

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

May 15, 2025

Frontier Community College

1. The meeting convened at 9:00 am in the Student Services Conference Room at Lincoln Trail College.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, and Hayley Breeden.
 - b. The minutes from the April 17, 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 with no adjustments or updates to the goals.
2. An update on the transition to eCampus for bookstores was provided. There was discussion about changing the budget codes of the four bookstores to make one code. It was asked if this would negatively impact the ability to track what is happening in each individual store. Each store currently has existing inventory, including access codes. At this time, eCampus has provided a quote for books that are part of the summer term, but not for adoptions for the fall term. There was also a conversation about what to do with existing access codes and a market to sale these to another bookstore. Bookstore websites were reviewed with an intent to have bookstore managers work with IT staff to redesign the websites.
3. There was a review of the IECC Affiliated Housing Agreement because a concern had previously been expressed about the role of the campus business office in processing student rent payments. This concern was the result of a potential practice that was not approved and is not part of the student housing agreement.
4. A draft policy for waivers applied to club classes was discussed. This policy will have deans submit the club class to the schedule builder, which will generate a Club Course Enrollees report to business offices to apply the waiver.
5. There was a review of the electronic billing timeline and three Business Procedures (300.1.16, 300.1.17, and 300.1.19) with no changes suggested.

6. A proposed change in operations of the bookstore and food service at WVC was reviewed and discussed. This change would create a new structure that has a manager overseeing both the bookstore and food service.
7. During open discussion, there was a review of the June BOLT meeting date and time. With the Juneteenth holiday on June 19th, the June BOLT meeting will be held on June 18th at 8:00 am.
8. The next BOLT meeting will be held on Wednesday, June 18th at Olney Central College with an 8:00 am start time.