

DIVISION OF BUSINESS OPERATIONS



Business Operations Leadership Minutes

September 19, 2024
Olney Central College

1. The meeting convened at 9:00 am in the Student Services Conference Room at OCC.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, Lyn Huey, and Bonnie Chaplin.
 - b. The minutes from the August 29, 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. No action was taken.
2. An update was provided on the Business Operations townhall meetings that were held in late August. On each campus five to six people attended. The main topics discussed at the townhall meetings included food service options on each campus, the effectiveness of micro markets, concerns about student/athletes with an LOI and how this is affected with textbooks coming from different campus bookstores, additional strategies to further simplify fee structure, and concerns about how the order of billing may impact recruiting efforts for athletics.
3. An update was provided on presentations by potential partners for campus bookstores. At this time, the committee has heard presentations from five potential partners that include eCampus, BibliU, RedShelf, Barnes & Noble, and Follett. A meeting is scheduled for September 26th to review the information presented and determine next steps.
4. There was discussion about the current and next fiscal year budget. Business officers were asked to have suggestions for the October BOLT meeting on savings opportunities for the remainder of this fiscal year and strategies to reduce the FY26 budget by 5%.
5. There was discussion about the proposed IECC Housing Agreement. Concerns were raised about additional responsibilities falling on the business officers to work with the owners of the housing units, collection of payments, and dealing with unpaid rent. There is a desire to get more information about the role and responsibilities of each campus's business office.

6. There was a question about loading prepaid travel cards and the user of the card not being on the same campus as the supervisor. Bonnie Chaplin shared information about replacement of travel cards with a debit card with a specified spending limit.
7. There was also a question about requisition approvals when the supervisor is on another campus. This will be resolved by giving office assistants in the business office access to all codes.
8. Discussion was held about the charge for a replacement diploma. The current charge is \$10.00, which is not sufficient to cover the cost. A recommendation to increase the charge to \$15.00 will come to SEPC later this academic year as preparations are made for the 2025-2026 catalog. Additionally, there was a broader discussion about the graduation fee and consolidating the graduation budget across all four campuses. Further discussions will be held with Academic and/or Student Affairs about the graduation fee and how this is set up.
9. The topic of order of billing was reviewed from last month and shared with Bonnie as a representative from the district office. The concern is how a change in the order of billing will negatively impact the ability of athletic teams to recruit student/athletes. This will be an ongoing discussion as possible changes are implemented with the order of billing.
10. There was discussion about separation of duties among the four business officers. Some of this separation already exists but there is a desire to further separate this with a different business officer responsible for areas such as accounts receivable, auxiliary units, budgets, and purchasing. At this point, some of this is happening with accounts receivable.
11. The next BOLT meeting will be held on Thursday, October 17th at Wabash Valley College.