

# UNIVERSITY of HOUSTON

## Bookstore Advisory Committee Auxiliary Services

Date: Wednesday, October 10, 2012  
Place: Moody Towers Dining Hall Conference Room  
Time: 12 pm – 1:30 pm

Attendees: Deborah Davis, Billy Garner, Rosie Guajardo, Marcella Norwood, Lili Zamarano, Turner Harris, Heidi Kennedy, Ramona Taylor, Kelli Getz, Cheryl Grew-Gillien, B. Renae Milton

### 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](http://www.uh.edu/af/docs/BAC/BAC_bylaws.pdf)
    - ii. Online agenda request process  
[http://www.uh.edu/af/committees/bookstore\\_agenda.htm](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