PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
January 7, 2013
5:00 p.m.

Committee members present:	Kenneth R. Joseph, Chairman Nick J. Mance Robert G. Morton
Trustee present:	Richard Roehrkasse
Administrators present:	Georgia Costello, Ph.D. Clay Baitman H. O. Brownback Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming Jim Riha, Ph.D. Mark Green Deb Massena
Attorney present:	Garrett Hoerner

CALL TO ORDER
Mr. Joseph called the meeting to order at 6:31 p.m. and announced a quorum.

APPROVAL OF MINUTES
Mr. Mance moved, seconded by Mr. Morton, to approve the minutes of the December 10, 2012 meeting as submitted. The motion carried.

STRATEGIC PLAN/AQIP PROCESS REPORT
Vice President Brownback provided the following report:

AQIP
Staff is engaged in the AQIP Action Projects. The Project Statements have been submitted to and accepted by the Higher Learning Commission.

Systems Portfolio Update
Committee Chairs were asked to review the 2009 Systems Appraisal Feedback Report over the holiday break, in preparation for the June 2013 Portfolio update. The Chairs are currently planning their committee's makeup and division of assignments.

HLC Accreditation Requirement

A new Higher Learning Commission (HLC) requirement mandates that SWIC post the HLC Mark of Affiliation on our website and in our electronic catalog. Clicking on the link will take you to the HLC's server and access to our current institutional status. Vice President Fleming and his staff are implementing the directive.

INFORMATION TECHNOLOGY PROJECTS REPORT

Dr. Riha provided the following abbreviated report:

The biggest project was relocating all IT to the new Liberal Arts Complex (LAC). This relocation was completed in 11 hours. IT Development, the Help Desk, and the Data Center are fully operational in the LAC.

Wi-Fi will be operational at Starbuck's next Friday, January 11.

Completed activities:	Financial Aid Automated Repackaging; ePro license information page; and Business Process Documentation project Phase 1.
Institutional Intelligence:	Completed final modifications and test cycle for the Retention Data Project.

Dr. Riha commended his IT staff for their hard work; they have put in a lot of time the last three weeks preparing for the spring semester in the new LAC.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, February 11, 2013 at 6:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Mance moved, seconded by Mr. Morton, to adjourn the meeting at 6:40 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees