

UNIVERSITY of HOUSTON

Bookstore Advisory Committee Auxiliary Services

Date: Wednesday, November 14, 2012

Place: Moody Towers Dining Hall Conference Room

Time: 1 pm – 2:30 pm

Attendees: Rosie Guajardo, Deborah Davis, Billy Garner, Kelli Getz, Marcella Norwood, Heidi Kennedy, Joshua Boadi, Turner Harris, Lili Zamorano, Kristen You, B. Renae Milton, Alexandra Rodriguez, Cheryl Grew-Gillen

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