

**PLANNING AND POLICY COMMITTEE**  
**Seibert Conference Room**  
**Belleville Campus**  
**November 15, 2019**  
**5:00 p.m.**

Committee members present: Richard Roehrkasse, Chair  
Robert G. Morton  
Nick Raftopoulos

Trustee present: Steve Campo

Administrators present: Nick J. Mance  
Linda Andres  
Anna Moyer  
Staci Oliver  
Missy Roche  
Robert Tebbe  
Bernie Ysursa  
  
Stan Hatfield

Attorney present: Garrett Hoerner

**CALL TO ORDER**

Chairman Roehrkasse called the meeting to order at 5:57 p.m.

**APPROVAL OF MINUTES**

Mr. Raftopoulos moved, seconded by Mr. Morton, to approve the minutes of the October 7, 2019 meeting as submitted. The motion carried.

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

Executive Director of IT Linda Andres provided the following update:

Completed:

Campus Solutions PeopleTools Upgrade and PUM 14.  
SWIC benefits open enrollment went live; today is the deadline.

Projects in Progress

Transitioning from e-Storm to Campus Solutions; fluid app going live Friday morning.  
Preparing for Finance PeopleTools upgrade and PUM 33 the beginning of December.  
Working on patches and fixes for Human Resources upgrade PUM 32.

Technology Assistant Center

Provided students/faculty/staff with 177 instances of support; provided 900 instances of support over the last month.

Windows 10 Upgrade

Approximately 80% completed with upgrade to Windows 10; will be completed by end of year as long as we get the computers in.

**BOARD POLICY AND ADMINISTRATIVE PROCEDURE REVIEW PROCESS**

President Mance reported the Board policies and procedures have not been thoroughly reviewed since approximately 2010-2011 and recommended the following process to bring the Board policies and procedures up-to-date, with the completion goal the end of the next fiscal year.

The Planning and Policy Committee will review the policies and procedures along with the President, the Board Secretary, and appropriate administrator. Any proposed amendments will be presented at the next meeting of the Planning and Policy Committee, with a possible recommendation to the Board of Trustees for first reading. When/if approved by the Board for first reading, the policies and/or procedures will be disseminated to the college community for input. All received comments will be provided to the Planning and Policy Committee, and all trustees, for review. Once comments have been addressed, the policy/procedure will be ready for review by the Committee and recommendation to the Board of Trustees for adoption. It is expected that multiple policies/procedures may be addressed at a time.

Chairman Roehrkaase stated he will also review document provided by Executive Director of IT Linda Andres and provide comment.

**ADOPTION OF PROPOSED AMENDMENTS TO BOARD POLICY 7013 AND ADMINISTRATIVE PROCEDURE 7013AP**

The Board of Trustees approved at its October 16, 2019 meeting first reading of proposed amendments to Board Policy 7013 and Administrative Procedure 7013AP, Telephone Service. Information was provided to the college community requesting comments and input. No comments were received.

Mr. Morton moved, seconded by Mr. Raftopoulos, to recommend the Board of Trustees adopt proposed amendments to Board Policy 7013 and Administrative Procedure 7013AP, Telephone Service. The motion carried. (This item will appear on the consent agenda.)

**FIRST READING OF PROPOSED AMENDMENTS TO BOARD POLICY 7016 AND ADMINISTRATIVE PROCEDURE 7016AP**

Executive Director of IT Andres presented proposed amendments to Board Policy 7016 and Administrative Procedure 7016AP, Acceptable Use of Information Technology Resources. She reported the Board policy is a pretty extensive rewrite to include personal identifiable information (PII) into the policy and cleaning up of S-NET terminology, VPN (remoting in) and POI (added language.) There is no real change to the administrative procedure.

Mr. Raftopoulos moved, seconded by Mr. Morton, to recommend the Board of Trustees approve first reading of proposed amendments to Board Policy 7016 and Administrative Procedure 7016AP,

Acceptable Use of Information Technology Resources. The motion carried. (This item will appear on the consent agenda.)

**NEXT SCHEDULED MEETING**

The next scheduled meeting of the Planning and Policy Committee is Monday, December 9, 2019 at 5:00 p.m. in the Seibert Conference Room at the Belleville Campus.

**ADJOURNMENT**

Mr. Raftopoulos moved, seconded by Mr. Morton, to adjourn the meeting at 6:07 p.m. The motion carried.

Respectfully submitted,

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Beverly J. Fiss  
Secretary to the Board of Trustees