Administrative Services
2013 Presentation
Administrative Services

Administrative Services supports Western Illinois University in its mission to have a profound and positive impact on the changing world through instruction, research, and public service as the University educates and prepares a diverse student population to thrive in and contribute to a global society. As a support organization, Administrative Services provides quality, effective, efficient, and timely leadership and administrative support services responding to the ever-changing needs of students, faculty, and staff.
Administrative Services

Administrative Information Management Systems (AIMS)

Business Services

Document and Publication Services (DPS)

Facilities Management (FM)

Human Resources (HR)

Illinois Law Enforcement Training and Standards Board (ILETSB)

Executive Institute

Office of Public Safety (OPS)

Risk Management and Emergency Preparedness (RMEP)
30 Years of Service

Cathy Dwyer, Facilities Management
25 Years of Service
Timothy Adams, AIMS
Patrick Dowdall, Facilities Management
Deborah Ruebush, OPS
Cheryl Webster, Accounting Office
Dwight White, Building Services
20 Years of Service
Dana Bray, DPS
Annette Davila, AIMS
Paul D. Hughes, Landscape Maintenance
Roger Jackson, Building Maintenance
Susan Nichols, ILETSB Executive Institute
15 Years of Service

Jerry Allen, OPS
Lance Black, Building Maintenance
Greg Bozard, Building Maintenance
Janet Cox, Payroll
M. Todd Danner, Transportation Services
J. Matthew DeWitt, Building Services
Kelly Downing, Building Services
Charles Eddington, Building Services
Andy Fentem, AIMS
Marguerite Gosnell, Accounting Office
Tamela Hiel, Facilities Management
Allen Kepple, Building Services
Todd Knox, Building Mechanical Maintenance
Daniel Lambert, Building Services
Robert Rittenhouse, Building Services
Greg Turner, Building Services
10 Years of Service

Ted Anderson, OPS
Daniel Bartlett, Building Services
James Buffalo, Building Mechanical Maintenance
Laura Caldwell, DPS
Scott Coker, Facilities Management
M. Chad Cordell, Building Maintenance
Phyllis Fowler, Building Services
S. Amanda Green, Facilities Management
Gary Hughes, Building Services
Guy Huston, OPS
William Kirkpatrick, Building Services
Daniel Rathjen, Building Maintenance
Kristofer Trepac, Facilities Management
Edward Webster, Building Services
AIMS partners with University constituents to create, implement, and support integrated information management solutions that contribute to the success of the University’s mission.
AIMS FY13 Accomplishments

- Unclaimed property Web-based system
- Student enrollment in Math 099N
- Office of Academic Services and Transitional Advising Program
- Western Commitment Scholarship
- Financial Aid
- ACH payments for Perkins Loans
AIMS FY14 Goals

- SQL conversion
- Mainframe
- User support
  - u.achieve
  - Emergency notification
  - Housing contract renewal
  - Ethics training
Business Services

Business Services serves the University through the following units: Accounting, Billing and Receivables, Financial Systems, Payroll, and Purchasing.
Business Services FY13 Accomplishments

- Staff development
- Reorganization
- PayPal
- Programming changes
Business Services FY13 Accomplishments

- Authorization statement
- P-card
- Construction projects
- Student health insurance
Business Services FY14 Goals

- Financial Records System
- Evaluate processes, policies, and procedures
- Implement PaymentNet 4
- Continue cross-training and staff development
Document and Publication Services (DPS)

To provide the Western Illinois University community with professional services and high-quality, cost-effective publications while upholding the institution’s core values and visual image.
DPS FY13 Accomplishments

• FY12 retirements
• Extended hours
• Workflow documentation
• Building Connections
• Community service
• Aquatic Mammals journal
DPS FY13 Accomplishments
DPS FY14 Goals

• Cross-training
• Administrative Services website
Facilities Management

To maintain and enhance the campus’s physical environment in support of academic and other related functions of the University.
Facilities Management FY13 Accomplishments

- Director Coker
- WIU Design Guidelines
- Macomb Facilities Master Plan
Facilities Management FY13 Accomplishments

- Tree Campus USA
- Campus beautification
Facilities Management FY13 Accomplishments

• Major projects

- Lincoln/Washington bathroom remodel
- Wetzel demolition
- Heating Plant stack demolition
- Baghouse demolition
Facilities Management FY13 Accomplishments

Reclad of Thompson Hall

Setting a wall

Completed wall
Facilities Management FY13 Accomplishments

- Campus sustainability
Facilities Management FY14 Goals

• Online safety training
• Campus beautification
• Reallocation of operating funds
• Employee training
Human Resources (HR)

The Western Illinois University Human Resources department is committed to providing exceptional service through the equitable and consistent administration of its programs. We believe it is our responsibility to foster workplace effectiveness while respecting each person’s worth, dignity, capacity to contribute, and desire for accomplishment. By encouraging others to share that philosophy, we can achieve a positive work environment for all.
Human Resources FY13 Accomplishments

- CUPA-HR Conference
- Building Connections
- Intern Program
- New Employee Orientation
- Employee development
- Employee Spotlight
Human Resources FY14 Goals

- Online request
- On-boarding program
- Needs assessment
- Upgrade Civil Service Handbook
- Cross-training
The Illinois Law Enforcement Training and Standards Board Executive Institute in partnership with the law enforcement community will promote the professionalism of policing. We lead the quest to understand the current problems of law enforcement executives. Through innovative education, training, research, and services, the Executive Institute will guide the law enforcement community to achieve higher standards and professional development that will enhance their mission of providing professional law enforcement services to their constituents.
ILETSB Executive Institute FY13 Accomplishments

• 20 years
• Grant funded
• Education
• Center for Homeland Security Leadership
• Violence Against Women programs
ILETSB Executive Institute FY14 Goals

• Certified Law Enforcement Administrator and Supervisory Staff
• Commission for the Accreditation of Law Enforcement Agencies (CALEA)
• Polaris Project
• Elder abuse training
Western Illinois University’s Office of Public Safety provides a safe and secure environment for our campus. We are committed to the prevention of crime; the protection of life and property; the preservation of the peace; order and safety; the enforcement of laws and University policies; quality parking services; and the safeguarding of constitutional guarantees.
OPS FY13 Accomplishments

- Director Harris
- Police officer graduates
- Wetzel Hall
- Radios and emergency call boxes
- Adams Street presence
OPS FY13 Accomplishments

- RAD classes
- Reminder cards
- EUDL grant
- Parking meters and lot upgrades
- Domestic violence and sexual assault training
OPS FY14 Goals

- Tier I accreditation
- Upgrade policies and procedures
- OPS webpage
- Campus presentations
- Professional development
- Cross-training and succession planning
Risk Management and Emergency Preparedness (RMEP)

The RMEP personnel strive to preserve and protect WIU’s resources against losses arising out of any occurrence, thereby enabling the University to carry out its goals and purpose of providing a profound and positive impact on the changing world through instruction, research, and public service as the University educates and prepares a diverse student population to thrive in and contribute to a global society.
RMEP FY13 Accomplishments

- Western’s Integrated Risk Evaluation Development Project
- IPHEC
- MHEC
- WIU Safety Committee
- Property insurance
- Student health insurance
- Emergency operations and preparedness
RMEP FY14 Goals

• Student health insurance
• Implement WIRED
• Building coordinators
• Emergency operations plan