

**Student Affairs Leadership Team Meeting**  
**July 16, 2024**  
**2:00 p.m.**  
**LTC Conference Room**

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

**Absent:** Wain Davis

**Employment Update:**

1. **Program Director, College & Careers Center:** The search committee plans to make an employment recommendation at the August Board meeting.
2. **College & Career Center Specialist:** A change in employment status was approved for Brittany Biddle, moving from Retention Coordinator to College & Career Center Specialist.
3. **TRIO SSS Counselor (LTC & OCC):** There are two openings being advertised for placement on OCC and LTC campuses. Linda Ryan-Catt has resigned from the position at LTC, effective August 4.
4. **District Librarian:** Chad reported that the Learning Commons team has discussed the need and direction of the essential functions of the position. The team envisions a focus on an information literacy teaching focus with the opportunity to reach and provide services to students, but not necessarily in the management of library resources.
  - a. **Action:** A job description will be developed and submitted to Academic Affairs for review.

**Approval Items:**

- A. **Discussion:** Libby submitted the following documents for review and approval:
  1. FY25 MOUs for SAFE and Prevail
  2. 2024 Emergency Response Plans
  3. 2024 IECC Violence Prevention Plan
  4. 2024 Annual Security Report
  5. The new Title IX Policy and Procedure
- B. **Decision:** SALT approved documents 1-4, which will now be presented at SEPC.
- C. **Action:** The Title IX Policy and Procedure is still being developed and will be returned to SALT at a future meeting.

### **Student Housing:**

- A. Discussion:** Cassandra presented the IECC Student Housing Contract for review. The IECC Housing Exemption Request Form has been posted to the IECC Student Housing webpage. Revisions to the First-Year Housing Policy (500.40), taking effect fall term 2024, are being submitted to the Board for approval tonight. The proposed revisions aim to clarify the ten allowable automatic housing exemptions that will be granted without submitting a written request (supporting documentation may be required). An effective date of Fall 2025 has been requested for final implementation.
- B. Decision:** Direct any housing policy questions District-wide to Cassandra.
- C. Action:** At the September meeting, SALT will review and evaluate the number of exemptions received and the number of students living in college-affiliated housing.

### **Orientation Update:**

- A. Discussion:** Orientation is scheduled for August 13 on all four campuses. Each campus will compile schedules and submit them by July 23 to ensure marketing for the event. Amber reported that orientation is being added to the student schedules as a 1 credit hour class.
- B. Decision:** Determine the number of participants and non-participants at orientation.
- C. Action:** Link student learning outcomes to orientation and collect survey data from orientation.

### **First 10 Days Update:**

- A. Discussion:** Each campus is creating a schedule of activities for the first 10 days of the semester, aiming for a good balance of activities that incorporate mental health, academic onboarding, social interaction, and familiarization with the campus. The schedules will be submitted by July 30 for marketing and distribution to students during orientation.
- B. Decision:** Determine assessment measures and attendance at specific sessions.
- C. Action:** Explore how to have qualitative discussions with different groups and the value of digital event badges.

### **TRIO Eligible Determination and First Advising Appointment:**

- A. Discussion:** Wain is on vacation this week. Jamie and Amber will meet to discuss.
- B. Decision:** Advisor training is needed and has started.
- C. Action:** Follow up at the next meeting.

### **OAR Update:**

- A. Discussion:** Amber reported they are currently doing consulting hours on Recruit. They are working on a new workforce ed application to be implemented soon, as the old Banner system is still being utilized for applications.
- B. Decision:** None
- C. Action:** None

**Mission Statement:**

- A. **Discussion:** SALT discussed developing a mission statement.
- B. **Decision:** The final wording was approved and reads as follows: “The mission of the IECC Student Affairs Division is to deliver exceptional services that holistically influence and encourage the growth of students through both curricular services and co-curricular opportunities.”
- C. **Action:** None

**FY25 Goals:**

- A. **Discussion:** SALT reviewed the FY25 departmental goals and discussed how each goal falls under the 2024 calendar year goals, how the division is measuring each goal, and the timeline for completion.
- B. **Decision:** Incomplete
- C. **Action:** Dr. Fowler tasked each member with measuring their departmental goals, assigning a date for completion, and submitting it by Friday, July 19.

**SALT Meeting at District Workshop:**

- A. **Discussion:** The August 7 workshop schedule will include a one-hour time slot for divisional meetings. The FY25 goals will be reviewed during the meeting.
- B. **Decision:** None
- C. **Action:** Submit any discussion items by August 1.

**Next Meeting:** Tuesday, August 20, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at OCC.

**Adjournment:** The meeting adjourned at 4:05 p.m.