

**Student Affairs Leadership Team Meeting**  
**October 15, 2024**  
**2:00 p.m.**  
**FCC Mason Hall Conference Room**

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

**Invited Guest:** Holly O'Brien (Teams)

**Division Budget Potential Savings:**

- A. **Discussion:** Each individual department reported on their budget, identifying areas where savings can be made.
- B. **Decision:** Department leaders will compile their budget savings proposals and submit them to Dr. Fowler.
- C. **Action:** Dr. Fowler will present savings from SALT at the November SEPC meeting.

**Enhance Revenue Strategies:**

- A. **Discussion:** SALT discussed ways to boost revenue through enrollment, fees, and grant opportunities.
- B. **Decision:** None.
- C. **Action:** Dr. Fowler will present revenue strategies from SALT at the November SEPC meeting.

**Approval Items:**

- A. **Discussion:** Libby submitted a draft of the Biennial Drug & Alcohol Report for review and feedback.
  - B. **Decision:** None.
  - C. **Action:** Follow up at the November SALT meeting.
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- A. **Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board October meeting.
  - B. **Decision:** None.
  - C. **Action:** The ISAB meeting minutes were approved and are incorporated into these minutes in the attached document dated 10-15-2024.

**Employment Update:**

1. **Program Director, College & Careers Center:** The filling of the position remains on hold.
2. **TRIO SSS Academic Advisor:** SEPC approved the updated job description with the position title change from TRIO SSS Counselor to TRIO SSS Academic Advisor. The

position title change is included in the personnel report for approval at the October Board meeting.

**Grant Update:**

- A. Discussion:** Holly submitted the project narrative for the grant application “FY25 Mental Health Early Action on Campus Support Expansion Project.” Holly is writing for funding to employ students as part-time employees for the peer support program (Objective 1) and for a contractual agreement with Lawrence Co. Health Department to provide in-person counseling services on IECC’s four campuses (Objective 2).
- B. Decision:** SALT approved the project narrative as presented.
- C. Action:** Submit changes and additional information to DO.

**Academic Calendar – New Student Orientation Addition:**

- A. Discussion:** The records team has revised the 2025-27 Academic Calendar, adding the New Student Orientation dates of August 19, 2025, and August 17, 2026. The spring orientation date is slated for January 6, 2025; however, Cassandra noted waiting to determine how spring semester orientation goes before adding it to the Academic Calendar.
- B. Decision:** SALT approved the addition of the orientation dates to the 2025-27 Academic Calendar.
- C. Action:** The Academic Calendar will be presented to SEPC for approval.

**Learning Commons/Testing:**

- A. Discussion:** Chad reported that the Learning Commons directors unanimously agreed to assist with the Adult Ed intake process, provided each Learning Commons can designate a specific date and time. Fridays until 3 p.m. is the preferred designated date.
- B. Decision:** None.
- C. Action:** Schedule training for the Learning Commons staff with Rodney Ranes.

**HLC Assurance Argument:**

- A. Discussion:** The HLC Assurance Argument is now available for review. Dr. Fowler asked that each member have their team read the document.
- B. Decision:** None.
- C. Action:** Dr. Fowler plans to visit each campus to gather Student Affairs employees prior to December 1 to discuss the Assurance Argument and HLC visit.

**Faculty Survey Review:**

- A. Discussion:** The Illinois Eastern Community Colleges Education Association (IECCEA) survey results were shared with permission.
- B. Decision:** None.

- C. **Action:** Dr. Fowler asked for honest feedback about what issues Student Affairs is having with communication, input/decision making, etc., and that each member have those conversations with their respective teams and report back in November.

**Exempt/Non-Exempt Discussion:**

- A. **Discussion:** Dr. Fowler discussed the possible changes going into effect January 1, 2025, with the Department of Labor's Final Rule, which is set to increase the salary threshold for employees who qualify as exempt from overtime under the Fair Labor Standards Act. Recognize that there are key qualifiers that employees must satisfy, including an employee's job duties and the employee's salary.
- B. **Decision:** None.
- C. **Action:** None.

