

UNIVERSITY AUXILIARY SERVICES AT ALBANY  
ANNUAL BOARD OF DIRECTOR'S MEETING  
SCIENCE LIBRARY, STANDISH ROOM  
OCTOBER 21, 2005

President Murphy convened the meeting at 10:40 A.M. The following Directors were present.

Ms. Carol Anderson	Ms. Esmeralda Hoscoy
Ms. Katherine Button	Mr. Darwin Jones
Mr. Tom Bessette	Mr. William McCann
Mr. Mahaliel Bethea	Mr. John Murphy
Mr. Nicholas Chiuchiolo	Mr. Leo Neveu
Ms. Michelle DiDonna	Mr. Joe Patalano
Ms. Laurie Garafola	Ms. Sophia Hammett Turner

Absent: Dr. Sung Bok Kim

Also in attendance were: Dr. Filippone, UAS Executive Director; Ms. Calautti, UAS Director of Communications; Ms. Kettlewell, UAS Director of Food Service; Ms. Jones, UAS Financial Staff Associate; Ms. LaTourrette, UAS Corporate Secretary; Mr. Lembo, Chartwells Resident District Manager; Mr. Ranc, Bookstore Manager and Ms. Zlomek, Bookstore Finance Department Manager.

Ms. DiDonna welcomed Janette Leagh, Irene Pan and Eunice Kang from Sigma Psi Zeta Sorority, Inc. They explained that their purpose was to thank UAS for their program fund donation for their event that would not have been possible otherwise. This was their second annual show on empowering Asian women and all the proceeds went to Equinox. Because of UAS, they were able to plan a better event and hope to do more of these in the future.

#### MINUTES

The May 4, 2005 Board meeting minutes were moved, seconded and unanimously approved by Ms. Anderson and Ms. Garafola, respectively with one minor typo correction.

#### ELECTION OF OFFICERS

For President, Ms. Anderson nominated Mr. Murphy. Motion seconded. With no further nominations, Mr. Murphy is President by acclamation.

For Vice President, Mr. Neveu nominated Mr. Chiuchiolo. Mr. Jones seconded the motion. With no further nominations, Mr. Chiuchiolo is Vice President by acclamation.

For Secretary, Ms. Garafola nominated Ms. LaTourrette, seconded by Mr. Chiuchiolo. With no further nominations, Ms. LaTourrette is Secretary by acclamation.

## EXECUTIVE DIRECTOR'S REPORT

Dr. Filippone congratulated the newly elected officers and welcomed new Director Tom Bessette. Some programs that have been implemented since last summer are as follows.

- The Executive Committee approved collecting and matching monies for the University Hurricane Relief fund. Approximately \$23,275 was collected and when matched by UAS, both the Red Cross and Northeast Regional Food Bank will receive \$23,275.
- The bookstore undertook a major effort to stock the shelves with more used textbooks, which bring about savings for our students. Used book availability was increased by at least 53%.
- In response to customer requests and direction from our Board last semester, the new Zepps, in our food court area is now open. The official grand opening, funded by UAS and Chartwells, is scheduled for October 29 at 3:45 P.M. Everyone is welcome to help us celebrate this special occasion.
- Sofas and chairs have been added to the Campus Center lounge area outside the Coop along with new tables, to provide comfortable study space for students. The Patroon Room will also have soft seating, bookcases, and both areas will be getting coffee tables.
- Saturday Nightfests are in full swing with participation reaching an all time high. The average attendance on Saturday nights has been 4,225 students, with two nights having over 5,000 students. On Saturday nights, Chartwells has extended the dinner meal swipe times from 4 P.M. to 9 P.M. and added open venues, such as the Patroon Room.
- In residence dining halls, Chartwells is now featuring a take-out dinner at Alumni Monday through Thursday evenings. With students offering menu suggestions, participation is increasing even more. Work is continually being done to slow the water leak near the south wall. Alumni will also get new carpeting over an upcoming weekend. A new, large salad bar, breakfast bar and dessert bar has been added to State Quad.
- Administratively, Rachel Jones is a new member of our staff, assisting with financial analysis and the Off-Podium program. She comes from the Research Foundation and has a background in restaurant management. Cynthia Calautti has taken on responsibility as Director of Communications. One of her first projects was to redesign the UAS website. It is a very interactive site, easy to use, informative, and offers plenty of opportunities for feedback.
- In order to evaluate dining services during peak times, Tiziana, Karen, Cynthia, Rachel and Julie have established a schedule of residence dining reviews. At least one of us is here six out of seven nights, and also frequently at weekend brunches.

On our agenda for this year are the following.

1. Open Board meetings.
2. Town Hall meetings in all the quads.

3. Surveys. One done by Chartwells in October and an up-coming electronic NACUFS survey.

With the help of the Long Range Planning Committee last year, UAS contracted with Envision Strategies to develop a Master Plan for food services. We currently have a nearly final draft and will meet with Envision on November 1 to make final edits and determine our next steps for this project. The Board will receive a copy of their report as soon as it is finalized.

Upcoming plans include a coffee kiosk in Empire Commons, replacing carpeting in the Campus Center lounge and in Alden Waterbury, and making sushi available at Outtakes. Also, Chartwells has committed \$200,000 to renovating Colonial Quad. The bookstore will provide on-line textbook ordering. UAS will also develop a tuition reimbursement program for its employees.

With an extremely large enrollment of freshmen this year, Ms. Garafola wanted to thank UAS, Canteen, Coca-Cola, Chartwells and the bookstore for all they did to help make the transition of these students easier. It was truly appreciated by all the students, their parents and Residential Life.

Mr. Murphy thanked UAS and Chartwells for all the hard work they had done this summer to bring about so many improvements. He also advised that Dr. Filippone was being nominated this year for an Excellence Award.

#### COMMITTEE REPORTS

Finance/Audit Committee - Mr. Neveu distributed minutes from the June 3 and the August 30 meetings. The June meeting was to review the scope of the annual UAS audit in accordance with the committee's charter. At the August meeting, the audit report was reviewed and KPMG issued an unqualified opinion about the fair presentation of UAS' financial statements, the highest statement possible. Mr. Neveu reviewed some of the audit report with the Board.

Program Committee - Ms. DiDonna and Mr. Jones are co-chairs of this committee. Ms. DiDonna distributed minutes from the October 8 meeting. She thanked the committee as well as Ms. Calautti and Ms. Angel for their excellent hard work in putting this altogether. Every penny available was distributed. Supplemental funds left for distribution are \$6,384.00.

Long Range Planning Committee - Ms. Anderson reported that the committee had not yet met, but would be meeting in the near future. A report from Envision is pending and a decision will have to be made on the Master Plan in the near future.

#### OLD BUSINESS

None at this time.

## NEW BUSINESS

Please be sure to note the UAS pin, and the university pin from the bookstore in your packets.

Committee Sign-Up Sheet - A sign-up sheet was distributed and Directors were asked to sign up for at least two committees of their choice. Directors will be notified of the committees they are assigned to in the near future.

Corporate Change - Because UAS holds a liquor license in the Campus Center, we are required by the State Liquor Authority to file a Corporate Change whenever there is a change in Directors and Officers. Mr. Patalano moved that the Corporate Change should be processed. Ms. Turner seconded the motion which carried unanimously.

## ADJOURNMENT

Meeting was adjourned at 11:40 A.M.