

**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%+

- iii. Merchandise sales are up 15.7%+
- iv. 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.
  - ii. December 21, 2013 through January 01, 2014.
  - 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.
  - ii. Grand Opening/ribbon cutting scheduled January 28, 2014. E-flyer will be sent out early January. Sometime in afternoon—tentative special guest.

#### **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