ADMINISTRATIVE SERVICES - DEPARTMENTAL REPORTS  
September 2012

ADMINISTRATIVE CABINET NOTES  
September 2012

BUDGETS – Vicki Oakerman
• Completed allocation process for 12/13 operating budget
• Monitoring tuition revenues
• Provided update of ASCC revenues and expenditures to director
• Continued work with CC and SBCTC staff to resolve issues with BASM tuition codes
• Completed SBCTC Tuition Waiver Survey
• Worked with Payroll & HR staff to complete Payroll portion of SBCTC Efficiency Report
• Updated college financial summary for Foundation newsletter
• Replied to SBCTC request for tuition distribution information
• Participated on interview team for Fiscal Tech 3 position in Business Office
• Updated Writing and Math Center Budgets, met with directors to address cuts to these budgets
• from SAI funds
• Provided quarterly budget report for Board of Trustees
• Provided additional budget information requested by Dept. of Commerce staff for grant
• submitted by COE
• Met with new LAG Leader, Geina Studeman, to provide information
• Dept. of Energy Grant
  o Worked with sub recipients to verify match and expenditure totals for year 2 which ended July 31
  o Processed August invoices and match submitted

BUSINESS & AUXILIARY SERVICES - Marla Miller
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• We have 265 students using tuition payment plans for Fall quarter ten of which are BASM students.
• Interviewed eight applicants for the Fiscal Tech 3 position in the Business Office. We had some excellent candidates in the pool and following backgrounds checks, will be offering the position soon.
• AFRS – No errors for July.
• Still having problems with Discover charges posting to our bank account from the new credit card machines. Have been on the phone with them for hours and each time they say they have it corrected, but still not posting. Causes real problems with reconciling the bank account as well as checking when a student’s web payment posts twice or not at all.
• Dottie is in the process of making manuals for individuals covering her duties.
• Dottie is working with various staff training them to cover her duties and getting electronic notices to the various individuals.

BOOKSTORE: Tammy Strodemier
• Hired Ben Derby as Retail Clerk 1
• Received two new vending machines (Library, NSC)
• Set up of Library vending complete
• 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
• Received 10 new Welders – MIG & TIG for the Welding program. Total order $52,000
• Ordered & received new classroom tables, also for the Welding program
• New lockers for Welding students ordered and due to arrive early to mid-October
• Processed 9 bulk mailings for the month of September
• Received delivery of the two new supply vending machines purchased for the Bookstore
• Working with Dave Peterson/Electronics on bid prep for robotics equipment
• Bid in prep phase for Medicine Dispensing simulator equipment for the Nursing Program
• Updated mailboxes in Kemp mail room – added new faculty
• Printing volume up sharply with the return of professors for the beginning of the new school year. Processed high volume of print jobs for fall quarter exams, handouts, etc.
• Purchasing employee – Tami Bieker left employment at the end of August due a serious illness.
• Began training for new part-time employee for Purchasing effective 9/10/12: Kellie Schulz.
• Position opened to hire a full-time employee to manage incoming freight, inventory, and surplus property. This position will also assist with van pool, cashiering and purchasing on an as-needed basis. Hiring process is expected to be complete by the end of October.

FOOD SERVICE: Tami Weinmann
• Inventory all re-stocked for opening Sept 24th.
• Provided 433 lunches for CC101
• Hiring a PT on call person to cover
• Hiring a replacement for PT hourly worker Geri Griffith, who is leaving to work for Adna School food service.
• Menu planning and costing ongoing. (Pork & Beef prices to skyrocket due to droughts)!!

FOUNDATION/FUND: Sue Young
• Scholarship Night was a big success
• Completing preparations for 2011-12 audit beginning October 1.

INSTRUCTIONAL GRANTS AND CONTRACTS: Renee Lawson
• Training for Debra Walker, Fiscal Specialist 2
• Continued training of Samantha Harris, Fiscal Specialist 1
• Renee attended the Foundation Board meeting, representing classified staff
• Completed annual ABE/ELCV Financial Status report
• Budget prepared for ABE Literacy Week grant
• Working on COE 2012/2013 Work Plan budget
• Monthly daycare billings prepared for August
• Outside scholarships balanced for August
• Student Housing budgets balanced for August
• All grant budgets balanced for August
• Monthly grant billings processed for August
• Monthly Time & Effort reports recorded for August
• Indirect chargebacks processed for August
• Indirect chargebacks processed for June & July

