

## Book Advisory Committee Meeting

Minutes

10/18/23

**Roll Call:** Patrick Staten, Rita Jones, Melissa Ysais, Michael McNellis, Senator Lily Linares, Calvin Yu, Fabiola Butcher, Jennifer Achan, Andrea Thorson, Josephine Garcia

### **Administrative Updates:**

- Minutes from 9/20/23 approved. Minutes from 10/04/23 approved.
- BC Renegade Campus Store is the official new name for bookstore.

### **Old Business:**

- Update on Biology Department Meeting: They were very thankful and on Board. Changes sent to College Counsel and approved. We will be moving forward with the lab manual changes.
- Lab Manuals/Graphic Center Update: Josephine Garcia is manager of the print shop. There was a meeting with Michael, Drea, Calvin and Josie. Marketing team will work with print shop to create FormStack form for Lab Manual orders.
- Bluebooks still not in Bookstore

### **New Business:**

- Review and update initial powerpoint presentation for FCDC: We would like to push for Print Shop to be housed and manuals distributed in the space in the student store that was previously held by Barnes & Noble. There is not enough space in the current print shop to house the manuals until faculty can pick them up. Presentation to FCDC this Friday. Drea went through PPT. Some notes:
  - Black and white printing with hole punches, staples and rubber banding will be free.
  - Instructors have options for double sided or single sided copies.
  - Instructors will need to add a cover page for all packs saved in the file
  - Submitting packs/manuals: The cover page must have the instructor's last name, name of course, and the CRN.
  - Instructors who have course pack materials on order for summer, consider amending to print at print shop instead.
  - Instructors are not to email Josie directly for course packs.
  - Timelines for book orders for Spring 2024. October 25<sup>th</sup> for faculty to place book orders and Cousepack and lab manual orders. December 1<sup>st</sup> is the deadline to submit book orders for all unstaffed courses.

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- Patrick questioned whether files have to be in PDF format or whether there is a file size limit. Drea will ask about PDF and clarified that file size is no longer an issue.
- Would the committee feel comfortable bringing up a resolution to have the BC Print Shop move into the former bookstore space? Michael created and shared a shell with a draft.
  - Fabiola questioned whether Print shop machines would be able to be moved. Michael explained that Josie confirmed all equipment would work in the space and manufacturers agreed to move it.
  - Moving the Print Shop would make it more accessible to everyone on campus. Staff and students alike. Current space would not be up-to-date with ADA and Accessibility policies.
  - Moving the print shop would also help with making the print shop available to the students and public to bring in more revenue.
  - Everyone agrees with the idea and approved moving forward with the next steps for making the resolution.

Meeting Closed. Next Meeting: 11/1/2023