

## DIVISION OF BUSINESS OPERATIONS



### Business Operations Leadership Minutes

**March 20 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, Mary Johnston, Jamie Henry, Doug Shipman, Lyn Huey, and guests Ryan Hawkins and Bonnie Chaplin joined via Teams.
  - b. The minutes from the February 20, 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 simplify tuition and fee structure, there was brief discussion about the fees for testing paid in the campus Learning Commons.
2. Ryan Hawkins and Bonnie Chaplin were present to discuss a couple of topics that directly impact the district business office. The first topic was the flow of documents through campus business offices and the potential for duplication of effort. As we have moved forward with the new divisional structure, it was discussed that this has created new challenges and decisions that were made may not have been the best option. Ryan Hawkins will draft a proposal for BOLT to review about possible solutions.

The second topic discussed was the new bookstore model and textbooks for student/athletes. In FY24, there was approximately \$161,000 spent on student/athlete textbooks. The new model is intended to reduce this figure over the next two fiscal years. One of the strategies to reduce cost is to identify student/athletes in the eCampus platform and direct them to cheaper options such as used and rental books where appropriate.

3. There was discussion about the board of trustees approval of a replacement diploma cost. The different factors affecting this cost were reviewed and included the price from Josten's, shipping costs to campus, and shipping costs to the student. As a result, the final cost may have some level of variability to be determined by the campus business director.
4. An update on steps to implement the new bookstore model with eCampus was provided. At the time of the meeting, all the summer/fall course data had been uploaded and various

trainings have occurred. There are additional onboarding meetings scheduled and this will include the campus business directors.

5. A review of the training schedule for Hayley Breeden was reviewed. Hayley is the new Business Director at Olney Central College and she began work on March 24<sup>th</sup>. A Teams meeting with BOLT and Hayley is scheduled for April 2<sup>nd</sup> at 8:30 am.
6. Discussion was held about the necessary steps to implement a required meal plan for all first year IECC students. This will be a topic aligned with the Student Affairs Division reviewed in future BOLT meetings.
7. 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.
8. There was a review of Business Procedure 300.1.19 Collection of Overdue Accounts. There is not a consistent approach on all four campuses that needs to be consistent with the existing procedure.
9. The move to electronic billing will begin with the Fall 2025 Term. The dates for BOAS billing dates for Summer 2025 Term were reviewed and include 4/22/25, 5/6/25, and 5/20/25.
10. During open discussion, the topic of a new POS for bookstores was reviewed. Currently, the IT staff are exploring utilizing Shift 4 as the POS as it is currently used in food service/
11. The next BOLT meeting will be held on Thursday, April 17<sup>th</sup> at Frontier Community College.