

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

January 16, 2025
Lincoln Trail College

1. The meeting convened at 9:00 am in the Lincoln Trail College Conference Room.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
 - b. The minutes from the December 12, 2024, meeting were reviewed and approved. The agenda for the meeting was discussed.
 - c. There was a discussion of the Business Operations Division goals for FY25. As a part of the goal to simplify tuition and fee structure, the team discussed information from the US Department of Education related to Inclusive Access programs for textbooks.
2. There was an update provided on the committee that is reviewing the current bookstore model. A written proposal has been provided by Barnes & Noble College, eCampus, and Follett. The committee has been reviewing these proposals and will meet again on January 23rd to make the final decision about a bookstore partner.
3. A review of the Business Operations Division budget for FY25 and FY 26 was held. Much of the savings for this fiscal year and next fiscal year is by eliminating a business office assistant position at Frontier Community College. There was also a review of current losses in campus bookstores and food service. There was continued discussion about this loss and plans to attempt to reduce the loss. A meeting of business officers and bookstore managers will be scheduled to discuss cost saving strategies.
4. Discussion was held about the current business director opening at Olney Central College. The job description was reviewed and potential interview questions were developed. The interview committee will meet on January 21st and schedule interviews for the week of January 27th.
5. The schedule for the upcoming Business Operations Townhall Meetings was reviewed. These meetings will be held on February 10th at Lincoln Trail College (9:00-11:00 am) and Wabash Valley College (1:00-3:00 pm) and on February 14th at Frontier Community College (9:00-11:00 am) and Olney Central College (1:00-3:00 pm).

6. There was open discussion on holds on student accounts. A message will be sent by me to Advising to provide them with updated information that they can share with students that may have a hold on their account and are trying to register for classes. There was also discussion on upcoming testing to fully implement electronic billing for the summer term.
7. The next BOLT meeting will be held on Thursday, February 20th at Olney Central College.