

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Danes Den, Indian Quad Dining Hall
February 4, 2011, 11:30 A.M.**

President Garafola convened the meeting at 11:40 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Mr. Tremayne Price	Mr. Steven Berkowitz
Ms. Leah Rotella	Mr. Justin Wax Jacobs
Mr. Tom Bessette	Mr. Matt O'Neil
Dr. Michael Christakis	Ms. Gael Black
Mr. Kevin Wilcox	

Absent: Ms. Carol Anderson, Ms. Sophia Hammett Turner, Ms. Candace Merbler

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; Ms. Emily Tracy, UAS Director of Human Resources; Mr. Randy Simmons, UAS Director of Accounting

PUBLIC COMMENT

None at this time.

APPROVAL OF THE DECEMBER 9 MINUTES

A motion was made to approve the minutes of the December 9, 2010 Board meeting by Mr. Bessette. This motion was seconded by Dr. Christakis and approved unanimously.

REVIEW OF COMMENTS AND REQUEST FOR APPROVAL OF 2011-2012 MEAL PLANS

Mr. Smith provided a refresher of the meal plan proposals for 2011-2012, which were originally presented at the December 9, 2010 meeting. 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. Very little feedback was received from students. Based on the results of this review, Mr. Smith requested final approval of the proposed residential meal plans for 2011-2012. A

motion was made by Dr. Christakis, seconded by Mr. Wilcox, and approved unanimously. Mr. Smith also requested final approval of the proposed summer meal plans for 2011. A motion was made by Mr. Bessette, seconded by Ms. Rotella, and approved unanimously. Ms. Garafola expressed concern about the handling of crowds in the Campus Center during busy meal times in the summer, most notably for EOP students who are on a restricted schedule. Mr. Smith stated that he would discuss these concerns with Alisa Mathis-Peterson, Regional Director for Chartwells. Dr. Christakis stated that the summer meal plan information should be distributed to the university faculty and staff via the daily UAlbany News email.

A copy of Mr. Smith's presentation is attached.

HUMAN RESOURCES UPDATE

Ms. Tracy discussed the UAS Human Resources program since her arrival in June of 2009. Highlights included benefit changes and updates, recruiting and onboarding procedures, and edits to the employee handbook.

Ms. Tracy also discussed upcoming HR projects, including archiving and record retention, and performance management.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox, Committee Chair, introduced Mr. Simmons as the new UAS Staff Liaison to the Finance and Audit committee. Mr. Wilcox announced that the committee recently met to discuss an array of topics, including the budget schedule, salary increases for UAS staff, and the investment policy.

Program Committee – Mr. McCann announced that the committee had been looking at supplemental applications, and will be meeting with Alexandra Angel, UAS Staff Liaison, to schedule a meeting for late spring.

Bookstore Committee – Dr. Christakis, Committee Chair, announced that Mr. Smith was working with Heather White, Bookstore General Manager, to discuss key performance indicators to track the bookstore's presence and progress. Ms. Garafola reminded the board of the creation of the ad hoc committee that was going to be created for bookstore best practices. Ms. Garafola stated that the bookstore committees' work would overlap significantly with the ad hoc committee, and asked to not convene the ad hoc committee at this time. The motion was made by Mr. Wilcox

to not convene the ad hoc committee, seconded by Mr. O'Neil, and approved unanimously.

Long Range Planning Committee – Ms. Garafola, Committee Chair, thanked the board and management team for their participation in the Strategic Planning Retreat on January 27. Susan Weinrich of NYCON will be reviewing the information gathered at the retreat, and the committee will meet to discuss the findings on February 11.

Dining and Services Committee – Mr. Bessette announced that the committee had been focusing on the new meal plan proposals, and the new reverse vending machine was up and running across from the SEFCU branch. Discussion also took place about signage issues and line management at Tim Horton's, and Mr. Smith ensured the board that UAS staff would continue to work with Chartwells on improving these issues.

NEW BUSINESS

Dr. Christakis asked about the open seat on the board. Ms. Garafola stated that she would be meeting with Steve Beditz, Interim Vice President for Finance and Business, to discuss the vacancy.

PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Mr. Bessette to adjourn the meeting. The motion was seconded by Ms. Rotella and unanimously adjourned.

Respectfully Submitted,

Leah Rotella
Board Secretary