

Student Affairs Leadership Team Meeting
December 9, 2025
2:00 p.m.
WVC Science Building #61

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

ISAB Update:

- A. Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board December meeting. She also reminded the group that the next election for an IECC Student Trustee will take place by March 1, 2026. Mireya Rose's current term as Student Trustee and ISAB President concludes in March 2026, and the upcoming term's Student Trustee will be elected from FCC.
- B. Decision:** SALT approved the November and December meeting minutes as presented, including approval of funding requests outlined therein.
- C. Action:** The December ISAB meeting minutes are incorporated into these minutes in the attached document dated 12-9-25.

Mental Health Grant Update:

- A. Discussion:** Libby announced that IECC has been awarded funding in the amount of \$144,131.66 through the Fiscal Year 2026 Strengthening Mental Health Supports at Illinois Community Colleges grant. This grant will support initiatives that strengthen mental health resources and awareness across our campus community. Funds will be directed toward a two-year contract with TimelyCare, faculty and staff training on mental health first aid, outreach materials (including bathroom readers and magnets), and wellness events through Active Minds.
- B. Decision:** None.
- C. Action:** None.

Violence Prevention Plan Update:

- A. Discussion:** Libby shared the updated Violence Prevention Plan, which includes an updated Distribution List and TABIT Team. The TABIT Team will be formed from representatives from each campus, the Terry L. Bruce West Richland Center, and the District Office.
- B. Decision:** SALT approved the updates to the Violence Prevention Plan.
- C. Action:** None.

Hazing Report:

- A. Discussion:** The Stop Campus Hazing Act (SCHA), enacted on December 23, 2024, amends the Clery Act to prioritize the prevention of and transparency regarding hazing incidents at colleges and universities. Each institution must develop a Campus Hazing

Transparency Report to be publicly available on its website. Libby provided a copy of IECC's Report, noting zero hazing cases for the period July 1, 2025 – December 1, 2025.

- B. Decision:** SALT approved the IECC Campus Hazing Transparency Report as presented.
- C. Action:** None.

Title IX Procedure Update:

- A. Discussion:** Appendix B of the Title IX Procedure was updated to reflect personnel changes and include investigators from each campus, including the Terry L. Bruce West Richland Center.
- B. Decision:** SALT approved the changes as presented.
- C. Action:** None.

TRIO Objectives:

- A. Discussion:** Wain provided documents for review, including the Project Required Services, the TRIO SSS Services Report (completed by students via online form submission following appointments), and the TRIO SSS Service Tracker (tracking services provided and the number of students served). Wain noted that the three classes (GEN 1205, 1206 and 1208) are on pause due to new TRIO staff and are being evaluated to determine if the First Year Experience course may satisfy grant requirements.
- B. Decision:** None.
- C. Action:** Wain will report at each meeting.

Academic Advising Restructure:

- A. Discussion:** Jamie provided an advising roster per advisor at each campus and outlined current scheduling procedures (students can call or email to schedule) and appointment reminders, noting differences across campuses. With the absence of Signal Vine, appointment reminders are no longer being sent. An option discussed has been to set up staff to send text reminders through the CRM Advise platform.
- B. Decision:** None.
- C. Action:** None.

500.42 Student Organizations and Clubs:

- A. Discussion:** The Student Organizations and Clubs Policy and Procedure (500.42) was shared for review at the November SEPC meeting. Dr. Fowler shared two pieces of feedback to address: 1) Requirement for an IECC-affiliated sponsor and defining "affiliated"; and 2) Determining if there are foundational clubs/organizations and sponsor payment. Also, distinguishing between a club and an organization.
- B. Decision:** SALT agreed that an IECC-affiliated sponsor must be an employee.
- C. Action:** Cassandra will share the current list of student clubs with SALT. Dr. Fowler requested each SALT member label each as either a club or organization.

Student Affairs Data Request:

- A. Discussion:** Dr. Fowler requested SALT share a list of data requests for collective review.
- B. Decision:** None.
- C. Action:** The data requests submitted will be discussed at next month's meeting.

