

Cuyamaca College

Administrative Services

BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE

February 10, 2006

Minutes

Attendees: Arleen Satele, Pam Lawless, Pat Bailey, Mike Gilchrist, Bill Stanford, David Suter, Aimee Hatfield and Rick Barber.

Arleen Satele opened the meeting at 2:06 p.m. The meeting will move to 1:00 pm from now on. A new schedule will be sent to the Committee. Thank you again to Rick for sandwiches, valentine cookies, and drinks.

Groundbreaking for the Student Center will be on February 14, 2006. Student Government will be selling T-SHIRTS – PE will donate ice and ASCC has additional coolers if needed. Bookstore will be there at 10:30 a.m. Please plan to attend. Catering will be done by El Pollo Loco.

Bookstore update:

- Current path will close and be rerouted from March- August 07.
 - Bids open Wednesday at 2:00 for Student Center construction, which will start in March.
 - David Suter showed the committee the Bookstore drawing and where ASCC, the Game Room, Conference Room, Convenience Store, Study Room, and Water Feature are located.
 - 18 month construction
1. Mike asked if the door to the current Bookstore location could be widened by removing the center post. David said this would cost approximately \$2,000.00 to enlarge.
 2. Mike asked if they could rent a forklift and may have to use it in the hallway- David suggested using a pallet electric jack which would be ok before 6:30a.m. No FORKLIFT

Rental Textbooks – Mike discussed the fact that it would take 3 years to break even- Publisher 1 year cycle only. The math books would require a code. He said it was not really feasible.

Coyote's Den Update:

Monthly specials will not be advertised again. Currently, they are understaffed. Their new location is now known. They will send out an all site e-mail with their specials and post on the bulletin boards. They are trying to free up the interior walkway and remove one cash register.

They mentioned some problems with the coke machines. It was suggested that Pam's number be added to the phone number currently on the machines.

The meeting adjourned at 2:40p.m.

Cuyamaca College

Administrative Services

Bookstore & Food Service Advisory Committee

Minutes

3/17/06

Present: Arleen Satele, Pat Bailey, Mike Gilchrist, Amanda Clapper, Greg Ferreira
Erik Berliner, Bill Stanford, Alan Ridley, Aimee Hatfield, Rick Barber

The meeting was called to order at 1:05 p.m.

The User Group meeting is next week.

Construction Update for New Student Center: Greg said the water was shut off today. Underground utilities are going in. There is a snapshot video at 9, 12, and 3 – live feed. OH and the Museum will be next week.

March 26 – Power shut off on Sunday, 3 pm to midnight for 8 hours. Food service might have to move things out. Greg will look into generators to help so they don't have to move cold foods out. If computers have surge protectors, just turn off the computer. If no surge protectors, then unplug computers at the wall.

April 12 – Mock Fire Drills, 8:00 to 4:00, all segments
An email will be sent out and there will be meetings with building monitors.
Coyote's Den needs a secondary person – that will be Erica Hermosio

Bookstore – Mike reported

The Bookstore is processing textbook returns and Mike has emailed the faculty. 65% of the Summer book orders are in. Fall book orders are going out.

Commencement: Caps and gowns can be picked up mid-May and beyond.

29 faculty and staff have confirmed.

Deadline is April 1.

Buy-Back is in mid-May to end of May. Arleen said to send out another email about summer and fall book orders. \$141,000 saved by students with Buy Back plus we get more publicity. Online ordering is available, too. Second 8 week starts Monday. A Hotspots person was awarded tuition for one semester.

May 9 is Summer and Fall Schedule Kickoff, 10 am to 2 pm. Arleen needs to know if the Coyotes Den wants to have a tent. Arleen thanked Rick for the refreshments. ASCC will have food for fundraising and Rick will get beverage samples contact vendors. Set up is at 9 am. Let them know if they need carts. Discontinued spirit items will be sold.

Alan asked that the cost of books that faculty choose be addressed be put on the next agenda. Enrollment may be affected by cost of books. Arleen said the Buy Back is one way to save money. Faculty are trying to use textbooks longer than one year.

Coyote's Den

Cherie is back and monthly specials will be offered. Arleen asked that they send out an email about the specials. Rick said that they are focusing on training and customer service. They will be cutting down the sales counter to free-up room. He also mentioned that people seem to like the cement chairs.

Morning coffee will be ready on Saturday mornings. (Staff had come in late previously.) The brewer takes more than 30 minutes to heat up. Rick will look into servicing that. Sales are better than last year with the new location. Grounds will put in a shed behind the building. A wall is being installed to keep folks from going up the bank and more lighting was put up as well. Bill commented that the lights go off by 9 pm on the back-service road.

April 19 Dinner Dance

Arleen encouraged all to attend. Baskets are provided for bid, sponsored by the groups. Bookstore will do a basket. Committee will add to the basket. Arleen will supply the actual basket to Mike. Aimee might have a basket she can provide. Rick could do a gift card. Email everybody to have basket items by March 30. Get the items to Donna by approximately April 8.

Alan complimented the Coyote's Den for healthier foods being offered, better customer service and shorter wait time. Rick said that no one should hesitate to call him if there is a problem. Alan suggested spinach as an option instead of lettuce. Amanda said she can take care of problems and will fix it or take care of it. Bill said things have improved since Amanda is in charge.

Arleen told Greg to ask David about the price of a door for the bookstore. Arleen said that at one meeting they can do a walk-through of the new Student Center.

The meeting adjourned at 1:45 p.m.

Cuyamaca College

Administrative Services

Bookstore & Food Service Advisory Committee

Minutes

5/19/06

Present: Arleen Satele, Pat Bailey, Mike Gilchrist, Amanda Clapper, Erik Berliner, Alan Ridley, Aimee Hatfield, Rick Barber, Cherie Witchell, Madelaine Wolfe,

The meeting was called to order at 1:05 p.m.

Arleen said that construction was coming along on schedule. The foundation for the Student Center has been built.

Bookstore Update: Arleen asked Mike if there were limits to Buy Backs. The limit is “don’t buy back more books than can be sold the next semester”. This number is based on the previous semester and every class is different. Semester totals vary as well. They also accept used books from used book stores, but the student buy backs are given priority.

Summer orders are 100% in – 80% are in for Fall. Everything is online for summer as well. Buy Back signs will be put up on 5/22, and removed prior to Commencement. Alan R. suggested we start our own publishing house for the colleges. There was some discussion, but the decision was that it was not feasible.

Arleen said that she met with Brian, the new ASCC President. He wants to hold more ‘spirit’ days in the future. Arleen will notify the Coyote’s Den and the Bookstore when these are planned.

Coyote’s Den Update: Cherie talked about the new coffee traveler. For \$12, you can purchase a pot of Starbucks coffee, cups and condiments. For \$26, you can purchase the coffee, cups, condiments and 12 pastries. They need at least 24 hour’s notice.

Madelaine commented on how nice the landscaping looks around the Coyote’s Den. She also complimented the Coyote’s Den employees for their improved customer service. Erik asked how they improved their customer service. Cherie said that they trained their employees to focus on greeting people as they enter the Den. Also, three new people were hired. Rick said the biggest improvement was to have Amanda and Cherie present more often to train.

Cherie said that she sent the summer schedule to Barbara T. It will be 7-8:30 pm M – Th, 8-1pm on Fridays, and closed on Saturdays. They will also close after Memorial Day weekend for two weeks. Cherie reminded the committee that, even when closed, they still need power to the Den. Arleen said that the committee may get a tour of the student center around August.

Arleen thanked everyone who helped with the Calling Campaign. Results were favorable, as were the Hotspots.

Madelaine said the Foundation Dinner Dance was a huge success, bringing in over \$100,000 due to the raffles and auctions held. The profit was over \$70,000.

Arlene said that they are still attempting to get the marquee. A second marquee is being designed as well. The track will also be resurfaced in the future.

Alan asked about processing the used oil from the Coyote's Den. Rick said that we would be welcome to it. Alan will look into a processor for this.

The meeting adjourned at 1:45 pm.

Cuyamaca College

Administrative Services

Bookstore & Food Service Advisory Committee

Minutes

10/20/06

Members Present: Arleen Satele, Cherie Witchell, Catalina Leal, Yuliana Covarrubias (ASCC President), Patty Bailey, Kyle Berni (Senator)

The meeting was called to order at 10:05 am.

A group from Cuyamaca College consisting of Arleen Satele, Joe Marron, David Suter, Dr. Perri and a rep from Gafcon will do a site visit to San Diego State's food court on 11/13 from 12-2 pm.

