

Student Affairs Leadership Team Meeting
September 16, 2025
2:00 p.m.
FCC Mason Hall Conference Room

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

Absent: Matt Fowler

Approval Item:

- A. Discussion:** Cassandra submitted the minutes of the IECC Student Advisory Board September meeting.
- B. Decision:** SALT approved the September 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 9-16-2025.

District-Wide Newsletter – SALT Section:

- A. Discussion:** SALT discussed topics to be shared district-wide in the monthly IECC newsletter to ensure strong representation of SALT initiatives.
- B. Decision:** SALT identified the following items for inclusion: Illinois One-Click College Admit Program (Amber), Weeks of Welcome (Cassandra), International Update including the trip to Holiday World (Levi), TRIO Update (Wain), Online Trainings covering Cybersecurity and Preventing Harassment and Discrimination (Libby), CRM Advise (Jamie) and Rudy Kistler art show/donation at OCC (Chad).
- C. Action:** SALT will submit these items to Jessica McDonald for inclusion in the IECC Newsletter.

OCC Soccer Implementation Plan:

- A. Discussion:** President Simpson reported at the recent SEPC meeting that an implementation plan has been developed to outline the logistics and feasibility of launching a soccer program at OCC.
- B. Decision:** None.
- C. Action:** Updates will be shared with SALT as they become available.

Outside Organization to Verify International Transcripts:

- A. Discussion:** Amber outlined the need for a more efficient process to verify high school diplomas or their equivalent for international student-athletes. The IECC catalog specifies that one of the required documents for international student admission is an official transcript (translated to English by an approved Translation Service). InCred offers credential evaluations to assist in determining student-athlete eligibility, with a cost to the

student of approximately \$100. SALT discussed identifying translation services, such as InCred or WES, that would be approved by IECC for use by our international students and athletes.

- B. Decision:** Amber will explore two to three international credential evaluation services that could be accepted by IECC, with flexibility to accept an alternative if found appropriate.
- C. Action:** Amber will work with Levi to further research and discuss options, and report back to SALT at next month's meeting.

Cybersecurity Training:

- A. Discussion:** Libby sent an email to all IECC employees on September 15 outlining that the required annual training courses for Preventing Harassment and Discrimination and Cybersecurity Awareness have been scheduled for completion no later than October 31.
- B. Decision:** SALT members were asked to remind the employees they supervise to complete the training in a timely manner. Libby and Katie have access to verify completion status if any questions arise.
- C. Action:** None.

Remote Proctoring – Accuplacer Test:

- A. Discussion:** Chad shared that the Accuplacer test can be administered remotely using an approved Accuplacer remote proctoring vendor, such as Examity, or by a certified proctor via video conferencing software, such as Teams or Zoom. He noted that Examity has received many negative reviews. Directors of the Learning Commons or their staff are qualified to proctor exams remotely, provided the student meets all the technology requirements. Levi added remote proctoring would benefit international students by helping determine appropriate course placement prior to the start of classes. Chad also confirmed that all four campuses are now listed on the Accuplacer test center locator webpage.
- B. Decision:** SALT agreed this is a valuable service to offer students who live a great distance from an IECC campus.
- C. Action:** Chad will investigate options for proctoring the Accuplacer ESL test for international students and report back at the next meeting.

Communication Guide for Texting-CRM Advise:

- A. Discussion:** Jamie shared a draft FAQ document outlining the overview, timeline, and best practices for launching the CRM texting service. This service is intended as a tool for direct, two-way communication with students regarding educational matters. It will be used to share reminders, deadlines, and resources, and to provide a channel for advisors, College & Career Specialists, and departments to answer student questions. The texting service is *not* to be used for marketing, fundraising, or sharing confidential academic or financial information. Concerns were raised about the unsubscribe functionality; specifically, that if a student unsubscribes from one sender, it will result in unsubscribing from everyone within Advise or Recruit. Additionally, the issue of compatibility with

international phone numbers was discussed and will require testing. The service will help eliminate the use of personal cell phones for student communication and ensure a record of all messages sent.

B. Decision: None at this time.

C. Action: Jamie requested feedback on the FAQ document by the end of the week.

Archetypes of Students:

A. Discussion: SALT identified six student archetypes to match them with wrap-around services, timing of services, and how students access those services. The archetypes identified are: 1) International Student; 2) Local First-Generation Student; 3) Non-Traditional Student (out of school several years); 4) Out-of-State Athlete; 5) High School Dual Credit Student; and 6) Online Student.

B. Decision: SALT proposed that these archetypes be represented through scenarios at the October 10 Retreat, with employees engaging in discussions and developing solutions.

C. Action: Each team member was asked to create 1-2 scenarios for a student archetype that could be addressed by a specific department.

SALT Retreat Final Schedule:

A. Discussion: SALT worked on finalizing the agenda for the October 10 Retreat, which will include breakout sessions and departmental presentations from each department within Student Affairs.

B. Decision: The finalized schedule will be distributed to all full-time Student Affairs employees outlining the day's activities.

C. Action: Each team member was asked to prepare their department's presentation for the Retreat, including one success story or highlight from the past year, as well as one current challenge or newly implemented process. During breakout sessions, departments should address common questions they receive and present responses to the larger group.

