Meeting Minutes

I. Open Forum

II. Approval Items
   a. September Meeting Minutes
   b. Change of meeting time/date proposal from SGA
      i. Meeting time change has been approved for 1 pm to 2:30 pm on the second Wednesday of every month.
   c. Chair and Vice-Chair Elections
      i. Turner Harris will report back to us on who he nominates.

III. Updates and Information
   a. Roles and Responsibilities – By-Law Review
      i. Committee – 8 voting members
      ii. Committee Purpose
         1. Advise Executive Management Team for Admin & Finance
         2. Engage with Campus Constituencies
         3. Provide feedback on current book store services
         4. Build consensus for new program initiatives
         5. Facilitate campus dialogue on all book store issues
      iii. Book Store Purpose
         1. Conduit for exchanging information regarding book store services
         2. Provide advice and assistance related to: textbook pricing, Buy-Back rates and policies, timeliness of submitting textbook orders
   b. Committee By-Laws
      i. The 2012 By-Laws sent to current members
         http://www.uh.edu/af/docs/BAC/BAC_bylaws.pdf
      ii. Online agenda request process
         http://www.uh.edu/af/committees/bookstore_agenda.htm
   c. B&N Updates
i. University Center - Continued store changes during UC renovation
   1. What we learned: Online orders continued to grow 30% compared to last year.
   2. Will move online pick up to the back of the sales floor for spring rush to allow for better/faster customer service.

ii. UH Fan Shop – Stadium Parking Garage
   1. The Grand Opening had a great turn out of students, faculty & staff
   2. What we learned: Game Day staff shirts will be changing from red to grey to stand out in the store for better customer service.

d. Adoptions Report
   i. Spring 2013
      1. First due date: October 26, 2012
      2. 3% submitted vs. 3.8% submitted last year
      3. Registration estimated start date is mid-November.
      4. 69% submitted by December 1, 2011 for spring 2012.

   ii. Key Targets for Fall 2013
      1. First due date: March 22, 2013
      2. Registration estimated start date is early April.
      3. 17% submitted by April 1, 2012 for Fall 2012

e. Adoptions Communication Plan
   i. Bookstore and SGA are working together to improve book adoption submission and processes. Textbook affordability sub-committee will continue to form textbook protocol guidelines for campus and departments.
   ii. Partner with Faculty and Faculty senate, share bookstore programs, digital options available; like Faculty Center Network, open source content, and NOOKstudy LMS Blackboard Integration.
   iii. All ready renewed for Spring 2013
      1. Will participate in New Student O-Team Leadership training.
      2. Continuing partnership with Enrollment Services for presentations during all orientations and ads for Parent’s Guide – Igniting Freshmen Communication

f. Textbook Sub-committee
   i. This committee increases awareness and helps to understand the textbook and affordability parameters.
   ii. Work with Tammy Hoskins, Director of Faculty Development & Instructional Support – comprehensive document is currently being reviewed.
   iii. A communication plan is being developed – the first email is scheduled to go out Friday, October 12, 2012.
   iv. We need a member from each constituent group to represent on the sub-committee.
IV. New Business

V. Adjourn

Next Meeting
Date: November 14, 2012
Time: 12:00PM – 1:30PM
Location: Moody Towers Dining Hall Conference Room