



**University Auxiliary Services at Albany, Inc.
BOARD OF DIRECTORS MEETING
Wednesday, December 11, 2013, 11:30 AM
Danes Den, Indian Quad Dining Hall**

President Christakis convened the meeting at 11:51 AM. The following Directors were present:

Dr. Michael N. Christakis
Mr. Francis B. Agyemang
Mr. Tom Bessette
Mr. Scott Birge

Mr. Nick Butler
Mr. Marc Cohen
Mr. Fardin Sanai
Mr. Lee Serravillo

Mr. Lee Stanton
Ms. Imani Whitfield
Mr. Kevin C Wilcox
Mr. Ryan Witte

Absent: Ms. Laurie M Garafola; Mr. John Giarrusso; Ms. Genevieve Kane; Ms. Candace A Merbler; Ms. Latonia Spencer

Also in attendance: Mr. Steve Pearse, UAS Executive Director; Ms. Michelle DiDonna, UAS Associate Executive Director; Ms. Michelle Bowen, UAS Senior Director of Marketing & Communication; Mr. Randy Simmons, Senior Director of Finance & Business Administration; Ms. Cynthia Calautti, UAS Director of Communications; Ms. Nancy Harrigan, UAS Administrative Assistant;

PUBLIC COMMENT

None at this time

APPROVAL OF MINUTES FOR NOVEMBER 7, 2013 BOARD MEETING

Mr. Bessette made a motion to approve the minutes of the November 7, 2013 Board meeting minutes. Mr. Cohen seconded the motion. The motion was approved.

PRESIDENT'S REPORT

Dr. Christakis informed the Board that Executive Directors annual evaluation falls under the purview of the Board and would be conducted soon.

Also, Dr. Christakis reminded all committees to review the 2013-2016 Strategic Goals and to incorporate those goals into their work.

PRESENTATION BY BONNIE KELSEY, FOUNDER OF BEST OF VERMONT, LLC

Mr. Pearse introduced Bonnie Kelsey, a local distributor for Vermont made products that are currently sold in the 518 Market. Ms. Kelsey shared her story that led to starting an online local foods business five years ago that grew into her own distribution company. She currently has 75 local producers and 200 customers. Her company services small country stores, inns and ski areas, along with the University of Vermont and the University at Albany. Ms. Kelsey also mentors producers to help them understand how to get products to market, pricing and safety. Best of Vermont, LLC is a compliant, preferred vendor for Sodexo as of November 2012. Best of Vermont, LLC is also certified in Vermont as a Women Owned Business and she is pursuing that certification for New York State.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse presented the current time line for Campus Center renovations and gave an overview of other projects currently in process:

- The entrance to the 518 Market will be moved this summer and the checkout stand will be raised.
- A study is underway to assess the feasibility of uncovering the hood in the Patroon Room that has been blocked off since 2007 to increase the flexibility of that space.
- A Lecture Center Café is being planned at the current vending machine location. The vending machines would be relocated to make space for an Argo concept.
- A Corner Bistro will be completed soon at the School of Business, hopefully in time for the Spring Semester.
- A walk in freezer installation on the south side of the Campus Center by the bus turnaround is being explored as a way to deal with the shortage of cooler space.

Mr. Pearse advised the Board that the University had applied for and received a SUNY Farm to College grant will go toward increasing local purchasing efforts.

Mr. Pearse reported on a recent visit to Pomona College in Claremont California and shared several of their innovative initiatives.

Mr. Pearse advised the Board that UAS now has gift cards for sale in the SUNYCard office.

Mr. Pearse reported on his recent presentation at the Discover UAlbany Series being conducted by the Provosts office. Different operational units on campus are invited to present to UA Staff. Mr. Pearse shared the UAS presentation that he gave recently to this group with the Board. Dr. Christakis commended the presentation and requested that the presentation be put on the UAS website.

NEW BUSINESS

Dr. Christakis reported that the Services Committee discussed meal plans and Meal Trades at their recent meeting and provided an overview. The Board discussed Meal Trades especially in relation to the Unlimited Meal Plan and Munch Money. Student Board members expressed the importance to students of keeping the Meal Trade option in the meal plans. The importance of keeping food costs at a competitive level was raised along with working in partnership with Sodexo to help keep food quality high. The Services Committee will meet again in January to prepare their recommendations to be presented at the January 30, 2014 Board meeting. Decisions for meal plans for next year must be made by February 2014.

COMMITTEE REPORTS

Services Committee

Ms. Whitfield reported that the Services Committee had met on December 3, 2013 and discussed dashboard reporting. The proposed dashboard reports by UAS staff were accepted and will be maintained and posted in the Board share drive. The Services Committee also met on December 6, 2013 to discuss meal plans.

Governance

Mr. Stanton reported that the Governance Committee met on December 6, 2013. The committee will be reviewing patterns of student book purchases and the progress of completing Strategic Plan goals. The Committee is requesting that staff create a Board of Directors Handbook and establish a protocol for training Board members.

Finance

Mr. Wilcox reported that the Finance Committee met on December 5, 2013. Mr. Wilcox explained that procedures for payment to the dining vendor have changed with the new contract with Sodexo, but that we are on target in terms of financial expectations.

Program Fund.

Mr. Birge reported that the Program Fund committee continued to review supplemental applications as they came in and award funding. The Program Fund has \$18,000 remaining to award this year.

PUBLIC COMMENT

None at this time

ADJOURNMENT

Mr. Birge made a motion to adjourn the meeting at 1:43 PM. The meeting adjourned.

Respectfully submitted,

Nancy Harrigan for
Ms. Candace Merbler, Secretary