Business & Finance Team Minutes
07.11.2022
1:00 p.m.

Chair: 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
√	Amber Suggs				

Agenda Items:

1. **Call to Order**
   Brandy called the meeting to order at 1:04 p.m.

2. **Approve Minutes of June 6, 2022**
   Amanda made a motion to approve the June 6, 2022 minutes as written, with a second from Karen. The motion carried.

3. **Travel Procedure/Policy**
   Brandy presented the travel procedure revised by the Administrative Services Leadership Team. The revised procedure was reviewed. The team added a form key and chronological steps to take prior to travel and upon return from travel in order to simplify the process for employees. Chris noted it may be possible to use Etrieve forms to streamline the process.

4. **Staples Office Supply**
   A representative from Staples Office Supply has requested a meeting to present a sales pitch. Vendors being currently used, including those with a presence in our district, were discussed. Brandy noted that Styles in Carbondale is a female-owned business and counts toward the College's goals for supporting Business Enterprise for Minorities, Females and Persons with Disabilities. She introduced the team to Policy 7154B of the current policy manual and gave a brief summary of the policy and its purpose. It was decided that the Staples Office Supply representative from Louisville, KY would not be invited to present to the committee as the services of our current suppliers meet the College's needs.

5. **Section 7100 Policy Review**
   The team will be reviewing section 7100 of the current policy manual.

   Brandy noted that the following policies have already been updated by Brad McCormick:

   7120 – Budget Development and Adoption
   7130 – Audit of College Accounts
   7144 – Bonds and Indebtedness

   Policy 7430, Use of College Vehicles, has been submitted to the Administrative Services Council.

   Policy 7151, Conflict of Interest, is covered under B3004 and B4001 and may not be needed.

   Polices 7152, Business Contracts, 7153, Expenditure Authorization, and 7154, Purchasing and Bidding, have been combined into one policy and procedure.

Items Requiring Action:
Brandy will be sending out 7154A and 7154P with her edits for the team to review. Members should review and be prepared to discuss at the August meeting.

Adjournment
Stephanie made a motion to adjourn the meeting at 1:59 p.m. with a second by Jennifer. The motion carried.