



MINUTES

Business Operations Committee Meeting
July 25, 2024
Chattanooga State Community College
Health Science Center, HSC 1085
Chattanooga, TN

Video Recording: <https://www.youtube.com/watch?v=d3-uy92yEoE>

Note: These minutes correspond to the video recording. Each item has a minute counter assigned to the subject location in the audio file.

Welcome and Call-to-Order

00:00:00-00:01:33

Jamie Woodson, Acting Committee Chairman, called the meeting to order.

Roll Call

Action of the Commission

Roll Call/Quorum	
Eddie Smith	Present
Jamie Woodson	Present
Michael Carter	Absent
Outcome: 2 of 3 present; quorum established	

Approval of Agenda

Action of the Commission

Approval of Meeting Agenda	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Present
Jamie Woodson	Present
Michael Carter	Absent
Outcome: 2 of 3 voting; agenda approved	

Approval of Prior Minutes

Action of the Commission

Approval of Prior Minutes from March 21, 2024	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Yes
Jamie Woodson	Yes
Michael Carter	Absent
Outcome: 2 of 3 voting; minutes approved	

Executive Director Operational Updates

00:01:33-00:04:14

Jamie Woodson, Acting Committee Chairman, recognized Tess Stovall to present the operational updates including the 2025 Commission meeting dates for approval.

Action of the Commission:

Motion to recommend approval to the full Commission of 2025 meeting dates with the understanding the October date will be selected once Commissioners have provided input	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Yes
Jamie Woodson	Yes
Michael Carter	Absent
Outcome: 2 of 3 voting; motion is approved	

Budget Updates

00:04:14-00:14:56

Jamie Woodson, Acting Committee Chairman, recognized Melanie Harrell to present the FY24 budget updates to actuals, the FY25 updated budget, and the FY26 projected budget to the committee.

Action of the Commission

Approval to recommend the FY25 updated budget to the full Commission	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Yes
Jamie Woodson	Yes
Michael Carter	Absent
Outcome: 2 of 3 voting; motion approved	

Action of the Commission

Approval to recommend the preliminary FY26 budget to the full Commission	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Yes
Jamie Woodson	Yes
Michael Carter	Absent
Outcome: 2 of 3 voting; motion approved	

Adjournment

00:14:56-00:15:07

Action of the Commission

Motion to adjourn meeting	
Motion made by: Eddie Smith Seconded by: Jamie Woodson	
Eddie Smith	Yes
Jamie Woodson	Yes
Michael Carter	Absent
Outcome: 2 of 3 voting; motion approved	

Jamie Woodson, Acting Committee Chairman, adjourned the meeting.