Business & Finance Team Minutes
06.06.2022
1:00 p.m.

Meeting Facilitator: Brandy Woods

Roll Call:

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

Agenda Items:

1. **Call to Order**
   Brandy called the meeting to order at 1:02 p.m.

2. **Approve Minutes of April 4, 2022**
   Karen made a motion to approve the April 4, 2022 minutes as written, with a second from Brett. The motion carried.

3. **Guest: Dr. April Teske**
   Dr. Teske provided an overview of the policy review tool. She stressed the tool is a starting point for teams to begin discussion on policy. Dr. Teske reviewed the elements of a policy and discussed the differences between policies and procedures.

4. **Customized Program Costing Tool**
   Brandy did not pursue the cost of outsourcing the program costing tool. She was told by Brad McCormick to hold off on moving forward due to a program costing spreadsheet that Dr. Taylor is working on.

<u>Items Requiring Action:</u>
Dr. Teske will send Brandy the link to the policy review tool. Members will be sent further information on polices to rank before the next meeting.

Adjournment
Christina made a motion to adjourn the meeting at 2:00 p.m. with a second by Mandy. The motion carried.