

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Science Library, Standish Room
DECEMBER 9, 2008, 10:00 A.M.**

President Murphy convened the meeting at 10:14 a.m. The following Directors were present:

Mr. Tom Bessette	Mr. William McCann
Ms. Sophia Hammett-Turner	Mr. William Jeremko
Mr. Colin Ebel	Mr. Reuben Ingber
Dr. Richard Goldstein	Ms. Karen Acosta McNeill
Mr. John Murphy	Ms. Carol Anderson
Mr. Kevin Wilcox	Mr. Joshua Sussman

Absent: Mr. Daniel Truchan, III; Ms. Laurie Garafola; Ms. Samantha Bernstein

Also in attendance: Mr. Smith, Incoming UAS Executive Director; Ms. DiDonna, UAS Associate Executive Director; Ms. Kettlewell, UAS Associate Executive Director; Mr. Gorgas, UAS Director of Finance; Ms. McConville, UAS Director of Food Service; Mr. Simmons, UAS Accountant; Mr. Frederick, UAS Director of Facilities; Ms. Finnegan, UAS Bookkeeper; Ms. Lamica, UAS System Administrator; Ms. Angel, UAS Financial Staff Associate; Ms. Obie, UAS Administrative Assistant; Ms. Dixie Botts, University Bookstore Manager; Ms. Mathis Peterson, Chartwells Resident District Manager; Mr. Paul Sumigray, SEFCU Branch Manager.

PUBLIC COMMENT

None at this time.

MINUTES

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

INTRODUCTIONS

President Murphy announced that Mr. Ingber will attend classes in Washington, D.C. for Spring 2009 semester. A motion was made to approve Leah Rotella as a UAS Board of Directors Student Representative, effectively immediately. This motion was seconded and approved unanimously.

President Murphy introduced J. Eric Smith, new UAS Executive Director, effective December 15, 2008. Mr. Smith conveyed an eagerness to join UAS, a sound organization with strong campus relationships and contractors who allow UAS to function optimally. He was pleased to observe the sizable student constituency on UAS' Board of Directors, noting that the students will provide insight valuable to an administrator.

COMMITTEE REPORTS

Finance and Audit Committee – Chair of the Committee, Mr. Wilcox, reported that an audit final draft is in progress. Minimal adjustments are required to financial statements and investments are being addressed. Mr. Gorgas is in regular communication with the auditors. An audit in final draft form will be forwarded to Board members and administrators. Current financial statements for the periods ending October 31, 2008, as compared to October 31, 2007, were distributed and discussed at a Finance and Audit Committee meeting. UAS' financial position is consistently positive. The Indian Quad project continues on schedule, and we await word from the University on State Quad plans.

Program Committee – Ms. Acosta McNeill, Committee Chair, explained the ongoing review of incoming Supplemental Program Applications as the semester progresses. On behalf of Ms. Calautti, an overview of the proposed nutritionist speaker, Nancy Clark, was distributed. Further questions or suggestions should be directed to Ms. Kettlewell.

Mr. Sussman inquired whether UAS staff has attended events supported by program funds. Ms. Angel reported that she and several other Program Committee members have attended mostly larger events in the past.

Dining and Services Committee – Co-Chairman, Mr. Jaremko, detailed recent Committee discussion regarding the addition of bagels to improve line speed during morning rush hours.

Overall meal plan price increases will be proposed for 09-10 after the holidays. However, marketing schedules necessitate earlier Board approval of commuter rates and Ms. Kettlewell provided a proposal for two “build your own” commuter meal plans. Discussion ensued related to the commuter meal plans regarding their structure, price, and options to improve accessibility to commuters in the Commons. The Board did not act on the proposed rates, but asked UAS management to review them based on the discussion. The week of January 25th is slated for Committee review, followed by Town Hall Meetings during the first week of February, ending with a final recommendation to Board members during the 2nd week of February for approval.

Mr. Wilcox motioned that plan provisions would be subject to administration approval; once approved, provisions would be revisited by the Dining and Services Committee for further input, followed by further review by Board members, if necessary. The motion was seconded by Mr. Ingber, and approved unanimously.

Bookstore Committee - Ms. DiDonna reported that several Committee meetings have been held. She reported receiving reports that early book order requests have proved successful. She also noted the contract with Barnes and Noble Booksellers is due to expire on May 31, 2009.

Ms. Botts reported that the bookstore scholarship program has been successful. Academic departments that submitted 100% of their book orders before December 1 were awarded a full Spring 2009 book scholarship for one student chosen by the department. This program was initiated by a Student Senate resolution and has increased bookstore interaction with department chairs. To date, twenty-five book scholarships have been awarded. President Murphy noted the scholarship program's positive impact on students. Mr. Bessette further pointed out the benefits of heightened communication.

Mr. Ingber inquired which large academic departments did not submit early orders. Chemistry, Economics and Business Departments were reported.

Long Range Planning Committee – Committee Chair, Mr. Bessette, reported the occurrence of several meetings. Board members were encouraged to attend current Campus Center renovation planning meetings. He noted a necessity for accommodations that attract students to remain on campus for recreation purposes, rather than downtown Albany. Student input will result in planning that reflects student needs. President Murphy offered to assist with student participation.

During a recent space planning meeting, unused space under the Campus Center Annex (presently assigned to the library) was reported that might alleviate UAS' need for storage space. Ms. Anderson noted the space was not ideal for book storage.

OLD BUSINESS

None to report.

NEW BUSINESS

None to report.

EXECUTIVE SESSION

A motion was made by Mr. Ingber to commence Executive Session. This motion was seconded by Mr. McCann. Motion carried unanimously.

ADJOURNMENT

A motion was made to adjourn the meeting. Seconded and unanimously adjourned at 11:47 a.m.

Respectfully Submitted,

Leah Rotella
Board Secretary