

Student Affairs Leadership Team Meeting
January 21, 2025
2:00 p.m.
FCC Workforce Development Center Room #29

Participating: Matt Fowler, Chad Groves, Libby McVicker, Amber Malone, Jamie Carman, Wain Davis, Levi Johnson, Cassandra Goldman, and Katie Hinderliter (Recorder)

Approval Items:

- A. Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board January meeting.
- B. Decision:** SALT approved the January minutes.
- C. Action:** The ISAB meeting minutes are incorporated into these minutes in the attached document dated 1-21-2025.

Employment Update:

- A. Discussion:** SALT discussed building the Student Affairs budget for 2026-27 and 2027-28. Dr. Fowler reported that IECC was not awarded funds in the competitive grant for Mental Health.
- B. Decision:** SALT will work through the budget at the February 18 meeting.
- C. Action:** None.

First Year Experience Course:

- A. Discussion:** Cassandra reported on the progress of building the First Year Experience Course. The first semester focuses on getting students acclimated to IECC, while the second semester focuses on being successful going forward. There were suggestions to add additional modules covering such topics as research skills, digital literacy and self-advocacy, banking and tax.
- B. Decision:** SALT recommended that this course be a requirement for all incoming students (1 credit per term) and a requirement for graduation. SALT approved moving this course to Academic Affairs for approval.
- C. Action:** Cassandra will submit the course materials to Academic Affairs and add the course syllabus to the SALT Teams folder.

Spring 2025 New Student Orientation:

- A. Discussion:** Chad reported that the new student orientation was held on January 13, after being delayed twice due to the weather. Only 11 students across the District attended orientation (FCC-0, LTC-3, OCC-1, and WVC-7). The new student orientation for fall 2025 is slated for August 19, 2025, with the same committee planning.
- B. Decision:** None.
- C. Action:** Chad will compile the survey feedback from fall and spring and report the committee recommendations for fall at the February meeting.

TimelyCare Registration Contest:

- A. Discussion:** Libby and Cassandra have spoken with IECC’s TimelyCare consultant and will obtain access to the account due to Holly O’Brien’s resignation. The contract with TimelyCare renews August 1 and provides services to IECC, including “TalkNow,” unlimited 30-minute sessions available 24/7. To promote the use of TimelyCare across IECC among students and employees, a registration contest will be held from February 3-14. Anyone who registers will be entered into a drawing for a \$25 Amazon gift card.
- B. Decision:** None.
- C. Action:** None.

Millikin University Transfer Visit:

- A. Discussion:** Conversations with Millikin University continued following the visit to Millikin’s campus last fall. Millikin is inviting IECC students to a transfer day visit on February 27, 2025, which coincides with IECC’s midterm week. Cassandra will coordinate transportation from each campus to Millikin. The campus visit will consist of sessions from noon-5 p.m., a break from 5-7, followed by dinner in the cafeteria. Students are also invited to the School of Theatre & Dance production of *Clybourne Park* from 7:30-9 p.m.
- B. Decision:** None.
- C. Action:** Cassandra will send a flyer to IECC promoting the transfer visit to Millikin.

Procedure 300.1.10 for Funding from Student Activity Fees:

- A. Discussion:** A first draft of Procedure 300.1.10 was provided to SALT for review. Student activity fees are assessed to students each semester and are maintained to support student activities. At the April 2024 SEPC meeting, it was approved that SALT will retain decision-making authority on how the student activity fees are allocated. The procedure outlines funding criteria and a process for any club or organization to seek funding.
- B. Decision:** SALT approved the Procedure 300.1.10.
- C. Action:** Submit to SEPC for approval on February 5.

Approval of Revised Student Code of Conduct:

- A. Discussion:** The Student Code of Conduct has been revised to reflect the online Student Code of Conduct Report in place of the former Behavioral Incident Report and to update Title IX language due to the recent court ruling that returns Title IX to its 2020 regulations.
- B. Decision:** SALT approved the revisions to the Student Code of Conduct. Based upon the January 9, 2025, rescission of the 2024 Title IX Rule, Libby recommends the deletion of policy and procedure 100.42 Prohibiting Sex Discrimination and reinstating policy and procedure 100.31 Preventing Sexual Misconduct.
- C. Action:** Add the revised Student Code of Conduct as an informational item at the February 5 SEPC meeting. Libby will provide the policy and procedure to Dr. Fowler for inclusion in the February 5 SEPC meeting.

Student Trustee Election at WVC:

- A. Discussion:** IECC is seeking a WVC student to serve as the Student Trustee for the 2025-26 academic year. Cassandra held an informational meeting on January 9 about the student trustee position, with two students expressing interest. Applications are accepted through January 31, and the Student Senate will oversee student campaigns, with elections held February 17-21. Voting will be conducted through an online ballot.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

International Commission Payments:

- A. Discussion:** Levi discussed an issue in the District's ability to pay an international agent commission payment to our international partners. The District's bank has been unsuccessful in sending commission payments multiple times to an agent who has recruited IECC students, resulting in a poor reflection on our international program.
- B. Decision:** SALT will revisit possible solutions if not resolved.
- C. Action:** Submit to SEPC for review at the February 5 meeting.

International Athletic Housing:

- A. Discussion:** An international student-athlete housing request relating to a host family was discussed. All parties involved remained anonymous. After receiving the request, Levi conducted research to ensure athletic compliance in his decision on the matter. The decision was made to deny the request based on NJCAA rules and regulations, which among other conditions, require an administration-approved host family program prior to placing students with a host. Currently, IECC does not have an approved host family program; therefore, it was determined to be unallowable at this time for IECC and the student-athlete to remain in compliance with NJCAA Bylaws. Additionally, federal regulations require all F-1/J-1 students to report changes in their U.S. residential address or phone number to their school/program sponsor within 10 days of any change.
- B. Decision:** SALT recommended that the Athletic Director receive formal notice regarding the student athlete.
- C. Action:** Levi will draft an initial letter.

Policy & Procedure 500.15 Residency:

- A. Discussion:** A revised version of the policy and procedure with comments was presented for review and approval.
- B. Decision:** SALT approved the revised version as presented.
- C. Action:** Submit to SEPC for approval at the February 5 meeting.

Policy 500.21 Student Military:

- A. Discussion:** A revised version of the policy was presented for review and approval.
- B. Decision:** SALT approved the revised version as presented.

C. **Action:** Submit to SEPC for approval at the February 5 meeting.

Academic Calendar:

- A. **Discussion:** The Admissions & Records department is developing the academic calendar in place of a committee. Amber sought feedback for the 2026 fall semester regarding the start date for classes and final exam days. If the semester starts on Tuesday or Wednesday, it will force a split in the final exam week. It was noted to move course cancellations up so that advisors have time to contact students about canceled courses before classes begin. Two emails have been sent to HR requesting information for 2026/27.
- B. **Decision:** SALT recommended starting classes on Tuesday with orientation held the day prior on Monday.
- C. **Action:** Present a complete calendar to SEPC and SALT in February.

Advising Update:

- A. **Discussion:** Jamie was welcomed to the leadership team. She discussed the current state and future direction of advising. All academic advisors and nursing program advisors have moved from Academic Affairs to Student Affairs. Advisors have been utilizing DegreeWorks since last January, and CRM Advise will be released to advising on Friday in a test environment. Jamie expressed excitement for the CRM Advise platform and expects it to be a fantastic tool for IECC.
- B. **Decision:** SALT will set aside time for Jamie to provide an overview of the CRM Advise platform.
- C. **Action:** Work on finding volunteer groups to test early alerts in CRM Advise.

FY25 Second Quarter Goals:

- A. **Discussion:** The outcomes of the second quarter goals were reported.
- B. **Decision:** None.
- C. **Action:** The second quarter goals and outcomes were approved and are being incorporated into these meeting minutes.

Evaluations:

- A. **Discussion:** Dr. Fowler reminded SALT that staff evaluations are due to HR by February 28 and asked that supervisors have their staff evaluations completed by Friday, February 14.
- B. **Decision:** None.
- C. **Action:** Katie will send out calendar appointments for those being evaluated by Dr. Fowler.

Next Meeting: Tuesday, February 18, 2025, at LTC

Adjournment: The meeting adjourned at 4:30 p.m.

Student Advisory Board Meeting

January 21, 2025

12:00 p.m.

FCC Learning Commons

Participating: Eliah West (FCC), Kylee Hosman (LTC), Courtney Crawford (OCC), Bree Holdren (OCC), Leslie Burtis (WVC), Caesyn Nelson (WVC), and Cassandra Goldman (Advisor)

Student Organization Updates: Annual renewals were requested from all student clubs and organizations. The purpose of these renewals is to create and maintain an accurate directory of active student clubs and organizations.

Annual renewals received include: FCC One Love Christian Club; LTC Alpha Iota Epsilon Chapter of Phi Theta Kappa; LTC Active Minds; OCC Art Club; OCC PTK Club; WVC Seekers Club; WVC Marketing/Business Management Club; and WVC Student Senate

Funding Requests:

a. Art Club

Requesting funds of \$500 for a trip to St. Louis, MO in April. Club members (approximately 14) will visit the Art Museum in the morning and a class (such as glass blowing) in the afternoon.

Discussion was held about the request.

Motion to recommend funding of \$500.00 was made by Leslie Burtis (WVC) and seconded by Kylee Hosman (LTC). Motion approved to recommend funding of the Art Club trip to St. Louis in the amount of \$500.00.

b. WVC Student Senate

Requesting funds up to \$2,000 for Homecoming Glow Night for renting the games through *All Blown Up*, which costs \$2,969.21. Homecoming is an annual event open for all WVC students to participate in.

Discussion was held about the request.

Motion to recommend funding of \$2,000.00 was made by Caesyn Nelson (WVC) and seconded by Leslie Burtis (WVC). Motion approved to recommend funding of the WVC Student Senate Homecoming in the amount of \$2,000.00.

c. IECC Theme Nights

Request funds of \$1,550 for bookstore gift certificates to award to participants of the ISAB sponsored theme nights (\$50/game awarded as 2 \$25 gift cards) at LTC, OCC, and WVC.

Discussion was held about the request

Motion to recommend funding was made by Leslie Burtis (WVC) and seconded by Kylee Hosman (LTC). Motion approved to recommend funding of the IECC Theme Nights in the amount of \$1,550.00.

Campus Updates/Events: WVC Seekers Club is participating in “Winter Jam” in Evansville, IN on Thursday, January 30th; LTC is hosting a Game Night on January 30th; OCC is hosting a Mario Kart and Nacho Bar on 2/12/25, OCC PTK is hosting a Bluey preview as part of their project “How Storytelling is Portrayed in TV and Movies” on February 25, 2025; OCC PTK induction ceremony will be held on March 13th; WVC will have game nights on February 4th, March 4th, April 1st, and May 6th; WVC Bass Bingo and game night is February 1st

Discussion was had about the **Midterm Meltdown Ice Cream** event held at WVC. ISAB members would like to see this event (or something similar) on all 4 campuses during the week of midterms (February 28, 2025). Perhaps Active Minds or Student Senates would like to help with these activities.

Student Engagement: · ISAB member decided to promote Theme Nights this spring to try to increase student engagement on our campuses: See the theme night schedules for LTC, OCC, and WVC at the end of these minutes.

Meeting Date and Time: Some of our members have class this semester during our meeting time on Tuesday at noon. Members were asked to send their schedules to Cassandra to see if there is a better time for ISAB meetings when more members could participate.

Millikin University Transfer Visit: IECC has coordinated a February 27th visit to Millikin University. All IECC students are invited. Sign up online by scanning the QR code you see on campus marketing materials for the event. Transportation is available. Free dinner and show!

Timely Care Registration Contest: Each campus has two \$25.00 Amazon gift cards to give away to students and 2 gift certificates for faculty and staff. Scan the QR code and register for Timely Care to be entered to win. Contest takes place from February 3 to February 14.

Next Meeting: February 18, 2025 at noon at LTC Student Services Conference Room

Meeting adjourned at 12:58 pm

LTC Theme Nights

Team	Day	Date	Theme
Men	Wed	1/15/25	Pajama Night
Women/Men	Sat	1/18/25	Trail Night
Women	Mon	1/20/25	Construction Night
Women/Men	Wed	1/29/25	Jersey Night
Women/Men	Sat	2/1/25	Trail Night
Women/Men	Wed	2/12/25	Neon Night
Women/Men	Sat	2/15/25	Trail Night
Men	Wed	2/26/25	Black Out Night
Women/Men	Sat	3/1/25	Trail Night

OCC Theme Nights

Women/Men	Wed.	01/29	5pm & 7 pm	White Lies
Women/Men	Mon.	02/03	5pm & 7pm	“Big Country Night”
Women/Men	Wed.	02/05	5pm & 7pm	OCC Pride
Men	Sat.	02/22	3pm	Camo Night
Women	Wed.	02/26	5pm	Frat Night

