

PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
February 10, 2020
5:00 p.m.

Committee members present:	Richard Roehrkasse, Chair Robert G. Morton Nick Raftopoulos
Trustees present:	John Blomenkamp Steve Campo
Administrators present:	Nick J. Mance Linda Andres Anna Moyer Staci Oliver Missy Roche Gina Segobiano, Ed.D. Robert Tebbe Bernie Ysursa Jim Haverstick
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 5:45 p.m.

APPROVAL OF MINUTES

Mr. Raftopoulos moved, seconded by Mr. Morton, to approve the minutes of the January 13, 2020 meeting as submitted. The motion carried.

INFORMATION TECHNOLOGY ACCOMPLISHMENTS, REQUESTS FOR SERVICE AND STATUS REPORTS

Executive Director of IT Linda Andres provided the following update:

Accomplishments:	Finance 1099 patches Noel-Levitz Survey preparation coordinated communication between the Business Office, CFO, and IT Security to complete the annual PCI questionnaire for the credit card processing system in the Business Office
Technology Assistance Center:	provided students/faculty/staff w/161 instances of in-person support

In progress: continuing to image incoming Dell and Apple computers
continuing w/Windows 10/Office 2019 upgrades (down to 10%)
continuing clean-up of computer inventory

FIRST READING OF PROPOSED AMENDMENTS TO BOARD POLICIES

President Mance presented first reading of the proposed amendments to the following Board Policies:

- Board Policy 2002: Formulation of Board Policy
- Board Policy 2006: Position Description - Secretary
- Board Policy 2007: Position Description - Treasurer
- Board Policy 2008: Position Description - College Attorney
- Board Policy 2011: Appointment of Audit Firm
- Board Policy 2012: Protection from Civil Suit
- Board Policy 2013: Legal Counsel
- Board Policy 2015: Board Information

Review of Board Policies and Administrative Procedures will continue on a monthly basis until all have been completed.

Mr. Morton moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees approve first reading of the proposed amendments as presented. The motion carried. (This item will appear on the consent agenda.)

2020-2025 STRATEGIC PLAN UPDATE

President Mance presented a draft of the Executive Summary of the Program Demand Gap Analysis prepared by Emsi, a leading provider of labor market data. The Gap Analysis will become part of the college's Strategic Plan. Mr. Mance plans to call a meeting of the Strategic Planning Group for the end of March. No action was required from the committee.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, March 9, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Mr. Raftopoulos moved, seconded by Mr. Morton, to adjourn the meeting at 5:50 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees