



## Institutional Outreach Leadership Meeting Minutes

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### Wednesday, December 4, 2024, 12:00-2:00 PM @ JB's Steakhouse Meeting Room

- In attendance: Chris Forde, Tiffany Cowger, Rodney Ranes, Angel Maguire, Curtis Miller, Erin Volk, Jamie Carman, Brandon Weger, Tona Ambrose and Amber Malone. Roger Eddy, Carrie Halbert, and Ryan Wilborn joined via Teams.

### WELCOME - Tona Ambrose

- IECC Division Meeting Minutes Review
- Goal Updates/Progress
- HLC Visit Updates and Thank You to everyone who assisted and attended.
- Enrollment Management Summit Update - December 17th, 1-3PM via Teams

### ADULT EDUCATION - Rodney Ranes/Angel Maquire

- **AE Supplemental Grant application update** - Submitted the IBT Grant and the \$75K Digital Instruction grant.
- **Adult Volunteer Literacy (AVL) update** - Fall visit by the Secretary of State with 25 learners in Flora currently, and 19 volunteers. Will send info to Curtis and Chris Forde to promote AVL program and advertise via the WVC Bash station, as well.
- **FA24 Program numbers and update** - Now at 177 participants, 260 is the goal. Angel also just submitted a \$75K Digital Literacy grant application.
- **AE Syllabi Review** - per a request from IECC Academic Affairs.
- **Alternate Method of Credentialing (AMOC)** - partnership with local ROE Update - 14 students have completed degrees via this program since July.
- **March 6th, 2025, Trip to Springfield, IL** - Angel is taking a group of AE students to visit the capital and Roger Eddy said that he would try to help get Angel and these students on the House floor.
- **AE Graduation** - July 18th, 2025, at TLB WRC.

### DUAL CREDIT - Erin Volk and Megan Black

- **DC Registration Update:** Have visited and/or will visit all 16 IECC high schools between now and the end of the week, as well as Ambassador Christian and Mission III Academy, to register students for Spring 2025 courses.
- **DC Current Enrollment Updates:**
  - Cisne – 46 students
  - Clay City - 9 students
  - Edwards County - TBD
  - Fairfield – 6 students
  - Flora – 1 student
  - Grayville - 23 students
  - Mt. Carmel - TBD
  - North Clay - 10 students
  - Mission III Academy - 1 student
  - Hutsonville – 15 students
  - Lawrenceville - 30 students
  - Newton Comm. TBD
  - Oblong – 20 students
  - Palestine – 5 students
  - Red Hill - 26 students
  - Richland County – 157 students
  - Robinson – 84 students
  - Ambassador Christian - TBD

- **Dual Credit Registration Info Letters on DC Letterhead** - Going out next week with pertinent information to help onboard all DC students.

#### **ENROLLMENT MANAGEMENT - Carrie Halbert and Curtis Miller**

- **CRM** - work and development continues, system is now set to communicate to prospective students following events.
- **August to December** - Carrie and Curtis logged 1700+ prospective student interactions at college and career fairs. Academic advisors have asked to be invited to attend/assist with these college and career fairs in the future.
- **Postcard mailers:** 20% off Happy Holiday Postcards to promote IECC bookstores mailed out to all area seniors and Thank-you Postcards mailed out to all students (140 students total) who filled out an IECC interest form to win a TV - 4 names drawn/being delivered this week to the high schools: Cadence Yager: Flora HS, Grayson Pinkston: Hutsonville HS, Jailyn Gonzalez: Fairfield HS, Quinn Patterson: Richland Co HS - will share this on social media.
- **Assisting Learning Commons with New Student Orientation January 6, 2025**
- **Cadaver Day at WVC** - Met with Heather Greenwood with AHEC (Federal program to promote health careers) and WGH to discuss, prep, and plan WVC Cadaver Day 02/21/25 - goal is a full-house 485 students (370 last year). Best part - students will be able to use our CRM Recruit system and choose their sessions for the day and then their info will be saved. Will share this event with the PaCE Leader meeting at LTC on January 16th, 2025.
- **Oblong Children's Home Visit** - today, 12/04/24 at LTC
- **WVC/Flora HS Early Childhood Visit** - Dec 5th with Carrie & Carla C., 24 students
- **Oblong HS FBLA/FFA Etiquette Lunch at LTC** - next Thursday, Dec 12th, will explore hosting this at other IECC colleges.
- **Sullivan, IN HS Visit to LTC** - (\*New pipeline) - March 5, 2025 110 Sophomores
- **Flora HS Visit to FCC and OCC** - All fresh/soph students coming April 8, 2025
- **LTC Senior Blitz** - Crawford Co schools, RHHS, LHS, and Martinsville - April 8, 2025
- **College for Kids** - Meeting with AHEC and IECC Health Careers Team about Kids Summer 2025 Camps, will start at OCC
- **Spring Career Fairs** - Mattoon: March 7 / Knox County, IN: April 10

#### **MARKETING - Chris Forde**

- **Virtual Tours** - Creating marketing campaign
- **Office/ Title Changes Pending Approval** - Dec SEPC and Dec BoT Mtg
- **Social media Policy & Procedure** - No update, awaiting IECC attorney feedback
- **FCC Coordinator of Marketing Position Filled Nov 21** - Welcome Aboard Derek!
- **Spring 2025 Final Registration Marketing Push Strategies** - all four colleges
- **Chris/Marketing Team/Jamie Carman Collab** - Meeting to discuss the marketing plan/calendar for the next year and to plan better ahead of schedule.

- **IECC Graduation Update** - all campuses are now working together and there is a graduation application deadline of Feb 28, 2025 - many marketing/social media posts are/will be going out about this district wide.

**TRIO Upward Bound - Tiffany Cowger**

- **Summer 2025 Program Planning** - Underway, Dec - Feb (Classes June 2 – July 11, 2025), students will be taking a total of three college courses.
- **Annual Performance Report** - Coming soon in December
- **Grant Research** - Gathering target school data, considering adding Flora HS
- **STEM Lab Update** - Still waiting to hear back from two grants.

**OTHER UPDATES** - Ex Officio Members Updates:

- **Brandon:** Working on Spring 2025 Registration reports.
- **Amber:** 2025 Grad Fest dates coming out soon, the Common Application is still being piloted at selected Illinois Community Colleges, considering a new and separate non-credit application form, and End of Term grades are due on Friday.
- **Next IO Leadership Meeting: Jan 15, 2025, 9-12PM @ LTC**
  - **Spring 2025 Meetings:**
    - February 12th, 2025, 9-12 PM at OCC
    - March 12th, 2025, 9-12PM at WVC
    - April 9th, 2025, 9-12PM at FCC
    - May 14th, 2025, 9-12PM at LTC