



Institutional Outreach Division Meeting Minutes

Division Meeting Minutes

Date: Sept 9, 2026, 9AM – 12PM at LTC Williams Hall Conference Room

Facilitator: Vice Chancellor of Institutional Outreach - Tona Ambrose

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

Key IO Focus Areas

- 2026-2027 Institutional Outreach Goals Updates (in Teams folder)
- Cross Division monthly meeting (minutes) collaborative opportunities
 - [Institutional Outreach](#)
 - [Student Affairs](#) WVC Council (Lunch) Meeting: 1st Thurs/mo.
 - [Business Ops](#)
 - [Academic Affairs](#)
- Ongoing process documentation (adding to binders)
- Brandon's Pipeline Report [IECC's Pipeline](#) and what to expect in the future

Major Decisions

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

Items

1. Adult Education – Report given by VC Ambrose (Angel Maguire is at an Adult Ed Forum for Excellence Conference in Bloomington, IL)

Agenda Items:

Discussion

- Current Enrollment:
 - 10 total completers
 - 59 unduplicated enrolled Summer 2026
 - 48 unduplicated enrolled Fall 2026 to date
 - Total enrolled 107 FY27
- Currently need four positions to be filled; OCC AM instructor, Flora AM instructor, LTC AM instructor, and ICAPS & Workplace Literacy Coordinator.
 - All are part-time positions to be filled this fall.
- New hires: AMOC and Instruction Support - Tonya Smith joined AE team on August 18th.
- IBT Grant updates



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- FCC Community Employment Workshop, Tues, Sept 29th, 11:30 -1 pm Bob Boyles Hall
- Organizing a 2027 Graduation committee

Action Items

- Email Chris Forde to coordinate graduation committee meeting

2. Dual Credit – Erin Volk and Megan Black

Agenda Items:

Discussion

- Fall DC Student/Parent Orientation numbers & follow-up:

Location	Student Sign-Up	Total Sign-Up	Student Attendance	Total Attendance
FCC	13	27	12	24
LTC	61 (7 duplicates)	124	57	101
WVC	6	12	5	16
OCC	33	66	29	43
Virtual AM	32	42	22	
Virtual PM	29	48	18	

- Registration updates and enrollment numbers (provided by Brandon)
- Home school proposal update – approved at SEPC:
 - Approved with revisions: Pilot for two years, in-district only, online, F2F or synchronous where students come to IECC campus (can't join from home) and will establish baseline data and begin offering classes in January, with promo/marketing this fall.
- MPA for 27-29 update in process – will meet with schools in March/April
- Dual Credit CEO/SBCD Pitch Competition partnership - October 22 @WRC

Action Items

- Meet with marketing to coordinate promo of Homeschool DC Pilot and Amber to clarify the new application that homeschool students will fill out
- Run a report on RD/RH and stay on top of this
- Prep for CEO Instructor/SBDC Pitch Competition Meeting
- Explore opt-in for parents for IECC newsletters

3. Enrollment Management – Carrie Halbert and Curtis Miller

Agenda Items:

Discussion

- 2026-2027 CBRs – 1st Tuesday of each month at each campus with recorded meeting minutes.
- Unified campus visit/tour program process: for all prospective students ensuring every single student will experience the same type of visit and receive the same information across IECC.



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- Campus Tour website update: where prospective students can register for a campus visit - Met with Lori Barger on Monday. Launch Nov 1
- Student Ambassador Update – all ambassadors have been assigned a work/serving location:
- FCC:
 - Emily: EM/Carrie
 - Giuseppe: LRC
 - Peyton: Den/Mason
- LTC:
 - Ana: Campus Store/Market
 - Gage: Student Services
 - Justice: EM/Jessica
- OCC:
 - Chelcie: Marketing
 - Capri: EM/Curtis
 - Raeleigh: Financial Aid
- WVC:
 - Abby: EM/Jade
 - Trinity: Marketing
 - Caesyn: Student Services
- SWAG/TSHIRTS for all campuses have been purchased, including Best Decision Ever T-shirts and Air Fresheners, too.
- Uniform process for career fairs has been decided and documented.
- IL State Fair Update
- 2026-27 Guidance Counselor Workshop – Sept 10 at OCC in the Banquet Room. Dr. Taylor will attend, Tona will introduce him, and Dean Tarr will speak about the changing landscape of education, careers & opportunity in Illinois. We will share IECC updates and then the ROE 12 will facilitate a round-table discussion
- Fall events and Career Fairs, 17 Career Fairs for the season scheduled so far. Sent out an email invitation to all faculty and staff.
- High Five Fridays in local elementary schools this fall, 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 by Dec 1.
- Course Storm (software platform) update

Action Items



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- Complete creation of online registration for campus visits

4. Marketing – Chris Forde

Agenda Items:

Discussion

- AI Usage email sent to all of IECC – positive response/replies from several F/S
- Potential SEPC items:
 - Updating Media Release
 - Letterheads on website
 - Adding headshots to onboarding
- Application Campaign – working with Carrie, Curtis, Amber to do an app blitz
- Annual Reports – coming soon
- Foundations Partnerships – working with each Foundation on alumni software and strategies – meeting on Sept 10th at OCC with Foundation leaders, all marketing staff, and IT to do a hands-on training on Blackbaud
- Course catalog at IECC – with Lori B. leaving, Chris raised questions regarding succession planning and updates for our catalog.
- Reminder about Accessibility requirements coming in April 2027.

Action Items

- VC Ambrose will talk to HR about next steps for media releases, letterhead and headshots.
- VC Ambrose will email Dr. Robb to discuss next steps for IECC course catalog.

5. TRIO Upward Bound – Tiffany Cowger

Agenda Items:

Discussion

- LTC Academic Counselor Vacancy – please share the post
- Recruitment Goals (September 1 – December 1)
 - Discussion followed regarding the students who apply for TRIO but who either get put on a waitlist or who do not get accepted – EM will explore how we can follow up and provide other support services.
 - TRIO staff attended our HS orientations and there was an increase in apps
- Grant Preparation
- Staff PD updates
- Recruitment/Sessions
- PaCE framework – working to digitally save PaCE related work for students
 - Digital Wallet
- Saturday Workshops – Oct/Nov/Feb/April – all of IO invited to help/attend



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- TRIO newsletters are currently only physical copies, working on new template
- Audit updates
- Executive Summary

Action Items

- Work with EM to explore opportunities for students who do not get into TRIO

6. Ex-Officio Members:

Agenda Items:

Discussion

- Brandon: Enrollment report given – numbers down slightly across the district
 - 10-Day Reports – ready on Friday
- Associate Dean Malone:
 - Common app now live – we will still encourage students to fill out IECC applications.
- Dean Goldman:
 - NSO 3-year survey data is trending up in all areas (nice work!)
 - Moonlight Mondays – IECC data:
 - Aug 3 – 20 walk-ins, 2 registrations
 - Aug 10 – 18 walk-ins, 3 registrations
 - Aug 24 – 7 walk-ins, 1 registration

Next Meeting (Date/Time/Location):

- October 14, 9-12, WVC
- Reminder – Oct 9, all district workshop – Divisional meetings
 - IO Workshop at LTC, 9-3PM