

Bookstore Advisory Committee - Auxiliary Services

Meeting Minutes

Date: Thursday, October 12, 2017

Place: Auxiliary Services Conference Room, University Lofts Suite 103

Scheduled Time: 2:00-3:30 PM

Attendees: Voting Members – Steven Woods, Emily Lawson, Sheng Chung, Troy Christenson, Robert Torres-Torres, Valentin Perez & Edrick Rougeau

Non-Voting Members – Matt Prasifka, Eve Esch, Kristina Michel & Tim Edmond

I. Open Forum

Matt Prasifka (Auxiliary Services) determined that there was not anyone present to address the committee members.

II. Welcome

Prasifka welcomed everyone to the meeting.

III. Introductions

Everyone went around the table and introduced themselves to the group and stated whether they are voting or non-voting and what area they represented.

IV. Department & Committee Overview

Prasifka provided a review of what was covered at the September meeting including how Auxiliary Services and the Bookstore Advisory Committee (BAC) function. He discussed the structure of the committee (outlining that the committee is advisory in nature), the expectations of members of the committee, attendance at meetings (including voting member's not sending representatives in their place), recommendations and the production of an annual report in May.

V. Election of Chair

Prasifka facilitated the process of electing a chair of the committee. He asked for nominations and indicated that there could be self-nominations as well as nominations by other voting members. Valentin Perez and Robert Torres-Torres were both nominated. Each were given a few minutes to share their experiences and why they were interested in serving in the role of chair. Voting members were given the opportunity to ask questions of the candidates. Perez then won a paper ballot vote conducted by Prasifka and elected as chair.

VI. Election of Vice Chair

Perez was charged with leading the meeting after his election. Nominations were opened for Vice-Chair. Torres-Torres was nominated and accepted the nomination. No other members were nominated. Torres-Torres was approved as Vice-Chair by a hand vote.

VII. Bookstore Overview

- YTD Sales were reviewed. Overall sales are down at Main & Law and up at Sugar Land (-9.8% at UH, -10.1% at UH Law & +2.1% at UHSL)
- Rental (new) sales are up 31.8% at UH
- Trade sales up 17.2% at UH Law
- Rental (new) sales up 38.6% at UHSL
- Upcoming promotions were shared for October & November
- Gown Distribution starts on November 20-December graduation
- Textbook adoptions have started and 6.2% have been received compared to 0% at the same time last year
- Bookstore Roadshow is in “waiting” mode until the new manager is in place

VIII. Bookstore Roadshow Planning

This item was discussed during the Bookstore Overview presentation.

IX. Undergraduate At-Large Member Election

Prasifka explained that multiple undergraduate at-large applications were received but only one candidate was able to attend the meeting. Prasifka introduced candidate Bhumi Acharya. Perez allowed Acharya to introduce herself and explain why she was interested in serving in the role. A question and answer period also occurred. Acharya was approved by a hand vote.

IX. Member Items

Under member items, a request was made to have an adoptions comparison for multiple years.

There was also a request for some budgetary information including sales figures.

There was some discussion on how sales and promotions are marketed/advertised.

X. Adjourned at approximately 2:48 PM