**Diploma Printing:**

- A. **Discussion:** Amber discussed the diploma printing procedures and aligning those procedures within the records department.
- B. **Decision:** SALT agreed that the diploma printing applies and should be a function of the records department.
- C. **Action:** None.

**5-Day Add Policy/Procedure:**

- A. **Discussion:** Amber is researching other community colleges' policies.
- B. **Decision:** Amber will work with Lori Barger on drafting a new policy and procedure.
- C. **Action:** Review of draft proposals at a future meeting.

**First Year Housing Exemption Numbers:**

- A. **Discussion:** Amber reported that a new report was created to determine students needing an exemption, and the report revealed that few students require an exemption.
- B. **Decision:** None.
- C. **Action:** The new report is in place for the next academic year.

**IECC College & Career Fair:**

- A. **Discussion:** The IECC College & Career Fair is scheduled to take place at WVC on Friday, October 18, from 9-1. Cassandra reported that a total of 59 businesses and universities have registered, including booths from IECC, and many booths for health professions.
- B. **Decision:** None.
- C. **Action:** Report out on the event at the November meeting.

**1<sup>st</sup> Year Experience Course:**

- A. **Discussion:** Cassandra reported that there was a meeting to discuss the Getting Started at IECC course. In the past, students had to complete the course prior to accessing other online courses. The technology is not compatible now to require completion of the Getting Started course prior to accessing other courses. Instead, the plan is to add Getting Started as a component and requirement to a first-year experience course. Currently working on content building for what the first-year experience course needs to look like.
- B. **Decision:** None.
- C. **Action:** Goal of implementing a first-year experience course in fall 2025.

**Co-Curricular Assessment Team:**

- A. **Discussion:** Dr. Fowler held an initial meeting with the team on October 2, 2024. The team spent some time distinguishing between co-curricular and extra-curricular activities.
- B. **Decision:** None.
- C. **Action:** Dr. Fowler will send updates to the team.

**TRIO Eligible Determination and First Advising Appointment:**

- A. **Discussion:** Jamie Carman, Wain Davis, and Amber Malone met to discuss TRIO advising opportunities.
- B. **Decision:** Three action plans:
  - 1) In March during summer and fall registration, any new first-generation ASA applicants will be scheduled with TRIO Advisors. Coordination with front desk staff at each campus is required.
  - 2) LTC is rebuilding their program this year. During Express Admissions in June, new student athletes will meet with TRIO before regular advisors for assessment and recruitment.
  - 3) A new dashboard will be built in Recruit for TRIO to identify and contact potential students with the desired attributes. A similar dashboard in Advise may be developed for current students.
- C. **Action:** Follow up at a future meeting to determine effectiveness.

**FY25 Departmental Goals by Quarter:**

- A. **Discussion:** Each department reported on outcomes for first quarter goals.
- B. **Decision:** None.
- C. **Action:** The first quarter goals and outcomes were approved and are being incorporated into these meeting minutes in the attached “SALT FY25 Goals – Quarter 1 Goals”.

**Next Meeting:** Tuesday, November 19, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at LTC.

**Adjournment:** The meeting adjourned at 4:15 p.m.

**IECC Student Advisory Board Meeting**  
**October 15, 2024**  
**Noon**  
**FCC**

**Participating:** Aubrey Churchill (FCC), Eliah West (FCC, Jennifer Harvey (FCC), Adyson Smith (LTC), Ace Zink (LTC), Dymond Waiters (LTC), Kylee Hosman (LTC), Sean Stone (LTC), Jorri VanDyke (OCC), Bree Holdren (OCC), Courtney Crawford (OCC), Maria Whitehead (OCC), Caesyn Nelson (WVC), Cassandra Goldman (Advisor)

**Invited Guest:** None

**New ISAB OFFICERS:** President is the IECC Student Trustee, other officers were elected by electronic ballot from the ISAB membership

- A. President (Student Trustee): Jorri VanDyke
- B. Vice President: Courtney Crawford
- C. Secretary: Caesyn Nelson
- D. Treasurer: Hanna Askren

**Explanation of Student Trustee Role:**

**Discussion:** Jorri VanDyke provided a brief explanation of the student trustee role and encouraged the ISAB members to bring any IECC student questions or feedback to her and to ISAB, so that these matters can be shared with the Board of Trustees.

