



Administrative and Non-Academic Committees and Councils

The University of Texas-Pan American
Committees and Councils Project

Bookstore Advisory Council

(Last updated 6-08)

Purpose

The following describes briefly the general duties and responsibilities of the Bookstore Advisory Council (BAC), which will work under the direction of the Division of Business Affairs. The BAC is established to provide a reasonable opportunity for students, faculty, and staff to discuss the performance of the bookstore and solicit recommendations for qualifications for the service provider.

Members

Sergio Lopez	University Bookstore/Contractor	Ex-officio
Letty Benavides	Director of Auxiliary Services	Ex-officio
Vacant	Faculty	
Vacant	Faculty	
Vacant	Academic Chair	
Vacant	Enrollment & Student Services	
Vacant	Student Government Association	
Vacant	Student Government Association	
Vacant	Athletics	

Officers

Letty Benavides, Chair

Responsibilities

The primary purpose of the BAC is to serve as an official committee to review and recommend bookstore operating policies and procedures and provide guidelines to both the bookstore and the institution on bookstore matters. In order to meet this objective, the bookstore provider's participation in the Bookstore Advisory Council is mandatory.

The BAC has the responsibility for:

1. meeting quarterly to review concerns of both the institution and the bookstore.

2. serving as a forum for communication information and concerns about bookstore services and solicit information from administrators, faculty, staff, and students for discussion and report back resolutions to the Bookstore Manager and Director of Auxiliary Services.
3. ensure textbook adoption information is received by the bookstore on a timely basis, monitor the bookstore to help ensure textbooks are available on a timely basis, recommend service policies that are customer friendly, recommend products to fulfill the academic mission of the university.
4. providing meaningful input in the initial selection and renewal of any contract with a bookstore vendor, including input in the development of desired qualifications of books and supplies.

Composition and Terms of Membership

The BAC will be composed of:

- Bookstore Director or Manager (ex-officio)
- Director of Auxiliary Services (Chair, ex-officio)
- Two (2) faculty members
- Department Chair
- Enrollment and Student Services Representative
- Two (2) Student Government Representatives
- Athletics Representative

Members are to be appointed for one year terms, with half being appointed in even years and half in odd years to ensure continuity on the council.

Reporting

The BAC will report to the Vice President for Business Affairs.