Cherie gave the Coyote's Den update...they have been over in sales for the 2nd month of the year. Specials for Oct/Nov will be a cold sandwich with chips and a drink for \$5.49, or chili cheese fries and a drink for \$3.99. Thanksgiving day specials will be offered this year, beginning on 11/13. Specials will be either \$4.99 or \$5.99. They have posted this in the Coyote's Den as well. Catered turkey dinners will also be available. Cherie mentioned that Starbucks' specials are still being offered. Cherie will send this info to Barbara T to send out with regular specials.

Cherie said that they have hired new students and they are working out well. We will be setting up a meeting with our Career Center Director, Laurie Brown, to meet with Catalina to discuss enlisting student help through the Center. Shifts are 4 hours, usually 12-16 hours/week, and usually start at minimum wage. \$5 for food is given for every 3 hours worked.

The Calling Campaign will be starting in January, but will have the dates sometime in November.

There will be a power shut off on Friday, 11/10 for 2 hours, and the campus will be closed on Saturday, 11/11.

Bookstore – buy-backs will be in December.

The meeting adjourned at 10:50 am.

Cuyamaca College

Administrative Services

Bookstore & Food Service Advisory Committee

Minutes

11/17/06

Members Present: Arleen Satele, Cherie Witchell, Catalina Leal, Patty Bailey, Mike Gilchrist, Alan Ridley, Tim Buckles

The meeting convened at 1:05 pm.

Mike G. gave an update for the Bookstore. Book orders are on track with 82% already ordered. Last year, at this same time, they had only received 67%. Grossmont currently has 70% returned.

Mike introduced “Registration Integration”, which is an on-line system that, after registering, the student can go to “Find My Books”, and all the books required for the classes will be listed, new or used. This Committee approved this process and agrees that “Registration Integration” will provide a higher level of customer service. Mike will e-mail Sharon Barrett to let her know of this new procedure.

Mike said that sweatshirts and T-shirts are coming in next week and will be available at the Schedule Kick Off on 11/28. The Bookstore will also give certificates for items. A table and canopy will also be provided for the Coyote’s Den.

Hotspots – The Coyote’s Den will provide 2 free meal coupons for the daily raffle when students who enrolled at the Hot Spots will fill out a form to win. The Bookstore will also give out free or 50% off certificates to obtain ‘spirit items’.

Tim Buckles, our new Faculty Rep, was introduced and offered his assistance with any graphic issues that may be needed by the Committee.

Arleen announced the Grand Opening of the Student Center and Bookstore will be in October 2007.

Cherie of Aztec Foods stated the Thanksgiving feast is going good, with up to 30 orders a day. Overall sales are up \$700 from the last period. The Coyote’s Den will close at 7 pm on Wednesday, 11/22/06, through the weekend.

Alan announced that there will be a SANDAG Transportation Forum on 11/28 after the Schedule Kick Off.

The meeting adjourned at 1:55 pm.

Cuyamaca College

Administrative Services

Bookstore & Food Service Advisory Committee

Minutes

9/15/06

Members Present: Arleen Satele, Mike Gilchrist, Cherie Witchell, Alan Ridley, Rick Barber, Catalina Leal, Yuliana Covarrubias

The meeting was called to order at 10:05 p.m.

Arleen thanked the committee for their help with snacks for the recent calling campaign. It was very popular and successful. There will be another calling campaign in December or the first week in January.

Mike gave the Bookstore update. He said that they have 10% more used books available to sell, and had 24% more in the Spring...online orders totaled \$100,000 this semester. The longer lines should disappear as more students take advantage of the on-line order process. The target date for the new Bookstore is November '07. In Spring '07, the same flyers will be used and e-mails will be sent to the internet users. The Faculty deadline for book orders will be the latter part of October.

Arleen mentioned that a new newsletter from Administrative Services will make its debut November 1st. By highlighting the Bookstore and the Coyote's Den, it will help with marketing.

Alan R asked if textbooks could be sold off-campus and was told "yes". He said that the students want cheaper books...and Mike said that the bookstore makes more money selling the used books. Alan suggested setting up a college committee to research ways to help reduce book costs.

The Coyote Den's special this month is Tri-tip and chicken quesadillas. Rick mentioned that all repairs at the Coyote's Den have been made. He mentioned that, currently, there is no agreement between the College and Coke. Coke has informed Rick that the prices, as a result, will increase dramatically. He would like to see both Coke and Pepsi brought in for the new building. The vending machines are not currently covered. Arleen asked if a "grab & go" special could be included with the hot special...they said "yes".

The meeting adjourned at 9:48 am.