

Notes for department chair meeting on Tuesday, February 26, 2008

Present: Suzette Robinson, Diane Meyer, Eric Engh, Cindy Foreman, Bruce Butler, Molli Fleming, Cyrilla Pascual, and Pat Adams. Representing the book store were Randy, Tanaka, director of UH book stores; Aaron (AJ) Ventura and Jennifer Tengan, assistant managers of Maui CC book store; and Jennifer Sogi, fiscal officer of UH book stores.

Discussion

Book store services were discussed. Department chairs reported that fewer problems had occurred in spring 2008 than in fall 2007. Book store personnel were commended for their friendly, helpful service.

Spring 2008 book order problems were reported by department chairs and each one was discussed. Randy Tanaka reported that several were caused by a problem in the system reserve inventory count that was discovered late in the delivery of spring 2008 books; several late deliveries were caused by book orders being turned in late; one publisher shipped incorrectly; and one or two orders were processed too slowly.

Information

- Corrective measures to eliminate problems are being put in place by the book store.
- As promised, the book store did not cut book orders; it is carrying a \$300,000 inventory at present; usual inventory is \$90,00 to \$100,000
- The contract has been awarded for the new book store to be located in the newly renovated Student Life building; should be completed by Fall 2008
- The new store will stock more apparel and supplies and other needed merchandise
- Book store assistant managers will receive training as branch managers
- Ordering several extra books for a class is no problem if the faculty member might add students

Book order deadlines

March 14, 2008 is the deadline for Summer 2008 book orders.

April 14, 2008 is the deadline for Fall 2008 book orders.

Order forms will be sent out in the near future.