100.16.1 Student Complaints and Form:

- A. Discussion:** AALT reviewed and approved edits to the Student Complaint Form and Procedure, including clarification on step 1 outlining that students must attempt to resolve complaints informally by *communicating* with their instructor rather than *meeting*. SALT discussed the need for all complaint forms to be housed together on the website, with explanations for each type and online submission capability for IT tracking.
- B. Decision:** SALT agreed with the edits as presented by AALT.
- C. Action:** None.

Online Course Shell Wrap Around Services:

- A. Discussion:** Dr. Fowler noted that Student Affairs content should be included in online/hybrid course shells. He scheduled a meeting with CETL on January 27 to begin discussions. Anyone interested may attend. He has compiled a list of essential online student support materials to share with the team.
- B. Decision:** None.
- C. Action:** Dr. Fowler requested input on the top five student support materials to prioritize in initial CETL discussions.

Updated Grant Process:

- A. Discussion:** Libby asked for clarification on the updated grant process for obtaining approval to apply for time-sensitive grants.
- B. Decision:** None.
- C. Action:** Dr. Fowler will reach out to the District Office for clarification.

Next Meeting: The next SALT meeting will be held on Tuesday, January 20, at LTC.

Adjournment: The meeting adjourned at 4:23 p.m.

Student Advisory Board Meeting
December 9, 2025 at 12:00 p.m.
WVC– SB 41 Dean Goldman’s office

1. Take attendance: Kristine Lisy (OCC), Raeleigh Rusk (OCC), Liam Ryden (OCC), Blake McDonald (WVC), Mireya Rose (WVC), and Cassandra Goldman
2. New Student Organization Applications: none to report
3. TRIO Report to ISAB about the 10/24/25 trip to Terre Haute
4. Funding Requests: All funding requests, except the TRIO policy seminar, were approved.

FCC

1. Fall Cookout \$400 Motion by Blake McDonald and Seconded by Raeleigh Rusk
2. Deck the Halls/Holiday Door Decoration Contest \$50 Motion by Raeleigh Rusk and Seconded by Liam Ryden
3. Hot Chocolate & Cookies \$170 Motion by Blake McDonald and Seconded by Liam Ryden
4. Spring Cookout \$350 Motion by Blake McDonald and Second by Raeleigh
5. Finals Day Lunch \$280 Motion by Raeleigh Rusk and Second by Blake McDonald

LTC

1. IECC Fall Feast (11/20/25 more than 80 students attended) up to \$1800 Motion by Blake McDonald and Seconded by Raeleigh Rusk
2. Movie and Bingo Night (12/8) Motion by Raeleigh Rusk and Seconded by Liam Ryden

OCC

1. TRIO – Policy Seminar March 7-12, 2026 \$7248.00 – this request was continued for further consideration at the January 20th ISAB meeting

WVC

1. Stress Less Week Pancake Night (12/8/25) \$100.00 Motion by Blake McDonald and Second by Raeleigh Rusk

5. Reports from members at OCC and WVC:

OCC: Active Minds organized a Trunk or Treat, Costume contest, and participated in the Olney Trunk or Treat. Active Minds hosted a Gratitude table, Gift Scavenger hunt, Christmas Party, white elephant gift exchange, Christmas Bingo, and a Christmas sweater contest and hot chocolate and popcorn.

WVC: Student Nurses Association held a Food Drive for WADI, Lawrenceville Bingo Night, Trunk or Treat, Nurse-mas, Free Flu-shot clinic; Active Minds held two movie nights (provided popcorn), Door Decoration Contest, Root Beer Floats, Ice cream and Drinks provided for Level 1 Nurse-mas; Student Senate worked a food drive game for FRESH, Games for one movie night, Trunk or Treat set up/take down

One ISAB member remarked that it has been a wonderful semester full of fun and laughter and greater student engagement. Member are looking forward to opportunities next semester for new and creative ways to encourage students and promote positivity and mental health across the campus. A student member wanted to say Thank you to the administration and the Board of Trustees at IECC, as well as the other members of the student advisory board for all that is being done to help promote these wonderful opportunities for the students and the campuses.

Next Meeting: Tuesday, January 20th at NOON at FCC