



## Institutional Outreach Leadership Meeting Minutes

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### **Wednesday, September 10, 2025, 9:00 AM - 12:00 PM at LTC Conference Room**

- Members present: Angel Maguire, Curtis Miller, Carrie Halbert, Megan Black, Erin Volk, Chris Forde, Tona Ambrose
- Ex-officio members present: Brandon Weger, Amber Malone, Cassandra Goldman, Ryan Wilborn, Jamie Carman, 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
- October District/Divisional Workshop - October 10, 2025
- Special Guest Presentation:
  - Brandon Weger and Cameron Ireland - FLOW (CHAT) BOT

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

- Health Professions Outreach PR Focus:
  - Surgical Tech (1+1 Articulation Agreement with Vincennes Univ)
  - Nursing & Rad Tech pass rates
  - PTA program info
- FAFSA Fridays - October 17-November 14
- Annual Reports - September 15 Workday at TLBWRC to complete
- DuQuoin State Fair update - well worth the time and effort
- Chancellor's Office Projects:
  - SEP AY26 Addendum
  - University of Illinois System Visit Printed Materials for Oct 6 visit
- Return of Marketing Mixers - first Friday of each month starting Nov
- 2025-2026 Goals/Process

#### **TRIO UPWARD BOUND - Tiffany Cowger**

- STEM Update:
  - STEM Lab Installed! Come visit - back of the Learning Commons
  - Additional funding:
    - First National Bank of Olney – Received \$1,000
    - OCC Foundation Mini grant – Request submitted
    - Interested individual – Request submitted
  - Setup ongoing:

- 3D Printer, Spheros, Coding, and Circuits
  - Open house – TBA
- Department of Education – NCC Extension Letter
  - Non-competing continuation (NCC) awards under the Upward Bound Program, with September start dates having their current budget period end dates extended through September 30, 2025. This will allow our project to remain open and continue operations with available program funds through this date while the DOE finalizes the issuance of this year's NCC awards.
  - Date change reflected in a revised Grant Award Notification.
- Program Year (Proceed as usual)
  - Staff Training – 9/5
    - Compassion Fatigue & Avoiding Burnout - Leisl
    - Canvas Training - Carrie
    - UB Application Training – Amber
    - Program Year Operational Review
    - COE Annual Conference
    - ISAC FAFSA Training
  - Recruiting:
    - 8 of 12 schools scheduled - 61 vacancies
  - College Prep Sessions – 9/15
  - Workshops – 10/18
  - College Visit – SIUE – 11/8
- 2025-2026 Goals/Process - Stipend Procedure

#### **ADULT EDUCATION - Angel Maquire**

- 15 total completers, and 113 unduplicated enrolled in FY26
- Writing for the FY26 IBT Grant and the FY26 Digital Instruction Grant.
- Partnerships and WIOA Alignment
  - Hosting APC Meetings and Community Employment Workshops
    - WVC/LTC – Fall 2025, FCC – Spring 2026, OCC – Spring 2026 combined career fair opportunity.
- Hiring two new Part-time AE Associates
  - Data Entry and Technology Support Specialist
  - Career and Resource Support Specialist
- Recruit for ICAPS Programs:
  - Welding ICAPS has two students enrolled
  - Manufacturing Academy with B&I – OSHA and SACA certificate opportunities – pending enrollment.

- LTC IST Broadband Fall 2025 – Pending enrollment
  - C.N.A. ICAPS Fall 2025 – one student enrolled
- Adult Education and Family Literacy Week – September 14<sup>th</sup> – 20<sup>th</sup> Once a year educators from all over the country join together with adult learners, community partners, business leaders, legislators, and friends of adult education to amplify their successes! Danyelle and Angel will be in East Peoria at the Forum for Excellence during National AEFL Week to promote the IECC Adult Education and Family Literacy Week with various social media posts and sending a Proclamation announcement to each Mayor within our County requesting their signatures in support of this national week recognition and requesting that this week be recognized within our IECC Newsletter as well.
- Rise and Shine Podcast - During National Adult Education and Family Literacy Week, the Rise N Shine Podcast brings together national, state, and local leaders who are driving change in adult education. Each episode highlights inspiring stories, innovative strategies, and impactful policy efforts that advance literacy, workforce development, and lifelong learning opportunities for adults across the country. Tune in to hear how communities are coming together to elevate adult learners and strengthen economic mobility through education.
- Working with the IECC Marketing team to Brand the IECC Adult Education program. Review and approval of logo and marketing package (flyers, brochures, social media plugs)
- Meeting with Enrollment Management Staff to evaluate changes for a new IECC CRM process for Adult Education
- Eliciting feedback from current instructors on student testing barriers and work to address feedback and review individual retention and completion numbers with instructors.
- Continuing to research the e-testing possibility for CASAS Placement testing. This testing is completed during the registration phase of a student's onboarding. There are also post-testing requirements throughout the AE journey for each student to reflect level gains.
- Creating PD plans for all instructors for FY26 - instructors are on track to complete 6 hours of PD prior to the end of the calendar year.
- Working with Academic Affairs to monitor the students who have completed GED subtests with scores at-or-above above 175 for continued offerings of college credits in those subject areas.
- Program staff to implement a "Data Review" activity with IECC records.