WVC Theme Nights

Team	Day	Date	Time	Theme
Women	Sat	1/4/25	3pm	Pajamas/Sweats
Women/Men	Sat	1/11/25	1pm & 3pm	Rescheduled
Women/Men	Wed	1/22/25	5pm & 7pm	Country vs. Country Club
Women/Men	Sat	1/25/25	4pm & 6pm	Pajamas/Sweats
Women/Men	Wed	2/5/25	5pm & 7pm	MARDI GRAS NIGHT (Purple, Green & Yellow)
Women/Men	Sat	2/8/25	1pm & 3pm	Superhero
Women	Mon	2/10/25	5pm	Red Rage/Red, Black & White
Women/Men	Wed	2/19/25	5pm & 7pm	Rock Star/Movie Star
Men	Sat	2/22/25	3pm	Homecoming
Men	Tues	3/4/25	7pm	Spring Break-No Theme Night

SALT FY25 GOALS

Quarter 2 Goals – Ending December 31

Department	Goal	Measure	SEP	Outcomes
Admissions	Create a plan with Advising to move current students to new meta majors for 202610	Plan in Metamajors Teams	3.2	Meta majors are in Banner and ready for use for March registration, on calendar for Advisors Council
Admissions	Add uniformity to graduation records office procedures and tasks on each campus.	Teams files for Records graduation Tasks	3.1	Information has been retrieved on records tasks at each campus.
Admissions	Establish limited Banner Standards for Athlete LOI awards.	Reduce to 60 options offered to student athletes	3.1 & 3.4	SGASPRT is now updated with less than 30 options for awards on the LOI to begin 202610
Admissions	Move Caterpillar application from Banner to Recruit	New application for Caterpillar students in RECRUIT	3.1	Caterpillar applicants now apply through the new Recruit short form app.
International	Hold 5 Zoom/Teams meetings with agents prior to 12/12/24		3.1	Conducted 5+ meetings over the course of the 1 st Semester. This was fruitful with 2 contract renewals and 1 new contract completed so far with several others in the works. Some meetings were more informational and introductory, but relationships were developed & strengthened.
International	ISP host/sponsor 1 school/community Winter event prior to 12/12/24		3.1 & 1.4	We hosted our annual ISP Thanksgiving Celebration at WVC this year, and the majority of our ISP students were able to attend.

				Invitations were also extended to TRIO, ESL instructors, & other WVC staff. There was a great turnout. Several students also volunteered their time to help pack and deliver meals for Parkview's Thanksgiving Meal.
Dean of Students	Increase peer supports for IECC students	Peer support Leaders offer open hours weekly on each campus Marketing for these open hours Data is collected on the # of open hours session offered and the # of students attending	3.1 & 1.4	Peer support leaders hired: Hired 1 Peer Support leader at LTC All peer support leaders offering peer support hours on each campus of at least 10 hours weekly. All current peer support leaders have been trained and certified in Mental Health First Aid.
Dean of Students	Increase opportunities for IECC students to receive mental health education	"Counselor Chats" offered quarterly on each campus Marketing for "Counselor Chats" Data collected on the # of "Counselor	1.4	Counselor Chats dates offered and attendees: OCC 10/15/24 1 attendee FCC 10/21/24 0 attendees WVC 10/16/24 5 attendees LTC 10/2/24 0 attendees Marketing Campaigns for 2 nd Quarter:

		Chats” offered and the # of students attending		<p>Winter Break Self Care 12/16/2024</p> <p>International Stress Awareness Day 11/1/2024</p> <p>World Mental Health Day 10/10/2024</p> <p>National Depression Screening Day 10/5/2024</p> <p>ADHD Awareness Month October</p> <p>Depression Awareness Month October</p> <p>Fall Midterm 9-Oct</p> <p>Fall Dec Finals 9-12</p> <p>Flyers shared via social media, on campus TV's and bulletin boards. Emails sent to faculty with information on chats and asking to encourage students to attend.</p>
Dean of Students	Faculty submitting progress reports early and often	No midterm drops for D, W, or F without a	3.1 & 1.4	This 2 nd quarter data has been requested through the IECC HelpDesk.

