Business & Finance Team Meeting Minutes
DATE: February 1, 2022
TIME/LOCATION: 1:00 pm

Roll Call:

√	Brandy Woods		√	Stacy Simpson
√	Michelle Williams		√	Christina Wright
	Karen McGoy			Jennifer Herron
√	Amber Suggs			Brett Whitnel
	Tim Frizzell			Kelly Jennings
√	Stephanie Bigham		√	Amanda Hazel
√	Chris Clark		√	Lori Armstrong, guest

√ indicates attendance, leaving blank indicates absent

I. Call to Order
Brandy Woods, Chair called the meeting to order at 1:02 pm.
A quorum is present.

II. Approval of Minutes of (Last Month's Meeting Date)
This was the first meeting of team.

III. Additions to the Agenda

IV. Items For Discussion
Brandy was nominated and elected as Chair.

V. New Business

Brandy: Create business manual and policy which will be brought to committee for review. Then sent to administrative counsel. President wants policy reviewed and renewed. Separate Policy and procedures out. Will bring to upcoming meeting for review before sending up to administration and legal for review.
We are trying to switch for online procurement and away from requisitions. Will continue to work on instructions. Christina will be the one to work on who has access once instructional manual is created.
Chris Clark: look at the recommended improvement, Christina Brandy and I see it from the business side and other input from other sides is important and valuable.
Future naming of buildings policy. How have we done so in the past.
College is waiting on final audit to come back.
Brandy: discussed how to do a long term financial plan listed in bullet point 3.
Chris Clark: how do you want to proceed with future meetings. Is there anything we need to discuss before we come up with a future agenda?

Brandy Wood: I think right now; I need to focus on working on the policy's before we can get to operational functions.
Amber Suggs: Operational bullet points, are there time lines that are placed on these or are they in order of priority.
Brandy Woods: Dr. Taylor is going to want a long term financial plan. The main point to help figure out cost savings. Members can assist with budgeting and training others with budgets. A lot of other staff already have some input to the college audit.
Brandy continues:
Ensure resource allocation is linked the Colleges strategic student assessment plan.

Chris Clark: We can look at current policies and see where we need to update or change.
Christina Wright: Yes I think we should focus on separating procedures out of policy manual. Policy updates are going to be the time consuming process but that's where our time should be focused right now. Section 800 with Bradford was here, we took one section at a time and everybody would read through that and bring notes to next meeting and what needed to be edited or changed. Goal was to have each section done by next meeting and then assign a new section for the next meeting.
Brandy: Some of the current policy is very vague. And some is straight from the Illinois Community College Act.
Christina: It isn't intended to be super detailed.
Brandy: Do we divide this up?
Christina: How many pages is it?
Brandy: Like 30 pages theres a lot from purchasing to parking.
Christina: If you don't do these tasks you are going to need to go talk to the people who do these tasks for their input.
Brandy: yes I agree.
Christina: best way to go ahead and get started is just start from the beginning.
Chris: Yes so we are all on the same page as we go through it.
Christina: we can assign one person to reach out to staff and be mindful of other people's time.
Brandy: meeting is every month who is going to send out a reminder? The Chairperson
Chris: Chair can assign one
Meet again on March7th at 1 pm, correction needs to be made to committee charge, incorrect day of week listed.
Brandy Woods: start on policy manual so they rest of committee can review.
Chris: I guess you can review the 30 pages if you wanted to get a jump start
Brandy: We are supposed to meet 1 central time, anything else Chris
Chris: I don't have anything
Brandy: this is new to all of us
Chris: we are all going to get through this together

Adjournment

Chris made a motion to adjourn the meeting at 1:33 pm, with a second by Christina. All voted in favor and the motion carried.

The next meeting will be held March 1 at 1:00 pm