

**Business Operations Leadership Team
June 20, 2024
Olney Central College**

Minutes

1. The meeting convened at 9:00 am in the Main Hall Conference Room at WVC.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
 - b. The minutes from the May 16, 2024, meeting was reviewed and approved and the agenda for the meeting was discussed.
 - c. There was discussion about Business Operations goals and next steps. There has been significant progress on simplifying the tuition and fee structure with the removal of the computer lab fee, science lab fee, and on-line/hybrid course fee and the increase of the technology fee from \$5/credit hour to \$9/credit hour. There will be further research on the ability to consolidate remaining fees into fewer fees. The goal of an in-depth auxiliary unit review is an ongoing process and is currently focused on bookstore operations.

2. The leadership team reviewed information about the creation of a Business Operations Division Mission Statement. Sample mission statements were reviewed, and it was mentioned that many years ago the business offices had a mission statement developed. This old mission statement would be found and may provide some direction in the formation of a new mission statement.

3. A committee has been formed that will review changes in the current model of how bookstores operate and distribute textbooks. The leadership team reviewed the committee make-up, which will include representatives from each of the divisions and the timeline they will be working with. The committee will meet this summer and early fall with the goal of making a recommendation to SEPC later this fall.

4. There was review and discussion of a draft job description for a district bookstore manager. The timeline of posting a position for a district bookstore manager was also discussed. It was determined that this would happen later in the fall after a clearer direction for bookstores has been established.

5. A schedule for Business Operations Division townhall meetings was reviewed and modified. The meetings will be held quarterly on each campus and provide an opportunity for faculty and staff on each campus to ask questions, share concerns, and get information about what is happening in Business Operations. The meeting schedule is in the table below. The location of the meetings are still to be determined.

	FCC	LTC	OCC	WVC
Date/Time	8/30/24 9:00-11:00 am	8/27/24 9:00-11:00 am	8/30/24 1:00-3:00 pm	8/27/24 1:00-3:00 pm
Date/Time	11/22/24 9:00-11:00 am	11/18/24 9:00-11:00 am	11/22/24 1:00-3:00 pm	11/18/24 1:00-3:00 pm
Date/Time	2/14/25 9:00-11:00 am	2/10/25 9:00-11:00 am	2/14/25 1:00-3:00 pm	2/10/25 1:00-3:00 pm

	4/24/25	4/22/25	4/24/25	4/22/25
Date/Time	9:00-11:00 am	9:00-11:00 am	1:00-3:00 pm	1:00-3:00 pm

6. There was discussion about the payment of access codes for student/athletes with a Letter of Intent. This process will continue as it has in the past for the upcoming academic year.
7. There was discussion about having a backup for the business officer that is assigned to a specific contract. It was decided that each business officer will create a document with specific instructions that will be placed in the Business Operations Teams folder so that any other business officer could perform any necessary functions if the person assigned is unavailable.
8. There was discussion on a more efficient process for submitting a bookstore transaction report. Mary Johnston will send a template to the business officer on each campus to share with the bookstore manager on their campus.
9. The leadership team discussed concerns in the approval process on July 1st when the IECC's new organizational structure takes effect. The primary concern is that new people will be doing approvals that are not as familiar with the codes used. It was determined that the business officers will need to stay involved to ensure that coding is correct.
10. There was a modification in the monthly Business Operations Division Leadership Team meeting schedule. The August meeting has been moved from the 15th to the 29th to not conflict with the busy schedules at the start of the fall semester. The December meeting has been moved from the 17th to the 12th to not conflict with activities happening at the end of the fall semester.
11. The next BOLT meeting will be held on Thursday, July 18th at Frontier Community College at 9:00 am.