

Administrative Services Accomplishments 2006

Institutional Planning

- Fifteen Year Strategic Plan approved by KC Board of Trustees January 2006
 - Vision 2020 Community Engagement Project
- Five Year Institutional Plan approved by KC Board of Trustees June 2006

Construction and Operations Management

- Health & Professional Careers Building construction on schedule
 - Anticipated completion date by May 2007.
- One-Stop and Business Incubator Center in downtown Centralia purchase, remodeling to begin August 2006
- Sports & Wellness Complex Phase I to be complete by September 2006
 - Concession and restroom facility, new softball field and upgrades for baseball field
- Request to Illinois Community College Board for three projects
 - Vandalia Education Center Phase II
 - Lifelong Learning Center Phase II
 - Agriculture Center
- Completion of Signature Sign
- Planning and Design of Lifelong Learning Center Phase I to begin with construction planned for Fall 2007
- Classrooms in HB second floor painted and new carpet
- Revisions to the Master Facility Plan and the Beautification Plan, continued with Promises Kept requests from faculty and staff
- Heating and Cooling Ventilators replaced

College-wide Information Technology and Services

- Student Technology Enhancements and E-Learning
 - Converted an additional 14 general classrooms to Smartrooms – total of 38 classrooms and computer labs
 - Installed 128 computers in computer labs and classrooms
 - Purchased 14 online faculty members with notebook computers
 - Installed a new web server for students to design web pages
 - Installed computer lab through grant funds for the Community Technology Center
- Administrative Enhancements
 - Purchase of new administrative software system – Datatel Colleague
 - Purchasing, Accounts Payable, and General Ledger first success on July 1, 2006
 - Admissions, Fixed Assets and Curriculum scheduled for Fall 2006
 - Human Resources and Payroll, Records Registration, Financial Aid, Accounts Receivable scheduled Spring 2007
 - Degree Audit scheduled for Spring 2007

- Installed an Imaging System in Financial Aid and Cashier area, implementation plans continue
- Implemented LIFT Text Transcoder software that allows the College's Web site to be viewed as Text Only
- Updated web pages for the Athletic Department, Foundation Alumni Association, and South Central Illinois Growth Alliance
- Major upgrades for the Davinci system

Finance

- Purchase of \$9 M in bonds
 - Vandalia Campus Phase I - \$2 M
 - Lifelong Learning Center Phase I \$2.2 M
 - Sports and Wellness Complex \$800,000
 - Technology \$2 M
 - Datatel Software System \$1.5 M
- Implemented Purchasing, Accounts Payable, and General Ledger systems
- Implementation of *Positive Pay* to improve security of checks written
- Investment earnings increased by 323%; over \$133,365 above Fiscal Year 2005.
- Excellent Audit report and wrote a three-year comparative Management Discussion and Analysis report
- Internal audit control manual developed and written cash procedures of all cash handling.

Grants Research and Facilitation

- Seven applications developed and submitted totaling approximately \$2.1 M
 - Twenty-eight faculty and staff participated in review and submission
- Title III Grant submission
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Institutional Research Reporting

- Improved State reporting process and completed all reports on time
- KC Fact Book continuing to improve
- Continued development of the Institutional Research web page to include the Fact Book, Planning, Student Right to Know, and Forms
- Provide leadership for Data Conversion and data integrity with all departments for the Datatel Conversion

Auxiliary Services

- Childcare continuing to improve its services and ran at almost full capacity
- Cafeteria and catering services continue to improve efficiencies and sales increased approximately 20% from the previous year
- Cafeteria received a 100% Health Inspection report
- Cafeteria remains open until 6:00 p.m. to provide a limited menu for evening students and staff
- Bookstore planning for upgrade to new software system that will integrate with Datatel software system

- Bookstore continuing to provide updated supplies and clothing for students and staff
- Print Shop continues to provide excellent printing for instructional materials and marketing materials

Safety and Security

- Safety and Security web site continued to be improved
- Purchase of an Automated External Defibrillator machine and staff received training for fitness center
- Installation of bus stop shelter at front of campus
- Continue to update the College's Emergency Plan