



Division Meeting Minutes

Date: July 16, 2026

Facilitator: Chris Simpson

Attendees: Hayley Breeden, Lyn Huey, Mary Johnston & Ryan Hawkins

Recorder: Chris Simpson

Meeting Summary

Key Focus Areas

- Review of FY27 BOLT Meeting Schedule
- Moving Forward Operational Plan
- Implementation of new POS in bookstores
- Inclusive Access program with eCampus
- IECC Workshop Dates
- International Transportation Fee

Major Decisions

- Send out appropriate communication to students regarding Inclusive Access courses for the upcoming fall semester.
- Communicate information about the International Student Transportation Fee to the appropriate staff in the International Student Program.

Upcoming Deadlines

- None

SEPC Items

Approval items:

- None

Discussion/Information Items:

- None

Agenda Items

1. FY27 BOLT Meeting Schedule

Discussion

- The FY27 BOLT meeting schedule was reviewed.
- Meetings will continue to be held on the 3rd Thursday of each month from 9:00 – 11:00 am. Two exceptions are the August 2026 meeting, which will be held on Thursday, August 27th and the December 2026 meeting, which will be held on December 10th.

Action Items

- No further action is necessary.

2. Moving Forward Strategic & Operational Plan for 2026 - 2028

Discussion

- There was discussion about the upcoming workshops for the development of the Moving Forward Operational Plan. The next workshop is scheduled for July 29th and will serve as a planning meeting to map out the next steps for the development of the Operational Plan.
- As it becomes necessary, BOLT members will be invited to attend when the workshop covers topics that are especially relevant to Business Operations.

Action Items

- No action is necessary at this time.

3. Lightspeed Implementation

Discussion

- The next Lightspeed training session is scheduled for August 4th at 2:00 pm.
- There was discussion about the various reports available through Lightspeed. It was agreed that most of the reports are good, but there is concern about the deposit report. A separate meeting will be scheduled to review specific aspects of the deposit report and what information needs to be included in the report.

Action Items

- Mary Johnston will schedule a meeting with all business officers and Ryan Hawkins to identify the specific needs of the deposit report.

4. Inclusive Access for Fall Semester

Discussion

- There was discussion about Inclusive Access for the fall semester and the list of courses have been identified.
- An email and text message will be sent to all students that are taking an Inclusive Access course to let them know about the program.

Action Items

- Chris Simpson will work with Academic Affairs and IT to coordinate the message to students.

5. IECC Workshop Dates

Discussion

- The dates for the IECC Workshops for the 2026 – 2027 school year were reviewed.
- Various topics were discussed that would be useful for Business Operations staff to participate in. These topics included Lightspeed, Pell pass-through for housing, and the new payment plan by the first day of class.

Action Items

- Chris Simpson will review the Pell pass-through forms on various campuses to develop a district-wide form.

6. International Transportation Fee

Discussion

- There was discussion about the fee assessed to international students for transportation. The current fee is \$75 per semester for every international student that covers transportation to and from the airport. If the international student requires additional transportation during the semester, there is an additional \$275, for a total amount of \$350 per semester.
- There seems to be some confusion regarding the assessment of this fee and the amount credited back to the student.

Action Items

- Chris Simpson will communicate with International Student Program about the mandatory fee applied to all international students.

Action Item Tracker

Task	Owner	Deadline	Status
Establish date for meeting to review reports in Lightspeed	Mary Johnston	July 17 th	Completed
Schedule email and text message to students about IA charges.	Chris Simpson	July 21 st	Completed
Develop district-wide form for Pell pass-through for student housing	Chris Simpson	August 14 th	Not Done
Communicate with International Student Program about mandatory transportation fee	Chris Simpson	July 24 th	Not Done

Additional Announcements

Discussion

- There was no additional discussion.

Next Meeting (August 27th/9:00 – 11:00 am/Wabash Valley College)

Adjournment

Meeting concluded at 11:15 am.