

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Danes Den, Indian Quad Dining Hall
May 5, 2011, 11:30 A.M.**

President Garafola convened the meeting at 11:38 a.m. The following Directors were present:

Ms. Laurie Garafola	Mr. William McCann
Mr. Tremayne Price	Mr. Steven Berkowitz
Mr. Kevin Wilcox	Ms. Candace Merbler
Mr. Tom Bessette	Ms. Carol Anderson
Ms. Sophia Hammett-Turner	Ms. Leah Rotella
Dr. Michael Christakis	Mr. Matt O'Neil

Absent: Ms. Gael Black; Mr. Justin Wax Jacobs

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; Ms. Susan Weinrich, New York Council of Nonprofits, Inc.

PUBLIC COMMENT

None

APPROVAL OF MARCH 29, 2011 MINUTES

A motion was made to approve the minutes of the March 29, 2011 Board meeting by Ms. Rotella. This motion was seconded by Ms. Anderson and approved unanimously.

STRATEGIC PLANNING APPROVAL REPORT

Ms. Garafola and Mr. Smith reviewed the Strategic Plan Executive Summary as prepared by the Board and Long Range Planning Committee with the assistance of Susan Weinrich of NYCON. Ms. Weinrich thanked the board for their strong leadership throughout the process and stressed the importance of keeping the document alive and active.

On behalf of the Long Range Planning Committee, Ms. Garafola motioned to accept the UAS Strategic Plan as written. This motion was seconded by Mr. Bessette and approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Smith reviewed the major accomplishments of UAS for the 2010-2011 academic year, including on the completed Strategic Plan, the new budget process, and the approved ASC

Model Contract and Administrative Guidelines with SUNY Central. Mr. Smith stated that he is satisfied with the internal organizational structure and believed that all staff members can perform strongly in current positions. Mr. Smith stated that UAS is currently in a sound financial position, with favorable revisions to the stability requirements for equity due to the new Model Contract. Regarding contracts and vendors, Mr. Smith reported that the Bookstore had a strong year, despite the challenging economic climate. Dining struggled through a rough fall semester opening, but through positive fundamental changes, UAS is slated for a stronger year ahead. Relationships with vending and banking were strong, with SEFCU handling the ATM changes in a professional manner.

Mr. Smith announced summer plans for UAS, including pizza venue changes using local produce and products. Mr. O'Neil asked if there would be any structural changes to the pizza venue. Ms. Kettlewell reported that there would be changes in queuing to increase speed. Mr. Smith also discussed the future plans for café in the School of Business, which will focus on the substantial commuter student population, as well as catering for special events. A convenience store with a deli will be opening in the new student apartments, and a dining venue is scheduled to be added to the football stadium. Ms. Anderson asked about changes scheduled in Cravings at Indian Quad. Ms. Kettlewell reported that there will be some ceiling panels removed to increase airflow in the venue, as the ceilings are low and the heat is intense. There will be an increase in hot items for late night dining, and UAS will be purchasing a Merrychef oven to decrease cooking times.

In an email following the Board of Directors meeting, Mr. Smith announced that he approved a \$1,000 donation be made on behalf of the Board of Directors to the UAlbany Foundation to support their UAlbany Student Emergency Fund.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox, committee chair, reported that the Finance Committee had approved the 2011-2012 proposed budget on April 28, and asked Mr. Smith to discuss the proposed budget and the process that went into creating it. Mr. Smith explained that the budget was built from the bottom up using current assumptions rather than incrementally adjusting prior years, and was a collaborative effort with the UAS Staff and the Finance and Audit Committee. Based upon current assumptions, UAS predicts a surplus of approximately \$240,000. Mr. Smith explained that there are many uncertainties that could change the proposed budget and, although it is much tighter than in former years, the staff is prepared to manage it as proposed. Mr. Wilcox agreed that the budget is tight, but that UAS management could make changes between different lines of the budget up to 10% without having to consult with the board. Mr. Besette made a motion to accept the 2011-2012 proposed budget as written. The motion was seconded by Ms. Merbler and approved unanimously.

Program Committee – Mr. McCann, committee member, announced that the committee met to review the submitted applications and awarded the first round of funding. Mr. Christakis made a motion to adopt the Program Committee's review and awards. The motion was seconded by Mr. O'Neil and approved unanimously.

Bookstore Committee – Dr. Christakis, committee chair, had no news to report.

Long Range Planning Committee – Ms. Garafola, committee chair, stated that since the Strategic Plan was completed and approved, the Long Range Planning Committee would be converted into the Governance Committee. Ms. Garafola and the Governance Committee are hoping to make review the bylaws during the summer and propose changes in the fall semester.

Dining and Services Committee – Mr. Bessette, committee chair, announced that the committee met recently with Alisa Mathis-Peterson, Chartwells Residential District Manager, to discuss the results of the NACUFS Survey. Mr. Bessette reported that Chartwells management team plans to be more visible in the Campus Center during the busy lunch hour to help speed processes and address concerns.

OLD BUSINESS

Dr. Christakis inquired about the board member appointment from the President's Office. Ms. Garafola stated that she will continue to work with Steve Beditz, Vice President for Finance and Business, for an appointment. Mr. Wilcox thanked Ms. Garafola for her leadership throughout the Strategic Planning process, while Ms. Garafola thanked Mr. Smith and the Long Range Planning Committee for their assistance and acknowledged the collaborative effort that went into the plan.

NEW BUSINESS

Ms. Garafola reported that she had sent out the feedback form for the Executive Director Performance Review, and stated that it was the board's responsibility to evaluate Mr. Smith's performance.

PUBLIC COMMENT

None

ADJOURNMENT

A motion was made by Mr. Bessette to adjourn the meeting. The motion was seconded by Mr. Berkowitz and unanimously adjourned at 1:05 PM.

Respectfully Submitted,

Leah Rotella
Board Secretary