

# Administrative Services

## 2015 Accomplishments

## 2016 Goals and

## Budget Requests



WESTERN  
ILLINOIS  
UNIVERSITY

# Administrative Services

Business and Financial Services

Document and Publication Services (DPS)

Facilities Management (FM)

Human Resources (HR)

Illinois Law Enforcement Training and Standards Board (ILETSB)  
Executive Institute

Office of Public Safety (OPS)

Risk Management and Emergency Preparedness (RMEP)

# 10 Years of Service

Bradley Baxter, Facilities Management

Curtis Bilbrey, Public Safety

Kerrie Bishop, Public Safety

Gary Campbell, Facilities Management

Natalie Divan, Facilities Management

Robert Divan, Parking Operations

Tamera Klinedinst, Facilities Management

Robert Looney, Public Safety

Terry Mingus, Facilities Management

Raleigh Mitchell, Facilities Management

Byron Oden, Facilities Management

Danny Ostrander, Facilities Management

Brad Payne, Facilities Management

Martin Polk, Facilities Management

# 10 Years of Service

(continued)

Benjamin Sollenberger, Accounting Office

Gerilee Vail, Facilities Management

Linda Windsor, Facilities Management

Dawna Zimmerman, Purchasing Office

# 15 Years of Service

Bruce Ackers, Facilities Management

Sandra Blue, Payroll

Terri Brown, Facilities Management

Wilbert Cole, Facilities Management

Tyrone Coleman, Facilities Management

Cabe Cordell, Facilities Management

Kenneth Dean, Facilities Management

Sue Forman, Facilities Management

Russell Hamm, Billing and Receivables

Bonnie Helms, Purchasing Office

Chris Hicks, Facilities Management

Angela Hyde, Facilities Management

Georgia Icenogle, Business Services

Lance Johnston, Parking Operations

Beverly Lawyer, Human Resources

Lora Lidaywa, Purchasing Office

# 15 Years of Service

(continued)

Jacqueline Lucas, Facilities Management

Jason Lytle, Public Safety

Stan Mercer, Public Safety

Edward Peters Jr., Facilities Management

Kimberley Sedgwick,

Document and Publication Services

Jeffrey Sivill, Facilities Management

Tracy Slater, Public Safety

Lee Ann Smith, Facilities Management

Pete Smith, Facilities Management

Herbert Snowden, Facilities Management

Jane Sprinkle, Facilities Management

Trenton Sullivan, Document and Publication Services

Edward Vyhnanek Jr., Facilities Management

# 20 Years of Service

Warren Abbot, Facilities Management

James Adams, Facilities Management

Christopher Bell, Facilities Management

Keith Bruns, Facilities Management

Brad Burt, Facilities Management

Ronald Foster, Facilities Management

David Hainline, Facilities Management

James Hall, Facilities Management

Michael Hott, Facilities Planning and Construction

Randy James, Facilities Management

Sheri Johnson, Facilities Management

Debra Klinedinst, Facilities Management

Melvin Larson, Facilities Management

Larry Litchfield, Facilities Management

Kalib McGruder, Public Safety

# 20 Years of Service

(continued)

Robert O'Bear, Accounting Office

Trenton Robertson, Public Safety

Elizabeth Seals, Facilities Management

John M. Simmons, Purchasing Office

Tammy Sinnott, Facilities Management

Shanee Sullivan, Document and Publication Services

Walter Thorpe, Facilities Management

John Wetterling, Facilities Management

Kevin Wiley, Facilities Management

Jody Young, Purchasing Office

# 25 Years of Service

James M. Blaylock, Facilities Management

Richard Crowl, Facilities Management

Larry Finch, Facilities Management

Mary Howe, Facilities Management

Richard Leenerts, Facilities Management

Gary Maguire, Accounting Office

Jeffrey Mahr, Facilities Management

# 30 Years of Service

Lisa Waller, Facilities Management

# 35 Years of Service

Kevin Hare, Document and Publication Services

# Civil Service Community Service Award

Kirk Hare, Facilities Management

# Business and Financial Services

# Business Services FY15 Accomplishments

- Staffing
- Automation
- Training
- Equipment transfer from the Quad Cities campus  
to the Macomb campus

# Business Services FY16 Goals

- Policies, procedures, and internal control
- Financial accounting system
- Staff training and development
- Website redesign
- Cost savings to University departments

# Document and Publication Services (DPS)

# DPS FY15 Accomplishments

- Consulting services
- Staffing
- MFD program
- Sustainability

## DPS FY16 Goals

- Operations
- Service
- MFD program implementation

# Facilities Management (FM)

# FM FY15 Accomplishments

- Major projects
- Sustainability
- Department of Commerce and Economic Opportunity (DCEO) grants
- Cost savings

# FM FY15 Accomplishments

## Sherman Hall Secrets Tour



# FM FY15 Accomplishments



Water Bottle Stations



Northeast Entrance



Western Hall Floor Installation



Spring We Care for Arbor Day



Western Hall Video Screen



University Union Renovation



Plowing Snow

# FM FY15 Accomplishments



Tree Campus USA



Greenhouse



Banner Crew



Charging Station Installation



Thompson Hall Lobby Renovation



Art Gallery Painting



Southwest Entrance Column & New Parking Lot

## FM FY16 Goals

- Time cards
- Mobile devices
- Work order management system
- Building audits

# Human Resources (HR)

# HR FY15 Accomplishments

- Illinois Higher Education Consortium on Human Capital
- 6% Rule
- Employee training and development
- Professional Development

## HR FY16 Goals

- Employee onboarding programs
- Online Civil Service requests
- Employee training and development

Illinois Law Enforcement  
Training and Standards  
Board (ILETSB)  
Executive Institute

# ILETSB Executive Institute FY15 Accomplishments

- 23<sup>rd</sup> year of service
- Grant funded
- Education and training
- Center for Homeland Security Leadership
- Metro East Police District Commission



# ILETSB Executive Institute FY16 Goals

- Strategic plan
- Funding
- Professional development



# Office of Public Safety (OPS)

# OPS FY15 Accomplishments

- Education and training
- Community policing
- Digital equipment upgrades
- Tier I accreditation
- Clery compliance review



## OPS FY16 Goals

- Tier II accreditation
- Grants
- Programs
- Training and development

# **Vice President for Administrative Services (VPAS)**

## VPAS FY15 Accomplishments

- Risk management
- Contract review
- Ethics

## VPAS FY16 Goals

- Policy review
- Training