I. Meeting was called to order at 9:35 am.

II. Roll Call – Present: Alina Thomas, Daniel Imrecke, Shweta Sankpal, Veronica Gates, and Laura Wilder (voting members); and Debbie Carpenter and Roger Torres (non-voting members); quorum of 5 voting members was met.

III. Minutes from 02/02/2021 approved, motioned to approve by Daniel Imrecke, 2nd by Alita Thomas.

IV. Reviewed action items from February 2, 2021 SACCB meeting:
   A. Roger provided Campus Store Sales pdf and Textbook Adoptions pdf year to date 3/31/2021 (fiscal end) to Laura for sharing via email, on the SACCS website and Teams files. (more details below)
   B. We neglected to discuss whether Roger inquired if the Book Adoption process can be streamlined by having it pre-populated with the previous semester’s order, however he has since stated in an email that instructors do have a way to save textbook adoptions to their “library” in Follett Discover (the online adoption tool) and retire those titles for future term adoptions.
   C. Roger has been requesting more graduation gift items as well as more quality clothing options, but with sales down we don’t have as much pull. Things should get better, though.
   D. Roger contacted MarCom regarding process for submitting photos and text for advertising on the official UHCL Instagram account. MarCom encourages stand alone accounts for the Campus Store and other organizations, however, B&N discourages it. Roger will continue to work with MarCom regarding occasional sharing of Campus Store sales or events and asked for input on best ways to advertise Flash Sales as they usually only have a day or two notice and MarCom needs more than that to approve media ads. Alina suggested using the “Get Involved” webpage to share Campus Store information on sales and events. Roger will reach out to them.
   E. Roger stated that student orgs contact them to order honor cords and plans on asking them how else they can work together. In the past, the Student Art Association has decorated the Campus Store windows.
   F. Laura added all documents to website.

V. Campus Store Sales - sales were down $194,000.00, 24% from last fiscal year end to this fiscal year end. Roger feels that they can come back from this, that we weren’t hit as bad as some other locations. The Digital Textbooks and Computer categories actually saw an increase in sales over last fiscal year due to students learning remotely due to the pandemic.

VI. Textbook Adoptions: process has been improved by sending out reminders at 4 weeks, 2 weeks, 1 week and then reminders to those that are still “Missing”. He added that when
colleges send in their lists of courses that do not need a textbook that helps as much as the lists of those needing textbooks because they can mark those courses as completed.

VII. Upcoming Store Events/Promotions – Graduation, Flash Sales, Debbie added that she had received an email about 20% off Champion items

VIII. What can the campus store do to better serve the campus community? Alina asked about Townhall meeting requirement in By-Laws and offered to attend upcoming SGA meeting to speak about SACCS, what we do, garner interest for more student members, advertise the Summer SACCS meeting ...

IX. Reviewed meeting.
A. Alina asked what the Academic Advisory Campus Store Committee was. Roger state it works to improve Book Adoptions and any issues with textbooks to get the right books on the shelves and to students. Members are from the Academic side, Professors, Deans.
B. Determine date and time of next SACCS meeting (Proposed meeting date Thursday, 6/17/2021, 11:30 am to 12:30 pm) – Veronica stated that the June USA meeting will be on June 17th at 10:00 am. She suggested moving the date. Laura will send a doodle poll to members later today. A decision needs to be made quickly so that Alina can share the info at the SGA meeting on 4/13/21. Poll results: Tues. 6/15, 2:30pm – 3:30 pm
C. Motion to adjourn by Laura Wilder, 2nd by Daniel Imrecke. Meeting adjourned at 10:03 am.

Action Items:
1. Roger to reach out to “Get Involved” website to market sales and events
2. Alina to speak at the SGA meeting on 4/13/21 to meet the Townhall requirement in our By-Laws
3. Laura to send Doodle poll for next meeting day/time