

NAME OF COMMITTEE	<i>Bakersfield College Bookstore Advisory Committee</i>
COMMITTEE CHARGE	<p>The Bakersfield College Bookstore Advisory Committee is a shared governance committee that supports the college mission, goals and values through a comprehensive continued oversight and evaluation of the bookstore, specifically by ensuring for providing bookstore access to instructional materials at all Bakersfield College locations, which includesing but is not limited to, the bookstore's contract:</p> <ul style="list-style-type: none"> • Hours of operation • Pricing policies • Refund policies and procedures • Textbook ordering • The availability of trade and supply items
SCOPE OF AUTHORITY	<p>The committee serves in as a recommending body to the Academic Senate authority capacity to and the College President and the Vice President of Finance and Administrative Services on all matters pertaining to the bookstore services.</p>
TASKS, GOALS, AND OBJECTIVES	<ul style="list-style-type: none"> • Promote the adoption of strategies to improve <u>bookstore</u> 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). • <u>Work with the various constituent groups in</u> a proactive ways <u>to ensure</u> there is support for future bookstore offerings and operational plans, new program initiatives, and other issues which affect satisfaction, quality, and service orientation, <u>are addressed.</u> • <u>Monitor and track that any financial obligations to students are met, such as the student scholarship fund.</u> the allocation of the bookstore profits related to the student fund obligation is met according to contractual expectations. • <u>Ensure bookstore access and compliance for all current and future campus-wide programs and initiatives, such as Inmate Education, Rural Initiative, Dual Enrollment, Concurrent Enrollment, and Early College.</u> • <u>Help inform faculty, staff and administrators of matters related to accessibility compliance and academic freedom.</u>

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COMMUNICATES WITH	President, College Council, Academic Senate, FCDC, KCCD Business Services, Barnes & Noble Bookstore at Bakersfield College
MEMBERSHIP	<ul style="list-style-type: none"> • Vice President of Finance and Administrative Services • Vice President of Instruction Director of DSPS • 1 Dean -level Administrative Co-Chair • 1 faculty department co-chair appointed by the Academic Senate • 3 faculty members appointed by the Academic Senate, excluding co-chair • 2<u>1</u> classified staff representatives appointed by the CSEA • 2<u>1</u> Student Government Association representatives • 1 Representative from College Bookstore Contractor (Ex-Officio) • 1 Representative from Delano Center • 1 Rural Initiative Director or Dean

Approved by Academic Senate, 3/21/2018
 Approved by College Council, 4/20/18
 Approved by Academic Senate, 10/31/18
 Reviewed by College Council, 11/2/18