Student Affairs Division Meeting Minutes

Date: October 20, 2026

Facilitator: Cassandra Goldman

Attendees: Wain Davis, Matt Fowler, Chad Groves, Levi Johnson, Amber Malone, Libby McVicker

Guest: Chris Simpson

Recorder: Katie Hinderliter

Meeting Summary

Key Focus Areas

• Student services and registration process improvements, including Upward Bound registration, digital signature technology, and complaint procedures.

• Policy and procedure review related to student mental health, student organizations and clubs, and student complaints.

Major Decisions

• Approved the 2026 Biennial Drug & Alcohol Report for submission to SEPC.

• Approved revisions to 500.12.2 (Student Mental Health Needs) and 100.16.1 (Procedure for Complaints from Students) for advancement to SEPC.

• Approved forwarding proposed Policy and Procedure 500.42 (Student Organizations and Clubs) to the Business Operations Division for further review.

Upcoming Deadlines

• Spring registration opened today, with the online bookstore scheduled to open November 2.

Agenda Items

1. OCC/BOLT Update

Discussion

• OCC President Chris Simpson joined the meeting and provided an update on the newly renovated third floor science labs. An Open House was scheduled for today to showcase the updated spaces.

• BOLT is preparing for spring registration, which begins today, with the online bookstore scheduled to open on November 2. The gap between registration and the online bookstore opening is due to the timing of fall financial aid being applied.

• BOLT is focusing on communicating with students and faculty about the Inclusive Access program, which delivers digital textbooks and course materials directly within Canvas courses on or before the first day of classes. Through direct pricing partnerships with publishers, the program can provide significant cost savings for students. Inclusive Access also eliminates the need for access codes, which can be cumbersome for students to navigate. The program was piloted during the summer term with a limited number of classes and was expanded for the fall semester. With additional time before the spring semester begins, the focus is on increasing awareness of the program. Students may opt out through their Canvas course and have 14 days from the start of the class to do so and receive a refund.

• Work is currently underway to finalize ecommerce capabilities for the campus stores. Andy Hill, the District Campus Store Manager, is working with Bookstore Managers and IT staff to get the ecommerce site up and running.

Action Items

• Cassandra will send the student informational video on eCampus and Inclusive Access to Chris Simpson for review and to determine whether any updates are needed prior to the start of the spring semester.

2. Banner Student Attribute Coding

Discussion

• Levi provided information on how the Business Office reviewed the coding of international students in the Banner system and identified a need to separate coding into different categories to ensure transportation fees are assessed appropriately. Currently, on-campus international students are assessed a minimum transportation fee of $75 per semester, while off-campus international students who require daily transportation are assessed a maximum transportation fee of $350 per semester. An additional code is also needed for online students.

Action Items

• SALT determined that this item should first be reviewed and approved by the Data Standards Committee before returning to SALT for further review and approval.

3. New Registration Process for Upward Bound

Discussion

• Amber outlined a new registration process for Upward Bound to enable student access to Canvas. To gain access to Canvas, an individual must be entered as a student in Banner, complete an application, and set up Entrata. This necessitated the creation of a new registration form (violet in color) specifically for Upward Bound students.

Action Items

• Cassandra requested a meeting with members of SALT and the Upward Bound Director to learn more about the Canvas content and explore how it could be used as a bridge of information from Upward Bound to a potential FYE student, providing greater continuity throughout the student transition process.

4. Admissions & Records Positions Update

Discussion

• The full-time Student Services Specialist position at WVC has been offered to a candidate and accepted, pending Board approval at the November meeting. Amber reported that interviews for the Student Services Specialist position at LTC are scheduled to take place tomorrow. Steve Patberg, District Registrar, is retiring at the end of the year.

Action Items

• No action required.

5. 27-28 Athletic Award Options

Discussion

• Amber provided a draft of the proposed Athletic Award Options for 2027-28 for review. She is seeking input on whether the meal plan cost or value should be outlined on the award options.

Action Items

• SALT determined that input should be requested from the NJCAA Region representative to provide additional clarity.

6. Admissions & Records Program Review for Summer 2027

Discussion

• Amber reported that Admissions, Registration and Records has been selected for program review in Summer 2027. She started work with Brandon Weger today to begin identifying any changes needed since the previous review in 2022.

Action Items

• Dr. Fowler suggested forming a team to work on various aspects of the program review to improve collaboration and address the commonly cited concern of a lack of communication.

