

**PLANNING AND POLICY COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**September 14, 2020**  
**5:00 p.m.**

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| Committee members present: | Richard Roehrkasse, Chair<br>Nick Raftopoulos (remote)<br>Sara Soehlke (remote)  |
| Trustees present:          | John Blomenkamp<br>Steve Campo<br>Robert G. Morton   |
| Administrators present:    | Nick J. Mance<br>Linda Andres<br>Anna Moyer<br>Staci Oliver (via phone)<br>Missy Roche<br>Gina Segobiano, Ed.D.<br>Robert Tebbe<br>Bernie Ysursa |
| Attorney present:          | Garrett Hoerner  |

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 5:00 p.m.

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Roehrkasse, to approve the minutes of the August 10, 2020 meeting as submitted. The motion carried.

**INFORMATION TECHNOLOGY ACCOMPLISHMENTS, REQUESTS FOR SERVICE AND STATUS REPORTS**

Executive Director IT Linda Andres reported staff is settling into the semester. Classrooms are all in good shape. The student COVID-19 surveys for on-campus tracing are up and running; internal tracing is possible.

A list of available workshops, their length, and the number of participants was provided. Some of the offerings are Introduction to Ally; Teaching with Teams; Blackboard Annotate Overview; and Navigating the HyFlex Classroom. Trustee Campo asked how the semester was going. Ms. Andres replied the first week was very rough; there was a learning curve for faculty, however it went better than she anticipated.

## **HLC QUALITY INITIATIVE QUARTERLY STATUS REPORT**

Executive Director Enrollment Development Bob Tebbe presented the HLC Quality Initiative Quarterly Status Report, co-authored with Executive Director IT Linda Andres. The Pathways Committee has a standing meeting every two weeks and provided the following actions:

### Creation of centralized repository for metric documentation

The site will serve as the primary instrument for communicating the status of activities to the campus community.

### Creation of committee progress status report schedule

A quarterly report on the status of the Quality Initiative will be prepared, shared with President Mance, and published on the public facing InfoShare site. Quarterly summaries of projects will be assigned to be used in writing the college's assurance argument.

### Identification of top priority processes

Feedback from the college's Higher Learning Commission liaison stated the scope of our initial proposal plan for our Quality Initiative was too ambitious. The following processes were selected as the focus of the Quality Initiative:

Program Review

Institutional Surveys

NCCBP Participation

Institutional Metric Target Creation, Retention, Completion, Persistence

### Creation of a data collection instrument template

A template for documentation of the QI processes was created, among which are process name; short description; purpose; process owner/s; timing; associated criteria for accreditation; associated strategic or operational goal/s; detailed description of process; and additional criteria for each metric associated with the process.

Mr. Tebbe added a proposed update to the strategic plan has been submitted and is awaiting the next strategic plan review.

No action was required of the committee.

## **ADOPTION OF PROPOSED AMENDMENTS TO BOARD POLICIES AND ADMINISTRATIVE PROCEDURE**

Board Secretary Fiss reported the proposed amendments to the following Board policies and Administrative Procedure were disseminated to the college community upon approval of first reading by the Board of Trustees at its August 26, 2020 meeting. No comments were received.

Board Policy 1003: Mission and Values Statement

Board Policy 1004: Current Strategic Priorities

Board Policy 1005: Educational Philosophy

Board Policy 1006: Regional Philosophy

Board Policy 7016: Acceptable Use of IT Resources

Administrative Procedure 7016AP: Acceptable Use of IT Resources

Chairman Roehrkasse pulled Board Policy 1004: Current Strategic Priorities to send back to administration for review and resubmittal.

Mr. Roehrkasse moved, seconded by Mr. Raftopoulos, to recommend adoption of the proposed amendments to the Board policies and Administrative Procedure 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, October 12, 2020 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Raftopoulos moved, seconded by Mr. Roehrkasse, to adjourn the meeting at 5:10 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees