**Business & Finance Team Meeting Minutes**
**Date: April 1, 2024**
**1:00 pm – 3:00 pm**
**Founders Room**

**Chair: Brandy Woods**

**Roll Call:**

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

**Agenda Items:**

I. **Call to Order** - at 1:07 pm

II. **Approve Minutes of** – March 4, 2024 Meeting, motion made by Christina and seconded by Teale.

III. **Items for Discussion**

- **Review HLC Self Study**

  The team continued the writing and gathering of evidence for 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

- **FY2025 Budgeting Process**

  The committee discussed the FY2025 budgeting process and how the team members can be of assistance to budget officers throughout the College in compiling their departments budget. The FY2025 Budget in being completed in the Ellucian Colleague Self Service Budget Development program. The FY2025 budget line items for object codes

- **New Meeting time suggestions and approval**
  The committee voted to change the meeting time from the 1st Monday of the month to the 2nd Thursday of the month. This was then amended via email after this meeting to the **3rd Tuesday of the month** due to scheduling conflict. Motion made by Stacy and seconded by Teale.

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

**V.** **Adjournment –** Motion made by Teale and seconded by Christina
Meeting adjourned at 2:30 pm

Next meeting will be April 16, 2024 to continue work on the HLC Assurance Argument.