

**Student Affairs Leadership Team Meeting**  
**September 17, 2024**  
**2:00 p.m.**  
**WVC Main Hall 101**

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

**Invited Guest:** Rodney Ranes

**Division Budget Potential Savings:**

- A. Discussion:** Dr. Fowler discussed current enrollment trends and reviewing departmental budgets.
- B. Decision:** Conduct a review of individual department budgets to identify areas where savings can be realized.
- C. Action:** Review at the October meeting a proposed 5% decrease in departmental budgets.

**Employment Update:**

- 1. Program Director, College & Careers Center:** The filling of the position remains on hold.
- 2. TRIO SSS Academic Advisor:** Wain Davis is requesting a title change from TRIO SSS Counselor to TRIO SSS Academic Advisor to clarify the job responsibilities of advising students in the TRIO SSS Program.
  - a. Decision:** SALT approved the position title change to TRIO SSS Academic Advisor.
  - b. Action:** An updated job description with position title change will be presented to SEPC for approval.

**Enhance Revenue Strategies:**

- A. Discussion:** Dr. Fowler discussed developing strategies to boost revenue.
- B. Decision:** None.
- C. Action:** Discuss at the October meeting exploring new funding sources, looking specifically at enrollment, fees, and potential grant opportunities.

**Learning Commons/Testing:**

- A. Discussion:** SALT is exploring all types of testing that will take place in the Learning Commons without being overly intrusive. Rodney Ranes expressed challenges in Adult Ed surrounding walk-ins and testing requirements. Currently, Adult Ed instructors are having to conduct registration and intake testing while simultaneously teaching a class.

He is seeking a partnership to assist with walk-ins and testing on each campus so instructors can focus solely on teaching.

- B. Decision:** Learning Commons department to determine parameters.
- C. Action:** Chad will have a discussion with Learning Commons staff on October 3.

#### **400.31 Dress Code Procedure:**

- A. Discussion:** The 400.31 Personal and Workplace Appearance policy was approved on March 6, 2024, and went into effect on August 1, 2024. Supervisors should ensure that staff, including student and work study employees, dress appropriately.
- B. Decision:** None.
- C. Action:** Each member of SALT will have a conversation with their respective department about adhering to the policy.

#### **ESL Digital License Fee:**

- A. Discussion:** The ESL Program has adopted the Burlington English curriculum, a digital curriculum requiring individual student licenses costing \$96 annually. Levi proposed a cost recovery fee, charging students half the annual license cost per semester (\$48), ensuring that students who take ESL for a full year pay the full cost of the used license. This fee would be added to ESL student bills once per semester, not per course.
- B. Decision:** SALT approved assessing the \$48/semester fee to each student who takes an ESL course. Amber and Levi will check with Bonnie on how to implement.
- C. Action:** The fee will be presented to SEPC on October 2.

#### **5-Day Add Policy/Procedure:**

- A. Discussion:** SALT discussed a student's ability to add or drop any class during the first 10 days of a semester without penalty. There has been discussion about a student's ability to add a course after the 5-day timeline. Currently, an advisor conducts a courtesy check-in with an instructor before adding a student to a course during days 6-10 to determine if the student could still be successful. There are students arriving late into the semester from international and athletics programs, making this necessary.
- B. Decision:** Amber will pull a report to determine the number of course adds or full registrations that happen during days 6-10 of a semester, in addition to identifying the courses being added.
- C. Action:** Review data at the October meeting.

#### **Proposed Nursing Application Timeline:**

- A. Discussion:** SALT discussed a proposal change to the nursing application deadline for the Fall 2025 cohort from March 1 to May 15, 2025. Amber addressed that this change may cause issues for high school seniors who have taken the CNA class and are applying directly into the nursing program.
- B. Decision:** None.

- C. **Action:** SALT recommends a two-tier approach to the early versus late admissions dilemma. This would allow early applicants to receive notification in March, and then a second round of regular applicants could be notified on the second May 15 date as requested. We understand ranking is a very delicate process, but we cannot leave high school seniors who enter directly into nursing without a decision in April and the opportunity to weigh all their options.

