

Bookstore Advisory Committee (BAC)

End-of-Year Report

Submitting to: Academic Senate and College Council

Prepared by: Bookstore Advisory Committee

Reporting Period: August 2024 – May 2025

Committee Activity Overview

The Bookstore Advisory Committee (BAC) met formally biweekly during the 2024–2025 academic year. In addition to scheduled meetings, the Co-Chairs had biweekly preparatory meetings and met biweekly with eCampus leadership—and many additional times informally—to address specific faculty concerns, resolve textbook and supply issues, and escalate matters related to access, delivery, and compliance. Moreover, they met with the Vice President of Finance and Administrative Services several times outside of all these contact points to ensure consistent messaging and quick problem resolution.

Core Goals Adopted for 2024–2025

- Enhance faculty awareness of textbook ordering and supply processes
- Strengthen cross-departmental communication on bookstore-related matters
- Monitor and oversee compliance with bookstore vendor contracts

Key Issues Addressed

- Delayed Lab Manual Orders: Resolved through VP of Finance and Administrative Services authorization for local printing.
- Banner/eCampus Data Mismatch: Resolved through coordination with Scheduling and recommendation of faculty training.
- Student Awareness & Communication: Flyers and website updates requested to improve visibility of key services.
- Bookstore Buyback Confusion: BAC clarified eCampus responsibility and distributed contact info.

Major Accomplishments

1. **Streamlined Book Ordering & OER Compliance:** BAC integrated the OER/ZTC designation into the eCampus order form, eliminating the need for a secondary form and ensuring compliance with AB 607 and Title 5.
2. **Resolution of Lab Manual Delays & Free Distribution:** BAC resolved the issue of delayed lab manual orders by working with the Vice President of Finance and Administrative Services. The solution authorized local printing and distribution,

allowing black & white lab manuals to now be provided free of charge to students. Additionally, we negotiated with eCampus the option of having our local print shop print out the color lab manuals at cost.

3. **Default Textbook Resolution Passed:** BAC authored and passed a resolution requiring each department to maintain a default textbook (with ISBN) on file. This is only used in cases where no instructor is assigned or no order is submitted 30 days before term start.
4. **Enhanced Collaboration with Financial Aid:** BAC worked closely with the Financial Aid Office to promote awareness and earlier availability of Book Advance programs. The revised application window now opens two weeks before the semester begins.
5. **High-Level Administrative Coordination:** BAC's Faculty Co-Chair held official meetings with the College President, Vice President of Finance and Administrative Services, and Interim Vice President of Instruction to coordinate responses to systemic bookstore issues.
6. **Expanded Bookstore Hours & Resolution for Further Coverage:** BAC led the charge to expand bookstore hours to better serve students. A resolution was approved recommending extended hours across weekdays.
7. **Basic Supplies Initiative:** BAC advocated for greater availability of essential supplies and scheduled a visit from the Bookstore Manager to FCDC for direct feedback.
8. **Book Order Deadline Adjusted for Spring 2025:** BAC extended the Spring 2025 textbook order deadline from March 5 to March 10.
9. **Monitoring Textbook Costs:** BAC launched a review process after faculty concerns regarding excessive markups.
10. **Unified Textbook Designation & MIS Reporting Compliance:** BAC collaborated with MIS officials and eCampus to streamline ZTC/LTC data reporting.
11. **District-Wide Advocacy:** BAC identified bookstore and vendor issues across the district and escalated them accordingly.
12. **Adoption of New BC Logo for Apparel Orders:** BAC worked with University Gear Shop to begin incorporating the new BC logo into bookstore merchandise. This aligns with the charge to ensure compliance with campus-wide initiatives and enhances cross-departmental communication by integrating branding consistency across apparel offerings.
13. **Co-Chairs' Regular Meetings with eCampus:** Facilitates frequent resolution of faculty issues. Supports the charge to serve as a conduit for communication and problem-solving.
14. **Engagement with FCDC for Feedback and Communication:** BAC Co-Chairs met with the Faculty Chairs and Deans Council (FCDC) to provide updates and receive feedback on bookstore operations, textbook ordering processes, and supply needs.

Next Steps for 2025–2026

- Add a bookstore button in InsideBC under Tools
- Launch a faculty training series on textbook adoption
- Expand supply inventory tracking and student feedback loops
- Ensure implementation of bookstore hour resolution

- Continue monitoring vendor compliance on pricing and delivery
- Finalize automation of ZTC/LTC reporting within eCampus order form
- Advocate for and facilitate the relocation of the Print Shop to a more accessible and centrally located space.

Alignment of BAC Activities with Committee Charge

The following summarizes how the Bookstore Advisory Committee (BAC)'s 2024–2025 activities align with its official charge as outlined in the Bakersfield College College Council-approved Committee Charge document:

1. **Streamlined Book Ordering & OER Compliance:** Supports improved access to instructional materials and streamlines compliance with AB 607. Aligns with promoting access strategies.
2. **Resolution of Lab Manual Delays & Free Distribution:** This fulfills the committee's charge to promote equitable access to instructional materials and address operational problems affecting student success.
3. **Default Textbook Resolution Passed:** Ensures timely textbook access and supports accessibility compliance. Aligns with goals of promoting access and reviewing textbook timeliness.
4. **Enhanced Collaboration with Financial Aid:** Promotes financial aid access and improves student readiness. Supports financial obligation monitoring and access strategies.
5. **High-Level Administrative Coordination:** Addresses bookstore concerns through direct engagement with leadership. Demonstrates proactive communication with constituent groups.
6. **Expanded Bookstore Hours & Resolution:** Improves service coverage and student access to materials. Supports goals of improving access and service satisfaction.
7. **Basic Supplies Initiative:** Responds to feedback on availability of essential supplies. Aligns with improving service quality and student satisfaction.
8. **Book Order Deadline Adjustment:** Supports timely book ordering for faculty. Directly fulfills charge to review textbook order timelines.
9. **Monitoring Textbook Costs:** Addresses concerns about affordability and price compliance. Fulfills the duty to review pricing policies and contracts.
10. **Unified Textbook Designation & MIS Reporting:** Improves data collection and reporting for ZTC/LTC compliance. Aligns with supporting campus-wide compliance initiatives.
11. **District-Wide Advocacy:** Expands BAC's role to include broader institutional collaboration. Demonstrates proactive issue resolution beyond the main campus.

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13. **Co-Chairs' Regular Meetings with eCampus:** Facilitates frequent resolution of faculty issues. Supports the charge to serve as a conduit for communication and problem-solving.
14. **Engagement with FCDC for Feedback and Communication:** This aligns with the charge to strengthen cross-departmental communication and ensure bookstore operations are transparent, responsive, and informed by faculty perspectives.