

**Western Illinois University – Quad Cities
Facilities**

**Consolidated Fiscal-Year 2016 Annual Report and
Fiscal-Year 2017 Planning Document**

Submitted by:
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Director of Facilities – Quad Cities

Mission statement:

The mission of WIU-Quad Cities Facilities is to maintain and enhance the campus physical environment in support of academic and other related functions of the university. We provide this support in two areas: Operations and Maintenance and Planning and Construction.

I. Accomplishments and Productivity for FY16

QC Facilities accomplished the following items as organized under goals advanced by the Quad Cities and Planning Fiscal Year 2015 Annual Report:

Support expansion of academic programs and service operations

- Facilities staff worked with Realtor to assist in sale of the 60th street property, including cleaning, grounds cleanup, and window washing. In addition staff continued to monitor and insure continuous and appropriate operation of the WIU-QC 60th Street location. Maintenance activities included various HVAC repairs, parking and exterior lighting repairs, roof maintenance, security monitoring, and tree trimming.
- Unit staff continued to troubleshoot and refine operations of QC Complex building systems. They also have provided installation and support for new building amenities including furniture, shelving, bulletin boards, art installation, and various equipment. WIU-QC Facilities took an active role in Phase II Contractor 9 month walk thru and final completion closeout.
- WIU-QC facilities managed external contractors at both 60th Street and Riverfront campus to provide building security, waste management, electrical/HVAC/ plumbing maintenance, elevator as well as other life safety inspections, and landscaping services.

- Facilities staff continue to provide support to the State of Illinois Capital Development Board and its projects earmarked for WIU-QC, including the Riverfront Hall Annex and Phase III Riverfront campus expansion. In preparation of the Annex project, staff helped organize and conduct tour of similar facilities at Waubensee Community College and Joliet Junior College. Bill Brewer also participated in early planning meetings for that project.
- WIU-QC Facilities completed many internal projects for fiscal year FY16 including:
 - State flags of states where Western Illinois University-Quad Cities has had student(s) enrolled from now adorn the Quad Cities Complex Atrium. These flags mirror the international flag display in the Goldfarb Atrium in Riverfront Hall.
 - New "Thumb Locks" were added to all classroom and conference room doors. These new interior locks permit quick locking should an emergency arise.
 - New Automatic Defibrillator Machines and supporting signage were added to all Riverfront Campus buildings.
 - Permanent storm shelter signs were installed across campus.
 - Western Illinois University-Quad Cities received \$161,000 from the Roy J. Carver Charitable Foundation to support a new CAD Classroom and Innovation Laboratory for the School of Engineering. WIU Facilities staff has facilitated installation of new data, power, and compressed air for these spaces.
 - Western Illinois University-Quad Cities received \$25,000 from the Harris Family Foundation to display art at the Western Illinois University-Quad Cities campus. Art display systems and track lighting have been installed in QCC 2222 along with projectors in QC Complex corridors
 - Facilities purchased new battery recycling bins for all campus buildings.

Increasing opportunities for student, faculty, and staff engagement

- The QC Complex project has afforded students learning opportunities via tours for RPTA, CAS, Engineering, and Business classes.
- Steve Whan and crew continued the annual tradition of campus beautification at the Riverfront campus with Spring Cleanup and Fall "We Care" activities utilizing student, faculty and staff volunteers.
- Facilities staff continues to plan and implement Western Walks event at the WIU-QC campus.

- Facilities staff continued to identify professional development opportunities to develop job-related skills and expertise.
 - Facilities staff attended a variety of training sessions related to new equipment and operations of QC Complex, including VFD and MultiStack training.
 - Bill Brewer completed recertification of his Asbestos Designer license and ongoing required education related to his architecture license and LEED AP certification.
 - Steve Whan actively serves on Civil Service Council and WIU Sustainability Committee.
 - Steve Whan, Joe Ackerman and Ralph Turner completed their yearly pesticide training refresher.
 - Joe Ackerman is a current participant in the Quad Cities Professional Development Networks' Professional Supervisor certification program.
 - Bill Brewer attended "Quad Cities Workplace Violence Preparedness" seminar
 - Staff participated in "Run, Hide, Fight" training provided by Office of Public Safety.
 - Joe Ackerman facilitated CPR/AED training by Red Cross for interested faculty and staff.

