

University of Houston – Clear Lake

Student Advisory Council Campus Store (SACCS)

Meeting Minutes

Date: November 01, 2021

Time: 3:00 pm – 4:00 pm

Location: Teams Virtual Meeting

I. Welcome

Thank you to all for participating on this council

II. Review and Approve draft Minutes from April 6, 2021, June 15, 2021 and Sept. 20, 2021 meetings – unable to approve due to not enough voting members present. This brought up discussion of quorums and what is needed in order to meet quorum and make amendments to the bylaws.

- a. Reviewed bylaws. Quorum should be set each fiscal year; however, we have not had enough voting members present to do so as student participation is lacking.
- b. ****Nadine offered to gather some information about quorums and share with us.**
- c. Laura did make a suggestion that the quorum be set at “3 of 5 voting members” to be able to get anything done, at least until our number of voting members who attend increases.

III. Campus Store information

- a. Sales Information – all sales categories up except used, new and digital text, however the text rentals increased more than the used, new and digital combined. Graduation, supplies, clothing and gifts all increased over 100% in each category with clothing over 200% and Gifts over 800%. More inventory is available. Graduation sales expected to increase more this month and next.
- b. Status of textbook adoptions – pdf of sales adoption was as of 10/25, as of today, numbers show 1185 courses with a 74.1% rate of course adoptions entered. Daniel asked a question about clarifying that when choosing “Open Access” a notice that the result will show “Pending” appears so that faculty realizes they have fulfilled their portion. Since it showed it wasn’t complete, he went back and changed it to “No adoption chosen” so that it would show as completed. This however, does not give the message to the student that there is an open access text available and expected. It’s just a bit confusing since it wouldn’t seem that the “Open Access” option would need an approval to be completed, but there is another step that the Campus Store needs to take for this option. ****Roger will check into clarifying the process in some manner.**
- c. Updates for any pertinent info
 - i. Recent event info – light Grand Opening during Spirit Week in October with a ribbon cutting, food and drinks, great turnout. During event discussed with MarComm attendees the social networking Get Involved app and how beneficial it would be to have an account. In the past accounts were only for actual departments not vendors such as the Campus Store, but they see now how utilizing the app for events would benefit students.
 - ii. Cap & Gown online ordering continues through Nov. 9th
 - iii. Holiday closings – Wed, Thurs, & Fri, Nov. 24th through 26th for Thanksgiving holiday
- d. Upcoming Events
 - i. Cap & Gown online ordering through Nov. 9th
 - ii. Today, donation of 50 caps and tassels for students in need
 - iii. Cap & Gown stock in store second week of November
 - iv. Commencement Makeup – Dec. 4th
 - v. Commencement Car Parade – Dec. 11th, store is open that Saturday
 - vi. Winter Commencement – Dec. 12th

- IV. **Updates in how the campus store is accommodating social distancing guidelines with the return to campus.**
 - a. Staff continue to wear masks and conduct hourly wipe downs of all surfaces.
 - b. Social distancing recommendation signs posted
 - c. Mask wearing recommendation signs posted

- V. **What can the campus store do to better serve the campus community?** No input

- VI. **Vote for chairperson and vice-chair for FY22** – not able to due to no quorum

- VII. **Suggestions for the date and time of next SACCB meeting** – early Feb. ****Laura will set meeting which can later be adjusted to fit members' schedules and availability**

- VIII. **Open discussions – any questions?** – no input

- IX. **Meeting Adjourned at 3:48 pm**

**** Action items**