

NAME OF COMMITTEE	<b><i>Bakersfield College Bookstore Advisory Committee (BAC)</i></b>
COMMITTEE CHARGE	<p>The Bakersfield College Bookstore Advisory Committee (BAC) is a shared governance committee that supports the college mission, goals and values through a comprehensive evaluation for providing access to instructional materials, including but not limited to, the bookstore's contract:</p> <ul style="list-style-type: none"> <li>• Hours of operation</li> <li>• Pricing policies</li> <li>• Refund policies and procedures</li> <li>• Textbook ordering</li> <li>• The availability of trade and supply items</li> </ul>
SCOPE OF AUTHORITY	The 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.
TASKS, GOALS, AND OBJECTIVES	<ul style="list-style-type: none"> <li>• Develop and implement strategies to ensure timely and equitable access to instructional material(s) for all students at all locations.</li> <li>• 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.</li> <li>• Review and evaluate pricing, refund and buy-back policies and procedures.</li> <li>• Review and evaluate the timeliness of textbook orders.</li> <li>• Provide advice and assistance to faculty regarding policies and procedures related to instructional material(s).</li> <li>• 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 that affect satisfaction, quality, and service orientation.</li> <li>• 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.</li> <li>• Create annual report related to contractual expectations, problems, and complaints.</li> <li>• Compile recommendations, commendations, and trends.</li> </ul>
COMMUNICATES WITH	President, College Council, Academic Senate, FCDC, KCCD
MEMBERSHIP	<p>Chaired by Dean of Instruction and a Faculty member.</p> <ul style="list-style-type: none"> <li>• Vice President of Finance and Administrative Services</li> <li>• Vice President of Instruction or designee</li> <li>• Director of DSPPS</li> <li>• 1 Dean of Instruction or Director of Rural Initiatives</li> <li>• 1 Faculty department chair appointed by the Academic Senate</li> <li>• 3 Faculty appointed by the Academic Senate</li> </ul>

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|  | <ul style="list-style-type: none"><li>• 1 Classified staff representatives appointed by the CSEA</li><li>• 1-2 Student Government Association representatives</li><li>• Representative from College Bookstore Contractor (Ex-Officio)</li></ul> |
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*Approved by Academic Senate, 3/21/2018*  
*Approved by College Council, 4/20/18*  
*Approved by Academic Senate, 9/25/19*  
*Reviewed by College Council 10/04/19*