Next Meeting: The SALT Retreat is scheduled for Friday, October 10, at WVC. The next SALT meeting will be held on Tuesday, October 21, at LTC.

Adjournment: The meeting adjourned at 4:07 p.m.

Student Advisory Board Meeting

September 16, 2025

12:00 p.m.

FCC – Learning Commons Conference Room

Participating: Claire Boehm (LTC), Sally Shelton (LTC), Liam Ryden (OCC), Raleigh Rusk (OCC), Kristine Lisy (OCC), Sophia Gamon (WVC), Caesyn Nelson (WVC), and Mireya Rose (WVC), Dean Goldman

I. ISAB Elections

Candidates/Nominations: Liam Ryden (Vice-President), Caesyn Nelson/Sally Shelton (Secretary), Claire Boehm/Caesyn Nelson (Treasurer)

Ballots (Microsoft Forms) will be sent via email to the membership with a deadline of Monday, 9/22/25, at noon to cast your ballot.

- II. New Student Organization Applications** – An application was received to recognize the WVC Theater Technology Club as a student organization. The application and a flyer promoting the club were shared with ISAB members. Following discussion, a motion was made by Kristine Lisy (OCC) and seconded by Sally Shelton (LTC) to approve the application, No further discussion was had. Motion was approved.

- III. Funding Requests** - Several funding requests were considered this month. Prior to these funding requests being considered, it was reported that ISAB funded \$48,794.13 in FY25 for student events/activities/ and items to promote student life and engagement at IECC.

President Rose discussed that ISAB should consider the number of students invited to participate in or benefitting from the requests. She also suggested that requests could be approved as presented, approved in part, or denied. The following funding requests were considered:

- a. WVC Theater Technology Club – A request for funding in the amount of \$2000 for the purchase of 2 laptops to run special light/sound software to be used by club members was presented to the Board, but it was not approved as no formal motion was made to approve it.
- b. TRIO SSS Fall Educational Excursion – A request for funding in the amount of \$2500 for the Fall TRIO SS Fall Educational Excursion was presented to benefit up to 40 students. A motion was made by Sally Shelton (LTC) and seconded by Sofia Gamon (WVC) to fund the trip in the amount of \$50/student up to 40 students (or up to \$2,000). Motion was approved.
- c. WVC Active Minds Staying Afloat Rootbeer Floats Night - A request for funding in the amount \$200 for the September Active Minds mental health outreach event was presented. All WVC students are invited to participate. A motion was made by Claire Boehm (LTC) and seconded by Kristine Lisy (OCC) to approve the request as presented. Motion was approved.
- d. LTC LTCares Trivia Night - A request for funding for the LTCares Trivia Night outreach event was presented. All LTC students are invited to participate in the event on 09/25/25. A motion was made by Kristine Lisy (OCC) and seconded by Claire Boehm (LTC) to fund student participation at the event in the amount of \$5/student up to 16 students (or up to \$80). Motion was approved.
- e. FCC Active Minds Spikeball and Cornhole Tournaments - A request for funding in the amount \$550 for the October and November Active Minds mental health outreach events was presented.

All FCC students are invited to participate in both events. A motion was made by Kristine Lisy (OCC) and seconded by Sally Shelton (LTC) to approve the request as presented. Motion was approved.

President Rose encouraged the members to speak to student organizations on their campuses about apply for funding and promoting student life and student engagement across the District.

IV. Student Trustee Platform – President Rose discussed her role as Student Trustee and that she wants to use her platform to promote mental health awareness and outreach across our IECC campuses and to reduce the stigma about mental health. She encouraged the ISAB membership to promote mental health awareness and outreach events on the IECC campuses and to prioritize these efforts in considering funding requests. As a student athlete she also sees great value in giving back to our local communities and college campuses for the opportunities provided to her to get an education at WVC while playing a sport she loves. She will also be using her platform to promote the involvement of IECC student athletes in community service projects on our campuses and in our communities.

V. Reports from members for each campus –

FCC : Today was the groundbreaking for the new athletic center on campus. Several students plan to attend. Last week students enjoyed s'mores and games at the pavilion from 7 – 9pm, and plan to hold another similar event in October. Active Minds has a Mental Health Awareness Walk planned for September and the events discussed above.

LTC : They enjoyed a movie night on campus during Weeks of Welcome and are planning another movie night in October. They are looking forward to the annual Trunk of Treat at the Trail in October. Student athletes are enjoying the Sunday night study tables every week with free dinner from 5-6pm and time to study on campus from 6-7pm.

OCC: Weeks of Welcome included some great activities and student organizations are meeting now and planning some great fall activities.

WVC: Sports have been busy on campus, the Meet the Warriors event on 9/10 was well attended, and students are looking forward to s'mores and games on 9/23/25 and the Active Minds event discussed above.

VI. Membership for the 2025-2026 Academic Year

- a. We still have openings on the Board for FCC, LTC, and WVC.
- b. ISAB application is available on the IECC website and interested students can contact Dean Goldman

Meeting adjourned at 12:57 pm

Next Meeting: Tuesday, October 21, 2025 at noon at LTC Student Services Conference Room.