Bookstore Advisory Committee  
Auxiliary Services

Date: Dec. 4, 2013  
Place: Moody Towers Dining Hall Conference Room  
Time: 1-2:30 p.m.

Attendees: Esmeralda Valdez, Licindy Caballero, Jessica Mize, Felix Robinson, Mark Badgett, Chris Foster, Marcella Norwood, Kelli Getz, Marc Eckhart, Representative from Textbook Brokers

Meeting Minutes

I. Open Forum
   a. Representative from Textbook Brokers addressed concerns about publishing company representatives soliciting business from students on campus away from Barnes and Noble, other stores.

II. Approvals
   a. October Meeting Minutes – approved

III. Updates & Information
   a. Main store - overall sales are down -11%
      i. Textbook units are down -11.8%
      ii. Used Rentals units are up 69.3%
      iii. Digital units are up 14.2%
      iv. Merchandise sales are down -10.8%--attributed to off-campus football games and construction
      v. Web sales are down -8.3%
   b. Law Store - overall sales are up 4.3%+
      i. Textbook units are down -1.5%; rentals sales increased 70%+
      ii. Law merchandise sales are up 16.1%+
      iii. Law web sales are up 57.3%+
   c. UHSL - overall sales are down-1.0%
      i. Textbook units down -9.7%
      ii. Rentals are down – 36.4%; new book sales increased 15.9%+
Merchandise sales are up 15.7%+

Digital units are up 22.8%+

d. Barnes & Noble construction team
   i. Currently at 95% completion
   ii. Team will return on December 9, 2013 to complete the project

e. 25% off all sweats December 2 through December 15, in-store & on-line

f. Security systems and new locks are scheduled to install December 12 & 13

g. Move to new store
   i. The bookstore will begin to move non-essential items prior to the public closing.
   iii. B&N support staff from the corporate office, and other local stores will be available to help with the new store set-up over the break

IV. Textbook Adoptions
   a. Key Targets for Spring 2014
      i. First Due Date: October 25, 2013
      ii. Registration start date November 4, 2013
      iii. 72% submitted by Dec. 1, 2012 for Spring 2013
      iv. Adoption campaign began September 2013, emails, letters, flyers, reminders, and videos.
      v. 51% adoptions submitted as of 11/26/2013 – main – 54% as of meeting
      vi. 83% adoptions - Law store – 84% as of meeting
      vii. 72% adoptions – UHSL – 78% as of meeting

V. B&N Upcoming Events
   a. Fall end of the semester
      i. Textbook book buyback runs December 2 - 19. Location: UH Bookstore
      ii. New rental buyout option – students bring rental book to check in, have option to buy it out at a lower price.
iii. Textbook Rental Check-Ins will begin December 9 - 19, 2013, notifications will be sent out.

iv. Cap & Gown Distribution begin November 26 through graduation day for all Fall 2013 graduates.

b. Spring Semester in New Location

i. Soft opening of the new location will be January 02, 2014.


VI. Textbook Subcommittee

a. Subcommittee met on November 18, 2013

b. Minutes are posted on the BAC website.

c. SGA Standard Protocols

i. Topic was discussed; however, it was agreed that participation from SGA representatives is needed and will be revisited when SGA representatives are available.

d. Textbook Adoption Communication Plan-Summer & Fall 2014

i. Plan to be developed based on the suggestions made by subcommittee and presented to the full committee during the first meeting of the spring semester.

ii. Suggestion for bookstore members to speak at Faculty meetings

iii. Suggested faculty to submit syllabus, adoption list all at the same time

iv. Briefly discusses Spring town hall meeting—want to wait until spring to choose a date

VII. Spring Town Hall

a. Set for April 2014, because B&N would have already gone through ordering process for Summer and Fall and will have better, more up-to-date information to share with faculty members and department coordinators

b. Summer/Fall schedule due by Feb. 27

VIII. Member Items

a. Chris Foster asked about how to order an item from the website. He also asked about inventory discrepancies between products online and in-store. Felix and Marc Eckhart explained the process for uploading and removing items from the website and stated the store and website should pretty much be a mirror of each other.
b. Chris Foster asked how a professor should go about informing the bookstore that a course will not have a textbook required. Mark Eckhart and Mark Badgett then expressed that the easiest way would be to simply communicate with a college and/or department liaison/point-person. Marcella suggested working through specific college deans. Ask department to report as a whole all non-book courses.

c. Esmeralda Valdez explained the Textbook Brokers rep was invited solely to help promote transparency, but she did re-stress the contract and relationship the university has with Barnes and Noble. She also reminded that the BAC is really the only avenue accessible to a competitor like Textbook Brokers.

d. Kelli Getz asked if it’s possible for the library to get a list of all of the titles being used by courses.

V. Adjourned

a. Meeting adjourned for tour of the new bookstore

VI. Next meeting
TBD