

## **DIVISION OF BUSINESS OPERATIONS**



### **Business Operations Leadership Minutes**

**August 28, 2025  
Wabash Valley College**

1. The meeting convened at 9:00 am in Bob Boyles Hall at Frontier Community College. The meeting was a week later than normal due to the first day of classes on August 21<sup>st</sup>.
  - a. Present were Chris Simpson, Jamie Henry, Mary Johnston, and Hayley Breeden.
  - b. The minutes from the July 17, 2025, meeting were reviewed and approved. The agenda for the meeting was discussed.
2. Business Operations reviewed the proposed new policy and procedure for Assignment of Vehicles (300.18). There were questions about the need for a new policy and procedure and what prompted the proposed changes. These will be communicated with the district office and suggestions offered.
3. There was a review of the number of people served during the three “Moonlight Monday” dates. Each business office indicated that the activity level dropped as the evening went on. It was suggested that staying open until 8:00 pm is not necessary and 7:00 pm is a more appropriate ending time.
4. The topic of past due balances for students was discussed. Business officers made several phone calls to students with an outstanding balance prior to the first day of class. This was to prevent the possibility of a student being dropped due to their outstanding balance.
5. With the change in bookstore operations with eCampus, it is necessary to revise bookstore manager job descriptions. The job description for each bookstore manager may be slightly different based on other duties performed. Later this fall, updated job descriptions will be brought forward for approval.
6. There was discussion about bookstores and some challenges that have arisen with the implementation of eCampus. These topics are being compiled and will be reviewed at the Business Operations Workshop on October 10<sup>th</sup>.
7. There was a review of the first meeting of the IECC Food Service Committee, which is evaluating food service on each campus. During this meeting, the committee reviewed the

current status of food service with access to students, facilities on each campus, and usage. The committee is scheduled to meet again on September 2, 2025.

8. Some planning began for the Business Operations Division Workshop on Friday, October 10<sup>th</sup>, which will be held at Olney Central College. The development of an agenda for the workshop began and a listing of potential topics was discussed. This agenda and the schedule for the workshop will be finalized at the September 18<sup>th</sup> Business Operations Leadership Team meeting and communicated with Business Operations staff that will be in attendance.
9. During open discussion, the topic of Wal-Mart purchasing and the issuing of new cards was reviewed.
10. The next BOLT meeting will be held at 9:00 am on Thursday, September 18<sup>th</sup> at Lincoln Trail College.