

FY18 Planning and Accomplishment Guidelines
Division of Administrative Services
Western Illinois University

DEPARTMENT/UNIT: VPAS

Current Year

Fiscal Year 2018

I. Accomplishments and Productivity for FY18

- Executed approximately 1,443 University contracts
- Administered annual ethics training for 2,038 employees
- Administered ethics orientation for 2,662 employees
- Administered and processed economic interest statements for 649 employees
- Facilitated approval and communication of 2 new and 3 revised policies
- Implemented a new component of the Ethics Act (SB 402) requiring training on
- Developed a mechanism to move the new component of ethics orientation (SB 402) on-line for all employees
- Developed, in coordination with Purchasing, a new architect/engineer contract
- Led the paper cleanup / shred day for Sherman Hall
- Track mobile tower lease payments
- Chaired the Director of HR and EOA searches and participated in the General Counsel Search
- Tracked payments and all associated documents for 3 restitution cases
- Updated all University contract templates
- Conducted, in coordination with Purchasing, multiple contract trainings
- Co-chaired the Fallen Soldiers 5K with nearly 450 participants raising more than \$14,000
- Assumed the roles of the Ethics Officer on an interim basis
- Led the Employee Access Termination Group
- Increased digital files and migrated processes to an online format in the office in an effort to conserve paper and reduce costs
- Employee of the month 2017

II. Budget Enhancement Outcomes for FY18

University-wide implemented furlough programming

III. Reductions for FY18

N/A

**Budget Year
Fiscal Year 2019**

IV. Goals for FY19

- Create a policy on policies and implement a new policy and procedures format and process
- Conduct a comprehensive review of all University policies and procedures (in progress)
- Migrate all University policies and procedures into the new format
- Conduct a comprehensive review of the Administrative Procedures Handbook and update accordingly (in progress)
- Provide, in coordination with Purchasing, training on contract procedures
- Continue efforts toward a paperless environment
- Eliminate paper contracts by implementing contract automation, in coordination with Purchasing

V. Technology Goals and Objectives

- Implement contract automation software, in coordination with Purchasing

VI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

- N/A

VII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

- N/A

VIII. Reductions for FY19

- N/A

IX. New Operating Resources

- Contract Software - \$10,000

X. Facilities Requests

- N/A

DEPARTMENT/UNIT: Business Services

**Current Year
Fiscal Year 2018**

2018 Accomplishments

- Implemented procedures to reduce the number of audit findings.
- Continued Fraud Risk Assessment with plans to assess approximately 14 departments this year.
- Enhanced the Travel Voucher form and automated the vouchering process.
- Updated the STARS Payment screens to allow future dated payments.
- Worked with the Purchasing Office to implement changes to the PCard process that would allow receipts to be uploaded and attached to transactions.
- Finalized a banking agreement in the Quad Cities.
- Working on creating a Non-Employee travel form on WIUP
- Working to improve the DPA form available on WIUP
- Awarded a Purchase Order for the purchase of RFID scanners.
- Began the process of better identifying the location of computer equipment by utilizing Mac addresses and Other Location fields.
- Began mapping process for a new ERP system.
- Implemented temporary 90 day payment procedures to conserve cash during the budget impasse.
- Began the process to scan student files to eliminate paper files.
- Implement procedures to certify students in the Quad Cities.
- Began the transition from Global Payments to JetPay for credit card processing.

Goals for FY19

- Hire a Director of Business Services
- Develop access to online W2 forms
 - The payroll department is working with AIMS on offering employees the option to receive their W-2 forms electronically. The details have not been finalized, but the current plan is to give employees the ability to request an electronic W-2 through WIUP. The employee would then be able to view their W-2 on WIUP as well as print a copy.
- Reduce the number of accounts with negative cash balances
- Implementation of RFID technology to scan equipment
- Implement equipment threshold increase
- Continue to focus on employee morale
- Continue to look for process efficiencies
- Prepare for a new ERP system
- Continue mapping Business Processes.
- Continue scanning the student files to completely eliminate paper files
- Review and recommend changes to various University policies and procedures
- Complete the transition from Global Payments to JetPay for credit card processing
- Implement an on-line loan form

DEPARTMENT/UNIT: Document and Publication Services

**Current Year
Fiscal Year 2018**

XI. Accomplishments and Productivity for FY18

- Provided print and production services to faculty, staff, students and alumni of Western, as well as area non-profit organizations.
- income generated by departments in FY 18 (7.1.17-3.14.18) - \$229,253
- income generated by external accounts in FY 18 (7.1.17-3.14.18)) - \$13,337
- income generated through walk-in customers including students in FY 18 (7.1.17-3.14.18) - \$14,593
- # of mail pieces metered in FY 18 (7.1.17-3.14.18) – 137,056
- Implemented new online ordering system for staff, students, and external customers. Processed 2087 online orders between July 1, 2017 and March 14, 2018.
- On track to transfer between \$80,000-\$100,000 to previous DPS account to help lower outstanding balance.
- Maintained the same turnaround time for printing and production services with a small-scale staff. Continued to meet rush turnaround timelines as well.
- Continued to cross train employees for all areas of the department – printing, bindery, and mailing services.
- Continued to work with students to create and print their graduation announcements, as well as, their student projects.
- Continued to sort and deliver mail to all departments daily, as well as, process all departmental outgoing mail daily.
- Continued to house and supply paper on demand to departments throughout campus while providing delivery services as well.
- Maintained the campus MFD program fleet of 157 MFD's, addressing any issues and billing customers monthly.
- Continued to collect and recycle printer and copier toner and ink cartridges during daily mail routes.
- Implemented new pricing structure making services more affordable to our customers while still being profitable.

**Budget Year
Fiscal Year 2019**

XII. Major Objectives and Productivity Measures for FY19

- To maintain and expand our services to the campus and the local communities, non-profit organizations, and government funded entities.
- To transfer a significant amount of money to the previous DPS account to lower the outstanding balance.

XIII. Technology Goals and Objectives

- Purchase and installation of new envelope printer to better streamline premail and mail procedures as

well as to print more envelope orders inhouse instead of utilizing an outside vendor.

Facilities Management

Facilities Management is a service organization for the Western Illinois University–Macomb campus with the ultimate goal to provide the best teaching and living environment for our students. FM will continue to improve customer service through a variety of processes, including the building representative program, email listservs, and an improved Computer Maintenance Management System (CMMS). To provide the best services, we continually assess needs, creatively stretch a shrinking budget, and provide communication to our campus customers.

I. Accomplishments and Productivity for FY18

- Received over 18,000 work orders as of 3/1/18, an increase of 1.15% compared to FY17
 - Receive over 25,500 work orders annually (FY15-17)
- Closed over 21,100 work orders as of 3/1/18, an increase of 32.02% compared to FY17
 - Close over 26,900 work orders annually (FY15-17)
- FM Business Office Processed over \$270K in university project billings as of 3/1/18, a decrease of about 27.62% compared to FY17
- FM Business Office completed the Facilities Performance Indicators (FPI) survey with APPA: Leadership in Educational Facilities, a benchmarking tool to compare facilities of other universities
- Central Receiving entered over 2,000 Sprocket purchase requests totaling over \$875K as of 3/1/18, an increase in the number of purchase requests by about 12.53% compared to FY17
 - Enter over 3,300 Sprocket purchase requests annually totaling over \$1.5M
- Vending received more than \$128K total sales and \$43K total commission as of 2/1/18
 - Receives more than \$330K total sales and \$100K total commission annually (FY15-17)
- Transportation Services processed over 850 trip requests as of 3/1/18, an increase of 6.89% compared to FY17
 - Process over 1,600 trip requests annually (FY15-17)
- 209 vehicles in service
 - 57 fleet vehicles
 - 152 maintenance vehicles
- University vehicles have driven over 657,000 miles as of 3/1/18, an increase of 9.84% compared to FY17
 - Fleet vehicles have driven over 224,000 miles as of 3/1/18, an increase of 8.08% compared to FY17
 - University vehicles drive over 1,040,000 miles annually (FY15-17)
- Fuel-efficient hybrid vehicles have driven over 128,000 miles as of 3/1/18, an increase of 32.46% compared to FY17
 - Fuel-efficient hybrid vehicles drive over 207,000 miles annually (FY15-17)
 - 24 fuel-efficient hybrid vehicles in service

- Completed over \$570,000 in energy efficiency projects supported by Department of Commerce and Economic Opportunity (DCEO) rebates. Projects included lighting replacements in University Union, Rec Center, Horrabin, Sherman, Malpass Library, Knoblauch, Currens and Browne, Building Automation system (BAS) upgrades in Western Hall, Malpass library, Thompson and Brophy. Pipe insulation was also replaced in several buildings across campus

