

## **DIVISION OF BUSINESS OPERATIONS**



### **Business Operations Leadership Minutes**

**February 20, 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, Mary Johnston, Jamie Henry, Doug Shipman, Lyn Huey, and guest Chris Forde.
  - b. The minutes from the January 16, 2025, 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 have a uniform textbook adoption process, the move to a new bookstore model was reviewed.
2. Chris Forde, IECC Coordinator of Public Information and Marketing, presented information about the newly developed virtual tours. The location on the website was reviewed and discussion was held about the potential uses of the virtual tours.
3. There was an update on the development of a new model to operate campus bookstores. At the Board of Trustees meeting on February 18<sup>th</sup>, a three-year agreement was approved with eCampus to provide textbooks and course materials. An initial onboarding meeting was held with representatives from eCampus and various individuals in the IECC, including IT, marketing, faculty, financial aid, advising, business officers, and bookstore managers. Each of these groups will have further breakout sessions with eCampus to implement this new model for the 2025 summer term.
4. A review of the Business Operations Division budget for FY 26 was held. Discretionary spending areas were discussed as well as full-time and part-time business office staff.
5. Discussion was held about the IECC's move to new credit cards. A test group of spring sports at LTC will be utilized to determine the best process to implement these new cards. At this time, it is still undetermined when the transition to the new cards will occur.

6. There was discussion about the installation of knox boxes on each campus. Recently, a fire chief from one of the communities where IECC campuses are located recommended installing these boxes on each campus.
7. The topic of an increased charge for a second diploma was revisited. To cover the additional cost to the IECC, it was recommended that this fee be increased to \$15.00. The item will be placed on the SEPC agenda in March for possible approval.
8. The move to electronic billing this summer was reviewed. This included reviewing the wording to be placed on student bills and the information sent to the marketing department to advertise this move to students.
9. There was a review of topics from recent Business Operations Townhall Meetings. These topics included:
  - a. The process to communicate when a hold has been removed from a student account.
  - b. The process for textbook distribution when the new bookstore model has been implemented.
  - c. The implementation timeline for the new bookstore model.
  - d. The changing role of bookstore managers.
  - e. The way the new bookstore model will affect LOIs.
10. During open discussion, the new posters for using NelNet for online payments were distributed.
11. The next BOLT meeting will be held on Thursday, March 20<sup>th</sup> at Wabash Valley College.