**Member Updates:**

**Discussion:** ISAB Members were encouraged to share updates about themselves and their campuses. Class schedules, campus events, athletic events, and other student life activities were discussed by the members.

**Decision:** Members of ISAB want to promote attendance and engagement at IECC campus sports and activities.

**Action:** Members of ISAB set a goal to collaborate with the Student Senates on each IECC campus to promote student engagement and attendance at campus events. ISAB Member Kyle Hosman will contact the Student Senate Advisors to initiate this collaboration.

**New Student Club Application:**

**Discussion:** The IECC New Organization Registration form submitted for a chapter of Active Minds at FCC was discussed.

**Decision:** The application was approved.

**Action:** Cassandra will notify the club sponsors and ask that the IECC website be updated with this information.

**Funding Student Organization Activities:**

**Discussion:** Cassandra discussed how ISAB will be able to approve funding requests from IECC campus clubs and organizations from funds through the Student Activities Fees. Cassandra suggests that ISAB prioritize these requests based on IECC’s institutional learning priorities and the anticipated audience for the request (example funds request for an event for the entire campus should be prioritized over funds request for 5 people to attend an event).

**Decision:** ISAB will approve an application and procedure for campus clubs and organizations to request funds.

**Action:** Cassandra will draft the Request for Funding and procedures and present those to the ISAB officers prior to the next ISAB meeting.

**Upcoming Events:**

1. IECC College & Career Fair – Friday, October 18<sup>th</sup> 9 a.m. – 1 p.m. at WVC
2. Renewing Illinois Summit October 24 – 25 in Carbondale, Illinois
  - a. Attending ISAB members: Jorri VanDyke, Courtney Crawford, Hanna Askren, Dymond Waiters, and Eliah West.
  - b. Student Senate members from each campus were also invited to attend, and FCC Student Senate member Cadence Wartsbaugh will be joining us.
  - c. Transportation is provided. Debbi Hosselton has agreed to transport LTC and OCC students to FCC. Cassandra will transport WVC students to FCC and then transport the student to SIU Carbondale for the Renewing Illinois Summit.

**Next Meeting:** Tuesday, November 19<sup>th</sup>, 2024 at Noon at Lincoln Trail College (LTC). Cassandra will send the Teams meeting link for those unable to attend in person.

**Adjournment:** The meeting adjourned at 12:58 p.m.

## SALT FY25 GOALS

### Quarter 1 Goals – Ending September 30

Department	Goal	Measure	SE P	Outcomes
Admissions	Programs on application for admission offered by meta major and not campus.	New application online and available to students.	3.2	Programs offerings are no longer segmented by campus but it is stated for campus specific programs. Students now narrow the offerings by their career goals (degree, cert, transfer pathway).
International		100% of ESL courses staffed by 8/27/24  On-campus ISP enrollment at 60+ by 9/15/24	3.1	ESL courses staffed with instructors: WVC- 4/4 LTC- 4/4 FCC- 1/1 OCC- 0/0  Enrollment fell short of our goal by 6 (54/60). We are happy to report online enrollment increased, however.
Dean of Students	Increase peer supports for IECC students	Hire 2 work study students for each campus as Peer Support Leaders  Peer Support Leaders are trained  Peer Support Leaders are offering open hours weekly on each campus	3.1 & 1.4	Peer support leaders hired: 2 at FCC 1 at WVC 2 at OCC 0 at LTC 1 at WRC  Training for PSL took place on 09/24; additional trainings on 10/29 and 11/19  Flyers with PSL open hours have been published on 3 campuses
Dean of Students	Increase opportunities for IECC students to receive mental health education	Counselor Chats offered quarterly on each campus	3.1 & 1.4	Counselor Chats dates offered and attendees: OCC 8/16/24 4 attendees FCC 8/28/24 2 attendees

