

**PLANNING AND POLICY COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**September 13, 2023**

Committee members present:                      Nick Raftopoulos, Chair  
Dane Tippett  
Tracy Vallett

Trustees present:                                      Matthew Burke  
Steve Campo  
Sean McPeak

Administrators present:                              Nick Mance  
Linda Andres  
Danielle Chambers  
Sue McClure  
Dr. Gina Segobiano  
Bob Tebbe  
Jacob Wheeler  
Bernie Ysursa

Attorney present:                                      Garrett Hoerner

**CALL TO ORDER**

Chairman Raftopoulos called the meeting to order at 7:09 p.m.

**APPROVAL OF MINUTES**

Ms. Vallett moved, seconded by Mr. Tippett, to approve the minutes of the July 12, 2023 meeting as submitted. Upon a roll call vote those trustees voting aye were Mr. Tippett, Ms. Vallett, and Mr. Raftopoulos. Nays: none. The motion carried.

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

Chief Information Officer Linda Andres provided the following highlights from the previous two months:

The SWIC Quarterly SEO Report reflects positive results. Working with Bob Tebbe's team, SWIC has moved up to #5 in Facebook. Twitter is changing logos which might confuse users at first. Staff continue to watch but the college is doing really well.

PeopleTools 8.59 upgrade for Campus Solutions is in progress.

The BankMobile data feeds for enrollments and refunds are complete.

Timely MD authentication for students is complete and live.

Staff is spending time on networking services and working on multiple projects.

### **SECOND READING/ADOPTION OF PROPOSED AMENDMENTS**

Proposed amendments to the following Board Policies were disseminated to the college community for commentary after approval of first reading by the Board of Trustees and are now ready for adoption:

- Board Policy 2001: Board of Trustees Bylaws
- Board Policy 6010: Information Technology Services
- Board Policy 6011: Information Technology Security
- Board Policy 7015: William and Florence Schmidt Art Center
- Board Policy 7016: Acceptable Use of Information Technology Resources

Trustee Tippettt called attention to Board Policy 2001, Section 4.c. and stated the information is incorrect. Board Attorney Hoerner will research and provide correct information for adoption by the Board of Trustees at the September 20, 2023 meeting.

Ms. Vallett moved, seconded by Mr. Tippettt, to recommend the Board of Trustees approve second reading/adoption of the above-named Board Policies as presented. Upon a roll call vote those trustees voting aye were Mr. Tippettt, Ms. Vallett and Mr. Raftopoulos. Nays: none. The motion carried. (This item will appear on the consent agenda.)

### **FIRST READING OF PROPOSED AMENDMENTS TO BOARD POLICIES**

Proposed amendments to the following Board Policies were presented for first reading:

- Board Policy 3027: Worker's Compensation
- Board Policy 7019: Communicable Diseases

Mr. Tippettt moved, seconded by Ms. Vallett, to recommend the Board of Trustees approve first reading of the proposed amendments to Board Policy 3027 and Board Policy 7019 as presented. Upon a roll call vote those trustees voting aye were Mr. Tippettt, Ms. Vallett, and Mr. Raftopoulos. Nays: none. The motion carried. (This item will appear on the consent agenda.)

### **REVIEW OF BOARD POLICIES**

The following Board Policies were reviewed with no recommended changes:

- Board Policy 3007: Faculty Qualifications
- Board Policy 3021: Termination of Employment
- Board Policy 3024: Faculty and Staff Grievances
- Board Policy 4017: Student Handbook & Catalog
- Board Policy 7014: Use of College Facilities for Political Campaigning
- Board Policy 8002: Fundraising
- Board Policy 8008: Sustainability

No action was required of the committee.

The following Board Policies were reviewed with a recommendation to delete:

- Board Policy 3018: Faculty Development

Board Policy 3032: Political Rights of College Faculty & Staff  
Board Policy 5002: Attendance at Commencement  
Board Policy 5005: Faculty Orientation  
Board Policy 5007: Sales to Students  
Board Policy 5011: Credit Course Enrollment  
Board Policy 5012: Faculty Evaluation  
Board Policy 8011: Customized/Contract Training for Business and Industry

Ms. Vallett moved, seconded by Mr. Tippett, to recommend the Board of Trustees delete the above-captioned Board Policies as presented. Upon a roll call vote those trustees voting aye were Mr. Tippett, Ms. Vallett, and Mr. Raftopoulos. Nays: none. (This item will appear on the consent agenda.)

**HIGHER LEARNING COMMISSION QUALITY INITIATIVE QUARTERLY STATUS REPORT**

CIO Andres presented the Executive Summary of the Higher Learning Commission (HLC) Quality Initiative Quarterly Status Report, which the college is required to provide to the trustees. The HLC team has made significant progress in the last quarter; and the criterion writing teams are wrapping up the evidence collection and beginning the writing phase. No action was required of the committee.

**MISCELLANEOUS**

Moving forward, the SWIC SEO Report will be provided on an annual basis, not quarterly.

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Planning and Policy Committee is Wednesday, October 11, 2023 at 5:30 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Tippett moved, seconded by Ms. Vallett, to adjourn the meeting at 7:24 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

---

Beverly J. Fiss  
Board Secretary