



Institutional Outreach Leadership Meeting Minutes

Wednesday, November 12, 2025, 9:00 AM-12:00 PM at LTC WH Conference Room

- Members present: Curtis Miller, Erin Volk, Chris Forde, Tona Ambrose. Angel Maguire, Carrie Halbert, Megan Black, and Tiffany Cowger attended virtually.
- Ex-officio members present: Brandon Weger, Amber Malone, Cassandra Goldman, and Carrie Hallam.

WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review
 - [Institutional Outreach](#)
 - [Student Affairs](#)
 - [Business Ops](#)
 - [Academic Affairs](#)
- 2025-2026 IO Goals
- IO Monthly Processes - update in shared IO folder
- Special Guest - Ryan Hawkins, IECC CFO
 - Tuition Conversation
 - IECC Talking Points

MARKETING - Chris Forde

- [Guided Pathways Website](#) Update/Demo - Cameron/Chris
 - Request: Focus Group - meet with Cam/Chris twice between now and Dec 19th to finalize "look and feel" of the website:
 - Volunteers to include: Carrie Halbert, Curtis, Amber, and Tiffany
 - Meeting dates: November 21st, 9AM and will schedule follow-up meetings at that time.
- Virtual Marketing Mixers (AWESOME) [WEBSITE](#):
 - Oct 17 (Marketing Tickets - recorded)
 - Upcoming Nov 14 & Dec 12, 12:00-12:30PM
 - Chris - add Outlook calendar invites/ reminders to IOLT team members calendars as OPTIONAL (Leaders, please encourage your team members to join.)
- Congratulations Best Decision Ever (President) Postcards - start sending out Monday 11/17 and will go out right after the letter from Amber, the Associate Dean of Admissions and Records. Will send a batch every Mon

- 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 - going to print/Adding district-wide Day of Giving
- 2025-2026 Goals/Process

ENROLLMENT MANAGEMENT - Carrie Halbert & Curtis Miller

- Goal completed: Created a process for event planning and registration in the CRM to track potential student data. This includes Faculty Event Planning Internal Forms, CRM Registration Forms, and CRM Events
- Refining Community Ed Web Page and registration process
- Event Brite registration software is in pilot/trial run phase
- Recent Events:

<ul style="list-style-type: none"> • Multiple College and Career Fairs • LTC Campus Tour for Lawrence Crawford Exceptional Citizens • WVC Diesel Day 	<ul style="list-style-type: none"> • OCC Trio/UB Workshop • OCC/ LTC Carlisle MS • Met with Students MCHS, FHS • LTC Trick or Treat at the Trail • LTC Fall Follies Parade 	<ul style="list-style-type: none"> • FCC Trunk or Treat • FCC Vet Parade • High five Fridays • Various Campus Tours • FCHS Homecoming Parade
---	---	---

- Upcoming Events:

<p>Nov 14 FCC Preview Day is Friday - 8th graders</p> <p>Nov 15 LTC Scholastic Bowl Tournament is Saturday</p> <p>Nov 17- 20th Will meet with high schools next week, RHS, OHS, PHS, LHS, NCHS, RCHS, RHHS, HHS</p>	<p>Dec 6 FCC Christmas Parade</p> <p>Dec 6 WVC Christmas Parade</p> <p>Jan 17 OCC Trio/UB Workshop</p> <p>Jan 22 FCC Pace Workshop</p>	<p>Mar 3 FCC Student Parent Info Night (SPIN)</p> <p>Feb 27 WVC/WGH Health Professions Day</p> <p>Mar 5 OCC SPIN</p> <p>Mar 10 LTC Celebrate Art</p>
---	--	--

Nov 19 WVC tour ECHS English Class	Jan 31 LTC Scout Badge Day	Mar 11 LTC Twin Rivers Career Fair 8th 10th graders
Nov 19 LTC Community PaCE Lunch and Learn	Jan 26 FCC Scholastic Bowl Hospitality Room	Mar 12 LTC Young Women Lead LTC
Nov 20 North Clay Career Fair	Feb 3 WVC Ag Acquaintance Day	Mar 17 LTC SPIN
Nov 20 WVC Radio TV Day	Feb 6 OCC Fine Arts Day	Mar 19 WVC SPIN
Nov 25 Boys and Girls Club LTC Lesson 5/6 Graders	Feb 10 LTC Jazz Festival	LTC/CMH Health and Wellness Coaching Kick-off Course
Nov 26 OCC Christmas Parade	Feb 18 OCC IECC Career Fair	Mar 25 OCC CTE Day
	Feb 21 OCC Trio/UB Workshop	April - Senior Blitz Days

- Campus Based Recruiting (CBR) Meeting Updates
- [Community Education:](#)
 - Working on Spring schedule - will be out by the end of October
- 2025-2026 Goals/Process

TRIO UPWARD BOUND - Tiffany Cowger

- 10/18 - Workshop Update: Degree Works, Career Clusters, Other sessions
- 11/8 - SIUE Preview Day College Visit - 2 bus loads of students - 70 students
- Having a TRIO UB Workshop 11/15 for 91 students w/Thanksgiving Meal
- Recruiting Update (65 total students):
 - LTC – Still need 5
 - OCC – Still need 4
 - WVC – Still need 4
- STEM Lab Open House – TBD
 - Conducted a successful OCC campus visit/STEM on Nov 5 with local 8th graders - did a presentation/activity - great event!
 - Furniture delivery – Jan 5
 - TV – display IECC STEM videos
- High School Senior Updates:
 - # Seniors: LTC - 17, OCC - 21, WVC - 14

FAFSA:	College Apps:	Applied to IECC:	Completion Data:
LTC – 9 finished (53%), 5 need parents' signatures, 3 not started OCC - 18 finished (86%) WVC - 8 finished (57%), 3 need parents' signatures, 3 not started	LTC - 14 applied (82%) OCC - 20 applied (95%) WVC - 11 applied (79%)	LTC - 10 (59%) OCC - 20 (95%) WVC - 8 (57%)	LTC - 40% OCC - 52% WVC - 75%

- Stop-out (2019 COHORT) - Research why these students did not persist.

