

**PLANNING AND POLICY COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**November 13, 2018**  
**5:00 p.m.**

Committee members present:	John S. Blomenkamp Robert G. Morton
Trustees present:	Harry Briggs, Ph.D. Richard Roehrkasse Stephanie Scurlark-Belt
Administrators present:	Nick J. Mance Clay Baitman Staci Clayborne Bernie Ysursa  Linda Andres Anna Moyer Missy Roche
Attorney present:	Garrett Hoerner

**CALL TO ORDER**

Trustee Morton called the meeting to order at 6:07 p.m. and announced a quorum.

**APPROVAL OF MINUTES**

Mr. Blomenkamp moved, seconded by Mr. Morton, to approve the minutes of the October 8, 2018 meeting as submitted. The motion carried.

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

Director of IT Development Linda Andres reported the following:

The Campus Solutions 9.2 upgrade is going live over the Thanksgiving break.

Staff is creating a document for new employees to sign off on that they received security awareness training. An online training video came with our cyber security insurance. The Project is going live January 1, 2019 and will be an annual requirement.

The Windows 10 upgrade continues.

The bulk purchase of Dell computers will be presented to the Facilities and Finance Committee in December.

Staff is making very good progress on the in-house [www.swic.edu](http://www.swic.edu) project:

- Repurposed server to host proof of concept swic.edu application
- Sized and procured new servers
- Purchased all the needed software to stand up in-house site
- Purchased online training on WordPress Theme Development
- Received approval to have Lace Assistant take photos for website
- Enlisted content managers to identify where new pictures are needed
- Created automated process to find empty pages
- Completed three new designs both mobile and desktop
- Added quite a bit of security
- Finalized the IT and Marketing requirements from the website
- Meeting with Matchbox next Monday; on target for 60-day notice
- Provided handout to trustees with samples of new website
- The college catalog will not go away

### **FIRST READING OF PROPOSED AMENDMENTS TO BOARD POLICY 4028, STUDENTS WITH DISABILITIES**

Vice President Clayborne presented a recommendation to approve first reading of proposed amendments to Board Policy 4028, Students with Disabilities.

Mr. Blomenkamp moved, seconded by Mr. Morton, to recommend the Board of Trustees approve first reading of proposed amendments to Board Policy 4028, Students with Disabilities. The motion carried. (This item will appear on the consent agenda.)

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

The following items were pulled from the agenda in order to comply with the ten-day communication to the college community requirement. The items will be revisited when completed:

New Board Policy 4029 and New Administrative Procedure 4029 and 4029AP: Student-Campus Behavioral Intervention Threat Assessment Team (S-CBITAT)

Board Policy 4001: Student Services Philosophy

Board Policy 4002 and Administrative Procedure 4002AP: Equal Educational Opportunity

Board Policy 4014 and Administrative Procedure 4014AP: Financial Aid and Veterans Services Program

Board Policy 4015 and Administrative Procedure 4015AP: Counseling/Human Development

Board Policy 4017: Student Handbook & Catalog

Board Policy 4018 and Administrative Procedure 4018AP: Student Rights & Conduct

Board Policy 4019 and Administrative Procedure 4019AP: Service Animals

Board Policy 4022 and Administrative Procedure 4022AP: Student Life Services - Commitment and Philosophy

Board Policy 4023 and Administrative Procedure 4023AP: Bulletin Board Usage

Board Policy 4024 and Administrative Procedure 4024AP: Child Care Services (DELETE)

Board Policy 4025 and Administrative Procedure 4025AP: Student Clubs and Organizations

Board Policy 4026 and Administrative Procedure 4026AP: Student Club and Organization Sponsorships

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Planning and Policy Committee is Monday, December 10, 2018 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Blomenkamp moved, seconded by Mr. Morton, to adjourn the meeting at 6:22 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees