

To: Members of the Western Illinois University Board of Trustees
Bill Epperly, Chairperson Bill Griffin
Blake Antonides George J. Guzzardo
Bob Cook Mike Houston
Carolyn Ehlert Steve Nelson

From: Joe Rives, Assistant to the President, Planning, Budget, and Institutional Research

Date: February 28, 2007

Re: February 2007 Strategic Plan Update

This month's *Strategic Plan Update* provides you with updates on:

1. Preparations for the March 9, 2007, Western Illinois University Board of Trustees Meeting;
2. Technology Task Forces;
3. Western Illinois University Master Planning; and,
4. March Strategic Planning Meetings.

Preparations for the March 9, 2007, Western Illinois University Board of Trustees Meeting

Many of the strategic planning activities occurring on campus during spring semester will be presented at the March 9, 2007, Western Illinois University Board of Trustees meeting. This includes Board Resolutions on the *Western Illinois University-Macomb Master Plan*, *Energy Management Strategy*, *Report on Financial Aid Programs*, *Net Price Update*, *All Costs Report*, and *Tuition, Fees, Room and Board/Housing Rates*. Specifically, establishment of the *Western Illinois University-Macomb Campus Master Plan* is a stated priority in *Higher Values in Higher Education* and the *Energy Management Strategy* reinforces campus commitments to sustainability. The remaining items mentioned above directly relate to student access and affordability, which are also priorities in the [Strategic Plan](#).

Technology Task Forces

Your *January 2007 Strategic Plan Update* indicated that President Goldfarb and the President's Cabinet have reviewed recommendations and are currently forming membership and charges for a standing technology security committee, as well as task forces on extended applications to the University Identification Card; e-mail, calendaring, and groupware transition and training; and development of a Western Illinois University intranet (portal) now that the University's internet presence has and continues to be updated. Your *January 2007 Strategic Plan Update* also indicated that once finalized, membership and charges of these technology task forces would be shared. Charge letters to each of these task forces is included at the end of this memorandum.

Also promised was an announcement on the status of a new e-mail solution for the University after President Goldfarb completes final reference checks. The President and President's Cabinet have approved an integrated e-mail, calendaring, and groupware solution for Western Illinois University. An official announcement will be made to the campus community after receiving State approval for this purchase, which is established protocol for the Request for Proposals process.

Western Illinois University Master Planning

As indicated above, the *Western Illinois University-Macomb Campus Master Plan* will be presented for your approval at your next Board meeting. A central component of the master planning process has been the integration of current and planned construction projects. Displayed below is a status report on current master planning projects on both Western Illinois University campuses.

Document and Publication Services/Property Redistribution Center

The facility has been completed and occupants have moved into the new facility. A grand opening is scheduled for April 6, 2007.

Donald S. Spencer Student Recreation Center

Design documents for the expansion of the Student Recreation Center will be completed by the end of March 2007. Recommended construction bids will be presented to the Western Illinois University Board of Trustees for approval at their June 1, 2007, meeting.

Dr. C.T. Vivian Way

Construction of the new Multicultural Center will necessitate partial closure of this road after the spring 2007 semester. Furthermore, the newly developing Western Illinois University-Macomb Campus Master Plan calls for the transformation of this roadway into a primarily pedestrian thoroughfare, although there will be service and emergency vehicle access. A subcommittee has been charged with:

1. Identifying and planning for the impacts of the partial closure of Dr. C.T. Vivian Way associated with the construction of the Multicultural Center.
2. Beginning long-term planning for the transformation of the roadway into a primarily pedestrian thoroughfare. As one of the first major projects of the campus master plan, this includes developing landscaping, lighting, and other site amenities that other projects may follow.

Facilities Condition Assessment

In conjunction with the newly developing Western Illinois University-Macomb Campus Master Plan, the University will conduct a condition assessment of all University facilities. Data from the facilities condition assessment will compare: 1) the cost of renovating existing facilities to code compliance; 2) the costs associated with changing the primary functions of buildings (e.g., from instructional to laboratory space); and 3) the costs of renovation compared to decommissioning. All of the data from the facilities condition assessment will be carefully considered in developing cost-effective solutions for master plan implementation. The facilities condition assessment will be initiated in summer 2007. The facilities condition assessment committee held on-campus interviews for three firms competing in the Quality Based Selection process. An announcement of the selected firm will be made at the completion of successful contract negotiation.

