



Institutional Outreach Leadership Meeting Minutes

Wednesday, May 13, 2026, 1:00-3:00 PM via Teams

- Members present: Curtis Miller, Carrie Halbert, Erin Volk, Chris Forde, Angel Maguire, Megan Black, Tiffany Cowger, and Tona Ambrose.
- Ex-officio members present: Amber Malone, Libby McVicker, Cassandra Goldman, and Brandon Weger.

WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review:
 - [Institutional Outreach](#)
 - [Student Affairs](#) WVC Council (Lunch) Meeting: First Thursday/mo.
 - [Business Ops](#)
 - [Academic Affairs](#)
- IECC IO *Moving Forward* Operational Plan - due to Dr. Gower 05/14/26
 - Thank you to the IOLT for the input and work on this project.

ADULT EDUCATION - Angel Maquire

- 71 completers and 365 unduplicated students currently enrolled - this has broken the 300 student record from last year
- 93 [AMOC](#) students working toward completion – still most in the state
- [ICAPS](#) update: 9 total ICAPS students currently, working on online Office Management offering, 2 completed CNA program
- FCC APC Meeting and Community Employment Workshop April 21st went well, 10 students participated
- Workforce Summit May 7, 8th 2026 on WIOA partnerships and Dual Enrollment - presented and represented LWIA 26. 20 students since Champs closing doing Employment 101 class
- Adult Ed [HB5503 Update](#) - watching to see if this is going to pass.
- Workplace Literacy ECE/Summer Launch Level 1 Update - working with 5 local preschools
- Blumen software - the TRiO student data management program onsite training is scheduled for May 11th
- WIOA Supplemental Grants - \$1,800 - will be used to buy 11 Chromebooks for ICAPS and AMOC students within LWIA 23
- Recruiting for ICAPS and Workplace Literacy Programs

- AE Graduation date - July 17, at WRC, will work with marketing on invites, on track to have over 100 graduates. Need extra caps and gowns - Amber said that FCC has extra this year.
- Annual Teacher's Retreat June 12 at the WRC
- 2025-2026 Goals/Process Updates

DUAL CREDIT - Erin Volk and Megan Black

- DC Home School Proposal - took to May 6 SEPC, good discussion and suggestions, including calling the initiative "Early College" instead of DC/DE - and offering the same tuition discount rates given to traditional high school students (30% tuition for 3TYD priority courses/50% tuition for non-priority courses), will revise and resubmit proposal to June SEPC
- Registration updates - collecting registration forms.
- Synchronous offerings for Fall 2026 - finding there is more need for this, working with AA to find new offerings for Fall 2026
- Dual Credit Student/Parent Orientation Fall Dates/Updates:

Aug 3 @ 6:00 – FCC Aug 4 @ 6:00 – LTC	Aug 5 @ 6:00 – WVC Aug 6 @ 6:00 – OCC	Aug 11 @ 10:00&5:30 – Virtual
--	--	-------------------------------

- Will mail out post cards later this summer, like we sent out last year, with a link/QR code for registering.
- Fall Dual Credit Faculty Workshops (working with ROE on CPDUs):
 - Aug 13: Virtual 9AM – 12PM:
 - 9 – 10AM onboarding/training for new faculty
 - 10-12PM open office hours (virtual or in-person)
 - Aug 14: Virtual 1 – 3PM
 - 1 – 2PM onboarding/training for new faculty
 - 2 - 3PM open office hours (virtual or in-person)
 - Attending high school in-service days upon request
- 2025-2026 Goals/Process Updates

TRIO UPWARD BOUND - Tiffany Cowger

- Senior Updates: 52 Seniors
 - FAFSA: Total = 48/52 (92%)
 - College Applications: Total = 50/52 (96%)
 - Attending IECC: Total = 25/52 (48%) (so far)
 - Applied to IECC: Total = 34/52 (65%)
- TRIO UB Staff attended all twelve HS award/graduation ceremonies.

- A few schools made alternative arrangements for distribution of TRIO awards.
- TRIO UB Summer Program at OCC- June 1st – July 10th, 2026
 - 100 students have RSVP'd
 - 62 taking a 3-credit college course
 - PSY 1101, SOC 2101, HUM 2161, MUS 1103
- TRIO Academic Counselor Vacancies:
 - LTC – 8/1 start date
 - WVC – 8/1 start date
- Final year of grant 9/1/2022 – 8/30/2027
- Preparing for changes to the new grant proposal - for example:
 - Terms within Talent Search (TS), and Educational Opportunity Centers (EOC) proposals:
 - Pre-apprenticeships
 - Micro-credentialing
 - High-impact tutoring
 - Digital wallets
 - Workforce ready in addition to college access
- Objectives achieved:
 - Total # students served
 - Eligibility status - first generation/income eligible participants
 - Secondary retention & persistence
 - Post-secondary enrollment
 - GPA (above 2.5)
- Objectives still tracking:
 - Rigorous secondary program of study completion
 - Test score data
 - Post-secondary completion
 - Please continue to show your support and advocate for TRIO.
 - <https://www.congress.gov/members/find-your-member>
 - The message is clear, TRIO UB is vital and impactful to our community and current TRIO proposals should be rescinded, revised, and reissued in a way that preserves its focus on college access. There should be no lapses in services for students, even if that means extending current grants.
- 2025-2026 Goals/Process Updates - TRIO UB Communication

