

**UNIVERSITY AUXILIARY SERVICES AT ALBANY  
BOARD OF DIRECTORS MEETING  
SCIENCE LIBRARY STANDISH ROOM  
SEPTEMBER 19, 2008**

President Murphy convened the meeting at 3:09 pm. The following Directors were present:

Mr. Joshua Sussman	Mr. William McCann
Ms. Sophia Hammett-Turner	Ms. Samantha Bernstein
Mr. Colin Ebel	Mr. Reuben Ingber
Mr. Kevin Wilcox	Ms. Carol Anderson
Mr. John Murphy	Ms. Laurie Garafola
Mr. William Jeremko	Mr. Tom Bessette
Ms. Karen Acosta McNeill	Mr. Daniel Truchan, III

Absent: Dr. Richard Goldstein

Also in attendance: Ms. DiDonna, UAS Associate Executive Director; Ms. Kettlewell, UAS Associate Executive Director; Ms. Calautti, UAS Director of Communications; Mr. Gorgas, UAS Director of Finance; Ms. Mathis, Chartwells Resident District Manager; Mr. Marafito, Chartwells Director of Operations; Mr. Keith Ellwanger, Chartwells Retail Director; Ms. Angel, Board Secretary; Ms. McConville, UAS Director of Dining Services; Mr. Frederick, UAS Director of Facilities; Ms. Obie, UAS Administrative Assistant; Mr. Sheehan, UAS Counsel; Mr. Sumigray, SEFCU Branch Manager; Ms. DeRocco, University Bookstore Merchandise Manager.

**PACKET REVIEW**

A motion was made to approve the Board packet and minutes of the May 2, 2008 Board meeting by Mr. Bessette. This motion was seconded by Mr. Ebel and approved unanimously.

**PUBLIC COMMENT**

None at this time.

**ELECTION OF OFFICERS**

For President, Mr. Wilcox nominated Mr. Murphy. Motion seconded by Mr. Truchan. With no further nominations, Mr. Murphy is President by acclamation.

For Vice President, Mr. Sussman nominated Mr. Ebel. Motion seconded by Mr. Truchan. Mr. Bessette nominated Ms. Bernstein. Motion seconded by Mr. Sussman. A secret ballot was conducted. Ms. Bernstein had a majority vote. Ms. Bernstein is Vice President by majority vote.

For Secretary, Ms. Bernstein nominated Mr. Ingber. Motion seconded by Mr. Wilcox. With no further nominations, Mr. Ingber is Secretary by acclamation.

### BOARD RESPONSIBILITIES

Mr. Bill Sheehan, UAS Legal Counsel gave an overview of UAS as a corporate entity, and addressed the Board regarding duties and obligations as Board members. Mr. Murphy reviewed the UAS Mission Statement.

### COMMITTEE REPORTS

Finance & Audit Committee - Mr. Wilcox and the committee met on Friday, September 19<sup>th</sup> at 2:00 p.m. It was reported that financial statement drafts have been accepted and await review.

Contract negotiations with Coca Cola Enterprises began in May, and are in their final stages. FOIL correspondence has not received same response from Coca Cola as in past while some action is expected. A commitment statement drafted by the Labor Relation and Sustainability Committee will be included in the contract. This will require CCE to submit an annual report pertaining to labor and ecological issues. Despite negotiation delay, commissions will take effect beginning 7/1/09. Low performance and high energy producing vending machines have been removed from various locations.

SEFCU was welcomed following a signed contract during the summer, proving to be a beneficial presence on campus and sponsorship partner. Mr. Sumigray, SEFCU Branch Manager, reported a successful grand opening and the creation of 400 new accounts, leaving room for improvement.

Program Committee - Ms. Hammett-Turner reported on behalf of the Program Committee. The Program Fund Status summary is included in the hand out packet. The committee awarded \$142,575.00 for the first round in Spring of 2008. In total, \$144,260.00 has been awarded for 2008-2009. A second round applications are pending review.

Dining & Services Committee - Ms. Kettlewell announced the finalization of the Chartwells contract is expected within the next several days. The restatement of the contract for next year will include the integration of its seventh amendment; thus the partnership with Chartwells will officially be extended until 2014.

Long Range Planning Committee - None to report at this time. Mr. Bessette suggested reconvening the committee as no meeting occurred in Spring 08. A sum of \$30 million has been allocated for the Campus Center Senate Extension while the University Planning and Policy Council (UPC) will participate in related discussions.

Bookstore Committee - Ms. Acosta McNeill reported that the committee has not yet met. The bookstore contract is up for bid on May 31, 2009 and Requests For Proposals will be

invited. A survey conducted in the Campus Center resulted in satisfactory feedback, including dissatisfaction with prices and service considered to be exceptional.

Ms. DeRocco, Barnes and Noble General Merchandise Manager, reported that the tents on Move-In Day at Indian Quad and State Quad tent events were successful. The number of tents will be increased next year. She reported that a total of 5,600 web book orders were received for 2008 versus 4,000 in 2007. Barnes and Noble Corporate has initiated five week long customer service training for all employees. The UAlbany store is presently working with the Art and Music Departments in an effort to stock relevant supplies. Finally, there is a sustainability presentation is currently on display in the store.

