Attendees:
Maria Cartolano
Flora Coleman
Barbara Dupuis
Sherry Hays
Greg Catron
Debbie LeGros
Christy Linster
Marianne Roberts
Lucy Webb
Dee Robertson-Lee
Elaine Poppell

Bookstore Advisory Council Report
Presenter: Christy Linster

- In the October 2012 meeting, Rob Waltner, University librarian, was nominated to be vice chair of the Bookstore Advisory Committee, which was submitted to the President for ratification.
  - The bylaws of the council state that the vice chair typically succeeds the chair in the following year.
  - In the February 2013 meeting, it was confirmed that Waltner will replace Faith Hall as the chair as of July 1, 2013.

- Vince Smythe, director of Auxiliary Services, acts as the University liaison to the bookstore.

- The original contract with Follett was signed in 2001 and was a 10-year agreement. It was extended 5 additional years, to end in October 2016, because Follett provided 2.25 million dollars toward the funding to build the Student Union.
  - The contract does not allow for further extensions, and a new contract must be negotiated at the end of this one in order for Follett to remain the University Bookstore.

- Bookstore Sales are down by around $200,000, but there were 200 less freshmen than last year, and there was $220,000 less financial aid awarded to students as well.

- Digital Sales have increased by 347%. In 2010, digital sales were $2,000, and in 2011, they were
$9,000. In 2012, digital sales were $41,000.

- Digital textbooks are less expensive to students. The availability of digital textbooks is increasing, but not every textbook is available in digital format. While traditional textbooks are currently 50% of the total sales, digital sales are growing steadily.
- Publishers have not been eager to make the less expensive digital copies of their textbooks available. Some institutions will sell exclusive course materials that cannot be purchased elsewhere through Amazon, etc. to ensure purchase through the University bookstore.

- It is predicted that traditional textbook sales will continue at 50% of the total sales for the next few years, and in three years, a shift will begin toward digital, and in five years, traditional textbooks percentages will be less than digital, and digital will be offered in multiple formats.

- Rental savings for April to October 2012 is $429,000 and digital sales are $48,000. Used textbook savings is $583,000. Total textbook savings is $1,060,000. Rental program savings since fall 2010 is $3,275,000 here at UNF. The rental program is for both digital and traditional textbooks.

- A program being discussed is “includEd,” which would include the cost of textbooks in tuition. One in five students do not take a certain class due to the cost of materials, and one-third of students go without course materials because of cost.
  - While the program is appealing, it is a complex issue. Some classes have no textbook requirements, but students would still pay tuition based on books being included, and the legislature may not approve a tuition increase for this purpose. This will continue to be monitored as a possibility, but there are no plans for implementation.

- It is the bookstore’s policy to buyback textbooks that will be used in the following semester at 50% of the original price. If the textbook will not be used, it is bought back at the wholesale price which can be far less. Digital textbooks do not have a buyback option.

- For more detailed information, visit the Bookstore Advisory Council website.

Food Services Advisory Council Report
Presenter: Maria Cartolano

- Jacqueline Shank, instructor in the Nutrition and Dietetics Flagship Program, was ratified by President Delaney as the committee vice chair.
Mandatory meal plans for First time in College (FTIC) students who are now required to live on campus began summer 2012.
  - There were very few exceptions granted. Typically, if the student was given a housing exemption, there were also given an meal plan exemption as well.
  - Exemption criteria include religious reason or dietary requirements.

Osprey Café and Jamba Juice both opened in the fall 2012 semester. In spring 2012, Salsarita’s was replaced by Papa Johns in the Student Union. Sbarro has closed and will be replaced this Chick-fil-A when construction is complete. Construction was expected to be complete by summer B term 2013, but it not complete at this time.

A clubhouse is being constructed where the housing trailer used to be, which will include a game room, pool, and food services, much like what is offered at Osprey Fountains. This location will be open to all campus students. Construction is expected to be complete by March 2014.

The Dining Services Fall Survey was distributed to students in electronic form instead of paper.
  - There were 420 responses with and overall facilities ratings of 44% Excellent and cleanliness was rated high.
  - The new Osprey Café’s speed of Service was rated at 49% Excellent and the friendliness of staff was rated 53% Excellent.

Since Salsarita’s closed, some of the more popular items were moved the Chicken-N-Grill menu, and Chicken-N-Grill eliminated chicken tenders and fries from their menu. Papa John’s and the Osprey Café are making satisfactory sales.

