

Student Affairs Leadership Team Meeting
November 19, 2024
2:00 p.m.
LTC Williams Hall Conference Room

Participating: Matt Fowler, Libby McVicker, Cassandra Goldman, Chad Groves, Levi Johnson, and Katie Hinderliter (Teams-Recorder)

Not Participating: Amber Malone, Wain Davis

Cost Savings Measures:

- A. **Discussion:** An initial meeting was held at the November SEPC meeting to discuss potential savings and revenue strategies.
- B. **Decision:** None.
- C. **Action:** Dr. Fowler will update SALT once a follow-up meeting has been set.

Approval Items:

- A. **Discussion:** Libby submitted the Biennial Review Report and Certifying Letter for review and approval.
 - B. **Decision:** SALT approved both documents.
 - C. **Action:** The Biennial Review Report and Certifying Letter will now be submitted to SEPC for approval at the December meeting.
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- A. **Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board November meeting.
 - B. **Decision:** SALT approved the November minutes.
 - C. **Action:** The ISAB meeting minutes are incorporated into these minutes in the attached document dated 11-19-2024.

Employment Update:

1. **Program Director, College & Careers Center:** The filling of the position remains on hold.
2. **Student Services Specialist (FCC):** The search committee is waiting for a larger pool of applicants before selecting candidates to interview.

Learning Commons/Testing:

- A. **Discussion:** Chad reported that the Learning Commons directors need to complete a two-hour training to assist with the Adult Ed intake process. The IECC Learning Commons has a new wireless/online printing system, with information being distributed and the webpage updated for setup information. The Winter Reading Bingo competition begins

December 1, with the campus with the most bingos getting bragging rights and the traveling trophy.

B. Decision: None.

C. Action: None.

HLC Assurance Argument:

A. Discussion: The Higher Learning Commission (HLC) evaluation team campus visits will be December 2-3, 2024. Dr. Fowler shared a list of open-ended questions that members of the evaluation team may ask during the open forum sessions.

B. Decision: None.

C. Action: Dr. Fowler requested that each member of SALT attend the open forum sessions at their respective campus.

Faculty Survey Review:

A. Discussion: As the semester ends, we need to prepare for January workshops to ensure everything is ready.

B. Decision: None.

C. Action: Dr. Fowler requested that each member discuss with their teams about completing end-of-semester tasks and addressing any student issues during the Christmas break.

IECC College & Career Fair:

A. Discussion: Cassandra reported that over 60 vendors attended the IECC College & Career Fair on Friday, October 18, at WVC. The event was successful, but student attendance was low. Plans are underway for the next College & Career Fair, with the committee considering making it a requirement for first-year students as part of their first-year experience course. They are also exploring hosting the event in early Spring 2026 to align with college admissions deadlines, as fall is a busy time for career fairs. The event will remain open to both high school and college students.

B. Decision: None.

C. Action: None.

Evaluations:

A. Discussion: Staff evaluations are due to HR by February 28. Departmental goals have been established, and staff members should work towards these goals while adding personal goals if desired. Each SALT member and their direct reports should complete a self-evaluation, ranking themselves in each category and providing evidence of their performance or areas needing improvement.

B. Decision: None.

C. Action: Submit completed and signed evaluations to Katie by February 15. Evaluations from Student Affairs will be compiled and submitted to HR simultaneously.

Retention Strategies:

- A. Discussion:** SALT discussed retention strategies and responsibilities for spring semester.
- B. Decision:** Further discussion with Academic Affairs.
- C. Action:** None.

International:

- A. Discussion:** SALT discussed the balance between on-campus international students versus international students taking online classes. Online is a great modality for students; however, the goal is to continue bringing international students to campus. Commissions are being paid on every credit hour an international student takes. Alternatively, international students can take online courses while waiting for visa approval.
- B. Decision:** None.
- C. Action:** None.

Next Meeting: Tuesday, December 10, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at OCC.

Adjournment: The meeting adjourned at 4:00 p.m.

Student Advisory Board Meeting

November 19, 2024

12:00 p.m.

