuilt router OS and config at CC East.
• Built and tested “Test Environment” for applications developer.
• Erased & surplus Old Drive Arrays and backup server.
• Migration from Microsoft Forefront Antivirus software to new ESET Antivirus software.
• Switch all STU.centralia.edu to Student.centralia.edu
• All Micron computers have been replaced with refurbished systems.
• All XP systems have been replaced.
• All labs have been updated to the new papercut.
• Application Development-SMART – Basic integration testing complete – documentation, change log, and error log created. Analysis of solutions complete, refactoring/development is currently underway.

CONSULTATION/SUPPORT
• BAS program (BASM, BASD) outcomes consultation related to CANVAS.
• E-Learning internal web application consultation (Public Facing).
• Request for installation of SQL Server Express for institutional research.
• Presentation on Sharepoint 2013 as web content management system.

INFORMATION SYSTEMS MANAGEMENT
• Backup strategy implemented for ODS and SA SQL Servers. Backups are performed daily, with last three backups archived.
• IIS/SQL/Application permissions established and verified – single application account with permissions to run applications on IIS as well as appropriate SQL permissions.
• Successfully integrated Active Directory with SQL databases to provide for single sign on functionality across multiple applications.
• Analyzed three-tier architecture for Sharepoint 2013 deployment.
• Completed analysis of CANVAS capabilities relating to program outcomes, provided recommendations. Implemented application development infrastructure phase 1. (Deploy an application to the following environments: test/demo/production.)
BUSINESS & AUXILIARY SERVICES:

- Attending weekly ctcLink Finance SME web ex meetings.
- Marla is serving on the International program strategic planning group.
- Sue sent out the second round of scholarships offers and the acceptance forms were due back on May 22.
- David Bishop from SBCTC let us know that they are planning an operations review at Centralia College July 28 – August 1. They will be looking at BFET, Perkins, Workfirst and equipment inventory.
- The recently hired Fiscal Analyst 3 position with the primary responsibility of preparing and reconciling all financial reports for Centralia College and developing the annual financial statements for audit resigned on May 15. On May 23, we interviewed four accounting students who are planning to enter the BASM-Accounting program in the Fall and three accepted part time hourly positions for the summer to assist with some catch up items that need completed. We will be revisiting the Fiscal Analyst position with plans to reopen it this summer.

BOOKSTORE

- Pulling spring quarter textbooks for return to suppliers.
- Preparing/placing orders for commencement booth.
- Hired Cassie Conrad as Retail Clerk I.
- Working with faculty on-line text requisitions for summer and fall quarters.
- Receiving, stocking, merchandising new product.
- Working on pricing and rental rebate list for summer quarter.
- Covering for staff vacations
- Printing custom graduation announcements ordered by graduates.

CENTRAL SERVICES/PURCHASING

- Processed 4 bulk mailings for the month of May, including the summer quarter class schedules.
- Purchasing volume up as we near the end of the fiscal year. 365 new orders processed in the month of May 2014, 25% more than an average month.
- Blanket order requests for the 2014-15 school year are being processed. Out of the 210 expected blanket orders for the 2014-15 year, 54 have been processed to date.
- Assisting the Library with review of options for replacement of their 12 year old coin-op photocopier.
- Bid in preliminary process for printing of quarterly class schedules for the 2014-15 school year.
- Ordered bronze plaques from Macadam Aluminum & Bronze Company for a couple campus buildings.
- Lynette Greenwood engraved 55 award plaques for Sports Programs and 2 for the Foundation in May. This brings her volume up to 159 engraved pieces for various departments during the year.
- Brenda posted 4 online surplus equipment auctions in May, netting $4,647 in proceeds. Items included: 40 foot storage container and an air compressor from the Diesel program; CPR boards, back boards, & traction splints from the Workforce Ed NAC program.
- Alex Romero is working on printing of the 2014 graduation programs: 14 pages x 1800 copies.
- Final purchasing cut-off for the fiscal year was Friday, May 30, 2014.

