

Student Affairs Leadership Team Meeting
May 27, 2025
2:00 p.m.
FCC Mason Hall Conference Room

Participating: Matt Fowler, Chad Groves, Libby McVicker, Amber Malone, Jamie Carman, Levi Johnson, and Katie Hinderliter (Recorder)

Absent: Cassandra Goldman and Wain Davis

Guests: Chris Simpson, President & Vice Chancellor of Business Operations and Krystle Riggle, Program Director of Financial Aid

Extending Hours of Service:

- A. Discussion:** The group discussed the possibility of extending service hours in the weeks leading up to the start of the fall semester. The goal is to better accommodate potential students who may need after-hours assistance with registration. This practice was common in the past but has since been discontinued. Now is seen as a good opportunity to test its effectiveness again.
- B. Decision:** SALT approved extending service hours from 4:00-8:00 p.m. on three consecutive Mondays: August 11, 18, and 25. The departments that will remain open during these extended hours include Advising, Admissions and Records, Financial Aid, Business Office, Bookstore, and Learning Commons. The goal is to utilize the CRM to target and market to students who have not yet registered.
- C. Action:** A marketing request will be submitted to promote these extended service dates. Each department head will coordinate with their staff to arrange work schedules, ensuring that employees flex their time within the same week they work the extended hours.

Meal Plan Requirement:

- A. Discussion:** Chris Simpson reported that he initiated this discussion at the recent BOLT meeting, with Fall Semester 2026 proposed as the target for implementation. The group discussed the feasibility of implementing a meal plan across all campuses, as currently only three of the four campuses offer food services. Questions were raised about whether a meal plan should be offered at just one campus or more broadly. It was noted that meal plans can vary in scope.
- B. Decision:** SALT agreed to move this discussion to BOLT for further research and discussion, with the goal of potential implementation in Fall 2026. A committee will be formed with representatives from various departments to evaluate key considerations, with the goal being to have a proposal ready for SEPC by December 2025.
- C. Action:** BOLT will continue the discussion in June.

500.27 Drug Testing of Student-Athletes/IECC Student-Athlete Handbook:

- A. Discussion:** Procedure 500.27 *Drug Testing of Student-Athletes* has been revised to include reporting to the Dean of Students in addition to the Compliance Coordinator. Once approved, the Student-Athlete Handbook will be updated to reflect this change.

Additionally, updates were made to the Student-Athlete Handbook as part of the annual review and update process.

B. Decision: SALT approved the revised procedure as presented.

C. Action: The revised Procedure 500.27 will be submitted for approval at the June SEPC meeting.

Replacing MindWise Mental Health Screening Platform:

A. Discussion: Libby reported that the MindWise platform was sunset on May 15, 2025. In accordance with the Mental Health Early Action on Campus Act, IECC is required to implement an online screening tool to raise awareness and establish a mechanism to link or refer students to services.

B. Decision: SALT approved piloting the Mental Health America platform, which offers free and confidential online mental health screenings.

C. Action: None.

500.5 Credit for Prior Learning (CPL):

A. Discussion: Amber reported that the nursing program's accreditors proposed a change in awarding credit for an LPN. The current Policy 500.5 *Credit for Prior Learning* limits to 25% of the required credit hours for a certificate or degree. Academic Affairs has approved a proposal to increase this limit to 40%, allowing an LPN to transfer in 32 hours toward their nursing degree.

B. Decision: SALT agreed with the proposed policy change from 25% to 40%.

C. Action: None.

Library and Disability Services Program Review:

A. Discussion: Chad updated SALT on the program review process for the Learning Commons and Disability Services. Each Director of the Learning Commons has reviewed and plans to meet on June 6 to make revisions. The updated review will be presented to SALT in July for final review and approval.

The ICCB follows a five-year Program Review schedule. The schedule for Student and Academic Support Services for FY2022–FY2026 is outlined below.

Review Area	FY2022	FY2023	FY2024	FY2025	FY2026
Student and Academic Support Services	Admissions, Registration, and Records	Learning and Tutoring Centers	Financial Aid and Bursar	Disability Services	Athletics
	Recruiting	Career and Placement Services		Counseling and Advising	
		Other Areas (Optional): Veterans' Services, DEI Centers and Programs, Campus Security, Online Learning		Library Services	Student Activities

B. Decision: None.

C. Action: Follow up in July.

Advising Process Changes Update:

- A. Discussion:** Jamie provided an update about departmental visioning within the advising department. A new appointment scheduling process will be implemented in October for spring advising appointments. Additional projects under evaluation include group registrations for CTE programs, athletic registrations, development of a standardized advising appointment process, and updates to the advising syllabus.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

Records Restructure Update:

- A. Discussion:** Amber shared an update on departmental visioning within the student records department. She, along with Jamie and Cassandra, continues to meet to discuss the student life cycle and departmental hand-off points. A change in status is being recommended for an existing employee to assume the Student Services Software Specialist role, establishing employment structure levels within the records department. Amber also reported a rise in fraudulent activity, with calls coming in requesting PIN numbers. The department is tracking these incidents to prevent multiple fraudulent student applications.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

International Billing Restructure Update:

- A. Discussion:** Levi provided an update about departmental visioning within the International department. A new contract has been finalized with an international athletic recruitment agency. Levi also has an upcoming meeting scheduled with Bonnie, Diana, and Lyn to discuss international billing processes.
- B. Decision:** None.
- C. Action:** Follow-up report at the next meeting.

Next Meeting: Tuesday, June 17, 2025 @ LTC. Levi and Cassandra will be unable to attend due to their recruitment trip to Southeast Asia.

Adjournment: The meeting adjourned at 4:06 p.m.