

**Minutes**  
**December Board of Director's Meeting**  
December 5th, 2022  
Via WebEx Call

**Attendees:** Steve Deutsch  
Melinda Cirillo  
Michele Halstead  
Stephanie Blaisdell  
Corinna Caracci  
Abby Selnick  
Kevin Saunders  
Rachel Rigolino  
Michael Cavalieri  
Mazee Simpson

**Others Present:**

**Recording Secretary:** Dan Gustin

**Call to order:** 9:00 am

**Unanimous approval of agenda and November 30, 2022 minutes.**

**Follett Access Program Pilot**

**Steve** opened the meeting by addressing how we would move forward with the Follett Pilot in the spring semester. **Steve** asked Michele, "Do we want to replicate the study in the spring?" **Michele** replied, "Yes, it will be the same group of professors with a few more additions." **Steve** agreed with Michele and emphasized the pilot yielded solid insights and there's potential to learn more. Before moving on **Steve** asked the group if anyone had a question; **Michele** added, "Follett should reach out to the students and teachers who are involved this time around."

This prompted **Kevin** to put forward a motion of having the same pilot in the spring. **Steve** asked the board to vote on the motion—it unanimously passed.

After the vote, **Steve** suggested the formation of a committee to start working on the pilot for the Fall 2023 Semester and asked if anyone would like to be involved. Rachel, Stephan, EOP, SMP, and Brian (who was volunteered by his board peers) volunteered. After the committee formation, **Melinda** asked, "Can we create a survey to get feedback?" **Michele** responded, "Yes, we already did that, but no one responded. We're working with Tony and Mark from SMP to garner feedback." **Melinda** followed up by suggesting we follow up with students over winter break, in which **Michele** agreed and suggested we provide an incentive." **Steve** commended the idea and said he and Melinda will handle the survey's incentive.

**Follett Bookstore Contract**

**Steve** prefaced the conversation by saying CAS didn't renew the Follett bookstore contract in June of 2022 as he felt the offer we received wasn't great. As a result, **Steve** said CAS is going to put together an RFP to send to the other players in the market in the upcoming year to see what offers we receive. A part of this go-to-market endeavor, a committee is going to be involved in which **Steve** asked if anyone wants to be involved; **Abby** and **Kevin** volunteered.

Before closing the meeting, **Steve** invited the group to the CAS Employee Recognition Party on Thursday, December 22<sup>nd</sup>. Shortly after, **Steve** thanked board members for their participation this semester and wished everyone Happy Holidays.

Meeting adjourned: 9:15 am