

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Science Library Standish Room
January 26, 2010, 11:45 A.M.**

President Garafola convened the meeting at 11:55 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Ms. Candace Merbler	Mr. Tremayne Price
Ms. Sophia Hammett Turner	Mr. Steven Berkowitz
Mr. Kevin Wilcox	Mr. Tom Besette
Ms. Karen Acosta McNeill	Dr. Richard Goldstein
Ms. Carol Anderson	

Absent: Mr. Joshua Sussman; Ms. Samantha Bernstein; Mr. Alex Pena; Mr. Paul McCarthy

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

None at this time.

APPROVAL OF DECEMBER 8, 2009 MINUTES

A motion was made to approve the minutes of the December 8, 2009 Board meeting by Ms. Anderson. This motion was seconded by Ms. Hammett Turner and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reported on the UAlbany Haiti Relief Fund. UAS has agreed to administer the campaign through an agency account, and match donations made up to \$40,000. Given the quick turnaround required to respond to the crisis, this approach was reviewed and approved by the Finance and Executive Committees via e-mail, and should be formally ratified by the Board as part of today's meeting.

Mr. Smith asked Ms. Kettlewell to present on her vision for improving campus dining facilities. Ms. Kettlewell first conducted a quasi-environmental scan of futuristic dining services, taking the students, parents, university and dining trends into consideration. With an understanding that UAS must embrace technology, create less of an institutional feel, and provide quality food and service, Ms. Kettlewell proposed a mission, vision, and strategy for future dining services for the Board's consideration. (Copy attached).

Mr. Wilcox inquired about the different dining themes on each quad, and asked if students change their on-campus housing with this in mind. Ms. Kettlewell explained that this data was hard to obtain, but she does know that students will walk to different quads to dine based on their wants and needs. Ms. Kettlewell also stated that the marketing of these themes could be stronger and she would like to coordinate with Ms. Garafola to promote these themes through the Residential Life department. Ms. Merbler mentioned the use of technology to market dining services to students, and stated that the ability to go online to check menus for different quads was a recent development. Mr. McCann suggested a Twitter page to advertise specific meals or theme nights.

Ms. Garafola thanked Ms. Kettlewell for her dedication to improving food service on campus. Ms. Garafola also mentioned that data collected by UAAlbany Institutional Research (IR) over the past decade has indicated a steady increase in student satisfaction with food service. The Board requested that a presentation from IR regarding their Student Opinion Surveys would be beneficial at a future meeting.

REVIEW OF COMMENTS AND REQUEST FOR APPROVAL OF 2010-2011 MEAL PLANS

Mr. Smith provided a refresher of the meal plan proposals for 2010-2011, which were presented in the December 8, 2009 meeting for preliminary approval. Following the December meeting, the proposals were promoted through a wide array of online and printed outlets to students, who were given the opportunity to complete a feedback survey. Although there was an increase in student responses from last year, there was still very little feedback overall. Based on the results of this review, Mr. Smith requested final approval of the proposed meal plans for 2010-2011, and also requested approval to establish the new Opportunity Plan as the default plan for the incoming freshman class. A motion was made to approve the meal plan proposals based on Mr. Smith's presentation and the student feedback by Mr. McCann, seconded by Mr. Besette, and approved unanimously. A copy of Mr. Smith's presentation is attached.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox, committee chair, reported that the committee met on January 25, 2010 to review the financial statements as of December 31, 2009. Mr. Wilcox stated that the committee approved and accepted the financial statements, as everything included was in alignment with the year to date data from last year and this year's budget. The committee also discussed the changes to the UAS Pension Plan. The changes, which were briefly discussed in the September 2009 meeting, included immediate contributions upon hire, and a vesting schedule of one year (similar to the pension plan for University employees.) Changes would be effective retroactively to January 1, 2010. Mr. Wilcox explained that the retirement plan is administered by UAS, but also used by the Foundation, the Alumni Association, the Student Association, and Dippikill. Each of these organizations has been informed of the changes and has accepted them. Mr. Wilcox also announced that the required documents have been modified and Ms. Tracy would be distributing them to plan participants upon board approval. A motion to ratify changes in the retirement program to

change date of the employment contribution and vesting was made by Mr. Berkowitz, seconded by Ms. Acosta McNeill. Ms. Merbler inquired how UAS would be financially impacted by these changes. Mr. Smith stated that Ms. Tracy would be only employee to receive contributions five months earlier than under the old plan, as she was the only employee hired since January 1, 2009, so the financial impact will be very small. With no further discussion, the motion was approved unanimously. Mr. Wilcox also discussed the creation of an Investment Policy, and stated that the committee will be meeting up to discuss this in the future. Finally, Mr. Wilcox stated that the committee had voted to ratify the UAS match for the UAlbany Haiti Relief Fund up to \$40,000, and recommended that the full Board do the same.

Program Committee – Ms. Acosta McNeill, committee chair, announced that the committee received a few supplemental requests for money and allocations have been made.

Bookstore Committee – Ms. Anderson, committee chair, announced that the committee will meet next week to review proposals for the bookstore contract.

Long Range Planning Committee – Ms. Garafola, committee chair, reported that the committee met January 19, 2010 to submitted proposals for the Strategic Planning Process. Mr. Smith received proposals from UHY Advisors and Strategic Management, LLC, while Bollam, Sheedy, Torani declined to bid. The Committee felt that UHY would be better suited to meet the needs of UAS's Strategic Planning process. Mr. Smith stated that UHY is ready to begin Phase I of the process, which involves collecting data and interviewing individuals, in the current semester. The interviews will be billed on a time and material basis with a spending cap of \$9,000. A motion was made by Mr. Bessette to engage UHY to provide strategic planning services for UAS. The motion was seconded by Mr. McCann and approved unanimously. Mr. Wilcox asked if the UHY advisors for the Strategic Planning Process were separate from the UHY auditors used for the financial audit. Mr. Smith assured the Board that the advisors and the auditors are separate, as to avoid a potential conflict of interest.

Dining and Services Committee – Mr. Bessette, committee chair, announced that the committee met January 25, 2010 to review the 2010-2011 meal plan proposal and discuss student feedback. Mr. Bessette also reported that the opening of the Downtown Cafe was successful and that construction on State Quad was on schedule for early August opening. Finally, Mr. Bessette said that Bill Jaremko, ASDAC Member, reported that the organization was looking to increase the number of Mystery Shoppers this semester.

NEW BUSINESS

Mr. McCann made a motion to ratify support of the Haiti Relief donation program based on recommendations from the Finance Committee. This was seconded by Ms. Merbler and unanimously approved. Dr. Goldstein inquired where the donations were going, and Mr. Smith stated that the money was being divided equally between Yele Haiti Foundation, Clinton Bush Haiti Fund and Partners in Health. Mr. Smith also noted that as the needs in Haiti change, UAS can change the organizations that donations are sent to.

PUBLIC COMMENT

None at this time.

ADJOURNMENT

A motion was made to adjourn the meeting by Mr. Price. Seconded by Mr. Berkowitz and unanimously adjourned at 1:08 p.m.

Respectfully Submitted,

Alex Pena
Board Secretary