

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Empire Commons Conference Room
OCTOBER 22, 2008, 9:30 A.M.

President Murphy convened the meeting at 9:33 a.m. The following Directors were present:

Mr. Joshua Sussman	Mr. William McCann
Ms. Sophia Hammett-Turner	Ms. Samantha Bernstein
Mr. Colin Ebel	Mr. Reuben Ingber
Mr. Kevin Wilcox	Mr. Daniel Truchan, III
Mr. John Murphy	Ms. Laurie Garafola
Dr. Richard Goldstein	Mr. Tom Bessette
Ms. Karen Acosta McNeill	

Absent: Mr. William Jeremko; Ms. Carol Anderson

Also in attendance: Ms. DiDonna, UAS Associate Executive Director; Ms. Kettlewell, UAS Associate Executive Director; Ms. Calautti, UAS Director of Communications; Mr. Gorgas, UAS Director of Finance; Ms. Mathis Peterson, Chartwells Resident District Manager; Ms. Angel, UAS Financial Staff Associate; Ms. McConville, UAS Director of Dining Services, Ms. Obie, UAS Administrative Assistant; Ms. Dixie Botts, University Bookstore Manager.

PUBLIC COMMENT

None at this time.

MINUTES

A motion was made to approve the minutes of the September 19, 2008 Board meeting by Mr. Bessette. This motion was seconded by Dr. Goldstein and approved unanimously.

COMMITTEE REPORTS

Finance & Audit Committee - Mr. Wilcox reported that the committee had not met since the last Board meeting. Financial statements have not yet been received from UAS auditors; Mr. Gorgas is working diligently with audit staff to finalize this project.

A summary of the Coke beverage contract was distributed and reviewed. Fine tuning of the contract continues. Mr. Murphy expressed appreciation for the hard work done by UAS staff in finalizing the beverage contract.

Program Committee - Ms. Acosta McNeill reported on behalf of the Program Committee. The Committee met on October 14, 2008 and held elections. Ms. Acosta McNeill accepted nomination as Program Committee chair. Mr. Ingber accepted nomination as

Committee co-chair. A draft version of the October 14th meeting minutes were distributed, in addition to a program fund status spreadsheet.

A second round total of 67 applications were reviewed. The total amount awarded \$30,625, leaving a balance of \$41,000 remaining. Ms. Angel, Mr. Ingber, and Ms. Acosta McNeill will later meet to discuss future supplemental program fund allocations.

Bookstore Committee - Ms. Anderson, Committee chair was not in attendance. During the Committee meeting held October 15, 2008, Ms. Anderson received nomination as chair. Mr. Ingber received nomination as Committee co-chair. Drafted Committee meeting minutes were distributed.

Ms. Botts, University Bookstore Manager, reported that while online book orders have increased, overall sales have declined. Discussion ensued related to the development of a new Bookstore marketing campaign and promote early book order placement. Ms. Botts stated plans to distribute a newly created bookstore factsheet to academic departments that will explain the order process and encourage the early placement of book orders on campus. This will result in bigger savings for students purchasing their books on campus, especially those using podium and financial aid funds. The Office of Academic Affairs offered assistance with the dissemination of related information and materials. The relevance of copyright regulations with respect to course packets was stressed.

The Bookstore Committee intends to team with John Giarrusso, Asst. Vice President for Physical Facilities, during the upcoming RFP process.

Long Range Planning Committee - Committee chair Mr. Bessette reported that the LRP Committee held a meeting on October 20, 2008. Mr. Bessette was nominated as Committee chair and Ms. Bernstein accepted nomination as co-chair. Committee meeting minutes in draft form were distributed.

Mr. John Giarrusso, Assistant Vice President for Physical Facilities, attended the October 20th meeting and presented construction and renovation plans the University has for upcoming years. Some potential projects that may impact UAs include a Campus Center extension that may provide additional recreational areas and dining seating; new School of Business outdoor café construction; the renovation of a temporary SEFCU Stadium Concession Area during intercession to accommodate hosting the American East Conference; and a follow-up Concession Area overhaul. Mr. Bessette will represent the Long Range Planning Committee at future Campus Center renovation/construction project meetings.

Discussion followed related to the availability of capital funds for future projects. Mr. Wilcox detailed implications of capital investments and the current economy's affects on future capital projects.

Dining & Services Committee - Nothing to report at this time. A scheduled meeting did not have quorum and was cancelled.

EXECUTIVE DIRECTOR SEARCH

Ms. Garafola conveyed the Search Committee's excitement with three final prospective candidates. In an effort to obtain vital student attendance and feedback, the Committee has scheduled an additional round of interviews/presentations to accommodate students who, during the recent Jewish holidays, were unable to participate. Invitations were sent to Board members and select student leaders detailing interview times/dates. The Search Committee will forward final recommendations to Mr. Murphy, Mr. Wilcox, and Ms. Kathryn Lowery for review. Mr. Murphy thanked Ms. Garafola and Ms. Stacy Stern for their concerted scheduling efforts.

OLD BUSINESS

None to report.

DIRECTORS' REPORTS

Dining Services - Ms. McConville reported that a National Association of College and University Food Services (NACUFS) online survey is open to the entire campus community and will be conducted next month.

Communications Division - Ms. Calautti stated plans to work together with Chartwells during Homecoming Weekend on events to include a Farmers' Market, and a rock climbing wall sponsored by Coke during the Tailgating Party.

Finance Division - Mr. Gorgas reported that further details are pending the finalization of the audit and financial statements.

SUNYCard - Ms. DiDonna announced SUNYCard plans to replace cash register system servers during the intercession.

The replacement of outdated door readers is being evaluated as a possible investment; the assignment of obligation is under consideration. The installation of card readers at Indian Quad is complete; State and Colonial Quads also are on schedule.

Discussion followed regarding safety issues connected to card swiping, "pennying", and the propping of doors. Ms. Garafola noted that disabled alarms and side door entries have been issues of concern, while the propping of doors has decreased. Damages are inevitably costly and passed on to student rates, as a result. Mr. Ingber noted a lack of signage prohibiting door propping while it may be a useful deterrent.

Chartwells - Ms. Mathis Peterson announced that in response to long lines, effective November 10, 2008, Take-Out at Indian at the Commons operating hours have been extended to 8:30am - 11:00pm. Outtakes Quick Cuisine also has extended its hours until 3:00 pm to accommodate student class schedules. Zepps Express also will now open earlier, at 2:30 pm.

Mr. Murphy congratulated the teamwork, flexibility, and tolerance demonstrated by Chartwells and UAS staff during a challenging transition period.

University Bookstore - Ms. Botts noted several upcoming events, including a book signing by author Gregory McGuire (author of *Wicked*); “Friday of Beauty”- a makeover day provided by Prestige Cosmetics; a co-sponsored Community Day this weekend; Faculty/Student Appreciation Day; a Holiday Gift Wrapping Table; and a Halloween Party.

Outtakes Prices and Campus Safety Discussion - Ms. Kettlewell and Ms. McConville highlighted procedures related to pricing and price comparison. Student Board members were invited to meet in an effort to obtain input and receive helpful information about the effective use of meal trades and Munch Money. Mr. Ingber inquired about the feasibility of coordinating with local vendors to create an on campus grocery store and secure competitive pricing that would benefit both students lacking transportation and commuter students. Ms. Kettlewell will be addressing this inquiry when they meet.

Mr. Sussman noted concern regarding on and off campus safety and city and campus police responsiveness. Several Board members detailed substandard taxicab service and practices, noting the prevalence of overcrowded cabs, minimal drop off locations, problematic taxicab access to public campus roads, and limited medallion display.

Student Board members were encouraged to present their concerns to the Student Senate; Ms. Garafola offered her assistance with such an endeavor. Mr. Sussman also stated plans to contact Tom Gebhardt, Director of Personal Safety and Off-Campus Affairs on behalf of students to voice concerns.

NEW BUSINESS

A motion was made by Mr. Wilcox to pass a resolution of condolence to Richard Bailey’s family. Mr. Bailey, a student, was the victim of a recent off campus shooting. The motion was seconded by Mr. Bessette and unanimously approved.

ADJOURNMENT

A motion was made by Ms. Bernstein to adjourn the meeting. Seconded by Ms. Hammett-Turner and unanimously adjourned at 10:44 a.m.

Respectfully Submitted,

Reuben Ingber
Board Secretary