

## DIVISION OF BUSINESS OPERATIONS



### Business Operations Leadership Minutes

**August 29, 2024**  
**Lincoln Trail College**

1. The meeting convened at 9:00 am in the Student Services Conference Room at LTC.
  - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
  - b. The minutes from the July 18, 2024, meeting were reviewed and approved and the agenda for the meeting was discussed.
  - c. There was a discussion of the Business Operations Division goals. The primary goal that is being focused on at this time is the review of auxiliary units.
2. There was a discussion of the use of Pell pass-through money to pay for student housing. Jamie Henry described the process that has been in place at Lincoln Trail College and how this works between the business office and the owner of the housing.
  - a. There were concerns expressed about the extra work for the business offices on each campus.
  - b. An additional concern is the role of the business office in doing the collection for the owner. The owner will experience delay in payment as Pell money does not come in until after October 1<sup>st</sup>.
3. A review of policies approved at the most recent Board of Trustees meeting and SEPC was done.
  - a. The newly approved Tuition Waivers Policy (500.41) was discussed and the proposed procedures that accompany the policy.
  - b. There was additional discussion about the First Year Housing Policy (500.40) and the proposed IECC Housing Contract. The business officers asked if they could have more time to review their role before adoption.
4. An update was provided about the Bookstore Model Review Committee. Presentations have been made by eCampus, RedShelf, BibliU, and Barnes & Noble College. A final presentation will be made by Follett on September 5<sup>th</sup>. Following the final presentation, the committee will get back together and review what each potential partner provides and make a recommendation to SEPC.

- a. Time will also be spent doing research with other community colleges that have a partnership with each of the vendors.
  - b. Each vendor also has a textbook adoption tool, so time will be spent working with faculty representatives to get input on this feature.
5. There was discussion on credit card fees that are being paid by the IECC. According to information provided by the District Office, the IECC annually pays approximately \$40,000 in credit card fees. The discussion led to the passing of these fees on to the consumer as is done when using a credit card for other purchases.
6. There was discussion on several topics related to business office processes.
  - a. Scholarships to be added to RPAAWRD with the goal to have MAP able to disburse by this process in Fall 2025.
  - b. For student accounts, the timeline is to have electronic billing ready to roll out in Summer 2025.
  - c. A concern was expressed on the possible change in the order of billing to apply waivers/LOIs after all other awards are applied. There is concern about the impact this will have on athletic scholarships.
7. An update on WVC food service was provided. Currently a meal is provided by Wabash General Hospital and is served from 11:00 am – 1:00 pm. Troy Strack has been hired as a temporary part-time employee to facilitate this process. A job posting is out for a permanent part-time employee to do this job.
  - a. Micro markets have also been installed in the Red Café and are open at times other than lunch time. Students are able to use their meal plan for purchases at the micro market.
8. The next BOLT meeting will be held on Thursday, September 19<sup>th</sup> at Olney Central College.