

**Business Operations Leadership Team  
May 16, 2024  
Olney Central College**

**Minutes**

1. The meeting convened at 9:00 am in the Banquet Room at OCC.
  - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
  - b. The minutes from the April 18, 2024, meeting was reviewed and approved and the agenda for the meeting was discussed.
2. There was a review of the current job descriptions of campus bookstore managers to identify specific duties of a proposed district bookstore manager. The team also reviewed job descriptions from various community college bookstore managers to help identify the necessary roles and responsibilities of the district bookstore manager. A draft job description will be shared with the leadership team and reviewed in more detail at the June 16<sup>th</sup> meeting.
3. The leadership team discussed the composition of a committee to review various bookstore models. This committee will include 9 – 10 individuals that are representatives from each of the four divisions. The committee will meet over the course of the next few months to hear presentations and research the various models with the goal of making a recommendation to SEPC by September/October for the Fall 2025 semester.
4. There was discussion about meal plan expiration and strategies to better notify students about the potential loss of money due to an expired meal plan. Beginning in the fall 2024 semester, there will be additional notifications to students about an expiring meal plan.
5. The leadership team discussed issues with hotel requests from staff that exceed the per diem rate. The team reviewed the state rate and the use of a form to file for an exception for the per diem rate.
6. The leadership team finalized deadline dates for agency billing.
7. The leadership team finalized meeting dates for FY25 according to the table below.

<b>Date</b>	<b>Location</b>	<b>Date</b>	<b>Location</b>
July 18, 2024	FCC	January 16, 2025	OCC
August 15, 2024	LTC	February 20, 2025	WVC
September 19, 2024	OCC	March 20, 2025	FCC
October 17, 2024	WVC	April 17, 2025	LTC
November 21, 2024	FCC	May 15, 2025	OCC
December 17, 2024	LTC	June 18, 2025	WVC

8. The next BOLT meeting will be held on Thursday, June 20<sup>th</sup> at Wabash Valley College.