ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS
October 2012

ADMINISTRATIVE CABINET NOTES
October 2012

BUDGETS – Vicki Oakerman

• Budget Office – OCTOBER
  o Attended BAR meeting through ITV, listened to discussions regarding program coding changes and the ctc.Link project
  o Tracking expenditures for special capital appropriation for specific equipment, all items are in process
  o Met with Dottie regarding setting up fee codes and FAPC codes as she transitions her duties to others
  o Learning basic payroll screens to be able to help as needed
  o Monitoring tuition revenues and expenditures
  o Working on budget book supporting documents
  o FMS system clean-up of old budget codes and sub objects
  o Prepared monthly reports and transfers

• Dept. of Energy Grant
  o Attended Governance Board Meeting and presented fiscal report through 9/30/12
  o Prepared Quarterly Fiscal Report for submission to DOE
  o Worked with various partners on match and expenditure questions, processed invoices
  o Met with Project Manager to update her on expenditure and match totals to date
  o We have applied for a no cost extension of three months past the end date of July, 31 to process remaining invoices and prepare final project and fiscal reports, awaiting approval.

• Dept. of Commerce Grant
  o The Center of Excellence has been awarded a Dept. of Commerce Grant in the amount of $175,896,
  o with a 1 to 1 match requirement
  o Setting up budget and tracking/reporting systems

BUSINESS & AUXILIARY SERVICES – Marla Miller

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• Marla and Vicki attended the BAR Meeting via ITV on October 18 and 19.
• AFRS – No errors for August or September.
• With Ryan Pitroff’s help all of our Discover deposits have been posted except one for August. Have not checked the deposits for the last 2 weeks to see if that one cleared.
• Dottie is in the process of making manuals for individuals covering her duties.
• Dottie is continuing to work with various staff training them to cover her duties and getting electronic notices to the various individuals.
• Pamela Chapman has been hired as a Fiscal Tech III to assist in the Business Office, Cashiering, and the Bookstore.

BOOKSTORE: Tammy Strodemier
• Installed, stocked and programmed two new supply vending machines (Library and NSC)
• Communicating with Shift 4 regarding service agreement
• Working on POS system agreements, questionnaire, software installation
• Completed Fall Qtr rush
• Rented 965 textbooks for Fall qtr
• Opened on-line Textbook Requisition Program for Winter Qtr
• Working with faculty on Winter qtr book requests
• Attended All Staff Conference

CENTRAL SERVICES/PURCHASING: Bonnie Myer
• Received delivery of new lockers for Welding on 10/18/12.
• Processed 4 bulk mailings for the month of September.
• Researching upcoming changes to US Postal regulations (postal tabbing requirements for mailing of flyers without envelopes, etc.)
• Filed required ‘Statement of ownership’ with US Postal Service for our quarterly class schedule periodical.
• Assisted COE dept. with personal services contract – consultant to perform field inspection and certify energy ball located at the KNOLL.
• Bid invitations sent to vendors for robotic arms for Electronics/Robotics program.
• Medication Dispensing simulator ordered for Nursing program.
• Bid pre-prep for additional equipment for Welding Dept.: Plasma cutter & Iron Worker.
• Bid pre-prep for additional equipment for Electronics/Robotics program: PLC training components.
• Training continuing for Purchasing employee - Kellie Schulz.
• Filed fuel economy progress report with the Dept. of Enterprise Services/State Motor Pool. (associated with college van pool)
• Provided van driver safety training for 10 drivers.
• Reviewing budget code signature authority list to incorporate staffing changes across campus, etc.
• Interviews completed for position opening in Central Services & Purchasing – hiring decision expected by first week in November.

