



## Institutional Outreach Division Meeting Minutes

### Division Meeting Minutes

**Date:** August 6, 2026, 10AM – 12:30PM at FCC in Bob Boyles Hall

**Facilitator:** Vice Chancellor of Institutional Outreach - Tona Ambrose

**Attendees:** (Members) Angel Maguire, Carrie Halbert, Curtis Miller, Tiffany Cowger, Erin Volk, Megan Black, Chris Forde. (Ex-officio Members) Amber Malone, Brandon Weger, and Cassandra Goldman.

### Key IO Focus Areas

- 2026-2027 Institutional Outreach Goals (in Teams folder)
- Cross Division monthly meeting (minutes) collaborative opportunities
- Ongoing process documentation (adding to binders)

### SEPC Items:

#### Approval items:

- Dual Credit Home School Proposal – moved to Sept SEPC
- Dual Credit move from Institutional Outreach to Academic Affairs

#### Discussion/Information Items:

- NA

### Agenda Items

#### 1. Adult Education – Angel Maguire

##### Agenda Items:

- 84 people attended July 17 AE graduation at TLBWRC
- “How to help” Walk-in AE students email resource sent to all campuses
- 96 total completers currently
- 340 unduplicated enrolled in FY26
- WIOA partnership updates: 26 dually enrolled workforce students currently that WIOA is paying for – Angel will reach out to SALT to attend a meeting to discuss records.
- Angel will share the AE schedules to let all four campuses know when AE classes are taking place and in what classrooms.
- New hire updates – ICAPS Literacy Coordinator and AMOC and Instruction
- COABE grant pilot writing opportunity in later in August

### Action Items



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- Reach out to SALT to attend a meeting to coordinate registrations
- Angel and Chris Fode meet to map out an Adult Ed marketing campaign for 2027

### **2. Dual Credit – Erin Volk and Megan Black**

#### **Agenda Items:**

- DC Orientation updates:
- Aug 3 FCC, Aug 4, LTC, Aug 5 WVC, Aug 6 (tonight) OCC
- Aug 11 Virtual (10AM & 5:30PM)
- DC Homeschool Proposal postponed to Sept SEPC
- DC from IO to AA Sept 2026, pending approval
- Fall DC class registrations update – all in by 10 day
- Virtual Office hours for Type A dual credit teachers

#### **Action Items**

- Rolling out Simple Syllabus to Type A dual credit teachers

### **3. Enrollment Management – Carrie Halbert and Curtis Miller**

#### **Agenda Items:**

- 2026-2027 CBRs -first Tuesday of each month at each campus with recorded meeting minutes. Jamie Barbee joined at LTC & OCC.
- Working on a unified campus visit/tour program for all prospective students and student athletes ensuring every single student will experience the same type of visit and receive the same information across IECC.
- Creating a Campus Tour website page where prospective students can register for a campus visit - Met with Lori Barger on Monday.
- Launch date November 1, 2026.
- Student Ambassador Orientations: FCC - August 10th, OCC - August 11th, WVC - August 14th, LTC - August 18th
- IECC has been asked to participate in Junior Achievement Job Spark. This is a career fair for middle school students and is held in Evansville. It is a hands-on career fair and will be held on Tuesday, November 3rd and Wednesday, November 4th. Proposing EDS, Broadband, Fire Science, MLT, Process Tech be represented.
- IL State Fair:
- Springfield: Broadband and EDS will be represented by Dennis York and Chris Forde on August 20th



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- Springfield- Bass Fishing and Archery will be represented by their team members and archery coach on August 23rd.
- DuQuoin State Fair - Apprenticeships will be represented by KaRissa Miller on September 1st.
- 2026-27 Guidance Counselor Workshop will be held on Thursday, September 10<sup>th</sup> at OCC with keynote speaker.
- IECC Enrollment Coordinator meeting with Jessica and Jade for additional onboarding and fall event schedules and coverage.
- New EM Office location at LTC -where swag will be stored – Student Union 209B – across from the former student lounge/now bookstore
- High Five Fridays in local elementary schools are being scheduled. FCC - all scheduled; LTC half are scheduled; WVC half are scheduled; OCC not scheduled yet
- Collaborating with Dual Credit to finalize a 2026-2027 CRM communication plan for all high school students.
- Community Ed classes across the district are currently enrolling for fall 2026 [www.iecc.edu/communityed](http://www.iecc.edu/communityed)
- Course Storm (software platform) registration has been approved and B&I will roll out a pilot session soon and community ed will follow in December.

### Action Items

- Send IO leadership team the draft tour to proof/review.

### 4. Marketing – Chris Forde

#### Agenda Items:

- IECC Annual Reports (covering July 1, 2025) – June 30, 2026 – 100 total pages: 20 IECC + 20 for each college
- First ever all IECC – have always done one for each college
- Guided Pathways Website
- MarCom Onboarding Handbook – continuing to update
- Business Cards Form now available and people have already begun using it.
- Accessibility reminder – April 2027 deadline

### Action Items

- Annual Report drafts out by end of August.



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### 5. TRIO Upward Bound – Tiffany Cowger

#### Agenda Items:

- Academic Counselor Vacancies (Start date - August 24)
  - LTC – one recommended for August BOT
  - WVC – one recommended for August BOT
- Recruitment Goals (September 1 – December 1)
  - L – 14 both, 4 either
  - O – 16 both, 5 either
  - W – 10 both, 8 either
- Grant – PWW (Proposal Writing Workshop (PWW) trains educators and staff to write competitive federal grants for low-income and first-generation students.)
  - July, August, November
  - 2022 proposal was due in January
  - Letter of Commitment
    - College and Career
      - Pre-apprenticeships, credentials, certs.
- August Staff PD
  - Training – New Priorities
  - Drug Awareness
  - Trauma Informed Sensitive Support
- September 1
  - After school sessions begin.
- Saturday Workshops – IOLT members will assist.
  - October 17, November 14, February 27, April 10
- Update – Tiffany reached out to Flora HS about TRIO UB – they are not interested at this time. Tona will reach out to Flora Admin.

#### Action Items

- NA

### 5. Ex Officio Members – Cassandra Goldman, Brandon Weger, Amber Malone

- Cassandra: Added a Mental Health resource magnet to all of our student housing refrigerators, Weeks of Welcome update, Moonlight Mondays update, NSO surveys (in FYE classes), 404 students enrolled in FYE classes (big win!), Mental Health Grant - \$80K allocation
- Brandon: Data/enrollment update
- Amber: No report



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### Additional Announcements

- All IECC Back-to-school workshop Aug 12, at OCC, 8-4
- College specific back-to-school workshops Aug 13
- First Day of Classes Aug 19

### Next Meeting

- September 12 at LTC, 9AM-12PM

### Adjournment

Meeting concluded at 12:30PM