

**UNIVERSITY AUXILIARY SERVICES AT ALBANY**  
**BOARD OF DIRECTORS MEETING**  
**Danes Den, Indian Quad Dining Hall**  
**December 8, 2011, 11:30 A.M.**

President Garafola convened the meeting at 11:41 a.m. The following Directors were present:

Ms. Carol Anderson  
Mr. Tom Bessette  
Dr. Mike Christakis  
Mr. Fardin Sanai  
Mr. Bill McCann  
Ms. Candace Merbler

Mr. Matt O'Neil  
Mr. Tremayne Price  
Ms. Laurie Garafola  
Ms. Sophia Hammett Turner  
Mr. Kevin Wilcox  
Mr. Zafir Uddin

Absent: Mr. Arthur Rushforth, Ms. Gael Black, and Mr. Jay Wholly

Also in attendance: Mr. Steve Pearse, UAS Executive Director; Ms. Michelle DiDonna, UAS Associate Executive Director; Ms. Karen Kettlewell, UAS Associate Executive Director; Ms. Emily Tracy, UAS Director of Human Resources; Ms. Cynthia Calautti, UAS Director of Communications; Mr. Randy Simmons, UAS Director of Accounting; Mr. Timothy Lawrence, UAS Financial Staff Associate

PUBLIC COMMENT

None at this time

APPROVAL OF OCTOBER 25 BOARD MEETING MINUTES

A motion was made to approve the October 25, 2011 minutes by Dr. Christakis, seconded by Mr. Bessette and unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse thanked the Board of Directors for providing him with the opportunity to join UAS and the University community.

Mr. Pearse reported that he has begun discussions with Chartwell's management to develop 2012-2013 proposed meal plan rates, with the goal of providing to the Board

proposed rates at the next board meeting and finalizing the rates by February 15, 2012. Mr. Pearse suggested using a sliding scale model for proposed meal plan rates and provided an example to the Board. Mr. Pearse explained that the model provides meal plan rates based on the projected number of student meal plan participants and differing meal plan options. Ms. Garafola clarified that although Indian Tower will be off-line for two years, the projected number of resident students will remain unchanged due to opening a residence hall that is currently being renovated and assigning freshman to other quads in addition to adding triples in other areas. Mr. O'Neil stated that if additional students or freshmen are assigned to Dutch or Colonial Quads, then it is important to evaluate the impact this may have on dining facilities and hours of operation at those locations.

Mr. Pearse reported that Chartwell's has informed him of their interest in discontinuing or changing Olo Sushi and Commons Café. Mr. Pearse stated that Olo Sushi is a popular dining option especially in regards to student meal trades. Ms. Kettlewell stated that Commons Café is particularly important to commuter students since it offers value meals for the commuter meal plans. Mr. Pearse stated that he has asked Chartwells to provide a proposal clarifying their plans for Olo Sushi and Commons Cafe.

Ms. Kettlewell informed the Board of the important role the ASDAC members provided in planning menu items and displaying the features of the Mongolian Grill which the Board of Directors are sampling and experiencing at today's lunch. These same Mongolian Grill menu items will be available to students this spring.

Ms. Kettlewell reported that she is developing a dining audit process and standardized form for back-of-the-house dining operations with a focus on effective and efficient statistical sampling. Once in place, a similar audit process will be developed for front-of-the-house operations. The results of the audits can then be used by the Dining Committee for site visits and as a spinoff for the Dining RFP process. Mr. Wilcox responded that he was pleased to see vast improvement in concessions operations at recent basketball games and thanked Ms. Kettlewell for her work in improving the concessions experience.

Ms. DiDonna provided an update on SUNYCard related projects. The student MyUAlbany meal plan portal has been enhanced; programs developed and implemented to improve meal plan billing procedures, automate SUNYCard access for faculty and teaching assistants into their respective classrooms; programs developed to automate door schedules for rooms reserved for meetings and events; and a new point of sale cash register installed at the Registrar's Office to accept Podium payments. Ms.

DiDonna also reported that the SUNYCard test servers have been replaced and upgraded in preparation for replacement of the SUNYCard production system in early January. Current projects include an upgrade of the UAS accounting system, implementation of an inventory system for dining services and programming door reader devices for the new apartment complex.

Mr. Bessette asked Ms. DiDonna to investigate implementing a means for faculty and staff to sign up for a faculty / staff meal plan on line.

## COMMITTEE REPORTS

### Governance

Ms. Anderson reported that the committee has reviewed the UAS by-laws, as well as by-laws from other campuses; identifying items not referenced in UAS by-laws that perhaps should be. The committee has developed an on-line process for revising the by-laws collaboratively and tracking changes. Ms. Emily Tracy will invite the Board to view the changes via a drop box. Ms. Anderson welcomed the Board to attend the Governance committee meetings, review proposed by-laws revisions and provide feedback. Ultimately, the committee will provide to the board a detailed presentation of proposed by-laws revisions.

Ms. Anderson also announced that Ms. Cynthia Calautti has developed a UAS informational brochure which Board members can use to inform colleagues and individuals who may be interested in serving on the Board. Ms. Anderson encouraged Board members to use the brochure, especially in those situations where they serve on other University committees and see a good fit for recruiting UAS Board members.

Ms. Anderson also informed the Board that she will be on sabbatical leave for the Spring semester.

### Dining

Mr. Bessette reported that the Dining committee meeting minutes provide detailed information regarding the committees work. Mr. Bessette stated that the new School of Business and Liberty Terrace apartments are on schedule, however, he does not have an update on the project schedule for renovation of the Campus Center. Ms. Kettlewell stated that she is scheduled to meet with the Campus Center renovation committee next week. Mr. Bessette requested that a member of the Dining committee be included in Campus Center renovation meetings.

Mr. Bessette reported that the committee is identifying peer institutions, within driving distance, to review as a part of the Dining RFP process. Ideally, the committee would like to visit campuses that partner with differing Dining service providers as well as self-operated. Dr. Christakis suggested the committee also consult with Institutional Services to identify U Albany peer and aspirational peer institutions.

Mr. Bessette reported that when the SUNYCard system is upgraded during the first week of January, customers will not be able to make Podium purchases at vending machines. Ms. Merbler requested that signs be posted, prior to the University's Energy Savings Initiative, informing customers that vending machines will not accept Podium purchases during the first week of January.

#### Program Funds

Mr. McCann reported that supplemental applications are being received steadily and that the committee is gearing up for the spring application process.

#### Services Committee

Dr. Christakis reported that the committee met with Barnes and Noble corporate officers in November to review the Bookstores performance in relation to industry performance and discussed industry trends as well as Barnes and Nobles strategic initiatives. The University Bookstore is performing very well, especially in regards to textbook rental and faculty adoption rates. Dr. Christakis reported that although multiple Services Committee meetings have been scheduled, it has been difficult to achieve a quorum at committee meetings. The committee is currently developing a statement of purpose to propose to the Board soon.

#### Finance Committee

Mr. Wilcox reported that the committee has met twice. The financial statements and plans were reviewed and the committee's assessment is that UAS is financially in line with where it should be at this point of the fiscal year. Mr. Wilcox stated that the committee plans to meet with the Services committee and appropriate UAS staff regarding DIFR budget planning in relation to funding requirements for replacement of laundry machines due for cyclical replacement.

#### PUBLIC COMMENT

None at this time.

#### ADJOURNMENT

Motion to adjourn was made at 12:50 pm and was seconded.