

PLANNING AND POLICY COMMITTEE
Seibert Conference Room
Belleville Campus
February 8, 2021
5:00 p.m.

Committee members present:	Richard Roehrkasse, Chair Sara Soehlke (remote)
Committee member absent:	Nick Raftopoulos
Trustees present:	John Blomenkamp Steve Campo Robert G. Morton
Administrators present:	Nick J. Mance Linda Andres Danielle Chambers Anna Moyer Missy Roche Gina Segobiano, Ed.D. Robert Tebbe Bernie Ysursa
Attorney present:	Garrett Hoerner

CALL TO ORDER

Chairman Roehrkasse called the meeting to order at 5:17 p.m.

APPROVAL OF MINUTES

Ms. Soehlke moved, seconded by Mr. Roehrkasse, to approve the minutes of the January 11, 2021 meeting as submitted. The motion carried.

INFORMATION TECHNOLOGY ACCOMPLISHMENTS, REQUESTS FOR SERVICE AND STATUS REPORTS

Executive Director IT Linda Andres referred to the provided reports in the committee packet and highlighted the following:

Completed: Creation of 1098Ts for Finance Office
 1099 program changes
 Assisted with production of W2s
 PUM updates for ACA modifications for Human Resources
 VDI Project; very successful
 Updates and changes for Blackboard and Microsoft Teams

Conducted Faculty Technology Workshops; so far attended by 100 individuals.

Continuing to roll out computer purchases.

SEO QUARTERLY REPORT

Ms. Andres presented the SEO Quarterly Report for Q4 Oct-Dec 2020. The purposes of this report are to provide quarterly updates on the progress of the institution's SEO actions and to provide measurable data for showing successes or areas of improvement. Ms. Andres reported staff is making good progress and extended kudos to Bob Tebbe and his group. SWIC's improved search engine ranking stats and increased website overall performance tie in well to swic.edu.

Trustee Soehlke thanked staff for the college's increased social media awareness. No action was required of the committee.

HIGHER LEARNING COMMISSION QUALITY INITIATIVE QUARTERLY STATUS

Executive Director Andres presented the Higher Learning Commission Quality Initiative Quarterly Status Report. She stated the team reported the following Q4 accomplishments ahead of schedule in its Q3 report to the President:

- Creation of a data collection instrument
- Preliminary mapping to Criterion for Accreditation & Strategic Goals form Strategic Plan

Although little was required for the Quality Initiative during the last quarter, the committee did complete a number of important accreditation items, some of which include:

- Meeting with HLC Liaison regarding change of Accreditation Liaison Officer and new HLC notification requirements
- Conducting one-stop registration survey and analysis
- Determining areas of focus form Noel-Levitz survey results

Ms. Andres added when staff has its review the HLC will meet with the trustees individually to make certain they are being kept apprised.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Planning and Policy Committee is Monday, March 8, 2021 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

ADJOURNMENT

Ms. Soehlke moved, seconded by Mr. Roehrkasse, to adjourn the meeting at 5:30 p.m. The motion carried.

Respectfully submitted,

Beverly J. Fiss
Secretary to the Board of Trustees