

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

April 16, 2026
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. Paul Tait joined the meeting towards the end via Teams to discuss the new POS for bookstores.
 - b. The minutes from the March 19, 2026, meeting were reviewed and approved. The agenda for the meeting was discussed.
2. The IECC Communications page on the IECC website was reviewed and the minutes from the most recent SEPC and Divisional meetings were reviewed.
3. There was a discussion about the spring buyback in bookstores. A training was held recently with bookstore managers and eCampus to review the procedure. The dates for the buyback are May 7th – 14th and May 18th & 19th.
4. A review of numerous procedures associated with Auxiliary Services/Bookstores was conducted. This included nine procedures from 700.1.7 through 700.1.15. As this review is completed, some of the procedures will be updated with new information and others will be removed as they are no longer relevant.
5. A discussion was held on the various procedures on each campus for vehicle servicing and inspections. Each campus uses a similar approach of tracking mileage and scheduling service appointments and vehicle inspections that may include automotive programs on campus if this is available. A new procedure will be written to make this consistent on each campus.
6. The topic of Pell flow-through for housing was reviewed. This strategy is used in the LTC and WVC business office, but not in the FCC and OCC business office. Housing partners are asking for this process to be available on all campuses.

7. Paul Tait joined the meeting via Teams to review information for the implementation of Lightspeed, which is the new POS for bookstores. An implementation plan has been developed to have this new system operational by July 1st. Paul provided an overview of the POS from an initial implementation meeting held with Lightspeed earlier this month.

A series of training sessions are being developed with a representative from Lightspeed and IECC staff that include business officers, bookstore managers, and district office staff. The first training session will be held on April 23rd.

8. During open discussion, the topic of updating an inventory control form was brought forward. Jamie Henry is going to present a revised form to the district office for their review.
9. The next BOLT meeting will be held at 9:00 am on Thursday, May 21st at Frontier Community College.