Business & Finance Team Meeting Minutes
Date: February 6, 2024
1:00 pm – 3:00 pm
H2090/Zoom

Chair: Brandy Woods

Roll Call:

√	Brandy Woods	√	Amber Suggs
√	Stacy Simpson	√	Teale Betts
√	Christina Wright		Tim Frizzell
√	Mandee Trowbridge	√	Evelyn Davis

Agenda Items:

I. **Call to Order** - at 1:10pm

II. **Approve Minutes of** – December 11, 2023 Meeting, motion made by Teale and seconded by Mandee.

III. **Items for Discussion**

- **HLC Self Study**
  - The team reviewed the Higher Learning Commission Criterion for the Self Study. The Criterion assigned to the Business & Finance Team is Criterion 5.B.2, 5.B.3, 5.B.4 and all of 5.C. This Criterion is geared toward showcasing the College has a well-developed budgeting process. That there is a encompassing engagement throughout the College for the strategic planning and budgeting process. The team also reviewed the Providing Evidence for the Criterion Accreditation guideline from the Higher Learning Commission.
- **Increasing the expenditure approval for Vice Presidents**
  - The team reviewed the possibility of increasing the expenditure approval amounts for the Vice Presidents due to inflation. Currently the Vice Presidents can approve up to $3500.00. The committee voted to increase the approval for the Vice Presidents up to $5,000.00. The motion was made by Evelyn and seconded by Mandee.
  - The Committee was in agreement on not allowing the Directors & Deans to have expenditure approval due to numerous concerns. One concern is the current organization chart is not clear on who would be considered a

Director or Dean that could have the approval authority. Another major concern is that there would need to be training for what is an allowable expenditure.
Therefore, this motion was tabled.

IV. **New Business** – No New Business

V. **Adjournment** – Motion made by Christina and seconded by Teale
Meeting adjourned at 2:08pm

Next meeting will be March 4, 2024.