



Institutional Outreach Division Meeting Minutes

Date: July 8, 2026, 9AM – 12PM at LTC WH Main Office Conference Room

Facilitator: Tona Ambrose

Attendees: (Members) Sharis Wilson (in place of Angel Maguire), Carrie Halbert, Curtis Miller, Erin Volk, Megan Black, Chris Forde, (Ex-officio) Amber Malone, Brandon Weger, Cassandra Goldman, and Tiffany Cowger was absent (on the TRIO summer trip to TN).

Recorder: Tona Ambrose

Meeting Summary

IO Team Key Focus Areas

- Process Binders submitted by each IO Office Team Lead (see page 5)
- 2026-2027 Goals submitted to IO Teams folder by each IO Team Lead
- Reminder: Read Division meeting minutes from [SA](#), [BO](#), and [AA](#).

IO Marketing Key Focus Areas

- Guided Pathways website update – roll out plan completed, will email Dr. Robb for final approval and a request to email all of IECC.
- Updated all IECC campus logos and IECC business card process.
- Welcomed aboard Kami Johnson – new marketing coordinator at WVC (and a WVC alum).
- Creating a Marketing Operational Manual – draft in the making.
- Annual reports update – will move forward with an IECC report, with differentiating college pages/sections, but will move away from four different/separate college reports. Goal date for completion, Sept 30.

Major Decisions

- NA

Upcoming Deadlines

- Annual reports – completed by Sept 30, 2026

IO Enrollment Management Key Focus Areas

- 26-27 CRM Communication Strategies plan updated and underway
- Comm plan goes live Monday for Walk-in-Weds
- Walk-in Wednesdays started today. Will report out on numbers in Aug.
- New EM Coordinators Onboarding updates – Jade Montgomery (WVC) and Jessica Daughtery (LTC), we now have EM representation at each campus.



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Doing campus visits with Jade and Jessica: WVC - July 6, FCC – July 13, and LTC - July 30.

- CourseStorm online registration system was approved by SEPC in June, Curtis will work with KaRissa in B&I for implementation, with B&I piloting first (fall 2026), and Curtis will implement in Spring 2027.
- IL State Fairs – IECC will be represented at both Springfield & DuQuoin in August.
- Working on event schedule for 2026-2027.

Major Decisions

- NA

Upcoming Deadlines

- NA

IO TRIO Upward Bound Key Focus Areas

- Summer Educational Trip (7/7 & 7/8) - 80 registered for the trip to University of Tennessee and Gatlinburg, going to Wonderworks, Hatfield and McCoy's, Ripley's Aquarium
- Academic Counselor Vacancies
 - LTC – one recommended for July BOT
 - WVC – one recommended for July BOT
 - Recruitment Goals (September 1 – December 1)
 - LTC – 14 both, 4 either
 - OCC – 17 both, 5 either
 - WVC – 10 both, 8 either
- Grant (letters of support):
 - Community – 4
 - IECC – 13
 - Target Schools:
 - LTC – 4 (waiting on LHS)
 - OCC – 8
 - WVC – 4 (waiting on GHS)
- July/August – working on: Documentation, Academic year Prep, Training

Major Decisions

- NA

Upcoming Deadlines

- NA



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IO Adult Education Key Focus Areas

- AE Stats for FY26 and ICAPS Activity:
 - 60 currently enrolled, registration deadline is Friday, July 10, 2026.
 - Had 6 ICAPS completers this year:
 - 2 OCC CAN, 2 LTC CAN, and 1 LTC welding.
- AE Teacher Retreat on June 12th went great.
- WIOA Wednesday Webinar July 29th.
- Workplace Literacy Activity
- WIOA Supplemental Grant/ICAPS Activity
- Moved from DAISI to TOPS Pro data reporting system and going through Blumen Training (another data tracking system).
- AE Graduation date - July 17 @ WRC, 6PM - 84 graduates
- Danyelle Ayers resigned as full-time Adult Ed staff, and will remain on as a part-time, as needed coordinator to assist with intake and registrations.

Major Decisions

- NA

Upcoming Deadlines

- NA

IO Dual Credit Key Focus Areas

- Home school update – will take back to August SEPC for one more round of discussion/approval
- 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:
 - Aug 14: Virtual 1 – 3PM
 - Will Attend high school in-service days upon request.

Major Decisions

- NA

Upcoming Deadlines

- NA



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IO Ex-Officio Key Focus Areas

- Dean Goldman:
 - FYE 1199 courses are now a first-time student graduation requirement – advisors are enrolling students in the classes.
 - New Student Orientation – August 17, IO team leaders will be helping.
 - Moonlight Mondays – campuses will stay open 4-7PM to assist students with their back-to-school needs – Aug. 3, 10, and 24th.
 - Libby is applying for the FY 2027 Mental Health First Aid grant to provide MH First Aid training to faculty, staff and students.
- Associate Dean Malone:
 - Common Ap update – will flow into CRM Recruit.
 - New/revised Admit letter coming soon.
- Brandon Weger:
 - 41 days until the start of school.
 - Fall enrollment numbers look healthy and stable.

SEPC Items

Approval items:

- Home School Dual Credit Discount Tuition Proposal

Discussion/Information Items:

- NA

Next Meeting: August 6, 2026, at FCC, 10-12:30PM

Upcoming Important Dates - Agenda items are due the Friday before:

- Aug 12 Workshop,
- Aug 13 F/S,
- Aug 17 NSO
- Aug 19 1st Day Classes
- Sept 9, 2026, 9:00AM-12PM – Next IOLT at **LTC**

Adjournment

Meeting concluded at 12PM

IOLT Process Binders: I'm extremely proud of my Institutional Outreach leadership team – they have been documenting processes for the daily, monthly, and annual work that they do for the past two years. These binders hold within their



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pages the step-by-step, organized notes for tasks that help our teams save time, train new staff fast, and keep work quality consistent every day. This will be an ongoing project for our team.

