## PLANNING AND POLICY COMMITTEE

# Seibert Conference Room Belleville Campus May 12, 2014 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

Mark Eichenlaub, Ed.D.

Mike Fleming Jim Riha, Ph.D. Bernie Ysursa

Deb Massena

Attorney present: Garrett Hoerner

### **CALL TO ORDER**

Mr. Joseph called the meeting to order at 6:27 p.m. and announced a quorum.

#### **APPROVAL OF MINUTES**

Mr. Mance moved, seconded by Mr. Morton, to approve the minutes of the April 7, 2014 meeting as submitted. The motion carried.

# STRATEGIC PLAN/AQIP PROCESS REPORT

Vice President Fleming provided the following strategic planning update:

NIU Research Director Brian Richard, Ph.D., met with the SWIC strategic planning team on May 6 to (1) finalize the data-based research being conducted for the Environmental Scan, step one in the strategic plan process; and (2) to reaffirm specific information needs for complementary external stakeholders' research to be conducted via focus groups and mail/phone/electronic surveys.

Data-based research will be shared this month; focus-group/other research will be conducted in June-July. Simultaneous with Environmental Scan development, SPC members are currently working with operational units of the college to develop Key Performance Indicators to more precisely measure strategic plan outcomes vs. benchmarked projections.

Vice President Baitman presented the following status report for AQIP Action Projects:

The three Action Projects committees continue to meet and are on schedule:

#### **Enhanced Student Retention**

#### Clay Baitman and Staci Clayborne

The SWIC Counseling Center has developed a counseling resource site which is housed in the institution's new SharePoint software. This site has been designed to electronically house resource documents to include four-year transfer institution information, program of study information, prerequisite requirements regarding COMPASS cut scores, etc. so these reference items can be easily accessed and kept up-to-date in one central location. This advancement is designed to facilitate enhanced service to students by streamlining resource locations and reducing time to locate such resources so that time spent in individual student appointments can be more efficient and student-focused.

Information Technology Infrastructure Dr. James Riha and Bernie Ysursa
All subcommittees have completed their assigned tasks. Dr. Riha is preparing a final report to be presented to the Board of Trustees.

## Communication

## Mike Fleming and Dr. Mark Eichenlaub

The committee met and discussed upcoming changes to the AQIP Action Project process. The committee agreed to move forward with the Higher Learning Commission's recommendation to narrow the focus of institutional projects and is currently working to develop a plan to meet that goal.

# INFORMATION TECHNOLOGY PROJECTS REPORT

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

IT Development: Completed HRMS 2.0 New HR InfoShare site

Project in Progress: Finance Upgrade; scheduled for May go-live

IT Security/Disaster Rec: Annual IT audit was completed. A report will be provided

to the committee next month.

Network Services: Worked with CIO to finalize plans for Wi-Fi upgrade

proposal.

Discovered and provided patches for Heartbleed bug and the IE/Flash Player bug. No significant issues were

discovered.

#### NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, June 9, 2014 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

Mr. Mance moved, seconded by Mr. Morton, to adjourn the meeting at 6:33 p.m. The motion carried.

Respectfully submitted,	
Beverly J. Fiss	
Secretary to the Board of Trust	ees