PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
September 16, 2013
5:00 p.m.

Committee members present:	Kenneth R. Joseph, Chairman Robert G. Morton
Committee member absent:	Nick J. Mance
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
Chairman Joseph called the meeting to order at 6:35 p.m. and announced a quorum.

APPROVAL OF MINUTES
Mr. Morton moved, seconded by Mr. Joseph, to approve the minutes of the August 12, 2013 meeting as submitted. The motion carried.

STRATEGIC PLAN/AQIP PROCESS REPORT
Vice Presidents Baitman and Fleming provided the following report:

Strategic Planning Council - Mike Fleming
Members of the Strategic Planning, Environmental Scanning and AQIP Committees have been advised of the transition of duties. The email conveyed the new approach for Environmental Scanning likely working with a third-part consultant. The project may go out for bid. Mr. Roehrkasse stated he will provide a recommendation or two along with a ballpark figure of cost.

ICCB is contracting with Northern Illinois University (NIU) Center for Governmental Studies to generate a 2013 Economic Impact Study at the statewide and district level. NIU did a similar analysis in 2007, and most Illinois community colleges participated in the 2007 Economic Impact Study. No cost will be incurred locally by community colleges. The Economic Impact Study Advisory Committee will give direction to NIU and ICCB during the report development stage to ensure the range of economic impacts are captured in the analysis.

AQIP - Clay Baitman
The three Action Projects are on course and on target:

Enhanced Student Retention - Vice Presidents Baitman and Clayborne
The full steering committee continues to meet on a regular basis. The co-chairs and assistant chairs have prepared the Action Project Annual Report regarding activities and accomplishments to date.

Infrastructure - CIO Riha and Vice President Ysursa
Progress continues on Institutional Intelligence proposals. The Data Management Sub-Committee has begun the face-to-face interview sessions with institutional departments. The Mobility Sub-Committee staff survey has been completed, and the student survey will begin no later than mid-September. All sub-committees have submitted its report for inclusion in the Action Project Annual Update for the HLC.

Communication - Vice Presidents Fleming and Eichenlaub
The AQIP Annual Update on the Communication Action Project has been submitted and reviewed by Dean Fontenot and Vice President Baitman. Revisions were made based on their feedback and re-submitted to meet the August 31 deadline.

Systems Portfolio - Vice President Baitman
The Systems Appraisal Feedback Report was received from the Higher Learning Commission on August 23, 2013 and has been shared with the President, the President's Staff, and the Instructional Leadership Team. The Report contained no findings whatsoever, which "is unbelievable in this day and age."

INFORMATION TECHNOLOGY PROJECTS REPORT
Dr. Riha highlighted the following activities from his monthly report:

Complete:	New Public Safety ID system and interface Password sync for student email
Projects in Progress:	SARs implementation for Counseling Scheduling system Automated password change for employees
IT Security/Disaster Recovery:	Completed security upgrades to support PeopleSoft HR upgrade

NEXT SCHEDULED MEETING
The next scheduled meeting of the Planning and Policy Committee is Monday, October 7, 2013 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT
Mr. Morton moved, seconded by Mr. Joseph, to adjourn the meeting at 6:45 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees