Business & Finance Team Meeting Minutes
Date: March 4, 2024
1:00 pm – 3:00 pm
H2090

Chair: Brandy Woods

Roll Call:

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

Special Guest: Lindsay Johnson

Agenda Items:

I. **Call to Order** - at 1:06pm

II. **Approve Minutes of** – February 6, 2024 Meeting, motion made by Christina and seconded by Mandee.

III. **Items for Discussion**

- **Policy A5000-Financial Standards**
  - Lindsay Johnson explained the need for the A5000 Policy which is the College's Financial Standard Policy that will preface all the financial policies and procedures. The team revised & reviewed the policy relating to the Financial Standards of the College. This policy was approved a motion made by Christina and seconded by Evelyn.

- **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 an 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

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

V. **Adjournment –** Motion made by Evelyn and seconded by Mandee
Meeting adjourned at 2:11pm

Next meeting will be April 1, 2024.