- Replaced:
 - seating in Western Hall that provides a more user friendly and safe environment
 - University Village Roof
 - Bleachers at McKenzie Soccer field
 - Electrical service to University Village
 - Lockers in the Football locker room and relocated the previous lockers within Western Hall
 - University Farm Sheep Barn and Barrow Barn roofs
- Completed:
 - Third bay at Agriculture's greenhouse
 - Western Hall office space remodel
 - Western Hall track space and Volleyball locker installation
 - Refinish of Western Hall and Brophy Hall Athletic floors
- Installed:
 - extension of Alumni House sidewalk
 - historical markers at various locations
 - stair nosing at Malpass Library
- Obtained annual certificates of operation for all elevators
- Increased training sessions for trades, included 64 courses with 683 in attendance for a total over 1100 hours
- Reworked Hanson Field steps
- Repaired Tanner siding
- Completed Ward Street demolition of two houses and site restoration
- Completed Facilities Performance Indicators (FPI) survey, a benchmark usage of resources compared to similar universities
- Provided more than 800 trips in rental fleet vehicles for over 200,000 miles
- Completed over 200 work orders for moving, setup, and teardown for numerous campus events such as athletic games, convocation, commencement, Mock Student Election, BCA, Performing Arts Society, and CIY
- Finalized the Access Control Policy
- Improved routine work order response by 7% over FY16, Average days to complete FY15 20, FY16 14, FY17 13
- Tested credit card readers on vending machines
- Assisted Purchasing in the review and adoption of the Construction Contract
- Implemented tablets for electricians as a test group for mobile work orders
- Commenced implementation of a web based productivity software package for Building Services. This Compuclean software package will improve productivity through work-loading tasks performed by the BSW's. It will provide comprehensive data to measure quality and efficiency
- Diverted over six tons of food scrap waste from landfill to the EarthTub composters, turning it into compost used in campus gardens
- Received Tree Campus USA by National Arbor Day Foundation for 5th consecutive year
- Held a tree planting to celebrate Arbor Day on campus on April 29, 2017
- Treated 64 ash trees on a preventative basis for Emerald Ash Borer
- Hosted We Care campus beautification program in April and also during Homecoming 2016, planted 700 mums and 10,000 bulbs in school colors and spread 2 semi-loads of mulch
- Re-designed and re-installed damaged stairs over landscape berm at Tanner Hall
- Removed 270' sidewalk leading back to abandoned footbridge (LaMoine Village). Re-graded with compost and seeded to grass
- Completed pavement repairs to parking lots at Horrabin Hall, Tillman Hall, and sections of Q-Lot
- Installed put up and took down feather flags on 10 separate dates for University events

assumed mowing and tree maintenance duties at the Foundation properties south of Alumni House roughly 1 acre

- Improved sidewalk repair process through increased training, more thorough surface preparation, and trials of different products
- Prepared fields/facilities for 5 home football games, 19 home baseball games, 6 home softball games, 17 home soccer games and 1 home track meet
- Started working group meetings with Athletics including one per sport/coach prior to each season to improve communication
- Mowed, trimmed, pruned, weeded, repaired, cleaned, and otherwise maintained over 300 acres of campus grounds and nearly 2,700 trees. Mowed, striped, aerated, irrigated, over-seeded, fertilized, and made herbicide, fungicide, and insecticide applications to over 14 acres of athletic field turf. Removed ice and snow from over 60 acres of pavement. Accomplished this work with reduced staff (less 1 Tree Surgeon and 5 temporary Grounds Workers)
- Completed Athletics Facilities Services Agreement outlining services provided to athletic fields
- Worked to improve customer service through improving work order response time and follow up.
- Continued:
 - utilization of ListServes to notify campus
 - update the website
 - track and address attendance issues within Building Services
 - train Building Services staff to improve productivity
 - promote Facilities Management through social media
 - provide education and outreach to our employees through training sessions
 - kept current our material safety data sheets (MSDS) with the digital tool MSDSOnline, which is accessible at wiu.edu/ehss (Environmental Health, and Safety) with a link to MSDSOnline contained on the right side column of the webpage. This is accessible for all of Macomb campus and includes information for products and inventory in the Department of Chemistry, Farms, and Facilities Management

II. Budget Enhancement Outcomes for FY18

FM submitted and received over \$570,000 in Department of Commerce and Economic Opportunity (DCEO) incentives.

III. Reductions for FY18

- Reduced utility usage and expenses by about 11% as of 3/1/18 compared to FY17
 - University spends over \$5.7M on utilities annually (FY15-17)
- Reduced operating budgets by \$95,350, or 3%, compared to FY17
- Reduced personnel budgets by \$133,085, or 1%, compared to FY17

Budget Year Fiscal Year 2019

IV. Major Objectives and Productivity Measures for FY19

- Succession planning for Business Units
 - Hire and train personnel for positions due to planned retirements
- Upgrade and right-size Transportation vehicles

- Improved customer service to campus by:
 - continue to work with Dematic to improve the FM CMMS and roll out mobile work orders for more trades groups
 - continue to reduce routine work order response time
 - refine customer service representative position
 - reduce response time for project estimates
- Improved F, P & C project management process through:
 - implementation of contractor template contract
 - completion of A&E professional service template contract
 - improved usage of daily project logs and project documentation
- Review building representative program
- Implement an exterior building review process and document and prioritize deficiencies
- Continue to document and prioritize deferred maintenance on campus
- Host Fall “We Care” week of September 25th 2017 and Spring We Care April 2018
- Continue to collect food scraps from university dining facilities for use in composting program
- Achieve Tree Campus USA for year 2018
- Continue to put up and take down feather flags for University events
- Continue to renovate/improve campus landscapes as funding allow
- Expand working group meetings to include IM fields
- Expand Landscape Maintenance SOP’s to main campus
- Complete implementation of Compu-Clean for Building Services. This will allow a more controlled inspection process, employee evaluation and consistent services. Training and work-coding can be improved also.

V. Technology Goals and Objectives

- Continue to roll-out handheld devices to trade personnel for recording of time and material charges to specific job work orders. The use of the handheld devices will allow for more accurate charges to each specific job as well as the ability to close work orders in a timely manner.
- Building Services will continue to implement Compu-Clean which tracks productivity and quality. It will also identify areas that need improvement. This process will help Building Services to become more productive and streamline costs.

VI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

VII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

VIII. Reductions for FY19

IX. New Operating Resources

During the last two fiscal years, Facilities management has reduced appropriated operating expenditures by over \$430,000 and is requesting an increase of \$500,000 in base operating dollars to be used towards deferred maintenance, classroom improvements and campus beautification.

X. Facilities Requests

- Hire two Maintenance Repair/Workers to assist masonry repairs.
 - Total estimated annual cost: \$80,900
 - Hire Senior Engineer to replace Engineer vacancy
 - Total estimated annual cost: \$69,326
 - Replace six roofs: Heating Plant Annex, Tillman, Currens, Knoblauch, Physical Plant, Library deck
 - Total estimated cost: \$2.18M
 - Replace 10 parking lots in critical need of replacement.
 - Total estimated cost: \$2.4M
 - Replace failing water systems in Brown, Morgan and Stipes
 - Total estimated cost \$900K
 - Replace fleet vehicles
 - Total estimated cost: \$350K
 - Replace the chiller in Memorial or install a chilled water loop
 - estimated at \$2.4M
 - Replace the chiller in Browne Hall
 - Estimated at \$1M
 - Total Facilities Capital Request: \$9.23M
- Facilities Management requests emergency capital renewal totaling \$8,000,000, to repair end of life and failing building systems. If these are not fixed in the near future, continued operations in the facilities are at risk.

The following roofs are all at end of life and can imminently fail which would disrupt the daily operations in these academic buildings and could potentially cause property damage to the structures and contents. Original installation dates for the roofs; Heating Plant Annex 1986, Tillman Hall 1985, Currens Hall 1985, and Knoblauch Hall 1995. Total estimated cost \$2,500,000

System water piping in the following buildings are all at the end of life, have been repaired several times and are increasingly failing. Each time the piping fails, the HVAC system has to be shut down which endangers continued operations in the building and causes water damage to the furnishings and equipment in the building. All of the systems are original to the buildings; Brown Hall, 1957, Morgan Hall 1967, and Stipes Hall 1968. Total estimated cost \$900,000 each

The steam absorber chiller in Memorial Hall that provides cooling to the building has failed and no longer functions adequately. With no air conditioning in the building, academic operations are disrupted and cannot properly function. The chiller was installed when the building was constructed in 1962. A temporary chiller has been placed outside the building to continue operations, but that is not sustainable. Total estimated cost \$2,400,000

The heating and cooling system in Malpass Library is at end of life and adversely affecting library operations. As the system fails, temperature and humidity cannot be properly controlled which is damaging the extensive book collection and making it uncomfortable in the building. Total estimated cost \$2,200,000

The building chiller is not functioning adequately such that indoor air quality has been diminished. The chiller was installed when the building was constructed in 1957. Total estimate cost \$1M

DEPARTMENT/UNIT: Human Resources

**Current Year
Fiscal Year 2018**

I. Accomplishments and Productivity for FY18

Administration

- Maintained successful operations of department during Director vacancy; appointment of permanent replacement effective January 1, 2018.
- Hired HR Associate for Facilities Management, with added assignment as lead negotiator.
- Collaborated with the Systems Office and HR Directors across the state to develop new procedures for exempting positions from State Universities Civil Service under 36e3 and 36e4 (*anticipated implementation October, 2018*).
- Successfully converted a position previously classified as exempt from Civil Service to a Civil Service classification, meeting hiring department's need and resulting in better alignment with State Universities Civil Service Act.
- Reduced civil service testing to one day a week, to better reflect work flow in the area.
- Integrated three staff into available offices in Sherman 105, resulting in improved communication and stronger team atmosphere.
- Integrated Classification/Compensation, Examination, and Employment divisions in Human Resources, resulting in improved cohesiveness and increased cross-training opportunities.
- Offered 75 tuition waivers to employees, and 117 waivers to children of university employees

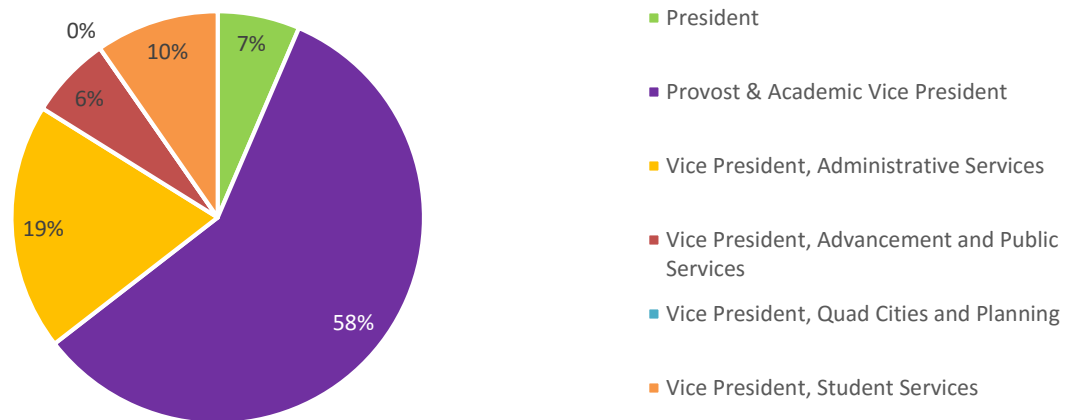
Benefits

- Supported online Benefit Choice Period for employees through Morneau Shepell "My Benefits" site.
- Monitored and communicated status updates to employees in the Quality Care Health Plan regarding lack of progress for McDonough District Hospital to reach a contract with Aetna and effects of the hospital's non-participation with Aetna.
- Processed 15 new applications for SURS furlough/temporary salary reduction in place of furlough buy-back program.
- Implemented new monitoring process for insurance adjustment file, resulting in a reduction of premium collection errors and increased deduction accuracy.
- Coordinated communication with CMS and Tristar to support better flow of communication and more strategic management of workers' compensation claims.

