February 2014

BUDGET OFFICE:
- Monitoring tuition and Running Start collections to date.
- Monitoring expenditures from operating budget.
- Reviewed revised Time and Effort Guidelines provided by SBCTC.
- Prepared International Program historical review of budget, FTEs, and expenditures for past five years.
- Attended PPMS meeting via Elluminate; discussions on health care surcharges and how they will be implemented in our payroll system. Changes will be effective July 1, more information to come.

CAPITAL PROJECTS
- Worked with SBCTC Capital Projects staff to update our capital allocation schedule to include our allocation for facility repairs.
- Allocated approved local funds project.

STUDENT CENTER CONSTRUCTION PROJECT
- Tracking costs to date; working with DES staff on amendments and payments to architects.
- Attended construction meeting regarding building design details and costs.

DEPT. OF COMMERCE GRANT
- Provided Director with updated budget information, discussed program changes and associated costs.

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
• 283 Helpdesk calls completed in the month of January.
• 24 hours of online training completed.
• 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.
• Removed Keyserver Clients.

BUSINESS & AUXILIARY SERVICES:
• Attending weekly ctcLink Finance SME web ex meetings.
• Marla is a member of the administration bargaining team negotiating the new faculty agreement.
• Marla is serving on the International program strategic planning group.
• Working with Child and Family Studies on upcoming changes to DSHS contracting processes.
• Working with Instruction on development of the College in the HS pilot project with Chehalis school district.
• Marla served on the Student Use Fee subcommittee.

BOOKSTORE
• Receiving text requisitions from faculty for spring quarter.
• Processing text returns for winter quarter.
• Processed payment vouchers for winter quarter invoices.
• Resolved issue with major bank debit card processing and pin pads with NBC support.
• Planning for spring quarter rush and winter quarter buyback.
• Completed baskets for donation to area high schools in cooperation with Foundation.
• Preparing for commencement booth and grad announcements.
• Rented 1400 textbooks for winter quarter.
• Working with VERBA software for sourcing textbooks and pricing.
• Completed inventory of Textbook Department (New/Used).

CENTRAL SERVICES/PURCHASING
• Purchasing staff awarded the bid for a new laser engraver and it was received on campus on February 24, 2014.
• Purchasing staff awarded the bid for a digital cinema projector (for use by Centralia College East at the Roxie Theatre in Morton). The projector has been ordered.
• Brenda Novarra processed four bulk mailings for the month of February.
FOOD SERVICE
• Posting posters on campus bulletin boards advertising specials, etc.
• Working with iBean Espresso & mini donuts to provide food options in the science center building.
• Looking at financial analysis for summer session.

INSTRUCTIONAL GRANTS AND CONTRACTS
• Continued training and cross-training for Erin.
• Debbie and Renee attended the BRP Forum.
• Renee attended U&ME: Communicating in Moments that Matter Lyceum presentation.
• Debbie and Renee attended the Classified Staff meeting.
• Renee is serving on the ERA faculty search committee.
• Renee has been asked by Instruction to complete initial screening for the OA3 applications.
• Erin has completed 5 hours of on-line training through the HR office: Ethics & the Community College, Disability & Reasonable Accommodation, Sexual Harassment Awareness, Reasonable Suspicion-Drug & Alcohol Free Workplace, Safety in Your Workplace, Safety in Your Workplace-Dealing with Hostile Customers, Personal Safety Awareness in the Workplace, FERPA, and Ergonomics.
• Renee attended Student Policy Council meetings representing Administration.
• Renee 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 spring quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 200 students enrolled totaling $59,545 owed.
• Monthly daycare billings prepared for February, totaling $41,425.
• Outside scholarships balanced for January; there are currently 203 total personal fund and outside scholarships totaling $166,211.
• Student Housing budgets balanced for January.
• Foundation and Fund check registers reconciled for January.
• All grant budgets balanced and billed for January.
• Indirect chargebacks processed for January.

BUILDINGS & GROUNDS
• Took field trip to Tacoma to look at new HVAC system proposed for TAC.
• Install electric supply for espresso cart in NSC lobby.
• Met with architects on the new commons (TAC) project to look at final floor plans.
• Met with Architects in response to RFQ for an “on call” architect for smaller projects.
• Wiring new facilities with phones and computer equipment at 1217 Mellen Street for Center of Excellence operations.
• Work orders processed for the month of Feb. was 47.
PLANT MAINTENANCE /CONSTRUCTION
- Buildings and Grounds staff processed 80 work orders during January: 11 Custodial; 67 Events; 2 Grounds.
- Major events included: People First Bingo, People First Dance, NW Wind Symphony, Winter Play, ECEAP Family Night, PacMtn Board Retreat, Rotary Spelling Bee, WSU Master Gardeners, Sports Hall of Fame Induction, Advising Fair, Cultural Café, Lewis County Concerts.
- Prepared for major cleanup and planting event in the KNOLL.
- Continuous maintenance of the KNOLL including weeding and removal of dead species.
- Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, leaf removal, and maintenance of flower beds, lawns, parking areas, and sidewalks.
- Presented final draft of END Statements IE.

FOUNDATION
- Worked with PIO office (Class Act, Murder Mystery promos, NEXUS, and Elk Hunt Raffle).
- Recognize elder donors birthdays.
- Post to FaceBook and Twitter on a weekly basis
- Coordinate ads (Fox Theatre, Blaze, and Eli Sports).
- Coordinating community events: Rotary Spelling Bee and Rotary Murder Mystery.
- Coordinate Exceptional Faculty, Hanke Faculty Achievement, and Hanke Mini Grant Committee meetings for 2014.
- Coordinate and promote Foundation Night at the Oly Club and Elk Hunt raffle.
- Host Economic Report to Community, Lyceum, and Class Act!
- Assist with Blazer Bot 2014 – soliciting sponsors.
- Review digital storage options/prices.
- Prepare for community presentations.
- Review CCF Investment mix and prepare historical report.
- Endowment cleanup work.
- Attended NonProfit Board 101 training with four board members.
- Community presentations (Lewis County Concerts, Kiwanis Club) and deliver Org Certificates.
- Processed 57 donations/$3,528 for the month of February (as of 2/25).