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**University Auxiliary Services at Albany, Inc.  
BOARD OF DIRECTORS MEETING  
Friday, March 27, 2015 12:00 PM  
Danes Den, Indian Quad Dining Hall**

President Christakis convened the meeting at 12:01 PM. The following Directors were present:

Mr. Francis Agyemang	Ms. Laurie Garafola	Ms. Mackenzie Rinefierd
Mr. Tom Bessette	Mr. John Giarrusso	Mr. Fardin Sanai
Mr. Scott Birge	Dr. Gary Kleppel	Mr. Lee Serravillo
Mr. Nick Butler	Mr. Daniel Markisello	Ms. Latonia Spencer
Dr. Michael N. Christakis	Mr. Stephen Pearse	Mr. Kevin C. Wilcox
Mr. Marc Cohen	Ms. Jill Reichel	

**ABSENT:** Ms. Lisa Cassidy

**ALSO IN ATTENDANCE:** Ms. Karen Kettlewell, Associate Executive Director; Ms. Michelle Schifley, Senior Director of Administration; Ms. Michelle Bowen, Senior Director of Marketing & Communication; Mr. Randy Simmons, Senior Director of Finance & Business Administration; Ms. Nancy Harrigan, UAS Administrative Assistant

**PUBLIC COMMENT**

No public comment at this time.

**APPROVAL OF MARCH 27, 2015 BOARD MEETING MINUTES**

Mr. Serravillo made a motion to accept the March 27, 2015 Board meeting minutes. Dr. Kleppel seconded the motion. The motion was approved.

**PRESIDENT'S REPORT**

Dr. Christakis recognized the service of several Board members whose terms of service were ending. Ms. Spencer read a resolution in honor of Mr. Bessette who is completing 10 years of service on the Board. At Dr. Christakis' request, Mr. Wilcox made a motion to adopt the resolution and Ms. Spencer seconded the motion. The motion was approved.

Dr. Christakis thanked Dr. Kleppel for his service on the Board for the last year and offered his congratulations and thanks to the student Board members who are graduating.

The Board moved into Executive Session at 12:07 PM and all non-Board members left the meeting. The Board ended the Executive Session and resumed the normal meeting at 12:13 PM.

**EXECUTIVE DIRECTOR'S REPORT**

**Meal Plans**

Mr. Pearse presented a power point prepared by Sodexo regarding Meal Plan concepts for 2017, when the Campus Center Expansion project is currently expected to be completed. The new concepts include offering block plans as well as alternative plans that include a base administrative cost and deep discounts on meals purchased. Deep discount plans from other institutions were

presented as examples. Mr. Pearse noted that closing the Dutch Quad dining hall was a primary driver for changing meal plans and that the Services Committee has discussed and will continue to discuss the various options to find the best one for UAlbany students.

### **Facilities Master Plan**

Mr. Pearse called on Ms. Spencer to present the work of the Facilities Master Planning Ad Hoc Committee. Ms. Spencer explained that the committee had been formed to review and formulate a long-term plan for UAlbany dining facilities. The committee worked with Sodexo to create a Facilities Master Plan document that summarizes the long-term goals and provides supporting documentation with the main points as follows:

- Renovate the Patroon Room – Use this space better to support the whole dining program
- Maintain All You Care to Eat (AYCTE) dining halls at Indian and State and possibly expand the hours.
- Close Dutch
- Transition Colonial Quad from AYCTE to food on demand style or other scaled-down model
- Consider alternative locations for kosher dining
- Modify upper class student meal plans
- Continue to provide alternate dining services (i.e. Argo and Zime)

Mr. Butler made a motion to accept the proposed Facilities Master Plan document. Mr. Birge seconded the motion. It was noted that by adopting this plan we are not locked in to a course of action, but are providing a direction in which to proceed. The motion was approved.

The Facilities Master Plan will be presented to the UAlbany Executive Committee for review.

### **Gem Carts Update**

Mr. Pearse reported that Gem Carts should be delivered to campus early next week. All contract amendments have been completed and insurance requirements met.

### **East Addition Update**

Mr. Pearse reported on the progress of the Campus Center east addition, noting the addition of a media wall on the east side of the new seating area to include a total of 9 monitors that will provide many options for use.

### **Laundry Contract Update**

Mr. Pearse informed the Board that laundry machine replacement will take place this summer, rather than in 2018 as stipulated in the current contract. The increased cost for the new machines will be delayed until 2018 as in the original contract. The contract will be extended for 1 year to accommodate this change.

### **Twitter Chat**

Ms. Bowen reported that UAS conducted the first twitter chat event on April 21, 2015. The topics included the future of Meal Trades and the changes at the Campus Center. There were 79 tweets and 46 different people participated.

Mr. Pearse also noted that UAlbany was featured in two articles in the On Campus Hospitality magazine, last month featuring the 518 Market and this month the H2O Zone.

## **COMMITTEE REPORTS**

**Finance and Audit Committee** - Mr. Wilcox reported that a committee for pension fund oversight had been established. This committee is not a sub-committee of the Finance and Audit Committee.

Mr. Wilcox presented the 2015-2016 Budget noting there were not a lot of changes from last year to this. Mr. Wilcox made a motion to adopt the 2015-2016 Budget. Ms. Rinefierd seconded the motion. The motion was approved.

Mr. Wilcox also reported that there was ongoing discussion with UAlbany concerning the possibility of helping to finance a new score board in the SEFCU arena and renovations to the Hall of Fame room.

**Governance Committee** - Dr. Christakis reported that the Governance Committee would be proposing amendments to the by-laws in the fall that would include establishing the standard of a quorum for committees at three (3).

Mr. Birge reviewed the recommended changes from the Governance Committee for the Program Fund Guidelines and Policy Manual:

- Committee Chair and Co-Chair can jointly approve supplemental applications for \$500 or less
  - Accountability requirements:
    - Report all approved applications at each committee meeting
    - Send application to full committee if Chair or Co-chair are conflicted or recuse themselves.
- Implementation of broad funding categories for tracking and to help align awards with University priorities
- Event advertising stipulations
- Events not using UAS contracted partners for goods or services will not be funded
- Off-campus event may receive funding upon committee review

Mr. Wilcox noted that an additional issue that should be addressed is for events that would require UAS to take on an extraordinary liability or to sign a contract.

Mr. Serravillo made a motion to accept the Governance Committee recommendations for changes to the Program Fund Guidelines and Policy Manual to be effective for spring funding. Mr. Cohen seconded the motion. The motion was approved.

**Services Committee** - Ms. Garafola reported the committee discussed Meal Plan options, changing the location of the kosher kitchen and how to do a better job at enforcing the rules for campus groups using off-campus vendors. Students report that the process for getting a waiver from UAlbany Dining is difficult and they also have a hard time dealing with the process and cost of using UAlbany Catering. Mr. Pearse noted that UAS had instituted programs specifically for students to help with the costs and to provide a better experience. Mr. Wilcox stressed Sodexo has an exclusive contract for providing food service on campus and that must be enforced and noted that the biggest issue is one of liability for the UAS, Sodexo and the University.

Ms. Garafola thanked Ms. Reichel for her leadership in ASDAC. Mr. Pearse noted that Ms. Reichel won the NACAS Student Leadership Award this year based on her essay of how UAS has impacted her life and educational experience at UAlbany.

**PUBLIC COMMENT**

No public comment at this time.

**ADJOURNMENT**

Mr. Cohen made a motion to adjourn and Mr. Butler seconded the motion. The meeting adjourned at 1:29 PM.

Respectfully submitted,

Latonia Spencer  
Secretary