Classification/Compensation

- Completed 35 position audits; 86% resulted in reclassification or reallocation.
- Graphic below demonstrates audits completed by VP area:

FY 18 Audits by VP Area



- Continued expansion and support to hiring managers for use of “Custom Classifications”; resulting in greater hiring flexibility and successful hiring for departments.
- Implemented a quarterly automated outdated job description email notification process with AIMS to improve job description review and maintenance requirements.

Employment

- Completed implementation of electronic submission of the following employment requests through Interview Exchange, improving efficiency and reducing lost forms:
 - Request to fill
 - Extra help request
 - Contract change request
- Processed retroactive salary increases for prevailing wage rate increases and FOP arbitration decision.
- Reassigned Tammy Irwin from Examination area to Employment, filling vacancy and duties previously performed by two long-term HR employees.
- Successfully established intern program for office support/clerical positions in response to difficulty filling these openings, resulting in increased candidate pool
- Established more strategic monitoring of extra help usage to ensure compliance with State University Civil Service System rules; set up new guidelines for usage to ensure ongoing compliance with System Office and the Affordable Care Act.
- Following tables outline ten-year history of employment and exit transactions processed:

**FISCAL YEAR COMPARISON
HUMAN RESOURCES - EMPLOYMENT**

EMPLOYMENT	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY 16	FY17	*FY18
CIVIL SERVICE OPENINGS											
New Hires	59	48	24	62	71	75	13	51	11	45	26
Promotions								19	7	19	10
Transfers								3	3	7	4
Interns	17	3	9	16	17	6	2	10	3	4	9
Not filled										9	9
Recalled from Perm Layoff										70	

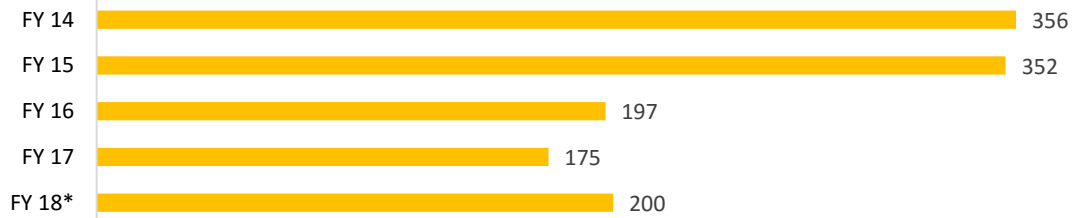
EXIT	FY08	FY09	FY10	FY11	FY12	FY 13	FY14	FY15	FY 16	FY17	*FY18
CIVIL SERVICE											
Resignations	21	9	15	23	22	15	27	27	37	35	20
Retirements	40	28	45	63	94	15	51	21	68	27	7
Death	2	1	2	3	3	2	0	4	4	2	4
Terminations	2	2	0	1	1	1	2	1	1	0	1
Dismissals	0	0	0	2	1	4	2	4	2	3	4
Discharges	0	2	0	0	0	0	0	1	0	0	1
Permanent Layoff	0	0	0	0	0	1	12	0	94	0	0
TOTAL	65	42	62	92	121	38	94	58	206	67	37

*FY18 as of 3/19/18

Examination

- Table below demonstrates historical data of Civil Service Examinations taken; FY18 projected:

Application Evaluations Conducted



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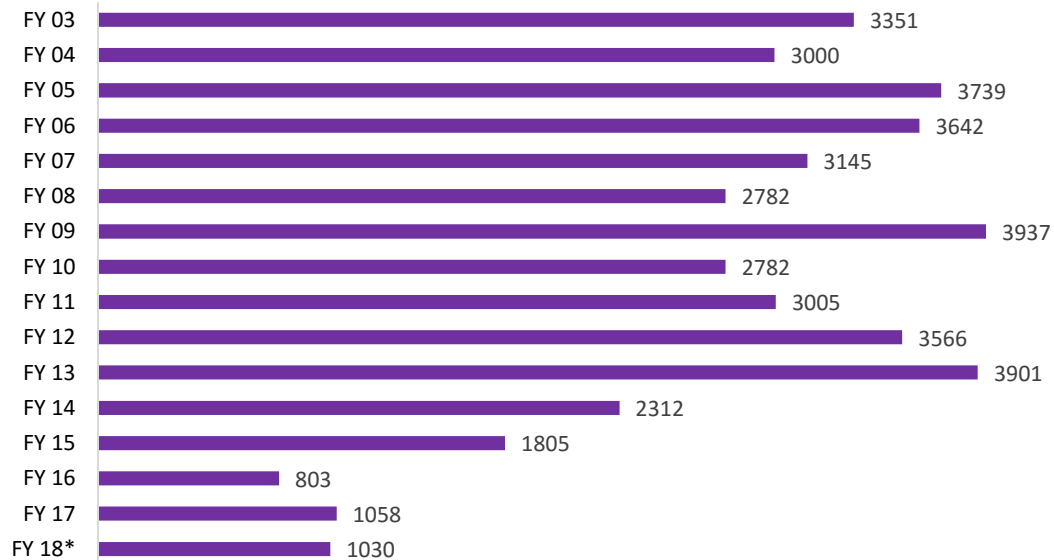
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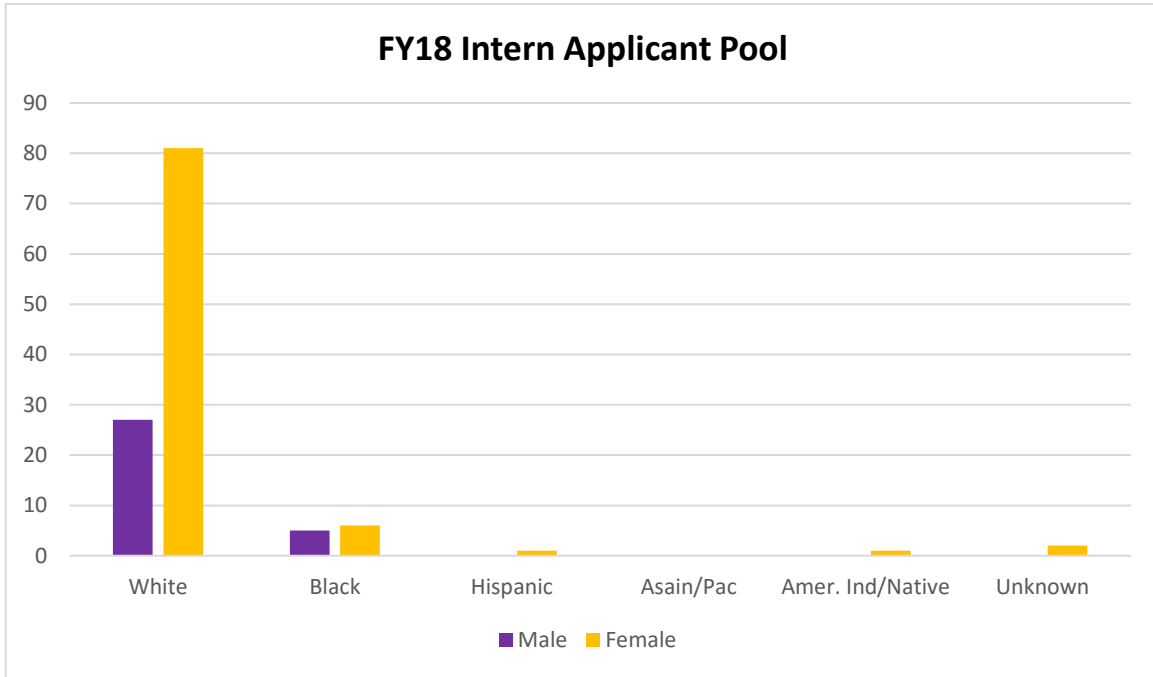
ation evaluations for FY17 were 200 appointments. We had 187 application evaluations scheduled for the fiscal year, of which 175 were attended (6.5% no show rate).

- As of 3/28/18, we have scheduled 162 application evaluations, of which 152 were attended (6% no show rate). We project that we will see approximately 200 interested applicants this fiscal year (FY18 projected).
- Hired and trained a Human Resource Representative for the Examination and Talent Acquisition Division.
- Continued regularly scheduled examination and application evaluation opportunities for Quad Cities campus employees.

