Business & Finance Team Meeting Minutes
DATE: March 7, 2022
TIME/LOCATION: 1:00 pm/Zoom

Roll Call:

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

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Brandy Woods, Chair, called the meeting to order at 1:04 p.m.
A quorum was present.

II. Meeting minutes for the first meeting will be handed out at the next meeting.

III. Items For Discussion

a. College Policies and Procedures.

1.) The committee reviewed the Facility Usage Policy. This policy will be changed from a policy to procedures. The procedures will include the process to request use of the facilities, the guidelines (rules), and the fees associated with utilizing the facility. Brandy Woods suggested adding step-by-step screenshots of requesting facility usage by using the Etrieve form.

2.) The business operations of the current policy manual section 7000 was quickly reviewed. The chair discussed how several of the policies have been incorporated into the new board policy manual, with additional administrative procedures needing to be created.

b. Reviewed FY21 College Audit. Brandy Woods reviewed the FY21 Audit with the committee. The audit was considered a "clean audit" meaning that the financials were free of any material misstatements and the auditors gave an unmodified opinion. The fund balance was explained for the operating

funds. It was noted that the fund balances increase due to lost revenue being recognized from the HEERF funds for fiscal years 2020 and 2021. There were no questions from the committee members about the audit report.

IV. New Business

No new business.

The meeting adjourned at 1:32 p.m.

The next meeting will be held April 4, 2022 and (location).