### **First Year Housing Exemption Numbers:**

- A. **Discussion:** The final number of housing exemptions has not been determined. The housing exemption request form was sent to one family.
- B. **Decision:** None.
- C. **Action:** Amber will continue to work to determine the final number of exemptions granted.

### **2024 Renewing Illinois Summit:**

- A. **Discussion:** The 2024 Renewing Illinois Summit will be held at SIU-C on October 24-25, 2024, which aims to bring together Illinois college students to discuss and debate creative solutions to revitalize the Prairie State. The summit's theme is "Higher Education in Illinois: Preparing for a Tsunami of Change." Cassandra may have up to 10 students from ISAB participating and attending the summit, representing IECC.
- B. **Decision:** SALT approved the expenditure out of the student activity fees for attendance at the 2024 Renewing Illinois Summit.
- C. **Action:** None.

### **First 10 Day Attendance:**

- A. **Discussion:** Cassandra reported that there was a good schedule of activities planned and the activities were worthwhile; however, they did not yield a large student attendance. Survey comments included adding activities for finals week, more outdoor activities with yard games and inflatables, adding a "Get to Know Your Instructor Day," and encouraging more involvement from second-year students.
- B. **Decision:** None.
- C. **Action:** Cassandra plans to finalize the schedule of 10-day activities earlier, possibly in March, and have student clubs and organizations sponsor several activities to generate better attendance.

### **IECC College & Career Fair:**

- A. **Discussion:** The IECC College & Career Fair is scheduled to take place at WVC on Friday, October 18, from 9-1. This event will rotate from campus to campus each year. Cassandra is receiving significant interest from area businesses and universities and is working to boost promotion of the event. She is seeking a coordinated way to encourage students from other IECC campuses to attend, utilizing school vehicles, and will be

seeking volunteers and/or club advisors to transport students. Area high school juniors and seniors have also been invited to attend.

**B. Decision:** None.

**C. Action:** Cassandra plans to email all IECC faculty information about the event to encourage student participation.

### **1<sup>st</sup> Year Experience Course:**

**A. Discussion:** Cassandra has a work group meeting scheduled for this Friday, September 20, to discuss what has been done in the past and what the course needs to be.

**B. Decision:** None.

**C. Action:** Follow up at the October SALT meeting.

### **ISAB Follow-Up:**

**A. Discussion:** The initial meeting of the IECC Student Advisory Board (ISAB) took place today. A total of 15 students have applied to ISAB, with students from FCC (3), LTC (5), OCC (4), and WVC (3). Officer positions will be voted on at the next meeting.

**B. Decision:** SALT approved the roster of members for ISAB.

**C. Action:** The next ISAB meeting will take place at FCC on Tuesday, October 15, and will follow the monthly Board meeting schedule.

### **Co-Curricular Assessment Team:**

**A. Discussion:** Dr. Fowler emailed the Co-Curricular Assessment Team on September 13, including resources and context to determine building the framework for co-curricular assessment at IECC. The team includes Matt Fowler, Brandon Weger, Libby McVicker, Wain Davis, Cassasndra Goldman, Levi Johnson, Lori Noe, Stephanie Corley, Amy Tarr, Tona Ambrose, and Kimberley Schucker.

**B. Decision:** None.

**C. Action:** An initial meeting will be scheduled in the coming weeks.

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

**A. Discussion:** Wain's goal is to have a process in place by Fall 2025.

**B. Decision:** Wain and Amber need to determine the steps involved for implementation.

**C. Action:** Follow up at a future meeting.

### **FY25 Departmental Goals by Quarter:**

**A. Discussion:** Each quarterly goal has been tied to the Student Engagement Plan.

**B. Decision:** Katie will add a file to the October supporting materials, including a column to add the outcomes for each goal.

**C. Action:** Report on the first quarter goals and outcomes at the October meeting.

**Next Meeting:** Tuesday, October 15, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at FCC.

**Adjournment:** The meeting adjourned at 3:55 p.m.