Intern Program

Civil Service Exams Taken

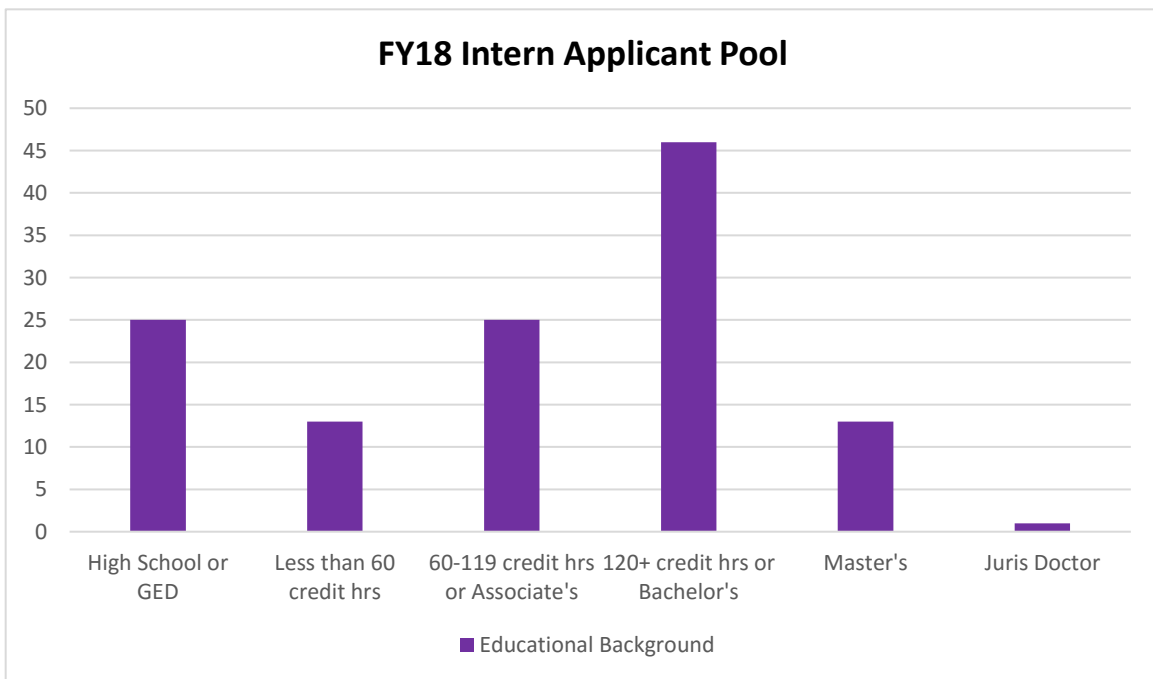




3 employees are in the intern program, which encourages diverse applicants to train in a position until they

meet the minimum qualifications. 10 were hired during FY18, and 2 employees successfully completed the program and became status employees. Intern positions held include Accountant I, Building Service Worker, Grants & Contracts Associate, Office Support Specialist, and Office Manager. There are currently 3 Intern vacancies waiting to be filled: Office Support Specialist, Radio/TV Producer/Announcer I, and Admissions & Records Officer.

Intern Applicant Pool



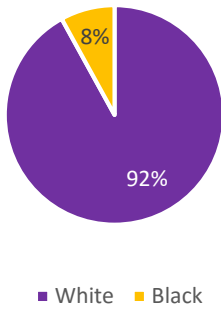
Labor Relations

Assigned new Lead Negotiator; worked with units to improve collaboration and decrease antagonistic relations.

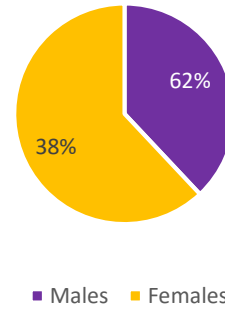
AFSCME BSW – contract open; current dates 7/1/10 – 6/30/17

- Arbitration decision received in favor of unit, finding contract violation (using student workers in place of laid off employees in unit during Summer 2016); reached agreement with union regarding lost wages. Initial request from union was over \$47,000 settlement; agreement reached at \$15,860.
- Arbitration decision received in favor of university, finding discharge of employee was appropriate and did not involve violation of employee’s rights; success resulted in no imposition of back pay for employee.
- Settled grievance relative to usage of student workers, preventing escalation to arbitration.

FY18 Racial Composition of Current Intern Employees



FY18 Gender Composition of Current Intern Employees



- Tentative agreement on contract language; TA's sent, unit has not returned. Initial mediation regarding wages held; next meeting scheduled for April 23.

AFSCME CLERICAL – current dates 7/1/16 – 6/30/18; wage reopener only

- Unfair labor practice filed, with hearing in August 2018; decision remains outstanding.
- Wage Re-Opener for FY18; after initial proposals exchanged, unit and university have not met.

FOP – current dates 7/1/16-6/30/19

- Arbitration decision received in favor of 2% salary increases for unit, and in favor of university regarding 12 hour shifts; contract through 6/30/19.
- Grievance settled regarding usage of compensatory time, preventing escalation to arbitration.

LANDSCAPE MAINTENANCE – current dates 7/1/17-6/30/18

- Contract ratified through 6/30/18 at 0% salary increase.
- Settled grievance regarding assignment of Saturday shifts, preventing escalation to arbitration.

MECHANICAL MAINTENANCE – current dates 8/1/14-7/31/19

- Added Steam/Power Plant V to covered positions.
- Settled two grievances, preventing escalation to arbitration.
- Processed 1% wage increase deferred from FY17; wage re-opener for FY19.

PIPE TRADES – current dates 7/1/10 – 6/30/17

- No request to bargain; additional one-year contract in effect through 6/30/18.

UPI PRO-TECH – contract open, current dates 7/1/10 – 6/30/17

- Several bargaining meetings held; meeting requested for update regarding financial outlook of the university planned for April 2018.

Talent Management

- First (hopefully) annual “Development Day”. Open to faculty, staff, administrators and graduate students, this event (possible through unprecedented collaboration of UHDS and Talent Management) offered on-site development with six tracks and 25 programs. 120 individuals attended the event, which was funded by UHDS.
- Through “Enrich YOU at WIU”, “Run-Hide-Fight” training was offered to 91 employees.
- Social Media presence continues to increase, with continued focus on “Employee Spotlight” and current Civil Service openings.

II. Budget Enhancement Outcomes for FY18

NA

III. Reductions for FY18

Reduction in FY18 salary paid due to attrition:

\$138,906 – open HR Rep @\$30,600 = \$108,306 salary savings (includes approved by unfilled Associate Director position)

**Budget Year
Fiscal Year 2019**

IV. Major Objectives and Productivity Measures for FY19

- Collect data from state of Illinois universities regarding disciplinary practices, and develop stronger overarching performance management program
- Work with senior administrators to educate campus community on compliance with the Civil Service Act relative to anticipated rule changes
- Revise Civil Service Handbook
- Hire Graduate Assistant to work with incumbent staff on developing or modifying existing procedures manuals to ensure continuity in application of HR policies and procedures, in spite of staffing changes
- Revise Starting Salary Adjustment and Compensation procedures in HR, ensuring compensation practices are equitable, and meet “best practices” guidelines
- Develop new employee exit survey and survey process, enabling department to track trends and respond to identified concerns.
- With appropriate funding, host “Development Day” on an annual basis.
- Survey employees to gain better understanding of morale issues affecting employees and to complete needs analysis to develop future training opportunities.

V. Technology Goals and Objectives

VI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

VII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

VIII. Reductions for FY19

\$15,000 requested for Training budget, to allow for expanded “Development Day” offering in this FY.

IX. New Operating Resources

X. Facilities Requests

Illinois Law Enforcement Training and Standards Board Executive Institute

**Current Year
Fiscal Year 2018**

I. Accomplishments and Productivity for FY18

The Executive Institute was created in 1992 by the Illinois Law Enforcement Training and Standards Board (ILETSB), for the purpose of providing advanced study, research, instruction and administrative technical assistance for the benefit of law enforcement executives throughout Illinois. Fiscal Year 2018 marked the 25th anniversary of the institute and its presence at Western Illinois University.

- A. Based on the institute's 10-year strategic plan, the primary goals and objectives FY18 include:
 1. Collaborate with the Illinois Association of Chiefs of Police, the Illinois Sheriff's Association, the Illinois Law Enforcement Training and Standards Board, and other relevant entities to develop a model use of force policy that will be adopted in Illinois
 - a) In-Process – Much work has been accomplished in FY18 toward a statewide model policy ahead of potential legislation
 2. Continue to research, develop, and implement curriculum that bridges the transition from middle manager to executive
 - a) In-Process – This course will be launched in the first quarter of FY19
 3. Research, develop, and implement curriculum that bridges the transition from first-line supervisor to middle manager
 - a) Complete – This course will launch in June 2018
 4. Host statewide conferences: Crisis Intervention, Problem-Oriented Policing, Women in Criminal Justice, and Use of Force
 - a) Completed – These conferences were hosted.
 5. Continue to research and develop a comprehensive educational certification program in support of professional development
 - a) In Process – The program will be addressed at the September 2018 quarterly meeting of School and Curriculum Committee, Illinois Law Enforcement Training and Standards Board
 6. Continue to research an organic mentoring system for criminal justice practitioners
 - a) No longer an objective
 7. Partner with the Center for the Application of Information Technologies, the Illinois Attorney General, and the Illinois Law Enforcement Training and Standards Board to develop online training for sexual assault awareness that is mandated for all 34,000 law enforcement officers in Illinois
 - a) In Process – This course will launch in October 2018
 8. Develop an articulation agreement with the School of Law Enforcement and Justice

