



Division Meeting Minutes

Date: September 17, 2026

Facilitator: Chris Simpson

Attendees: Hayley Breeden, Jamie Henry, Mary Johnston, Ryan Hawkins & Chris Simpson

Recorder: Chris Simpson

Meeting Summary

Key Focus Areas

Review of September Board of Trustees meeting
October 9th Workshop
IECC Campus Store District Manager
eCampus Concerns

Major Decisions

- Identified key topics and schedule for the October 9th Business Operations Workshop.
- Made an adjustment to the Business Operations Leadership Team monthly meeting schedule.

Upcoming Deadlines

None

SEPC Items

Approval items:

None

Discussion/Information Items:

None

Agenda Items

1. IECC October 9th Workshop

Discussion

- There was discussion about the schedule for the October 9th IECC Workshop. The Business Operations Division will meet from 9:00 am – 3:00 pm in the OCC Banquet Room. The meeting attendees will include campus business officers, business office staff, and bookstore managers.
- The various agenda items were reviewed and they include a possible training on the use of Copilot for financial applications, the development of the Lightspeed eCommerce site, a budget manager workshop for business office staff, eCampus review, and strategic and operational planning for Business Operations.
- There was also discussion about the schedule for the monthly meetings for the Business Operations Leadership Team. As a result of the October 9th Workshop, the regularly scheduled BOLT meeting on October 15th will be cancelled and the meeting locations adjusted as shown in the table below. If it is necessary for Business Operations to meet on October 15th, it will be via Teams.

Date	Location	Date	Location
11/19/26	LTC	3/18/27	FCC
12/10/26	Teams	4/15/27	LTC
1/21/27	OCC	5/20/27	OCC
2/18/27	WVC	6/17/27	WVC

Action Items

- Chris Simpson will communicate with attendees about the workshop schedule and location.

2. IECC Campus Store District Manager

Discussion

- There was discussion about the change in status for Andy Hill to become the new IECC Campus Store District Manager. As this new role is developed, the two priorities through the fall are to identify changes in hours of operation and the staffing needs to support this.
- There was also a discussion about the reporting structure for current bookstore staff to the new district manager position.

Action Items

- Chris Simpson will work with the HR department to determine the appropriate reporting structure.

3. Payment Plans, Nelnet Changes & Marketing Materials

Discussion

- A review of the current payment plan system was held. This includes a fee of \$30.00 to establish a basic payment plan and \$50.00 to establish past due plans. A letter and marketing materials associated with this increase were reviewed. The process to have payment plans by the first day of the term is a topic that will be further reviewed at the October 9th Workshop.
- There was discussion about the credit card fee increase to 3% in 2027.

Action Items

- No further action is necessary.

4. Ongoing Direct Deposit Questions

Discussion

- There was discussion about direct deposit for student financial aid refunds and ongoing measures related to fraud prevention.

Action Items

- No further action is necessary.

5. International Athlete Tax Update

Discussion

- There was discussion about the worksheet currently used by business officers to input international taxes that will be owed to the state of Illinois. This worksheet has been updated.
- It was reviewed about the importance of having the correct language on an international student/athlete's LOI to

Action Items

- No further action is necessary.

6. eCampus Concerns

Discussion

- There was discussion about eCampus and concerns that were shared as the new term began. These concerns were broken into two categories. One category is related to Inclusive Access and the other category is related to technical issues with course materials.
- With Inclusive Access, one of the main concerns was a lack of communication with faculty that had courses that would be affected. As planning is currently taking place for the spring semester, communication with faculty will be earlier than in the fall semester so that questions can be more effectively addressed.

Action Items

- Chris Simpson will share the concerns expressed with Business Operations.

7. EADA Reporting

Discussion

- There was review of the necessary items to be submitted as part of the Equity in Athletics reporting. All business officers have received access emails and submissions can begin the week of September 21st. The reports are due by the end of October.

Action Items

- No further action is necessary.

8. Open Discussion

Discussion

- There was discussion about the mailing of an initial bill at the beginning of each term and the electronic bills to go out on the 15th of each month.

Action Items

- No further action is necessary.

Action Item Tracker

Task	Owner	Deadline	Status
Communicate details about the	Chris Simpson	September 25 th	Not Finished

October 9th
Workshop with all
attendees.

Work with HR
department to
establish reporting
lines for campus
store district
manager.

Chris Simpson

September 25th

Not Finished

Share information
with BOLT about
eCampus
concerns.

Chris Simpson

September 22nd

Not Finished

Additional Announcements

Discussion

There was no additional discussion.

**Next Meeting (October 9th/9:00 am – 3:00 pm/Olney Central
College)**

Adjournment

Meeting concluded at 11:35 am.