

**University Auxiliary Services at Albany, Inc.**

**BOARD OF DIRECTORS**

**Friday, October 30, 2020**

**2:00 PM - Remote Meeting**

President Christakis convened the meeting at 2:00 PM. The following Directors were present:

Ms. Damilola Adesanya

Ms. Precious Agyeman-Badu Mr. Dylan Card

Ms. Taylor Chambers

Mr. Nicholas Chin

Dr. Michael N. Christakis

Dr. Jason D’Cruz

Mr. Todd Foreman

Ms. Lynn Gbadamosi

Ms. Indu Lnu

Ms. Mary Beth Murnan

Mr. Stephen Pearse

Ms. Carol Perrin

Mr. Fardin Sanai

Mr. Lee Serravillo

Ms. Latonia Spencer

Ms. Cara White

**Absent:**  Mr. Kayan Matoo

**UAS Staff in Attendance:** Ms. Michelle Bowen; Mr. Randy Simmons; Ms. Michelle Schifley; Ms. Roxanne Welch; and Ms. Nancy Harrigan.

Dr. Christakis introduced Kayan Matoo as a newly seated student Board member, appointed since the last Board meeting.

**Public Comment**

None at this time.

**Board Business**

**Committee Assignments**

Dr, Christakis presented the finalized committee roster to the Board.

**Approval of September 25, 2020**

Ms. White made a motion to approve the September 25, 2020 meeting minutes, seconded by Ms. Perrin. The minutes were approved.

**Executive Director’s Report**

**Old Business**

**Indian Quad Renovation**

Mr. Pearse reported that designs have been solicited to complete the update of the Indian Dining Hall started last summer that will include remodeling of the center island and the main serving line.

**State Quad Ongoing Updates**

As part of the dining room refresh, the booths at State are being replaced along with some tiling and painting. This will complete the project and achieve an updated look for the dining venue.

**Bookstore Renovation**

Mr. Pearse reported that the Bookstore renovation proposal from Edge Architects is being prepared to go out to bid. The proposal, received a couple of years ago, will be reviewed to make sure it allows for current business trends. There is also an air handling upgrade needed in that space and that work will need to be done before the aesthetic renovations to the front of the house. Mr. Pearse will have more information to provide at the next meeting.

**GET App Update**

The percentage of daily retail transactions being conducted using the on-line ordering GET App continues to increase, providing quick in-and-out meal pick-up. Mr. Pearse advised the Board that the GET App was chosen over Grubhub to serve as the on-line ordering app due to its features, and a primary consideration was that the GET App has no transaction fee. Grubhub charges a $0.59 per transaction fee which would have been charged directly to the student’s meal plan account.

**Tents**

Remaining tents set up around the campus will be coming down next week now that colder weather has begun.

**New Business**

**Hispanic Heritage Month Events**

Hispanic Heritage Month was celebrated with two dining events: A Tres Leches (cake) give-away, held on Friday, October 2 and a special meal option of homemade Empanadas, offered on October 7. Both were held in conjunction with Fuerza Latina which provided special music selections.

**Fall Treats and Pretzels with UPD**

The new mobile kitchen has been used for two give-away events. UPD volunteered their time to help hand out cider donuts and water one week and warm pretzels and water the next week. A give-away event is planned for each week leading up to Thanksgiving.

**Great Dane Tote Bag Giveaway**

Mr. Pearse reported that tote bags were purchased to give to students prompted by observing students carrying their meals back to their dorms and often juggling multiple items. The bags feature the new Damien’s logo and the Barnes & Noble logo. Bags will also be given to the students living at Liberty Terrace to help with their move to Empire to transport items that can’t be packed in boxes.

**Bagel by Day, Calypso by Night and other dining updates**

Mr. Pearse reported changes to dining in the Campus Center that have been made in response to business interests and to adjust traffic flow to improve speed of service and social distancing:

* Based on student requests, Calypso, which was not re-opened this fall, was restored, but in a different location, and has been proving consistently popular;
* Stocks, Stems & Subs was relocated to the Campus Center East to improve flow of service, pick-up access and social distancing;
* The bagel sandwich area is now open on weekends to meet an increase in demand for weekend breakfast service.

