Bookstore Committee
Friday, September 18, 2009 9:30 – 10:30 a.m. HBC 410

Attending: Carol Barrett, Stephanie Benetti Georgia Branch, Angelica Cancino-Cox (for Steve Christopher), Duane Crowley, Tammie Petersen (for Richard Espinosa), Jeanette Lien, Mark McCaffery, Marcella Nouzovska (for Doug Mitchell), Dianne Olla, Clark Peterson, Debra Peterson, Sara Petty, Anne-Marie Schlender, Richard Smith, Matt Wilson

1. Review of Committee functions and membership
   Richard Smith
   Everyone introduces themselves.
   Most important function of the committee is to see that the timeline for ordering books is followed.
   Contact Jeanette when issues arise or Richard.
   Richard is the administrative contact for bookstore issues and Ben Ferrell handles the contractual area between ACC and the bookstore.
   Bookstore will be opening in RGC parking garage by end of September and will also have a location at Round Rock campus.

2. Information Technology Updates
   Kathy Galaviz & Andrew Christie
   Jeanette Lien
   Media Ordering System (XMO) Modification Project
   IT will ensure media order can be placed through online services.
   Student schedules to show media needed and will also indicate if no media is needed.
   New Federal Requirement: Higher Education Act Section 133 (HEA 133) US Federal regulation (see handout)
   ISBN numbers will be included. ISBNs can change for various reasons, i.e. added CD and must be kept updated.
   Publishers must provide faculty with pricing and whether textbooks are in bundle or alternate formats.
   Purchase cards used for purchasing E-books will include limitations such as expiration date, printability, etc.

3. Year in Review 2008-2009
   Jeanette Lien

4. Course materials ordering and delivery locations
   Georgia Branch

5. Spring meeting optional - committee to decide