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PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
April 13, 2020
5:00 p.m.

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Committee members present:	Richard Roehrkasse, Chair (remote)
	Robert G. Morton
	Nick Raftopoulos (remote)
Trustee present:	Steve Campo
Administrators present:	Nick J. Mance
	Linda Andres
	Anna Moyer
	Staci Oliver (via phone)
	Gina Segobiano, Ed.D.
Attorney present:	Garrett Hoerner (remote)

CALL TO ORDER
Chairman Roehrkasse called the meeting to order at 5:21 p.m.

APPROVAL OF MINUTES
Mr. Raftopoulos moved, seconded by Mr. Morton, to approve the minutes of the March 16, 2020 meeting as submitted. The motion carried.

INFORMATION TECHNOLOGY ACCOMPLISHMENTS, REQUESTS FOR SERVICE AND STATUS REPORTS
Executive Director of IT Linda Andres reported much of the activities centered around Covid-19 and provided the following update:

> Moved all classes online.
> Auto-enrolled all instructors into an online training class.
> Built Blackboard shells for faculty and students.
> Removed lock out functionality for students not taking surveys.
> Added deans and coordinators as instructors to classes within their divisions.
> Subsequently added deans as administrators and changed them from instructor role to teaching assistant role.
> Unlimited use license for Respondus Monitor for test taking at home and monitoring.
> Added Ally's file transformer to allow faculty to convert files into alternate formats for accessibility.
> All SWIC students, faculty and staff have a Microsoft Teams license.
> Zoom has severe security holes and offered training for SWIC faculty and staff.
> Added voicemail to email and cell phone.
> All voicemail to email accounts have been created.
> Added information to InfoShare

Worked with many departments getting their staff working remotely.
Resurfaced an old server and obtained 50 VPN licenses, saving $28K.
Reimaged laptops and desktops for faculty and staff.
Installed Adobe Cloud and implemented licenses for 44 students and 5 classes allowing them to do coursework online.
Added emergency banner on swic.edu for Covid-19 updates.

Trustee Campo inquired if Blackboard training was offered and if so how many individuals took advantage of the training. Ms. Andres reported Blackboard training is offered and the numbers are not as good as she would have hoped.

Skype is working great for team meetings. Instructors are having a difficult time with it as it is not as user friendly. IT is working on getting classes built. Trustee Campo asked if we can teach from the classroom, and Executive Director Andres stated all we need is webcams. She has ordered hundreds of them and they are all on backorder.

Trustee Morton commended Executive Director Andres and her staff for their work during this pandemic. Trustee Campo additionally expressed appreciation to Ms. Andres and her staff.

FIRST READING OF PROPOSED AMENDMENTS
First reading of proposed amendments to the following Board policies was presented:

Board Policy 2003: Board Code of Ethics
Board Policy 2004: Position Description - Board
Board Policy 2005: Position Description - Board Chairman
Board Policy 2009: Position Description - Student Board Member
Board Policy 2010: Board Meeting Minutes
Board Policy 2014: Board Development
Board Policy 2016: Freedom of Information

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. (These items will appear on the consent agenda.)

NEXT SCHEDULED MEETING
The next scheduled meeting of the Planning and Policy Committee is Monday, May 11, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT
Mr. Morton moved, seconded by Mr. Raftopoulos, to adjourn the meeting at 5:34 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss
Secretary to the Board of Trustees