Meeting Minutes

I. Open Forum

II. Approval Items
   a. September Meeting Minutes
      i. Approved
   b. Chair and Vice-Chair Elections
      i. Chair: Marcella Norwood
      ii. Vice-Chair: Joshua Boadi

III. Updates and Information
   a. Roles and Responsibilities – By-Law Review
      i. Felix Robinson – General Manager
      ii. Lil Zamorano – Assistant General Manager/Textbook Operations
      iii. Tameka Eugene – Assistant Textbook Operations Manager
      iv. Glenda Stubblefield – Shipping and Receiving Manager
      v. Open Position – Operations Manager
      vi. Akeila Francis – General Merchandise Manager
      vii. Katy Hajek – General Merchandise Assistant Manager
      viii. Maria Gamboa – Law Store Manager
      ix. Kanitra Taylor – Fan Shop Manager
      x. Laura Uriarte – Sugar Land Store Manager
   b. Adoptions Report
      i. Spring 2013
         1. First Due Date: October 26, 2012 – 66%
         2. 0% submitted vs 2% submitted last year to date
         3. Open enrollment began Sunday, November 4, 2012
         4. 69% submitted by December 1, 2011 for Spring 2012
      ii. Key Targets for Summer 2012 and Fall 2013
1. First Due Date: March 22, 2013
2. Registration estimated start date early April
3. 17% submitted by April 1, 2012 for Fall 2012
   c. Adoptions Communication Plan
      i. Numbers are looking good for the Sugarland store
      ii. Hiring a marketing student intern
      iii. Bookstore and SGA are working together to improve book adoption submission
           and processes. Once convened the Textbook affordability sub-committee will
           develop textbook protocol guidelines for campus and departments.
      iv. Partner with Faculty and Faculty Senate, share bookstore programs, digital
           options available; like Faculty Center Network, open source content, and
           NOOKstudy LMS Blackboard Integration.
   d. Textbook Sub-committee
      i. Sub-committee members: Joshua Boadi, Turner Harris, Marcella Norwood, Heidi
         Kennedy, B. Renae Milton, Kelly Getz

IV. New Business

V. Adjourn

Next Meeting
Date: December 12, 2012
Time: 1:00PM – 2:30PM
Location: Moody Towers Dining Hall Conference Room