		<p>progress report</p> <p>No Fall semester drops for D, W, F without a progress report</p> <p># of PR submitted</p> <p># of PR submitted by same faculty for same student</p>		Data will be provided when available.
Dean of Students	Increase effectiveness of the CCCS response to Progress Reports	<p>Document the response time for contacting a student after a PR is submitted</p> <p>Document the method of contact with students (email, phone, F2F)</p> <p>Document the campus resources (TimelyCare, Tutoring, Career Coach, FA, TRIO) to which students are</p>	3.1 & 1.4	Each College and Career Center Specialist is keeping documentation on their contacts with students, method of contact, and resources referred; CRM Advise should make this information easier to document and share

		referred Document student usage of each campus response		
Dean of Students	Increase the career resources available to IECC students	Develop a modality to deliver these skills to students (video, podcast, F2F, blog)	1.4	College and Career Fair at WVC for all IECC students 10-18-24; Planning for Millikin Transfer Visit in Quarter 3; Development of First Year Experience Course as a modality to provide career resources to IECC students
Dean of Students	Enhance ADA professional development across IECC	Develop an online ADA training module	3.1 & 1.4	-Libby and Chad presented at the Collaborate IECC faculty and staff workshop: Enhancing Accessibility: Exploring ADA Accommodations and Services. -Preparing to make customizations to the ADA Vector course.
Dean of Students	Increase positive impact on our local community	Write for the TRIO Talent Search grant when RFP is released	4.3	Discussed a timeline with key stakeholders. RFP is anticipated to be released in Spring 2025.
Dean of Students	Increase awareness of students' rights under Title IX	Use additional means to communicate Title IX rights and amended regulations (LMS, website,	1.4 & 3.1	Made changes to the IECC Title IX website and reporting form.

		flyers, athletic orientation, pathways)		
Learning Commons	Support students through Welcome, Midterm, and Finals week	Determine baseline percentage	3.1 & 1.4	Facebook posts advertising LC supports/services throughout Fall semester
Learning Commons	Create a tangible Student Success component to LC offerings/resources (besides web resources)	1 per campus, per quarter	1.3 & 1.4	Implemented Laptop loaner program (in collaboration with Mental Health Specialist)
Learning Commons	Quarterly cross-training on all LC resources/processes/areas of specialty	11/19/24	1.3 & 1.4	Discussed pillars of specialty during DLC meetings throughout term/implemented standing weekly DLC meetings for Q3 and beyond
Learning Commons	Improve New Student Orientation/First Year Experience/First 10 days events	Onboarding Team Folder	1.4 & 3.1	NSO Committee meetings-provide feedback regarding First Year Experience online course
Learning Commons	Develop an online ADA training module for everyone to complete	Train faculty on ADA procedures	1.4	Enhancing Accessibility presentation w/ Libby at Fall workshop
Learning Commons	Create a user-friendly catalog of resources for our students that are dynamic and informative https://learningcenter.unc.edu/tips-and-tools	Add two resources per quarter	1.3 & 1.4	In development
TRIO SSS	Develop a “First Touch” pipeline with admissions to funnel first-time enrollees that are SSS eligible to SSS advisors.	Process must be developed first, a baseline on the average number of Pell recipients must be	3.1 & 1.4	Worked with Amber Malone to identify appropriate students that will be targeted for this new pipeline and discussed procedures that will be implemented district wide starting for

		determined, then a benchmark will be established.		summer and fall registration in spring '25.
TRIO SSS	Develop a personalized academic success plan for each participant in TRIO SSS	100% of participants will have an academic success plan created with their SSS advisor OR referred for advising for "Specialty CTE programs" (i.e. Nursing, Rad, Linemen, etc.)	3.1 & 1.4	All TRIO students that matriculated from fall to spring (excluding "Specialty programs") meet with a TRIO Academic advisor and developed an academic plan for spring '25. This will take place again for summer and fall of '25.
TRIO SSS	Develop a personalized transfer plan for each TRIO SSS participant that is in a transfer program	100% of participants that express a desire to transfer will have an individualized transfer plan developed based on the participant's major and selected transfer school.	1.4	All TRIO students that expressed interest in transferring were provided guidance on effective transfer strategies, assistance with transfer application, and/or took part in a Transfer to Succeed Workshop.
TRIO SSS	Updated procedures to move to paperless.	TRIO will move to a paperless format.	3.1 & 1.4	The SSS director has developed procedures for orders, requisitions, and budgeting to be moved paperless. These procedures will be formalized in the TRIO

				SSS PPM before the end of the next quarter. SSS is still exploring options on paperless for student files.
TRIO SSS	Push TRIO participants to complete the FAFSA in a timely fashion to assist participants in receiving the most amount of financial aid or scholarships available to the participant.	85% of continuing education TRIO participants will complete the FAFSA within three months of the FAFSA opening.	3.1 & 1.4	SSS is in process of assisting students with FAFSA completion. Goal to have 85% completions by Mar. 1 st .