

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

**June 18, 2025
Olney Central College**

1. The meeting convened at 8:00 am in the Student Services Conference Room at Olney Central College.
 - a. Present were Chris Simpson, Lyn Huey, Jamie Henry, and Hayley Breeden.
 - b. The minutes from the May 15, 2025, meeting were reviewed and approved. The agenda for the meeting was discussed.
 - c. There was a discussion of the Business Operations Division goals as we move into FY26. In the coming year, one of the focal areas will be an in-depth review of food service operations.
2. An update on the transition to eCampus for bookstores was provided. There was discussion about the sale of existing inventory and the inventory liquidation quote provided by eCampus. At this time the liquidation quote is being evaluated line by line and areas of concern communicated to the eCampus representative. Additional discussion was held on bookstore hours of operation and what times work best to standardize the times across all four campuses.
3. The IECC will be offering extended hours of operation during the beginning of the fall term to better accommodate students. These extended hours will be until 8:00 pm on August 11th, 18th, and 25th. Staff affected by these later times will flex their work hours at some point that week to stay open until 8:00 pm.
4. There was discussion about the Wabash Valley College Bookstore and Warrior Grill. A part-time food service manager position is currently posted to provide food service on the WVC campus from 11:00 am – 1:00 pm each day that classes are in session.
5. The primary auxiliary unit to review in the coming academic year is food service. This fall a team will be assembled to review food service operations across all four campuses. This team will be representative of the various stakeholders on each campus. The goal of the team will be to review food service as a system wide endeavor rather than simply as an auxiliary unit on each campus.

6. During open discussion, there was a review of electronic billing that will begin on July 7th for the fall term. With this change in billing, a bill will be available to a student in one hour and a statement will be emailed to the student's account on the 15th of each month. There was also discussion about the implementation of the new credit card system, which is currently being used on a trial basis by a few people on each campus.
7. The next BOLT meeting will be held at 9:00 am on Thursday, July 17th at Wabash Valley College.