The College Store: Bookstore Committee

Mission Statement
To routinely gather current information regarding student perceptions of bookstore goods, services, customer service, website, and social media. To assess, understand, and utilize the information gained to enhance identified goods and services within the bookstore operation.

Committee Members
Students
One representative from each of the four classes for both colleges.
Student members will be well versed in campus life, engaged with a range of student interests, and be able to easily represent the diverse interests of the Hobart and William Smith Colleges students.

Bookstore
Clothing/Gift/Convenience Coordinator, Full-time Cashier, Director

Length of Service
Students
From time of selection until graduation, or upon resignation, whichever comes first.

Bookstore
From time of selection until resignation or re-assignment, whichever comes first.

Meeting Structure
One meeting every three to four weeks.
Minimum of 3 meetings per semester. Maximum of 5 meetings per semester.
Meetings to be held on a weekday evening at 5:30pm and to end at 6:30pm.
Meeting dates and times determined in consideration of student’s academic schedules
Complimentary food and beverages will be provided.

Meeting Times
Determined based upon student availability, breaks, and finals schedule.

Fall Semester, Proposed
2nd week of September or 3rd week of Classes
2nd week of October or before Fall Recess
1st week of November
1st week of December or before Finals begin

Spring Semester, Proposed
1st week of February or 3rd week of Classes
3rd week of February
2nd week of March or before Spring Break
2nd week of April

Proposed Agenda Topics
Textbook prices & availability
Communication from store to students
Clothing: Selection, price, quality
Social Media
Wildcard: What’s on our/your mind?

Website design & content
Bookstore Services
Clothing: Trends, Imprints, School specific (H-WS-HWS)
Giving Back
Wildcard: What’s on our/your mind?

Meeting Agenda
Discussion topic for each meeting will be provided at the meeting prior.
Meeting Agenda will also be communicated via HWS email.

Selection Process
Students
Applications sought in coordination with Hobart Student Government and William Smith Congress.

Bookstore
Committee member status is automatic for persons within named positions.

Attendance Policy
Students
Meetings are mandatory. One absence per semester may be granted.
Students unable to attend are required to provide feedback on topic of discussion.
Two or more absences within semester will require resignation from committee.

Bookstore
Meetings are mandatory. Hourly staff unable to attend must find colleague to attend on their behalf.

Resignations
Students
Positions vacated by students will be filled in a timely manner by a comparable candidate.

Bookstore
Resignation from committee will be automatic upon resignation of position within The College Store.

Compensation
Students
Student committee members, in good standing, will receive one $50 Gift Certificate/Gift Card from The College Store per semester, at semester’s end. Gift Certificate/Gift Card may be subject to federal withholding. Student must comply with Attendance Policy to maintain status of good standing.

Bookstore
Hourly Rate as established in Agreement with Service Employees International Union Local 200 United.