

11-1-2005

## Minutes, Arts & Sciences Finance and Service Committee Meeting, Tuesday, November 1, 2005

Arts & Sciences Finance and Service Committee

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**Finance and Service Committee  
School of Arts and Sciences**

MINUTES for November 1, 2005  
Olin Conference Room, 12:30-1:40pm

**Committee Members Present:** Dexter Boniface, Brendan Casey, Martha Cheng (Secretary), Larry Eng-Wilmot, Scott Hewit, Udeth Lugo, Dorothy Mays (Chair), Nicholas Tanturri  
**Guests:** Peggy Bedford, George Herbst, Tom Quinby

**I. Old Business**

- a. Minutes were approved from the last two meetings.
- b. Salary Task Force:
  - 1. Dorothy suggested some alternative wording to the Principles of the Salary Task Force Recommendations:

Current wording of 2b on draft: *Add a year of service increment.*

*Alternative: Add a year of service increment. This figure will be the same for all faculty regardless of rank or number of years served at Rollins.*

Current wording of 2c on draft: *Increase salaries above the base for a given rank by some percentage amount that is dependent on the amount of money available for faculty salaries in a given year.*

*Alternative: After the above distributions are made from the salary pool, any remaining funds will be distributed as a percentage of existing salaries.*

The alternatives were accepted with the condition that Dorothy get verification from Doug Childs regarding 2c.

- 2. The Executive Committee would like us to host 3 colloquia next semester to discuss the Recommendations. Dorothy will ask some of the former members of the Task Force if they will assist us with these colloquia.

**II. New Business**

- a. Bookstore Textbook Adoptions:
  - 1. Tom Quinby and Peggy Bedford from the bookstore joined us to discuss an on-going problem: The faculty are very late in getting the bookstore their textbook requests, which means the bookstore is often not able to get used books for students who are on a budget.
  - 2. Tom presented some basic information about textbook adoptions:

- a. The bookstore is owned by Follett Corporation. Selling used books is more profitable for the corporation.
  - b. The earlier the book orders are place, the more used books the store is able to obtain. 8 years ago the used book ratio was about 18%. Last fall the store was able to break the 50% ratio.
  - c. The bookstore usually returns 3-5% of the used books it receives because their condition is unacceptable.
  - d. Although the bookstore has slowly been moving the request date for books earlier, Rollins is still later than the national average. For example, during the Spring 06 semester, the national average to order for the fall is before March. Rollins' deadline is mid-April.
  - e. The bookstore is dealing with 1200 titles for the Spring 2006 semester.
  - f. 75% of the book orders are the same used from one fall to the next, (or one spring to the next) but orders are still late.
3. Some reasons for the late orders were discussed:
  - a. Larry suggested that the problem is a cultural issue— faculty are accustomed to later adoptions, publishers send out new titles late, and there is a lack of knowledge about the process.
  - b. Udeh added that it can be difficult to get the Holt adjunct faculty to order promptly.
4. Several ways of addressing the problem were offered:
  - a. The most important solution is education. There will be better compliance if the faculty has an understanding of the process and the problem. Tom could attend a faculty meeting to present the information to the faculty. Perhaps the Feb 23<sup>rd</sup> meeting.
  - b. Publish the adoption date more widely.
  - c. Have the Dean emphasize the issue at department chair meetings.
- b. Smoking outside buildings.
  1. People have raised concerns about having to pass through smoke when entering and leaving buildings because smokers gather at entrances to smoke.
  2. The ashtrays can be moved further from building entrances.
  3. The Staff Advisory Committee has approved a policy that prohibits smoking within 50ft of a building.

The next meeting will be November 29, 2005 at 12:30 in the Olin conference room.

Respectfully submitted,

Martha Cheng, Secretary.

