

CAMPUS STORE ADVISORY COMMITTEE TERMS OF REFERENCE



PURPOSE:

The Campus Store Advisory Committee serves as an official Committee to review and recommend Campus Store operating policies and procedures and to provide guidance to both the Campus Store and the institution on Campus Store matters. It is a focal point for both the Campus Store and campus community to share concerns and ideas to promote store services that excel in meeting customer expectations. It solicits information from administrators, faculty, staff and students for discussion during Committee meetings and then reports back resolutions. Topics that may be discussed by the Committee could include but are not limited to:

1. Campus Store products and services
2. Campus Store's campus relations initiative
3. Faculty and departmental relationships
4. Campus Store promotions
5. efollet.com services
6. Copyright law
7. Digital delivery of intellectual property
8. Textbook ordering process
9. Custom course packets
10. Author events and signings
11. Child labour and sweatshop issues
12. Convocation
13. Book buyback services
14. Athletics
15. Legislative initiatives
16. Benchmarking

MANDATE:

The Campus Store Advisory Committee is established by the Vice President, College Services. Its mandate and Terms of Reference are approved by Service Council. The Committee submits its annual report to Service Council for review.

1. The Campus Store Advisory Committee has recommending authority to the Vice President, College Services on the following matters:
 - Campus Store procedures that ensure course packs and instructional materials adoption information is received by the Campus Store on a timely basis.
 - Campus Store service policies that meet the service promise.
2. The Campus Store Advisory Committee has advising authority to the Vice President, College Services on the following matters:
 - Recommending products such as special supplies, gifts, software, trade books, etc., to fulfill the mission of the College.
 - Concerns that are raised by the stakeholders receiving Campus Store services.

- Any matter that the Campus Store management requests the Committee to consider.
3. The Campus Store Advisory Committee has principal authority in providing a communication link between the College administration, faculty, students, and the Campus Store.

RELATIONSHIP TO OTHER COMMITTEES:

Service Council: The Campus Store Advisory Committee receives its mandate from Service Council through the Vice President, College Services. It provides an annual report to Service Council.

Deans' Council: The Campus Store Advisory Committee provides its annual report to Deans' Council for information.

COMPOSITION:

Membership of the Campus Store Advisory Committee includes:

- Chair, Campus Management representative (liaison to the contract)
- Campus Store Manager
- Associate Dean
- Student Executive member appointed by the Students' Association Red Deer College (SARDC)
- Student Representative appointed by the Students' Association Red Deer College (SARDC)
- Marketing and Communications Representative
- Finance representative
- Director, Library and Information Commons
- School representative from each School (either Program Assistant, PAC, Operations Manager or faculty)

Additional Committee supports include:

- Additional Campus Store members as required
- Student Services as required

ACCOUNTABILITY:

The Campus Store Advisory Committee is accountable to Service Council through the Vice President, College Services.

REPORTING:

Its annual report is received by Service Council for review and by Deans' Council for information.

RESPONSIBILITY:

The Vice President, College Services is responsible for the operation of the Committee and for the appointment of its members.

ADMINISTRATIVE SUPPORT:

The department of Campus Management provides administrative support to Campus Store Advisory Committee.

OPERATING PROCEDURES:

The Campus Store Advisory Committee:

- Meets monthly from August to May each year.
- May request information from any individual or group at RDC.
- Sets its agenda through consultation with the members.
- Prepares and distributes its agenda in advance of its meetings.
- Recommends changes to its Terms of Reference to Service Council.
- Provides its annual report in September following the academic year.

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.