Increase community engagement, marketing, and public relations

- Facilities staff coordinated additional installation of marketing banners on light poles of Riverfront campus and along University Drive to enhance visibility of WIU events and core values to campus and community. In addition staff assisted with coordination of installation of interior branding including signs in VP office and adjoining corridor, as well as window perforations at several campus locations.
- Staff also assisted with other campus/community events including, WQPTs' "Champagne on the Rocks", "Brew HaHa", "Imagination Station", Children's Therapy Network 5K run and Quad City Open concession sales.
- WU-QC served as a project coordinator for Live United's 2014 Day of Caring. Community volunteers assisted facilities staff in various beautification activities at the Riverfront property.
- Staff participated with Renew Moline in development of planting area on west end of campus, adjacent to the Mills
- Facilities staff provided room setups and event support for over 300 campus and community events.

- The unit continued its active collaboration with City of Moline, Renew Moline, Illinois Capital Development Board, local contractors and designers, local utilities providers, Illinois Department of Transportation, QC Chamber of Commerce, local news media and other community partners in advancing its new campus along the Mississippi.
- Bill Brewer served on the City of Moline's Special Event's Committee.
- WIU-QC Facilities conducted building tours for interested community members and organizations.

Support university planning to the best of our abilities

- WIU-QC staff served on various WIU-QC operational and planning committees, including QC-FAT (Facilities Administration Team) which is charged with orchestrating and implementing administrative decisions in support of all campus facilities operations, QC-ART and Staff Coordination.
- Bill Brewer participated in WIU-Macomb Master Planning process as a member of the Implementation Team. Additional cross campus committee service include University Wellness and ADA Advisory committees

Increase entrepreneurial activities and maintain efficiency

- Implement the lessons learned in opening Phase II of Riverfront in all future Riverfront activities.

II. Budget Enhancement Outcomes for FY16:

- Facilities staff effectively maintained 60th Street property to assist in its sale while minimizing cost to the institution.

III. Reductions for FY16

- Facilities staff effectively operated campus with a \$10,000 operational and maintenance budget cut from FY15.

IV. Major Objectives and Productivity Measures for FY17

- Facilities staff will strive to effectively integrate operations for our campus setting, paying particular attention to developing new operational protocols that promote both efficiency and quality of service.
- Work with Capital Development Board to continue Riverfront capital improvements once funding is unfrozen.

- Continue to coordinate and partner with external organizations to enhance or augment campus services and operations, including the coordination of Metrolink transportation services and active involvement in the City of Moline's development of property (The Mills) immediately to the west of the Riverfront site.

V. Technology Goals and Objectives

Quad Cities Facilities will actively support technology infrastructure projects, including the impending move of ICN services to the Riverfront campus. (Higher Values in Higher Education, Goal 1, Action 3)

- Provide for flexible technology access and modifications in design and construction of all new Riverfront projects
- Support site access and point of presence of ICN at Riverfront
- Assist in documentation of all wiring closets, server racks and schematics of network equipment, and VoIP network for all QC facilities

VI. Internal Reallocations and Reorganizations, WIU-Macomb: None.

VII. Internal Reallocations and Reorganizations, WIU-Quad Cities: None.

VIII. Reductions for FY17

- Facilities staff will continue to look for ways to effectively maintain our campus with a reduced budget, including support of institutionally mandated budget policies.

IX. New Operating Resources:

\$__ for Operations, Maintenance and Improvements of 60th Street Facility prior to Sale (Courtesy Notification) - Current funding for QC Facilities does not include monies for facilities activities required at the 60th Street site and a budget for this item is difficult to provide given indeterminate point of sale date.

X. Facilities Requests: None.

Questions about this Annual Report may be directed to:

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