7. Common App Count at 40 Applications

Discussion

• Amber reported on a meeting with the Common Application liaison, who indicated that IECC has received a total of 40 applications through the Common Application since it became available online. During the first two years of the agreement with Common Application, IECC is exempt from all per-application fees. At the conclusion of the two-year agreement, IECC will need to budget for per-application fees of approximately $5, as well as an annual fee of $2,500 to continue utilizing the Common Application.

• IECC will receive a report after May 1 outlining the total number of applications received and whether those applicants ultimately enroll. At this time, it has not been determined whether IECC can opt out of Common Application at the conclusion of the two-year agreement. Additionally, it has not yet been determined whether all 40 applications are legitimate or if any are fraudulent.

• The University of Illinois Urbana-Champaign uses the Common Application exclusively for first-year applicants and charges an application fee.

Action Items

• Follow-up reporting will be provided at a future meeting.

8. Technology Options for Registration/Online Advising Data/Document Needs

Discussion

• Amber reported that IECC currently does not have a technology solution for digital signatures related to admissions processes. This topic was discussed during the October 9 Student Affairs Professional Development Day, where employees participated in a technology-focused activity to explore how technology and

artificial intelligence could modernize processes, improve services, and better manage employee workloads.

Action Items

• SALT will request that SEPC explore opportunities to expand the use of digital forms and electronic signature technology across IECC.

9. Grant Update

Discussion

• Libby announced that IECC was awarded the FY27 College Student Mental Health & Success Initiative Grant in the amount of $88,227.50. There is no update yet on the award status of the non-competitive grants, including the ICCB FY27 Illinois Rural Health Initiative (ROOTS) and the FY27 Illinois Rural Health Initiative (REACH).

Action Items

• No action required.

10. Biennial Drug & Alcohol Report

Discussion

• Libby submitted the 2026 Biennial Drug & Alcohol Report, covering the period from August 1, 2023, through July 31, 2025, for review and approval. The biennial report is required under the Drug Free Schools and Campuses Regulations.

Action Items

• SALT approved the 2026 Biennial Drug & Alcohol Report, which will be submitted to SEPC for approval.

11. ISAB Meeting Minutes

Discussion

• Cassandra submitted the minutes from the September 15, 2026, IECC Student Advisory Board (ISAB) meeting for review and approval.

Action Items

• SALT approved the minutes as presented. The ISAB meeting minutes, dated September 15, 2026, are incorporated into these meeting minutes as an attached document.

12. Procedure 500.12.2 – Student Mental Health Needs

Discussion

• Cassandra submitted the proposed revisions to Procedure 500.12.2 for review and approval. The recommended modifications include more specific information about TimelyCare; removing references to a Mental Health Specialist and assigning responsibility for coordinating mental health resources, community partnerships, training, and Expert Panel follow-up to the Dean of Students; adding a reference to each campus having an Active Minds chapter under the direction of the campus Learning Commons Director; and updating the Expert Panel section to specify that panel membership shall include two administrators, two faculty members, and at least one mental health professional. The Illinois Mental Health Early Action on Campus Act does not establish a minimum annual meeting requirement of the Expert Panel; therefore, language indicating the panel will meet annually has been removed.

Action Items

• SALT approved the proposed revisions to Procedure 500.12.2. The revisions will now be presented to SEPC for approval.

13. 100.16.1 Procedure for Complaints from Students

Discussion

• The procedure was previously reviewed at the August 2026 SALT meeting and was subsequently removed from the September 2026 SEPC agenda for further review. Cassandra submitted additional revisions to Procedure 100.16.1 to clarify the complaint sequence, deadlines, informal resolution requirement, participation of counsel, and the titles of appropriate IECC parties. The revisions also outline the administrative review process, under which the Student Affairs Division will maintain a district-wide log of formal student complaints submitted and prepare the annual aggregate report. Cassandra presented these revisions to AALT on October 6.

Action Items

• SALT approved the proposed revisions to Procedure 100.16.1. The revisions will now be presented to SEPC for approval.

14. Policy & Procedure 500.42 Student Organizations and Clubs

Discussion

• Cassandra presented proposed Policy 500.42 and Procedure 500.42 *Student Organizations and Clubs*, for a first reading by SALT. Proposed Policy 500.42 establishes an organizational framework for the formation, recognition, and

governance of student organizations and clubs at IECC. Procedure 500.42 designates the Dean of Students as the responsible administrator for organizational recognition, annual registration, compliance, and dissolution. The proposed revisions would allow for the elimination of the existing Procedure 700.1.6 *Auxiliary Services: Student Organizations*.

