

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES February 4, 2005

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Alan Ridley, Amanda Clapper, Bill Stanford, Cherie Witchell

The meeting convened at 1:00 pm. Aztec Shops brought lunch and drinks for the committee.

Arleen handed out construction tips and information on all upcoming construction projects. The Bookstore will be moving into the D Bldg. In March, the Students Services center is already at the 1-Stop, the Coyote's Den will be temporarily housed next to the Library (originally scheduled to be in the staff parking lot at the bottom of the hill), and the Auto Tech Complex grand opening will be on March 10<sup>th</sup>. The bus stop will move to the circle drive and the Coyote's Den will be opening early on the Saturday prior to Staff Development week due to on-line classes.

Mike G suggested moving the Bookstore during the Spring break. He updated the committee on the increase of used book sales, which is a major goal. It has increased 18% this semester due to instructors ordering early. There has been no change in the way art supplies are handled at this point. Also, Mike said that, while being housed temporarily, the Bookstore will hand out books to the students so they won't have to come into the room to look.

Alan Ridley mentioned that the cost of books is too high. Mike said that all Barnes & Noble can do is sell more used books, as the prices are set by the publisher. Also, instructors are putting together more packets instead of textbooks. Alan suggested that students buy early to get discounted books. Books come in 2-4 weeks prior to the semester starting.

Rick Barber of Aztec Foods confirmed that Coyote's Den hours will remain the same for Spring, Summer and Fall of '05. He also said that the Peabody Coffee cart will not move to the Library during the temporary move...it will remain in the C Quad.

Arleen thanked the Bookstore and the Coyote's Den staff for their donations of food and gifts during the calling campaign. The calling campaign will happen again two weeks' prior to the opening of the Fall semester.

Alan asked how the fresh fruit sales were doing. Rick said that they are not good and have been discontinued for a while. Alan suggested discounting fruit at the end of the day and giving it out with sandwiches instead of pickles. Arleen suggested having a "healthy special" once in a while.

The meeting adjourned at 1:50 pm.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES March 4, 2005

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Alan Ridley, Bill Stanford, Cherie Witchell

The meeting convened at 1:00 pm. Aztec Shops brought lunch and drinks for the committee. Administrative Services would like to thank Aztec for the Greek food and fruit cups.

March 10<sup>th</sup> – Auto Tech

400 people 4:30 pm

Coffee – Aztec shops will sponsor the coffee for the event

- Generic products
  - Equal
  - Sugars
  - Half & half

Move to new trailer

- Cherie – one type of coffee – Starbucks or Superior
- Decision – move just to Starbucks as premium brand (exclusive)
- Possibly iced tea as well
- Cappuccino machines will stay

Coffee Cart – potential of closing Fridays and remaining open on one evening a week (i.e., Monday)

- Aztec will evaluate option
- Possibility of doing some testing to see how successful the evenings are

Arleen brought up the idea of doing a taste test at the coffee cart to see what people like

- Aztec will check with Dave

March 25<sup>th</sup> – April 2<sup>nd</sup> for Food Service move

- Possibility of postponements due to contract delays
- Possibility of doing a Friday-Sunday another time by closing the store on a Friday all day
- Discussion of potential delays

Spring Break

- Store open 7-1 pm with the exceptions of the 21<sup>st</sup> and 25<sup>th</sup>.
- Arleen will confirm the date

Bookstore Move

- In progress – D104-107 with entrance in D104
- Inquiry on online ordering – Mike will provide more information to Arleen
- Arleen presented the “What’s Happening Now?” display case outside the F Bldg.

- Delay – wiring for systems and training
- Target date – March 28<sup>th</sup> for grand opening
- Current store will remain open until move is finalized (Arleen to change memo)

Arleen discussed the re-routing of the bus stop starting in March

Alan requested that the Bookstore start carrying the SDSU catalogues for students.

Commencement will move up to the track on June 2<sup>nd</sup>.

The next meeting of the Bookstore & Food Service Advisory Committee will be at SDSU for a tour of the convenient store at 10:00 am on April 8<sup>th</sup>.

