

Student Affairs Leadership Team Meeting
December 10, 2024
2:00 p.m.
OCC Student Services Conference Room

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

Approval Items:

- A. Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board December meeting.
- B. Decision:** SALT approved the December minutes.
- C. Action:** The ISAB meeting minutes are incorporated into these minutes in the attached document dated 12-10-2024.

Employment Update:

- 1. Mental Health Specialist:** Holly O'Brien resigned as the Mental Health Specialist, effective January 2, 2025. SALT discussed the essential functions of the position and what those need to be going forward. The District is waiting to hear if funding will be awarded for the FY25 Mental Health Early Action Grant. The grant included funding for a contractual agreement with the Lawrence County Health Department to provide in-person counseling services on IECC's four campuses. SALT agreed that the position should focus on managerial components, not as a practitioner, and on building peer support and involvement with students. It was proposed to change the position title to Mental Health Coordinator to accurately reflect that the position is not counseling students. An updated job description will be distributed for review.
- 2. Program Director, College & Careers Center:** The filling of the position remains on hold.
- 3. Student Services Specialist (FCC):** The search committee plans to review the pool of applicants in January.

Retention

- A. Discussion:** Advisors met today and discussed and approved moving to Student Affairs in our reporting structure. SALT discussed what retention looks like in Student Affairs, emphasizing the importance of everyone working together and not duplicating efforts. Progress reports are time-consuming and were discussed. The probation suspension follow-up was discussed, highlighting the need for Cassandra to receive copies of any probation letters for health professions students. SALT also discussed moving away from purely reactionary measures, with opportunities to address issues early.
- B. Decision:** Recommend advisors move from Academic Affairs to the Student Affairs division.

- C. **Action:** The January meeting will include Jamie Carman, to further discuss the role of advisors if the move is approved by SEPC.

Student Code of Conduct Report Form:

- A. **Discussion:** Cassandra reported that the Student Code of Conduct Report Form has been updated to a fillable form on the website. Once a report is submitted, it will be auto-generated directly to Cassandra and Libby. The Student Code of Conduct Report Form replaces the former behavioral report form.
- B. **Decision:** None.
- C. **Action:** None.

New Student Orientation (Jan. 6, 2025):

- A. **Discussion:** The new student orientation for the spring semester will be held on Monday, January 6, from 2-4 p.m. in each campus Learning Commons. Peer support leaders and student ambassadors are helping. This is a good opportunity for new students to join clubs. New students are required to attend. There are only two classes during the 2-4 p.m. timeframe. The time was chosen to have the least number of students in class.
- B. **Decision:** None.
- C. **Action:** None.

FY25 Second Quarter Goals:

- A. **Discussion:** The established second quarter goals were distributed.
- B. **Decision:** None.
- C. **Action:** Report on the second quarter goals and outcomes at the January meeting.

Evaluations:

- A. **Discussion:** Dr. Fowler reminded SALT that staff evaluations are due to HR by February 28. Departmental staff should each share the established goals that have been identified in the Strategic Plan, while adding personalized goals if desired.
- 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.

Hiring Committee:

- A. **Discussion:** It was reiterated that all hires within Student Affairs should utilize the established core FY25 hiring committee consisting of members Matt Fowler (Chair), Amber Malone, Cassandra Goldman, Karissa Anderson, Kaitlyn Weger, Chad Groves, and Wain Davis.
- B. **Decision:** None.
- C. **Action:** None.

Spring Workshop:

- A. Discussion:** Dr. Fowler discussed each SALT member meeting with their respective department during the spring workshop to train and discuss important topics.
- B. Decision:** There is an opportunity for retention and progress report trainings at future workshops.
- C. Action:** Revisit prior to the fall workshop.

Next Meeting: Tuesday, January 21, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at FCC.

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

Student Advisory Board Meeting

December 10, 2024

12:00 p.m.

OCC Learning Commons

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

Member Updates: Several ISAB members were unable to attend due to this being finals week. Those in attendance discussed studying, test schedules, and being excited for the semester break.

Campus Updates/Events: OCC students participated in a Christmas Parade; WVC Student Senate hosted a Christmas Movie Night in the student lounge featuring a Christmas movie and pizza; LTC hosted a “Soup & Study” where students met in the LTC cafeteria to study for upcoming finals over a soup dinner.

The Food drive competition on the FCC, LTC, and WVC campuses was a success. WVC kept the trophy this year with large donation numbers.

New Student Organization: A New Student Organization Registration from LTC Chapter of Active Minds was reviewed. Courtney Crawford (OCC) made a motion to approve the LTC Chapter of Active Minds as a new student organization and Caesyn Nelson (WVC) seconded the motion. Motion was approved. Cassandra will notify the Advisor and ask that the information be updated on the IECC website.

Student Life Funding procedures: Cassandra is sending the Request for Funds form to the Advisors for each Student Club/Organization listed on the website. Hopefully there will be several funding requests to consider at the January meeting.

Some student life activity ideas that members discussed for potential funding include: Homecoming w/ a dance; Trivia that can go campus wide (winners from each campus go head to head). Think of big, fun events that get lots of students involved. January/ February would be good months for these events, as there is typically not much going on at that time.

Student Senate Collaborations: · Kylee has a good start on this and is looking forward to continuing to expand ideas and events in the Spring Semester.

One project is Theme Nights: Each campus should come up with theme nights for sporting events and get them approved by coaches and other athletic administrators. OCC themes include Dress as your favorite instructor, frat night, OCC pride, Hawaiian, etc. Prizes will be given to ‘best dressed’ at each game. Winners will be determined by the crowd or children in the stands.

A second project is having the Clubs on each campus encouraged to create an advertisement promoting their organization. This should be a short video to be displayed on all

digital platforms associated with that club or campus. Use Facebook, Instagram, Flyers, TVs, and popular areas (such as bathrooms) to promote upcoming events on campus

Other Information:

Money from the student activities fees will be used to purchase a Keurig and supplies for the Learning Commons on each campus. This will be available for use by students, faculty and staff at no charge. Hopefully this will further encourage students to use the Learning Commons for study, meetings, socializing, or quiet time between classes.

Institutional Outreach is working with the Marketing/Communication Department to install bathroom readers on each campus. Money from the student activities fees will be used to purchase the readers. Student clubs and organizations can promote events and their regular meeting times on the flyers that will be placed in the bathroom readers.

Next Meeting: January 14, 2025 at noon at WVC in Dean Goldman's office

Meeting adjourned at 12:46pm

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: _____