

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

October 17, 2024
Wabash Valley College

1. The meeting convened at 9:00 am in the Student Services Conference Room at WVC.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
 - b. The minutes from the September 19, 2024, meeting were reviewed and approved and the agenda for the meeting was discussed.
 - c. There was a discussion of the Business Operations Division goals. The primary goal for Business Operations this year is a thorough review of auxiliary units. No action was taken.
2. The schedule for the next round of townhall meetings was reviewed. This schedule will include a townhall meeting on November 18th from 9:00 – 11:00 am at Lincoln Trail College and 1:00 – 3:00 pm at Wabash Valley College. On November 22nd, there will be a townhall meeting from 9:00 – 11:00 am at Frontier Community College and 1:00 – 3:00 pm at Olney Central College.
3. There was an update provided on the work of the committee that is reviewing different bookstore models. There have been follow-up conversations with Barnes & Noble College, Follett, and eCampus. There will be additional times scheduled with IT staff, athletic directors, and faculty members to explore the impact of a change in how bookstores operate.

There was additional discussion about the financial outlook for campus bookstores. In FY24, there was a loss of approximately \$240,000 combined with all four campus bookstores. At this point in FY25, compared to the same time in FY24, sales are down 21%.

4. There was discussion about potential budget cuts in the Business Operations Division. The current budget for Business Offices is \$513,268, so a 5% reduction is \$25,663. As the end of the fiscal year approaches, there will be opportunities for additional savings in supplies and travel.

5. There was discussion about the new debit card system that will be implemented later this fiscal year. A few questions still remain as to who will receive the cards and how the process will work.
6. There was discussion about the possibility of implementing a universal fleet card for fuel purchases while traveling. This topic has been studied but no definite directions has been established.
7. There was a question about loading prepaid travel cards and the user of the card not being on the same campus as the supervisor. Bonnie Chaplin shared information about replacement of travel cards with a debit card with a specified spending limit.
8. During open discussion, the topic of the IECC Student Housing Contract was revisited. This topic is continuing to be reviewed by the Student Affairs Division. There was also a question about the payment of housing from a student scholarship.
9. The next BOLT meeting will be held on Thursday, November 21st at Frontier Community College.