

## UTC Bookstore Committee

The UTC Bookstore Committee held one meeting on Monday, March 6, 2006, at 3:00 p.m. in the Cherokee Room of the UC. Present were:

Valerie Rutledge, Chair; Gary McDonald; Kyle Knight; Ron Smith; Alan Rabin; Kelli Wright; Cindee Pulliam; and Emily Hodgson.

After introductions, the committee members discussed a range of topics. Kelli Wright provided materials which elaborated on a range of procedures and details about the Bookstore and various operations/activities. These included (See attached documents):

- Steps in the Book Ordering Process
- UTC Faculty Center Network
- Information about the current academic year and Bookstore policies/procedures

Particular attention was given to methods which allow the Bookstore to get book information in a timely manner. Notification of book orders is an important step in this process and quick response of faculty members to requests helps a great deal.

Competition with off-campus stores and vendors was another topic of discussion. Members of the committee were assured that this was a part of the business of providing service to students. Other issues mentioned were International Editions, teacher editions, and book buyers. All of these concerns are recognized by the Bookstore staff.

Other topics discussed during the remainder of the meeting included details about improving accessibility and service. Kelli Wright was able to provide information about this area and shared plans for the future which will be implemented by the Bookstore.

Although the Bookstore had planned to sponsor an appreciation luncheon, this was not scheduled prior to the conclusion of the spring 2006 semester.