



## Textbook Rental Service Sub-Committee Meeting

### AGENDA

Friday, November 2, 2007

12:00 noon

*Managers office SAC Hawkshop*

- I. Call to Order
- II. Mission: Affordability and Access
- III. Defining the Program
  - a. Criteria
    - i. Two-year Adoption
    - ii. One-Term Book
    - iii. Course Frequency
    - iv. Core Classes
    - v. Non-bundled
    - vi. Cloth
  - b. Contract
  - c. Adoption Agreement
- IV. Funding
  - a. First Five
  - b. EOPS
  - c. Title Five Grants
  - d. Fundraising
    - i. Foundation
    - ii. Local Organizations
  - e. District Payroll Deductions
- V. Requirements for Operation
  - a. Accounting
  - b. Point of Sale
  - c. Documentation & Follow-through
  - d. Retrieval
  - e. Mark-downs
  - f. Reorders

VI. Implementing the Program

VI. Agenda Building

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VII. Next Meeting Date and Time (NOTE: Please bring your calendar)

