

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Science Library Standish Room
May 5, 2010, 11:45 A.M.

President Garafola convened the meeting at 11:48 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Mr. Tremayne Price	Mr. Steven Berkowitz
Mr. Kevin Wilcox	Ms. Samantha Bernstein
Mr. Tom Bessette	Dr. Richard Goldstein
Mr. Joshua Sussman	Ms. Carol Anderson

Absent: Mr. Paul McCarthy; Mr. Alex Pena; Ms. Karen Acosta McNeill; Ms. Sophia Hammett-Turner; Ms. Candace Merbler

Also in attendance: Mr. J. Eric Smith, UAS Executive Director; Ms. Michelle DiDonna, UAS Associate Executive Director; Ms. Karen Kettlewell, UAS Associate Executive Director; Ms. Cynthia Calautti, UAS Director of Communications; Mr. Scott Gorgas, UAS Director of Finance; Ms. Emily Tracy, UAS Human Resources Administrator

PUBLIC COMMENT

Mr. Sussman, a graduating senior, thanked the board and management team for their time working with him the past two years. Mr. Sussman stated that he felt that, as a student, he was treated well and respected. Dr. Goldstein also announced that it would be his last meeting as a board member, and thanked the board and management team for their professionalism. Ms. Garafola thanked Dr. Goldstein for his time and perspective, and congratulated the graduating seniors.

APPROVAL OF MARCH 8, 2010 MINUTES

A motion was made to approve the minutes of the March 8, 2010 Board meeting by Ms. Anderson. This motion was seconded by Dr. Goldstein and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reported the signing of the bookstore contract with Barnes and Noble on April 15, 2010. Mr. Smith reviewed the summary of the final financial position and noted that the improved services and financial results of the new contract are very illustrative of the power of going through the competitive process on contracts like this one, even when the incumbent wins the extension. Mr. Smith and Ms. Anderson have met with two of the three applicants for the general manager position, and will be meeting with a third. Mr. Smith thanked Ms. Anderson and the bookstore committee for their hard work throughout the process.

In regards to additional current and future contracts, Mr. Smith announced that UAS was in the final stages of signing the contract with Next Generation for five more years of snack vending services. The new refrigeration contract was also in the works, and the RFP for insurance brokerage services was recently released.

Mr. Smith went on to discuss the “Home Dining Over Time” report that was generated with the help of the SUNYCard team. UAS has the ability to track student dining behavior based on where they live and where they swipe. One of the most significant findings was the low rate of home dining (e.g. student eating in the dining halls of their home quads) on Dutch Quad. Mr. McCann inquired whether Dutch Quad students were siphoning off to Indian and Colonial Quad because the dining experience there is so unique. Mr. Smith stated that there are numerous reasons that students could be eating elsewhere, but that it’s important to pay attention to the low numbers in weak outlets, and that, ideally, UAS dining services staff would like to see about 60 to 65% of meals consumed at the home dining venue.

Mr. Smith informed the board that, as a gift, the staff made a one thousand dollar donation in the name of the UAS Board of Directors to the Richard Bailey Memorial Scholarship as a token of their appreciation for the board’s support and hard work. Mr. Smith thanked the board and the management for a successful year.

2010-2011 UAS BUDGET PROPOSAL

Mr. Smith presented the proposal for the 2010-2011 UAS Budget (see attached). Mr. Smith asked the Finance and Audit Committee to continue the discussion of the budget in more detail.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox, committee chair, reported that the committee met on May 3, 2010 to review the budget. The Finance and Audit committee observed that the budget was stable, relatively conservative, and lacked any surprises. Mr. Wilcox noted that UAS is in strong financial shape, but may need to increase the UAS over-ride charge on the Chartwells contract next year, since a great deal of cash was spent on the State and Indian Quad construction projects. Mr. Berkowitz made a motion to approve the 2010-2011 UAS budget. The motion was seconded by Mr. Bessette and approved unanimously. Mr. Wilcox thanked the committee for their work this year, notably Mr. Goldstein, who asked great questions throughout his term on the committee.

