



## Institutional Outreach Leadership Meeting Minutes

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**Wednesday, May 1, 2024, 9:00-11:00 AM at Lincoln Trail College and via Teams**

**Those present:** Tona Ambrose, Megan Black, Erin Volk, Andrea Loll, Chris Forde, Rodney Ranes, Angel Maguire, and Tiffany Cowger. Additionally, the following Ex Officio members were also present: Amber Malone, Cassandra Goldman, and Brandon Weger

### **WELCOME: Tona Ambrose**

- Meeting Overview /Reminder to read minutes from other Divisions
- IO Workshop Summary
  - Great collaborations taking place now, please fill out the post workshop survey, submit three goals and one process per the "workshop assignment" to the shared IO folder by June 5, 2024
  - Next IO Workshop - August 7, 2024 - Tentative date and time.
    - 9:00-10:00 IO Leadership Meeting
    - 10:00-2:00 IO workshop @ TLBWRC

### **TRIO: Tiffany Cowger**

- Website Launch – Updating the WIX website which will now be available on the IECC website. Will be able to inform, recruit, and apply from the website and from Facebook. This is a great recruitment tool and provides more access. Ask - Let Tiffany know if you'd like to proof/look at the site to provide edit suggestions.
- UB STEM –Working to launch a STEM lab at OCC by Spring of 2025. Working with President Simpson on the infrastructure. Introduce students to STEM via a collaborative workspace, engaging learning experience with a focus to increase retention for first gen students. Want to make this available year-round. Tona asked if the goal was to make this same thing available on all four campuses and Tiffany said she would explore this. Difficulties with transportation currently. Tiffany said they currently have 3D kits, Printing, Robotics, e-sports, social media/design tools, circuit kits, blood-typing, and drones, and a VR headset.
- Staff Updates – Two new staff starting Monday. One vacancy at WVC. The Assistant Director position has not been posted as Tiffany is working on editing and realigning duties for this.
- Summer Program – All students will be transported to OCC and 24 students will take summer classes this year. The majority of those are also taking fall classes. Would like to partner with the recruiters this year on all efforts with current, rising seniors, to talk about college and careers and their paths. Tiffany has them set up for job shadowing and mock interview opportunities, too.

- Tona asked how many UB students who just graduated HS will be enrolling in the fall – Tiffany will get Tona this data. Tiffany said for all students graduating – they receive a tuition waiver and Upward Bound pays their course fees in the summer. They are connected with Student Support in the Summer - with Wain initially. They are then referred to an IECC advisor.

**MARKETING: Chris Forde**

- Annual Publications at all four colleges are in the making – these annual reports will include overview info for each college and what has been accomplished. Several pages will be static – the same district wide – and then also include specific and relevant material for each campus. Chris is leading the team/project, district wide, and each college's Marketing Coordinator is gathering stories, and helping to create their own publications. Goal is to release publications in the first part of June. Tona would like to have a press release for these. Chris will ask for proofing help in late May. Chris said to start thinking about events, stories, testimonies, activities, happenings now and throughout the year and keep notes along the way to then let the team know about next spring. Contributions are appreciated and encouraged. Amber suggested letting the front desk clerks at each campus know when these are released and keep them informed.
- Ticketing System – going well – submitting a ticket in advance is ideal – the sooner the better and the more details/information the better, too.
- [www.iecc.edu/summercamps](http://www.iecc.edu/summercamps) - now available.
- Social Media – Chris said we all have a role in helping with social media. Encouraging all to review this and promote it. Activities on all four campuses this summer.

