

Student Affairs Leadership Team Meeting
March 18, 2025
2:00 p.m.
OCC Student Services Conference Room

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

Teams: Levi Johnson

Approval Items:

- A. Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board March meeting.
- B. Decision:** SALT approved the March minutes as presented, including approval of funding requests outlined therein.
- C. Action:** The ISAB meeting minutes are incorporated into these minutes in the attached document dated 3-18-2025.

100.16.1 Procedure for Complaints from Students:

- A. Discussion:** A draft of the procedure and corresponding online complaint form submitted by the Dean's Council was reviewed and discussed. The procedure outlines the process and timeline for students to file a complaint, categorizing complaints based on cause and specifying the appropriate personnel to first receive and address the complaint with the appropriate vice-chancellor. Additionally, the procedure extends the response time from 5 to 10 days and designates the location for record keeping.
- B. Decision:** Cassandra recommended that academic-based advising complaints be directed to the Director of Academic Advising instead of the Chief Academic Officer, with the corresponding appropriate Vice-Chancellor of Academic Affairs. Additionally, all non-academic complaints will be addressed by the Dean of Students with the corresponding Vice-Chancellor of Student Affairs, not Academic Affairs. Amber proposed that the final resolution of a student complaint be forwarded to the Coordinator of Curricular Reporting and Articulation with the record maintained within the student's file.
- C. Action:** SALT unanimously agreed to the proposed changes, which will be submitted for approval.

Sexual Misconduct Survey:

- A. Discussion:** Libby provided an outline for implementing the annual Sexual Misconduct Campus Climate Survey, along with a draft of a proposed email inviting students to participate. There have been no changes to the survey since it was first offered last year. The survey schedule is as follows: April 1 at WVC, April 7 at OCC, April 14 at FCC and LTC. A SAFE/Prevail Illinois (formerly CAISA) counselor will be on-site at each location during testing.
- B. Decision:** Cassandra recommended sending the email to students at 8 a.m. the day before the survey is offered at each campus.
- C. Action:** SALT approved the recommendation for the email timeline to students.

FY26 SALT Budget:

- A. Discussion:** Dr. Fowler submitted the proposed SALT budgets to Ryan Hawkins, who responded with various questions. Some questions are straightforward, while others require more in-depth answers that will continue to require input from departmental leaders.
- B. Decision:** None.
- C. Action:** Dr. Fowler will send the budget questions to SALT. The CFO plans to submit to SEPC in April an initial budget.

Online Tutoring:

- A. Discussion:** Cassandra discovered at the beginning of this month that the current online tutoring service through TutorMe (Pear Deck Tutoring) is going out of business, and tutoring services through TutorMe will cease as of March 24. Cassandra, along with the Directors of the Learning Commons, listened to presentations from Upswing and NetTutor as replacement online tutoring platforms. NetTutor is a comparable alternative to the current tutoring services, and their tutoring hours do not expire. As TRIO Student Support Services is currently integrated with NetTutor, this will expedite the time required to be up and running for students.
- B. Decision:** Cassandra recommended entering into an agreement with NetTutor to purchase 100 hours of online tutoring. It was suggested to determine if the TRIO account through NetTutor could be migrated into the new IECC partnership.
- C. Action:** SALT unanimously agreed with the recommendation.

Identity Theft Prevention Program:

- A. Discussion:** Libby submitted a revised draft of the Identity Theft Prevention Program, which is annually reviewed by the Identity Theft Prevention Team.
- B. Decision:** SALT will review and submit any edits or suggestions by inserting comments in the Teams document within a week. SALT suggested adding Ryan Hawkins to the Identity Theft Prevention Team.
- C. Action:** Libby will submit to Lori Barger for further review and potential edits. A final draft will be submitted to SEPC for approval.

Records Staffing:

- A. Discussion:** In an effort to better design workflow and a hierarchy within the Records department, a new job description was proposed that creates additional job duties (software). Records staff would remain at four (4), but this would restructure the department to have a linear progression.
- B. Decision:** SALT approved the job description.
- C. Action:** The job description for a Student Services Software Specialist will be submitted to SEPC for approval in April.

FYE Course:

- A. Discussion:** The Master Course Syllabus for the First Year Experience course (EDU 1198) has been created and approved so that courses can be included in the schedule. Cassandra needs to identify additional faculty to teach the course. Cassandra has agreed to teach (possibly an evening if helpful), as well as Tona Ambrose. Tyler Browning has agreed to teach all online sections.
- B. Decision:** SALT agrees that this one credit hour course should be a graduation requirement and that there should be no tuition waivers.
- C. Action:** Cassandra will submit the course to Academic Affairs for further review and approval.

Transfer Visits to IECC:

- A. Discussion:** Institutional Outreach has requested that SALT review and discuss proposing a formal process for scheduling campus visits from area colleges and universities. Often, there is not much meaningful engagement, and IECC students may not be benefitting from these visits.
- B. Decision:** None.
- C. Action:** Submit thoughts and suggestions to Cassandra for further discussions with Institutional Outreach.

