

# Cabrillo College

## Bookstore Committee Minutes

August 3, 2004 1:00 pm

Room 111

Present: Pegi Ard, Johanna Bowen, Glenn Dixon, Fabian Gauthier, Paul Harvell, Susan Lonnblad, Steve Miner, Dan Rothwell

Absent: Adriane Garcia, Gabe Gutierrez

Notetaker: Tatiana Bachuretz

Susan opened the meeting at 1:10 pm.

### **Agenda Modification**

Johanna would like to update the committee on the progress on ordering single textbook copies for the Library Reserve Book Program.

### **Introductions**

None.

### **Approval of Minutes**

The minutes were unanimously approved with the following modification: under **Educating Stakeholders** eliminate “economics” so that the sentence reads “Paul queried faculty.”

### **Bookstore Discount Strategy**

Since a 1% across the board discount would not have a significant impact in reducing book prices, Susan proposed two options: 1) to give a donation to the library to increase the reserve book program and 2) to discount books sold 2 weeks prior to the start of classes in 2 tiers: 2% 2 weeks before school, 1% one week before school. The first option would not decrease book prices. The second option might help to decrease lines at the beginning of the semester and encourage early enrollment. The committee discussed various options for a discount program to begin August 16, 2004 that would include advertising in the *Sentinel* and *Pajaronian*. Paul suggested another strategy would be to discount the more expensive books by a more significant amount, i.e., books over \$90 or \$105 could be discounted 4-5% depending on how the numbers work out. Fabian suggested a tiered system where the more money spent, the higher the discount so that the savings will be distributed to as many consumers as possible.

The committee agreed that rather than instituting an “early buyer” discount program that the numbers should be run to determine what would be possible for a more significant reduction in the price of the more expensive books. Susan will do the calculations and email the committee for feedback prior to book sales beginning August 16th. The committee also concurred that a successful campaign by the Bookstore will encourage faculty and staff to do their part to help reduce book prices.

## **Educating Stakeholders**

- **Fall Requisition Report**

Steve distributed a comprehensive analysis of the Fall 2004 requisitions received to date. Of 1400 sections listed in the Fall 2004 catalog, 64% were received on time by April 2nd. Steve is meeting with Instructional Division Assistants (IDAs) to talk about the current success rate of early book requisitions.

The textbook requisition form has been revised. It is distributed to IDAs and they distribute it to their Dean and faculty. There is also a printout sent to the Divisions to show what has and has not been received by the Bookstore.

- **Educating Faculty on text decision outcomes**

The committee agreed that several things can be done immediately: 1) short student presentations at all 5 Division meetings will get the message out that students need our help and that timely book orders are extremely important in reducing book prices; 2) get the book buyback program going at a higher rate. In addition to the student presentations at Divisions meetings, a more in depth package will be developed by the Bookstore staff for IDAs to distribute to faculty on how to increase participation in the book buyback program and as well as reduce book costs. It was suggested that the Student Senate could also deliver the message at the All College Day program.

Susan distributed the buyback flyer for students.

## **Next Meetings**

The next meeting will be after the start of school, possibly September 15<sup>th</sup> at 1 pm.