Administration that provides a resource for employees of the Illinois Department of Corrections to receive supervisory, management, and leadership education and training, and receive academic hourly course credit

a) In Process

B. Key Accomplishments and the WIU Strategic Plan

1. Goal 2: Enrich Academic Excellence

a) Action 4 – Support strong commitments to mission-driven public service and outreach

1. Collaborated with K-12 public and private schools to host school safety programs, specifically behavioral threat assessment training for faculty and staff
2. Developed a comprehensive resource website for educators, parents, and law enforcement related to K-12 and higher education
3. Participated in a reunification exercise between Illinois State University and its laboratory schools
4. Co-chair the School and Campus Safety Workgroup
5. Participated in various regional and statewide meetings and conferences related to school and campus safety
6. Hosted the 2017 Crisis Intervention Conference
7. Hosted the 2017 Illinois Problem-Oriented Policing Conference
8. Hosted the 2018 Women in Criminal Justice Conference – Engaging in Collaborative Partnerships with more than 280 attendees
9. Continue to work with the Center for the Application of Information Technologies to revise current and develop innovative online training for basic law enforcement recruits, correctional officers, and other criminal justice practitioners in Illinois
10. Launched the Part-time Basic Law Enforcement Academy using hybrid learning strategies

2. Goal 3: Provide Educational Opportunity

a) Action 3(a) – Promote experiential learning through applied studies in external settings. These applied settings include internships, student teaching, clinical placements, and undergraduate and graduate student research days, and education abroad opportunities

1. Partnered with the Department of Health Sciences and Social Work to support the practicum activities of an undergraduate student
2. Partnered with the School of Law Enforcement and Justice Administration to support the internships of three undergraduate students
3. Employed three graduate assistants

b) Action 3(b) Provide opportunities for student development and learning outside the classroom through involvement, leadership, and co-curricular

experiences in environments that are supportive, challenging, and inclusive

1. Continue to support a series of articles authored by graduate assistants, interns, and practicum students
 2. Provided professional development to all practicum and intern students and graduate assistants through attendance and participation at the following conferences and meetings
 - a. Sexual Assault Investigator and Train-the-Trainer courses
 - b. Illinois School and Campus Safety Program courses
 - c. 2017 Problem-Oriented Policing Conference
 - d. 2017 Crisis Intervention Conference
 - e. 2018 Women in Criminal Justice Conference
3. Goal 4: Support Personal Growth
- a) Action 4(a) – Support the use of release time, tuition waivers, and other University benefits for faculty and staff to advance their educational pursuits
 1. Staff members enrolled in academic courses at Western Illinois University
4. Goal 5: Promote Social Responsibility
- a) Action 1(a) – Support service learning, internships, student teaching, simulations, and other forms of experiential learning that promote civic engagement
 1. Accepted placement of one practicum student from the Department of Health Sciences and Social Work and two interns from the School of Law Enforcement and Justice Administration
 2. Employed three graduate assistants
 - b) Action 2 – Support national and international contexts in advancing equity, social justice, and diversity
 1. Partnered with the National Organization of Black Law Enforcement Leaders to secure two nationally recognized speakers on procedural justice and engaging the community.
 - c) Action 4(a) – Support educational programs, services, and partnerships committed to the prevention of crime; protection of life and property; preservation of peace, order, and safety; and enforcement of laws and University policies
 1. Partnered with the Illinois Terrorism Task Force to:
 - a. Administer the Illinois School and Campus Safety Program for K-12 and higher education
 - b. Advance public and private sector partnerships
 - c. Enhance community, school, and personal preparedness in the event of a disaster

- d. Disseminate emerging intelligence information through workshops and the Statewide Terrorism and Intelligence Center
- C. Productivity can be quantified by the number of programs offered, attendance, and total training hours. The ILETSBEI also measures productivity through qualitative analysis.
- D. Describe how the division used any of the following categories of funds to enhance accomplishments and productivity:
 - 1. All ILETSBEI funding is in the form of external grants, contracts, and local funds
 - a) External Grants
 - 1. Illinois Terrorism Task Force
 - 2. Illinois Criminal Justice Information Authority
 - b) Contracts
 - 1. Illinois Law Enforcement Training and Standards Board
 - 2. Illinois Attorney General
 - c) Local Funds
 - 1. Registration and Subscription Fees

II. Budget Enhancement Outcomes for FY18 - Not applicable

III. Reductions for FY18 - Not applicable

**Budget Year
Fiscal Year 2019**

IV. Major Objectives and Productivity Measures for FY19

A. Goals and Objectives

- 1. Continue to collaborate with the Illinois Association of Chiefs of Police, the Illinois Sheriff's Association, the Illinois Law Enforcement Training and Standards Board, and other relevant entities to develop a model use of force policy that will be adopted in Illinois
 - a. Measurable – Progression of model policy and implementation throughout Illinois
- 2. Host statewide conferences: Crisis Intervention, Problem-Oriented Policing, and Women in Criminal Justice
 - a. Measurable – Host conference, participant evaluation, after action report
- 3. Partner with the Center for the Application of Information Technologies and the Illinois Law Enforcement Training and Standards Board to develop online training that meets legal mandates for law enforcement officers
 - a. Measurable – Implementation of online courses and participant evaluation
- 4. Launch a new curricular series created for first line supervisors, middle managers, and chief executive officers

- a. Measurable – Implementation of the curricular series, registrations, and course evaluations
- B. All objectives are directly related to Strategic Plan action items
- C. All objectives will be completed in the short-term (next 12 months)

V. Technology Goals and Objectives

- A. Continue to develop a comprehensive website for all projects and centers located within the ILETSB Executive Institute
 - 1. Measurable – Creation of comprehensive website
- B. Creation of a comprehensive website for all projects and centers of the ILETSB Executive Institute allows criminal justice practitioners, academics, school and campus administrators, emergency managers, and others to have access to the most up-to-date information relevant to their discipline. This aligns with all goals and objectives for FY19.
- C. The action will be completed in the short-term (next 12 months)

VI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

- A. Personnel – Externally Funded
 - 1. Manager of Training – This position will be filled in FY19
 - 2. Manager of Research and Development – This position will be filled in FY19
 - 3. Research Associate – This position is will be filled in FY19
- B. The ILETSB Executive Institute is a small unit with program managers and staff that have unique positions based on funding or subject matter. Each plays a significant role in support of the internal strategic plan and that of WIU’s.
- C. The potential personnel changes allows the institute to continue normal operation as contractually designated by funding sources.
- D. New Funds
 - 1. The ILETSB Executive is funded through grants, contracts, and registration and subscription fees. Staff continue to partner with internal and external organizations in the submission of grants and seeking new contracts.
 - 2. Additional resources will enhance the objectives through growth of programming, research, and technical assistance.
 - 3. External funding is typically a year-to-year basis for the institute based on current awards. Long-term external funding would allow for continuation of employee contracts and sustain vital programs.
 - 4. Performance indicators include
 - a. New external funding awards and contracts
 - b. Sustainment of current programs
 - c. Increased personnel positions

VII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

Not Applicable

VIII. Reductions for FY18

Not Applicable

IX. New Operating Resources

Not applicable

X. Facilities Requests

Not applicable

FY 2018 Office of Public Safety Annual Report



Office of Public Safety
Fiscal Year 2018 Annual Report
March 28, 2018

- To provide a safe and secure environment for the students, faculty, staff, and visitors to Western Illinois University.
- To provide support, training, and education to the campus community in the areas of safety, crime prevention, traffic regulations, and parking control.
- To provide accountability reporting for the Uniform Crime Report (UCR) and Clery Report

Mission Statement

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.

1. Accomplishments and Productivity for Fiscal Year 2018

- A. Give a brief review of the division's goals and objectives for FY18
- Major Objectives for FY18
 - Continue to leave vacant 1 open officer position
 - Continue to implement new policies and obtain accreditation through the Illinois Law Enforcement Accreditation Program.
 - Formulate additional plans to reduce overtime costs and continue to look for cost savings measures.
 - Offer additional safety and educational programming presentations to campus members.
 - Explore options and grant funding for body worn cameras for police officers.
 - Ensure all officers meet the newly created mandatory training requirements added during 2017.
 - Continue to explore Parking Services software to replace an aging system which should be user friendly for customers.
 - Repair/replace concrete in lots QNE drive in front of the credit union, Lot #18 Beu, main drive east side of Western Hall, and Lot #11 east side of Tillman as part of the 12 year parking plan.
 - Continue maintenance program, with Facilities Management, in all existing parking lots.
- B. List the most important divisional accomplishments for FY18 and document how these accomplishments support the goals and objectives of the University, including specific Strategic Plan accomplishments.
- Technology and Infrastructure
 - Identified an Illinois Law Enforcement Training and Standards Board resource that tracks all Police Officer training.

- Found funding to replace expired Nalaxone for all squad cars in the event of opioid overdoses.

➤ Community Policing and Safety Initiatives

- Hosted two Coffee with a Cop initiatives for the campus community (Spring / Fall)
- Hosted an international Coffee with a Cop specifically for International students
- Partnership with other campus divisions for safety promotions like National Campus Safety Month (September), Take Back the Night (October), Sexual Assault Awareness (April).
- Chief Harris attended the International Association of Chief's conference. The University provided the time off while the Chief paid tuition and travel expenses which is a Win-Win for all.
- Worked with University Relations to publish campus safety notices in the area of Holiday Safety Tips, Fire Safety Reminders, General Campus Safety, and Assault prevention.
- Continue to support the Crime Stoppers Program on campus and promote the Crime Stoppers fund raiser on March 7, 2018.
- Support other division and groups on campus by attending meetings associated with the groups. (UHDS, Facilities Management, UCOSOGIE, SJP)
- Wrote a letter of support for the McDonough County State's Attorney's Victim Witness program.