TECHNOLOGY AND COMPUTER SERVICES – Patrick Allison
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
• 180 Helpdesk tickets serviced and closed
• Replaced all existing Access Points with new Meraki hardware
• Relocated all existing Access Points on NSC 3rd floor to Meraki recommendations
• Installed and configured servers and hardware for test network
• CIS-SBCTC Minisoft version campus wide upgrade completed
• Deployed online application for Financial Aid Department
• Deployed online application “Advisor Data Portal” for Counseling Department
• Re-imaged and prepared computer labs for Fall quarter
• Consulted and began preparation for re-imaging Cedar Creek Correctional Center instructional lab

FACILITIES OPERATIONS & MAINTENANCE
PLANT MAINTENANCE & CONTRUSTION – Gil Elder

• Pressure washed front porch Hanke House
• Replaced doors and locks in 910 Pear house for use as dorm
• Prep and painted exterior of Family Support Center
• Installed steel siding on Voc Tech west wall and painted doors
• Installed new air scrubbing equipment in Voc Tech welding area
• Completed major electrical upgrades, new panels and feeders, for welding shop
• Installed new LED lighting system in Diesel and welding shops
• Painted welding classroom that was outside of contractor’s scope of work.
• Installed irrigation meters at Voc Tech building
• Converted obsolete HVAC control system by Staefa to Siemens controls used everywhere on campus
• Installed new kitchen equipment in LAX to teach teens skills in meal preparation
• Installed new narrow band radio equipment for use by FOM staff
• Processed 116 work orders for July & Aug 2012

CUSTODIAL & GROUNDS – Sean Mayfield, Brenda Novarra-Schaible
• FOM staff processed 195 work orders: Custodial 30; Events 76; Grounds 8; Physical Plant 81
  Major events: New Student Advising/Registration Fair; Forks Over Knives Presentation (2); CC101; Scholarship Night; Gardening for Everyone Horticulture Education Event; SAAT Welcome Week Events; Financial Aid Balance Check Distribution; SAAT Arrive Alive Event; SAAT Outdoor Movie Night; and Lewis County Concert.
• FOM staff started parking patrol as of the first week of classes
• Majority of the deep cleaning was completed
• Stripped, waxed and re-set welding instructors’ offices
• Moved welding equipment back into welding classrooms
• Removed surplus items from various areas on campus
• Brenda Novarra, Assistant Director of Facilities, has been working with All-Staff Day Planning Committee
• Posted, interviewed, hired, placed and trained four new student workers and reprocessed paperwork for six returning student workers
• Sent out yearly reserved parking invoices to faculty and staff and coordinated with cashier
• Working with Technology staff to create three new reserved parking spots in the Welding yard
• Sent out invoices to off-and on-campus facility users
• Working with Foundation staff on their annual kick-off event
• Working with Business Week coordinator to set dates and room usage for 2012 and 2013
• Filled numerous key requests
• Prepared Tech Building grounds and facilities for Welding renovation grand opening
• Ad Hoc KNOLL Advisory Committee Meeting for 2012-2013 planning and development
• Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.
• Grounds staff cut exterior grass boundaries of KNOLL.
• Continuous maintenance of the KNOLL including manual irrigation of trees and creek bank plantings.
• Continued with maintenance of sprinkler systems
• Completed stenciling of storm drains on campus
• Completed no smoking stenciling on campus
FOUNDATION – Julie Johnson
• Worked with PIO office
• Continued cleanup work on endowments
• Coordinated BASM Scholarship awards
• Recognize elder donors birthdays
• Continued solicitation and draft work of the Corbet/Kemp statue; coordinate the next appeal
• Met with the Annual Campaign Committee to draft a fundraising strategy/plan for 2012-13
• Met with the Kickoff Committee in preparation for event
• Tracking of 2012-13 scholarship recipient thank you notes
• Coordination of brick orders/installation
• Continued entering scholarship information on Washboard.org
• Processed September donations
• Hosted the annual Kick-off event
• Hosted “A Fiddler on the Roof” event
• Review CCF Financial Policies with suggested template
• Coordinate Combined Fund Charity Fairs and giveaways
• Continue working on Corbet/Kemp statue models with sculptor
• Order Liquor and Gambling permits for events
• Compiled and mailed CCF Board and CC Trustee solicitation letters