

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

July 18, 2024

Frontier Community College

1. The meeting convened at 9:00 am in West Hall at FCC.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
 - b. The minutes from the June 20, 2024, meeting was reviewed and approved and the agenda for the meeting was discussed.

2. There was a review of a Business Operations Mission Statement that was discussed at the June BOLT meeting. The sample below is being reviewed by BOLT members and revisions will be considered.

The mission of the Business Operations Division is to cultivate and steward the IECC's resources for strategic growth by continuing to improve efficiency through the streamlining of operations and strengthening auxiliary units.

3. An update was provided about the Bookstore Model Review Committee.
 - a. The committee has met two times and has reviewed a task force report about the affordability of college course materials and potential bookstore partners.
 - b. The committee will have presentations from potential partners in August.

| | August 5th | August 6th |
|----------|------------------------------|------------------------------|
| 9:00 am | | BibliU |
| 10:00 am | | Barnes & Noble |
| 11:00 am | eCampus | RedShelf |
| | | |

4. The committee reviewed the Strategic Priorities from 2023-2024 and identified priorities for the current academic year. Those Strategic Priorities include:
 - a. Simplify Tuition & Fee Structure
 - i. Explore the ability to consolidate other fees to further simplify this area.
 - b. In-Depth Auxiliary Unit Review
 - i. Work will continue identifying the most effective model for restructuring how campus bookstores operate.

- ii. Explore additional strategies to provide improved food service options on each campus.
 - c. Uniform Textbook Adoption
 - i. Coordinate textbook distribution on each campus for students taking online or synchronous courses from a different IECC campus.
- 5. The committee reviewed a new Business Operations letterhead and approved its use.
- 6. There was discussion about the upcoming IECC District Workshop “Collaborate IECC” to be held at Olney Central College on August 7th. The current workshop schedule provides a one-hour time slot for division meetings in the afternoon. Several different potential topics were identified for this divisional meeting.
- 7. A review of the quarterly Business Operations Townhall meetings was presented. Business Officers were asked to be available at the beginning of each townhall meeting on their campus.

| | FCC Bob Boyle’s Hall | LTC Lincoln Room | OCC Banquet Room | WVC Main Hall 101 |
|-----------|----------------------------|---------------------------|--------------------------|--------------------------|
| 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 |
| Date/Time | 4/24/25 9:00-11:00 am | 4/22/25 9:00-11:00 am | 4/24/25 1:00-3:00 pm | 4/22/25 1:00-3:00 pm |

- 8. There was discussion about student/athletes with an LOI taking courses on another campus. Information will be shared with bookstore managers to ensure that the terms of the LOI are honored at each campus bookstore.
- 9. There was discussion about textbook deliveries in the fall semester. Trial runs have taken place during the summer term but there are concerns about bookstore managers being pulled from the bookstores too much at the start of the fall term. A meeting will be scheduled with bookstore managers to identify the best solution for the fall term.
- 10. The next BOLT meeting will be held on Thursday, August 29th at Lincoln Trail College. This is a date change to accommodate the busy schedules of BOLT members with the first day of classes on August 14th.