

## **DIVISION OF BUSINESS OPERATIONS**



### **Business Operations Leadership Minutes**

**November 20, 2025  
Wabash Valley College**

1. The meeting convened at 9:00 am in the Student Services Conference Room at Wabash Valley College.
  - a. Present were Chris Simpson, Jamie Henry, Mary Johnston, Lyn Huey, and Hayley Breeden. Bookstore managers Danelle Davis, Jade Montgomery, and Cristina Siegel joined the meeting via Teams from 9:30 – 10:00 am.
  - b. The minutes from the October 23, 2025, meeting were reviewed and approved. The agenda for the meeting was discussed.
2. The minutes from the October Board of Trustees meeting were reviewed as well as the most recent SEPC and Divisional meetings.
3. A review was held with bookstore managers about the upcoming textbook buy back process. The buy back will begin on December 10<sup>th</sup> and run through December 18<sup>th</sup>. A special buy back will be held for student/athlete textbooks as they will be handled separately with eCampus. The date of December 2<sup>nd</sup> will be used for a final meeting with eCampus representatives about the buy back process.
4. The BOLT members reviewed information about a proposed new POS for bookstores. There was consensus that Shift4 provided the best option for the new POS. During the transition to a new POS, bookstores will be able to continue to use the existing POS as the agreement with MBS can be extended on a monthly basis.
5. There was a review of the information discussed at the most recent IECC Food Service Committee. In FY25, the collective loss of food service across IECC campuses was \$83,022.46. The food service committee is scheduled to meet again in December.
6. During open discussion, the schedule for the monthly Business Operations Leadership Team schedule was adjusted due to the Health Professions Center Open House at Olney Central College on December 11<sup>th</sup>. The adjusted meeting dates and locations are in the table below.

| <b>Date</b>       | <b>Location</b>            | <b>Time</b> |
|-------------------|----------------------------|-------------|
| December 11, 2025 | Teams                      | 9:00 am     |
| January 15, 2026  | Frontier Community College | 9:00 am     |
| February 19, 2026 | Lincoln Trail College      | 9:00 am     |
| March 19, 2026    | Olney Central College      | 9:00 am     |
| April 16, 2026    | Wabash Valley College      | 9:00 am     |
| May 21, 2026      | Frontier Community College | 9:00 am     |
| June 18, 2026     | Lincoln Trail College      | 9:00 am     |

7. The next BOLT meeting will be held at 9:00 am on Thursday, December 11<sup>th</sup> via Teams.