Business Operations Leadership Team
January 18, 2024

Minutes

1. The meeting convened at 9:00 am in the OCC Banquet Room.
   a. The Business Operations Leadership Team (BOLT) will include the Vice Chancellor of Business Operations and the Business Director of each college.
      i. Vice Chancellor – Chris Simpson
      ii. Business Directors
         1. Frontier Community College – Mary Johnston
         2. Lincoln Trail College – Jamie Henry
         3. Olney Central College – Dough Shipman
         4. Wabash Valley College – Lyndon Huey
      iii. Ad Hoc Members – Bookstore Managers, Food Service Directors, District Business Office, etc.
   b. BOLT meetings will typically be held on the 3rd Thursday of the month.
      i. FLOW Schedule through the remainder of FY24
      ii. February 15th (WVC), March 21st (FCC), April 18th (LTC), May 16th (OCC), June 20th (WVC)
   c. Discussed the overall priority topics to address through the Spring '24 Semester
      i. Simplify student tuition and fee structure
      ii. Uniform textbook adoption by course
      iii. In-depth auxiliary unit review

2. There was a review and discussion related to proposed changes for the tuition and fees for AY25.
   a. The team reviewed the tuition proposal for a tuition increase of $135/credit hour.
   b. The team reviewed the change in fee structure that has already been approved and will increase the Technology Fee from $5/credit hour to $9/credit hour and eliminate the Computer Lab Fee, Science Lab Fee, and Online/Hybrid Fee.

3. The team had a lengthy discussion about how to handle textbook costs for student/athletes with a LOI. Each business director reviewed the procedure used on their respective campus. It was determined to use the process outlined below.
   a. Bookstores will honor LOI's regardless of athletic campus. Please place the BOC(FLOW) charge code and amount on student account. Business office will add the BOS(FLOW) payment code based on students home athletic campus. The BOS(FLOW) payment detail code will cross for all charge codes, regardless of campus. Business office can track amount to be transferred to each bookstore at the end of term by running a Citrix report showing charge codes and amounts for each campus specific payment code.
   b. This process was to be written up by Mary Johnston and she will share the information with each bookstore manager.

   The team also discussed the ongoing concerns of textbook costs and the problems associated with textbook buyback. This will be an agenda item for later meetings this spring.

4. During auxiliary unit review the team discussed bookstore concerns related to the high cost of textbooks, the problems associated with textbook buyback, and a lack o f a standardized process across IECC bookstores.
    a. It was determined that a future meeting would include bookstore managers and deans to help establish a more uniform process for textbook adoption.
    b. There was also a discussion about standardized pricing of items in bookstores and the ability of the IECC to better leverage district purchasing power to get better prices.
During discussion about food service, there was a review of the installation of Micro Markets from Pepsi at FCC and at WVC.

5. Next Meeting – February 15th at Wabash Valley College