PRESIDENT’S OFFICE
ALUMNI PROGRAMS
BUDGET OFFICE
EQUAL OPPORTUNITY AND ACCESS
GOVERNMENTAL RELATIONS
INTERNAL AUDITING
INSTITUTIONAL RESEARCH AND PLANNING

Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
President's Office

President Thomas
Margaritta Fields
Kerry McBride
Paula Rhodes

Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
President’s Office Accomplishments

- Assisted with budget, compliance, and reporting requirements of the Illinois State governing bodies (IBHE, IL Audit Commission, State legislature).

- Developed, implemented, and monitored the Strategic Plan of the University.

- Supported WIU Board of Trustees, recognized outgoing Trustees, and provided an orientation for incoming Trustees.
President’s Office Accomplishments

- Ensured policies and procedures were developed, implemented, and monitored for efficient and effective control over State and University resources.

- Assisted the President and the members of the President’s Leadership Team.

- Scheduled President’s Roundtable meetings.
President’s Office FY 2015 Plans

- Support the President, the Board and WIU:
  - Support the President and Board of Trustees, and Vice Presidents in governing the University
  - Coordinate and monitor the President’s schedule.
  - Coordinate the department allocation and implementation of the fiscal budget and resources of the University.
  - Support the implementation of the Presidential Initiatives and the strategic plan, *Higher Values in Higher Education.*
Alumni Programs

Amy Spelman
Judith Eckerly
Carrie Van Vleet

Carrie Lowderman
Amanda Shoemaker
Kim Stuaan
Beverly Stuckwisch

Graduate students Amber Bedee and Carmen Stockberger
Student Blogger Amy Fogarty
Students Cassidy Depoy and Kori McElroy

Fiscal Year 2014
Accomplishments

Fiscal Year 2015 Plans
Alumni Programs Accomplishments

- Hosted (or will host by end of FY ‘14) nearly 60 Alumni related events; collaborated with several areas across campus; highlights include:
  - More than 1,500 attendees (not counting Homecoming/Reunion or upcoming events left in FY ‘14))
  - Events of note - WPA Art Exhibit Figge (120) and Macomb events; WIU vs. Minnesota (150) & UNLV (180) football pre-games; Celebrating Town & Gown (185) with unveiling of “Rocky on Parade”; Homecoming (thousands); Rams vs. Bears (226); Commencement and Alumni Awards weekends; Blackhawks vs. Blues (sold-out suite in 2 hours); Chicago & QC golf outings (in June and expect 144 at each)
- Kicked off Washington DC Western Wednesdays, will kick-off Quad Cities Western Wednesdays May 7, continued in Chicago
Managed an Alumni population that has grown from 62,000 in 1990 to 125,000 today with same staff and lower budget (now less than $20,000)

Maintained Foundation/Alumni database with over 197,000 records

Sent 1.7 million emails to Alumni and Friends

Ran 761 data retrieval jobs for Alumni Programs and other departments across campus to assist them in communicating with Alumni

Welcomed 800 new members last December and will welcome 1,784 more in May to the Alumni Association = 2,584
Alumni Programs Accomplishments

- Marketing efforts:
  - Mail Western News to over 100,000 four times per year while budget has decreased (originally $37,000 in 80’s to under $20,000)
  - Managed and expanded affinity partnerships for rings, frames, credit card, insurance, travel, license plates

- Social Media Strategic plan fully implemented:
  - Website
  - Presence on 9 social media sites; Facebook 5,083 likes; Twitter following grew 42% to 1,293; launched Instagram; LinkedIn group has 5,273 members; Flickr lifetime views total 262,872

- Student Alumni Leadership Council received the National Award for Paint the Paws program

- Alumni Legacy Project Phase II fundraising began
Alumni Programs FY 2015 Plans

- Events:
  - Host WIU’s Chicago Homecoming in September with week-long events around area culminating with WIU vs. Northwestern football pre-game and game Sept. 15-20 in addition to WIU’s traditional Macomb Homecoming Oct. 4
- Upgrade database/email system
- Extend Social Media Strategic Plan to include all new forms of social media; review effectiveness and make changes
- Additional involvement and collaboration for Student Alumni Leadership Council with students who are automatically all members of Student Alumni Association
- Extend marketing programs to reach more alumni, utilize them to recruit more students and extend legislative reach
- Complete fundraising to fund phase II and III of the alumni Legacy Project
Budget Enhancement

- EO--$23,000 for subscription service to Interview Exchange online hiring management and applicant, tracking system

- IA--$6,900 for automated audit work paper application & training, $3,100 to fund internships and $950 or equipment/technology upgrades

- Alumni--$160,000 for Western News, $25,000 to upgrade foundation/alumni database & e-mail system, one additional staff
Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
Budget Office Accomplishments

- Planned and Coordinated Western Illinois University’s Annual Operating and Capital Budget

- FY14 Budget Allocations for Appropriated, AFS Funds, University Services and Athletics.

- FY15 Operating Budget and Capital Request
  - WIU Board of Trustees
  - Illinois Board of Higher Education – RAMP
  - Governor’s Office of Management and Budget
  - Illinois State Legislature
Budget Office Accomplishments

- Monitored expenditures for cash flow problems
- Assist the campus leadership in making financial and personnel decisions for the institution
- Developed tuition and fee models for recommended increases for next fiscal year
- Developed new monthly reports for VP’s for operating, student and overtime expenses in order to identify deficit spending in a more timely manner
Budget Office
FY2015 Plans

- Develop plans to assist those accounts/entities that have negative cash balances
  - Continue exploring a new financial system.
  - Continue to offer financial training to the campus.
EQUAL OPPORTUNITY AND ACCESS

Andrea Henderson
Rica Calhoun
Tammie McCoy
Karen Trusley

Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
Equal Opportunity and Access Accomplishments

- Developed a process for the flow of the Title IX complaints to include partnership with Student Judicial Programs for student respondents.
- Served as co-presenter at the National Conference on Race and Ethnicity, and presenters for Faculty and Staff Partners for Accessible Solutions and academic classes.
- Completed monthly and annual compliance reporting
- Updated AA Plan using 2010 census data (became available for software in December 2013)
- Drafted revised “Anti-Harassment” Policy. The new draft policies are separated in to a Non-Discrimination Policy and a Sexual Misconduct/Harassment (Title IX) policy. The policies are currently under internal review and edit.
Equal Opportunity and Access Accomplishments

- Wrote arbitration brief
- Proposed and created the framework for an Instructor Pool (awaiting Provost approval)
- Provided face-to-face Title IX and diversity trainings for Greek organizations, athletics, and DPS
- Distributed and promoted the student athletic interests and abilities survey and began analysis of the data
- Entire EOA staff participated in Title IX investigator training and received certification as Campus Title IX investigators.
Equal Opportunity and Access Accomplishments

- Provided search support and monitoring
  - Continued to provide support and training for the online hiring management and applicant tracking system
  - Provided search support and coordination for 198 faculty and administrative positions (external, internal, waivers, rehires)

- Investigated and responded to discrimination complaints
  - Investigated and resolved 13 allegations of discrimination and/or harassment utilizing the university’s internal Discrimination Complaint Procedures
  - Responded to 6 complaints of discrimination filed with external agencies

- Provided employee accommodations
  - Provided resources and support for 7 new employee accommodations
Equal Opportunity and Access
Accomplishments

➢ Workforce Diversity – New Hires

  ▪ Assisted in the hiring of faculty and administrative positions which included the hire of 12 individuals from underrepresented groups.

  ✓ Faculty
    o 2 Asian
    o 6 Black/African American
    o 2 Hispanic

  ✓ Administrative
    o 2 Black/African American
Equal Opportunity and Access Accomplishments

- Engagement with the Campus Community
  - University Diversity Council
  - Affirmative Action Administrative Internship Committee
  - ADA Advisory Committee
  - Web Accessibility Committee
  - Gender Equity in Athletics Committee
Equal Opportunity and Access Accomplishments

- Engagement with the Campus Community Continued
  - University Committee on Sexual Orientation
  - Emergency Coordinator
  - Minority Health Month Planning Committee
  - Illinois Violence Prevention Initiative
Equal Opportunity and Access FY2015 Plans

- Adopt new investigative format learned in investigators certification training
- Update AAP with new OFCCP expectations
- Finalize non-discrimination and sexual misconduct policies
- Obtain approval and implement Instructor Pool
- Revise Hiring Guidelines manual
- Analyze the 11 program components for equity in Athletics
- Distribute campus climate survey and analyze the results
- Create EOA operations manual
Equal Opportunity and Access
FY2015 Plans

- Train university personnel and students on the revised policies (formerly “Anti-Harassment”)
- Continue to support and monitor searches for faculty and administrative and professional personnel
- Provide on-going training to the campus community regarding their rights and responsibilities under the various state and federal laws as well as institutional policy.
$23,000 for subscription service to Interview Exchange online hiring management and applicant, tracking system. Request the cost be added to base budget.
Seeks support for the University, promotes current and future practices and programs, and facilitates exchange of information internally and externally.

