

BAC Meeting Minutes

September 24, 2025

Call to Order: Meeting called to order by Michael McNellis

Roll Call:

- **In attendance:** Michael McNellis, Patrick Staten, Sara Wallace, Melissa Ysais, Queen King, Rita Jones, Julian Navarrette

Old Business:

1. Approval of minutes from 9/10/25. All members agreed to approve minutes.
2. Update from VP of Finance Services
 - a. VP of Finance gave overview of emailed update. Will meet with Bookstore rep on a monthly basis to discuss concerns about operations as they come up
 - b. Apparel sales: very expensive, especially for students. Reviewed the sales report and the apparel is not moving at the current price points. VP inquired whether more items can be offered at a lower price point (16.95-26.95). There was a question about quality. Will also be working with Marketing on this
 - c. Suggestion to have a start of the semester “Back to School Sale” that can have discounts on the higher price-point apparel
 - d. Bookstore is stocking more essential school supplies and snack options
 - e. Bookstore hours have been extended, including remaining open during lunch
 - f. Faculty questioned rise in sales and numbers in the Spring. Bookstore rep attributes rise to expanded hours and higher variety of supplies and snacks
 - g. Faculty would also like to see expanded options of BC branded swag
 - h. Discussion about what other colleges carry as far as apparel and swag with wanting to balance wanting more options at lower price points without sacrificing too much quality
3. Call for any BAC related concerns
 - a.
4. Call for book orders, October 1st (Michael)

- a. Faculty appreciated reminders when CRNs are added.
 - b. Some faculty reports that they don't have SAS sheets or classes coming up for Spring yet. Many departments are not getting SAS sheets and are finding classes are not correct in the bookstore
 - c. Faculty in Delano are reporting that what they are told they are going to be assigned is not what is showing up in eCampus as the classes they have
 - d. Faculty co-chair reports that he has hopes that the new scheduling system we are going to be using will fix some of these problems with scheduling classes so they are correct when eCampus rolls them
 - e. Concerns about faculty reporting these lags in scheduling and errors in eCampus are causing delays in ordering books on time
 - f. Action item: Co-chairs are going to be working on language to go back to previous policy of faculty having 5 days after receiving their SAS sheets to place their book orders, because if it is on the SAS, it is in eCampus
5. Goals for the year
- a. Draft shared for goals for the year
 - i. Enhance faculty awareness of book and supply processes
 - ii. Strengthen cross-departmental communication
 - iii. Monitor and oversee agreement compliance
 - b. Vote on approving goals for the year. All in favor.
6. Create a Statement of Clarity – Dean/Chair roles (include late start classes and last-minute classes)
7. Create language for book order updates regarding textbook accessibility (Move to next meeting)

New Business:

- 1. eCampus update regarding foot traffic reports
 - a. Broke early morning, mid-day, and night. Mid-day has the highest foot traffic. Trickle in around 8:00am and out after 4:00, with no traffic after 6:00pm
 - b. VP of Finance noted that highest traffic is between 9:00am and 3:00pm

- c. Bookstore is proposing a change to their hours of operations: MR 7:30-5:30, TW 9:00-7:00 for 1st 2 weeks of school. After 1st 2 weeks of school: MR: 7:30-5:30, TW: 9-6. F 8-12
 - i. VP of Finance will re-send foot traffic report to committee for review
 - ii. Committee will vote on change in hours at the next meeting
- 2. Follow-up on scholarship fund from eCampus
 - a. Co-chairs agenda item with Katie next week.
- 3. Default book list
 - a. Google sheet shared with list for default books. Some edits were made
 - b. Discussion about Google Sheets vs ae Excel document in Sharepoint. Sheets makes it easier to share the link with multiple people who may be entering information and more than one person can edit a document at a time. Google sheet link will be shared with chairs/deans to enter initial information and then be locked to editing for the rest of the year.
 - c. Discussion about who would be the keeper of the list, where we should keep it, and how often it should be updated. The BAC should be the keepers of the list, and the sheet should be housed in the BAC Sharepoint. The original resolution said the list would be updated yearly, in April.

Meeting Closed. Next meeting scheduled 10/8/25.