		<p>Marketing for Counselor Chats</p> <p>Data collected on the # of Counselor Chats offered and the # of students attending</p>		<p>WVC 8/21/24 0 attendees LTC 8/19/24 4 attendees</p> <p>Marketing: Flyers shared via social media, on campus TV's and bulletin boards. Signal Vine messages sent twice as reminders for upcoming event. 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	<p>Email sent to faculty before the beginning of the semester</p> <p># of PR submitted</p> <p># of PR submitted by same faculty for same student</p>	3.1 & 1.4	<p>08-05-24 email sent to all full-time and part-time faculty on each campus</p> <p>432 PR submitted from 08/15/24-09/30/24</p> <p>Data posted in Excel spreadsheet located within SALT Teams folder.</p>
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</p>	3.1 & 1.4	<p>Data posted in Excel spreadsheet located within SALT Teams folder.</p>



		Coach, FA, TRIO) to which students are referred  Document student usage of each campus response		
Dean of Students	Increase the career resources available to students	Identify 4 career skills (resume writing, interview skills, etc.)	3.1 & 1.4	Networking Resume Writing Time Management Interview Skills
Dean of Students	Increase awareness of students' rights under Title IX	Update Title IX Orientation videos  Orientation survey  Use additional means to communicate Title IX rights and amended regulations (LMS, website, flyers, athletic orientation, pathways)	3.1 & 1.4	Updated videos completed prior to Orientation  Orientation survey results  IECC website updated in Q1
Learning Commons	Support students through Welcome, Midterm, and Finals week	Determine baseline percentage	3.1 & 1.4	Regular District-Onboarding team meetings discuss/brainstorm ideas OCC PTK Midterm Bash OCC Active Minds Halloween costume contest
Learning Commons	Create a tangible Student Success component to LC	1 per campus, per quarter	3.1 & 1.4	Implemented laptop loaner program, recently discussed adding

	offerings/resources (besides web resources)			microscopes, calculators, etc.
Learning Commons	Utilize Student Registration Survey Report to proactively reach out to students who indicate they would be interested in exploring/obtaining academic accommodations	Reach 100% of students who self-identify	3.1 & 1.4	Created form email response that each DLC utilizes in reaching self-identifying students
Learning Commons	Explore the idea/need to hire a district (academic librarian)	SALT minutes	1.3 & 1.4	Revised JD goes to November SEPC
Learning Commons	Quarterly cross-training on all LC resources/processes/areas of specialty	8/20/24, 11/19/24, 2/18/25, 4/15/25	1.3 & 1.4	Regular DLC meetings address each area of specialty processes/procedures/best practices
Learning Commons	Improve New Student Orientation/First Year Experience/First 10 Days events	Onboarding Team Folder	3.1 & 1.4	Regular New Student Orientation Team meetings, pre and post event
Learning Commons	Attend the virtual mini-conference 2024 Virtual Mini-Conference – AHEAD – Association on Higher Education and Disability	July 30-August 1, 2024	1.3 & 1.4	All DLC's attended and/or have video recordings of AHEAD mini conference
Learning Commons	Create a user-friendly catalog of resources for our students that are dynamic and informative <a href="https://learningcenter.unc.edu/tips-and-tools">https://learningcenter.unc.edu/tips-and-tools</a>	Add two resources per quarter	1.3 & 1.4	Still 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 determined, then a benchmark will be established.	3.1 & 1.4	Still in the development stage. Goal is to have it in place by late spring, before summer and fall '25 registration.
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	3.1 & 1.4	In the execution phase. A plan is discussed with participants during intake into the program, then evaluated and updated as needed during each

		advisor OR referred for advising for “Specialty CTE programs” (i.e. Nursing, Rad, Linemen, etc.)		subsequent advising appointment.
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	In the execution phase. A plan is discussed with participants during intake into the program, then evaluated and updated as needed during each subsequent advising appointment.
TRIO SSS	Updated procedures to move to paperless.	TRIO will move to a paperless format.	3.1 & 1.4	Still in the development stage.
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	In the planning and research stage. Getting training on FAFSA procedure for 25/26. Will formulate a plan closer to the FAFSA going live.