At state level, interacted with General Assembly members, Illinois Constitutional Officers, state agencies, and the Illinois Board of Higher Education to seek support for the University.
Governmental Relations Accomplishments

- Interacted with federal and local government agencies and officials, and with individuals representing other Illinois educational institutions

- Provided legislative updates to University President, Vice Presidents and Board of Trustees

- Informed departments of relevant legislation

WIU Legislative Reception in Springfield
Governmental Relations
FY 2015 Plans

➢ Continue to develop relationships with members of the General Assembly, Illinois’ Constitutional Officers, and Congressional delegation.

➢ Continue to update the campus on legislation affecting Western and Higher Education.
INTERNAL AUDITING

Rita Moore
Mike Sartorius
INTERNS
Tara Brownlow, Zach Shoemaker, Candace Williams

Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
Internal Auditing
Key Accomplishments

- Completed planned audits and unplanned investigations to assist University leadership in assessing operations. We anticipated to complete 7-8 audits for the fiscal year.
- Assisted in the development of the IT Governance Framework
- Provided work experience, training and mentoring for three accounting student interns
- Provided regulatory updates and consulting services to the organization
- Actual expense are at an all time low, being reduced by 23% since FY2009.
- Prepared key data analytical reports for senior leadership risk assessments
- Provided leadership and service to WIU and community organizations as directors for the boards of the United Way and McDonough District Hospital, Building Connections mentor and participant in local high school career day.
Internal Auditing FY2015 Plans

- Complete FY2015-16 two year Audit Plan and perform FY2015 audits
- Continue to provide educational and development opportunities for accounting students
- Present two seminars at the Association of College and University Auditors annual conference
- Serve as liaison for external audits
- Continue to monitor and inform appropriate staff of legislative and regulatory changes
- If Budget Enhancements Allow
  - Implement an Automated Work Paper Application
If funds are available:

- $6,900 - Automated audit work paper application & training
- $3,100 - Fund Internships - Student Employment – currently unpaid
- $400 – New office chair for manager
- $550 - Technology upgrades for file management applications (Adobe, WinZip)
INSTITUTIONAL RESEARCH & PLANNING

Rhonda Kline
Angela Bonifas
Sue Thorman
Alicia Wester

Fiscal Year 2014 Accomplishments
Fiscal Year 2015 Plans
Institutional Research & Planning Accomplishments

- Special Data Analyses
  - Worked with the Vice President for Student Services and Office of Admissions to provide recruitment, enrollment, retention, graduation and financial aid analyses
  - Provide analyses for the Higher Learning Commission Academy on Student Persistence and Completion, 2014 through 2018
  - Provide various requested analyses to academic departments, including course analyses, student retention, student credit hour production and cost analyses
Institutional Research & Planning Accomplishments

- Accountability Reporting: Internal and External Audiences
  - CUPA and AAUP Faculty and Administrative Salary Studies
  - U.S. News & World Report
  - Princeton Review
  - Integrated Post Secondary Education Data Systems (IPEDS)
  - Complete College America
  - Illinois Longitudinal Data System (ILDS)
Accountability Reporting: Internal and External Audiences Continued

- National Student Clearinghouse
- Postsecondary Education Data System (PEDS)
- Teacher Education Data Warehouse
- College Portrait (Voluntary System of Accountability)
- Common Data Set
- National Survey of Student Engagement (NSSE)
Institutional Research & Planning Accomplishments

- Internal Reporting
  - Enrollment benchmark data to Board of Trustees
  - Student Credit Hour
  - Enrollment
  - Fact Book
  - Retention/Graduation
  - Alumni Survey
  - Cost Studies
  - Academic Program Review
  - National Survey of Student Engagement (NSSE)
Institutional Research & Planning FY2015 Plans

- Continue to provide analyses to the University to aid in recruitment, enrollment retention and graduation
- Provide analyses over the next four years for the Higher Learning Commission Academy on Student Persistence and Completion
- Utilize National Student Clearinghouse data in retention and graduation studies
- Re-vamp the survey of Baccalaureate Degree recipients
President’s Area
Budget Enhancements

- EOA - $23,000 for subscription service to Interview Exchange online hiring management and applicant, tracking system

- IA - $6,900 for automated audit work paper application & training, $3,100 to fund internships, $950 for equipment & tech upgrades

- Alumni - $160,000 for Western News and Social Media Program, $25,000 to upgrade foundation/alumni database & e-mail system and one additional staff

Fiscal Year 2015 Budget Requests
THANK YOU!