

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Danes Den, Indian Quad Dining Hall
March 29, 2011, 11:30 A.M.

President Garafola convened the meeting at 11:35 a.m. The following Directors were present:

Ms. Laurie Garafola	Ms. Sophia Hammett-Turner
Mr. Tremayne Price	Mr. Steven Berkowitz
Ms. Candace Merbler	Mr. Kevin Wilcox
Mr. Tom Bessette	Ms. Carol Anderson
Dr. Michael Christakis	

Absent: Mr. William McCann, Ms. Leah Rotella, Mr. Justin Wax Jacobs, Ms. Gael Black, Mr. Matt O'Neil

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 FEBRUARY 4 MINUTES

A motion was made to approve the minutes of the February 4, 2011 Board meeting by Dr. Christakis. This motion was seconded by Mr. Bessette and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reported that the proposed ASC Model Contract and Administrative Guidelines for 2011-2016 were approved by SUNY Central. Key changes for UAS include favorable revisions to the stability requirements for equity and more autonomy for ASC Boards to amend their own bylaws. Mr. Smith also announced that UAS is responding to Japan disaster relief through the creation of an agency account to collect donations. UAS will match all donations up to \$25,000 using abandoned Podium funds.

Finally, Mr. Smith announced that he and Ms. Tracy will be moving to their new location in the Campus Center on Friday, April 1.

NACUFS SURVEY REVIEW

Mr. Smith discussed the results of the Fall 2010 NACUFS Survey and how UAS and Chartwells plan to respond to the specific issues raised. The 2010 survey indicated that customer satisfaction with Chartwells' operations has declined since 2008, the first time such a year-to-year decline has occurred during Chartwells' time on campus. UAS intends to work with University Institutional Research to assess annual evaluation models to more readily assess the effectiveness of corrective actions taken by Chartwells.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox, Committee Chair, discussed plans to issue a Request for Proposal (RFP) for Banking Services this summer to get a sense of whether our current banking arrangements optimally meet our current needs. Mr. Wilcox also stated that committee had agreed in their last meeting to use abandoned Podium funds to match the Japan Relief Fund contributions up to \$25,000. Ms. Anderson asked when the last date to donate to the Japan Relief Fund would be. Mr. Smith stated that the fund would close on June 30 to match with the close of the fiscal year.

Program Committee – Ms. Garafola reported that the committee completed the supplemental grant procedure. Following the cancellation of Fountain Day, Ms. Garafola noted that the Committee will be working with the Office of Student Success to redirect the Block Grant funding that had been allocated for that event.

Bookstore Committee – Dr. Christakis, Committee Chair, announced that the committee recently met with Heather White, Bookstore General Manager, and Neil LeBeau, Barnes & Noble Regional Manager. Ms. White conducted outreach and training programs regarding e-textbooks for the College of Arts and Science's Department Head Meeting, and hosted training for departmental textbook coordinators on the same topic. Dr. Christakis noted that the Committee should keep an active campus outreach and engagement program regarding textbook evolution on its running agenda. Dr. Christakis also announced that Barnes and Noble would be increasing the price of textbook rentals from 45% of new textbook pricing to 49% in the upcoming academic year, a provision allowed within their 2010 contract.

Long Range Planning Committee – Ms. Garafola, Committee Chair, announced that the final draft of the Strategic Plan has been distributed to the committee. Ms. Garafola stated that she has not received any feedback thus far, and encouraged all board members to log onto the Board Wiki to review the document and provide any feedback by April 15. Susan Weinrich of NYCON will join the board at the final meeting of the semester on May 4 to review the document for final board approval.

Dining and Services Committee – Mr. Bessette, Committee Chair, announced that the committee recently met to discuss the NACUFS survey results. Mr. Bessette also encouraged the Board of Directors to visit all UAS related facilities to stay abreast of operational trends on campus, and to purchase Faculty/Staff meal plans. Ms. Anderson asked for an update on plans for conversion of Sbarro's into a new venue next year. Mr. Smith noted that the meal plan negotiations for 2011-2012 included \$100,000 to convert Sbarro's to a Chartwells concept called 2Mato, which ASDAC students had visited at Albany College of Pharmacy. Should it be impossible to implement the 2Mato concept within the budget, Chartwells' alternative proposal is to create a pizza outlet using all locally grown products, in keeping with their contractual provision to increase local food spend over the next three years. The final decision on which approach to pursue will be made before Reading Day so that demolition may commence immediately, to preclude any delays in opening in the Fall Semester as occurred with Tim Horton's in 2010.

SUNYCARD PRESENTATION

Ms. DiDonna presented the board with information on SUNYCards, related systems, and recent developments in the department. Highlights from the 2010-2011 year include an automated classroom door scheduling access program for the Fall and Spring semesters, the CDTA bus project, new Freshman Orientation procedures, and applications for commuter meal plan sign-up and podium advance on MyUAlbany. Ms. DiDonna also discussed future goals for the department, such as replacing and upgrading the CSGold and Micros Servers, and automating the complicated summer session classroom schedules.

NEW BUSINESS

None

PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Dr. Christakis to adjourn the meeting. The motion was seconded by Ms. Hammett-Turner and unanimously adjourned at 12:59 PM.

Respectfully Submitted,

Leah Rotella
Board Secretary