

Division Meeting Minutes

Date: October 15, 2026

Facilitator: Chris Simpson

Attendees: Hayley Breeden, Jamie Henry, Mary Johnston & Chris Simpson

Recorder: Chris Simpson

Meeting Summary

Key Focus Areas

The meeting was short due to the October 9th Workshop just five days earlier
Review of October 9th Workshop
LOI Meal Plans
Fall Buy Back

Major Decisions

- Determined that campus business offices will front the cash for the fall bookstore buy back rather than get a check for the cash from eCampus.

Upcoming Deadlines

None

SEPC Items

Approval items:

None

Discussion/Information Items:

None

Agenda Items

1. Review of IECC October 9th Workshop

Discussion

- There was a training on the use of Coplot to improve efficiency in financial applications.
- Bookstore staff worked to continue setting up the website for online purchases. A URL has been set up as shop.iecc.edu.
- There was a budget manager workshop that reviewed workflows and an electronic APV demo that will be piloted by business offices.
- A review of frequent issues that come to the Helpdesk related to eCampus were discussed.
- The topic of payment by the first day of term was reviewed.

Action Items

- Andy Hill will continue to implement aspects of the campus store eCommerce site.
- Chris Simpson will communicate with eCampus at their fall semester review about the most common concerns that come to the Helpdesk.

2. LOI Meal Plans

Discussion

- There was discussion about meal plans for students on a LOI that had a dollar amount that was not the same as the value of the plan. For example, a Silver Plan has a value of $560 but a cost of $504. This seems to primarily be an issue at OCC since meal plans are still connected with food service on this campus.

Action Items

- Hayley Breeden will work with OCC coaches on LOI language to resolve the issue.

3. Fall Buy Back Cash

Discussion

- A proposal from eCampus was reviewed by which the campus business office will front the cash for the fall book buy back instead of each campus receiving a check from eCampus. This would

eliminate several steps and eCampus will reimburse each campus for books that were part of the buy back.

- Business officers liked the proposal and will implement this process for the fall buy back on December 8th – 17th.

Action Items

- Chris Simpson will establish a training date in early December with eCampus on the buy back process.

4. Open Discussion

Discussion

- There was discussion about the adjusted BOLT meeting schedule for the remainder of the calendar year which includes the meeting to be held at LTC on November 19th and Teams on December 10th.

Action Items

- No further action is necessary.

Action Item Tracker

Task	Owner	Deadline	Status
Communicate areas of concern with eCampus during the fall semester review.	Chris Simpson	November 30th	Not Finished
Complete set up of eCommerce site for campus stores.	Andy Hill	October 30th	Not Finished
Work with OCC coaches on LOI language for meal plans.	Hayley Breeden	October 30th	Not Finished

Additional Announcements

Discussion

There was no additional discussion.

Next Meeting (November 19th/9:00 – 11:00 am/Lincoln Trail College)

Adjournment

Meeting concluded at 9:30 am.