➤ Reorganization, Education, and Training

- Hired an Office Support Specialist to replace Tammy Thomas who served OPS for 32 years.
- Officer Seaver successfully completed his 12 month probationary period.
- Cpl. Franklin completed his 12 month probationary period which included a three week class on Effective Police Supervision and Field Training Officer certification.
- Officer Taylor completed a two day class on Managing the Property & Evidence Room.
- Temporarily promoted Jim Van Vlymen to Corporal to better facilitate supervisory manpower concerns.
- 57 educational programs on campus.
- Conducted 3 Rape Aggression Defense (RAD) classes with 28 students completing the course.
- Presented at 18 University 100 classes which reached 462 students.
- Officers received training in active shooter training, violence against women, de-escalation in policing, search and seizure update.
- Policies were distributed to officers for review and implementation for accreditation.
- Trained and equipped 4 more officers to carry Tasers.
- Assigned a Corporal to assist with the accreditation process.
- Utilized a Corporal on light duty to manage keys, assist with desk reports, investigations, and telecommunications.

- Awards & Accolades
 - Detective Jerel Jones and Corporal Zach Franklin received a letter of appreciation for their investigative work.
 - Courier article written by a student “Campus Safety Police Goes Far And Above Their Job”.
 - Numerous “thank you” emails for the responsiveness of the Office of Public Safety.
- Parking Management
 - Repaired Lot #11 and the Credit Union Drive at a cost of \$133,412.
 - Parking Services Manager Lance Johnston completed the University’s Supervisor Training program.
 - Reduced cost by replacing 1 full time employee with 1 temporary and 3 student employees to work nights and weekends to fill gaps during the day shift.
- Grant Applications/Awards
 - Submitted, but not received a Bulletproof Vest Partnership grant.
- Yearly statistical information at a glance
 - Parking
 - Staff permits sold 1705
 - Student permits sold 4223
 - Parking citations issued 12,043
 - Motorists Assists 627
 - Public Safety
 - Answered 12,845 phone calls
 - Completed 677 case reports
 - Handled 2,371 calls for service
 - Provided 170 escorts
 - Issued 92 traffic citations
 - Issued 227 warnings
 - Issued 118 City Notice to appears
 - Issued 168 Judicial referrals

As you can see from our 2018 accomplishments OPS met and exceeded most of our objectives.

II. Budget Enhancement Outcomes for FY18

III. Reductions for FY18

- A. Discuss staffing and operational reductions implemented during FY18.
 - Continue to leave vacant 1 open officer position
 - Director took 8 furlough days.
 - Continue to replace a Parking Service Agent II with Part-time Help and Student Workers.
- B. In response to Item A (above), include the dollar amount for these reductions and whether the reductions result in one-time or continued savings.

- The furloughs days taken by Director Harris resulted in one-time savings only and is approximately \$3200. Not replacing the open position is savings of \$53,640. At this time the position will remain open.
- Replacing a full time Parking Service Agent II with part time help saved approximately \$8,700 in benefit costs and \$12,664 in payroll.

Budget Year

Fiscal Year 2019

IV. Major Objectives and Productivity Measures for FY19

- A. List the most important goals and objectives the division will pursue in FY19, and how these actions will be Measured/Assessed:
- Explore options and grant funding for body worn camera of police officers.
 - Continue to leave vacant 1 open officer position.
 - Obtain accreditation from the Illinois Law Enforcement Accreditation Program.
 - Formulate additional plans to reduce overtime cost and continue to look for cost saving measures.
 - Offer additional safety and education programming presentations to campus members.
 - Will monitor and track Police Officer training to ensure compliance with updated Illinois training mandates.
 - Replace a 2013 two wheel drive police vehicle with a 2019 AWD police vehicle.
 - Explore options to replace the Parking Services aging software system.
 - Repair Lot #29 at the Physical Plant at a cost of \$382,000.
 - Continue maintenance program with Facilities Management in all existing lots.
 - Work to reconfigure Thompson Hall lot to accommodate more student parking.

V. Technology Goals and Objectives

- A. List the most important technological goals and objectives the division will pursue in FY19, and how these will be measured/assessed.
- Assess current in car camera system and determine if a system upgrade is needed.
 - Replace paper key cards with an electronic system.
 - Assess current Tasers and determine if upgrades are needed.
- B. Describe how these objectives build upon goals in divisional and/or institutional strategic plans.
- C. For each technology item, indicate whether you intend to have the action completed in the short-term (next 12 months), mid-term (2-4 years), or long term (5+ years).

VI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

What are planned FY19 reallocations or reorganizations, including the movement of positions, upgrade of positions, creation of new positions, and/or the reallocation of personnel and/or operating funds.

- Parking services will continue to cross train employees in the areas of meter maintenance and sign making.
- Will continue to monitor staffing allocations with one officer on military leave, two on medical leave/light duty, and one vacancy left unfilled.
- B. How do these reallocations and reorganizations further Strategic Plan goals and objectives.
- C. Describe how all reallocations, permanent and temporary, will affect the unit's standard performance measures.
- D. How are you finding new funds?
 1. Describe divisional strategies to seek additional resources (e.g., grants, Foundation)
 2. Provide an explanation of how additional resources would be used to enhance divisional objectives
 3. Summarize long-term external funding goals which extend beyond FY18
 4. Develop indicators to track attainment of goals

VII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

- A. What are planned FY19 reallocations or reorganizations, including movement of positions, upgrade of positions, creation of new positions, and/or reallocation of personnel or operating funds.
 - From the Office of Public Safety there are no plans to reallocate or reorganize public safety personnel at the Quad Cities campus. A short discussion on this issue with costs occurred in FY17.
- B. How do these reallocations and reorganizations further Strategic Plan goals and objectives.
- C. Describe how all reallocations, permanent and temporary, will affect the unit's standard performance measures.
- D. How are you finding new funds?

VIII. Reductions for FY19

- A. Discuss planned staffing and operational reductions for FY17.
 - The Office of Public Safety currently has a vacancy in the police officer classification. At this time there is no plan to hire in calendar year 2018 or the first 6 months of FY19.

- It will be evaluated in the second half of FY19.
- Parking Services will continue to use extra help and student employment replacing 1 full time position. We also have a full time position that was reduced to a part-time position over 5 years ago that will remain part-time. It is expected a vacancy will occur during FY19 due to a retirement of a full time employee which will be filled to maintain operations.
- B. In response to Item A (above), include the dollar amount for these reductions and whether the reductions result in one-time or continued savings.
- Leaving the position vacant for 6 months of FY19 is a savings of approximately \$26,820 with a full year savings of \$53,640 if not filled in the second half of FY19.
 - Using student and extra help will save \$8,700 in benefit costs and \$12,664 in payroll yearly.

IX. New Operating Resources

- A. Identify, in priority order, requests for additional operating funding in a spreadsheet.
- B. On this spreadsheet, please be sure to indicate whether you are seeking one-time or continuous funding. If you are seek continuous funding, identify whether it is for a period of years or a permanent base increase.
- C. Complete an *FY19 Budget Request Form* for each request.

X. Facilities Requests

- A. Identify, in priority order, requests for facility enhancements over \$100,000. These requests need to be identified as specific FY17 requests or long-range requests. For each request, identify the ways in which the facility enhancement will advance specific Strategic Plan goals and objectives.
 - None

DEPARTMENT/UNIT: Purchasing Office

**Current Year
Fiscal Year 2018**

Accomplishments and Productivity for FY18

- **External Audit FY17**
 - For FY17 external audit, the Purchasing Office had zero material findings.
- **P-Card Program Highlights**
 - Implemented new chip card technology to all P-Card holders with mandatory refresher training in August/September 2017.
 - Implemented Receipt Imaging in October 2017 as a free service offered by JP Morgan. This procedure was dually proposed by the Purchasing Office and Accounts Payable to efficiently audit 100% of all transactions on a monthly basis.
 - Goal in last quarter of FY18 or first quarter of FY19 to have two WIU Utech/AIMS employees with security clearance through JP Morgan to download all SFTP files stored in receipt imaging to the WIU database. This step could eventually reduce the need to submit paper statements and receipts; a savings in labor hours, electronic equipment usage and paper.
 - WIU received a rebate check in the amount of \$121,572.20 for P-Card spend during the 2017 calendar year.
 - Annual program review with JP Morgan representatives in March 2018 to strategize for FY19 in regards to increasing our rebate amount and moving the University to the next level of spend.
 - Adding (1) P-Card each to Accounts Payable and Sponsored Projects to capture more payments made on P-Card.
 - Revisit vendors that have accepted P-Card payments in the past and migrate from EFT and check payments.
 - Payments made to JP Morgan twice per month compared to monthly to increase rebate point calculations.
 - WIU was recognized by JP Morgan representatives in the State of Illinois for their innovative management of the P-Card program.
- **Training Opportunities for the Purchasing Office**
 - September 2017 - Two P-Card administrators sent to bi-annual JP Morgan Conference to attend seminars, learn about new developments and interact with other card administrators from across the country.
 - JP Morgan sponsors the event for minimal cost and waives

- the conference fee.
 - November 2017 - IPHEC Conference in Chicago, Illinois for all Purchasing Directors and one additional attendee from each university.
 - IPHEC vendor sponsored event at zero cost to the universities.
 - May 2018 - CPO/IPHEC Annual Spring Conference and Procurement Training in Springfield, Illinois for all procurement staff.
 - IPHEC vendor sponsored event at zero cost to the universities.
 - NIGP & NAEP continuing education webinars on procurement.
 - Webinars are sponsored free of charge to member institutions and their employees.
- **AE Agreement**
 - In collaboration with Facilities Management, Director of Insurance, Risk Management, & Compliance and legal counsel, the Purchasing Office was able to facilitate a master agreement to accompany all QBS solicitations involving Design Professionals (Architectural & Engineering)
- **Lead Institution for IPHEC P-Card solicitation**
 - WIU coordinated the Request for Proposal (RFP) solicitation on behalf of IPHEC. New contract awarded to incumbent, JP Morgan for a new 5 year term with (3) three one-year renewal options.

