1. Please provide total sales for the most recent five years. Please include for each year a breakdown of sale by department/category for the most recent five years. (used text, new text, e-text, clothing, gifts, supplies, graduation, etc.)

   2008 Sales $492,749
   2009 Sales $547,390
   2010 Sales $601,229
   2011 Sales $706,557
   2012 Sales $636,537

   - Sales figures include the main campus and the Arkansas Fire Training Academy Bookcenter Sales.
   - The current bookstore cashiering system does not track sales by category; however, the following is the breakdown based on Purchase for Resale expenses:

     New Books 56%
     Used books 33%
     Supplies 7%
     Gifts, sundry, clothing 4%

2. Please provide description of how financial aid is currently distributed, including timeline as it relates to the beginning of each semester. How do students access their aid funds for bookstore purchases? Is financial aid integrated with bookstore computer technology and online sales? What percentage of students receive financial aid? Are there any bookstore purchasing restrictions for financial aid funds?

   Financial aid is used to pay student expenses such as tuition and fees as the charges occur. Students are able to use their financial aid to purchase books and educational supplies in the SAU Tech bookstore. Book vouchers for any financial aid funds after tuition/fees are available for students. These vouchers allow a student to charge books and any educational supplies needed for the semester. Clothing or other items that are not supplies are not allowed to be charged. The vouchers are issued beginning 2 weeks prior to classes starting until around 2 weeks after classes have begun. After the “book voucher” period is over, the charges are totaled and entered on the student account. The student’s financial aid applies to all charges and the excess financial aid is refunded to the student 5 to 6 weeks after the first day of class. Some loan refund checks are issued the 4th week after classes begin.

   Approximately 80% of students have financial aid in the form of pell grants, scholarships, loans, third-party payments.

3. Is there a security system currently in use in the bookstores? If so, please provide details.

   No.
4. Does the University have exclusive contracts with a vendor/publisher for online course/content/E-books (Pearson/MyMathLab, McGraw-Hill, etc.)?

   **Vital Source**
   *Efollet for the online bookstore – ends June 2013*
   *Follet Courseworks – ends June 2013*
   *Customized textbooks with on-line codes in Basic, Elementary, and Intermediate Algebra, Biology, AMP, Chemistry, Intro to Languages, and Writing Workshop*

5. How many titles were adopted for fall 2012 and spring 2013 per campus?

   *Fall 2012 – 122*
   *Spring 2013 - 107*

6. What is the current pricing policy for new textbooks? Used textbooks? Coursepacks/Custom pubs? Merchandise? The best way to give this answer is either with a margin percentage, or an calculation example using the wholesale cost as the base price, and the calculated retail price.

   *All books – Actual cost of Textbook * 33% + 1 dollar per book to cover shipping.*
   *Merchandise – Actual cost * 33% + actual shipping.*
   *Staff receive 20% discount for textbooks and SAU Tech logo merchandise.*

7. Are there any curriculum or program changes that would impact bookstore sales? Please provide a list of programs or courses, if any, that are currently ordering their own books; not purchasing from the bookstore. If applicable, will these programs purchase from the bookstore if vendor-operated?

   *Career Academy/High School Program/Adult Education have ordered textbooks directly.*

8. How many students are enrolled in online classes?

   *The following data is based on the Fall 2012 enrollment:*
   *On-line Duplicated 1148*
   *Unduplicated 501*
   *Internet Only 389*

9. What are the current bookstore operating hours?

   *Mon to Thur 7:30am – 5:00pm*
   *Frid 7:30am – 11:30am*
   *Summer Mon to Thur 7:00 – 5:30pm*
10. Are there any existing contracts that impact sundry, snack or drink sales?

AVA Automatic Vending of Arkansas, Inc.

11. Please provide enrollment for most recent five years by campus

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>estimate 5000</td>
</tr>
<tr>
<td>2011-2012</td>
<td>5709</td>
</tr>
<tr>
<td>2010-2011</td>
<td>5583</td>
</tr>
<tr>
<td>2009-2010</td>
<td>5176</td>
</tr>
<tr>
<td>2008-2009</td>
<td>5260</td>
</tr>
</tbody>
</table>

These are annual figures that include the fall and springs term as well as both summer terms. 2012-2013 is an estimate. The decline is in the high school concurrent program.