**Move from Liberty to Empire**

Mr. Pearse reported that working with Residential Life and Don’s Moving and Storage, arrangements have been made to move students from Liberty Terrace to Empire Commons. The move will take place over several days from November 5 through November 11.

**Bookstore -Adoption and Insights Portal**

Ms. Schifley reported that working in conjunction with Barnes & Noble, ITS and the Registrar’s office the Adoption and Insights Portal (AIP) has been put in place. The portal will improve the process for faculty selecting course materials, provide more affordable resources for students and enhance required reporting capability.

**Zipcar**

Mr. Pearse reported on Zipcar locations. the number of cars on campus and monthly use for 2020. There are currently 6 cars, 4 on the uptown campus and 2 at Alumni. The cars at Alumni are well used, despite no students being housed there this fall. Car rentals are by the hour or by the day.

**Operational Planning for Intersession**

Mr. Pearse reported that planning for intersession was in process to determine which dining venues will remain open and when, and coordinating isolation and quarantine meals if needed. Considerations will include the utility initiative to minimize energy usage during intersession

Mr. Pearse provided an update on student use of declining balances and responding to concerns about students running out of funds before the end of the semester. Based on a query, students who appear to be using their declining balance funds too quickly are sent an email to advise them to check their balances and suggestions are provided for ways to manage their funds more economically. If students have particular concerns they can be advised individually on the best way to manage their funds.

**Committees**

**Services**

Ms. Lnu reported that the Services Committee met Thursday, October 29.

* Ms. Lnu was elected chair and Ms. Chambers was elected co-chair.
* Completed and upcoming projects were reviewed.
* The kosher meal plan process was reviewed with kosher meals now being out-sourced to Price Chopper and only a few students on campus requiring that service. The Committee discussed the continuance of the Kosher Kitchen model at Indian when residential dining halls open again.

**Program**

Mr. Card reported that the Committee has not met and Ms. Harrigan noted that there is no work for the committee while the program remains on hold.

**Governance**

Dr. Christakis reported that the committee met on Wednesday, October 28:

* Dr. Christakis was elected chair and Mr. Chin was elected co-chair.
* The committee took up the consideration that had been expressed by the Student Association Senate Chair regarding a seat on the Board formerly held by the SA Senate Chair. With the recent revisions to the UAS Bylaws that seat was removed unintentionally. The Committee will take up the process to reinstate that seat, developing language for a Bylaws revision, deciding on the timing of when to institute the change, and confirming that the revision is consistent with the SUNY Model Bylaws.

**Finance and Audit**

Chairperson Foreman reported:

* The Finance and Audit Committee met on October 13, 2020
* Mr. Card was elected as co-chair
* Our auditor, Bowers & Company, presented the Financial Statements Audit for the fiscal year ending June 30, 2020. There were no findings. Key takeaways were as follows:
  + The budgeted net income for the 19/20 fiscal year was ~$2.4M.  UAS actual net income was ~$240k.
  + Only 10% of budget, but at least it wasn’t a negative.
  + Change in Net Assets $239,241
  + Revenue decrease of ~$7M ($39.3M down to $32.2M)
  + Meal Plan Refunds of ~$4M
  + Meal Plan enrollment decrease of ~5%
  + PPP Loan of ~$170k
* The committee accepted the audit through a formal vote and it has been submitted to SUNY Central.
* Bowers and Company are finalizing our tax return.
* UAS year to date investment earnings are ~$300,000
* UHY presented their Review of the UAS Pension Plan Audit for the period ending December 31, 2019. There were no findings.
* The committee received an update from Executive Director Stephen Pearse regarding the ongoing negotiations with Sodexo related to current year financial obligations.

**Public Comment**

None at this time.

Dr. Christakis noted that the campus is entering week 11 of the semester, which is a credit to our students, and all our encouraged to continue to participate in the testing that will now be done weekly to help continue to control the spread of COVID.

**Adjournment**

Ms. Perrin made a motion to adjourn, seconded by Mr. Card. The meeting adjourned at 2:45 PM.