FOOD SERVICE: Tami Weinmann
• PT hourly Geri Griffith took a position at Adna school food services. She was replaced by Cathy Perkins. “Welcome Cathy”!
• Added more new signage to the food service area. Come by and take a peek at our in house artist “Kim’s” work!
• Preparing for Stephanie Klamn’s medical leave of absence. She will be out Nov 19th through Jan 1st. Be sure to stop by and wish her well.
• Provided treats for the Harvest Walk (daycare)
• Added Ben & Jerry’s Ice cream novelties along with a line of Starbuck’s beverages.
• Preparing signage listing Gluten-free options

FOUNDATION/FUND: Sue Young
• Closing out audit
• Beginning 2013-14 Scholarship process starting with updates to online application

INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
• Continued training for Debbie and Samantha
• Renee attended BFET providers meeting via ITV along with WF/WR/BFET staff
• Debbie covered in Cashiering week of 10/15, also training with new Fiscal Tech 3
• Renee is serving on the BASM Program Coordinator search committee
• Renee attended the Foundation board meeting, representing classified staff
• Renee and Debbie attended the All Staff Training Day
• Completed COE 12/13 Workplan
• Completed budget proposal for NSF grant through Edmonds CC for COE
• Completed budget proposal for ABE Project Inquiry grant request
• Samantha attended Mandatory Reporting training
• Enrolling students in Tuition Payment Plan; there are currently 279 student enrolled totaling $101,649 owed.
• Monthly daycare billings prepared for September, totaling $6,991
• Outside scholarships balanced for September; there are currently 257 total personal fund and outside scholarships totaling $168,312.
• Student Housing budgets balanced for September
• All grant budgets balanced for September
• Monthly grant billings processed for September, totaling $496,266
• Monthly Time & Effort reports recorded for September
• Indirect chargebacks processed for September, totaling $19,083
• Foundation & Fund bank reconciliations for September

TECHNOLOGY AND COMPUTER SERVICES – 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
• 240 Helpdesk tickets serviced and closed
• IT Staff completed 10 hours of Microsoft online training
• Installed and configured servers and hardware for test network.
• Installed new Meraki Access Points in FOM, Library and WAH.
• HPUX Line printer repaired.

FACILITIES OPERATIONS & MAINTENANCE
PLANT MAINTENANCE & CONTRUSTION – Gil Elder
• Made repairs/corrections on 4 of our elevators
• Replaced exterior SE door to LAX
• Installed new camera looking towards smoking shelter behind Library
• Underground wiring for all Voc Tech pole lights shorted out. Located break and pulled in new wires.
• Replace main gas meter at Voc Tech
• Relocated cord reels in welding shop area
• All boilers passed annual emission testing as required by SWCAA
• Processed 92 work orders for OCT 2012

CUSTODIAL & GROUNDS – Sean Mayfield, Brenda Novarra-Schaible
• October 2012 Work Order Count 182: Custodial 16; Events 67; Grounds 7; and Physical Plant 92.
• Major events include: SAAT Outdoor Tie-Dye Event; Lewis County Early Learning Coalition Community Concert; Book Fair; Student-Athlete Orientation; SAAT/James Hersch; Candidates Forum(2); Mark Elliot – Disability Awareness Speaker; CFS October Fest; All Staff Day; People First Dance; NW Wind Symphony; Centralia College Foundation Kick Off; Student Government Club/Activities Fair; Gifford Pinchot Roads Future Open House; Students for Life October Baby Showing; Citizenship Day; Expanding Your Horizon Conference; Lewis County Musical Concert; ECEAP Family Night; SLIC Transfer Fair; Dollars for Scholars Fundraiser; SAAT Pumpkin Carving; SAAT 2-day Blood Drive; Cultural Café; SAAT Fall Fest; TRiO Club Make a Difference Day; and Washington Association of Sheriffs and Police Chiefs School Safety Training (2).
• Andrea Dulaney, Program Coordinator, attended Washington Association of Sheriffs and Police Rapid Responder Navigation and Data Administration Training.
• Andrea Dulaney, Program Coordinator, attended FAE Transition and Megamation training in Wenatchee, WA.
• Processed monthly facility use invoices
• Working with the Office of Civil Rights regarding ADA parking accessibility
• 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 manual irrigation of trees and creek bank plantings.
Continuous maintenance of the KNOLL.

Julian Wilke attended Turf Management Training through the WSU Urban IPM and Pesticide Safety Education Program

Admin Cabinet Meeting
October 01, 2011
Boardroom C

Those present: Patrick Allison, Brenda Novarra, Marla Miller, Vicki Oakerman, Steve Ward, and Sean Mayfield.

