

**PLANNING AND POLICY COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**July 10, 2024**

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

Trustees present: Matthew Burke  
Steve Campo  
Sean McPeak  
Mark Morton

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

Attorney present: Garrett Hoerner

**CALL TO ORDER**

Chairman Raftopoulos called the meeting to order at 5:31 p.m.

**APPROVAL OF MINUTES**

Ms. Vallett moved, seconded by Mr. Tippett, to approve the minutes of the June 12, 2024 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.

**REVIEW OF BOARD POLICIES**

Administration reviewed the following Board policies and recommended ‘housekeeping’ changes only:

- 3001 Employment and Payroll Records Retention
- 3004 Equal Employment Opportunity
- 3006 Staff Qualifications
- 3008 Faculty and Staff Ethics
- 3010 Related Party Transactions
- 3013 Externally Funded Employment
- 3014 Employee vs. Independent Contractor
- 3019 Faculty Tenure
- 4005 Enrollment
- 4011 Evaluation of Prior Knowledge, Experience, and Transfer Credit

- 5013 Artistic Expression
- 7009 Mail Services
- 7011 Use of College Supplies and Equipment
- 8001 Foundation Mission and Relationship to College
- 8006 Extension Centers - Function and Philosophy
- 8009 Non-Credit Community Service Activities (CSA) Classes
- 8010 Economic Development Activities
- 8014 Senior Citizens Tuition Waiver

Board Policy 3020: Faculty Responsibilities was sent back to administration for additional review.

Mr. Tippett moved, seconded by Ms. Vallett, to recommend the Board of Trustees approve administration's review of the above-stated Board policies. Upon a roll call vote those trustees voting aye were Mr. Tippett, Ms. Vallett, and Mr. Raftopoulos. Nays: none. The motion carried. (This item will appear on the consent agenda.)

**FIRST READING OF NEW BOARD POLICY**

CIO Andres presented new Board Policy 6012: Written Information Security Program, for recommended first reading. The reason for this new policy is that the college does not have a written security program approved by the Board of Trustees.

Ms. Vallett moved, seconded by Mr. Tippett, to recommend the Board of Trustees approve first reading of new Board Policy 6012: Written Information Security Program. Upon a roll call vote those trustees voting aye were Mr. Tippett, 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**

The following Board policies were introduced with a request for first reading of proposed amendments:

- 4002 Equal Education Opportunity
- 4013 Student Records and Privacy
- 4017 Student Handbook and Catalog
- 4027 Identification (ID) Cards
- 4028 Students with Disabilities
- 6007 Purchasing

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

**ELIMINATION OF BOARD POLICY 6017: RECEIVING**

Board Policy 6017: Receiving was recommended for deletion as its contents were incorporated into Board Policy 6007: Purchasing.

Ms. Vallett moved, seconded by Mr. Tippet, to recommend the Board of Trustees delete Board Policy 6017: Receiving. Upon a roll call vote those trustees voting aye were Mr. Tippet, Ms. Vallett, and Mr. Raftopoulos. Nays: none. The motion carried. (This item will appear on the consent agenda.)

### **INFORMATION TECHNOLOGY HIGHLIGHTS**

Chief Information Officer Linda Andres requested her report be read into the record; and stated in addition to every day requests, the team is focusing on the following:

- Complete FASFA simplification (complication) project
- Continuing to upgrade machines to Windows 11 and Office 2021
- Adjunct Faculty LoadSheets to Payroll in user testing
- Implementing HR & Finance Absence Management
- Completed Cyber Security Training for all employees and POIs
- Completed HLC Criterion 1 with evidence files - final editing and evidence work for Criterion 2, 3, and 4. Criterion 5 ready to go to editing team
- Corrective Action Plan to FSA regarding GLBA audit finding complete
- New InfoShare credit hour calculator complete
- 2024 risk analysis complete
- Installing access points for wi-fi when new switches arrive
- Adding Multi-Factor-Authentication to InfoShare on July 15
- Preparing Granite City for updated DR environments
- FY24 IT audit

CIO Andres also provided the Southwestern Illinois College FY24 Information Security Program document to the trustees and explained some of its contents. She highlighted security violations and noted one incident of employee password sharing, which is considered a major breach. The issue has been addressed, but SWIC is required to annually report security violations to the Board of Trustees.

### **MARKETING/RECRUITING/ENROLLMENT UPDATE**

Chief Officer Tebbe provided the following documents:

Monthly Marketing Report  
Admissions, Recruitment, & Outreach Monthly Activity Report  
Enrollment Report

Mr. Tebbe stated that from the middle of July until the first day of classes, the sole focus is on recruitment, so there is work to do in the next 30-45 days. Enrollments are increasing, and we have amped up our dual credit/Running Start.

The Red Bud Advantage Program is designed to attract and enroll students at the Red Bud Campus. If a student takes and pays for three classes, the fourth class is free. As of today, thirty-four students are enrolled at the Red Bud Campus, so enrollment is trending in the right direction.

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Planning and Policy Committee is Wednesday, August 14, 2024 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 5:49 p.m. Upon a voice vote the motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Board Secretary