ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS
September 2013

BUDGET OFFICE – Vicki Oakerman

- **BUDGET OFFICE**
  - Continued work on new year’s budget and allocation distribution
  - Received allocation for Institutional Funding approved by Legislature
  - Worked with payroll staff on numerous staff changes, verified budget accuracy on payrolls
  - Updated tuition collections year to date
  - Met with area budget managers on changes to their budgets
  - Processed Capital Projects documents for approval and payment

- **DEPT. OF ENERGY**
  - Requested closeout documentation on equipment purchases from 3 subcontractors
  - Updated COE staff on budget/match status
  - Working with several partners on close out process

- **DEPT. OF COMMERCE GRANT**
  - Approval for 6 month extension informally approved by DOC Project Officer
  - Updated budget and match to date

BUSINESS & AUXILIARY SERVICES - Marla Miller

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  - Reviewing data and working on response to the IRS fine for missing SSNs on 1098T forms for 2011.
  - Served on the International Program Specialist search committee
  - Got all students checked into student housing. We have started doubling up rooms in some locations to accommodate the housing needs.
  - Preparing for Foundation audit which begins next week

- **BOOKSTORE: Tammy Strodemier**
  - In process of Fall qtr rush
  - Providing information and assistance to new and continuing students
  - Placing orders, receiving, pricing, stocking additional textbooks and supplies for Fall
  - Offered extended hours for Fall qtr
• CENTRAL SERVICES/PURCHASING – Bonnie Myer
  o The Print room produced approx. 140,000 copies for faculty & staff during the month of September in preparation for the beginning of the school year
  o Brenda Novarra-Schaible facilitated an online auction to surplus 96 old fire extinguishers
  o Brenda also processed 7 bulk mailings with over 15,000 pieces of mail cumulatively
  o Trained several new drivers for van pool vehicles in prep for upcoming athletics events and field trips
  o Assisted Cheryl Williams/Instructions with furniture quote to obtain additional tables and chairs for NSC classroom
  o Assisting Tony Petzold/Theatre with researching chair replacement or repair options for seating in the black box theatre
  o Request for Proposals sent to vendors for Executive Search Consultant to assist with hiring process for new campus president. Response deadline: 10/16/13.
  o Provided annual mail & printing cost recap report for the Foundation (covering the 2012-13 fiscal year)
  o Filed required statement of ownership document with US Postal Service regarding our class schedule (periodical) that we mail quarterly
  o Reviewing options for alternative size envelopes for Payroll checks to be used starting November 2013
  o Bid prep in planning phase for Laser Engraver – for IT Dept./Patrick Allison
  o Purchasing volume up significantly with the beginning of the new school year

• FOOD SERVICE – Tami Weinmann
  o Joli Winsett got our Television ads all designed and they are currently running on the campus TV’s.
  o Designing new menu boards.
  o Pasta bar went very well.
  o Tami is registered to attend a food show in Seattle on Oct 9.

• INSTRUCTIONAL GRANTS AND CONTRACTS – Renee Lawson
  o Debbie, Samantha and Renee attended the fall kick-off meeting.
  o Renee attended the Foundation board meeting, representing classified staff.
  o Debbie attended the BFET providers meeting via ITV along with other campus BFET staff.
  o Renee met with Work First staff and Vicki Oakerman for planning in anticipation of a 25% budget reduction.
  o Renee met with CFS staff to prepare the 13/14 TEEN budget.
  o Renee met with CFS staff to prepare the 13/14 budgets for the Lewis County grant funds.
  o Renee met with CFS staff to revise 13/14 Parent Support Services budget.
  o Renee and Debbie met with CFS staff to discuss the 13/14 daycare budgets.
o Prepared several budget drafts for COE in preparation for NSF grant applications.
o Renee met with COE staff to plan budget for contracted work funds.
o Monitoring the Payroll Expense Distribution Reports to insure correct coding of grant expenditures.
o Processed and tracked part-time hourly and student time sheets for staff paid from grant funds.
o Enrolling fall quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 252 students enrolled totaling $188,451 owed.
o Monthly daycare billings prepared for September, totaling $8,452.
o Outside scholarships balanced for August; there are currently 127 total personal fund and outside scholarships totaling $183,318.
o Student Housing budgets balanced for August.
o All grant budgets balanced for August.
o Monthly grant billings processed for August.
o Indirect chargebacks processed for August.
o Foundation and Fund bank reconciliations completed for August.

INFORMATION TECHNOLOGY – Patrick Allison

• Ongoing Jobs/Projects:
o Spam Monitoring, Checking spam filters and removing any legitimate emails
o Network Monitoring, Bandwidth usage, flooding, etc.
o Server Monitoring, Upgrading and correcting issues as necessary to maintain 24/7 availability
o Antivirus Administration, Monitoring and responding to virus threats
o Software Updates, Detecting and approving campus wide software updates
o Server Backups & Archives
o SQL, Backups and log monitoring
o HPUX, HPUX security, HPUX job scheduling and maintenance
o Voicemail System maintenance
o NexTalk System maintenance
o Providing direct assistance to users contacting the help desk.
o Creating help desk calls and following up on call completion.
o Creating user accounts and delivering user credentials.
o Creating and delivering purchase orders for users.
o Complete Field Help Desk calls for user on campus.
o Weekly System wide software upgrades being pushed remotely.
o In progress Jobs/Projects
o Documentation, Network infrastructure
o Campus Servers, Re-organization and migration to virtual environment
o Active Directory, Domain Structure
o Software License Inventory
• Completed Jobs/Projects
  o 490 Helpdesk calls completed in the month of September
  o 12 hours of online training in Microsoft software applications completed
  o Created new Student Domain in preparation of deploying Student logins
  o Configured and Installed 2 new Domain Controllers for Student Domain
  o Configured and Installed new file server for Student domain
  o Configured and Installed new directory server for Student Domain
  o Three Smart Classrooms in Washington Hall have been retrofitted with new equipment.

FACILITIES OPERATIONS & MAINTENANCE

• PLANT MAINTENANCE & CONSTRUCTION – Gil Elder
  o Install new electrical service to apartments at 306 Centralia College Blvd.
  o Repairs made to departments van
  o Control cable snapped in greenhouse and parts ordered
  o UPS fire alarm batteries replaced in FOM Fireworks control computer
  o Locating and patching roof leaks after severe late September storm
  o Campus was struck by lightning during storm in mid-September. Damaged some telephone equipment, remote control for radio station and heating system controls
  o Batteries replaced in emergency lights at CDC
  o Met with architects on the new commons (TAC) project to define floor plan
  o Corners of the new TAC were surveyed and marked on ground
  o Soil samples were drilled and tested to determine size of footing for TAC
  o Work orders processed for the month of Sept. was 102

• BUILDINGS & GROUNDS – Sean Mayfield
  o Buildings and Grounds staff processed 106 work orders during September: 35 Custodial; 59 Events; 3 Surplus.
  o Major events included: Advising Fairs, Foundation Donor Reception, Fall Kickoff, Board of Trustees Reception, Scholarship Night, Watterson Court Dedication, and SAAT Movie Night.
  o Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.
  o Work with other campus groups to host KNOLL/China Creek weeding and cleanup sessions.
  o Continuous maintenance of the KNOLL including weeding and removal of dead species.
  o Supported tree maintenance services from Moore Trees & Company.
  o Concluded summer deep cleaning of all campus facilities.