Administrative Services
Accomplishments 2006

Institutional Planning
• Fifteen Year Strategic Plan approved by KC Board of Trustees January 2006
  o 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
    o 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
    o Concession and restroom facility, new softball field and upgrades for baseball field
  • Request to Illinois Community College Board for three projects
    o Vandalia Education Center Phase II
    o Lifelong Learning Center Phase II
    o 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
  o Converted an additional 14 general classrooms to Smartrooms – total of 38 classrooms and computer labs
  o Installed 128 computers in computer labs and classrooms
  o Purchased 14 online faculty members with notebook computers
  o Installed a new web server for students to design web pages
  o Installed computer lab through grant funds for the Community Technology Center
• Administrative Enhancements
  o 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

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