

Greetings BC Faculty,

Michael McNellis and Andrea Thorson are the co-chairs of the Bookstore Advisory Committee(BAC). This committee is dedicated to ensuring communication, transparency, and upholding contractual agreements with the bookstore among other things. We write you with an urgent matter today. Please know we dread sending out another form for anyone of us to sign and turn-in; but please use the attached form and follow the directions on the form for your SUMMER 2019 book orders.

NEW PROCESS FOR ORDERING BOOKS FOR SUMMER 2019: Deadlines Are Now Strict

- 1) Download the fillable .pdf *Book Requisition Forms for Faculty Members*
- 2) Electronically fill the form – contact your chair if you are ordering a book that is used department wide.
- 3) Email Requisition forms to Bernadette Quintero at TM8014@bncollege.com and your Department Chair by March 1, 2019.
- 4) You are done.

**STRICT DEADLINE FOR SUMMER ONLY BOOK ORDERS:
MARCH 1, 2019**

Know deadlines are now strict. ***Orders not sent by deadlines may be subject to delays.***

We do apologize for the urgency, but, in short, we recently discovered the bookstore doesn't receive the CRN list for summer classes until March 7th. Hence, we need to get the orders in by the deadline to inform the bookstore of our summer needs. This new process is to solve an immediate contractual problem. See the long version below for more context.

Please contact your Department Chair should you have any questions. Department Chairs, please feel free to reach out to Michael and Andrea for any clarification.

Michael McNellis and Andrea Thorson
Bookstore Advisory Committee Co-Chairs

LONG VERSION – for these who need to know more of the details

As you should know (you Department Chair was given instruction a couple weeks ago), we have a new process for submitting book orders for the summer. If you have not yet turned in your book order for the Summer please ensure that this is done asap. **Summer 2019 book adoption requisitions are due March 1, 2019. Please cc the Chair on your submission to the bookstore. Please communicate with your Chair should you have questions about the forms.**

We have attached the faculty centered form. Your department chair has the form that is course based should many faculty use the same book for a given course the Chair can fill that form out and submit it on behalf of their faculty.

It is imperative that we meet our contractual obligations by submitting orders for all courses we currently have scheduled. You may not know your CRN's but you are assigned your classes already. Your department Chair will be able to provide you with this information.

In the past, the bookstore has been generous with accepting late adoptions. Yet, when faculty submit book orders after the contractual deadline the bookstore is unable to guarantee books in a timely manner and/or in the quantity we need. In order to put our students first we all need to work together. Starting now we are going to meet our contractual obligations to the bookstore. Chairs and Deans will be more involved in tracking the book orders and ensuring orders have been submitted.

Issue: Why is this happening are we doing this now!?:

We recently realized that the bookstore has not yet received and will not receive the enrollment list from the District until March 7th, which is after the contractual due date when book orders need to be given to the bookstore. We must meet the contractual deadline or books do not have to be here and in many cases it is impossible for them to get here in time for students. Further complicating this, the FacultyEnlight website has not been updated with all CRNs yet and won't until after the deadline, which will be too late for many of our courses. Thus, Michael and Andrea worked hard to create a preliminary form for faculty and departments for summer book orders. We expressed this concern to faculty chairs, deans, and directors at the last FCDC meeting, Deans meeting, EBoard meeting, and more. We created a solution that these groups have discussed and agreed to. We may or may not use this form in the future. Right now this is only for Summer 2019.

Solution: There is one form attached for faculty who submit their orders to bookstore on their own. There is another form for Department Chairs only, which was given to the chairs. This is for those Chairs who regularly place orders of a certain book for all of their sections, because they use the same title.

Please make every professional effort to get these orders in on time and help ensure our students are able to get the materials they need in a timely manner. Thank you for your service to BC and your compliance with our procedures.

Michael McNellis and Andrea Thorson
Bookstore Advisory Committee Co-Chairs