

Bookstore Advisory Council

October 27, 2015 11:00am

Business Services Conference Room (Bldg. 8, Room 1106)

Members Present: Erin Campbell (Chair), Elizabeth Avilla, Dana Baker, Kayleigh Harrison, Judy Comeaux , Chris Gabbard, Clark Ryan-Gonzalez, Denise Durden

Others Present: Tully Burnett (Business Services), Matthew Davidson (Bookstore Manager), Aroline Neal (Bookstore-Textbook), and Stephanie Peters (Business Services)

The meeting was called to order at 11:00am by Erin Campbell (Chair)

1. Approval to Audio Record Meeting

Erin Campbell informed the attendees that the meeting would be recorded to assist with minutes. No objections.

2. Approval of minutes from March 30, 2015 Meeting

Motion to approve minutes as written by Erin Campbell and seconded by present committee members; Motion passed.

3. ByLaws Annual Review

Erin Campbell handed out bylaws for review and suggested a couple of changes. Change Director of Auxiliary Services to Business Services. President of SGA should be changed to Student Government. Motion Passed

4. Vice Chair Nomination

Kayleigh Harrison was nominated as Vice Chair; Motion Passed

5. Operational Report – Matthew Davidson pasted around the Fiscal Year report. He mentioned last year was a great year for sales. Matthew Davidson mentioned rental price has not been competitive with online vendors and mentioned Follett has designed a solution (Pricing Matching), which will start November 2015 on used and rental. Follett will only Price Match from Chegg and Amazon. Matthew Davidson mentioned Trade Books and Supplies was a little uphill battle. Trade Books sales were going against several items from last year. The Freshmen Reads program stopped, which resulted in loss of sales from the summer. World Affairs Council purchased \$10K in books last year but did not this year. Florida Institution of Education K through 12 arranges for high schools around the area to purchase books; however, sales have declined since they currently have received their packages. Clothing from Basketballs sales was great.

Matthew Davidson handed out material which showed promotion of clothing sales. He mentioned working with various departments on campus and social media to get the word out on promotions at the bookstore. Matthew discussed donating 200 Shirts for Garbage on the Green program. He requested student government's help to get the word out on 7 percent tax exemption. He mentioned the bookstore does various activities for promotions around campus. Overall sales for Cap and Gown was 60k with 50% of orders received. Matthew mentioned possibly doing a faculty/ staff promotion "Wine Down" at the bookstore to promote textbook adoptions. He asked the committee for their input on the Wine Down promotion and whether it is a great idea or not.. Tully Burnett discussed the Price Matching program informing the committee that Follett has been testing Price Matching at Florida State for a couple of years. Tully Burnett mentioned last year the pilot has been expanded to 300 Follett stores and in November Follett is expanding Price Matching to all stores. Tully explained how Follett system would search the website of Chegg and Amazon and if a student does find a rental or used book from Chegg and Amazon, Follett will provide the student with a gift card of the difference to spend at UNF Book Store.

- 6. Textbook Adoptions** – Aroline mentioned Follett is doing extremely well in Text Book Adoptions this year with upcoming spring semester. Follett has received 82.9% text book adoptions to date versus last year this time of 46.8%.. We are currently missing about 360 classes for spring semester. Spring Module 1 and 2 will be separate online. Mathew mentioned the separation is because of the daily course import system and that Follett can get accurate book information to order. Tully mentioned we are doing much better this year for adoption rates compared to last couple of years. He mentioned the Bookstore is working with faculty and deans on getting the adoptions in on time. He mentioned there is still more education needed on Text Book Adoption and why the deadlines are so important.
- 7. Upcoming Contract (ITN)** – Tully mentioned the current contract with Follett expires end of October 2016. He engaged with a consultant to do analysis of the current contract and to help write the ITN. He mentioned he hopes the ITN will be out to vendors by the end of January 2016 and contract award by the end of May 2016. Tully stated the current contract went as far back as 2001. UNF has not been in market for 15 years and the market has changed so that is primary reason using a consultant. Tully mentioned he will be forming a 5 person ITN committee. Tully mentioned he will be able to provide better update next meeting.
- 8. Future Meeting(s)**
Typically the council meets once a semester unless something major emerges, so the next meeting will be in early to mid-March 2016.

