

SBVC
BookSaver Task Force

MINUTES

October 15, 2024

1-2:30 pm

Zoom: <https://sbccd-edu.zoom.us/j/88320391280>

In Person: ADSS 207

Members:

	A	P		A	P
Dr. Olivia Rosas, Facilitator		X	Emily Porter	X	
Veada Benjamin		X	Nelva Ruiz-Martinez		X
Pavel Bratulin	X		Phylicia Sanchez	X	
Wendy Chacon		X	Brian Thompson	X	
Andrew Chang	X		Tatiana Vasquez	X	
Dr. Gilbert Contreras	X		Raquel Villa		X
Rosio Cortez		X			
April Dale		X			
Jessica Figueroa		X			
Ricardo Guevara		X			
Joanne Hinojosa		X	Guests:		
Frederick Jones		X	Raemon Edwards		X
Matthew Kim		X	Jesse Neimeyer-Romero		X
Ana Mayo		X			
Jonathan Neeper		X			
Maria Notarangelo	X				
Monica Perales		X			

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of October 1, 2024 Minutes.	Freddy Jones moved; Jessica Figueroa seconded. Minutes passed as written.	

<p>2. BookSaver Update – Dr. Rosas</p>	<p>Jessica has made contact with Andy Chang and booklists have already been imported into the system. She reported the bookstore sends a list of instructors to Dr. Humble, Bethany Tasaka and Ray Carlos who have not submitted their booklists and they help communicate to the instructors their booklists are past due.</p> <p>Dr. Rosas reported the Financial Aid Authorization form for students to complete if they want their books paid from their award has been delayed through District Accounting and the programming and automation process is going to take some time to initiate.</p> <p>The Book fees need to be separated from the other fees so students can pay for their books separately.</p> <p>Every student is going to be opted in to BookSaver so they will need to uncheck the box to Opt Out, which is the same for all fees. If students decide to add a class or drop one and want to Opt Out, there will be a laser fit form where students can Opt Out until the day before census and 3 weeks after the late start date.</p>	<p>Dr. Rosas will work with Dr. Humble on the messaging that will go out to students and the timeline when this needs to go out.</p> <p>Dr. Rosas has a meeting with the Technology team to see if there is another platform that can be used for the authorization form.</p> <p>Dr. Rosas will bring up a books link to the Technology team and report back.</p> <p>Dr. Rosas will bring up the automatic Opt In for students to the larger District committee and report back.</p> <p>Dual Enrollment students present a problem and Dr. Rosas will meet with Jon Neeper and Brian Thompson to discuss what can be done.</p>
<p>3. FAQ's Update – Dr. Rosas</p>	<p>Dr. Rosas and Pavel Bratulin met with Dr. Spencer and Michelle Riggs from Crafton Hills, and this Friday, October 18 they will have updates to the FAQ's and will come up with a draft.</p> <p>Messaging should be included to students if they have picked up their physical books, they need to return them by a certain time.</p>	<p>The updated FAQ's will be forwarded to this committee for review before finalizing.</p>

<p>4. Other Items - All</p>	<p>Freddy stated some faculty have been unprofessional to students and they need to have information communicated to them.</p> <p>The question was asked if there's anything that can be done to make sure students aren't dropped on the first day of class if they don't have their book. This is penalizing students.</p> <p>For clarification, it was suggested the name of the program should be changed to BookSaver Rental Program and the group agreed.</p> <p>A survey will be sent to the students to get their input.</p> <p>Matthew reported two videos are being created, with one for students and one for faculty. The video for faculty can also be used for staff.</p>	<p>Training on BookSaver needs to be done by November 4 via video, zoom, etc. if at all possible.</p> <p>The Research team is working on a short survey.</p>
<p>5. Adjourn – Next Meeting: October 29, 2024 – 3-4pm https://sbccd-edu.zoom.us/j/82246523311</p>		