

**University Auxiliary Services at Albany, Inc.**

**BOARD OF DIRECTORS**

**Friday, May 6, 2020**

**10:00 AM - Remote Meeting**

President Christakis convened the meeting at 10:03 AM. The following Directors were present:

Mr. Dylan Card

Dr. Michael N. Christakis

Dr. Jason D’Cruz

Mr. Todd Foreman

Mr. John Giarrusso

Ms. Indu Lnu

Mr. Dylan Marshall

Ms. Mary Beth Murnan

Mr. Stephen Pearse

Ms. Carol Perrin

Mr. Fardin Sanai

Mr. Lee Serravillo

Ms. Latonia Spencer

Ms. Amy Zhang

**Absent:**  Ms. Alyssa Claffee; Ms. Nioka Gaudin; and Mr. Ariel Nunez

**UAS Staff in Attendance:** Ms. Michelle Bowen; Mr. Randy Simmons; Ms. Michelle Schifley; Ms. Roxanne Welch; and Ms. Nancy Harrigan.

**Public Comment**

None at this time.

**Approval of April 3, 2020 Board Minutes**

Dr. D’Cruz made a motion to approve the April 3, 2020 Board meeting minutes, seconded by Mr. Card. The minutes were approved.

**Recognition of Graduating Seniors**

Dr. Christakis congratulated graduating seniors Alyssa Claffee, Dylan Marshall and Ariel Nunez and thanked them for their service on the UAS Board

**Executive Director’s Report**

**Old Business**

**Indian Quad Renovation**

Mr. Pearse reported that 5 bids were received from contractors for the renovation to the Indian dining hall. The lowest bid has been verified and accepted and in the next couple of weeks work will begin on updating lighting, flooring, painting and seating in the Mongolian Grill area. Mr. Pearse also noted that Ms. Bowen and Ms. Tamburro put together a creative 360-degree video of the area to provide bidders a view of the space in place of an on-site visit.

**Finances Review**

Mr. Pearse reported that UAS is in the process of refunding 46.42% of the spring 2020 board income to students due to students not returning to campus after spring break. Discussions are on-going with Sodexo on how to manage the impact these events have had on their business for the spring term as well as the upcoming summer months.

Mr. Pearse advised the Board that UAS applied for and received a Paycheck Protection Program (PPP) Loan. The PPP Loan is a low interest loan that will be used for the UAS payroll.

**Student Storage Service**

Mr. Pearse reported that UAS worked with Don’s Moving and Storage and Residential Life to be able to provide a packing and storage service for students who are not able to get back to campus this spring. Don’s will pack student belongings while doing a ZOOM meeting with the student to assure the correct items are packed. Boxes will be stored at Don’s until the fall. Dr. Christakis thanked Mr. Pearse and Ms. Perrin and their staffs for their work to provide this creative solution which meets a real student need.

**Sodexo Update – method of service and summer operations**

Mr. Pearse reported that plexi-glass shields have been installed in retail locations in the Campus Center, making the check-out stations more comfortable, and safe for staff and customers. Food service continues to be working well as set up in the East Campus Center with one take-out only location serving meals and a mini-convenience store set up in the East Café area. Conversations have begun concerning how service will continue through the summer and will be dependent on the New York State plan for allowing people back to work.

**New Business**

**Refrigeration RFP**

Mr. Pearse reported that an RFP for refrigeration maintenance and repair has been sent out and responses are due May 25, 2020.

**Contract Extensions**

Mr. Pearse reported that due to the current circumstances, one-year extensions will be offered for contracts that will expire on June 30, 2020 with the plan to issue RFP’s in the coming year. A contract extension document has been vetted with the UAS attorney and will be put in place for the following contracts:

* + - * Prestige Vending
      * New Leaf Vending
      * Action Commercial Services
      * MicroFridge Leasing
      * Capital Interiorscapes

**Bowers & Company Audit Firm**Mr. Pearse reported that Bowers & Company has been signed as the new financial audit firm.

