

**Minutes**  
**Faculty Senate Meeting**  
**7:30 AM, November 9th, 2004**  
**MT Con Room, SUB**

*minutes submitted by secretary A. Stierle*

*Members present: Chair- Grant Mitman, Vice-Chair – John Brower, Rod James, Susan Leland, Bruce Madigan, Chip Todd, Secretary - Andrea Stierle.*

*Absent – Danette Melvin, John Metesh, Mark Sholes*

*Guest: Jenny Luft*

Meeting was called to order at 7:35 AM.

1. **Minutes** - It was noted that the minutes of the October 26<sup>th</sup> 2004 Faculty Senate meeting were approved and posted to the Faculty Senate public folders.

2. **Bookstore Guidelines** - Jenny Luft discussed the *Bookstore Guidelines* with the Senate. (The guidelines are printed at the end of this item). She wanted feedback on two primary concerns

1. Is the policy reasonable
2. How can it best be implemented

Jenny described how the Bookstore budget operates. Any surplus generated by the Bookstore must be used to pay back a building bond. Like most budgetary concerns on this campus, the bookstore budget is tight. If the Bookstore orders too many of a certain textbook, over runs can usually be returned to the book dealer for full refund. Problems arise when older editions of books are ordered by faculty members. Over runs of older editions cannot be returned to the book dealer, and unsold books represent a revenue loss for someone. The Bookstore guidelines indicate clearly that this loss will revert to the department and will not be absorbed by the Bookstore.

**Senate members passed a resolution to endorse the Bookstore guidelines.** There was discussion, however, concerning the best way to distribute these guidelines. It was suggested that the Bookstore mail these guidelines to the faculty along with book order requests.

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## **Bookstore**

### **Mission Statement**

The mission of the Montana Tech Bookstore is to provide exceptional service & quality products at a fair price to Students, Administration, Faculty, Staff and Alumni of Montana Tech.

### **Vision Statement**

The Montana Tech Bookstore strives to provide students with the best possible source of textbooks, logo items, sweatshirts, t-shirts & academically priced software at the lowest possible cost; combined with the supplies necessary for completion of courses offered at Montana Tech.

### Guidelines

1. Materials such as course supplements & lab books can be ordered through the Bookstore and copied at the Mail & Copy Center. Instructor & Textbook manager will agree on the quantity to order.  
All unsold copies will be charged back to the department at cost.
2. Instructors are encouraged to use the edition of their textbook that provides the maximum benefit to their students. Usually, but not always, the current edition fulfills this requirement.  
Rational: Choosing to use an older edition of a textbook robs students of the opportunity to sell back their books and results in departments being charged for unsold copies. The bookstore will only order enough copies to cover the class enrollment. Textbooks that change edition during the semester will not be charged to the department.
3. The Bookstore requests book adoptions by specific dates.  
Rational: The dates are chosen to ensure that students receive the highest dollar during book buy back. The bookstore can also take advantage of bulk shipping and notify instructors at the earliest possible date of publishing problems.
4. When new instructors are hired and a book has already been ordered for the class they will be teaching, Department heads are asked to discourage the new instructor from ordering a different textbook.  
Rational: Shipping & handling on the original order will be charged to the department should the new instructor choose to change texts. If a new instructor is hired and no book has been ordered, the bookstore will incur the expense of the shipping to get the books to the store ASAP.
5. Specialty supplies for classes such as labs & field trips should be ordered 4 weeks prior to the class to ensure arrival.

These are guidelines and subject to change.

3. **BOR news** - Grant noted that the next meeting of the Board of Regents would be in Missoula November 17<sup>th</sup>-19<sup>th</sup>.
4. **President Dennison's visit** – President Dennison will conduct an open meeting with the Faculty Senate on November 30<sup>th</sup>, 2004 at 8:00 AM. We began creating the agenda for this meeting. One item of discussion will be “life after the merger” of the four year colleges with the two Universities. Issues discussed include the questions of raises, transfer of funds from University of Montana to cover basic operating costs at Montana Tech, promotions, and the granting of honorary doctorates. Other agenda items will be added and the agenda will be finalized at the next meeting.
5. **COT course coverage** – Susan Leland raised an issue concerning the coverage of classes at the COT when a given instructor cannot be present for a class. This is of particular concern if an instructor has a family emergency or an extended illness.

*The meeting was adjourned at 8:45 AM.*