

**Student Affairs Leadership Team Meeting**  
**July 15, 2025**  
**2:00 p.m.**  
**OCC Student Services Conference Room**

**Participating:** Matt Fowler, Jamie Carman, Chad Groves, Cassandra Goldman, Wain Davis, Levi Johnson (Teams), and Katie Hinderliter (Recorder)

**Absent:** Amber Malone and Libby McVicker

**ISAB Application:**

- A. Discussion:** A student application for Raeleigh Rusk was submitted for review and approval for ISAB. Raeleigh had previously applied to serve as a Student Ambassador. Cassandra reached out to current Student Ambassadors individually to encourage them to apply to ISAB, and Raeleigh was one of the students who responded.
- B. Decision:** SALT approved the student application for Raeleigh Rusk to ISAB for the 2025-2026 academic year.
- C. Action:** None.

**MOU for SAFE & Prevail Illinois:**

- A. Discussion:** A Memorandum of Understanding (MOU) between SAFE and IECC, and between Prevail Illinois and IECC for FY26 were presented for review and approval. Cassandra clarified that a Confidential Advisor, as defined in the MOUs, is distinct from an Academic Advisor. Confidential Advisors are external representatives affiliated with SAFE or Prevail Illinois. Any Title IX-related inquiries should be directed to Libby McVicker or Cassandra Goldman.
- B. Decision:** SALT approved the MOUs between SAFE and IECC, and between Prevail Illinois and IECC for FY26.
- C. Action:** The approved documents will be submitted to SEPC for approval.

**FY26 Hiring Committee:**

- A. Discussion:** Dr. Fowler outlined expectations for SALT employees serving on hiring committees within the Student Affairs Division. He requested that at least two SALT members participate in each hiring committee, with the full committee consisting of a minimum of three individuals. Prior to reviewing applicant files, the committee should meet to discuss the desired qualities and characteristics for the role, and document this in writing. An agenda and timeline for making a recommendation should be established. Dr. Fowler also recommended ranking candidates during the interview process. Additionally, he emphasized that each committee member must attend all interviews—partial participation is not permitted.
- B. Decision:** None.
- C. Action:** None.

### **Library & Disability Services Program Review:**

- A. Discussion:** Chad Groves shared a draft of the Program Review documents for Library Services and Disability Services, covering academic years 2020-2024. The document highlights the gap between the demand for Learning Commons services, particularly in areas such as tutoring, test proctoring, and disability accommodations, versus actual student usage continuing to be somewhat underutilized.
- B. Decision:** Dr. Fowler recommended the Directors of Learning Commons revisit this document annually to determine which components should be maintained or discontinued.
- C. Action:** Submit any suggested edits to Chad Groves.

### **Advising Process Changes Update:**

- A. Discussion:** Jamie shared four updates from the advising department:

**Program Review** – A draft of the Program Review document for Advising and Counseling, covering academic years 2020-2024, was presented to SALT. Jamie emphasized the importance of collecting student feedback to evaluate student satisfaction with advising services. Wain noted that TRIO is using a QR code to track the type of experience students receive following their appointments. SALT recommended including two key questions for students: 1) Was your concern addressed? and 2) To what extent were you satisfied?

**Academic Advisor** – Jamie, Cassandra, and Angel Kerner are serving on the hiring committee for the WVC Academic Advisor position. Interview dates have been set, and applicant files are currently under review.

**Athletics** – Jamie plans to meet with coaches to discuss transcript reviews, academic qualifications, and other registration-related information to help ensure smooth advising and no registration surprises.

**Course Substitution Form** – The proper completion process for the Course Substitution Form was discussed. Moving forward, the form will be submitted to Jamie for initial approval before being submitted to the Dean. This change is intended to confirm that substituted courses align in content.

- B. Decision:** None.
- C. Action:** The Program Review draft will be forwarded to the advising team for further review. Submit any suggested edits to Jamie Carman.

### **International Update:**

- A. Discussion:** Levi provided an update on last month's international recruitment trip, noting it went well. Several agents expressed interest in partnering with community colleges. He projects an increase of 10 additional students for the upcoming fall semester, due to

bringing back women's soccer at LTC; however, by spring or next fall he anticipates an enrollment boost. He is also planning to meet more intentionally with adjunct ESL instructors to explore curriculum options. The International department is currently preparing for student arrivals, with a trip to Holiday World scheduled as the first student event.

**B. Decision:** None.

**C. Action:** Follow-up report at the next meeting.

### **TRIO Update:**

**A. Discussion:** Wain shared that TRIO is slated to serve 190 students across all four IECC campuses. An upcoming trip to a farm-to-table farm in Champaign is scheduled for next week. The department is transitioning to a fully paperless intake process and is preparing for the back-to-school orientation bash on August 12. Most notably, on July 3, Wain received notification that IECC has been awarded grant funding for the 2025-2030 cycle.

**B. Decision:** None.

**C. Action:** Follow-up report at the next meeting.

### **AY26 Start:**

**A. Discussion:** Dr. Fowler noted that SALT will not reconvene until after the start of the fall semester.

**Orientation/FYE** – Cassandra shared that the “First 10 Days” has been rebranded as “Weeks of Welcome” (WOW!). Both semesters of the First Year Experience course have been approved by Dean Tarr, and Cassandra will follow-up on the next steps to making it a graduation requirement.

**College Visits** – Cassandra and the College & Career Specialists recently visited several transfer institutions – USI, SIU-C, and EIU – to tour campuses, meet with administration and staff, and strengthen existing articulation agreements. The visits have been positive.

**Student Housing** – Cassandra has also begun walkthroughs of approved campus housing. Questions regarding the housing policy, requirements, or interest in providing housing should be directed to Cassandra.

**Articulation Committee** – Additionally, Cassandra mentioned the formation of an articulation committee composed of members from AALT, IOLT, and SALT. Jamie agreed to serve on the committee, and Amber will be invited to join.

**B. Decision:** None.

**C. Action:** Dr. Fowler requested that wrap-around student support services be the focus of the next meeting. These services should be clearly defined and mapped out in a schematic/process to be shared with everyone.

**Athletics:**

- A. Discussion:** Following the District-wide Coaches meeting on July 15, Dr. Fowler outlined several topics relevant to SALT:

**Athletics Clubs/Organizations** – Each college was asked to identify any existing athletics-related clubs or organizations—such as a Boosters Club or Fellowship of Christian Athletes—or explore the possibility of establishing one. Cassandra will compile the names of current groups and reach out directly to students and coaches for follow-up.

**Training** – Assistant Coaches residing in affiliated housing as “resident assistants” will participate in the Mental Health First Aid training on July 17. SALT identified four key training areas for coaching staff: Mental Health First Aid, Student Code of Conduct, Title IX, and Conflict Resolution & Emergency Preparedness.

**Placement Testing** – For coaches recruiting students from distant locations, SALT discussed alternatives to requiring long travel for placement testing. Chad will investigate whether testing can be completed at any PearsonVue Testing Center and if IECC’s voucher can be used at other institutions, to allow students to register upon arrival.

- B. Decision:** None.

- C. Action:** A follow-up report will be provided at the next meeting.

**Next Meeting:** Tuesday, August 26, 2025 @ WVC.

**Adjournment:** The meeting adjourned at 4:10 p.m.