Hanson Field

Construction of the foundations to the concession stands and restrooms has begun. The structural foundation for the new seating in the student section has been completed. The project is on schedule for grand re-opening at the start of the 2007 football season.

Housing and Dining Master Plan

A housing and dining center master plan will be created with the campus community after results from the facilities condition assessment and a student interest survey are received and analyzed during summer 2007.

Lake Ruth Dredging

Pending availability of funding, Lake Ruth will be dredged during summer 2007 to restore the aesthetic appeal of the northwest entry to the Macomb campus.

Memorial Hall

Demolition work and asbestos removal are well underway. The building is scheduled to be completed in 2009.

Multicultural Center

Casa Latina is scheduled to be decommissioned after the spring 2007 semester. Occupants will be relocated to Olson Hall.

Performing Arts Center

Western Illinois University and the Illinois Capital Development Board are currently in contract negotiations with the selected architectural and engineering firm to complete schematic planning and begin construction documentation. An announcement of the selected firm will be made upon successful contract negotiation.

Science Building Study

Western Illinois University is currently negotiating with an architectural and engineering firm to work with the College of Arts and Sciences to complete a programming study for a new science building on the Macomb campus. The study will identify the estimated number of building occupants, space needs, and associated construction costs. Data will be used in the University's Fiscal Year 2009 Capital Recommendations to the Illinois Board of Higher Education.

Sprinkling Projects

In accordance with state statute, Western Illinois University is engaged in a multiyear project to add fire suppression systems to all University residential facilities. During summer 2006, Bayless and Henninger Halls were upgraded, and during summer 2007, Corbin, Olson, Lincoln and Washington Halls will be upgraded.

Technology Projects

During summer 2006, Western Illinois University upgraded one-half of the two-way audio-video equipment for connections between the Macomb and Quad Cities campuses. The remaining equipment will be ordered and installed by the end of summer 2007. Also by the end of summer 2007, an emergency backup generator will be installed to support the University Data Center, and the fiber loop and wireless infrastructure will be completed on the Macomb campus.

Western Illinois University-Quad Cities Riverfront Campus

The first draft of schematic design documents has been prepared by PSA/Dewberry. These materials are available for review in room 261 on the current Quad Cities campus or by contacting Facilities Planning and Construction on the Macomb campus. Riverfront Campus planning continues with the establishment of Academic and Administrative, Advising and Student Services, Art in Architecture, Operations, Technology, and Communications subcommittees.

Strategic Planning Meetings

Following is a list of strategic planning meetings for February 2007. Please contact me if you are interested in attending any of these meetings.

<u>Date/Time</u>	<u>Meeting</u>	<u>Location</u>
March 4-6	American Council of Renewable Energy Higher Education Steering Team Meetings	Las Vegas
March 6, 10:00	Present the WIU-Macomb Master Plan to the Council of Administrative Personnel	Moline campus
March 6, 1:00	Western Illinois University-Quad Cities Users Group	Room 102, WIU-QC
March 6, 7:00	Present the WIU-Macomb Master Plan to the Macomb Student Government Association	Capitol Rooms
March 9, 8:00	Western Illinois University Board of Trustees Meeting	Capitol Rooms

<u>Date/Time</u>	<u>Meeting</u>	<u>Location</u>
March 13, 1:00	Meeting on the Realignment of Dr. C.T. Vivian Way	Sherman 205
March 14, 10:00	Renew Moline Finance Meeting	Renew Moline
March 19, 12:00	President's Technology Advisory Users Group	Horrabin Hall 1 and TBA at WIU-QC
March 19, 3:00	E-Mail Task Force	Sherman 205
March 22-24	Finalize WIU-Macomb Campus Master Planning with Goody Clancy	Boston
March 29, 3:00	Renew Moline Meetings	Renew Moline
March 30, 3:00	Community College Task Force Meeting	Horrabin 1 and Room 265A at WIU-QC

