Budget Office – March

- Budget Office
  - Monitored expenditures and made closing entries to bring state appropriations to zero
  - ASCC club carry forward balances established, year-end summaries prepared
  - Worked with Payroll, HR, Purchasing and Business Office staff on program coding changes, many challenges occurred and we are working our way through the changes
  - Annual chargebacks and distributions done for Running Start, Lovington, and GHEC
  - Continued work on new year’s budget and allocation distribution
  - Year-end summaries for Running Start, BASM, International Programs
  - New pay sheets completed for all full time employees
  - Continued work on setting up new budget codes in FMS system
  - Tuition & Fees survey completed for SBCTC
  - Tuition and waivers reviewed with Registration staff
  - Reviewed initial documents for Student Center capital project, setting up spreadsheets
  - Completed annual process for document archiving and destruction with assistance from FOM and Business Office staff
- Dept. of Energy Grant
  - Submitted quarterly financial report to DOE for June 30th
  - Summarized match documentation
  - Worked with partners on final invoices for July
  - Reviewing closeout procedures to be completed by Oct. 30, 2013
- Dept. of Commerce Grant
  - Provided budget update to Director and Project Specialist
  - Approval for 6 month extension informally approved by DOC Project Officer
  - Working with Peninsula staff on contract payments

BUSINESS & AUXILIARY SERVICES - Marla Miller

- BUSINESS & AUXILIARY SERVICES - Marla Miller
  - New credit card machines have been installed on campus and at CC East.
  - The laser check printer for printing our vendor checks has been delivered and we are scheduled for training and to go live on October 1.
  - All student housing locations are full for Fall quarter. Looking at the possibility of utilizing one of the new purchased buildings for additional student housing for Winter quarter.
  - With Dottie’s assistance we were able to get through the closing process on schedule.
- BOOKSTORE: Tammy Strodemier
  - Ordering, scheduling, preparing for Fall Quarter rush
  - Setting textbook purchase and rental pricing
- Posted textbook information on website
- HIred Maggie Baughman and Alex Parke-Fagerness
- Receiving shipments for Fall qtr
- Completed Summer Qtr buyback
- Working with faculty on Fall qtr requisitions
- Processed textbook returns for Summer qtr
- Processed rental returns for Summer Qtr
- Still learning features of our new POS system
- Training new staff members

**CENTRAL SERVICES/PURCHASING: Bonnie Myer**
- Ordered and received 50 new chairs for the Admin building boardrooms
- Set up 195 blanket orders for use by various departments on campus during the 2013-14 school year
- Ordered new copiers for the ECEAP and Student Life offices
- Processed 7 bulk mailings in July & August including the Fall quarterly class schedules
- Performed and submitted annual print room inventory report to the Business Office
- Submitted request to the Division of Engineering & Architectural Services for delegated authority for Limited Public Works contracting
- Reconfigured mailrooms to accommodate new and departing staff.
- Ordered and received ADA compatible picnic tables
- Met with rep from Dept. of Ecology for review of print room chemical management practices
- Updated pricing reference guide for printing costs
- Reviewing equipment alternatives for possible postal meter replacement
- Developing Request for Proposals for executive search consultant to assist in hiring process for new campus president

**FOOD SERVICE: Tami Weinmann**
- Screened and interviewed for PT hourly position to replace Kim Carroll. New PT hire is Kimberly Kinkade.
- Inventorying the kitchen
- Planning and costing menus
- Planning new Pasta bar option
- Working with Joli Winsett for menu board designs as well as on campus TV advertising
- INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
- Completed 12/13 fiscal year-end closing.
- Completed the archiving of the 12/13 grant records.
- Competed the set-up of the 13/14 grant budget spreadsheets.
- Budget revision completed for the Corrections grant in response to additional funding received.
- 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 fall quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 178 students enrolled totaling $187,471 owed.

Monthly daycare billings prepared for August, totaling $6,868.

Outside scholarships balanced for July; there are currently 173 total personal fund and outside scholarships totaling $186,318.

Student Housing budgets balanced for July.

All grant budgets balanced for July.

Monthly grant billings processed for July.

Indirect chargebacks processed for July.

Foundation & Fund bank reconciliations completed thru July.

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
  - 564 Helpdesk calls completed.
  - Replaced Campus Wide Firewall
  - Replaced Main Mail Server
  - Replaced Edge Mail Server
  - Upgraded campus email to Exchange 2010
  - Replaced Library lab computers.
  - Replace WAH211 lab computers.
  - Upgraded and replaced equipment in 17 smart classrooms.
FACILITIES OPERATIONS & MAINTENANCE

• PLANT MAINTENANCE & CONSTRUCTION – Gil Elder
  o Prep and painted exterior of Home and Family Life house at 420 Centralia College Blvd.
  o Set up for STP to include hanging banners on clock tower, light poles and on roofs of buildings
  o Set up beer garden for STP
  o Provide water and power connections for STP vendors
  o Install water and power for WAH water feature on the north Baxter Plaza
  o Installed new video switch that will allow expansion of our security cameras from current of 32 to 512
  o Made numerous repairs to dorm house at 209 Iron
  o Resealed west facing high wall of HWC
  o Installed Timberland Library Kiosk in ECC lobby
  o Connect CDC complex to Siemens central energy control system
  o Prep and repaint clock tower
  o Re-wire Electronics for new lab benches
  o Installed induction loop hearing system which allows sound from theater monitoring/sound system to be transmitted directly to hearing aids in audience.
  o Work orders processed for June 2013: 83, July 2013: 47, Aug 2013: 36

• BUILDINGS & GROUNDS – Sean Mayfield
  o Buildings and Grounds staff processed 113 work orders during July and August: 43 Custodial; 75 Events; 5 Surplus.
  o Major events included: Seattle to Portland Bicycle Classic, CHS Class of 1968 Reunion, and the Centralia School District Administration Retreat.
  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 weeding and cleanup sessions as a part of Earth Week.
  o Continuous maintenance of the KNOLL including weeding and removal of dead species.
  o Summer grounds projects including landscaping improvements to the entrance of the Tech Building and assistance with the installation of the new water feature in front of Washington Hall.
  o Performed summer deep cleaning of all campus facilities.