

Student Affairs Leadership Team Meeting
February 20, 2024
2:00 p.m.
Teams

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

Email Distribution Lists

A request was made for each division to identify and establish email distribution lists, separate from any existing lists. During the meeting, a new distribution list was identified for the following departments: Student Records, Dean of Students, and International. These lists will be compiled and submitted to Katie, then subsequently submitted to the IT department for implementation.

Three-Year Hiring Plan

Matt has requested the team to assess the long-term goals within each department and forecast staffing needs for the upcoming three years. Any proposed new full-time positions should be communicated to Matt by March 8. Human Resources is currently developing a vetting process for part-time recommendations, which will be shared with the division once finalized.

The position announcement for the International Program Director position, which has been vacant due to Cassandra's transition to the Dean of Students role, has been posted for advertisement. The standing hiring committee for Student Affairs will be asked to serve on the hiring committee. Additionally, employment recommendations for an International Student Liaison at LTC and a Student Services Specialist at WVC were submitted on behalf of the Student Affairs division for approval at the February Board meeting.

TRIO Wages

Wain informed the team that the Academic Counselors within the TRIO Student Support Services department were not included in the additional raises granted to the academic advisors district-wide last August. He recommended that the TRIO Academic Counselors receive the same percentage increase as the academic advisors, highlighting that they follow the same guidelines. Wain indicated there was money in his budget for the raises. The team unanimously agreed with this recommendation, and Matt and Wain will coordinate to submit the necessary documentation to the SEPC for consideration.

New Student Onboarding

Cassandra announced that all four campuses have established "Walk-In Wednesday" dates over the summer for students to come to campus and meet with an advisor, register for classes, etc., all without an appointment. This program was piloted by LTC last summer and proved successful. The dates set for this summer are as follows: June 26, July 10, July 17, and July 24.

LTC is also piloting a "Senior Start Day" on April 10 to increase touchpoints with students before orientation and the start of classes. The College & Career Center Specialists have been asked to participate in this initiative.

Students have been identified, and scripts are mostly written for the student-featured videos to be added into the Getting Started modules.

Chad reported that the Directors of Learning Commons are proceeding with planning and implementing orientation. The job descriptions for the Directors have been updated to reflect this additional responsibility and will be forwarded to HR. Matt indicated that an orientation budget was submitted in the initial budget process.

Student Housing

A first draft of an Affiliated Housing Agreement and Student Housing Contract was posted for review. Cassandra explained that IECC has existing housing partners who rent to our students; however, there is currently no formal documentation outlining our expectations for referring students to them for rental. Similarly, an agreement with students is necessary to outline responsibilities, expectations, and the subsequent consequences for violation.

Cassandra requested that the team take time to read both documents and consider potential “what if” scenarios to pose questions and identify any missing components.

Student Code of Conduct

An updated version of the Student Code of Conduct was presented to the team for review. It was agreed that Cassandra would forward the document to the Deans and Lori Barger for further review, with the goal of having revisions approved by the end of the semester.

Student Advisory Board

Cassandra posted an initial draft of bylaws for the IECC Student Advisory Board for review. The team agreed on the name IECC Student Advisory Board (ISAB) rather than Council.

An initial draft of a handbook for IECC Clubs and Organizations was also posted for review. The team discussed the approval process for new student organizations, with approval being decided by ISAB. It was agreed that Cassandra would reach out to the Student Senate before moving forward. Additionally, the team discussed the qualifications for student organizations to maintain active status, and it was recommended to revise the required number from ten (10) to five (5).

Sexual Misconduct Climate Survey

Libby reported that Brandon Weger, Holly O’Brien, and herself have been working on a plan for conducting the *Sexual Misconduct Climate Survey*. According to Illinois law 110 ILCS 155/35, institutions are required to conduct the survey annually, and it is recommended that this survey be fielded for the first time in Spring 2024 and annually thereafter.

The team agreed that Holly should be stated as the institutional contact person as documented within the survey. Matt requested a meeting next week to discuss establishing a procedure for

implementation of the survey in compliance with the law, to be presented for approval at the March SEPC meeting.

Spring 2024 Tour Schedule

The next meeting will be held in person at LTC on Tuesday, March 19, starting at 2 p.m. It was agreed that the April meeting be moved up to Tuesday, April 9, due to the conflict with the HLC Annual Meeting on the third Tuesday of the month.

Meeting ended 4:17 p.m.