

## DIVISION OF BUSINESS OPERATIONS



### Business Operations Leadership Minutes

**December 12, 2024**  
**Via Teams**

1. The meeting convened at 9:00 am via Teams.
  - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
  - b. The minutes from the November 21, 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. On November 25<sup>th</sup> there was a meeting open to faculty members to review and discuss the textbook adoption process. This meeting presented information about the tool used for faculty members to communicate their selection of what textbook was adopted. There was discussion about a new POS system in the bookstore and that this POS did not need to be able to communicate with Banner.
3. There was a review of several policies and procedures that will impact business offices on each campus. These policies and procedures are either newly approved by the Board of Trustees or have SEPC approval. The policies and procedures included 300.14 Purchasing Policy, 300.1.25 Accounting: Driver's License Procedure (Replaced by Policy 400.33), 300.23 IECC Issued Credit Cards, 400.1 Selection & Employment, and 400.33 IECC-Owned & Personal Vehicles.
4. The opening for the business director position at Olney Central College was discussed. With Doug Shipman's retirement on April 18, 2025, the goal is to have his replacement hired in March to allow for training to occur for one month prior to Mr. Shipman's departure.
5. With the December meeting being held via Teams, an updated meeting schedule for the remainder of the current academic year was reviewed. This meeting schedule is listed below and will continue with a 9:00 am start time.

- a. January 16<sup>th</sup> – LTC
  - b. February 20<sup>th</sup> – OCC
  - c. March 20<sup>th</sup> – WVC
  - d. April 17<sup>th</sup> – FCC
  - e. May 15<sup>th</sup> – LTC
  - f. June 18<sup>th</sup> – OCC
6. During open discussion, it was reviewed that the Nel Net card prior balance 2023 would no longer be available.
  7. The next BOLT meeting will be held on Thursday, January 16<sup>th</sup> at Lincoln Trail College.