

**UNIVERSITY AUXILIARY SERVICES AT ALBANY**  
**BOARD OF DIRECTORS MEETING**  
**Campus Center 375**  
**March 28, 2012 - 9:00 A.M.**

President Garafola convened the meeting at 9:10 a.m. The following Directors were present:

Mr. Matt O'Neil

Dr. Mike Christakis

Mr. Tremayne Price

Mr. Bill McCann

Ms. Candace Merbler

Mr. Zafir Uddin

Mr. Tom Bessette

Ms. Laurie Garafola

Ms. Sophia Hammett Turner

Mr. Kevin Wilcox

Mr. Matt Curran

Absent: Ms. Carol Anderson, Mr. Fardin Sanai, Mr. Jay Wholly, Mr. Arthur Rushforth

Also in attendance: Mr. Steve Pearse, 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; Mr. Timothy Lawrence, UAS Financial Staff Associate

PUBLIC COMMENT

None at this time

APPROVAL OF FEBRUARY 8, 2012 BOARD MEETING MINUTES

A motion was made to approve the February 8, 2012 minutes by Dr. Christakis, seconded by Mr. Bessette and approved unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse gave an update on the strategic plan and asked for the explanation of specific items, as the plan was created prior to his employment at UAS (See attached for PowerPoint.)

After addressing the plan, Mr. Pearse mentioned three additional strategic points that he thought were of importance, including employee initiatives (including a new time and attendance module from ADP), sustainability efforts, and construction on the UAlbany campus. Mr. O'Neal inquired if sustainability would be taken into consideration in construction the UAlbany campus and how the two would tie together. Mr. Pearse replied that there is ongoing discussion with management of UAS and the University at Albany, and that sustainability would have to be addressed during construction.

Mr. Pearse discussed the newly developed faculty/staff dining plan and the revised commuter plan. The board agreed that this plan would be a better value to the students.

Mr. Pearse discussed the vendor communication procedures and asked that if any vendor contacts a board member for discussion that he is informed of it. Mr. Wilcox also noted that it is state law that prospective contractors only communicate with designated contacts, and that it's illegal for bidders to solicit anyone other than the designated contacts.

## COMMITTEE REPORTS

### Services Committee

Dr. Christakis stated that the committee focused on laundry services at their last meeting and discussed the possibility of a contract with an outside organization. One laundry service provider has been discussed, though Mr. Pearse asked for more time to research different options and bids before Board endorsement. The board agreed. The committee and UAS staff plan to research other options before making any changes to the current laundry services.

### Dining Committee

Mr. Bessette noted the renovations in the Campus Center and their impact on dining services. Mr. Bessette briefly discussed a recent site visit to SUNY Binghamton and stated that it would be beneficial for site visits to become regular practice.

### Governance Committee

Ms. Garafola discussed that the committee has begun to make draft changes to the by-laws, including board composition and committee structure. Discussion ensued regarding the use of ad-hoc committees and the issue of updating the bylaws every year

in accordance with the strategic plan. Mr. Wilcox explained that it is not best practice to update by-laws on an annual basis, so the updates and changes should be relevant for the long term. Once changes to the by-laws have been made and approved, Ms. Garafola and the committee plan to begin working on a board handbook to be used as an orientation material.

#### Finance and Audit Committee

Mr. Wilcox discussed the focus of the last few meetings, which was the new 2012-2013 budget. He mentioned that there are very few changes from the 2011-2012 fiscal year. The budget will be presented at the next board meeting.

#### NEW BUSINESS

No new business.

#### PUBLIC COMMENT

None at this time.

#### ADJOURNMENT

Dr. Christakis moved for adjournment at 10:22, seconded by President Garafola, approved unanimously.

Respectfully Submitted,

Jay Wholley  
Board Secretary