**ENROLLMENT MANAGEMENT: Andrea Loll**

- Senior Start Day @ LTC, in April went really well – goal/plan now to hold these on each campus is 2025
- IECC will hold Walk-In Wednesdays this summer – Big opportunity to push fall enrollment. Piloted at LTC last year and now duplicating at other colleges.
  - Funnel data reports– Working with Brandon on data reports. Realized that International Students are not reported in general application numbers, so have worked to get this included and working with Cassandra and Tracy on target numbers for 2024-25. Currently at 34 for fall. Andrea will have an additional conversation with International on this. Current apps: **FCC 227/225**, LTC 362/400, OCC 470/500, WVC 339/400 - Total 1398/1525
  - International 34/150 (?) - Total 1398+34 - 1432
- CRM, current communication plan – still rolling out a message every two weeks until the first week of classes. Email templates – program specific for students. Glitch identified - Dual Credit student messages being rolled out with everyone else's so will be placed in a different communication plan. Tiffany wants to know more about the CRM – thinks this can benefit Upward Bound – will connect with Amber.
- IECC CTE Program numbers - Met with Dr. Edgren, Tona, and Dr. Bruinsma to target programs that are struggling. Working on a viability study/rubric and a plan of action to generate interest/enrollment in our CTE programs. Rodney added an idea for Career Employment Workshops – each quarter with IDES,

CEFS, WIOA, WADI – looking for high demand programs. AE willing to help with this and also recruitment. Chris is working on non-traditional students' videos to help promote CTE programs. Per Brandon, he and Rob are working on a needs assessment submitted for CTE. Data is currently being compiled for Perkins funding. There are Banner capacities for this that have not been leveraged currently. Brandon will work with Amber on this.

- Interviews for LTC Admissions Rep – Still on-going.

#### **DUAL CREDIT: Erin Volk**

- Conducting MPA/3TYD (Model Partnership Agreements and Three-to-Your-Degree) meetings with Superintendents - all 16 IECC High Schools in April/May, Roger Eddy, Erin, Megan, and Tona, they are going well. Megan and Erin are working with Marketing for plans going forward on DC materials – Meeting June 4<sup>th</sup>. DC will be hosting a Fall Summit for Dual Credit teachers within all of our school districts and we will use the ICCB DC Grant money for this. Currently, our DC teachers never/hardly ever meet with their IECC counterparts and this will be a main goal of the summit, which will provide opportunities for bridge building, alignment and synergy. The agenda for the fall summit is shaping up well. This day will be enhanced by including guidance counselors and also inviting each school's Admin. Roger said we are turning the corner on focus and intentionality for DC during their junior and senior years for transfers and pathways. Erin and Megan have stressed this intentionality. Saving thousands of dollars for students taking these courses and putting them on a better college/career path. There is current DC legislation pending in the senate – HB 5020. These changes will ensure DC access to rural high schools. Synchronous learning halls provide a solution. Brandon sent out a SLH survey to students recently, will report on the results at the next meeting.

#### **ADULT EDUCATION: Rodney Ranes**

- Grant for FY25 – due Friday.
- Transitions Coordinator updates and ICCB approval - Met with Andrea McDowell yesterday and plan to take this current position and adjust for Coordinator of ICAPS and instruction. Need a deeper focus on ICAPS.
- Three-year ICAPS plan (Integrated Career & Academic Preparation System) – ICCB is pushing for students to be dually enrolled. IT, Welding, Truck driving, medical office, and Ag. We will provide a session at the district workshop. Amber asked if the new Gas and Utilities program at FCC could be a connection for ICAPS? Brandon – tracking ICAPS data – how are we capturing this in Banner? Rodney said we track this in DAISI for active and inactive ICAPS students. Chris Constantino is provided information on the ICAPS students through A1 reports. Brandon – Bridge and IETs asking for clarity with wording. Rodney said these are dually tracked with DAISI and Banner. Brandon said he was adding a specific populations section in the Fact Book and adding a piece on AE. These could provide critical information. This might be a great way to keep everyone informed on AE and show all of the graduates and the student awards. Completing students and their credentials to be reflected on the A1 reporting. GED completion rates or IL High School Equivalency exam completions. Tona said we should highlight

the ICAPS student success story and Rodney said this will be part of our marketing plan for the year. Tona said that Andrea Loll does two guidance counselor workshops annually and said we could provide this information to them as well? They could help us recruit students to ICAPS.