Budget Enhancement Outcomes for FY18

- N/A

Reductions for FY18

- Due to attrition, the Purchasing Office will have two retirements in FY18: April 30, 2018 (Procurement Officer Specialist) and June 30, 2018 (Procurement Officer). The specialist position has been filled with a replacement and there will be a three week training overlap before retirement. The Procurement Officer position will be evaluated the last quarter of FY18 and the first quarter of FY19.
- The reduction of the Procurement Officer position will initially be a savings of \$44,171 within the first quarter of FY19 in terms of salary and benefits.
 - Preliminary plans are to bid a procurement and contract software solution to eliminate the need to process the many forms necessary for procurement compliance as well as electronic signatures and routing for contract approvals. Until a procurement and software solution has been solicited for bids, it is difficult to estimate the cost at this time.
 - A procurement/contract software package solution, whether purchased together or separately is estimated to pay for itself in 18-24 months according to preliminary investigations.

Budget Year Fiscal Year 2019

Major Objectives and Productivity Measures for FY19

- Increase BEP (Business Enterprise Program) contracting with minority, veteran and small business owners in order to maximize and exceed the 20% of total procurement dollars mandate by the state.
 - Continued involvement in the President's Executive Institute committee to foster growth in new contracts for the University as well as continued involvement with PTAC (Procurement Technical Assistance Centers) to sign up and train new BEP vendors.
- Promote increased usage of cooperative and joint purchasing contracts in order to leverage the best price and service.
- Explore new IPHEC vendor programs for usage at WIU.
 - Lunch and Learn events with a sponsored vendor
 - Facilitate vendor fairs on campus for university as well as community usage.
- Work with Human Resources to explore training opportunities for new employees in regards to Purchasing policies and procedures.
 - Develop a training checklist for new employees to select positions. (e.g. Department fiscal agents, directors, deans, vp)
 - Work with UTech to have training videos or webinars on our WIU database.
- Continue to work towards inter-departmental training with the Purchasing Office to maintain zero external audit material findings.
 - Evaluate policies and procedures on an annual basis for updates and best business practice.
- Facilitate training with the Purchasing Office graduate student to the level of a Procurement Officer. With a tentative retirement of another Procurement Officer Specialist in June 2019, the graduate student could possibly be hired for an entry level or slightly higher position with two years of hands-on experience in the Purchasing Office.

Technology Goals and Objectives

- In first or second quarter of FY19, the Purchasing Office would like to implement a procurement/contract software package to progress to a paperless office for audit and procurement code compliance as well as electronic signatures and routing for contracts.
 - This program implementation will be reviewed annually but the goal is to have an initial contract term of three years in order to maximize the payback period and then evaluate the continuation of the program within the renewal period.

- Long term goal is to tie this software system into a new University ERP system. Where procurement seemed to be weak in some ERP systems, the procurement/contract software would bridge the gap and be able to effectively communicate with all systems on campus.
- This implementation will also evaluate the ratio of time for each Procurement Officer to maintain compliance with all procedures and policies through an automated system. The savings in labor hours could then be re-invested into sourcing new vendors, training events on campus and much more.
- Assist the UTech department with the FY19 implementation of a mandated printer program.

Internal Reallocations and Reorganizations: Western Illinois University-Macomb

- As previously mentioned under II. Budget Enhancement Outcomes, there will be two positions retiring in the last quarter of FY18.
 - The Procurement Officer Specialist position (retirement on 4-30-2018) has been filled at the same level with a new employee starting on 4-9-18. This three-week overlap will allow for in-depth training by the outgoing employee for complicated commodities and services such as contracts, grant services, printing, and insurance to name a few.
 - The new employee has a seventeen year corporate purchasing background. This experience will diminish the learning curve and total amount of training time due to the familiarity of common procurement activities.
 - The Procurement Officer position will retire on 6-30-2018. The current plan is to not replace this position but to reincorporate the salary funds into a procurement/contract software program to move the Purchasing Office to paperless purchase orders, compliance forms and contracts with appropriate tracking and reporting features.
 - A formal RFP will be issued in last quarter of FY18 to investigate further.
 - The estimated savings will be in labor hours, equipment usage and different forms of office supplies. (e.g. colored paper, etc.)
 - The present graduate assistant will continue employment through FY19 until graduation in May 2019. At that time, propose cross-training with another Procurement Officer Specialist that has served the preliminary retirement date of 6-30-2019.
 - If graduate assistant would accept a full time position as a Procurement Officer, the learning curve would be shortened as the employee would already have two years of working procurement experience in this office.

Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

N/A

Reductions for FY19

- Please reference VI. There will be no staffing reductions but reallocations.

New Operating Resources

- From May 14, 2018 until July 13, 2018, request additional funds to take graduate student worker from 20 hours per week to 37.5 hours per week due to the peak busy season/end of the fiscal year push to establish purchasing contracts for FY19 by July 1st. In the first two weeks of July 2018, the graduate student will need appropriate hours to close out invoicing accounts, send projects to scanning, and/or submit estimated payables to Business Services for FY19.
 - 20 hours per week is \$943/month
 - Request up to \$1,000-1,500 in additional salary allocated to the Purchasing Office. Temporary request.
- Request the purchase of seven (7) new keyboards for the Purchasing Office. Many keyboards are starting to stick and lose print off of the keys. Estimated cost: Pending quote from Matt Clark in UTech.

Facilities Requests

- N/A over \$100,000

DEPARTMENT/UNIT: Risk Management & Emergency Preparedness

Current Year

Fiscal Year 2018

XI. Accomplishments and Productivity for FY18

- Participated as an active member in the Illinois Public Higher Education Cooperative (IPHEC) risk management group.
- Served on the Leadership Committee of the Midwest Higher Education Compact (MHEC) Master Property Program
- Co-chaired the IPHEC Brokerage Services RFP Team for all state Universities
- Served on the WIU Safety Committee with Facilities Management and other WIU personnel
- Conducted analysis and revised building valuations for property insurance renewal
- Continued implementation of the comprehensive Automated External Defibrillator (AED) program
- Negotiated an annual renewal for the fully-insured student health insurance program.
- Led the Risk Advisory Council
- Served on the Clery Compliance Committee.
- Procured Cybersecurity and Drone coverages
- Partnered with University Relations and the Office of Public Safety to complete a comprehensive review of the University's annual security report
- Reviewed and revised the campus wide Emergency Operations Plan
- Partnered with several local and state agencies to conduct a multi-jurisdictional response exercise
- Participated with OPS on a table-top exercise
- Facilitated multiple Risk Management and Safety Trainings
- In coordination with ILETSEI, hosted an ICS 300/400 training
- Participated in the IHEEM group (EM for all state universities)
- Athletic Insurance

XII. Budget Enhancement Outcomes for FY18

University-wide implemented furlough programming

XIII. Reductions for FY18

N/A

**Budget Year
Fiscal Year 2019**

XIV. Goals for FY19

- Collaborate with Faculty Senate, Student Government Association, and other governance groups to identify and address risk management and emergency preparedness training needs, equipment installations, and life-safety enhancements to campus facilities
- Re-engage Building Emergency Coordinators by offering more frequent update meetings and regularly scheduled refresher training
- Review and revise the campus wide Emergency Operations Plan
- Facilitate Emergency Response Team (ERT) training for the President's Cabinet and other members of the ERT
- Develop and implement a schedule for emergency drills in all buildings
- Update mutual aid agreements with local and regional first response agencies where appropriate
- Evaluate the use of Motor Vehicle Records (MVRs) for approving drivers of fleet vehicles
- Participate in the Great American Shake Out
- Plan and participate in a Cyber Security and Controversial Speaker Drill

XV. Technology Goals and Objectives

- 10 New AEDS and cabinets - \$16,840

XVI. Internal Reallocations and Reorganizations: Western Illinois University-Macomb

- N/A

XVII. Internal Reallocations and Reorganizations: Western Illinois University-Quad Cities

- N/A

XVIII. Reductions for FY19

- N/A

XIX. New Operating Resources

- Emergency Manager - \$40,000

XX. Facilities Requests

- N/A

Western Illinois University
Budget Request Format
For Program Support FY19

- I. Unit submitting request: Priority
Number

Human Resources

- II. Provide a short title of the initiative proposed for incremental funding.

Funding for FY19 Development Day

- III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Because the FY18 Development Day was so well-received by the campus, we'd like to expand this event for FY19. FY18 event included many presenters who volunteered their time, skills, and abilities. In FY19, we'd love to offer the event with a paid key-note speaker. Increased staff development programs have an aim to promote personal growth for faculty and staff.

- IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

By offering of another Development Day, a positive impact on employee morale and engagement are expected. Training opportunities that do not require the cost of travel are more in line with the university's current limited resources. Using feedback from the initial session, improvements will be made, with feedback and participation level from a second offering of the event as the measure of its success

- V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		_____
Library Materials		_____
Contractual Services	15,000	_____
Other Operating Funds		_____

Western Illinois University

Budget Request Format

For Program Support FY19

I. Unit submitting request: **Facilities Management** Priority Number **8** _____

II. Provide a short title of the initiative proposed for incremental funding.

Replace Campus, Sidewalks, and Service Drives

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Replace Service drives near Facilities Management, North Quad, loading docks and several places on campus that are not revenue generating. Additionally there are many sidewalks that need repaired. This will support the goal of University Growth and Recruitment and Promoting Social Responsibility by improving the image and safety of campus.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

Replacing the sidewalks, and service drives will improve campus safety by reducing hazardous, uneven, and deteriorated pavements. It will remove the short-term temporary pavement patching completed by Landscape Maintenance and will increase the department's future productivity. The pavements are high-priority areas that experience excessive traffic and have a high-visibility for current and future students and employees.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services

A/P _____

C/S _____

NTT _____

T/T _____

Equipment and Instructional Materials _____

Library Materials _____

Contractual Services **\$1,000,000** _____

Other Operating Funds _____

Total **\$1,000,000** _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
_____ Yes _____ No **X**

VII. Will the project be supplemented by other funds? _____ Yes **X** _____ No

If yes, please describe:

Contact Person If Questions: **Ken Griffin** _____ **298-1834**

Name

Phone

Western Illinois University

Budget Request Format

For Program Support FY19

I. Unit submitting request: **Facilities Management** Priority Number **7** _____

II. Provide a short title of the initiative proposed for incremental funding.

Replace Browne Chiller

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University’s goals, mission statement, or strategic plan.

Replace the Browne chiller to support the goals of University Growth and Recruitment and Enriching Academic Excellence by improving campus facilities for future and prospective students and employees as well as improving the environmental conditions for learning.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

Replacing the critical element of the HVAC system allows Facilities Management the ability to increase occupant comfort as well as provide better indoor air quality. This increase in comfort and air quality creates a better atmosphere for students and employees to improve the learning experience as well as minimizing the likelihood of airborne health complications.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services A/P _____

C/S _____

NTT _____

T/T _____

Equipment and Instructional Materials _____

Library Materials _____

Contractual Services **\$1,000,000** _____

Other Operating Funds _____

Total **\$1,000,000** _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
_____ Yes _____ No **X**

VII. Will the project be supplemented by other funds? _____ Yes **X** _____ No

If yes, please describe:

Contact Person If Questions: **Ken Griffin** _____

298-1834

Name

Phone

Western Illinois University

Budget Request Format

For Program Support FY19

I. Unit submitting request: **Facilities Management** Priority Number **4** _____

II. Provide a short title of the initiative proposed for incremental funding.

Replace campus water systems

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University’s goals, mission statement, or strategic plan.

Replace three water systems on the Macomb campus including: Browne, Morgan, and Stipes to support the goals of University Growth and Recruitment and Enriching Academic Excellence by improving campus facilities.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

Replacing the systems will minimize future piping failures, eliminate short-term repairs made to prior piping failures, and reduce future disruptions to classrooms and offices. Continuing as-is, emergency piping failures disrupt multiple offices and requires the coordination of multiple Facilities Management departments to make the necessary repairs.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services A/P _____

C/S _____

NTT _____

T/T _____

Equipment and Instructional Materials _____

Library Materials _____

Contractual Services **\$900,000** _____

Other Operating Funds _____

Total **\$900,000** _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
_____ Yes _____ No **X**

VII. Will the project be supplemented by other funds? _____ Yes **X** _____ No

If yes, please describe:

Contact Person If Questions: **Ken Griffin** _____

298-1834

Name

Phone

Western Illinois University

Budget Request Format

For Program Support FY19

I. Unit submitting request: **Facilities Management** Priority Number **1** _____

II. Provide a short title of the initiative proposed for incremental funding.

Hire two maintenance repair/workers.

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

The maintenance repair/workers will assist a full-time mason completing masonry repairs on the Macomb campus to support the strategic plan goal of University Growth and Recruitment student by improving the exterior image of the University's buildings to current and prospective individuals and focusing on a commitment to employee recruitment and development.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

The two workers will first assist the mason completing a few outstanding masonry repair projects for tuck-pointing the Art Gallery and Union. After completing the current projects, they will then assist the mason at power-washing multiple brick façade buildings. The maintenance/repair workers increase the productivity of trade staff, specifically the mason, at a significantly lower cost than other possible classifications. The classification also allows Facilities the opportunity to foster employee development over time to have a more versatile and well-rounded work force.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	\$80,900 _____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		_____
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		\$80,900 _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
 _____ Yes **X** _____ No

VII. Will the project be supplemented by other funds? **X** _____ Yes _____ No

If yes, please describe:

Labor and material may be charged back to other departmental accounts, including Permanent Improvements, as projects are approved by other campus departments.

Contact Person If Questions: **Ken Griffin** _____ **298-1834**
 Name Phone

Western Illinois University
Budget Request Format
For Program Support FY19

I. Unit submitting request: **Facilities Management** Priority Number **3** _____

II. Provide a short title of the initiative proposed for incremental funding.

Replace Campus Roofs

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Replace six roofs on the Macomb campus including: Heating Plant Annex, Tillman, Currens, Knoblauch, Physical Plant, and Malpass Library deck for the goals of University Growth and Recruitment and Academic Excellence by improving the condition of the buildings, both exterior and interior by reducing leaks.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

Replacing the roofs will allow the University to provide a better learning environment. It will also extend the life of the facility. The roofs will be covered by new warranties, some of which have been expired since 1995. Classrooms and offices will experience less damage from future precipitation.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services

A/P _____

C/S _____

NTT _____

T/T _____

Equipment and Instructional Materials _____

Library Materials _____

Contractual Services **\$1,776,000** _____

Other Operating Funds _____

Total **\$1,776,000** _____

VI. Are the requested funds to be included as permanent increase in the unit's base budget?
_____ Yes _____ No **X**

VII. Will the project be supplemented by other funds? _____ Yes **X** _____ No

If yes, please describe:

Contact Person If Questions: **Ken Griffin** _____

Name

298-1834

Phone

**Western Illinois University
Budget Request Format
For Program Support FY19**

Priority Number OPS #1

I. Unit submitting request

Office of Public Safety (OPS)

II. Provide a short title of the initiative proposed for incremental funding.

Vehicle and Related Equipment for OPS

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

Purchase a 2018 all-wheel drive vehicle and related equipment to replace a six-year-old vehicle. The division should be on a 4 to 5 year replacement plan for the Public Safety squad cars, however with budget constraints have deviated from the previous replacement plan. The vehicle slated for replacement is a 2013 model with over **53,000** miles, however those miles are exacerbated because of the stop and go slow driving on campus with a lot of idle hours on the engine which are currently at **10,500** hours

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

Ford no longer makes the Crown Victoria. An all-wheel drive vehicle will be better equipped to handle severe weather driving.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		<u>\$50,000</u>
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		<u>\$50,000</u>

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes X No _____

Currently the replacement of division squad cars is not included in the base budget which necessitates the need for the permanent increase to implement the 5 year rotation of Public Safety squad cars.

VII. Will the project be supplemented by other funds? Yes _____ No X

Contact Person If Questions Scott D. Harris (309) 298-1949

**Western Illinois University
Budget Request Format
For Program Support FY19**

Priority Number OPS #2

I. Unit submitting request

Office of Public Safety (OPS)

II. Provide a short title of the initiative proposed for incremental funding.

Purchase 4 Tasers CEW Weapons

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

This will replace 3 Tasers which are end of life and adding an additional Taser since more officers have received the training. This equipment assists with keeping the campus community safe.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

The purchase of the Tasers will allow OPS officers to continue to use the lowest appropriate amount of force in those situations where force has to be used.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		<u>\$6,000</u>
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		<u>\$6,000</u>

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes _____ No X

VII. Will the project be supplemented by other funds? Yes _____ No X

If yes, please describe:

Contact Person If Questions Scott D. Harris (309) 298-1949

**Western Illinois University
Budget Request Format
For Program Support FY19**

Priority Number OPS #3

I. Unit submitting request

Office of Public Safety (OPS)

II. Provide a short title of the initiative proposed for incremental funding.

Purchase 5 new computers for office use.

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

This will replace 5 old computers which have reached end of life.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		<u>\$5,260</u>
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		<u>\$5,260</u>

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes X No ___

VII. Will the project be supplemented by other funds? Yes _____ No X

If yes, please describe:

Contact Person If Questions Scott D. Harris (309) 298-1949

**Western Illinois University
Budget Request Format
For Program Support FY19**

I. Unit submitting request

Division of Administrative Services

II. Provide a short title of the initiative proposed for incremental funding.

Purchase 50 new computers for office use.

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

This will replace 50 old computers across the division that have reached end of life.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		<u>\$50,000</u>
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		<u>\$5,260</u>

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes _____ No X

VII. Will the project be supplemented by other funds? Yes _____ No X

If yes, please describe:

Contact Person If Questions Matt Bierman (309) 298-1800

**Western Illinois University
Budget Request Format
For Program Support FY19**

I. Unit submitting request

Division of Administrative Services

II. Provide a short title of the initiative proposed for incremental funding.

Replacement of Enterprise Resource System (Financial, HR and Student modules)

III. Provide a short description of the initiative proposed for incremental funding and how it relates to the University's goals, mission statement, or strategic plan.

We have been studying the replacement of the ERP for several years. Moving to the Saas model for our technology will reduce risk, streamline operations and allow for better and more real time data to be used in decision-making.

IV. Describe the specific accomplishments, and increases in productivity expected from this initiative and how results will be measured or evaluated.

V. Provide a listing of all incremental funds requested by the following categories:

Personnel Services	A/P	_____
	C/S	_____
	NTT	_____
	T/T	_____
Equipment and Instructional Materials		<u>\$5,000,000</u>
Library Materials		_____
Contractual Services		_____
Other Operating Funds		_____
Total		<u>\$5,000,000</u>

VI. Are the requested funds to be included as permanent increase in the unit's base budget?

Yes ___ No X

VII. Will the project be supplemented by other funds? Yes ___ No X

If yes, please describe:

Contact Person If Questions Matt Bierman (309) 298-1800
