

**UNIVERSITY AUXILIARY SERVICES AT ALBANY  
BOARD OF DIRECTORS MEETING  
Science Library, Standish Room  
APRIL 22, 2009, 3:00 P.M.**

President Murphy convened the meeting at 3:10 p.m. The following Directors were present:

Mr. Tom Bessette	Mr. William McCann
Ms. Sophia Hammett-Turner	Ms. Karen Acosta McNeill
Ms. Samantha Bernstein	Ms. Laurie Garafola
Mr. William Jaremko	Ms. Carol Anderson
Mr. John Murphy	Mr. Colin Ebel
Ms. Leah Rotella	

Absent: Mr. Kevin Wilcox; Dr. Richard Goldstein; Mr. Daniel Truchan, III; Mr. Joshua Sussman

Also in attendance: Mr. Smith, UAS Executive Director; Ms. DiDonna, UAS Associate Executive Director; Ms. Kettlewell, UAS Associate Executive Director; Mr. Gorgas, Director of Finance; Ms. Obie, UAS Administrative Assistant.

PUBLIC COMMENT

None at this time.

MINUTES

A motion was made to approve the minutes of the March 18, 2009 Board meeting by Mr. McCann. This motion was seconded by Mr. Ebel and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith stated that UAlbany Vice President for Finance and Business Kathryn Lowery had requested a “what’s on the plate” list from UAS to assist in turnover reports related to her pending retirement. The list that Mr. Smith provided to Ms. Lowery included the following areas of concern or opportunity:

- The infrastructure unpinning SUNYCard, a complex hardware and software system, is being ever more widely used on campus for security, access and

transactional purposes, even as we begin to face issues associated with system capacity and equipment obsolescence.

- The Indian and State Quad Projects continue to require oversight and management, and will be followed by the equally-challenging Campus Center renovation, which is currently in the conceptual design phase.
- Requests for Proposals (RFPs) for the Campus Bookstore contract will be issued this fall, beginning a competitive process that will last into 2010. The RFP must be carefully crafted to balance the need for facility investment with incentives related to book pricing and other items of interest to the University and UAS, and should provide fair opportunities to bid by as wide a variety of potential bookstore operators as possible.
- We are facing a period of rapid change in national trends related to the structure and pricing of meal plans, and must work closely with Chartwells to ensure that we continue to offer plans that meet current and incoming students' needs.
- Likewise, food service safety and quality remain ongoing challenges that will require close monitoring and continued vigilance; safety must be a top priority in all we do, especially as we implement new food service presentation models and facilities.
- All UAS administrative services provided to the University and related organizations (e.g. Foundation, Alumni and Student Associations) must be continuously reviewed in order to streamline processes and adapt to changing operational parameters and challenges (many of them budgetary) across the entire campus community.

Mr. Smith closed his remarks by recognizing staff members who have worked diligently on several impending large events, including Fountain Day and Battle of the Chefs.

## COMMITTEE REPORTS

Finance and Audit Committee – Mr. Ebel delivered a report in the absence of Committee Chair, Mr. Wilcox. The Committee met on April 20. Based on the cost of borrowing, bids for State Quad coming in lower than expected, and current cash flow projections providing ample buffer for the next 12-18 months, it is recommended that UAS not borrow at this time. While it is highly unlikely that UAS will need to borrow this fiscal year, the Committee recommended not rescinding the authority to borrow through summer of 2010, should market conditions and capital requirements change.

The audit firm RFP process continues. Out of the 16 RFPs issued, seven firms are currently expected to provide proposals. A list of up to three candidates will be developed by staff and invited to make presentations to the Committee on May 5. A

final selection will be made by the Committee and presented to the Executive Committee for final ratification.

Mr. Smith reported progress made with Student Healthcare Contract negotiations. UAS management will be reducing the administrative fee amount charged to cover only potentially uncollectable accounts.

Mr. Smith presented to the Committee the 2009-2010 operating Budget Request, an Executive Summary of which was presented to the Board. The Committee voted to recommend to the Board to approve the budget.

Program Committee – Committee Chair, Ms. Acosta McNeill, reported the Committee is scheduled to meet on April 29 to review fall '09 Program Fund Applications.

Bookstore Committee – Committee Chair, Ms. Anderson, reported the Committee has not met since its last reported meeting.

Long Range Planning Committee – Committee Chair, Mr. Bessette, reported the Committee has scheduled a visit to University of Vermont in June. A Dutch and Colonial Quad back-of-house tour, cancelled in March, is also due to be rescheduled.

Dining and Services Committee – Committee Chair, Mr. Jaremko, reported positive NACUFS survey results. A comparison of the survey and written comments showed that value was the key indicator of satisfaction. Value will be addressed when developing menus, determining hours of operation, and training associates on customer service techniques. An increase in staff, graduate student, and off campus respondents was reported.

The Committee has reviewed various approaches to faculty/staff meal plans and recommends two options: a \$100 option with two free meals, and a \$200 option with five free meals.

A significant reduction in waste has been noted as a result of introducing the trayless concept in dining rooms. ASDAC will provide white boards in all dining rooms for student comments. The Mystery Shopper Program will now focus on Committee member operational reviews versus obtaining student survey input.

Ms. Calautti, UAS Director of Communications, will develop a food service communications and marketing plan to be implemented in August.

## OLD BUSINESS

None

## NEW BUSINESS

Mr. Smith presented an Executive Summary of the 2009-2010 budget that had previously been reviewed by the Finance Committee. (Presentation attached). Upon completion of the presentation, Secretary, Leah Rotella, presented a Resolution for the Board to accept the budget, allowing small changes to be made by Mr. Smith (if necessary) to reflect additional financial information to be provided by the University. (Resolution attached). Ms. Bernstein made a motion to accept the Resolution, with second by Mr. Ebel. With no discussion, the Resolution was adopted unanimously.

Ms. Calautti then presented a comprehensive communications and marketing plan via Power Point. (Presentation attached.) Ms. Calautti was congratulated for exemplary work accomplished.

President Murphy suggested Committee members work to schedule wrap-up meetings and prepare to select Executive Committee and Committee members for the 2009-2010 academic year.

President Murphy announced that he will not appear on the 2009-2010 faculty ballot for the UAS board, and will therefore be ending his term as Board President in August.

## PUBLIC COMMENT

None

## ADJOURNMENT

A motion was made by Ms. Rotella to adjourn the meeting. The motion was seconded by Ms. Bernstein and unanimously adjourned at 3:55 p.m.

Respectfully Submitted,

Leah Rotella  
Board Secretary