



Business & Finance Team Meeting Minutes

Date: February 18, 2025

2:00 pm – 4:00 pm

Zoom

Chair: Brandy Woods

Roll Call:

✓	Brandy Woods	✓	Teale Betts
✓	Stacy Simpson		Tim Frizzell
✓	Christina Wright		Jennifer Watkins
	Mandee Trowbridge	✓	Evelyn Davis
	Amber Suggs		Sumer Smith

Agenda Items:

- I. **Call to Order** - at 2:05 pm
- II. **Approve Minutes of** – December 17, 2024 Meeting, motion made by Teale and seconded by Stacy.
- III. **Items for Discussion**
 - Reviewed the Travel Policy and made changes per the College's Attorneys suggestion. There was discussion about ensuring College employees maintain a valid driver's license and proof of vehicle insurance on file with Administrative Services Department. Teale asked if there was a way employees could submit this information through mySCC. Brandy stated that it may be possible through Etrieve Forms.
 - The FY2026 Budget Development Process was reviewed in detail, outlining key steps, timelines, and responsibilities associated with preparing for the budget for the upcoming fiscal year. Additionally, emphasis was placed on the due date for the budget, ensuring all stakeholders are aware of the deadlines for entering budgets the Colleague Self Service Budget Development tool. The importance of adhering to this timeline is important to allow sufficient time for analysis, adjustments and approvals by leadership before final submission.
- IV. **Adjournment** – Motion made by Stacy and seconded by Evelyn.
Meeting adjourned at 2:30 pm