If you have any questions about the material presented in this month's *Strategic Plan Update* or feedback for the continued successful implementation of *Higher Values in Higher Education*, please contact me.

cc: President Goldfarb CSEC President Phelps Alumni Council Chair Green
 Provost Rallo COAP President Spelman Associate Provost Clerc
 Vice President Hendricks Faculty Council Chair Solymossy Planning, Budget, and IR Staff
 Vice President Johnson Faculty Senate Chair Rock President's Office Support Staff
 Vice President Thompson SGA Presidents Early and Ciasto

COPY

To:

From: Joe Rives, Assistant to the President, Planning, Budget and Institutional Research

Re: New Technology Security Task Force

Date: February 20, 2007

I am writing to request your service on a new Technology Security Task Force for the two campuses of Western Illinois University. As you may know, last fall President Goldfarb had task forces make recommendations on institutional strategies to advance computing, file transfer protocol, and credit/debit card transaction security. As a result of these task force recommendations, and upon concurrence of the President's Cabinet, a new Technology Security Task Force is being formed.

Your Task Force is charged with preparing for President Goldfarb and the Vice Presidents, through me, the following items.

1. A comprehensive three-year technology security plan for Western Illinois University that at a minimum provides recommended:
 - a. Changes to Social Security number policy and guidelines after systematic review of all University forms and paperwork requiring Social Security numbers.
 - b. Ongoing security training and certification program for all University employees.
 - c. University standard and policy on data encryption, using University Information Management Systems' FTP database and the File Transfer Protocol Task Force report as the basis for initial planning discussions.
 - d. Security guidelines for academic research centers and institutes.
 - e. Long-range plans and policies for securing paper and electronic records in academic and administrative areas.
 - f. A transition plan to ensure initial and continuing University compliance with the recently updated Payment Card Industry Standards (see Credit/Debit Card Task Force Recommendations one through 11).
2. Recommendations on immediate and corrective actions documented in all internal and external audit reports.
3. Assistance to Internal Auditing with internal and external technology audits, as requested by the Director of Internal Auditing, Rita Moore.

Your Task Force membership is displayed below. Mike Dickson and Mitch Davidson, as Co-Chairs, will call the first and subsequent meetings. Staff resources available to the Task Force include Dr. Tere North for benchmarking, research, and assessment support and Mr. Orlando Winkfield for clerical support.

1. Mike Dickson, Director of Special Projects, President's Office, Co-Chair
2. Mitch Davidson, Executive Director, University Computer Support Services, Co-Chair
3. Richard Chamberlain, Director, Center for the Application of Information Technologies
4. Christopher David, Instructional Technology Systems Manager, Western Illinois University-Quad Cities
5. Gary Douglas, Security Specialist, University Computer Support Services
6. Bob Emmert, Director, Electronic Student Services
7. Elvin Hodges, Director, University Information Management Systems
8. Cyndy Moore, Manager, Telecommunication/Westel Services
9. Rita Moore, Director, Internal Auditing
10. Kathy Neumann, Chairperson, Department of Computer Sciences
11. Tere North, Assessment Coordinator, Planning, Budget and Institutional Research, Ex-Officio
12. Orlando Winkfield, Secretary, Planning, Budget and Institutional Research, Ex-Officio

COPY

Thank you in advance for serving on this Task Force, and please contact me if you have any questions.

cc: President Goldfarb
Vice Presidents Hendricks, Johnson, Rallo, and Thompson
Fall 2006 Security Task Force members
FTP Task Force members
Credit/Debit Card Task Force members
President's Technology Advisory Group members

COPY

To:

From: Joe Rives, Assistant to the President, Planning, Budget and Institutional Research

Re: New University Identification Card Task Force

Date: February 20, 2007

I am writing to request your service on a new University Identification Card Task Force for the two campuses of Western Illinois University. As you may know, last fall President Goldfarb had task forces make recommendations on institutional strategies to advance computing, file transfer protocol, and credit/debit card transaction security. As a result of these task force recommendations, and upon concurrence of the President's Cabinet, a new University Identification Card Task Force is being formed.

Your Task Force is charged with preparing for President Goldfarb and the Vice Presidents, through me, the following items.

