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**University Auxiliary Services at Albany, Inc.  
BOARD OF DIRECTORS MEETING  
Friday, February 15, 2019  
Indian Quad - Danes Den**

President Christakis convened the meeting at 12:08 PM. The following Directors were present:

Dr. Michael N. Christakis	Mr. Todd Foreman	Ms. Carol Perrin
Ms. Damilola Adesanya	Mr. John Giarrusso	Ms. Latonia Spencer
Mr. Dylan Card	Mr. Stephen Pearse	Ms. Cara White
Ms. Karen Chico Hurst	Mr. Nicholas Pepe	

**ABSENT:** Ms. Langie Cadesca; Dr. Jason D’Cruz; Mr. Brandon Holdridge; Ms. Tiffany Hopkin; Mr. Lee Serravillo; Mr. Fardin Sanai; and Ms. Tarlee Sonie

**ALSO IN ATTENDANCE:** Ms. Michelle Bowen, Senior Director of Marketing & Communication; Ms. Michelle Schifley, Senior Director of Administration; Mr. Randy Simmons, Senior Director of Finance & Business Administration; Ms. Nancy Harrigan, Administrative Assistant; and Mr. Dan Havens, System Administrator.

**PUBLIC COMMENT**

None at this time.

**APPROVAL OF DECEMBER 11, 2018 MINUTES**

Mr. Pepe made a motion to approve the December 11, 2018 Board meeting minutes. Mr. Card seconded the motion and the motion was approved with one abstention (Ms. White).

**SEATING OF NEW BOARD MEMBER CARA WHITE**

Dr. Christakis presented Ms. Cara White, who has been approved by the University Senate to complete the remainder of the member term left by Mr. Birge’s retirement. Ms. White introduced herself as a former UAlbany student-athlete. She has worked in the Athletic Department for the last 12 years, currently serving as the Senior Women’s Administrator. Ms. Perrin made a motion to accept the recommendation of the University Senate and formally seat Ms. White on the Board. Ms. Chico Hurst seconded the nomination. The motion was approved with one abstention (Ms. White).

**OLD BUSINESS**

**Bookstore Project Update**

Mr. Pearse reported that the decision has been made to move forward with Edge Architects to complete a feasibility study due by October 1, 2019 to determine whether or not to proceed with an addition to the Campus Center for the Bookstore

**State Renovation**

Mr. Pearse reported that renovations to the State dining hall are in process for summer 2019 that will refresh the dining hall and provide service upgrades and improvements to line flow.

### **NACUFS Survey Results**

Ms. Bowen reported NACUFS survey results to the Board. The sample size was 6,750 and 1,209 people responded. Overall, responses fall in the very satisfied range and scoring is in line compared to other institutions of our size. In general, retail dining scored higher than residential dining. Alumni ranks the highest of the residential dining halls, which is mostly attributable to the highly successful Food on Demand program there. A priority matrix provides a snapshot of areas that are doing well and areas that need to be focused on going forward.

Ms. Bowen also reported that scores had improved from the last time this survey was administered on campus in 2010. Dr. Christakis commented this might be the most important information from the survey considering that several significant changes that have been made to the dining program in the last 8 years.

Mr. Pepe noted that he has heard comments from students who get out of class after 6 PM, that the more healthy options in retail dining are no longer open. Ms. Chico Hurst confirmed that there is a trend for departments to schedule classes later in the afternoon and early evening. Ms. Bowen noted that dining hours of operation should take this change of trend into account

Ms. Perrin provided a commendation to Ms. Bowen for the quick and on point responses provided by the UAS Marketing Department to social media posts.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Personnel Update**

Mr. Pearse advised the Board that Michael Ramella, Associate Executive Director, left UAS in early January and Michael's report, the Senior Manager of Dining and Contracted Services Operations left about three weeks prior to that. Interviews and campus tours have been conducted with 2 finalists, but deliberations continue. Dr. Christakis noted that the Board should have a chance to talk to the candidate for the Associate Executive Director's position before hiring.

### **Downtown Deli**

Mr. Pearse reported that due to the limited success of Zime-Downtown, a focus group with downtown staff was convened to help come up with a new concept. The location will be transitioned to The Downtown Deli over March break and will feature a streamlined menu with high quality products, including Boar's Head meats.

A new logo for the Downtown Deli includes the downtown Albany skyline. The question arose about whether the Downtown Campus skyline could be included on the logo.

## **NEW BUSINESS**

### **Mobile ID**

Ms. Schifley reported on the work being done to transition to using a mobile ID system on campus that would provide a virtual ID Card through an app on a phone and Mr. Havens demonstrated how the app would look. The system provides higher security, convenience, adaptability for other uses, and a decrease in wear on the current system's equipment. An Alpha Test has been conducted to provide initial testing of the app with a few users. The proposal is to do a soft roll out this spring using specific staff to have further time to work out issues and by fall 2019, enable the app for all students and staff. This move does not eliminate the need for a physical student ID card and the proposed roll out does not include using the mobile ID card to gain access to locations on campus. Issues for using the mobile ID system for access that still need discussion include: security, Campus GPS accuracy and customer cost. All work has been done in conjunction with the University ITS department and in accord with PCI compliance.

### **2019-2020 Meal Plans**

Mr. Pearse reported that work has begun to determine meal plan pricing for 2019-2020. The meal plan structure will remain the same and Mr. Pearse expects to keep pricing for the voluntary, My Choice plans level with last year. Mr. Pearse noted that there was a net increase in all meal plan purchases of 135 from fall 2017 to fall 2018. A comparison of meal plan pricing with comparable institutions reveals UAlbany has the lowest meal plan costs for 2018-2019.

The process and timeline for the Finance and Audit Committee to review and approve meal plan pricing to present to the Board was discussed.

### **COMMITTEE REPORTS**

#### **Executive**

Dr. Christakis reported that the Executive Committee did not meet since the last Board meeting.

#### **Services**

Ms. Perrin stated that all items covered by the Services Committee were covered in preceding reporting.

#### **Program**

Mr. Card reported that the Program Committee has not met since the last Board meeting, but the group continues to work on supplemental applications as they come in. There is approximately \$55,000 remaining to allocate for 2018-2019. Mr. Card also noted several thank you notes received from different groups expressing appreciation for their Program Funds awards.

#### **Finance and Audit**

Mr. Foreman reported that the Finance and Audit Committee did not meet since the last Board meeting.

### **PUBLIC COMMENT**

None at this time.

### **ADJOURNMENT**

Mr. Pepe made a motion to adjourn, seconded by Ms. Perrin. Dr. Christakis adjourned the meeting at 1:39 PM.

 4/15/19