

**Student Affairs Leadership Team Meeting**  
**January 16, 2024**  
**2:00 p.m.**  
**Teams**

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

**Orientation Committee**

Cassandra provided an update on the orientation committee's progress. The committee has identified four pillars that orientation aims to achieve: 1) quell fears of incoming students; 2) foster a sense of community; 3) be informational; and 4) be fun.

To address mandatory informational items at orientation (such as ADA, Title IX, Drug and Alcohol Prevention, Timely Care), the committee is exploring the creation of short, student-featured videos for each campus.

Concerns were raised about the size of the orientation and its impact on manpower. The committee aims for consistency across all campuses while allowing for necessary variations.

In terms of funding, a dedicated line item for orientation will be included in the Learning Commons budget. Past experiences without dedicated funds have resulted in additional work and uncertainty.

The smaller orientation committee is scheduled to meet again on January 24, with the larger, district-wide committee meeting on January 31. Chad reported that the Directors of Learning Commons will lead orientation at their respective campus. Matt noted that this duty is not currently included in the DLC's job description, and revisions will be necessary to accommodate this additional responsibility.

**Budgets**

The committee agreed to request a \$20,000 budget for orientation, allocating \$5,000 for each campus, covering both fall and spring orientation.

**Student Advisory Board**

Cassandra provided an update on her efforts to model the Student Advisory Board based on the Student Advisory Committee with ICCB. Collaborating with advisors, she aims to select students from various academic programs before spring break. A meeting will be scheduled one to two weeks post-spring break to allow time for students to determine the criteria involved. The goal is to have 6 students per campus, totaling 24 on the Board, as managing more than that would be challenging. Cassandra plans to be the primary sponsor, seeking one sponsor from each campus to help facilitate. The lead student of this body would be the student trustee, with Matt noting that the student trustee election process may fall under the purview of the Student Affairs division.

### **New Student Onboarding**

Matt posted an IECC First Year Experience starting document in the Student Affairs Teams group, detailing the student onboarding experience discussed during the January meeting. He requested the group to closely review the document and submit any revisions. In two weeks, the group can begin outlining the beginning steps and attaching a budget to it.

### **Retention**

Approval was granted during the Cabinet meeting for a change in reporting, redirecting the College & Career Center Specialist positions to report to Cassandra. The College & Career Center Specialist, currently funded by the PATH grant, specializes in providing wrap-around services for students in healthcare programs. The discussion extended to the potential expansion of these positions into retention services, given the current limitation of only one dedicated retention coordinator in the District.

Furthermore, the meeting addressed the organization of college and career services, retention efforts, and mental health services across each campus. The committee discussed consolidating these responsibilities into one position – encompassing retention and college and career services – duplicated three times across FCC, OCC, and LTC, with responsibilities for specific meta-majors. Matt plans to send budget planning for three new employees, following the hiring plan protocol.

### **AY25 Technology Needs**

Matt requested the timely submission of any technology requests. Libby highlighted that the expense for Vector Solutions would be increasing.

### **Spring 2024 Tour Schedule**

There was a discussion regarding scheduling several face-to-face meetings and making the schedule available online to inform employees that members of the Student Affairs division will be present on specific dates at various campuses.

Meeting ended 4:06 p.m.