LTC –60%: <ul style="list-style-type: none"> • 5 – IECC • 4 - Other: Rend Lake College Vincennes Univ Parkland CC Eastern Illinois Univ 	OCC – 48%: <ul style="list-style-type: none"> • 7 – IECC • 3 – Other: Florida Polytechnic Eastern Illinois Univ University of Illinois 	W – 25%: 1 - IECC
--	---	----------------------

- 2025-2026 Goals/Process

ADULT EDUCATION - Angel Maquire

- 173 unduplicated enrolled in FY26
- 27 total completers to date
- 59 AMOC students currently working toward completion
- FY26 IBT Grant was submitted 10/03/2025
- FY26 Digital Instruction Grant was submitted 11/10/2025
- C.N.A. ICAPS Fall 2025 – 3 students enrolling for the spring term
- The Adult Ed Team will be at the CAEL (Council for Adult & Experiential Learning) Conference this week in Memphis
- Goal update: Host APC Meetings and Community Employment Workshops this year – scheduled at OCC 01/15/2026, coupled with the Birth to 3 Regional Committee Meeting in the OCC Banquet Hall
- Assisting/providing ESL support to Jordie Higgenson for ESL Nursing students by using a proposed Hy-Flex scenario, Basic Education (BE) curricula, and materials used for Community ESL students

- Career & Resources Specialist update: Working with OCC TRiO Student Success for our shared students, exploring offerings for the Assist program that feeds into the AE AMOC program, including dual credit, and working with CEFS on campus and the ROE 12 offices at the OCC campus.
- Data Entry and Tech Specialist update: Piloting the Blumen TRiO student data management program to assist with the tracking of our AE students as they go through the program and into college and the workforce. This will also be a way to group text/ communicate with our students for alerts and announcements. The Data Entry and Tech Specialist is researching this and training to assist with the report tracking part of this process.
- Co-Enrollment in IECC AE Program and WIOA program and increased enrollment are a necessity this year. Currently we have 2 students who are dually enrolled by collaborating with our reporting efforts - still working together to cover the FY26 students and the potential for them to be dually enrolled throughout the year
- Working to develop a specialized ELA recruitment plan – including IECC marketing and Institutional Outreach division assistance for specialized marketing activities for the spring/fall terms.
- IECC Marketing team is working to brand IECC Adult Education, reviewing logo and marketing package (flyers, brochures, social media plugs, and Derek Dunn is working on AE business cards.
- Working with faculty to address retention of students by eliciting feedback from experienced faculty and selected students on adult education student retention issues within their geographic areas of the district. Exploring sending out surveys to teachers and to students on retention challenges, ideas, and solutions.
- Program staff to implement a “Data Review” activity with IECC records. Researching a Data Management process system to improve data between DAISI and Banner - budgeted to spend \$9,400 on Data Management Software which will spend down the funding for the FY25 Digital Instruction Grant - this purchase is processing
- Gathering feedback from AE instructors and local workforce partners on student skill deficiencies in our area and survey students - will add more digital literacy and financial literacy activities for career bridge courses
- Scheduling monthly instructor/staff meetings now to communicate with instructors/staff on performance targets for each level for FY26. Will clearly communicate program performance measures for FY26 to staff and faculty. – Communicate with instructors/staff on performance targets for

each level for FY26. – Monthly Instructor/Staff Support Meetings. – Scheduling within the next two weeks.

- Meeting with IECC Distance Learning Specialist and CETL staff to review the quality and content of new Pilot “Whisper Course” and Canvas integration
- Adding an online Career Support Course - will be offering the course through our online Instructor Matthew Metz
- Working to provide professional development opportunities specifically for online instructors - introducing i-Learn Distance Learning Track professional development through ICCB.
- 2025-2026 Goals/Process

DUAL CREDIT - Erin Volk and Megan Black

- Working on Spring registration - goal is to have all students registered by mid-December before students go on Christmas break
- Dual Credit Ag class options to start at LTC in Fall 2026
- Dual Credit Welding back at LTC Spring 2026
- New Dual Credit opportunities at FCC for Fall 2026
- Course review process update - streamlined process with Dr. Robb and Academic Affairs team
- 2025-2026 Goals/Process (Working on Home School Proposal/Process)

EX-OFFICIO UPDATES:

- Brandon:
 - Data to-date - 6131 Total headcount, 2131 FTE, 317 apps
- Amber: Common app still set to launch in February
- No other report

Next IO Leadership Meeting: Dec 17, 2025, 9-12PM at OCC (&Christmas Lunch)

- **Upcoming Meetings:**
 - January 14, 2026 at LTC, 9-12PM
 - February 11, 2026 at OCC, 9-12PM
 - **March 4 (WRC@1-3PM) or 11, 2026 at WVC, 9-12PM (Spring Break)**
 - April 8, 2026 at FCC, 9-12PM
 - May 13, 2026 at LTC, 9-12PM
 - June 10, 2026 at OCC, 9-12PM