Action Items

• SALT approved forwarding the policy and procedure to the Business Operations Division for further review before advancing to SEPC for consideration.

Action Item Tracker

Task	Owner	Deadline	Status
Send eCampus/Inclusive Access student informational video for review.	Cassandra	Prior to Spring 2027 orientation	In Progress
Review proposed internal student attribute codes through Data Standards Committee.	Levi/Amber	TBD	Pending
Meet with Upward Bound regarding Canvas content and transition opportunities.	Cassandra	TBD	Pending
Request NJCAA Region representative feedback on athletic award options.	Amber	TBD	Pending
Report back on Common Application	Amber	TBD	Pending

outcomes and enrollment data.			
Forward recommendation to SEPC regarding expanded use of digital signature technology	Cassandra	Next SEPC meeting	Pending
Present approved Biennial Drug & Alcohol Report to SEPC	Cassandra	November SEPC meeting	Pending
Present approved revisions to Procedure 500.12.2 to SEPC	Cassandra	November SEPC meeting	Pending
Present approved revisions to Procedure 100.16.1 to SEPC	Cassandra	November SEPC meeting	Pending
Forward Policy and Procedure 500.42 to Business Operations for review.	Cassandra	November 19 BOLT meeting	Pending

Additional Announcements

Discussion

• Next month's meeting will be held on Tuesday, November 17, on WVC's campus. Following the meeting, there will be a retirement reception to honor Dr. Fowler.

Adjournment

Meeting concluded at 3:11 p.m.

IECC Student Advisory Board (ISAB) Meeting
Date: September 15, 2026
Time: 4:00 p.m.
Location: LTC Learning Commons Fishbowl

1. Introductions – New and returning members introduced themselves
2. Discussion was held with LTC Director of the Learning Commons, Rachel Dollohan, regarding New Student Orientation (NSO). Each member of ISAB commented on positive aspects of NSO and areas for improvement.
3. Dean Goldman lead a discussion about the Purpose and Goals of ISAB. Returning members contributed their perspectives to the discussion.
4. New Student Club/Organization Applications
    a. A motion was made by Kristine Lisy and seconded by Ava Isle to approve the new organization registration by the WVC Fellowship of Christian Athletes as a new student club at WVC. Motion was approved.
5. Student Club/Organization Funding Requests
    a. A motion was made by Alan Crosley and seconded by Mariana Ramsey to partially approve the funding request from the OCC Social Science Department for a student trip to the JFK Assassination: Why It Still Matters from November 19-22, 2026 for the cost of students' conference registration ($225 per student x 10 students) and mileage. Motion was approved.
    b. A motion was made by Alan Crosley and seconded by Kristine Lisy to approve the funding request from the TLBWRC for Welcome Back/First Day of Classes cookies for cosmetology and welding program students in the amount of $40.00. Motion was approved.
6. Student Organization and Clubs – Policy, Procedures, and Funding Guidelines

The Board discussed the need to establish a comprehensive and consistent framework for student organizations and clubs across IECC. Discussion included the development of a Board policy establishing institutional expectations, administrative procedures governing the recognition and oversight of organizations, and a student organization and club handbook providing practical guidance for student leaders and sponsors.

The Board also discussed the need for consistent guidelines for reviewing and prioritizing funding requests from student organizations and clubs. Consideration was given to prioritizing on-campus events, activities, and purchases that benefit a broad range of students and promote student engagement. For travel-related requests, discussion focused on limiting ISAB funding assistance to conference or event registration fees and mileage for approved travel using IECC vehicles, while excluding lodging, airfare, and meals.

The discussion emphasized responsible stewardship of student activity funds, equitable consideration of funding requests, and the importance of maximizing the number of students who benefit from ISAB-supported activities. These considerations will inform the continued development of the proposed policy, procedure, handbook, and funding request guidelines.

Board members expressed general support for developing the proposed policy, procedure, handbook, and funding guidelines, with an emphasis on consistent oversight, responsible use of student activity funds, and activities that benefit the broader student population.

Dean Goldman will begin drafting these documents for review and feedback from the Board. ISAB feedback will be shared with the SALT and SEPC.

7. Next meeting: Olney Central College Student Services Conference Room at 4 p.m. Chancellor Taylor will be our special guest.