

Meeting Minutes

Student Affairs Leadership Team Meeting

May 12, 2026
2:00 p.m.
Microsoft Teams

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

Guest: Tona Ambrose

1. Institutional Outreach Update

- A. **Discussion:** President Ambrose joined the meeting and shared that Institutional Outreach is wrapping up the semester and preparing for summer activities. TRIO is looking forward to hosting Upward Bound at OCC this summer, with approximately half of the students participating on track to enroll at an IECC campus. Walk-in Wednesdays are planned for July, with Carrie and Curtis finalizing details. These sessions will take place every Wednesday in July. Work is also underway to update the CRM system and reset the communication plan, with Carrie and Curtis developing updated messaging and verbiage. In Dual Credit, a new Running Start waiver has been implemented this year. Letters were mailed to students in the district who participated in dual credit or CEO entrepreneurship courses in high school. Upon graduation, eligible students receive a “golden ticket,” awarding a three-credit-hour tuition waiver to use at IECC. This initiative is helping support student enrollment. For Adult Education, graduation is scheduled for July 17 at WRC, with approximately 100 students eligible to participate.
- B. **Decision:** No decision was made.
- C. **Action:** No action required.

2. AY 27-28 Operational Plan

- A. **Discussion:** Dr. Fowler shared an updated draft of the Student Affairs Operational Plan narrative for discussion. He reframed the information from the last meeting as a rollout of the First-Year Experience as the AY 2027–28 Operational Plan. Within the context of the First-Year Experience, the Operational Plan helps IECC address several institutional challenges related to student success. SALT discussed the plan and the Student Affairs Division goals that align with key performance indicators.
- B. **Decision:** No decision was made.
- C. **Action:** A final draft will be ready by Thursday.

3. ISAB Update

- A. **Discussion:** ISAB's last meeting of the academic year was held in April, with no meeting in May. ISAB will not meet again until September. Cassandra is now focusing on student recruitment. The new 4:00 p.m. meeting time for upcoming meetings will be monitored to assess its impact on student attendance.
- B. **Decision:** SALT approved the April 21 meeting minutes as presented, including approval of funding requests outlined therein.
- C. **Action:** No action required.

4. Grant Update

- A. **Discussion:** In Dr. Fowler's and Libby's discussions with Ryan Hawkins, his intention isn't that this team is approving entire lists of grants. This team is tasked with approving any Student Affairs grant prior to it being submitted. Libby reported there are no current grants to approve for Student Affairs.
- B. **Decision:** None.
- C. **Action:** No action required.

5. DLC's Accommodation Letter Standardization Project

- A. **Discussion:** Chad reported that, as part of the regular Directors of Learning Commons (DLC) weekly meeting, the DLCs discussed the accommodation letters used on each campus to identify where they align and differ. The DLCs will review these letters with the intention of fully standardizing them prior to the fall term. They will also discuss the intake process. Libby expressed interest in being involved in these discussions. Guidelines for requesting reasonable accommodations are outlined on the website: <https://iecc.edu/ada>.
- B. **Decision:** None.
- C. **Action:** No action required.

6. 2026-27 Student-Athlete Handbook

- A. **Discussion:** Libby provided a draft of the 2026–27 Student-Athlete Handbook for review. Amber noted a change to tuition payment through NelNet. Dr. Fowler shared that a District-wide coaches meeting is scheduled for June 8 and that changes may result from that meeting.
- B. **Decision:** SALT agreed not to approve a final version until after the District-wide coaches meeting.
- C. **Action:** A draft of the handbook will be presented at the June meeting.

7. Adjournment & Next Meeting

The meeting adjourned at 3:14 p.m. The June SALT meeting will be held on Tuesday, June 16, 2026, at OCC.