

# **Bakersfield College Bookstore Advisory Committee**

## **Charge**

The Bakersfield College Bookstore Advisory Committee is a shared governance committee that supports the college mission, goals and values through comprehensive evaluation of the methodology for obtaining instructional materials, including but not limited to, the bookstore vendor's contract (hours of operation, pricing policies, refund policies and procedures, textbook ordering, and the availability of trade and supply items).

## **Tasks, Goals and Objectives**

- Promote the adoption of strategies to improve access to instructional material(s) for all students.
- Serve as a conduit for the exchange of information and ideas between the College communities and the bookstore contractor on matters pertaining to bookstore services.
- Review pricing, refund and buy-back policies and procedures.
- Review the timeliness of textbook orders.
- Provide advice and assistance to faculty regarding policies and procedures related to the selection and use of instructional material(s).
- Work with the various constituent groups in a proactive way to ensure there is support for future bookstore offerings and operational plans, new program initiatives, and other issues which affect satisfaction, quality, and service orientation.
- Serve as an investigative body regarding problem and complaints from faculty, students, administrators or the bookstore contractor regarding operational processes effecting access to instructional material.
- Create annual report related to contractual expectations, problems, and complaints.
- Compile recommendations, commendations, and trends.

## **Scope**

This committee serves in an advisory capacity to the College President and the Vice President of Finance and Administrative Services on all matters pertaining to the bookstore services.

## **Other Information**

This committee communicates with:

- President
- College Council
- Academic Senate
- FCDC
- KCCD Business Services

## **Members**

### **Composition**

- Vice President of Finance and Administrative Services
- Vice President of Instruction
- Director of DSPS
- 1 Dean
- 1 faculty department chair appointed by the Academic Senate
- 3 faculty appointed by the Academic Senate.
- 2 classified staff representatives appointed by the CSEA.
- 2 Student Government Association representatives.
- Representative from College Bookstore Contractor (Ex-Officio)

### **Chairs**

- Chaired by Vice President of Finance and Administrative Services and a Faculty member.

### **Members**

List of members by name, department/area, and position held.