

PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
June 10, 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 Staci Clayborne Mark Eichenlaub, Ed.D. Mike Fleming Jim Riha, Ph.D. Bernie Ysursa Deb Massena

CALL TO ORDER

Mr. Joseph called the meeting to order at 6:52 p.m. and announced a quorum.

APPROVAL OF MINUTES

Mr. Mance moved, seconded by Mr. Morton, to approve the minutes of the May 6, 2013 meeting as submitted. The motion carried.

STRATEGIC PLAN/AQIP PROCESS REPORT

Vice Presidents Baitman, Eichenlaub and Fleming provided the following report:

AQIP

The three Action Projects are moving forward and are on schedule.

Enhanced Student Retention - Some committee meetings were delayed until certain collective bargaining issues might be resolved. One subcommittee is researching a major aspect of the project which should be beneficial when shared with the full steering committee.

Infrastructure:

Institutional Intelligence Sub-Committee: Team conducted planning sessions with Institutional Research. Institutional Intelligence Strategic Plan was drafted. Data dictionary content review is continuing. Data dictionary framework construction is continuing.

Data Management Sub-Committee: Delegated tasks to all committee members to acquire systems usage info and apply to shared spreadsheet for all SWIC departments. Discussed potential interview questions and the overall interview objective. Began analysis in creating “Wiki” for system content storage.

Mobility Sub-Committee: The faculty survey was released. A final draft of the student survey has been completed. The staff survey is in early development. Timelines established in the Project Management Plan are currently being met.

Communication: The SWIC employee communication survey data is in the early stages of analysis. The full committee convened to provide an update on the progress of each sub-committee task of gathering data from the other target groups, prospective students, new students, and community stakeholders. Each sub-committee is in the exploration phase and attempting to develop an appropriate plan to gather the needed data.

AQIP Systems Portfolio Update

The 2013 Systems Portfolio was successfully submitted to the HLC on May 30th. A copy of the AQIP Systems Portfolio was provided to the committee.

Environmental Scanning Report

The FY 2013 Environmental Scanning Report (ESR) was reviewed and approved by the Strategic Planning Council at its May 20th session. Dr. Eichenlaub directed the committee to the Summary and Conclusions section in the ESR and asked trustees to contact him with any questions.

Strategic Planning Council

The SPC will convene in August. Council members will review in depth the Summary and Conclusions section from the ESR to determine if there is need to change the Strategic Priorities of the Strategic Plan.

Chairman Joseph thanked and commended the vice presidents for taking on additional responsibilities previously held by H. O. Brownback.

INFORMATION TECHNOLOGY PROJECTS REPORT

Dr. Riha highlighted the following activities from his monthly report:

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| Complete: | SQL Server upgrade to HR and Student Administration. |
| | SQL Server and bundle upgrades to InfoShare. |
| | New Enrollment Comparison Reports. |
| | Changes to budget packets. |
| | Added shopping sheet to Financial Aid student self service. |

Institutional Intelligence:

Completed implementation of InfoShare SWIC-i-pedia, Intelli-HUB and collaboration space in production environment. Training sessions are scheduled for June.

The i2 automated Enrollment Comparison Report was fully implemented into the production environment and is currently being distributed to a pilot group.

Network Services:

Upgraded and configured new Wireless Virtual controller for outdoor Wi-Fi Access Points (AP) and ESLCCC Wi-Fi.

Completed 100K student email accounts migration from Outlook Live to Office 365.

Dr. Riha presented the IT Security Audit Report that was conducted in April 2013, along with a plan for addressing the eight insignificant findings from the audit. There were no questions from the trustees.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, July 8, 2013 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Morton moved, seconded by Mr. Mance, to adjourn the meeting at 7:01 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees