

Cuyamaca College

Administrative Services

BOOKSTORE AND FOOD SERVICES ADVISORY COMMITTEE MEETING

Minutes

3/12/04

The meeting convened at 2:00pm

Members present: David Christian, Arleen Satele, Joan Burak, Rick Barber, Ray Contreras, Sunny Snider, Bill Stanford, and Mike Gilchrist

Arleen showed packet of spirit items that High School Outreach uses. Mike G. will see about ordering along with High School Outreach to save money. Effective in June there will be more facility meetings concerning the move. The Student Trailer and Bookstore will be moving in sometime around December or at least by January '05.

David C. asked about the book replacement process – he was informed that students were denied fire \$ - Mike G. said to send them back and he will talk with them.

Joan B. – needs clarification that water or ice is free for staff members from the Coyote's Den. Rick said that they are free. David C. – asked if all college employees get a 10% discount? Mike G. said faculty and staff get 10% on apparel and supplies.

Rick B. – said that there was no business during spring break last year – do we want them to stay open again? It was agreed, and the following schedule will be followed:

Spring Break	T – TH	8am – 4pm	Bookstore
“ “	Closed		Coyote's Den

Rick B. – Concerning the coffee cart – he talked to 3 people – 1 declined. He is waiting for Dave Suter to get back to him with the pad and electrical details. The cart will be located at the bottom of the steps on the north side.

Arleen S. – talked about needing 2 people on grill and register during peak times.

Rick said they are attempting to do that. Aztec will advertise outside for non-students, due to student workers not being available during peak times.

David C. mentioned that at night – lines are long.

Arleen said that there was trash on tables and that we need help from the Coyote's Den to keep tables and the Quad clean due to wasp and bee problems and to call us for spills.

The air conditioning is still a problem and will need a temporary ac unit for the summer.

Rick B. gave David C. a large print menu to take to DSPS for approval. Rick will also laminate a menu and put it in the front window. He will also be putting out a sandwich board when the information is corrected. It will be at the top of the steps in front of the F Bldg..

Several new 2nd 8 week courses having been added, starting 3/22.

Arleen asked the Bookstore if they were giving out bookmarks or coupons to promote business and to see if the cashier needs more. Arleen offered graphic assistance.

Mike G. – talked to Dept. of Rehab. – looks like will work.

Mike will see about giving store credit instead of cash as cash requires giving to Dept. of Rehab.

Arleen mentioned that she was in the Bookstore and noticed that a disabled person couldn't reach for books and needed extra assistance. She requested that a sign be put up that reads "If you need assistance, please notify us or ring the bell".

Sunny S. mentioned that the advertised special is her own creation – a Quesadilla Wrap sandwich.

Mtg. adjourned @ 11:52.

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Administrative Services

BOOKSTORE & FOOD SERVICE ADVISORY COMMITTEE MINUTES 4/2/04

The meeting convened at 2:00 pm.

Members Present: Arleen Satele, Joan Burak, Bill Stanford, Mary Sessom, Mike Gilchrist, Cherie Witchell, Sunny Snider and Sharon Barrett

Mike presented spirit items to the Committee, such as mens' and womens' sweatshirts, pants with new logo, rolled blue and gray blankets, binders and reversible jackets with logo. Mike indicated that these items would change 3 times a year. Arleen asked if they were going to advertise and Mike said that they would e-mail a newsletter. Other items known as "value items", which are the same type of items, but would be carried all year, i.e., planners, binders, and supplies.

Mike said that they are expecting a lot of new items to come in, i.e. backpacks, cameras, etc. and will need D107 for storage, along with D104 and D106 for sales. He said they would need D106 and D107 as early as summer. "Buy Backs" begin in early December (before the Christmas break), so will need to be in the new space before December. Three to four pallets of books a day start coming in November so would definitely need the new temporary classroom in October.

Mike talked to Jason about attaching refund policies for the Cashier's office and the Bookstore on a bookmark and maybe add more information later. Mike and Jason will design and get back to us in May.

Mike reported that the disabled sign is up and says, "Please ask the Cashier if you need assistance". Mary Sessom will see if the sign is acceptable and will get back to us.

Bookstore move- Buy back in early December (before Xmas break) need to be in new store before Dec. Three to four pallets of books a day starts in Nov... Need temporary classrooms in October.

- Coffee cart - Rick needs to address

- Large print menu is up in window and front of grill area
- Sandwich board - @ top of stairs in front of F
- Cleaning outside quad – the Coyote’s Den still needs to wipe down tables, as well as having Operations do a thorough cleaning 3 times a year. Sunny said they have never wiped down before, but are willing to pick trash off ground and tables.
- Need large trashcan by canopy in front of student center
- The Committee needs to come up with new look for white tables or replace with colored tables
- Sunny suggested putting recycling containers around the campus

The meeting adjourned at 3:00 pm.

Cuyamaca College Administrative Services

BOOKSTORE & FOOD SERVICE ADVISORY COMMITTEE MINUTES 5/7/04

The meeting convened at 2:00 pm.

Members Present: Arleen Satele, Joan Burak, Bill Stanford, Mary Sessom, Mike Gilchrist, Rick Barber and Sharon Barrett

Mary Sessom approved the handicapped sign for the Bookstore and it has been installed.

It has been decided that the coffee cart for the Fall will be by the tables at the LRC...David Suter is researching and Rick B will follow up.

Mike G will advertise the spirit items in the Coyote Express newsletter and the staff newsletter. He will send an e-mail for all-site to advertise also.

Coyote specials will also be forwarded to Barbara Modica for the staff newsletter.

Mike G mentioned that, in their temporary location, they will need office space as well as storage areas. Three (3) class trailers may need to be ordered. We will know more in June or July.

Arleen asked about the possibility of ASCC donating new dark green plastic tables and chairs for the Student Center quad. She also mentioned that the "25 years of excellence" replacement banners need to be purchased and will run about \$3,000. She asked if ASCC could help with that also.

Rick B said that business has been steady in the Coyote's Den.

Mike G said that they are currently getting book adoptions, books that faculty want to use and they are 65% complete as compared to 36% last year at the same time. They have three weeks to make 71% and they will get one week's vacation.

Rick B will e-mail sales amounts from commencement week. They have also agreed to do boxed lunches for the volunteers on commencement day. The Coyote's Den will be closed the week of June 7-11.

The meeting adjourned at 1:35 pm.

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BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES July 2, 2004

Members Present: Arleen Satele, David Suter, Rick Barber, Sunny Snider, Cherie Witchell, Bill Stanford, Madelaine Wolfe

The meeting convened at 1:30 with sample wraps, drinks and snacks provided by Aztec Shops. David Suter gave out an update on the Bookstore and Coyote's Den moves.

The Coyote's Den trailer will arrive in October and staff should be able to be in there by the end of Fall. The Bookstore will move about the same time (middle of fall semester). Signage will be made.

The new Peabody's Coffee Cart will be put under the eave at the LRC. They will be serving all coffee drinks, mixed and regular, smoothies, pastries, health bars, with two people staffing it during busy times. Rick will oversee the cart operation as long as Aztec is here.

Rick Barnes handed out a sales analysis, and requested that they move their closing time back to 8:00 pm for the summer.

It was decided to move this committee meeting back to 1:00 pm for the next upcoming meetings, with the exception of the 8/13 meeting, which is scheduled for 10:00 am.

The Meeting adjourned at 2:30 pm

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BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES August 20, 2004

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Barbara Meese, Madelaine Wolfe, Ray Contreras, David Suter, Joan Burak, Sunny Snider

The meeting convened at 10:00 am, with sample low-carb breakfast bowls, which were a big hit. Their new menu item will be a Taco Salad.

Mike G from the Bookstore brought samples of spirit items, i.e., jackets, keychains, folders, sweatshirt blankets, women's sweatpants, binders, teddy bear, tablets, day planners, magnets, sweatshirts, pencils and lanyards. Arleen asked that a flyer advertising these items be done. Mike said that he would try to do that in about 3 weeks. Mike indicated that the Bookstore hours will be extended during the first week of school. Madelaine Wolfe suggested a flyer and e-mail be issued to all.

Trenching for power and water is being done in preparation for installation of the new coffee cart by the LRC. The cart will be open from 7am to 7 pm. and will carry muffins, rolls, and flavored coffees. Rick Barber said that they are currently waiting for the health permit to be issued, which would probably take 2-3 weeks.

Rick from the Coyote's Den said that next semester they will stay open during staff development.

Rick thanked Ray Contreras for helping with their broken ice machine. Currently, they are looking into bringing over an extra ice machine from Grossmont.

Barbara Meese asked that art supplies be kept during construction, maybe have a list of supplies (brochure) which lists all of the art supplies, but keep them stored at Grossmont's Bookstore. People could order what they want and it would be delivered to them here as a will call, or announce the days that the supplies would be available for delivery.

David Suter talked about the upcoming facility moves. The temporary trailers are in place and the moves should take place late September or early October. Mike G mentioned that some items wouldn't be able to be stored due to lack of space, i.e., art supplies, etc.

Again, thanks to the Coyote's Den for a great breakfast!

The meeting adjourned at 10:55 am.

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BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES October 1, 2004

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Madelaine Wolfe, Alan Ridley, Sunny Snider, Amanda Clapper, Mary Sessom, Christopher Slusher

The meeting convened at 1:00 pm. Aztec Shops brought lunch and drinks for the committee. Introduction of new members was done.

Arleen mentioned the new coffee cart will be located by LRC, will be up and running next week, starting with partial hours, from 7am – 1 pm, Monday – Friday, and Saturdays from 7am – 1pm. Eventually, the hours will be from 7am – 7 pm, Monday - Friday. More advertising needs to be done, signs will be put up on campus. Free coupons have been printed and will be provided by the coffee cart people. There is still some electrical work that needs to be done in the storage shed by the cart. Fifty percent of the commission goes towards the rent and the college will receive 50% of the proceeds from the rent charges. Alan Ridley was happy to hear that students will be hired to run the cart. Arleen suggested possibly a scholarship award or internship to learn how to run the cart.

Sunny from Aztec suggested that we have a cultural day maybe once a month (perhaps College Hour) and put out artwork, music, etc.

Complaints were made concerning food service and the fact that there's usually only one person working the grill in the Coyote's Den. Rick asked that he be e-mailed immediately with any such complaints. Alan suggested that more fresh fruit be carried, and possibly substituted for pickles with the sandwiches. Rick said that it was not feasible due to storage constrictions.

Mike from the Bookstore said that all of the spirit items were put out in the store. Arleen mentioned that she would like to set up a "spirit day", with pictures taken of students modeling some of the spirit items. With an ASCC card, one would get 10% off of the Bookstore items. Christopher mentioned that Grossmont has their ASGC card which allows 10% up to \$5 off. Mike responded that that is built into the cost of the card.

Christopher mentioned that the high cost of books is the students' main concern. Mike agreed and said that it was a nationwide problem due to the publishers' cost. He will try to buy more used books, which would save 25%. Buybacks, which are held during finals, give 50% back to the students. Madelaine mentioned that the Faculty has attempted to get book orders in earlier to the Bookstore.

The meeting adjourned at 1:45 pm.

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BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES November 19, 2004

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Alan Ridley, Patty Stephenson, Amanda Clapper, Mary Sessom, Christopher Slusher, David Suter, Ray Contreras, Dave Thorpe, Bill Stanford, Cherie Witchell

The meeting convened at 1:00 pm. Aztec Shops brought lunch and drinks for the committee. Introduction of new members was done.

Arleen announced that the schedule debut event held on November 9th was a huge success and thanked everyone involved. Enrollment data was handed out to committee members indicating that enrollment was way up for Spring '05. Mike G. from the Bookstore said that they did \$280 that day.

Arleen announced that the Coffee Cart was moved to the C Quad and the grand opening was going to be held on Monday, November 22nd. Coupons good for 2 for 1 were handed out.

Mike G from the Bookstore handed out the Barnes & Noble newsletter to committee members. He informed us that they have recently opened up 40 new stores, which helped increase buy-backs nationally by 24%. He said that 70% of the book orders are in for the Spring semester. Buy-backs will be held during finals week in the 2nd week of December.

David Suter told the Committee that construction for the Bookstore begins in March and the Bookstore will be moving during the first week of March.

Cherie from the Coyote's Den said that they would be offering a Thanksgiving lunch for \$4.99 on November 22-24th. They also have their newsletter coming out for December. Aztec Foods will be accepting telephone orders for ordering cold items. Telephone orders must be made between 7am-10:30 am.

Alan Ridley asked if there were going to be other lunch specials during the year. Rick B said that, due to the fact that the specialty foods are brought in from the outside, they wouldn't be doing any other specialty meals. Alan also mentioned that the music in the Coyote's Den was not very pleasant. Rick said that they would maybe bring in some cd's to play.

Christopher mentioned that a student was charged 25 cents for an additional knife. Amanda clarified the fact that they do not charge for additional tableware. They will review with their employees.

The meeting was adjourned at 1:45 pm.

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BOOKSTORE & FOOD SERVICES ADVISORY COMMITTEE MINUTES December 17, 2004

Members Present: Arleen Satele, Mike Gilchrist, Rick Barber, Alan Ridley, David Suter, Cherie Witchell, Madelaine Wolfe

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

Arleen handed out a food service plan survey to all of the Committee members to fill out.

Mike G from the Bookstore said that buy backs are well over last year's amounts. Art supplies for the spring will include what they currently carry in the Bookstore. They are looking into clerk service after the relocation to assist students in getting their books. Relocation should take place at the end of February.

Madelaine asked what impact the presence of the Bookstore in the classrooms would have on the classrooms afterwards. David S said that the only thing that would be done is removal of ½ a wall between the 2 classrooms.

Summer hours for the Coyotes Den will be: M-Th – 7-8 pm, F – 7-1 pm, and closed Saturdays
Summer hours for the Bookstore will be: M-Th – 7:30 – 6pm, F – 7:30-2 (first Friday only)
Then closed on Fridays and Saturdays

Madelaine asked that the Bookstore have extended hours for the first week of school and this was confirmed.

Arleen announced a "calling campaign" to take place January 10-13, from 5-8 pm in F106. They need volunteers and asked that the Committee members sign up. There will be 9 telephones for 3 hours each night. Prizes will be given out and Arleen asked that the Bookstore and Coyote's Den donate snacks, drinks, etc. to the volunteers (approximately 30), each night.

David S said that the relocation plans for the Coyote's Den have changed. They have to keep the trailer 5' away from any buildings, so will need to relocate at the bottom of the hill at the south end of the staff parking lot. Dr. Perri and Facilities Master Plan Council approved this move and it will allow for a larger trailer (24' x 60'). This is planned for mid-March, from Friday-Sunday, possibly during spring break. Rick B asked that a dumpster be put down there for trash. Also, would possibly need double doors on the trailer to allow relocation of larger equipment. There will be 3 registers.

Rick B announced that the coffee cart is not breaking even in the new location. The spring semester will be the test. It was suggested that the prices be lowered. It was mentioned that the blue tarp is unsightly and suggested replacing it with something nicer. The coffee cart will reopen on January 18th.

Intersession hours are as follows: Bookstore: M-F – 8-4pm
Coyote's Den: M-F – 7-1pm

Menu “call-ins” have been increasing and is benefiting both the Aztec Shops as well as Cuyamaca’s employees and students. Arleen asked about the low carb wrap, but it won’t be available as they don’t carry the low carb tortillas.

David S said that the Student Center meeting is postponed until January 3rd. Arleen invited the Committee to see facilities at SDSU when we schedule a visit to their “C” store. The “C” store here will be about 1,500 sq. ft., and will be part of the food court, and run by Aztec Shops.

The meeting adjourned at 1:52 pm.