FOOD SERVICE

- Springfest week: The Blazer Bite provided outdoor BBQ on Wednesday, May 21.
- Reducing inventory for summer closure.
- Preparing for physical inventory.
- Working with (Gerald) @ iBean Espresso and mini donuts for summer sales of food items to be available during closure of food services.
- Tami Weinmann will check in weekly during summer session and stock items for sale.
- Preparing for annual operation STP ride!
INSTRUCTIONAL GRANTS AND CONTRACTS

- Renée attended Student Policy Council meetings representing Administration.
- Renée attended the Foundation board meeting representing classified staff.
- Debbie is assisting with processing the Bookstore daily transaction batches.
- Renée attended the Presidential Search candidates open forums.
- Renée met with the ECEAP manager several times to assist with budget preparation for an ECEAP Expansion grant application. Centralia College is applying for 57 additional part-time slots and 20 additional full-time slots for an additional $611,227 in funding.
- Renée assisted the CFS program manager’s with part-time hourly timesheet preparation and submission, which is a new process for them in preparation for Sally’s retirement.
- Debbie and Renée attended the retirement reception for campus staff.
- Renée and Brigitte Kidd participated in a web-based ABE Master & EL Civics Budget Information session presented by the SBCTC to assist with the budget preparation for the FY15 budgets. Several changes are taking place this year in the way we prepare our budgets.
- Debbie assisted with the preparation of the budget for the FY15 BFET grant proposal.
- Renée attended the BRP Budget Forum.
- Debbie, Erin, and Renée attended the Classified staff retreat.
- Renée worked with the Corrections Dean to prepare the 14-15 Correctional Education budget proposal.
- Renée worked with the Director for the Merit program to prepare the 14-15 budget proposal.
- Debbie assisted with coverage in the Cashier’s office during staff absence.
- Renée completed a budget revision for the 13-14 Corrections budget in response to the receipt of an additional $6,880 in funding, which brings our total grant to $1,681,244.
- The Grants and Contracts office processed 82 purchase requests in the month of May in anticipation of the fiscal year end.
- 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 summer quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 186 students enrolled totaling $47,200 owed.
- Monthly daycare billings prepared for May, totaling $45,551.
- Outside scholarships balanced for April; there are currently 152 total personal fund and outside scholarships totaling $125,154.
- Student Housing budgets balanced for April.
- Foundation and Fund check registers reconciled for April.
- All grant budgets balanced and billed for April.
- Indirect chargebacks processed for April.

BUILDINGS & GROUNDS

- Buildings and Grounds staff processed 85 work orders during May: 9 custodial, 72 event setups, 4 grounds event setups.
- Major events included: SAAT Health Fair, SAAT Poetry Night, Nurse Day Celebration, Faculty Retirement Party, BYU Singers Tour, ASCC Civics Day, SAAT Comedy Night, Classified Staff Retreat, James Otto Concert, People First Dance, People First Bingo, Community Presentation, Running Start Orientation, Foundation Night at the Theatre, Springfest 2014, Spring Transfer Fair, Foundation Professional Day, CFS Spring Concert, Memorial Day Ceremony, Latinos Cultural Event, PTK Spring Induction, Sports Recognition Night, GSA Pride Fest 2014, SSS Graduation Night, and SAAT Soccer Tournament.
- Major site work on KNOLL, weed/debris removal at Michigan Hill property, preparation of grounds for graduation.
- Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, leaf removal, and maintenance of flower beds, lawns, parking areas, and sidewalks.
- Worked on final draft of assigned accreditation reports.
• Planned and held Fire/Evacuation Drill for Student Services Building.
• STP Preparation and Planning.

PLANT MAINTENANCE /CONSTRUCTION
• Relocated the monument on the site of Centralia College in 1925 from the west side of FOM to the east side closer to Heritage Court.
• Diesel Techs shop expansion project bids came in under budget. Expect to be awarded this week.
• Newest cost estimates for the TAC are due next week.
• Bids for ADA parking access project for summer of 2014 are due this week.
• 43 work orders were processed for month of May through the 23.

FOUNDATION
• Worked with PIO office (Commencement inserts, NEXUS, Blaze and Fox Theatre ads).
• Recognized elder donors birthdays.
• Posted to FaceBook and Twitter on a weekly basis.
• Coordinated ads (Fox Theatre, Blaze, and Eli Sports).
• Coordinated and promote Elk Hunt raffle.
• Monitored Corbet/Kemp statue status.
• Reviewed digital storage options/prices.
• Continued solicitation process for 2014-15 annual scholarships.
• Worked on Endowment cleanup work.
• Hosted Professional Training Day.
• Prepared and delivered welcome baskets for Presidential candidates.
• Compiled list of available rooms for naming on campus.
• Prepared for Corbet/Kemp statue dedication and Distinguished Alumni Luncheon.
• Attended Ethics training.
• Work with Otto Rabe on VITA grant application.
• Presented Community presentations (Chapter XPEO, Am Vets, Olympia WSCPA ) and delivered Org Certificates.
• Processed 61 donations/$45,727.19 for the month of May (as of 5/27).