

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

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Morton moved, seconded by Mr. Mance, to approve the minutes of the September 16, 2013 meeting as submitted. The motion carried.

STRATEGIC PLAN/AQIP PROCESS REPORT

Vice Presidents Baitman and Fleming provided the following reports:

Economic Impact Study

Mr. Fleming has taken H. O. Brownback's place on the Economic Impact Study Advisory Committee and attended the October 7 meeting at the ICCB office in Springfield. Commissioned and largely funded by ICCB working with Northern Illinois University researchers, this statewide initiative will yield individual institution economic impact results. The Board of Trustees has requested an economic impact study conducted by a third party, and this endeavor will fit nicely. SWIC will be asked to contribute several thousand dollars vs. having to commission a separate, individual college study at a much higher cost. This study is expected to be completed within FY14.

Environmental Scanning

The Strategic Planning group appointed from President's Staff has met to discuss environmental scanning, which will be the first step in the new model approach with a more local focus. Group members were charged with identifying potential third-party resources to be considered to assist in the development of this year's environmental scan. Unlike the opportunity to piggyback on the ICCB Economic Impact Study at a far lesser cost, the budget for a comprehensive scan will likely be in the \$25-\$50K range contingent upon scope of work requested.

AQIP

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

Enhanced Student Retention: The full committee met twice in September and will meet the end of October to review the progress of the subcommittees and to develop next steps. The Annual Update for the project was submitted in September to the Higher Learning Commission. The Commission has until December to provide its review.

Infrastructure: The Annual Update for this project was submitted in September. We have received the feedback report and, based on the suggestions provided, we are extending the completion date for the project to June 2014.

Communication: The full committee met in early September and plans to meet on a monthly basis through the end of the year. The Annual Update was submitted in September to the HLC for feedback from peer reviewers. We have received the feedback report, and the reviewers' responses were very positive.

FIRST READING OF PROPOSED AMENDMENTS TO ADMINISTRATIVE PROCEDURE #4004AP, RESIDENCY, AND ADMINISTRATIVE PROCEDURE #5011AP, CREDIT COURSE ENROLLMENT

The proposed amendment to Administrative Procedure #4004AP, Residency, provides for inclusion of veterans utilizing benefits under the federal Post 9/11 Veterans Educational Assistance Act of 2008 or any subsequent variation of the Act. This change is required by state law to charge in-district rates for any veteran across the U.S. to take classes at SWIC. The institution could lose \$40-50K this semester because of this new state law.

The proposed amendments to Administrative Procedure #5011AP, Credit Course Enrollment, are designed to enhance the effectiveness of enrollment procedures for late enrollment policies and to speed up the process to get students in the classrooms.

Mr. Mance moved, seconded by Mr. Morton, to recommend the Board of Trustees approve first reading of proposed amendments to Administrative Procedure #4004AP, Residency, and Administrative Procedure #5011AP, Credit Course Enrollment. The motion carried. (These items will appear on the consent agenda.)

INFORMATION TECHNOLOGY PROJECTS REPORT

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

Complete:

Online applications for Allied Health programs

New hardware installed for Campus Solutions and HR
Payroll development

Institutional Intelligence:

Work completed on a Class Section Enrollment report that is in production; this will help the institution

IT Security and Disaster Recovery: Completed audit report modification to include query tree changes; satisfies concern raised in IT audit

Supported financial audit questions around IT security

Network Services: Installed Pearson-Vue server for GED testing, including Windows operating system backup, Symantec anti-virus, and application that will expand online testing

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Tuesday, November 12, 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 7:03 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees