



Business & Finance Team Meeting Minutes
Date: October 21, 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
		✓	Kayde Pender

Others present:

Chris Clark

Agenda Items:

- I. **Call to Order** - at 2:02 pm
- II. **Approve Minutes of** – July 15, 2025 Meeting, motion made by Mandee and seconded by Teale.
- III. **Reviewed Remote Work Policy** – The committee reviewed the Remote Work Policy and identified several areas requiring clarification and revision. In particular, the committee expressed concerns regarding the level of supervisor authority outline in the policy and questioned by all incidental remote work requested must be reported to the Human Resources Department, noting that this requirement may be overly restricted. Additionally, the committee questioned the rational for requiring notification to Human Resources when an employee reports to an extension center, which may be part of their regular job. The committee also raised concerns regarding the inclusion of snow days within the Remote Work Policy and whether such circumstances are appropriately addressed within this policy. Finally, the committee questioned why participation in remote work must be documented as part of an employee’s performance evaluation.
- IV. **Adjournment** – Meeting adjourned at 2:56 p.m.