

MEETING MINUTES

Bookstore Advisory Committee

9/26/18 11:00 AM – 12:00 PM

1. Introductions
 - a. Advisory Committee and Bookstore Selection Committee members present
 - i. Anjana Adhikari, Ryan Corcoran, Nancy Ferguson, Mary Hensel, Ann Marie Johnson, Jessica Lahner, Michael Schulist, Matt Sirinek, Todd Smith, Zachery Staszewski, Tyler Ratkowski, Pam Watters
2. Bookstore Update
 - a. Timeline
 - i. Sept 29 – Bookstore closes
 - ii. Oct 3 - Follett will keep Pioneer shop open until this date
 - iii. Oct 4 - Official inventory and transition
 - iv. Oct 5-7 - Computers and setup continue over the weekend
 - v. Oct 8-9 - Monday-Tuesday continue testing and implementation
 - vi. Oct 10 - B&N opens
3. Communication
 - a. Message sent last week to students to get course materials
 - b. Another reminder will be sent today or tomorrow
 - c. Notification will also be sent to the campus community
 - d. Email messaging is ready for introducing the Online Bookstore and new Pioneer Shop
 - i. Probably initiated from Student Affairs in the Buzz
4. Adoption deadlines November 5th
 - i. Integration with IT
 - ii. Working on training materials by Oct 1st
 - iii. Week of October 15th demo for adoptions
 - iv. 1 year of history will be available
5. Fixtures
 - a. Keeping several of same racks and fixtures in store
6. Pioneer Shop Branding Preview
 - a. Added orange paint color
 - b. Updated light fixtures to brighten space
 - c. Covered walls with branded images
 - d. Also added gray paint color

e. More to come!

7. Questions

- a. Follow-up on in-house manuals
 - i. Not a final answer
 - ii. In short term utilize same operation
- b. Alumni Communication
 - i. Introduce new look and changes at HOCO
 - ii. More specific communication to follow
- c. Faculty/Staff Communications
 - i. Utilize the Buzz
 - ii. Follow-up at department meetings
- d. Rental Books
 - i. No change for students
 - ii. B&N will take books back to the store
 - iii. Follett will provide a full rental list
 - iv. Email communication to students
- e. Staffing structure
 - i. Similar to staffing structure now
 - ii. Store manager, student and B&N employees
 - iii. Store positions will be part of work study options for students
- f. Employee Discount remains
- g. Departmental Charges are being worked on by business office
- h. Contact info/Phone numbers remain the same