



Financial & Administrative Affairs

**Status Report as of
June 18, 2019**

Business Office

- Completing State Audit requests.
- Blackbaud Training
- Dynamic Forms Training
- DEI Initiative Follow-up Meetings

Environmental, Health & Safety

- Panic Buttons systems have been installed in the Classroom building and McWherter building and getting ready to install system in the Nursing Building
- Emergency Exit plan and Emergency Exit plans have been updated in the Classroom building, Administration building, library, Gym, McWherter building, Lexington Center and Humboldt Center. Savannah, Paris and Science building will be completed soon.
- Waiting on quotes to come back for Emergency call stations.

Office of Information Technology

- Working on Dynamic Forms implementation.
- Working with Raiser's Edge and Financial Edge implementation.
- PROD Luminis upgrade is scheduled for August 10th.
- Oracle upgrade for Luminis scheduled for August 24th.
- Audio visual updates have been completed in Ayers, Nursing 203, and Foundation Board Room.

Physical Plant

Projects

- **Science Building Roof**
Complete
- **Physical Plant Roof**
 - Bids came in over budget.
 - Designer is reducing the scope of work and project is to be rebid.
- **Library HVAC updates**
 - Project has been awarded to X Energy.
 - Pre-construction meeting was held May 20 to discuss logistics.
 - Currently waiting on a construction schedule to finalize a plan for library staff and functions during construction.

Safety and Security Funding Expenditure Plan

- JSCC prioritized a list of projects to increase safety on the main campus and off campus locations.
- Current project is to make all offices and conference rooms lockable by button from inside the room. *(All classrooms, lecture halls and labs are complete)*
 - **Main Campus offices, Conference rooms, Etc.**
 - **McWherter- Complete**
 - **Work is underway for Library, Administration and Gynmasium**

Science Building Paint

- 1st and 2nd floor hallway paint is expected to begin in August.

Purchasing

Purchasing General

- The first year-end FY'2019 Open PO Encumbrance Report was issued on 4/02/19, which listed 588 open PO's. As of today, JSCC has a total of **258** open PO's. A new Open PO Encumbrance Report is now being issued and distributed every other day.

Sponsored Programs

- Worked with Academic Affairs on proposal and negotiations of Adult Education award