**CSC ServiceWorks Update**

Mr. Pearse has been in touch with CSC ServiceWorks, the company that provides student laundry services on campus, to request a refund on the annual service fee in light of the significant decrease in use with most dorms empty since spring break. The conversation is ongoing.

**Rose & Kiernan Inquiry**

Mr. Pearse is also looking at possible credits from UAS insurance providers, and Rose & Kiernan is inquiring into those possibilities. The current insurance for loss of business does not include loss due to a pandemic, but UAS has entered a claim to be prepared in case there is a change in that policy.

**Gift Bags for Essential Workers - 525**

Mr. Pearse reported that Mr. Foreman spearheaded an initiative to give gift bags to essential workers on campus. 525 gift bags were assembled and distributed as a recognition and thank you for their work to keep the campus in operation.

**Face Mask Fundraising Opportunity**

1000 UAlbany Face Masks have been ordered to use as a fund-raising initiative for the Student Emergency Fund.

**UAlbany Forward Together Task Force**

Mr. Pearse reported involvement in the UAlbany Forward Together Task Force and that he and the UAS team are continually working to provide information to the Task Force to help with decision making going forward.

**Orientation Video**

Ms. Bowen presented a video that she and Ms. Tamburro created highlighting UAS Services to students that is intended for use for on-line orientation events. Ms. Bowen also noted that they are working on a video specifically about nutrition services and allergen free options and they will be creating an orientation/new student page on the website using different presentation formats.

Ms. Perrin thanked Mr. Pearse and his team for all the work that has been done in the last couple of months, working through issues and finding solutions for students.

On behalf of the Board, Dr. Christakis expressed thanks and appreciation for Mr. Pearse’s leadership all year and especially during this time.

**Committee Updates**

Services – Ms. Perrin reported on the work of Services Committee that included review and discussion concerning dining, banking and bookstore operations, vendor contracts and the UAS Strategic Plan.

The Board discussed the implementation of the First Day Initiative for the provision of a lower cost offering of course materials for students and how and when that could be put in place at UAlbany. Further discussion and planning are needed.

Mr. Pearse also clarified that a renovation of the Hall of Fame Room in the SEFCU arena has not been approved to proceed and needs further discussion.

Finance – Mr. Foreman reported that the Finance Committee met on Monday, May 4, 2020 and looked at the impact of COVID-19 for the current fiscal year. Negotiations are on-going with Sodexo concerning compensation to them for this period of time. The budget for next year may need to be revised based on decisions still to be made by the University and UAS. Mr. Foreman expects meal plan rates to not increase and the types of meal plans may have to change with the environment that will be in place next fall. Mr. Foreman also advised the Board that the committee is moving forward with the investment plan based on the approved investment policy.

Program Committee – Mr. Card reported that with the shutting down of on-campus activities supplemental applications ceased with funds not being awarded for 2019-2020. Also, approximately 50 applications for the year had events scheduled in the spring after the shut down and had to be cancelled. Applications for next year have been received and the review and decision process will be dependent on how further events unfold.

Governance – Dr. Christakis reported that two long term projects were completed this year. Updated UAS Bylaws were approved by the Board and these were officially submitted to President Rodriquez and SUNY Senior Vice-Chancellor of Finance on February 27, 2020. The Board recognized a revised UAS Strategic Plan with language that more closely aligns with UAlbany’s strategic plan.

**Public Comment**

Mr. Giarrusso thanked the UAS staff for their tremendous help in managing through this time.

Dr. Christakis also noted that Mr. Giarrusso is retiring soon and acknowledged Mr. Giarrusso’s service to UAS as a contributing Board member and also as a partner to UAS, given all the facility elements that UAS takes on in partnership with the University. On behalf of the Board, Dr. Christakis thanked Mr. Giarrusso for his service and commitment to the community and our students.

**Executive Session**

Ms. Perrin made a motion to move into Executive Session, seconded by Mr. Card. The motion was approved. At this time UAS staff exited the meeting and the Board moved into Executive Session at 10:58 AM

**Adjournment**

The Executive Session and the Board meeting adjourned at 11:12 AM.