

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Campus Center, Assembly Hall
FEBRUARY 13, 2009, 9:00 A.M.**

President Murphy convened the meeting at 9:10 a.m. The following Directors were present:

Mr. Tom Bessette	Mr. William McCann
Ms. Sophia Hammett-Turner	Ms. Leah Rotella
Ms. Samantha Bernstein	Mr. Daniel Truchan, III
Dr. Richard Goldstein	Ms. Laurie Garafola
Mr. John Murphy	Ms. Carol Anderson
Mr. Kevin Wilcox	

Absent: Mr. William Jaremko; Ms. Karen Acosta McNeill; Mr. Joshua Sussman; Mr. Colin Ebel

Also in attendance: Mr. Smith, UAS Executive Director; Ms. DiDonna, UAS Associate Executive Director; Ms. Kettlewell, UAS Associate Executive Director; Mr. Gorgas, UAS Director of Finance; Ms. McConville, UAS Director of Food Service; Ms. Obie, UAS Administrative Assistant; Ms. Mathis Peterson, Chartwells Resident District Manager

Invited Guests: Mr. Anthony Frank, KPMG Partner-In-Charge

PUBLIC COMMENT

None at this time.

MINUTES

A motion was made to approve the minutes of the February 4, 2009 Board meeting by Mr. Bessette. This motion was seconded by Mr. McCann and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reported good progress on hiring a UAS Human Resource Administrator, with the assistance of UAlbany Office of Human Resource Management. Ms. Calautti assisted with further distribution of the posting to outside contacts.

Mr. Smith reported that the UAS management team will attend future Long Range Planning Committee meetings in order to strategically assess wide reaching UAS initiatives in all areas, i.e. SUNYCard, retail, finance, and dining services. He committed to providing the Committee with a draft ten year plan this semester.

A formal request has been submitted to the University for office space closer to the Campus Center to accommodate UAS administrative staff currently located in UAB. In the interim, Mr. Smith plans to use a vacant office in the SUNYCard space two days each week to provide more on-campus exposure.

Mr. Smith and Mr. Gorgas have drafted a RFP for loan terms for financing the Indian and State Quad projects. The request will be for \$2 million, \$4 million, and \$5 million options, all with five-year terms. Mr. Wilcox is reviewing the draft. Mr. Smith reported that UAS is positioned to pay the State University Construction Fund (SUCF) with current cash on hand. It is anticipated that the opening of the bids for State Quad will be February 24, 2009; soon after that UAS will be directed to transfer funds to the State University Construction Fund (SUCF).

COMMITTEE REPORTS

Finance and Audit Committee – Chair of the Committee, Mr. Wilcox, reported that Anthony Frank, KPMG Partner-In-Charge, is present to make the auditor's report and audited financial statements report later on the agenda.

Program Committee – Ms. Rotella, Committee Co-Chair, reported the ongoing review of incoming Supplemental Program Applications by committee members via email. A meeting is slated for next week.

Bookstore Committee – No report.

Long Range Planning Committee – Committee Chair, Mr. Bessette, reported the Committee met on Monday, February 9th. The Committee has tentative plans to arrange with Scott Birge, UAlbany Student Union Director, one day tours of Campus Center renovations to include the Committee, Dining Services, and UAS staff. Mr. Murphy pointed out that Mr. Birge and he visited Oswego last year and are planning a trip to the University of Vermont in their roles as Student Success staff. Mr. Bessette also indicated that back-of-house tours are planned for Colonial and Dutch Quads in order to evaluate facility conditions and necessary renovations.

Mr. McCann has communicated with Mr. Gorgas and Ms. Angel regarding plans to draft formal procedures for a proposed endowment fund previously approved by the Board. Mr. Wilcox noted that the University should be consulted when coordinating guidelines. Mr. Murphy noted that future requests of this nature should be routed through Mr. Smith.

Dining and Services Committee – No report.

OLD BUSINESS

Mr. Smith noted the previous review of 2009-2010 residential and summer meal plan rates, and the approval of commuter meal plan rates at the February 4, 2009 Board meeting. As planned, Mr. Smith, Ms. Calautti, Ms. Kettlewell, and Ms. McConville used several media avenues to gather feedback from students regarding meal plan offerings.

6,000 students were reached and approximately 2,000 responded, either face-to-face or online, representing all residence, and dining halls. Ms. Kettlewell reported the overall priority among students is value rather than cost, which validated UAS's decision to establish a compromise between reasonable meal plan rates and retained services. It was suggested that meal planning for 2010-11 be "zero based" (rather than incremental), pending the review of additional dining services and retail operations over the months ahead. A planned analysis (aided by NACUFS survey results) to be conducted in the spring should also serve to highlight optimum facilities, menu development, and campus environments. Mr. Wilcox requested that the large number of student responses should be documented and shared widely on campus. Ms. Calautti stated plans to maintain an active student feedback web page to retrieve continued feedback.

A motion was made by Mr. Bessette to adopt the proposed residential and summer meal plan rates. The motion was seconded by Ms. Rotella and carried unanimously.

Mr. Smith proposed a resolution stating UAS's plans to revisit commuter meal plan needs following the completion of current dining hall construction projects. Ms. Anderson requested that discussions begin this fall, and the motion was revised to conduct these reviews in parallel with ongoing projects.

A formal motion was made by Ms. Bernstein to elect Ms. Rotella as Board Secretary. The motion was seconded by Ms. Anderson and carried unanimously. Ms. Rotella abstained.

NEW BUSINESS

None

EXECUTIVE SESSION

President Murphy moved to commence Executive Session to allow KPMG to present their audit findings to the Board.

FOLLOWING THE EXECUTIVE SESSION

Mr. Truchan made a motion to requesting that the Board approve \$15,000 to support an Albany Students Against Cancer concert event on February 27, 2009. The motion was seconded by Ms. Bernstein. Several Board members questioned the timeliness of the request and noted that the Program Committee is delegated the responsibility of distributing funds for such events. Mr. Truchan rescinded his motion and Ms. Bernstein rescinded her second. Mr. Truchan was advised to complete a formal application for funds through the Program Committee. Mr. Wilcox motioned that Mr. Truchan's formal request be sent to the Program Committee for review, with a request for expedited action. The motion was seconded by Mr. Bessette and carried unanimously.

ADJOURNMENT

A motion was made by Ms. Bernstein to adjourn the meeting. The motion was seconded by Mr. Truchan and unanimously adjourned at 10:20 a.m.

Respectfully Submitted,

Leah Rotella
Board Secretary