

BAC Meeting Minutes

4/30/2025

Call to Order: Meeting called to order by Andrea Thorson

Roll Call:

- **In attendance:** Andrea Thorson, Michael McNellis, Fabiola Butcher, Patrick Staten, Sara Wallace, Melissa Ysais, Rita Jones, Julian Navarrette.

Old Business:

1. Approval of minutes from 4/2/25. All members agreed to approve.

New Business:

1. Call for any BAC-related concerns
 - a. Faculty member requested review of the committee website to confirm that committee members are listed. Listed membership is correct.
 - b. Discussion of Summer Hours for Bookstore
 - i. More online classes in summer, but there are still students on campus, and there will still be traffic. The class schedule will show when classes are going to be held on campus, so bookstore hours can be adjusted accordingly.
 - ii. Bookstore can close when campus is closed for summer holidays (Memorial Day, 4th of July) as well as anticipated Friday campus closure in summer.
2. Create end-of-year Committee Report. Michael will send our report to Academic Senate.
 - a. Major Accomplishments for AY 24-25
 - i. Streamlined book ordering and OER compliance
 - ii. Default textbook resolution passed
 - iii. Enhanced collaboration with financial aid
 - iv. High-level administrative coordination
 - v. Expanded bookstore house and resolution for further coverage
 - vi. Basic supplies initiative
 - vii. Book order deadline adjusted for Spring 2025

- viii. Monitoring textbook costs
- ix. Unified textbook designation & MIS Reporting compliance
- x. District-wide advocacy
- xi. Adoption of New BC logo for apparel orders
- xii. Co-Chairs' regular meetings with eCampus.
- xiii. Engagement with FCDC for feedback and communication
- b. Core Goals for 24-25
 - i. Enhance Faculty Awareness of textbook ordering and supply processes
 - ii. Strengthen cross-departmental communication on bookstore-related matters
 - iii. Monitor and oversee compliance with bookstore vendor contracts
- c. Key Issues Addressed
 - i. Delayed lab manual orders
 - ii. Banner/eCampus data mismatch
 - iii. Student Awareness & Communication
 - iv. Bookstore buyback confusion
- d. Next steps for AY 25-26
 - i. Launch a faculty training series on textbook adoption
 - ii. Expand supply inventory tracking and student feedback loops
 - iii. Ensure implementation of bookstore hours resolution
 - iv. Continue monitoring vendor compliance on pricing and delivery
 - v. Finalize automation of ZTC/LTC reporting with eCampus order form.
 - vi. Advocate and facilitate the relocation of the Print Shop to a more accessible and centrally located space.

3. Approval of minutes for today 4/30/2025. All members approve.

Meeting Closed. This is the final meeting for this academic year. Meetings will resume in Fall 2025.