LTC Student Services Conference Room

Participating: Aubrey Churchill (FCC), Eliah West (FCC), Adyson Smith (LTC), Ace Zink (LTC), Kylee Hosman (LTC), Sean Stone (LTC), Jorri VanDyke (OCC), Courtney Crawford (OCC), Leslie Burtis (WVC), Hana Askren (WVC), Caesyn Nelson (WVC), and Cassandra Goldman (Advisor)

Member Updates: ISAB members provided updates on their experiences at IECC

Campus Updates/Events: Food drive competition is taking place on each campus; OCC – November smashing pumpkins event to relieve stress, movie showing on 12/4/24 with cocoa bar, OCC float in Christmas Parade 11/30/24; WVC movie night on 12/4/24; LTC movie night on 12/3/24 and chili night on 12/8/24; FCC TRIO trip on 11/22/24

Student Life Funding procedures: Discussion was had on the process for funding student clubs and organizations; the proposed form for funding was discussed; Leslie Burtis (WVC) moved to approve the proposed form and Caesyn Nelson (WVC) seconded, the motion was approved. The Request Form, see attached, will be added to the IECC website and shared with the Advisors for all active Student Organizations/Clubs. A request for funding was received from Linda Monge (FCC) Education in a Diverse Society and discussion was had. Leslie Burtis (WVC) moved to approve the funding request minus their fundraising, and Caesyn Nelson (WVC) seconded, the motion was approved. Cassandra will notify Linda Monge that the request is approved up to the amount of \$2,029.00 subject to reduction from the 3 fundraising events planned.

Online/Synchronous discussion: Jorri provided information about her experience as a student in an online/synchronous course. Other members shared their experiences as well. Overview of these comments: For certain classes the online/synchronous courses are extremely beneficial. This is a new technology that students are having to learn to adjust to, just as faculty are adjusting. As with any new technology, there are technology issues that have been addressed this semester which have been disruptive in some of these classes. Student experiences ranged from a student dropped a course because of technology difficulties and not liking the modality of instruction to students not having any issues with their synchronous courses. Hopefully the technology issues will be addressed so that Spring semester will experience less of these concerns.

Other student issues were discussed: Regarding concerns about classes and faculty, Dean Goldman suggested students first take any issues or concerns in a course to that course's instructor. If that does not resolve the issue the next steps were discussed. These including contacting the Dean of Instruction and/or Dean Goldman.

Developing Engagement Committee: ISAB members are committed to working with each campuses student senate to increase student participation in campus activities. Suggested events

include theme nights for athletic events. The following ISAB members volunteered to coordinate efforts between ISAB and their campus' student senate:

OCC: Courtney Crawford

FCC: Aubrey Churchill/Elijah West

LTC: Kylee Hosman

WVC: Caesyn Nelson

Also, Kylee Hosman (LTC) is starting a GroupMe Chat to collaborate between ISAB members and each campuses' student senate members and advisors.

Next Meeting: December 10, 2024 at noon at OCC

Meeting adjourned at 1:06pm

ISAB Funding Request Academic Year 20____/20____

Student Organization Name: _____

Campus: FCC LTC OCC WVC Approximate enrollment for this student organization: _____

Organization Category (please choose one):

Academic Arts/Cultural Awareness Club Sports Faith-based Other

Description of the Item/Activity/Event for which funding is requested:

What is the name of the item/activity/event: _____

What is the date of the activity or event (if applicable): _____

Narrative description of the item/activity/event: _____

How many students who will be invited to participate in or benefit from this item/activity/event? _____

Is this item/activity/event restricted to a specific population of IECC students? YES NO

If so, explain:

What are the institutional outcomes or co-curricular learning outcomes that will be accomplished through this Item/Activity/Event: _____

Provide the following information about the available Student Organization funding:

Current Balance of Student Organization Account: _____

Budget/ Cost for the Item/Activity/Event for which funding is requested: _____

Anticipated Revenue from fundraising for this Item/Activity/Event: _____

Describe anticipating fundraising activities, if any: _____

Amount of Funding Requested to be approved by ISAB: _____

Please provide supporting documentation with this Funding Request form.

Any questions about how to complete this form should be directed to the IECC Dean of Students.

Advisor Name: _____

Advisor Email and Phone#: _____

Advisor's Signature: _____