

# Bookstore Advisory Committee (BAC)

## Meeting Minutes 1/28/26

**1. Call to Order:** Meeting called to order by Michael McNellis.

**2. Roll Call:**

- **Members Present:** Andrea Thorson, Michael McNellis, Melissa Ysais, Fabiola Butcher, Sara Wallace, Rita Jones, Walter Rivas (for Ruthie Welborn)

**3. Approval of Minutes:**

- The minutes from 12/3/2025 were reviewed and approved unanimously.

**4. New Business:**

**A. Note Taker**

- a. Sara Wallace will assume note-taking responsibilities upon Rita Jones' departure from today's meeting.

**B. Bookstore Tracking Report**

- a. This item was tabled until the next meeting to allow for discussion with VP King present.

**C. Update on Student Funding**

- a. Walter Rivas will follow up with Ruthie Welborn to determine whether Financial Aid has received any updates.
- b. At this time, there has been no movement.
- c. The co-chairs will meet with eCampus and contact the District Office to request clarification regarding the status of the funds.
- d. Questions related to book vouchers should be directed to Financial Aid Technician Vanessa De La Cruz.

**D. Communication Planning**

- a. The committee discussed strategies to strengthen communication and improve awareness of bookstore processes and deadlines.

- b. The committee emphasized the importance of consistent and proactive communication throughout the academic year.
- c. Faculty co-chair encouraged members to support a coordinated communication approach, including periodic informational emails while faculty are on contract.
- d. BAC updates to faculty should occur monthly. As ordering deadlines approach, communications should increase to every two weeks.
- e. A flyer summarizing key dates and processes was suggested as an additional tool.
- f. To reduce confusion, ordering deadlines will be better aligned with department chair due dates.
- g. Senate representatives are encouraged to share relevant BAC updates within Academic Senate meetings to improve information flow.
- h. A bookstore reminder slide deck will be developed for deans to share at area meetings.
- i. The new communication platform, Element451, has the capability to send both emails and text reminders. BAC may develop templated communications and schedule them in advance. This will be discussed further at the next meeting.
- j. The committee will ensure agreement and clarity on all published dates prior to distribution.
- k. **Special Consideration:** Early College operates on a different schedule, and high schools order textbooks outside of eCampus. Communication plans will account for these differences.

## **E. Book Order Deadlines**

- a. **Summer and Fall 2026**
  - i. Book orders are due Friday, March 27, 2026.
  - ii. A single combined deadline is intended to streamline communication and reduce confusion.
  - iii. Co-chairs will meet with appropriate managers to confirm feasibility.
- b. **Spring 2027**
  - i. Since chairs complete class schedules by May 1, the book order deadline for Spring 2027 will be September 1.

## **F. DSPS Invitation**

- a. The committee will invite DSPS representatives to a future meeting to:
  - i. Gain insight into student experience and operational challenges.
  - ii. Identify bookstore-related needs, including textbooks and supplies.
  - iii. Invite the Head of Interpreting to provide additional perspective.

## **G. Future Agenda Items**

- a. Add discussion of storing default textbook data to the next meeting agenda.

## **5. Adjournment:**

Meeting was adjourned. Next meeting scheduled 2/11/2026