



Division Meeting Minutes

Date: June 18, 2026

Facilitator: Chris Simpson

Attendees: Hayley Breeden, Jamie Henry Lyn Huey, Mary Johnston

Recorder: Chris Simpson

Meeting Summary

Key Focus Areas

- Review of Board of Trustees topics
- Moving Forward Operational Plan
- Implementation of new POS in bookstores
- Inclusive Access program with eCampus
- District Bookstore Manager Position

Major Decisions

- The position for a district bookstore manager will be posted in August internally.
- The Inclusive Access program with eCampus will be expanded during the fall semester.

Upcoming Deadlines

- None

SEPC Items

Approval items:

- None

Discussion/Information Items:

- None

Agenda Items

1. Moving Forward Operational Plan

Discussion

- There was discussion about the ongoing work on the IECC Operational Plan.
- Meetings are being scheduled throughout the summer/fall to work on the four Institutional Pillars. When appropriate, members of BOLT will be invited to attend and provide input to the development of the plan.

Action Items

- Members of BOLT will be invited to attend the day-long workshop for Pillar 3 Steward Resources on August 24th.
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2. Lightspeed POS Implementation

Discussion

- The new POS for bookstores will go live on July 1st. In preparation for that, IT staff will be visiting each campus to work with bookstore staff to ensure proper setup.
- There was additional discussion about the various reports that can be run and which ones will be most useful for business offices.
- The use of gift cards and a loyalty program were discussed as strategies to increase sales in campus bookstores.

Action Items

- Paul Tait will schedule a date to come to each campus bookstore.
- An additional training will be scheduled with Alex from Lightspeed before the POS is live on July 1st.

3. eCampus Topics

Discussion

- There was a review of the new Inclusive Access program that is being piloted during the summer term.
- A review of the buyback procedure for the Fall 2026 Semester was discussed and how this will be done with student/athletes that had books paid for by athletic team fundraising.

Action Items

- A representative from eCampus is identifying various courses in the upcoming fall semester that might be good candidates for expansion of Inclusive Access. This list of courses will be reviewed with Academic Affairs to determine next steps.

4. Topic / Agenda Item

Discussion

- There was discussion about the approval at SEPC for moving forward with a district bookstore manager position. The draft job description was approved and a timeline for implementation was reviewed.
- Members of BOLT will serve as the interview committee later in the fall semester.

Action Items

- The Vice Chancellor of Business Operations will work with the HR Department to post the position at the appropriate time in August.

Action Item Tracker

Task	Owner	Deadline	Status
Workshop on Pillar 3 of the Operational Plan	Chris Simpson	August 24 th	Not Done
Schedule additional training with Lightspeed	Chris Simpson	June 30 th	Completed
Identify Inclusive Access courses for fall semester	Chris Simpson Cathy Robb	July 31 st	Not Done

Additional Announcements

Discussion

- There was discussion about Dr. Gower's retirement as Chancellor and Dr. Taylor named as his successor. It was also discussed about Chris Simposn's retirement as OCC President and Vice Chancellor of Business Operations and Ryan Hawkins named as OCC President-

Designate and Vice Chancellor of Financial Operations to replace the current structure of Business Operations.

- There was discussion about a change in Business Procedure 300.1.19 to increase the past-due balance to \$1,000.00 to participate in a payment plan to allow the student to register for the current term.

Next Meeting (July 16th/9:00 – 11:00 am/Olney Central College)

Adjournment

Meeting concluded at 11:25 am.