- IL State Advocacy Committee for Adult Continuing Ed and Workforce Development Update - May 7 Committee Meeting – Angel Maguire said the IL State Adult Education, Continuing Ed and Workforce Development Advisory Committee is comprised of Adult and Continuing Educators across the state, curriculum partners, IDES representatives, community action agency members, WIOA partners, Workforce Development, employers, and ICCB members who meet monthly to discuss and plan opportunities to connect for our shared clients. This year our focus is on strengthening opportunities for educators and employers to work together to grow their communities. This month was April Advocacy month. Angel met with two IL state senator's offices – Senator Durbin and Senator Duckworth to educate them on Adult and Continuing Education efforts within the state of IL and promote awareness of the importance of continued funding to support adult and continuing education and workforce development efforts across the state. WIOA funding was a highlight of our conversations as it is currently at the senate level. This month Angel will be meeting with the Mayor in Flora and manager of the Chamber of Commerce to discuss further opportunities and partnerships with Clay County. Updates on the WIOA Bill include:
  - *On Tuesday April 9<sup>th</sup>, the House, in a 378-26 vote, overwhelmingly passed H.R. 6655, A Stronger Workforce for America Act. This bill would reauthorize the Workforce, Innovation and Opportunity Act (WIOA).*
  - *Specifically, this bill requires that 50% of the adult and dislocated worker funding go toward upskilling workers through individual training accounts (ITAs), streamlines the eligible training provider list requirements to focus on outcomes and ensure eligible programs are aligned with the skill and hiring demands of employers, establishes a demonstration authority to provide several states and local workforce boards the flexibility to reimagine their workforce system, and facilitates skills-based hiring by validating workers' competencies gained through prior experience and authorizing state and local boards to provide technical assistance to employers on implementing skills-based hiring practices. However, ACTE did have some concerns with the bill, notably the lack of mandatory inclusion of CTE leaders on workforce boards and lack of specific dedicated funding for the one-stop system.*
  - *The ball is now in the Senate's court, and lawmakers there are currently working on their own bipartisan legislation with the stated goal of a bill passing out of the Health, Education, Labor and Pensions committee by Memorial Day.*
  - *The Senate is expected to craft its own legislation, though there may be many similarities between the two bills. Final enactment of a WIOA reauthorization bill this year will depend on the Senate acting, and the degree to which the Senate and House bills differ. It will be challenging for the chambers and parties to come to an agreement in an election year. (<https://ctepolicywatch.acteonline.org/2024/04/house-passes-wioa-reauthorization-.html> )*

**OTHER UPDATES: Invited Guest - Jamie Carman**

- Degree Works - Jamie Carman joined our meeting to share more about this very helpful tool. Jamie has been working on this for months. Students will have easy online access to plug in where they are and where they want to be academically via DegreeWorks. Jamie did a demo for the group. Jamie said that this went live to a small group of staff in January and she and her

team, including Ryan Wilborn, have done some troubleshooting since then, and it went live March 18<sup>th</sup> to students who can find it in Entrata. Degree Works opens students Degree Audit automatically and this includes all IECC requirements for their degree and shows the number of credits completed. Green checkmarks for complete and red circles when incomplete. Shows the number of credits, when they took the course, and when they completed the course. When clicking on course info, it shows when the courses are offered and wear and the seat count. We see the CRNs as advisors. The courses will show where the students are with their lab requirements, their progress, and completed grades. Elected credits – shows pre-registrations and in-progress courses. There is a legend and a disclaimer about working with an academic advisor. This is not a transcript. The students can select a new program if they want to change their courses, and a pathway will be revealed to them and what they have already taken. Audits are created as a PDF, user friendly and appealing to review. This shows the students their own IECC email address and their information. Tona asked about adding a “Don't Forget” disclaimer to remind students of graduation process etc. Jamie said this is applied as notes in their audits. Students can research their anticipated grades, GPA calculator – to see current GPA, etc. Tona asked if this could benefit the summer bridge program for Upward Bound and Tiffany said this could be a great tool for them. Tona also asked Cassandra if this info can be included in Pathways to Success and orientation/onboarding for the fall? Amber suggested making Degree Works info available in Pathways classes. Tona also suggested a demo for our student athletes who often arrive early and said that degree works should be a workshop session for August - Brandon made note of this.

