

**Business Operations Leadership Team
February 15, 2024
Wabash Valley College**

Minutes

1. The meeting convened at 9:00 am in the WVC Student Services Conference Room.
 - a. Present were Chris Simpson, Mary Johnston, Jamie Henry, Doug Shipman, and Lyn Huey.
 - b. The minutes from the January 18, 2024 meeting were reviewed and approved and the agenda for the meeting was discussed.
2. The Business Operations email group was discussed. It was decided to have the following groups.
 - a. Business Operations Leadership Team (BOLT) – VCBO, College Business Directors, Chancellor, Chief Financial Officer
 - b. Bookstores – VCBO, College Business Directors, College Bookstore Managers
 - c. Food Service – VCBO, College Business Directors, College Food Service Managers
 - d. Business Operations Division – Will include all staff on the Business Operations org chart
3. There was a review and discussion related to Policy 100.1 Policy and Procedure Development. With the phasing out of Cabinet in April, there will be a new process established for Policy and Procedure Development. The role of the Strategic Engagement Planning Committee (SEPC) and the various divisions was reviewed according to the updated Policy 100.1.
4. There was a lengthy discussion about the 3-Year Hiring Plan. This plan is due to HR on March 18th, which is before the next BOLT meeting. It is hoped that this plan can be finalized at the March 21st BOLT meeting and it can be submitted to HR on March 25th.
 - a. Each business director was asked to review their respective campuses and provide input on the assessment of the current workforce in Business Operations and forecast future needs.
 - b. It was also discussed that any decisions related to the 3-Year Hiring Plan must align with the IECC Strategic Plan.
5. The team reviewed the Key Performance Indicators for Business Operations and discussed the need to be more strategic about these and possibly reduce the number. A revised list of KPIs will be provided at the March BOLT meeting.
6. A brief discussion was held related to some of the AR testing processes being done through the District Office. The business directors believe this testing has gone well and is ready to be implemented in FY25.
7. There were no topics discussed during Open Discussion.
8. The next BOLT meeting will be held on Thursday, March 21st in Boyle's Hall at Frontier Community College.