

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

April 17, 2025

Frontier Community College

1. The meeting convened at 9:00 am in Bob Boyles Hall at Frontier Community College.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Hayley Breeden, and Lyn Huey.
 - b. The minutes from the March 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 move to electronic billing which will go into effect for the fall term.
2. An update on the transition to eCampus for bookstores was provided. This included the move to a new POS system and a cancellation of the agreement with MBS. At this time, there is no set time period for the MBS agreement to be cancelled. The “go live” date for books to be available on the eCampus site is set for April 28th.
3. The upcoming townhall meeting schedule was reviewed. These will be the fourth and final townhall meetings for the current fiscal year. There has been no decision if townhall meetings will continue next fiscal year. Townhall meetings will be held at Lincoln Trail College and Wabash Valley College on April 22nd and Frontier Community College and Olney Central College on April 24th.
4. A discussion was held about the impact of the new Student Housing Agreement on Business Offices. It is still unclear what role the campus business office will play on processing student rent payments. Concerns were expressed about additional work load created.
5. There is a need to establish a consistent policy/procedure for each campus on the use of waivers for club classes. The goal is to have a draft policy for the June SEPC meeting that includes a consistent number of credit hours waived and the waving of fees.
6. The FY26 meeting schedule was reviewed and it was determined to continue to hold BOLT meetings on the third Thursday of the month. The exceptions to this schedule include the

following.

- a. August – Meet on the 28th due to the start of the fall term.
 - b. December – Meet on the 11th due to the end of the fall term.
- 7. During open discussion, there was discussion about the approaching end of the spring term.
- 8. The next BOLT meeting will be held on Thursday, May 15th at Lincoln Trail College.