



Business & Finance Team Meeting Minutes

Date: March 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

Others present:

Chris Clark

Agenda Items:

- I. Call to Order** - at 2:04 pm
- II. Approve Minutes of** – February 18, 2025 Meeting, motion made by Stacy and seconded by Mandee.
- III. Items for Discussion**
 - Reviewed the Disbursement Policy A5200.20. Motion was made by Christina then seconded by Jennifer to approve the updated Disbursement Policy A5200.20
 - Discussed the FY2026 Budget Development Process.
 - Discussed different operating procedures that may need to be added to the Colleges policies and procedures manual.
- IV. Adjournment** – Motion made by Mandee and seconded by Stacy.
Meeting adjourned at 2:36 pm