

Bookstore Advisory Committee - Auxiliary Services

Meeting Summary

Date: Thursday, September 14, 2017

Place: Auxiliary Services Conference Room, University Lofts Suite 103

Time: 2:00-3:30 PM

Attendees: Voting Members – Steven Woods, Emily Lawson, Sheng Chung, Lisa Cruces & Edrick Rougeau

Non-Voting Members – Emily Messa, Neil Hart, Rosie Ashley, Matt Prasifka, Felix Robinson, Eve Esch, Maria Honey, Kristina Michel, Paul Stevenson & Tim Edmond

I. Welcome

Matt Prasifka (Auxiliary Services) welcomed everyone to the meeting.

II. Introductions

Everyone went around the table and introduced themselves to the group. At this time, it was determined that there was not enough voting members present to constitute a quorum being present. It was determined to still continue with the meeting.

III. Department & Committee Overview

Prasifka provided an overview of Auxiliary Services and how the Bookstore Advisory Committee (BAC) functions. 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.

IV. Election of Chair

Prasifka checked again to determine if quorum had now been met and it still had not, so election of a chair could not take place. Prasifka did discuss the qualifications and duties of the chair including running the meeting and setting of the agenda with the assistance of the Auxiliary Services representative.

IV. Election of Vice Chair

Again, since quorum had not been met, the election of a vice chair could not take place.

V. Bookstore Overview

- YTD Sales were reviewed. Overall sales are down at all 3 locations (11.7% at UH, 10.6% at UH Law & 9.8% at UHSL)
- Rental sales are up 24.1% at UH.
- Trade sales up 3.8% at UH Law.
- Clothing sales up 8.6% at UHSL.
- Upcoming promotions were shared for September & October.
- Grad Fair information was shared and was scheduled to take place Sept. 26-29.
- An update on textbook adoptions was given for fall 2017 and the initial dates were given for spring 2018.
- A discussion was had on announcements sent to faculty members and included looking at the term “posting” versus “ordering”.
- A question was asked about a direct link to the ordering location. It was explained that a link is provided but it just gets one to the system, not directly to his/her page.
- An explanation and discussion on the Bookstore Roadshow occurred. It was suggested that a good time to have these would be on the day of a departmental meeting (right before or right after).

VI. Textbook Affordability Subcommittee

It was briefly discussed that this subcommittee was established in past years and that affordability and access issues should continually be a topic of discussion.

IV. Bookstore Roadshow Planning

This item was discussed during the Bookstore Overview presentation.

V. Member Items

It was determined here that a “special” October meeting would be called since quorum was not met for this meeting.

VI. Adjourned at approximately 3:15pm