1. A review of current Western Illinois University ID card policies, procedures, and use for students, faculty, and staff; and current, new, and emerging identification card technologies.
2. In consultation with the Security Committee, develop a comprehensive plan to deploy a universal identification card system for Western Illinois University-Macomb and Quad Cities. The recommended plan should minimally include recommended:
 - a. Technologies
 - b. Policies
 - c. Training
 - d. Funding

Your Task Force membership is displayed below. Mike Dickson, as Chair, will call the first and subsequent meetings. Staff resources available to the Task Force include Dr. Tere North for benchmarking, research, and assessment support and Mr. Orlando Winkfield for clerical support.

1. Mike Dickson, Director of Special Projects, President's Office, Chair
2. Andrea Allison, Research and Instruction Consultant, Western Illinois University-Quad Cities
3. Jim Derry, Assistant Director, University Information Management Systems
4. Matt Bierman, Associate Director, Residential Facilities
5. Mitch Davidson, Executive Director, University Computer Support Services
6. Bob Emmert, Director, Electronic Student Services
7. Stacie Hunt, Applications Programmer, University Information Management Systems
8. Rita Moore, Director, Internal Auditing
9. Kevin Morgan, Assistant Manager, Electronic Student Services
10. Ted Renner, Construction Project Coordinator, Physical Plant
11. Jim Schmidt, Associate Dean, College of Arts and Sciences
12. Jay-Evan Tevis, Assistant Professor, Computer Science
13. Tere North, Assessment Coordinator, Planning, Budget and Institutional Research, Ex-Officio
14. Orlando Winkfield, Secretary, Planning, Budget and Institutional Research, Ex-Officio

Thank you in advance for serving on this Task Force, and please contact me if you have any questions.

cc: President Goldfarb
Vice Presidents Hendricks, Johnson, Rallo, and Thompson
Fall 2006 Security Task Force members
FTP Task Force members
Credit/Debit Card Task Force members
President's Technology Advisory Group members

COPY

To:

From: Joe Rives, Assistant to the President, Planning, Budget and Institutional Research

Re: New E-Mail Implementation Task Force

Date: February 20, 2007

I am writing to request your service on a new E-Mail Implementation Task Force for the two campuses of Western Illinois University. As you may know, last fall President Goldfarb had a task force conduct an RFP process to identify a single, integrated e-mail, calendaring, and groupware solution for Western Illinois University. As a result, and upon concurrence of the President's Cabinet, a new E-Mail Task Force is being formed.

Our Task Force is charged with developing a 12- to 24-month comprehensive e-mail, calendaring and groupware transition plan for Western Illinois University by engaging in the following activities.

1. Meet with other institutions running the selected client to determine operational concerns, strengths, and lessons learned when conducting their institutional transition.
2. Provide President Goldfarb with budget estimates required for technical specifications, staff training, and implementation of the selected client.
3. Provide President Goldfarb and the campus community with an estimated timeframe for implementation of the selected product. Also provide updates to the timeframe, as appropriate.
4. Receive "train the trainer" training from University computing staff charged with leading technical implementation.
5. Serve as a "beta site" for the selected product before the University begins implementation of the selected product.
6. Develop multiple training opportunities and materials (e.g., operating manual, a one-page summary of key features, and training outlines for individual and group sessions, with the latter including a schedule and summary of offices/individuals that will provide this training).

Our Task Force membership is displayed below. I will be in touch regarding our first Task Force meeting. Joining us will be two staff members from Planning, Budget, and Institutional Research. Dr. Tere North will provide benchmarking, research, and assessment support and Mr. Orlando Winkfield, clerical support.

