



Institutional Outreach Leadership Meeting Minutes

Wednesday, June 10, 2026, 9:00AM - 12:00 PM at OCC Banquet Room

- 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 Thurs/mo - TRiO UB attended in May
 - [Business Ops](#)
 - [Academic Affairs](#)
- IO Evals - Scheduling for June/July
- 2026-2027 Goals - Submit to Teams
- July 8 IOLT Meeting - Processes Binder Blitz at WVC
 - Each IOLT leader is asked to bring a physical binder to the next meeting with copies of every process that has been created since last year.

DATA UPDATE - Brandon Weger

- Brandon gave an overview of our current fall registrations, and we are up as a district by 1.2% compared to where we were at this same time last year. Brandon is now working on a summer enrollment report and will share that at the July meeting.

MARKETING - Chris Forde

- [Guided Pathways Website](#) Update page.
- Operation Pathways Website MarCom Next Steps - met twice in May with Dr. Robb, marketing members, IT staff and EM to work on finalizing the website design/template and will now begin working on each pathway.
- Updated college campus logos and new IECC divisional logos are going to June BoT
- Bringing a candidate for the WVC position to June BoT
- Marketing Operations Manual - working on a draft currently.
- Annual Reports - exploring one IECC report with four sections - one for each college.

ENROLLMENT MANAGEMENT - Carrie Halbert & Curtis Miller

- LTC Volleyball Coach/EM Coordinator - Jessica Daughtery, approved at May BOT meeting, meeting with Carrie, Curtis, & Tona after this meeting.
- WVC Softball Coach/EM Coordinator - **pending June BOT approval**
- Summer Camp Updates/Fall Continuing Ed Courses
- Course Storm Update - going to pilot this software with B & I
- New Non-trad Enrollment Strategies
- 2026-2027 Schedule of Events (See pages 5-6)
- Met with Marketing, Student Affairs, Records, and IT to provide website feedback and to determine how to move forward with rack cards and publications.
- CRM - Working with IT to update communication plans to reach out to students PRIOR to applying.
- Walk-in-Wednesdays - July 8, 15, 22, 29, emailing out details next week.

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 Summer Program at OCC - June 1st – July 10th
 - 90 currently enrolled
- Academic Counselor Vacancies:
 - LTC – 8/1 start date
 - WVC – 8/1 start date
- Summer Educational Trip
 - 80 registered for the trip to University of Tennessee and Gatlinburg
 - Wonderworks, Hatfield and McCoy's, Ripley's Aquarium
- Recruitment Goals:
 - L – 14 both, 4 either
 - O – 17 both, 5 either
 - W – 10 both, 8 either

ADULT EDUCATION - Angel Maquire

- AE Stats for FY26 and ICAPS Activity
- WIOA Wednesday Webinar July 29th
- Workplace Literacy Activity
- WIOA Supplemental Grant update
- TOPS Pro, Blumen Training, and status
- AE Graduation date - July 17 @ WRC
- Annual Teacher's Retreat June 12 at the WRC

DUAL CREDIT - Erin Volk and Megan Black

- CEO IECC Facilitator Luncheon - October 2026 at WRC
- Registration of Dual Enrollment students for summer semester
- Homeschool DC/Early College proposal update - taking to July SEPC
- Reviewing Three to Your Degree with AA to determine if changes should be made
- Documents shared to schools have been updated
 - Pricing Addendum, Academic Calendar, Placement Guide
- Working on Processes and Procedures
 - Hiring Process of DC teachers
 - Course Request procedures for scheduling
 - Accuplacer testing procedures- times allowable for testing
 - Documentation of student placement
 - Student not making satisfactory progress
 - Yearly Calendar
- 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
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- Mailed out postcards 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)
 - Attend high school in-service days upon request

EX-OFFICIO UPDATES:

- Dean Goldman/Libby: August New Student Orientation planning underway with all Learning Commons Directors and staff.
- Associate Dean Malone:
 - Common App Update - will be rolling this out in the fall.

Next IO Leadership Meeting: Wed July 8, 2026, 9-12PM at WVC (Process Blitz)

- **Upcoming Meetings - Agenda items are due the Friday before:**
 - 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**

- October 14, 9:00AM-12PM at WVC (Diesel Day)
- November 10th, at OCC, 1-3:30PM
- December 8th, 9:00AM-12PM at LTC (Christmas Lunch)
- January 13, 9:00AM-12PM at FCC
 - January 4 - Campuses Open
 - January 6 - Faculty Workshops
 - January 11 - First Day of Classes
- February 10, 9:00AM-12PM at LTC
- Mar 18, OCC, 9:00AM-12PM – Banquet Room
- April 14, WVC, 9:00AM-12PM – Student Services Conference Room
- May 12, LTC, 9:00AM-12PM – Conference Room
- June 9, FCC, 9:00AM-12PM – Boyles Hall

2026-2027 Events and Activities:

August 10 FCC Student Ambassador Orientation 11 OCC Student Ambassador Orientation 12 IECC District Workshop 14 WVC Student Ambassador Orientation 15 FCC 50th Anniversary 17 NSO 18 LTC Student Ambassador Orientation 20 IL State Fair Springfield - Broadband & EDS 23 IL State Fair Springfield - Bass Fishing/Archery Teams Lincoln HS (IN) College Fair	September 1 DuQuoin State Fair - Apprenticeship Palestine Labor Day Parade Wayne City FFA Field Day 10 IECC Guidance Counselors Workshop 17 FF Fall Fun Fest 18 FF Fall Fun Fest 19 FF Fall Fun Fest 23 OCC Blue Preview Day 25 Mt Carmel HS Homecoming Parade LTC High Five Friday - New Hebron High Five Friday - Northside WVC Fist Bump Friday St Mary's Mt Carmel College Fair Lawrenceville HS/Red Hill HS College Fair Sullivan IN HS College Fair LTC Boys and Girls Club
October 2 FCHS Homecoming Parade 3 OCC Health Fest - ambassadors needed 3 LTC Heath Fall Parade 14 Edwards County College Fair 14 WVC Diesel Day 19 Flora College Fair 22 LTC Trick or Treat at the Trail 30 Fairfield HS College Fair 31 Fairfield Trunk or Treat 31 Oblong Fall Follies Parade LTC High Five Friday - Washington School WVC Fist Bump Friday Elementary High Five Friday New Hope School	November 2-4 Junior Achievement Job Spark 5 FCC SPIN 7 Fairfield Veterans Day Parade 7 LTC Scholar Bowl 9 OCC SPIN 12 LTC SPIN High Five Friday Center Street School 17 WVC SPIN 19 WVC Radio TV Day FCC Preview Day WRC CEO Summit High Five Friday Geff Grade School WVC Fist Bump Friday Grade School

High Five Friday Jasper Grade School Trio Upward Bound Workshop OCC Newton Tour of OCC Health LTC Boys and Girls Club Linton Stockton College Fair	LTC High Five Friday - Lincoln School High Five Friday Center Street School Edwards Co St Ledger Tour of WVC Trio Upward Bound Workshop Cisne College Fair North Clay College Fair LTC Boys and Girls Club LTC HS Biology classes visit Cadaver Carlisle IN 8th graders visit LTC and OCC
December 5 Fairfield Christmas Parade 5 Mt Carmel Christmas Parade	