Those not present: Gil Elder, Julie Johnson, Bonnie Myer, Tammy Strodemier

I. Department Updates

II. Central Services/Purchasing: Bonnie stated that Tami B. left her position in Purchasing on September 1st because of a life-threatening health condition. Bonnie is still at the beginning stage of training her replacement, but said that all is going well thus far. Alex is also cross-training on mail, shipping and receiving duties – which is also progressing nicely. She also stated that the CC East parking lots were resurfaced this summer and that we will wait until the parking budget is reviewed before planning any future expenditures. Bonnie further noted that she is still busy with purchasing related to the welding remodel and is in the process of hiring someone to fill a new position in Central Services. The hope is to have this position filled by late October/early November.

Business Office: Marla reported that the end of the summer and early portion of the fall quarter have kept her very busy with student housing issues. She is also involved with an extensive departmental restructuring plan that involved hiring new positions and staff retraining to accommodate retirements and other anticipated transitions.

Custodial: Brenda reported on the work orders and event set ups that custodial staff executed last month and further stated the FOM recently completed its 7,000th work order since we began using Megamation. She also noted that parking patrol started with the beginning of the fall quarter and that this is the first week of actual ticketing. Brenda said that the custodians are almost finished with deep cleaning and that her staff is already preparing the setups for next week’s all-staff conference, the Foundation’s annual kick-off, and for Business Week in December.

Grounds: Sean said Grounds staff has done a lot of work on the KNOLL, including substantial changes to the appearance of the perimeter areas, walkways, and areas under trees. Ground staff also completed maintenance efforts on campus irrigation systems. They have also spent a lot of time improving the health of campus lawns and the appearance of flower beds. Sean also noted that soon Grounds staff will begin fall projects like fertilization, leaf removal, and roof drain cleaning.

Facilities: Steve Ward reported for Gil and stated that maintenance staff has been very busy with projects related to the completion of the welding lab renovation. Over the summer they also installed irrigation meters, painted multiple buildings, and performed many small projects.

Budgets: Vicki said that she has been busy closing out the old fiscal year and preparing for this year. She has also been working with other parts of the campus on BASM coding issues. Vicki
further noted that she has been closely monitoring tuition revenue and Steve added that tuition revenue will be the key to our next year. Vicki said that in this regard no firm conclusions for the fall can be drawn until after the 10th day.

**Information Technology:** Patrick said that IT has been very busy and has also been involved in their own “under cover”/ unofficial reorganization to help maximize the abilities of IT staff. He noted that he has also been busy working on issues related to financial aid and other system-wide projects. Patrick also stated that the wireless replacement project is complete and that expansion of our coverage areas is the next phase of our comprehensive wireless overall. He then provided stats for last week’s wireless usage, which led to discussion by cabinet members on potential issues and questions that could be brought up by students. Patrick also noted that the demand for tech support at Cedar Creek is going to be very high because of the lack of that skill set among the employees there.

**Bookstore:** No report

**Foundation:** No report

III. **BRP Report** – Marla said that the first committee meeting of this year is not until next Monday. Steve Ward added that topics for that meeting will include the fact that current enrollments are down and that our FTE picture is still inconclusive.

IV. **IE** – Patrick said that IE meets on Wednesday. Steve Ward added that Admin Cabinet will be required to submit a work plan to IE this year and that it must reflect our efforts to meet the objectives and initiatives of our accreditation standards.

V. **Facilities Committee** – Steve said that the Facilities Committee meets on Friday and that he is having a prep meeting with the committee chair, Brenda, Gil, and Sean tomorrow. Steve also added that topics to be covered at the Facilities Committee meeting will include smoking shelter locations, security issues, our pending OCR visit, and e2campus road construction updates.

VI. **VP Report** - Steve said that the conclusions of the recent system-wide efficiency study were that everyone does things too differently at this point to make an accurate analysis on the benefits of consolidation. In this regard the system plan is to implement CTC Link, which will lead us to change how we do a lot of the things we do to establish uniform standards in many crucial areas. The Business Office and Purchasing will almost certainly be affected by this. Steve noted that he sits on the board for Providence Centralia and that hospitals throughout the Pacific Northwest began the same process in March, but are presently stalled because of the difficulties involved. He likened the process to that of entire departments beginning a brand new job with completely new ways of doing things.

VII. **Other** – No report.

**The Next Admin Cabinet meeting will be Monday, October 15, 2012 in the FOM conference room, from 2:00 p.m. - 4:00 p.m.**
Admin Cabinet Meeting  
October 15, 2011  
Boardroom C  

_Those present:_ Gil Elder, Brenda Novarra, Marla Miller, Bonnie Myer, Vicki Oakerman, Steve Ward, and Sean Mayfield.

