

**Bookstore Advisory Committee
Auxiliary Services**

Date: Sept. 30, 2014

Place: Moody Towers Dining Hall Conference Room

Time: 11:30 a.m. – 1 p.m.

Attendees: Deborah Davis, Marcella Norwood, Lerin Holmes, Shenq Chung, Emily Fahner, Jessica Mize, Matthew Sebby, Jessica Zorola, Diamantma Mortnez, Miranda Bennett, Heidi, Kennedy, Erica Tat, Heidi Kennedy

Meeting Minutes

- I. Introductions**
 - a. Everyone went around the table and introduced themselves to the group
- II. Roles & Responsibilities**
 - a. Committee
 - i. 8 voting members comprised of SGA, Staff Council, and Faculty Senate representatives
 - 1. Also including ex-officio members who are there to support the committee
 - b. Committee Purpose
 - i. Advise executive management team for Administration & Finance
 - ii. Engage with campus constituencies
 - iii. Provide feedback on current bookstore services
 - iv. Build consensus for new program initiatives
 - v. Facilitate campus dialogue on all bookstore issues
 - c. Bookstore Purpose
 - i. Conduit for exchanging information regarding bookstore services
 - ii. Provide advice and assistance related to:
 - 1. Textbook pricing
 - 2. Buy-Back rates and policies
 - 3. Timeliness of submitting textbook orders
- III. Committee Bylaws**
 - a. Posted at http://www.uh.edu/af/docs/BAC/BAC_bylaws.pdf
 - b. Online agenda requests process can be found at http://www.uh.edu/af/committees/bookstore_agenda.htm
- IV. Chair & Vice Chair Elections**
 - a. Chair will be responsible for the following:
 - i. Developing meeting agendas
 - ii. Leading meetings
 - iii. Ensuring adequate participation from members

- b. In absence of the Chair, the Vice Chair shall preside with the full authority of the Chair
- c. Nominations Sought for the Chair & Vice Chair
 - i. Usually ask that at least one of the roles be filled by a student
 - ii. Student terms last for only one year
 - iii. SGA to have someone appointed for Chair by next meeting
 - iv. Marcella Norwood, Chair during 2013-2013 academic year, volunteered to act as Vice Chair during the 2014-2015 academic year.

V. B&N Updates and Information

- a. Main Store
 - i. Overall sales up 2.5%
 - ii. Overall Textbook units are down (10%), but rentals are up over last term (27.5%)
 - iii. Digital Units (E-Books) are down (3.6%)
 - 1. The Nook program is no longer used. Student had to download the program and could only be downloaded to two devices
 - iv. Web Sales are up (31.2%)
 - 1. YouZoo: Web-based app to access anywhere. No restrictions.
- b. Law Store
 - i. Overall sales down (1.0%)
 - ii. Rental units are up (160.7%)
 - iii. Law web sales are up (84.4%)
- c. UH Sugar Land
 - i. Overall sales down (5.5%)
 - ii. Rentals are very popular
- d. Grad Fair
 - i. Sept. 23-27
 - ii. Gave students the opportunity to buy class rings, announcements and order cap and gowns
 - iii. 300 class rings were ordered
 - iv. The bookstore orders an estimated number of cap & gowns that are available to graduates who did not pre-order on a first come, first served basis. Order based on projected number of graduates.
- e. Book Signings
 - i. Would like to partner with other campus departments for signings or seminars.
- f. Other
 - i. After every home football game win, the Bookstore will offer a 20% discount. This was changed over last year when it was based on the win total.
 - ii. Management training program

1. Allows a student to gain managerial training through Barnes and Noble
2. 1.5 year training program
3. Guaranteed a job within the company upon completion
4. Program is on every campus with a Barnes and Noble

iii. Galaxy NOOK now available in the campus store (\$179)

VI. Textbook Adoption

- a. The textbook adoption program: Faculty to submit what materials they would need for their courses so appropriate orders can be made.
 - i. 200 orders were submitted one week prior to school starting
 - ii. 182 orders were submitted during the first week of classes
- b. Based on how many units the bookstore believes can be sold vs. the number of students enrolled in the class.
 - i. It takes up to 48hrs to input and order the books after receiving
- c. Oct. 24th adoption deadline
- d. Crucial that those books ordered from overseas must allow 12-14 weeks for shipping
- e. Lerin opened floor for discussion about the adoption program:
 - i. Heidi Kennedy asked about the “Embedded Sessions” book orders. Lerin stated that emails are sent to the individual instructors to ensure all of their supplies have been ordered. Full volume orders are made.
 - ii. It is being discussed to use Blackboard for ordering of books. Very early stages and being discussed with IT about the process.
 - iii. Deborah Davis has asked Heidi Kennedy to approach Faculty Senate in regards to the auto enroll feature authority that would help with the adoption process.
 - iv. Heidi Kennedy asked about the message that is sent from the provost office. Why is it sent so late in the semester. Message to go through communication manager and she would still send emails to those who have not responded to the adoptions orders.

VII. Textbook Opportunities

- a. Book Loans
 - i. Must be done through UH Bookstore at a low interest rate
 - ii. Goes through Financial Aid (\$400)

VIII. Textbook Sub-Committee

- a. Created annually to focus on textbook adoptions and affordability

- i. Increases awareness and helps to understand the textbook adoption and affordability parameters
- ii. Review/Develop communication plan
- iii. Determine date and agenda for next Town Hall meeting.
- iv. First meeting will be held in October. No members selected as of yet.

IX. Next Meeting

- a. TBD, prior to Thanksgiving break.

X. Member Items

- a. What process should students/faculty follow when a book is not in stock? Lerin requests that those complaints be sent directly to her so she can contact the instructor, order the necessary books, and contact the publisher to get a PDF of the chapters to the students.
- b. Marsella Norwood asked what the cost of a book would be after renting. Lerin clarified that it would be the same price prior to renting the book.

XI. Adjourn