1. Joe Rives, Assistant to the President, Planning, Budget and Institutional Research, Co-Chair
2. Mike Dickson, Director of Special Projects, President's Office, Co-Chair
3. Jan Carlson, Staff Clerk, Vice President for Administrative Services
4. Mark Clark, Assistant Manager, Electronic Student Services
5. Matt Clark, Research and Instruction Consultant, University Computer Support Services
6. Christopher David, Instructional Technology Systems Manager, Western Illinois University-Quad Cities
7. Mitch Davidson, Executive Director, University Computer Support Services
8. Craig DeMoss, Assistant Manager, University Information Management Systems
9. Chet Derry, Microcomputer Support Specialist, University Libraries
10. Jan Detrick, Chief Clerk, Telecommunication/Westel Services
11. Bob Emmert, Director, Electronic Student Services
12. Patricia Goel Gillen, Human Resource Associate, Human Resources
13. Dave Kirlin, Director, Center for the Application of Instructional Technologies
14. Kevin Lloyd, Budget Analyst, Planning, Budget and Institutional Research
15. Kevin Morgan, Assistant Manager, Electronic Student Services
16. Sumesh Philip, Assistant Professor, Computer Sciences

COPY

17. Dan Romano, Assistant Director, University Computer Support Services
18. Fred Seaton, Research and Instruction Consultant, University Computer Support Services
19. Barb Taylor, Research and Instruction Consultant, College of Fine Arts and Communication
20. Peggy West, Research and Instruction Consultant, Center for Innovation in Teaching and Research
21. Tere North, Assessment Coordinator, Planning, Budget and Institutional Research, Ex-Officio
22. Orlando Winkfield, Secretary, Planning, Budget and Institutional Research, Ex-Officio

Thank you in advance for serving on this Task Force, and please contact me if you have any questions.

cc: President Goldfarb
Vice Presidents Hendricks, Johnson, Rallo, and Thompson
Fall 2006 Integrated E-Mail, Calendaring and Groupware Task Force Members
President's Technology Advisory Group Members

COPY

To:

From: Joe Rives, Assistant to the President, Planning, Budget and Institutional Research

Re: New Portal Task Force

Date: February 20, 2007

I am writing to request your service on a new Portal Task Force for the two campuses of Western Illinois University. As you may know, the University has revised its Internet presence, continues to enhance Web accessibility, and is about to announce the selection of an integrated e-mail, calendaring, and groupware solution for the University. Building on these projects as we continue to advance technology at Western Illinois University, and upon concurrence of the President's Cabinet, a new Portal Task Force is being formed.

Our Task Force charge is to:

1. Identify key features of portal development by studying strengths, limitations, and lessons learned with portals at other Illinois public universities and benchmark institutions.
2. Work closely with the President's Technology Advisory Users Group and the campus community to identify/prioritize key features in portal development, ensuring that the portal is ADA compliant and closely integrated with new and emerging technologies (e.g., the University's new integrated e-mail, calendaring, and groupware client, RSS).
3. Provide President Goldfarb with a plan and timeline for portal development and implementation.

Our Task Force membership is displayed below. I will be in touch regarding our first Task Force meeting. Joining us will be two staff members from Planning, Budget and Institutional Research. Dr. Tere North will provide benchmarking, research, and assessment support and Mr. Orlando Winkfield, clerical support.

1. Joe Rives, Assistant to the President, Planning, Budget and Institutional Research, Chair
2. Ziad Akir, Instructional Technology Systems Manager, Center for Innovation in Teaching and Research
3. Richard Chamberlain, Director, Center for the Application of Information Technologies
4. Isaac Dunlap, Associate Professor, Libraries
5. Kristin Dunstan, Director, University Marketing
6. Rhonda Kline, Director of Institutional Research and Planning; Planning, Budget and Institutional Research
7. Laurence Leff, Associate Professor, Computer Science
8. Suzanne Litchfield, Procedures and Systems Analyst, Registrar
9. Jeremy Merritt, Webmaster, Electronic Student Services
10. Tara Miller, Director, Disability Support Services
11. Kristi Mindrup, Assistant Director to the Associate Provost, Western Illinois University Quad Cities
12. Brenda Parks, Associate Director, University Information Management Systems
13. Karmon Runquist, Instructional Technology Systems Manager, University Relations
14. Fred Seaton, Research and Instruction Consultant, University Computer Support Services
15. Tere North, Assessment Coordinator, Planning, Budget and Institutional Research, Ex-Officio
16. Orlando Winkfield, Secretary, Planning, Budget and Institutional Research, Ex-Officio

Thank you in advance for serving on this Task Force, and please contact me if you have any questions.

cc: President Goldfarb
Vice Presidents Hendricks, Johnson, Rallo, and Thompson
President's Technology Advisory Group Members