Osprey Café has been working to include more gluten-free options, and staff has undergone training to learn more about the effects of food allergies and celiac disease.
  - Dining Services is currently looking to hire a dietician to better serve the needs of students.
  - If a dietitian is hired, grad students would be able to do their rotation at that Osprey Café.

For more detailed information, visit the Food Services Advisory Council website.

Parking Advisory Council Report
Presenter: Debbie LeGros

- The Parking Advisory Committee, chaired by Everett Malcom, is a group that monitors the rates for parking permits, and determines the number of each type of permit that will be available year-to-year. For 2013, there were no changes to parking rates.
The following changes to parking citations were approved by President Delaney and the Board of Trustees:
  o Falsified or Altered Permits: $100 fine  
  o Unlawful Possession of a Permit: $100 fine  
  o Parking in a Reserved Space: $60 fine  
  o Overtime Parking in a 20-Minute Space: 20-40 minutes is $20. More than 40 Minutes is $40.

Student Government agreed to these citation fines. Students who violate may be referred to Student Conduct based on the severity of the infraction.

Parking citations are given by Auxiliary Services parking attendants. The University Police Department can also give citations but usually do not unless the cars are parked in the grass or in disabled parking spaces.

If a person who isn't a student, faculty or staff, that purchases a gym membership must pay full price for parking each time they visit campus. The Student Wellness Complex is currently working with Parking Services to see if a discount can be given for parking with Gym membership.

For more detailed information, visit the Parking Advisory Council website.

Parking Violation Appeal Board  
Presenter: Lucy Webb

The objective of the Parking Violations Appeal Board is to provide an independent assessment of non-student cases of challenged parking citations. Specifically, the Board will review submitted documentation, listen objectively to information provided and render decisions related to non-student parking citations.

Most people who complete an appeal form truly didn’t understand they were doing something wrong.

On the appeal form, there isn't a place for the committee to comment back to the person for feedback. This is being considered at this time, since not every situation warrants a ticket, and it would be beneficial to give personalized comments for unique situations.

  o The Parking Advisory Council does monitor the need for more spaces every year. There are still many unused spaces on campus, and though those spaces may not be ideal or
convenient, they are used to account for the decision not to add more spaces.

- The shuttle system on campus is designed to allow students, faculty and staff the ability to park in Lot 53 or Lot 18 and shuttle at no cost to the sore of campus. Since the shuttle system doesn’t circuit the entire university, it doesn’t encourage students, faculty and staff to utilize outlying lots that aren’t serviced by the shuttles. The shuttle busses aren’t convenient for employees; they take 30 minutes to get to Lot 53 or Lot 18. Student Government approved the current shuttle routes.

- These parking issues are not unique to UNF. Other institutions charge considerably more for their parking and have fewer spaces available for the size of their student body and employees.

**Committee Vacancies**
- There are two positions per council/committee. The time of service is staggered for the two positions so that a new person is appointed each year. A person can serve two consecutive terms, for up to four years, but must step down after the second two-year term.
- Current open positions will be appointed by USPA President Elaine Poppell.

**RSVP System for Fall Assembly**
- An online RSVP system is being considered for the Fall Assembly. Microsoft outlook has a voting mechanism that can be used to RSVP, however the voting option isn’t available if Outlook is accessed via the web. Microsoft also has the option to send a meeting request, which can be accepted or declined, which also serves as an RSVP. The initial email can be sent by USPA President Elaine Poppell, with RSVPs directed to Sherry Hays, secretary/treasurer.
  - The issue is that not all constituents have desktops and regular access to email.
  - Doing flyers is an option also discussed to get the word out to RSVP for Physical Facilities employees and others without regular access to email.
- Two online RSVP systems were evaluated for use, Whoozin, and Anyvite. Since Whoozin requires a registration which is not desired, Anyvite is the only option that works for the Assembly.
  - Using an online RSVP system would allow everyone to RSVP with just an entry of an email address to the website, but access is still an issue for those without regular access to desktop computers.
- Getting RSVPs from Physical Facilities and Housing employees is a concern because many do not have computer access at work; some do not have it at home as well. Many also never access their email.
  - It is possible to enlist help from those like Lucy Webb or Christy Linster to assist employees.
in making their RSVP.
  o It is also possible to schedule the use of the training room computers for the purpose of RSVP for a day.

- If those without regular computer/internet access are to RSVP by sign-up sheet, or by email through the Supervisors, then the Outlook option for the majority of USPA members is the best since it will place an appointment on the Outlook calendars for all that confirm attendance.