Aztec will send over a map and parking information.

Arleen will coordinate time and carpooling – leave at 10:30 from Administrative Services

Meeting adjourned.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES April 8, 2005

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Alan Ridley, Bill Stanford, Cherie Witchell, Amanda Clapper, Sal Esperitu

Aztec Shops, along with Rick Barber, invited the Committee to a tour of the San Diego State University's food court. After the tour, the Committee members were treated to a meal of their choice and had the monthly Committee meeting.

Bookstore Update:

Arleen asked Mike to show the Committee the new Bookstore plans. Mike informed the Committee that the interim Bookstore is now up and running, with students filling out forms on clipboards and the Bookstore employees retrieving the books for them. New signage has been ordered and he will make some sandwich board signs as well. They do need a separate space for storage outside and away from the students. They also need a barrier to hide the trash, incoming books and signage. Arleen suggested that "Coming Soon- We're Changing to Improve" signage be made. She also suggested an all-site memo, article in the Coyote Express for the Bookstore and the Coyote's Den, along with info in the Prop R display case. Also, perhaps a mini grand opening would be a good idea.

Mike said that the Bookstore is very involved in Commencement, along with ordering of caps and gowns, they will have a booth at Commencement and will sell drinks and spirit items. Arleen asked that they have a booth in September for the Com Arts Building Grand Opening.

Coyote's Den Update:

The Coyote's Den is currently storing product in the backroom and on the shelves of the empty Bookstore. They informed the Committee that they are now carrying fruit and veggies and will get Greek food in the future. They will put out a flyer advertising the new products. They will also make up a "call-in" menu to assist patrons who wish to call in their meals. The unit that will house the interim Coyote's Den will be in place by the LRC by 5/31, and opening in June.

Alan Ridley asked about the possibility of having a 1-Stop food satellite location, but Rick said there were not enough sales to warrant this suggestion. Arleen asked that the Coyote's Den be present for Commencement on June 2<sup>nd</sup>, from 5:30 – 7:30 pm in the track parking lot, along with other vendors coming in for the event.

Foundation Dance:

Arleen announced that committees have done baskets for the Foundation Dinner Dance. Mike said they may do a basket in Luau style.

Fall Kick-Off:

On May 10<sup>th</sup>, there will be a Fall Kick-Off by the LRC. The Bookstore will bring spirit items and the Coyote's Den will have drinks and invite other food vendors to give out samples. ASCC will have a bar-b-que and the Bookstore will hold a raffle.

Catering:

Rick asked Arleen about future catering. It was decided that there will be a holding room for warmers, but no cooking involved.

Coffee Cart:

Rick will ask another party to take over the coffee cart and possibly move it to a different location. Arleen suggested having it open from 6-9pm at night, and be closed during the day. Alan suggested asking the Entrepreneurship classes for students interested in running a small business to man the coffee cart. Rick said that an interim cart could be put in the new convenience store.

The meeting adjourned at 12:15 pm.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES May 5, 2005

Members Present: Arleen Satele, Rick Barber, Alan Ridley, Mary Sessom, David Suter, Gregg Ferreira, Jackie Hernandez, Amanda Clapper, Cherie Witchell

The meeting convened at 1:00 pm. Aztec Shops brought lunch and drinks for the committee. Gregg noted that tenant improvements were in on Wednesday, and the Food Services trailer will be in by the end of the month, and up and running by June 13<sup>th</sup>. The Science Bldg. bids will open on May 24<sup>th</sup>. The interior design has been completed for the trailer.

Rick Barber gave a list of summer hours to Arleen. They will be closed from June 6<sup>th</sup>-June 12<sup>th</sup>. He also handed out a diagram of the new convenience store.