MARKETING - Chris Forde

- Operation Pathways - [Guided Pathways Website](#) Blitz - setting aside three focused sessions on May 28, 10-11AM and 3-4PM, and May 29, 8:30-10:30AM to work specifically on the Pathways website. This is a collaborative project with 10 people from AA, IT, SA and IO and Dr. Robb is facilitating all three sessions.
- Marketing Team Get-together May 26
- Working to fill the WVC Coordinator of Marketing (Quianna's) vacancy

- Annual Reports Update - getting a jump start on this project
- Athletic Grades Reporting Process- working with Jeremy Ellis and Amber Malone to streamline this process and make it uniform across all four colleges, which in turn will also lead to each campus rolling out their end of the year academic athletic results at the same time.
- Business Card Process to June SEPC
- Social Media Check - Admins/logins/MarCom
- 2025-2026 Goals/Process Updates

ENROLLMENT MANAGEMENT - Carrie Halbert & Curtis Miller

- NEW LTC Volleyball Coach/Enrollment Management Coordinator position - **pending May 19 BOT approval.**
- [Community Education](#): Summer camps schedule update
- Senior Award Ceremonies - almost complete - thank you to everyone who helped and who presented
- Event Brite/Course Storm update - Curtis, together with B & I, are exploring a new registration platform for our community ed. and B & I courses - the system would feed our current IECC systems and allow for online registration/payment, as well as monitor class roster sizes and follow-up communications. Curtis will talk to IT and report back next month with more details
- Student Ambassador updates - All IECC 2026-2027 campus ambassadors have been chosen - working to schedule onboarding training
- CRM Recruit Update - Met recently with Dr. Gower, VC Ambrose, Chris F., and Amber Malone to strategize/give updates on the CRM Comm plan
- Coordinating all 2026-2027 events/details for this coming year
- Campus Based Recruiting (CBR) Meetings updates - Need to recruit new member(s) for LTC team
- Walk-in-Wednesdays - July 8, 15, 22, 29. C & C working on details and will email out soon

<p>April/May/June Event Updates:</p> <ul style="list-style-type: none"> ● Martinsville Jrs & Srs toured LTC - great visit Apr 24 ● Spoke to all Jrs at ECHS ● Curtis has attended college & career fairs in Pike Co IN, and Marshall HS ● RCHS students toured WRC 	<ul style="list-style-type: none"> ● TRIO UB student - toured WVC ● Apr/May- IECC HS Awards Ceremonies ● Top of the Class (IN) - May 13 - Tona, Chris, and Amber attending ● Summer College for kids ● Kids in Motion
---	--

- 2025/26 Goals/Process Update

EX-OFFICIO UPDATES:

- Dean of Students Update: Grad Fest went well, waiting for survey data, finalizing plans for fall 2026 NSO and other activities, Mental Health First Aid class being offered at IECC and all F/S are encouraged to take it.
- Brandon:
 - Number of Apps - 1295 degree and certificate seeking, down 187 from this date last year, Brandon is working on a new data set/dashboard for the next meeting.
 - Data Systems Audit going well
 - Working with Angel on Adult Ed reporting/data tracking system.
- Amber:
 - Common app update
 - Canvas breach last week - did affect IECC, however, no social security numbers, personal emails or contact information
 - Finalizing graduation details/ceremonies
 - WTWO Top of the Class event - Amber, Chris and Tona attended on May 13 near Terre Haute, IN and represented LTC, Tona spoke, and LTC was the primary sponsor of the event with over 200 students/parents

Next IO Leadership Meeting: Wed June 10, 2026, at OCC 9-12PM

- IO Leaders are asked to bring a copy of their new 2026-2027 goals to the June 10th meeting
- **Upcoming Meetings - Agenda items are due the Friday before:**
 - Wed July 8, 2026, 9-12PM - WVC
 - August 6, 2026, at FCC, 10-12:30PM
 - Aug 12 Workshop,
 - Aug 13 F/S,
 - Aug 17 NSO
 - Aug 19 1st Day Classes)
 - Sept 9, 2026, 9:00AM-12PM at LTC