



## BOOKSTORE ADVISORY COMMITTEE MINUTES

October 20, 2003

A meeting of the Palomar College Bookstore Advisory Committee was held on October 20, 2003, at 2:00 p.m., in Room SU-203.

### I. Call to Order

The meeting was called to order by Bruce Bishop.

### II. Roll Call

Members present: Bishop, Houser, Francis, Miller, Della-Santina, Lunde

Members absent: Roach (ASG), Coffman (ASG), Mendez

### III. Minutes The minutes of September 15, 2002 were approved. (Della-Santina)

### IV. Report/Update

“Personal Use” discount – Net amount in discussion (4/1 – 9/30) \$14,185.00. This amounts to approximately \$1,500 in personal discounts. Last Year the net amount was approximately \$5,814.00. Walt is looking for direction from the committee. Suggestions which were made: 1) E-mail reminder about the personal discount to all Palomar College employees. 2) E-mail to just the employees using the personal discount. 3) A letter from the Committee to be given to individuals. 4) Purchases over a “to be determined amount of money” must have an authorization. It was agreed Walt will bring a lists of names of the users to the next regular meeting – one of \$500-\$1000, and one of over \$1000.

The committee agreed upon a definition of “Personal Use”.

*Personal Use to be defined as a staff member paying for items with personal funds which they will not be reimbursed for or which they will not use for resale, but will be used personally or by their immediate family only.*

Candi Francis and Jerry Houser will create a “heavy-user” letter for the committee’s approval.

### V. Concerns/Issues

- A. Faculty desk copies (follow-up) – Walt passed out a revised version of the supply/book order form used by the faculty. Signatures required would be the Instructor’s and Department Chair/Director’s. Item number 6 “*Cost of Faculty Desk Copy will only be charged if desk copy not returned to Bookstore*” needs to be moved to the top of the form. It was agreed shaded areas are not read as they imply the areas are for Bookstore use only. Walt will revise the form for the committee to review at the next regular meeting.
- B. Dumpsters and trash – The Chair had a meeting with Jerry Patton regarding this issue. Walt, Bruce, and Jerry Patton will walk the area to define areas where the dumpsters may be moved. It was agreed the area needs to be enclosed and lockable. It was also noted that Aramark Food Services has requested daily service for their dumpsters.
- C. Nike Contract – During a meeting Jerry Patton shared some concerns with the Chair and will sit down and discuss these with Walt. The monies will be kept in a special fund like the general fund. While the committee supports the contract with Nike, some members strongly oppose a portion of the profits from the sale of Nike products in the bookstore going directly to the Athletic Department. Although some disagree, they feel that this is setting a precedent in which other departments will request profits from their recommended items going directly to their individual departments. The Chair did relate

Jerry Patton indicated this action would not be setting precedence but is only an agreement between Athletics and Nike and Follett. The arrival date is unknown. Nothing has been finalized.

- D. New Signage – Walt shared computer renderings of signage suggested. He will get a colored copy to the Chair as this request for signage must be taken to the Facilities Review Committee. The signage will be single letters about one foot high bolted to the brick. The committee agreed on the two signs for the Bookstore and asked for signage for the Student Union Building as a whole.
- E. Custom Textbooks – Request to postpone this item until next meeting (Della-Santina)
- F. Book order deadline for the Spring – The deadline was the 10<sup>th</sup> of October. Only 75% of the orders have been placed. 1,143 different titles were ordered last Spring. This means there are only about 900 books are currently ordered.

Process for obtaining book orders:

1. Deadline date is set and advertised to all
2. Memo is sent to ADA and Instructor indicating the Bookstore is waiting for book order.
3. Memo is sent to ADA and Instructor and a copy goes to the Department Chair requesting book order. This memo goes out three weeks after the deadline date.

Candi Francis indicated the orders are probably sitting on the ADA's desk as a to-do item. Many instructors do not see the order forms until notified by the ADA the forms available. At the next meeting Walt will bring a copy of the departments who are the biggest offenders. Walt indicated the 25% outstanding is an improvement over the past.

- G. Sales – Fall textbooks – Required textbooks = 80%; Optional/recommended = 79%  
Mixture of both types = 83% of all books ordered. Walt indicated 80% is very good for a school the size of Palomar College. The used textbook ratio is up which accounts for the 79% figure of optional/recommend books. The used textbook ratio is 41.81%. The dollar total for Fall is 3.1 million; a year ago the total was 3 million. We are up about 100,000.
- H. Student Survey – Samples of the bookmarks about the survey were given to the Committee members. If the student completes an on-line survey by the due date, the student will receive a 20% discount. The bookstore would like to let the on-line survey run its course and then decide if it is necessary to do their survey. Candi Francis will meet with Walt concerning some suggestions about the second survey.

### Adjournment

This meeting was adjourned at 3:40 p.m. The next meeting will be November 17 at 2 p.m.