



Division Meeting Minutes

Date: August 27, 2026

Facilitator: Chris Simpson

Attendees: Hayley Breeden, Jamie Henry, Lyn Huey, Mary Johnston & Ryan Hawkins

Recorder: Chris Simpson

Meeting Summary

Key Focus Areas

- Review of August Board of Trustees meeting
- Moving Forward Operational Plan
- Implementation of Lightspeed as the new POS in bookstores
- IECC Campus Store District Manager position
- October 9th Workshop
- Campus auxiliary accounts

Major Decisions

- Schedule a Teams meeting to finalize information related to the eCommerce component of Lightspeed.

Upcoming Deadlines

- None

SEPC Items

Approval items:

- None

Discussion/Information Items:

- None

Agenda Items

1. Moving Forward Strategic & Operational Plan 2026 – 2028

Discussion

- There was discussion about the most recent Operational Plan Workshop held on August 24th. Those in attendance at the workshop provided an overview of the progress made.
- The next Operational Plan Workshop is scheduled for September 24th and all business officers are invited to attend and participate.

Action Items

- No further action is necessary.

2. Lightspeed POS Implementation Update

Discussion

- The final scheduled training session with Lightspeed is scheduled for later this afternoon.
- A major focus with Lightspeed will be finalizing information for the eCommerce site. A meeting will be scheduled for September 1st to work with the IT Department to accomplish this.

Action Items

- Chris Simpson will schedule a Teams meeting with business officers, bookstore managers, and IT to address eCommerce questions.

3. IECC Campus Store District Manager

Discussion

- An overview of the recent interviews for the IECC Campus Store District Manager position was provided.
- The timeline is to make a recommendation for this position to the Board of Trustees this fall. The new district manager will then be responsible for coming up with strategies related to hours of operation for the campus stores and staffing needs.

Action Items

- No further action is necessary.

4. IECC October 9th Workshop

Discussion

- The IECC District Workshop scheduled for October 9th is set to be by divisions. The Business Operations Division will meet at Olney Central College that day.
- A discussion was held about potential topics for the workshop. A final list of topics will be developed and finalized at the September BOLT meeting.

Action Items

- Chris Simpson will have this topic on the September BOLT meeting agenda.

5. Salary Transfer

Discussion

- There was discussion about who is responsible for alerting the district office whenever salary transfer is needed.
- It was determined that in most of these cases it is related to a grant and the grant administrator should be responsible.

Action Items

- Ryan Hawkins will review this with Bonnie Chaplin and communicate the final information to business officers.

6. Campus Auxiliary Accounts

Discussion

- There was discussion about campus auxiliary accounts with large balances and the ability to move some of this money into CDs or other investment accounts to generate additional revenue for the auxiliary account.
- IECC policy allows only the District Treasurer to invest money. There are currently 231 individual auxiliary accounts in the IECC, so it is not practical to do this with each of these accounts. However, the money in the auxiliary accounts is part of the IECC's overall account balances to invest, which is done, and the interest generated is delivered back to the auxiliary accounts.

Action Items

- No further action is necessary.

7. Open Discussion

Discussion

- There was discussion about reducing the number of open POs and the need to do this to prevent budget money to be tied up.
- The topic of POs and the requisition process was discussed as it relates to new meta majors and the deans that supervise them.

Action Items

- No further action is necessary.

Action Item Tracker

Task	Owner	Deadline	Status
Establish date for meeting to review eCommerce in Lightspeed	Chris Simpson	September 1 st	Completed
Put the IECC October 9 th District Workshop on the September BOLT agenda.	Chris Simpson	September 11 th	Not Finished

Additional Announcements

Discussion

- There was no additional discussion.

Next Meeting (August 27th/9:00 – 11:00 am/Frontier Community College)

Adjournment

Meeting concluded at 11:05 am.