12. Please provide ten-year enrollment projections?

Based on the past ten year enrollment summary, it is reasonable to assume that enrollment over the next ten years will remain relatively constant. The high school enrollments of the four county service areas have continually decreased over the past decade. However, the average age of an SAUT student is 27 to 29. Non-traditional adult learners are the backbone of the College. It is anticipated the new state laws regarding scholarships for non-traditional students will have a positive impact on the College’s enrollment.

13. Are there any current circumstances effecting enrollment increase or decline?

The new capital additions to the campus (Student Center, and additional Housing Units) are expected to have a positive impact on enrollment. Changes in the state lottery scholarships are expected to have more of an impact on two-year schools than perhaps four year institutions. The College is currently developing a campus “Enrollment Growth Plan”.

14. Please describe any special scholarship processing requirements.

Please clarify

15. Are there any projected events or programs that will impact an enrollment increase or decline?

New 35,000 square foot student center construction will commence by early April.
New apartment unit (48 Bed) construction will commence by early late spring.
A strategic enrollment and growth plan is currently under development.
Expansion of Welding Program
Expansion of Aviation Maintenance Program
**Partnership with Arkansas Game and Fish to offer “Wildlife and Fishery” Program**

16. Does the bookstore currently offer Textbook Rental?

*No.*

17. What ERP system does the University use? (Poise, Banner, Datatel, Peoplesoft, etc.)

*Poise.*

18. Any direct contracts with publishers for digital materials, bypassing the bookstore (My MathLab, etc.)

*Vital Source*

19. Please provide job titles and compensation details for current employees.

<table>
<thead>
<tr>
<th></th>
<th>Assistant Bookstore Manager</th>
<th>Admin Specialist II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>$25,773</td>
<td>$22,264.00</td>
</tr>
<tr>
<td><strong>Fica</strong></td>
<td>$1,703.64</td>
<td>$1,513.56</td>
</tr>
<tr>
<td><strong>Unemployment Comp</strong></td>
<td>$77.28</td>
<td>$66.84</td>
</tr>
<tr>
<td><strong>Workers Comp</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
<td>$2,577.36 10% institutional matching 403(b)</td>
<td>$2,226.00 10% institutional matching 403(b)</td>
</tr>
<tr>
<td><strong>Medical Insurance</strong></td>
<td>$4,415.28</td>
<td>$4,415.28</td>
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<tr>
<td><strong>LTD</strong></td>
<td>$85.08</td>
<td>$95.04</td>
</tr>
<tr>
<td><strong>Life Insurance</strong></td>
<td>$112.32 $39,000 coverage</td>
<td>$73.00 $33,000 coverage</td>
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<tr>
<td><strong>Air Evac</strong></td>
<td>$45</td>
<td>$45</td>
</tr>
<tr>
<td><strong>Leave Sickness</strong></td>
<td>8 hours per month</td>
<td>8 hours per month</td>
</tr>
<tr>
<td><strong>Leave Vacation</strong></td>
<td>14 hours per month</td>
<td>14 hours per month</td>
</tr>
</tbody>
</table>

20. Does the bookstore provide services to distant learning sites?

*Ship books for on-line classes.*

21. Please provide details of the bookstore facility.
   a. Square footage of retail space
      
      *Retail area is 2411 sq. ft.; kitchenette is 54 sq ft.*
   b. Square footage of office and storage space
      
      *Office space is 240 sq ft, and storage is 630 sq ft.*
c. Scale drawings of the total space, CAD preferred.

Unavaiable

22. Please describe plans for bookstore location, including the facility that it currently resides. Will the bookstore remain in the current location for the duration of the contract term? Is there an anticipated relocation? What, if any, are the plans and timeline for a facility remodel or construction?

SAU Tech’s new 35,000 square foot student center is currently underway and in the final design phase. Ground breaking is expected in early April. The campus bookstore will be relocated to the new facility with a total of 2,528 square feet available for bookstore merchandizing. 2,002 square feet will be allowed for retail, 122 will be available for office space and 404 for storage. Also in the new facility will be an auditorium, food service, student life and student recruiting offices as well as the connection to the current existing gymnasium. The anticipated completion date is June 2014. During the construction phase the bookstore will remain in its current location in the SAU Tech Administration Building.

22. Is the bookstore currently outsourced and who owns fixtures, furniture and equipment?

The SAUT Bookstore is currently owned and operated by the college and all properties are ownership of the college.