## DIRECTORS' REPORTS

Chartwells - Ms. Mathis reported an exciting and successful opening weekend made possible with the support of two new directors and UAS staff. Newly hired student guides assisted with guiding Indian Quad students to Campus Center.

SUNYCard (Remarks submitted by Ms. DiDonna for the record.) - Ms. DiDonna reported a successful opening.

SUNYCard servers have been relocated to a safe environment and are properly maintained. There are plans to replace old equipment.

Parent Lunches held during Orientation experienced good attendance and afforded an opportunity to inform attendees about UAS services.

Podium billed is operating successfully. Limits have been raised to \$650 to aid students whose student loans are delayed. Present accounting policies and procedures will be reviewed by the future Executive Director.

Dining Services - Ms. Kettlewell reported that Indian Quad construction, which began in May 2008, is on schedule. The equipment bid received is less than the amount budgeted for. An equipment contract for Indian Quad has been awarded to Saratoga Restaurant Equipment and Supply. State Quad renovations are scheduled to begin in May 2009.

Mr. Gorgas and Ms. Kettlewell intend to address group inventory and maintenance via a comprehensive online equipment database that will afford an opportunity to document serial numbers.

Ms. Kettlewell, Ms. DiDonna, and Ms. McConville plan to review and benchmark green activities.

Communications - Ms. Calautti thanked those who partnered with UAS during Opening Week, including SEFCU, and Barnes & Noble Bookstores, who provided bottled water, candy, reusable mugs, and reusable tote bags. Plans are in progress with Coca Cola to

bring a rock climbing wall to campus for the planned Homecoming Weekend Tailgate Party.

Finance Division - Mr. Gorgas reported a positive experience working with contracted auditors and consultants for the past six months in the UAS Administrative Offices.

### OLD BUSINESS

A draft version of UAS Rules for Public Comment and its purpose was reviewed. A motion to adopt was made by Mr. Ingber. The motion was seconded by Mr. Bessette. Discussion ensued regarding the drafted policy. A motion was made to table the subject for further discussion by Ms. Bernstein. Motion seconded by Mr. Truchan. The document will be edited and circulated via email. A final draft will be provided at the next meeting for review.

### NEW BUSINESS

#### EXECUTIVE DIRECTOR SEARCH

Ms. Garafola reported having distributed emails (with attached resumes) inviting staff to planned interview lunches with the remaining four final candidates during the next two weeks. A total of 40 applicants responded to the initial advertisement; 10 candidates were chosen to be canvassed by phone and in person interviews, resulting in the current pool of four finalists pending a second round of interviews. The search committee will make a choice recommendation to Mr. Murphy, Mr. Wilcox, and Ms. Kathy Lowery. A final selection will be presented to the Board by Mr. Murphy for a vote. An offer made in early October is targeted, followed by a start date of November 1, 2008.

The search committee is comprised of Mr. Garafola, Ms. Hammett-Turner, Dr. Goldstein, Mr. Murphy, and Mr. Karl Schlegel. Second round interviews are scheduled on 9/21, 9/30, 10/1, and 10/3. Upcoming Jewish holidays may create scheduling difficulties; in which case alternate dates and times will be arranged for students and/or board members.

#### BANKING RESOLUTION

Mr. Gorgas offered a resolution to change account signatories for UAS bank accounts. This year a resolution is presented that will cover all banking relationships; SEFCU, Key Bank, and First Niagara. The authorized signators will be President Murphy, Scott Gorgas, and Kevin Wilcox. Mr. Wilcox will be replaced with the Executive Director once they have been chosen.

A motion was made to adopt the banking resolution by Ms. Anderson. Motion seconded by Ms. Hammett-Turner. Mr. Jeremko abstained.

#### EXECUTIVE COMMITTEE RESOLUTION

The Executive committee is subject to approval by a Board resolution. Member of this committee will be President Murphy, Vice President Bernstein, Mr. Wilcox as Controller, and Ms. Garafola as a past UAS President. The committee calls for the appointment of a Student Representative. The resolution to appoint students to the Executive Committee

was presented by Mr. Murphy. A motion to appoint Mr. Ebel as the Student Representative on the Executive Committee was made by Mr. Wilcox. The motion was seconded by Mr. Sussman and carried unanimously. With no further discussion resolution was approved unanimously.

#### COMMITTEE ASSIGNMENTS

Ms. Angel detailed the various committee assignments and procedures. A UAS staff member is appointed to each committee and is responsible for convening each meeting. A chair is also elected. A 72 hr. advance public notice is required when scheduling committee meetings; Ms. Obie should be notified.

Discussion ensued regarding the dissemination of information and/or decisions via distribution of Executive Committee minutes and advance notice of scheduled meetings. President Murphy assured the Board that information will be distributed promptly.

Discussion ensued regarding the meeting of the Executive Committee regarding the sale of cigarettes, previously discussed at a Board summer special meeting, and reconvened at the Bookstore. UAlbany was reportedly one of the few schools remaining that sells cigarettes on campus. In response, Barnes & Noble removed all cigarettes from its shelves that day. Ms. DeRocco reported receiving a minimal amount of complaints from students as a result.

#### ADJOURNMENT

A motion was made by Mr. Truchan to adjourn the meeting. Seconded by Ms. Bernstein and unanimously adjourned at 4:44 pm.

Respectfully Submitted,

Reuben Ingber  
Board Secretary