

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

**October 23, 2025
Olney Central College**

1. The meeting convened at 9:00 am in the Student Services Conference Room at Olney Central College.
 - a. Present were Chris Simpson, Jamie Henry, Mary Johnston, Lyn Huey, and Hayley Breeden. Bonnie Chaplin and Paul Tait joined the meeting at 10:00 am.
 - b. The minutes from the September 18, 2025, meeting were reviewed and approved. The agenda for the meeting was discussed.
 - c. There was a review of the October 10th Divisional Workshop that was held at Olney Central College. The consensus of the group was that it was a good idea to have a time for divisions to meet. It was suggested that the IECC return to the format of having the district-wide workshop on the first Tuesday of October and have the divisional meeting in the afternoon on the day of this workshop.
2. The minutes from the most recent SEPC meeting and divisional leadership team meetings were reviewed. In addition, the various forms of communication that exist throughout the IECC such as the district newsletter, campus newsletter, after board review, and other campus-based methods were identified. It was suggested that each business officer reminds those on their campuses that these exist and encourage them to stay informed about what is happening across the IECC.
3. An overview was provided of the October 15th eCampus Fall Semester Review Meeting with eCampus representatives. This included a review of areas for improvement such as delays in receiving lab kits and access codes and cost of some of the course materials. Also included was a breakdown of sales that showed 77% of enrolled students purchased textbooks through eCampus and discussion about upcoming training for bookstore managers and business officers for the fall semester buyback.
4. The BOLT members were joined by Bonnie Chaplin and Paul Tait to discuss the move to a different type of POS to be used in bookstores. The agreement for the current POS expires on 12/31/25 but can be renewed on a monthly basis while a transition occurs to a new system. The IT staff have been reviewing different options and have determined that Shift4, which is the same POS used in food service, is the best option for bookstores. An

implementation timeline will be developed, beginning with a demonstration for bookstore managers and business officers at the beginning of the next BOLT meeting on November 20th.

5. During open discussion, there were no topics raised.
6. The next BOLT meeting will be held at 9:00 am on Thursday, November 20th at Wabash Valley College.