University of Houston – Clear Lake  
Student Advisory Council Campus Store (SACCS)  
Meeting Minutes  

Date: February 02, 2022  
Time: 2:00 pm – 3:00 pm  
Location: Teams Virtual Meeting

I. Meeting began at 2:08 pm

II. Welcome

Thank you to all for participating on this council

III. Quorum Discussion – Laura recommended that:
   a. Only 2 voting members need to be present to approve previous meeting minutes. This is for approving minutes only, not any other voting matters.
   b. At least 3 voting members must be present at a meeting to establish a quorum.
   c. If a quorum is met, any voting would need 2/3 of the voting members present to vote yes for an issue for it to pass (2 out of 3; 3 out of 4; 4 out of 5; 4 out of 6 …)
   d. If these seem reasonable by all present (voting and non-voting), Laura will email voting members and a vote by email will be taken for items “a” through “c” above 2 weeks after the February meeting. This agenda will serve as the minimum two-week written notice of the upcoming vote and meets the notice requirement in the by-laws.
   e. Debbie mentioned that the sections in the by-laws dealing with quorums are a bit confusing, so if anyone has recommendations for making them more easily understood, please do make a suggestion.

IV. Reviewed and Approved draft Minutes from April 6, 2021, June 15, 2021, Sept. 20, 2021 and Nov. 1, 2021 meetings. Heather motioned to approve and Laura second the motion. All minutes approved. Minutes may be corrected even after being approved if someone notices something that needs editing. (Roberts Rules)

V. Campus Store information
   a. Sales Information – Roger shared sales information for YTD April 1 – Jan. 31. Surprisingly, sales are doing well even with the supply chain issues that prevailed. Text rentals, trade, supplies, clothing, gifts, graduation, and computers all increased over last year. Their regular supplies were out of stock on a lot of items, so they reached out to new vendors and it really helped. In 2019, UHCL was the worst performing of the UH campuses in regard to textbook adoptions completed prior to the beginning of the semesters and now we are in first place. There is still some room for improvement, but we are doing great.
   b. Status of textbook adoptions
      i. Adoptions went really well for this semester continuing the streak. Faculty is getting their adoptions input early as requested.
      ii. Roger shared an update on process clarification concerning “Open Access” choice: Technical support responded: “Since OER is auto adopted to the course there would be no pending status as it does not require processing by the bookstore. If the instructor refreshes the page they will see that the status updates instantly on the course card to OER materials being used.” With the high percentages of textbook adoptions prior to the beginning of the semester, it seems that the status on OER has not interfered with faculty getting their adoptions in early, but it is good that Daniel brought this to our attention so we know what to tell faculty if they experience this.
   c. Updates for any pertinent info
      i. Recent events:
         1. Dec 3 – Campus Store opened the day of the Hawks Car Parade and had activity.
         2. Dec 4 – Two commencement events; Make Ups and Summer/Fall 2021
3. In January, took part in the One Stop Shop for new student orientation.
4. Extended hours during first two weeks of classes.
5. Last week had a Pop Up Shop at Pearland campus.
   ii. Holiday closings – will be closed Spring Break week, March 14-20, and Memorial Day, May 30th
   d. Upcoming Events
      i. Feb. 17 – Grad Preview Doctoral Students
      ii. Spring Grad Fair – March TBD
      iii. Pop Up Pearland – April 23rd 10:00 am to 4:00 pm – Heather suggested that alternate days be chosen for each Pop Up to reach more students/faculty. Maybe check with Pearland Librarians to see which are the busier days.
      iv. Spring 22 Teacher Induction – College of Education- May 12th 5:00 pm – 8:00 pm

VI. Updates in how the campus store is accommodating social distancing guidelines with the return to campus.
Continuing with the same Covid-19 guidelines
   a. Signage
   b. Employees required to wear masks
   c. Hourly cleaning with disinfectant of common areas

VII. Postponed vote for chairperson and vice-chair to last meeting of the semester or the summer meeting and vote for FY23 chair and vice-chair. Debbie reminded that one can self-nominate for these roles. They could even do so by email prior to the next meeting. The by-laws do state that these positions must be voting members. Laura will include reminder in email to voting members.

VIII. Suggestions for the date and time of next SACCB meeting – Between Daniel and Heather’s schedule, Wednesday afternoon (except for 1st Wed of month) is available. New member Duc Le says online meetings are not a problem.

IX. Open discussions – Debbie’s comment noted with section VII above.

X. Meeting Adjourned at 2:42 pm.