



Institutional Outreach Leadership Meeting Minutes

Wednesday, October 8, 2025, 9:00 AM - 12:00 PM at OCC Banquet Room

- Members present: Angel Maguire, Curtis Miller, Carrie Halbert, Megan Black, Erin Volk, Chris Forde, Tona Ambrose. Curtis is out for an event.
- Ex-officio members present: Brandon Weger, Amber Malone, Cassandra Goldman (had to leave early), and Carrie Hallam.

WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review
 - [Student Affairs](#)
 - [Business Ops](#)
 - [Academic Affairs](#)
- 2025-2026 IO Goals
- IO Monthly Processes - in shared IO folder
 - Tiffany/TRIO UB will facilitate a policy/procedure/process session at the Oct 10 workshop.
- October District/Divisional Workshop - October 10, 2025, at LTC, 9-3PM

ENROLLMENT MANAGEMENT - Carrie Halbert

- Past events in the past month:

Articulation tours for U of I and Millikin Univ	College and Career Fairs: Linton-Stockton, North Daviess, Fairfield (with sessions), Sullivan IN, West Vigo, Altamont, Mt Carmel	Boys and Girls Club Visit at LTC - monthly, started Sept 29, 3:30-4:30pm
OCC Blue Preview Day		
LTC PaCE Workshops	CEO Summit at WRC	Fairfield Fall Fun Fest
Guidance Counselor's Workshop at OCC	High Five Friday - Northside And FCC Softball Visits	Met with Edwards Co Seniors
Carle Richland Community Heath Table	Mt. Carmel Homecoming Parade	WAKO Radio Show & FCC Lineman Visit
Nursing visit - homeschool students (student attended Health Careers Summer Camp)	Lawrenceville HS Intro to Ed Students visit LTC	Heath Fest Table, Robinson, IL

- Upcoming Events:

PaCE Workshop at FCC	Flora Transfer Workshop	LTC Tour for LCAEC
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ECHS FAFSA Night	Edwards Co College Fair	WVC Diesel Day
High Five Friday New Hope School	FCC - FCHS Homecoming parade	Trio Upward Bound Workshop OCC
Flora College Fair	Flora Radio Show	PTA Informational Session
WFIW Radio Show	High Five Friday Jasper Grade School	Oblong Fall Follies Parade
Trunk or Treat at FCC/FF	Trick or Treat at the Trail	Tour of LTC and OCC for Sullivan IN MS students
Robinson College Fair & STEM Competition	High Five Fridays - Geff, St. Joe's	Fairfield Veterans Day Parade

- Campus Based Recruiting (CBR) Meetings:
 - Low attendance from WVC - Carrie looking for additional members and Quianna (MarCom) will begin attending now.
- [Community Education:](#)
 - Several classes were cancelled due to low enrollment
 - Working on Spring schedule - will be out by the end of October
- Gibson So. College Fair - November 5th - have asked faculty to attend
- LTC Ag Careers Event - December 4th
- 2025-2026 Goals/Process

TRIO UPWARD BOUND - Tiffany Cowger

- STEM Lab Update:
 - STEM Lab Installed! Come visit - back of the Learning Commons
 - Additional funding:
 - First National Bank of Olney – Received **\$1,000 (3D Pens)**
 - Project Community – Olney – **\$1,000 (Consumable STEM items)**
 - OCC Foundation Mini grant – Remaining furniture
 - Interested individual – Request submitted
 - Open house – TBA, awaiting graphics and furniture
 - Policy & Procedure – Added Check-in/out for the new STEM lab
 - Submitted to President Simpson for review.
 - DOE – retroactive GAN (9/1 – 8/31)
 - Saturday Workshop – 10/18
 - Erin Volk and Carrie Halbert attending to facilitate Degree Works and Career Clusters sessions
 - College Visit – SIUE – 11/8 - taking 2 big busses for Preview Day
 - Recruiting (65 total students)

- LTC – 22: Accepted 6, Need 16
 - OCC – 24: Accepted 11, Need 13
 - WVC – 19: Accepted 6, Need 13
- TRIO UB Participant File Storage Process:
 - Student Office Files (Complete file audit checklist - annually)
 - All Acceptance Paperwork/45-Day Evaluation
 - E-form (binder)
 - Transcripts (annually)
 - Test scores (annually)
 - Blumen Stipend Information Report (annually)
 - Blumen Services Report (annually)
 - FAFSA Proof of Completion (senior file)
 - Rigor Form (annually)
 - Assessments
 - College, Career, ANA, ISP, PPC
 - Bridge Waiver (senior file)
 - Enrollment Info (senior file)
- 2025-2026 Goals/Process - Stipend Procedure
 - Going to research why over 80% of TRIO UB students go to college, but only 55% complete in 6 years - going to find out why. DOE goal is 36% complete in 6 years, but Tiffany and her team want more.

ADULT EDUCATION - Angel Maquire

- 26 new completers, 22 AMOC and 4 traditional
- 150 unduplicated students are currently enrolled
- Submitted IBT grants, working on quarterly reports for 5 different grants
- Working with Tiffany/TRIO UB to use the same data tracking system - Angel is purchasing the same software
- 2025-2026 Goals/Process

MARKETING - Chris Forde

- Guided Pathways Website Update - demo
- Business Cards - creating a district wide proposal for ordering business cards to create a professional, unified approach
- Virtual Marketing Mixers: Oct. 17 (Marketing Tickets), Nov. 14, Dec. 12
- Congratulations Postcards - Presidents requested a postcard to send to newly admitted students that will accompany the letter that comes from Amber, the Associate Dean of Admissions and Records.

- Chris has put together verbiage and a message for all Presidents to send out for the upcoming Great American Shake Out taking place on 10/16 at 10:16AM.
- Social Media Accounts - creating process to ensure secure login/admin permissions are in place district wide and that MarCom always has the ability to login to all accounts.
- IECC Annual Reports - will send out drafts to Presidents this week to proof
- 2025-2026 Goals/Process

DUAL CREDIT - Erin Volk and Megan Black

- Working on possible DC Ag options to start in Fall 2026
- Starting a new course review process - meeting with Dr. Robb to streamline process and be on the same page as Academic Affairs
- Prep for spring registration - goal is to have all students registered by mid-December before students go on Christmas break.
- 2025-2026 Goals/Process

EX-OFFICIO UPDATES:

- Brandon:
 - Data update - working with Curtis on a tuition analysis for in/out of district, in/out of state, etc.
 - Coordinating a meeting with Curtis, Brandon, Ryan Hawkins, Ryan Gower, Amber and Tona to discuss tuition rates based on this report
 - Meta Majors update - website feedback needed before Friday, when we will work on this together at the district-wide workshop
- Amber:
 - Gave update on new admit letter revisions, new Pre-ACT Secure test to replace PSAT in Illinois.
- Carrie:
 - Reminded everyone to finish cybersecurity training,

Next IO Leadership Meeting: November 12, 2025, 9-12PM at WVC Conf Room

Upcoming Meetings:

- **October 10, IO Workshop, 9:00-3:00PM**
- December 3, 2025, 9-12PM at FCC? TBD Christmas Party
- January 14, 2026, at LTC, 9-12PM
- February 11, 2026, at OCC, 9-12PM
- March 11, 2026, at WVC, 9-12PM
- April 8, 2026, at FCC, 9-12PM
- May 13, 2026, at LTC, 9-12PM
- June 10, 2026, at OCC, 9-12PM