Advising Process Changes Update:

- A. Discussion:** Jamie provided an update about departmental visioning within the advising department.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

Records Restructure Update:

- A. Discussion:** Amber provided an update about departmental visioning within the student records department.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

International Billing Restructure Update:

- A. Discussion:** Levi provided an update about departmental visioning within the International department and outlined plans to achieve a uniform billing process, including implementing a graduated pay scale to incentivize agencies to send more students and strategies for retaining students for a second year. Additionally, Levi discussed increasing the marketing efforts for online students.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

TRIO Update:

- A. **Discussion:** Wain provided an update on fall enrollment numbers and upcoming events, including a trip to Chicago, EIU campus visit, and staff attending the Illinois TRIO Conference.
- B. **Decision:** None.
- C. **Action:** Follow-up report at the next meeting.

Meal Plan Requirement:

- A. **Discussion:** Dr. Fowler initiated a discussion on the District's potential direction regarding meal plan requirements, which would align with the first-year student housing requirement. The conversation focused on identifying who needs to be involved and what components need to be considered for possible implementation in Fall 2025, including the impact on athletics and international students.
- B. **Decision:** None.
- C. **Action:** Follow-up discussions will take place.

Next Meeting: Tuesday, April 22, 2025, at WVC

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

Student Advisory Board Meeting

March 18, 2025

12:00 p.m.

OCC Learning Commons

Participating: Aubrey Churchill (FCC) Eliah West (FCC), Kylee Hosman (LTC), Sean Stone (LTC), Courtney Crawford (OCC), Bree Holdren (OCC), Leslie Burtis (WVC), Caesyn Nelson (WVC), and Cassandra Goldman (Advisor)

ISAB Membership for the 2025-2026 Academic Year:

- a. Caesyn Nelson (WVC) will be a returning ISAB member in the 2025-2026 academic year.
- b. Advertising for applications for membership in ISAB will begin soon
- c. Current members are encouraged to promote this opportunity to current students and incoming students.

Funding Requests: Several funding requests were considered this month. Prior to these funding requests being considered, it was reported that ISAB has recommended funding of student events and activities in the amount of \$17,919.00 to date. The following funding requests were discussed and a motion was made by Kylee Hosman (LTC) to recommend funding of all requests as indicated below. The motion was seconded by Mireya Rose. Motion was approved.

- a. Electrical Distribution Systems Program (FCC) recommended funding for the Lineman's Rodeo (FCC) \$2,500
- b. Student Senate Spring Fling (OCC) \$1,500
- c. PTK All Academic Team Banquet (FCC) \$384
- d. ISAB IECC Transfer Day at Millikin University \$202.71
- e. Student Senate Craze Days (LTC) \$800
- f. Student Senate Egg Hunt (LTC) \$210
- g. Student Senate Spike Ball Tournament (LTC) \$280
- h. WVC Bass Team Pond Improvement Project (WVC) \$3884.18
- i. Donut Stress with TRIO SSS (OCC) \$100
- j. Student Senate Spring Fling (WVC) \$1500
- k. Future Educators Club (OCC) Community Easter Egg Hunt \$400

After these funding requests, ISAB has recommended funding of \$28,679.89 in student events/activities/and items to promote student life and engagement at IECC.

Student Organization/Campus Updates

- a. FCC – Active Minds is putting on an Easter Egg Hunt and Chalk Walk, being recognized at the PTK All-Academic Banquet (4/24)
- b. LTC – March Madness mac-n-cheese night, egg Hunt (4/17/25), Craze Days (4/14/25), BingA (4/9/25), PTK inducted 24 students, Kylee Hosman and Sean Stone are being recognized at the PTK All-Academic Banquet (4/24)

- c. OCC – Flora visit day, Active Minds Egg hunt (4/12), PTK Catalyst (4/3-5/25), Future Educators are hosting a soap/dish soap drive, Courtney Crawford and Emma Gill are being recognized at the PTK All-Academic Banquet (4/24)
- d. WVC – Student Senate Spring Fling (4/30), TRIO trip to Chicago (5/11-13/25)

Focus Group on Student Engagement

Favorite activity or event on your campus?

Craze Daze, Fall Fun Day (LTC)

Freshman Orientation, Xmas Movie, PTK, Spring Fling, White lies theme night (OCC)

Midterm Meltdown, Spring Fest, Movie Night with Pizza (WVC)

What do you wish you knew about student activities/events on your campus during your first week on campus?

“Get more involved right way, early on”, “To know about all the clubs at orientation” (sooner than the club rush/find your tribe events were held), “Students should be encouraged to come to sports games” on campus. “I wish I knew how simple it is to join” a student organization. “Have student club information on a list for students” at NSO. Have “videos on campus” promoting the student organizations. Yes, “30-90 second videos” of each student organization “at NSO.”

What activity or event would you like to see on your campus in the future?

“Movie on campus”, “Getting a speaker for an all-IECC event”, “LTC’s soup and study at OCC”, “or ice cream and study”, “make your own pizza night”, “Have the PTK chapters from all campuses get together for some events.”

What are we already doing that you would like to see more of? Less of?

“Less of – nothing”

More of: “Study pods”, “coffee bar”, “administration participating in more events”, “more efforts to increase student engagement”, “more advertisements for student events”

THANK YOU TO JORRI VANDYKE! Jorri served as our first President of ISAB in conjunction with her role as the IECC Student Trustee. A Certificate of Appreciation was given to Jorri in recognition of her service to ISAB.

Next Meeting: April 15, 2025 at noon at WVC Learning Commons. Let Cassandra know if you will be there is person. There will be pizza at the meeting.