Program Committee – Mr. McCann, committee member, announced that the committee met on May 4, 2010, and happily reported an increase in applications from academic departments. Mr. McCann noted that, due to the trend of groups not spending all of their allocated funds in the past, that they over budgeted funds again for the upcoming year. The committee has received 62 applications. Mr. McCann made a motion to adopt the Program Committee’s review and awards for the first round. The motion was seconded by Mr. Price and approved unanimously. Mr. McCann asked Mr. Smith about using program funds for UAS-sponsored educational purposes (a current block grant within the program fund pool), and whether such

events shouldn't instead be funded through UAS sponsorship resources. Mr. Smith informed the board that UAS does have a pool of funds for sponsoring educational events that support the organization's mission, and agreed that UAS-sponsored educational activities could be removed from the program fund pool in future years.

Bookstore Committee – Ms. Anderson, committee chair, announced that she and Mr. Smith have been interviewing prospective general managers for the bookstore and noted the changes in the regional structure. Ms. Anderson also proposed the formation of a “best practices” committee to investigate bookstore operations for the next 18 months. The Executive Committee was notified of this idea, and the President of the Board would appoint the members of the review committee. Ms. Anderson made a motion to form the Bookstore Best Practices Committee with the membership being selected by the Board President. The motion was seconded by Mr. Bessette, and approved with the exception of an abstention from Mr. Price. Mr. McCann inquired whether or not the board would be given enough time to form any decisions after the 18 month review. Ms. Anderson informed the board that the bookstore committee created a timeline which included a preliminary report after twelve months, and noted that the Bookstore Best Practices Committee could report at every board meeting.

Long Range Planning Committee – Ms. Garafola, committee chair, reported that the committee met May 4, 2010, to review the progress made thus far by Mr. John Johnston, UHY Strategic Planning Consultant. Mr. Johnston has interviewed board, staff, and members from across the campus thus far, and will be completing the interviews soon. Thus far, Mr. Johnston has noted several strengths and weaknesses of UAS. Strengths include strong leadership, a developing vision, and a sophisticated management team, while weaknesses include a lack of consistency amongst management of contractors, and an inability to have a year-to-year impact on contractual agreements that are locked in place for up to ten years. The Long Range Planning Committee plans to meet over the summer months to continue work with Mr. Johnston.

Dining and Services Committee – Mr. Bessette, committee chair, announced that the committee met April 23, 2010 to discuss the home dining results, retail changes, and 2010-2011 meal plans. Changes in the Campus Center will include Tim Horton's replacing Corner Café, Haagen Dasz replacing Outtakes Plus, the elimination of the deli in Outtakes and an expanded menu in Zepps, featuring the higher quality deli meats currently served in Outtakes. Campus Center Commons serving line will also begin to offer commuter specials, per commitments made to the Board last year about operations once State and Indian Quads return to full service. Discussion took place regarding retail hours during the summer. Mr. McCann inquired about information regarding the Opportunity Meal Plan for the upcoming academic year. Mr. Smith noted that Ms. Calautti had been sending out email notifications regarding the meal plans and, thus far, the limited guest policy is a procedural change that will most likely be met with some backlash.

EXECUTIVE SESSION

In accordance with New York State Department of State Public Officers Law, Article 7, “Open Meetings Law,” a motion was made by Ms. Garafola that the directors go into Executive Session, as the scheduled business agenda included matters directly related to the appointment

or employment of particular individuals or corporations. Mr. Bessette seconded the motion, which was approved unanimously. At the end of this discussion, Mr. Price moved to close Executive Session. The motion was seconded by Mr. Bessette, and approved unanimously without discussion.

ADJOURNMENT

With no further business to discuss, the meeting adjourned unanimously at approximately 1:25 pm.

Respectfully Submitted,

Alex Pena
Board Secretary