_Those not present:_ Patrick Allison, Julie Johnson, Tammy Strodemier

I. **Department Updates**

**Central Services/Purchasing:** Bonnie stated that purchasing volume is up, as are printing requests. She noted that she is getting ready to offer training for van drivers and she is beginning the first phase of candidate interviews for the central services position.

**Business Office:** Marla said that the new business office employee that was just hired starts work tomorrow. She also reported that another staff member’s father passed away over the weekend. Marla said she has been working on the Instructional budget and that issues related to the migration to CTC Link have been time consuming. She also said that she and Vicki will attend the next BAR meeting to discuss coding issues. Marla concluded by noting that she has also been busy with issues related to international student housing.

**Custodial:** Brenda said that custodial staff has been busy with event set ups and that several more important events coming during the next few weeks.

**Grounds:** Sean said that in addition to their normal year-round duties; grounds staff has begun fall projects like pruning, weeding, fertilization, leaf removal, and roof drain cleaning.

**Facilities:** Gil said that the return of the rain means that his staff is working to repair roof leaks. He also said that the college recently completed its annual boiler exam for Southwest Washington Clean Air. Gil closed by noting that maintenance staff are also catching up on general maintenance projects now that summer projects are complete.

**Budgets:** Vicki said that she has been busy monitoring tuition dollars to make sure we have an accurate understanding of what our revenues are. She has also been working on updating the ASCC budget and preparing beginning of the year reports for BRP.

**Information Technology:** No report

**Bookstore:** No report

**Foundation:** No report

II. **Admin Core Themes** — Steve Ward reviewed the work to date that has been done on Admin Core Themes. He provided handouts that showed how the core themes are tied into the college’s accreditation objectives; which not only focus on what we do, but also on how we measure our progress. Steve also went over a draft revision of End Statements applicable to Finance & Administration, which would be used to report core themes progress to the Board of Trustees. Steve noted that we have done a good job establishing what we do insofar as this process is concerned and that the focus now should be on identifying the measures needed to validate what we do. He asked committee members to provide as many ideas as possible for their areas and leave the job of paring the list down to him. He also said that before the next Admin Cabinet meeting he wants to meet separately with each of his directors to review their expanded list of measures.

III. **BRP** — Marla said that BRP held their first meeting of the school year last week. Marla noted that there was a full agenda that included the state budget situation and reviews of the college’s operating budget, tuition collections, FTEs, Running Start, International Program, BASM; which
highlighted the fact that we have self-supported programs that count toward our FTE targets, but do not contribute tuition dollars. Marla said that BRP also had a discussion regarding Lovington Awards and the possibility of bringing them back.

IV. **IE Committee** – Steve Ward said that at the last IE meeting they reviewed the End Statements for Student Services.

V. **Facilities and Safety Committee** – Gil Elder said that the Facilities and Safety Committee held their first meeting of the year this past Friday. During the meeting the committee discussed possible locations for the two remaining smoking shelters and he stated that there was a very lengthy discussion of campus safety and security issues. He noted that a student also addressed the committee to request permission to park his duel fuel vehicle (propane and gasoline) in hybrid parking spots on campus. Gil said that the committee decided this was appropriate, but asked the student to meet with facilities staff to determine a way to properly identify the vehicle’s “hybrid status.”

   a. **Security Response, Lighting** – Steve shared information regarding a recurring security issue with a student that has been an issue over the past several weeks. He then discussed steps FOM is taking to maintain a safe environment in areas of campus where solitary faculty or staff members could be vulnerable. He said that he has also been working with Gil to review campus lighting relative to safety and security.

VI. **VP Report** - Steve said that he went to the first BAC meeting of the academic year and that BAC members viewed a presentation on system-wide efficiencies. One recommendation that came out of the meeting was to expedite implementation of CTC Link. He also said that discussions at the BAC meeting indicate that the college needs to begin the push to move room scheduling to Megamations.

VII. **Other** – No report.

The Next Admin Cabinet meeting will be Monday, November, 2012 in the FOM conference room, from 2:00 p.m. - 4:00 p.m.