- Working on cross-departmental training on data attainment and analysis.
  - AE numbers to be shared with all campuses.
  - Working with Libby to streamline intake with ROI forms for FERPA compliance.
  - Online Application and Intake Forms are available on the website. The online forms are much easier for continuing students to use throughout the school year for each semester.
  - Working with Brandon to determine student college and career paths beyond AE. This will be a main focus during the FY26 year.
- STARS Student Monitoring and Progress – We are viewing a demo for this software next week to see if this is a software that we can use to help with data analytics with the AE student progress, pursuits, and successes. This software will be funded through the Digital Instruction Grant as a pilot this fiscal year.
- Evaluating the usage of VR in Bridge and ICAPS courses. – have Nine active Transfr VR Headsets - training the instructors on using them in the classroom for an alternate way of learning for career exploration and “hands-on” training and knowledge of high-demand jobs in our district.
- Meeting with IECC Distance Learning Specialist and CETL staff to review the quality and content of new Pilot “Whisper Course” and Canvas integration.
- Report out: “As a part of the Institutional Outreach Leadership Team, online resources will be updated to reflect recent changes in staffing and division responsibilities.”
- Learning more about the “CRM Advise” texting platform. This meeting is scheduled for the beginning of the new fiscal year.
- Preston Elliott, an OCC AE completer – recently completed his requirements for the Illinois High School Diploma through the traditional GED testing process and is now enrolled at OCC as a Welding student!
- Advocate for Adult Ed! Educate and Elevate!
- 2025-2016 Goals/Process

#### **DUAL CREDIT - Erin Volk and Megan Black**

- DC Registration numbers update - expanded 4.47% in headcount and 6.30% in FTE for Fall 2025, compared to Fall 2024
- DC Billing Update - working with Business Office before sending out bills
- Course Review - meeting and working with Dr. Robb on this process
- Evaluating Orientation Process – good survey data to enhance next year

- 2025-2016 Goals/Process

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

- DuQuoin State Fair Review - agreed with Chris Forde that this opportunity was great for IECC branding and networking with ICCB leaders.
- Ambassador Update – Three students from each campus are now trained and doing a great job.
- Boys and Girls Club - new partnership - starting September 29th and will continue the last Tuesday of each month with BGC 5<sup>th</sup> graders - LTC Ambassadors will facilitate lessons.
- Guidance Counselor's Workshop - tomorrow, September 11 at OCC, keynote speaker Diana Zerliene, well known area school leader and former Superintendent. 15 counselors pre-registered with many IECC leaders on the agenda to speak/share.
- Upcoming Events in September - see event list.
- Swag Update - replenished swag for each campus as well as IECC specific items for upcoming events and college fairs.
- Community Ed Classes are up and running - working on Spring schedule now <https://iecc.edu/communityed>
- 2025-2026 Goals/Process

### **EX-OFFICIO UPDATES:**

- Brandon:
  - Data update - Fall 2025 data is holding steady.
  - Meta Majors update - website feedback needed.
- Cassandra: ISAB update - have a great new group of student leaders, still have an opening at LTC, Learning Commons hosting events to bring more students into the LC spaces, and will facilitate a "Fall LC Tour" in October.
- Amber:
  - Common App Update and applications have started to come in.
- Jamie Carman: no report.
- Ryan: no report.
- Carrie: Dual credit students have had a much better onboarding experience this fall with fewer calls coming into the help desk.

**Next IO Leadership Meeting:** Wed. Oct 8, 2025, 9-12 PM at OCC, Banquet Room

- **Upcoming Meetings:**
  - **October 10, IO Workshop, 9:00-3:00PM**
  - November 12, 2025, 9-12PM at WVC
  - December 3, 2025, 9-12PM at FCC? TBD Christmas Party