



**University Auxiliary Services at Albany, Inc.
BOARD OF DIRECTORS MEETING
Monday, December 10, 2014 12:00 PM
Danes Den, Indian Quad Dining Hall**

President Christakis convened the meeting at 12:00 PM. The following Directors were present:

Mr. Scott Birge	Mr. John Giarrusso	Mr. Lee Serravillo
Mr. Nick Butler	Mr. Gary Kleppel	Ms. Latonia Spencer
Dr. Michael N. Christakis	Mr. Daniel Markisello	Mr. Lee Stanton
Mr. Marc Cohen	Ms. Jill Reichel	Mr. Kevin C. Wilcox
Ms. Laurie Garafola	Mr. Fardin Sanai	

ABSENT: Mr. Francis Agyemang; Mr. Tom Bessette; and Ms. Lisa Cassidy.

ALSO IN ATTENDANCE: Mr. Steve Pearse, Executive Director; Ms. Karen Kettlewell, Associate Executive Director; Ms. Michelle Schifley, Senior Director of Administration; Ms. Michelle Bowen, Senior Director of Marketing & Communication; Mr. Randy Simmons, Senior Director of Finance & Business Administration; Ms. Nancy Harrigan, UAS Administrative Assistant

PUBLIC COMMENT

No public comment at this time.

APPROVAL OF OCTOBER 27, 2014 BOARD MEETING MINUTES

Mr. Cohen made a motion to approve the October 27, 2014 Board minutes. Mr. Stanton seconded the motion. The motion was approved.

PRESIDENT'S REPORT

Dr. Christakis offered congratulations to Mr. Stanton on his upcoming graduation and thanked him for his service on the Board. Dr. Christakis asked the Board to complete and turn in the confidentiality and disclosure policy forms that had been distributed.

LOCAL ENTREPRENEUR, JOE MORAN

Mr. Pearse introduced Mr. Joe Moran, owner of the local company, Jake's Grilling Spices. Mr. Moran shared with the Board how his products and business had developed and he also share some samples of his products.

EXECUTIVE DIRECTOR'S REPORT

Meal Plans

Mr. Pearse reviewed Meal Plan transactions this year at the 15 week point in the fall semester compared to last year. Mr. Pearse reviewed the process and factors considered when determining Meal Plans and that the Services Committee would be taking a detailed look at these factors in order to present a proposal to the Board for next year. Mr. Pearse also noted that plan flexibility and student schedules are the most important determining factors for parents and students making a plan selection. Ms. Garafola asked if the Commuter and Apartment Meal Plans would be set for next year in time to promote the plans during sign-ups.

Finals Week Event

Mr. Pearse reported that finals week special events begin tonight with late night breakfasts in the residential dining halls. This year the Patroon Room is being opened in the evening as a study space with free coffee and hot chocolate provided.

Barnes and Noble

Mr. Pearse noted that renovation work on Barnes and Noble had begun and includes turning an adjacent hall into a storage area and changing interior spaces to prepare for the Campus Center construction in the coming year.

Argo

Mr. Pearse reported that the new Argo Tea was well received. Since the grand opening there have been 5615 transactions and \$27,190.18 in revenues. Mr. Pearse reviewed the effect on retail sales in other locations.

CC Expansion

Mr. Pearse presented pictures of the work on the Campus Center east addition and reported on the progress of that work.

Employee Performance

Mr. Pearse reported on the progress of the employee evaluation tool being developed for UAS staff. Job descriptions for each position will be completed and linked to the on-line evaluation that include a rating scale and appraisal tool.

Citizen Laureate

Mr. Pearse presented pictures taken at the University at Albany Foundation Citizen Laureate dinner on November 6, 2014.

COMMITTEE REPORTS

Executive Committee

Dr. Christakis reported that the Executive Committee met and discussed compensation for the Executive Director, the staff pay scale and Alumni Quad dining hall issues. There were no action items.

Governance Committee

Dr. Christakis reported that the Governance Committee met on November 14, 2014 and that he had been elected the Chair and Ms. Cassidy had been elected the Co-Chair. Dr. Christakis reported that the committee reviewed Board Orientation materials, conflict of interest forms and the establishment of a Pension Committee. Dr. Christakis also reported that the committee would be taking on a review of Program Fund policies and guidelines.

Services Committee

Ms. Garafola reported that the Services Committee met on November 20, 2014. At the meeting, a team from Sodexo presented Meal Plan information to the group and also reported on the increasing number of local foods being used in campus dining. Ms. Garafola commended Sodexo for this increase and also thanked Mr. Pearse for his continued leadership in this area. Ms. Garafola reported that the committee discussed the following items: The possibility of hiring a project manager for the Campus Center expansion project; a one year extension on the Bookstore contract; and increasing the number of hydrations stations on campus. The committee will also be reviewing vendor contracts coming up for renewal. Ms. Garafola reported that ASDAC is working on increasing the number of freshmen and sophomores involved in the group.

Program Fund Committee

Mr. Birge reported that the Program Fund Committee met on October 17, 2014 and November 7, 2014. 108 Round 2 applications were reviewed. There is approximately \$30,000 remaining to disburse for 2014-2015. Mr. Birge expressed appreciation for the valuable input of the students on the committee and also noted that the Governance Committee would be providing assistance by a review of Program Fund guidelines and policies.

Finance and Audit Committee

Mr. Wilcox reported that the Finance and Audit Committee met on October 14, 2014. Year to date financials were reviewed and Mr. Wilcox highlighted some points of discussion; Coke sales were down and this was attributed to the hydration station in the Campus Center; Bookstore sales are also down and Mr. Wilcox noted this market is in the midst of changes due to changes in technology; Meal Plan revenues have increased, but food costs have also increased and UAS is doing more subsidizing to help make the increase in costs more equitable for Sodexo. Mr. Wilcox noted that the pension sub-committee needs to be formed that will include both Board and UAS managers.

Facilities Master Planning Committee

Ms. Spencer reported that the Facilities Master Planning Committee met on November 3, 2014. The meeting included Mr. Tim MacTurk, Ms. Ann Spencer and Mr. Phil Harty from Sodexo. Long and short term facility use ideas were discussed for each location and a time line will be put into place to present these ideas to the Board. Mr. Pearse commented that other University groups impacted by decisions made for dining facilities will also need to be part of that decision making process.

PUBLIC COMMENT OUT

No public comment at this time.

ADJOURNMENT

Mr. Stanton made a motion to adjourn the meeting at 1:17 PM. Ms. Garafola seconded the motion and the meeting adjourned.

Respectfully submitted,

Latonia Spencer
Secretary