Jackie, representing Michael Gilchrist, showed a 50% off flyer for the Fall Kick-Off on May 10<sup>th</sup>. She then talked about different options that students have to order their textbooks. The Bookstore will have an express line for prepaid book requests. Arleen suggested having a table to handle the prepaid book orders and have them ready for pick up. Jackie agreed, but also mentioned that they really want to promote the on-line option, maybe by giving them a free pen. They will advertise these options in the Coyote Express and in vital offices on campus.

Jackie said that they are having some trouble with deliveries and cars blocking 5 minute parking area. Arleen said that she will send an all-site e-mail to remind people that the unloading zone is for 5 minute parking only. Jackie said that she will have the deliverymen use pallet jacks instead of a forklift. Arleen suggested that deliveries be made on Fridays, if possible.

The meeting adjourned at 1:50 pm.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES June 10, 2005

Members Present: Arleen Satele, Rick Barber, Alan Ridley, Mary Sessom, David Suter, Gregg Ferreira, Michael Gilchrist, Amanda Clapper, Cherie Witchell, Madelaine Wolfe

The meeting convened at 1:00 pm. Gregg presented a construction update. He stated that the food service tenant improvement contract has been selected and completion will be on 8/8. All of the equipment will be moved out of the Coyote's Den on 6/22. Demolition is tentatively set between the last week in June and the first week in July. Mobile Modular will deliver the temporary housing for the Coyote's Den on July 15<sup>th</sup>. There will be no through traffic on the sw side of the upper campus.

Summer Preparation:

Coyote's Den: 2 tents have been set up in the C quad for temporary service. There are 2 registers and will be selling Starbucks Coffee, cappuccinos, pre-packaged sandwiches, salads, fruit cups, Jell-O, pudding and cheeses. Two people will be on duty for service. The Grand Opening will be the 2<sup>nd</sup> week in June, and a flyer will be sent out. They will close on Fridays and Saturdays in the summer, until 8/8.

Moody's Lunch wagons have been scheduled to provide food service from 5:30 – 7:30 pm from Monday through Thursday. Signs will be posted to advertise this service. Mary Sessom asked that the teachers announce this service in class and stagger the break times to prevent back up.

Alan Ridley asked that a recycling container be up up at the temporary food service location...and it was approved.

Bookstore: New Bookstore signs will be put up and the map on the stairs will be updated. The new cashier system has been set up and is running.

The meeting adjourned at 1:47 pm.

# Cuyamaca College Administrative Services

## BOOKSTORE & FOOD SERVICE ADVISORY COMMITTEE

### Minutes

July 29, 2005

**Present:** Pam Lawless, Gregg Ferreira, Michael Gilchrist, Cherie Witchell, Amy Hatfield, Arleen Satele, Rick Barber, Amanda Clapper

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I. "Staff Development Week"

— Include update on bookstore/food services in the "We're here to Serve you" Administrative Services meeting.

II. Michael explained the process for students to obtain books. Faculty will receive bookmarks in their boxes.

III. Calling Campaign — Aztec will sponsor two nights and Bookstore will sponsor 2 nights.

Bookstore August 4<sup>th</sup> – 11<sup>th</sup>  
Coyotes Den August 17<sup>th</sup> – 18<sup>th</sup>

IV. Update on Coyote Den – Gregg Ferreira

- Change in scope has pushed the opening date back due to issues with contractors.
- The new opening date has not been determined.
- Rick stated that multiple locations are not possible due to labor and management. Presented idea of central location with possibility of providing BBQ foods.
- Current area has space limitations with no storage for cold foods.
- Possibly open additional location utilizing snack bar at gym. Gregg and Rick will walk the location to determine accessibility.

All site e-mail.

Fall Hours                      7:00 a.m. – 9:00 p.m.    M-Th  
    7:00 a.m. – 1:00 p.m.    F & S

Follow up – Email all – site that Coyote Den closed August 5<sup>th</sup> – 12<sup>th</sup>  
Staff Development Week            7:00 a.m. 1:00 p.m.            August 15<sup>th</sup> – 18<sup>th</sup>.

- Groundbreaking of the Student Center --- email Sharon Barrett to invite her to the next meeting to talk about their needs.

Next meeting September 2.



# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES September 16, 2005

Members Present: Arleen Satele, Rick Barber, David Suter, Gregg Ferreira, Michael Gilchrist, Patty Bailey, Aimee Hatfield and Madelaine Wolfe

The meeting convened at 2:30 pm. Aztec Shops brought sandwiches and drinks for the Committee.

Arleen said that, due to a recent power outage, fire drill procedures will be developed. Glow sticks will also be purchased for these outages. Madelaine mentioned that there was no emergency lighting on the south side of the N Bldg.

Gregg gave an update of the Coyote's Den construction. The Coyote's Den temporary housing will celebrate their Grand Opening on 10/2. Arleen asked that an article about the Grand Opening be put in the staff newsletter. Gregg requested that Maintenance paint the exterior of the trailer and apply a non-slip finish on the ramp, as well as add air vents to the supply/office/prep areas. The storage area will be emptied prior to the opening. Rick would like the shelves left. The refrigerator is in and will be hooked up by Tuesday. They will move on Friday, 9/23 after 1:00 pm and be closed on Saturday, 9/24. Arleen asked if directional signs would be put up to direct students to the new location. David said that he would make 17 x 22" signs. There will be balloons, but it won't be fully staffed until later. Arleen suggested a week later, so Rick will have samplings and other fun projects at that time. Arleen said that a flyer advertising the grand opening would be sent out on 9/28. Arleen asked if emergency generators were available-none have been specified. Arleen asked that samplings also be made available for the Spring Kick-Off and Schedule Debut. Samplings were also requested for the Student Center Ground Breaking on February 14<sup>th</sup>.

Rick said that Coke will come and move the machines back to their prior locations after the move. Deliveries will be on the east side of the LRC by the bollards. Rick mentioned that there will be a large delivery coming and asked that Public Safety assist...Gregg said that he would arrange that. Arleen asked if the Coyote's Den had sent job announcements to the career center, but Rick wasn't sure.

Mike gave a Bookstore update and said that he thought the arrangements were better than in their previous location. They have more office and back room space. They are encouraging on-line ordering. They will have an all-site e-mail sent out by November 8<sup>th</sup>.

The meeting adjourned at 3:05 pm.

Update: Coyote Den's Grand Opening will be October 10<sup>th</sup>.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES 10/21/05

Members Present: Arleen Satele, Madelaine Wolfe, Rick Barber, David Suter, Michael Gilchrist, Aimee Hatfield, Bill Stanford, Sara Morris, Rosalyn Johnson, Alan Ridley.

The meeting convened at 2:30 pm. Aztec Shops brought cookies and drinks for the Committee – Thank You!

Arleen announced the RFP for the Student food services court will be coming out on Thursday, October 27<sup>th</sup>, with the bid opening set for November 8<sup>th</sup>, along with the CDC. A survey was done last year asking people what they wanted to see in the food services court.

David Suter gave a construction update – Plans should be approved for the student services food court by the December 15<sup>th</sup>, with the ground breaking set for February 14, 2006, which will be an ASCC student event.

David asked Rick if the refrigerator was still in the Coyote's Den. He said that it was, but may have been moved into storage. David told him that if he wanted it surplused, we could do that for him.

David also mentioned that rails will be added to the ramp to the Coyote's Den when the new stairs with handrails are installed.

Rick said that they will be offering "specials" shortly. Sales have been about the same as when they were located outside in the C quad. Madelaine suggested a sign be put up that says "FOOD", as some people may not know what the Coyote's Den is.

Bill S mentioned that the Coyote's Den was out of coffee on a Saturday. Rick asked that he be notified of these problems immediately. Madelaine also mentioned that between 12:30 and 1:00 pm, there is only one person on the grill and one person at the cash register. She said she noticed 5 customers in line for the grill, but one left as the wait was too long. Rick said they will be hiring and should have 3 cashiers, and 3 grill people, with 4 coffee urns.

Arleen mentioned that there will be asphaltting on the west end of the LRC.

