

BAC Meeting Minutes

September 10, 2025

Call to Order: Meeting called to order by Michael McNellis

Roll Call:

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

Old Business:

1. Approval of minutes from 4/30/25. All members agreed to approve minutes.

New Business:

1. Review of Charge
 - a. Discussion of whether term “bookstore” encompasses enough scope since there are two entities, eCampus and GearShop, that are separate from each other and have both online physical presences.
 - i. Change to language in the charge introduction to define “bookstore.”
 - b. Question on point: “Monitor and track any financial obligations to students are met, such as the student scholarship fund.”
 - i. Chairs will meet with eCampus regarding book scholarships.
 - ii. Financial Aid representative said eCampus got invoicing in on time from scholarship vouchers.
 - c. General cleanup of language for readability.
 - d. Update of membership.
 - i. Remove Dean or Director of Dual Enrollment.
 - ii. Change Delano Center or Rural Initiative Representative to Satellite Campus Manager or Director.
 - iii. Defined preferences for faculty membership.
 - e. Faculty Co-chair will send updated charge to Academic Senate for review and approval.

2. Call for any BAC related concerns
 - a. Faculty reporting that eCampus has already sent emails to faculty letting them know they should put in their book orders for Spring. Chairs asked eCampus for them to roll the schedule over earlier and send reminders out earlier. Deadline is in October.
 - b. Faculty Co-Chair to send out email to all Faculty with the book order deadline and instructions.
3. Default Book Order Process
 - a. Faculty Co-Chair recommends a memo go out clarifying the process and letting faculty, chairs, and deans know that if there is no chair in place, the dean can step in and ensure the process is followed.
4. Update from VP for Finance & Admin Services (Moved to next meeting)
5. eCampus update regarding foot traffic reports (Moved to next meeting)

Meeting Closed. Next meeting scheduled 9/24/25.