#### **Ex Officio Members Updates:**

- Amber – Today and tomorrow is Grad Fest at the Learning Commons. Cookies and Student Surveys for all graduates. Amber posed the question regarding admitting students at the end of their junior year instead of the beginning of their senior year (in high school). Amber will have a meeting on this going forward and bring more info to the group. Updated Meta-majors information – the group asked what is this timeline? Not sure – Tona will ask Academic Affairs.
- Cassandra – High school student applied for a “WVC” scholarship, but it was not found on the WVC webpage. Cassandra asked if we were marketing these unique and individual scholarships. Tona said we need to find out what scholarships our high schools currently have and share these within our colleges and then via social media. Cassandra said this was difficult to find. Tona requested a copy of the WVC/Mt Carmel HS scholarship that Cassandra was referring to as an example. Mental Health Early Action Appropriations – Holly has been busy with this. Free Yoga opportunities and OCC's existing chapter of “Active Minds” is going well. Goal to grow Active Minds on all campuses. LTC has a massage chair in the learning commons and we are getting one on each campus. Lawn games purchased for each campus as well. Mental Health Summit – May 30<sup>th</sup> – asking for engagement across the district. Community mental health partners and IECC invited to participate. TutorMe - has been reactivated. We are looking at other tutoring services as well – more to follow.

College and Careers Specialists - working on a lunch and learn June 6<sup>th</sup> from 11 – 1 pm. This will be available within the synchronous learning rooms. Potential speakers for business careers sought as well. Marketing has helped with student videos for orientation. These might be more engaging if students present the necessary information for orientations. Conducted Getting Started at IECC onboarding tutorial for International Students last year - did a group of LTC soccer players at one time in the library with technical support (Carrie Hallam) to trouble shoot on the spot. Planning to offer something like this in the learning commons this year – schedule days throughout the summer for these, too. The goal is to have more students complete this before the start of classes. Cassandra plans to do an IT Helpdesk ticket for these events. Learning Commons activities – Looking at what other institutions are currently offering in terms of academic resources. AI – Kaitlyn Weger has provided an AI guide linked on the webpage. This is an additional support. Great for our faculty to look at this and promote modules and tutorials for their students. New Housing Policy goes into effect this fall. There is a committee to cover this area. They meet again on May 13<sup>th</sup>. Documents need to be taken to existing housing partners, including agreements between IECC and housing providers, IECC, and the students – need to make sure coaches are aware of this, as well as our RA type roles. Student code of conduct – including AI now. Another revision on anticipated district wide AI policy. This will go to the next SALT meeting on May 21<sup>st</sup>. Dean Boyce is working on this. Creating a Student Advisory Board – Student Trustee will be the president. Applications and encouragement for student participation. Increase student voice across all four campuses. Tona suggested marketing tickets/marketing materials for the student advisory board.

- Brandon – Our HLC visit was originally scheduled for Election Day – so Dr. Bruinsma is getting that rescheduled and then HLC will send out a team of peer reviewers for accreditation visit sometime Oct 21<sup>st</sup> – Dec. 10<sup>th</sup>. We will need to organize and prepare for their visit. They will meet with faculty, staff, and students, as well. Later this summer, we will hear much more about this. Tona requested a reminder each month regarding HLC at our IO meetings from Brandon.

**CLOSING:**

- Next Meeting: Wednesday, June 5, 9-11 AM @ TLB WRC or Teams
  - Submit agenda items no later than June 3rd, 2024
- Submit 3 SMART Goals and 1 Process on or before June 5 - shared drive

IECC Institutional Outreach  
Workshop Survey