Mike passed out the business card information for students to order their books online. He said that they will create a brochure to hand out to the faculty and will have an all-site e-mail sent. He mentioned that the bookstore will be selling sweatshirts at 50% off during the Spring Schedule Kick Off on November 8<sup>th</sup>. Rick will get samples for this event as well. The Bookstore and Coyote's Den will each need a canopy for this event.

Alan announced that this upcoming Monday will be College Transfer Day, with 34 colleges expected. It will be from 10-1 pm.

Aimee announced a Child Development Center Fall Festival fundraiser to be held November 4<sup>th</sup>, with drawings and gifts.

The meeting adjourned at 3:10 pm.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES 11/18/05

Members Present: Arleen Satele, Michael Gilchrist, Bill Stanford, Alan Ridley, Gregg Ferreira, Amanda Clapper

The meeting convened at 2:00pm. Aztec Shops brought sandwiches and drinks for the Committee – Thank You!

Arleen talked about the upcoming Calling Campaign which will be held from January 3rd – 26<sup>th</sup>. She asked Michael to provide promotional items for it. They agreed to donate prizes and food for the first 2 days, January 3<sup>rd</sup> and 4<sup>th</sup>. Amanda will check with Aztec to see if they will provide sandwiches and chips for 2 nights – January 5<sup>th</sup> and 9<sup>th</sup>. Consolidated will sponsor January 11<sup>th</sup>. Gafcon will probably sponsor 2 nights – January 10<sup>th</sup> and 12<sup>th</sup>.

Gregg gave the Student Center update. The bid for the RFP for food will close in January or February. Bids for the Student Center will go out January 9<sup>th</sup>. He also said that the lower rail and stairs for the Coyote's Den are being manufactured and will be installed in about a week. The Coyote's Den floor has been fixed and the refrigerator has been surplussed.

Arleen talked about the kick off on 2/14. There will be tasting vendors, but help is needed. Vendors should arrive at 9:30 am. Arleen needs to know how many vendors and tables will be needed.

Mike G. showed the committee flyers that he had made after meeting with the Chancellor and the ASCC President. These flyers help explain the used book buying process. Madelaine chose flyer #3 as the best. Mike will send out an all-site e-mail to encourage teachers to turn in their book orders. Arleen asked him to present this information at the next Administrative Council meeting.

Alan R. suggested giving students a discount coupon for \$ off good for the Bookstore or the Coyote's Den because the recycling scholarship takes too much time to process. Madelaine was concerned that students would take advantage of it...and maybe just distribute only one a day/month.

Amanda reported that a new menu has been distributed. There will be a Thanksgiving special for \$4.99 on Monday through Wednesday of Thanksgiving week. She stated that the Coyote's Den will have regular hours during those days. She also reported their first \$2000 day – Yeah! Mike said that the Bookstore's hours don't change during Thanksgiving week.

The meeting adjourned at 2:40 pm.

# Cuyamaca College

## Administrative Services

### BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES December 16, 2005

Members Present: Rick Barber, David Suter, Michael Gilchrist, Amanda Simpson, Erik Berliner

The meeting convened at 2:00 p.m. Rick said they are getting the sampling ready for 2/14. He's lined up 10 vendors – mostly drinks, but three are food vendors. Four of the vendors will provide product as well as samplers (people who will hand out the items). The other six vendors will need people to distribute the product. Mike G said that the Bookstore will help hand these out.

Mike said that they have ordered shirts and will give them to student government to sell as a fund raiser at this event.

Rick offered to make bookmarks for next semester, but Mike said that the bookstore gives them out when students buy their books.

Rick said that they are making about \$100-200 a day more than their prior location. He said that they put up a banner with the Cuyamaca logo advertising the Coyote's Den. He said that the steps and ramp are very nice.

Mike said that the textbooks for intersession and spring semester are ordered and in. They must hold a block of books for buy backs, but in January will order what they didn't buy back.

The committee requested that we meet earlier, perhaps 1:00 p.m.

The meeting adjourned at 2:12 pm.