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**University Auxiliary Services at Albany, Inc.**  
**BOARD OF DIRECTORS MEETING**  
**Wednesday, May 7, 2014 11:30 AM**  
**Danes Den, Indian Quad Dining Hall**

President Christakis convened the meeting at 11:45. The following Directors were present:

Dr. Michael N. Christakis	Ms. Laurie Garafola	Mr. Lee Serravillo
Mr. Tom Bessette	Mr. John Giarrusso	Mr. Lee Stanton
Mr. Scott Birge	Ms. Genevieve Kane	Ms. Imani Whitfield
Mr. Nick Butler	Mr. Daniel Markisello	Mr. Kevin C. Wilcox
Mr. Marc Cohen	Ms. Latonia Spencer	

**Absent:** Mr. Francis B. Agyemang; Ms. Candace A. Merbler; Mr. Fardin Sanai

**Also in attendance:** Mr. Steve Pearce, 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; Ms. Jennifer Colarusso, Dining Services Contract Manager; and Mr. Brendon Phillips, Marketing and New Media Manager.

**PUBLIC COMMENT**

None at this time.

**APPROVAL OF MINUTES FOR THE APRIL 2, 2014 BOARD MEETING**

Mr. Cohen, made a motion to approve the minutes of the April 2, 2014 Board meeting. Mr. Butler seconded the motion and the motion was passed.

**EXECUTIVE SESSION**

Mr. Wilcox made a motion to move into Executive Session and Mr. Birge seconded the motion. The motion passed. At this time, all non-board members exited the room for the duration of the Executive Session.

### **RESOLUTION IN HONOR OF CANDACE MERBLER**

Dr. Christakis read a resolution in honor of Candace Merbler for her years of service on the Board. Mr. Birge made a motion to adopt the resolution. Ms. Spencer seconded the motion. The motion passed and the resolution was adopted.

### **2014-2015 BUDGET**

Mr. Wilcox presented the 2014-2015 Budget. While reviewing 2013-2014, Mr. Wilcox noted that certain factors relative to the start of the new dining service contract were evident and that adjustments in subsequent years may need to be made to board rates. Mr. Wilcox also noted that Shop24 is reflecting a loss for 2013-2014, but it is anticipated that this will change when credit card use can be instituted and the new bus stop is placed near that location.

Mr. Butler made a motion to accept the 2014-2015 budget. Ms. Garafola seconded the motion. The motion passed.

### **REVISED STRATEGIC PLAN**

Ms. Garafola presented the revised Strategic Plan (see attached) noting that the new plan is more management driven. Ms. Garafola made a motion to adopt the revised Strategic Plan. Mr. Bessette seconded the motion. The motion passed.

### **PRESIDENT'S REPORT**

Dr. Christakis expressed his thanks to the Board and staff for their commitment and service this year and to the students, especially, for taking their role as Board members seriously.

### **PRESENTATION TO THE BOARD**

Mr. Pearse presented Mr. Brian Amaral and Mr. Vince Pan from Analogue Studio. Mr. Amaral and Mr. Pan provided a history of their design company and highlighted projects they have completed in various college dining locations across the globe. Analogue Studio currently has two renovation projects underway on campus: The 518 Market renovation and the Argo Tea venue in the Lecture Center. They are also beginning to look at possibilities for the Alumni Quad dining and kitchen areas.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Introduction of new UAS staff members**

Mr. Pearse introduced new UAS staff members Jennifer Colarusso, Dining Services Contract Manager and Brendon Phillips, Marketing and New Media Manager.

#### **UAlbany Live**

Mr. Pearse reported that 2000 students attended UAlbany Live with a lot of positive feedback for the outdoor event.

#### **Late Night Food For Finals**

Mr. Pearse reported that upcoming Food for Finals events will include a Late Night BBQ in an outdoor setting, and an appetizer night and a taco night in the quad dining halls.

### **Sweat Shop Issues**

Mr. Pearse updated the Board on action taken to address unfounded concerns that sweat shop items were being sold at the University Bookstore. A FOIL request was responded to, and items being sold were reviewed to be sure that both the Barnes and Noble and University at Albany policies in place regarding worker's rights and child safety laws were being followed.

### **Auntie Anne's and Uncommon Grounds**

Mr. Pearse reported on changes to Campus Center venues.

- Auntie Anne's will be renovated so that a hydration station can be put in that location.
- Uncommon Grounds will be renovated and a Coccadotts will be put in that space. Uncommon Grounds coffee will continue to be sold in the 518 Market. Discussion followed concerning the lack of a "coffee shop" type venue in this space that has traditionally held one, and concerns of Coccadotts being able to maintain patron interest. Several alternative options were proposed to address these concerns.

### **SUNYCard and GET presentation**

Mr. Pearse presented information on the new GET application for SUNYCard transactions for faculty and staff. The new application offers features that will provide increased functionality and will simplify some procedures for SUNYCard staff

## **COMMITTEE REPORTS**

### **Executive Committee**

Dr. Christakis reported that the Executive Committee had not met since the last Board meeting.

### **Services**

Ms. Whitfield provided a summary of the work of the Services Committee in 2013-2014 that included the Sodexo transition, the Campus Center renovation, the transition to the new GET application and projects with new groups like SWAP and the School of Public Health

### **Governance**

Ms. Garafola reported that in 2013-2014 the Governance Committee had worked on revisions to the Strategic Plan, edits to the Board Orientation Booklet and created a new Board Calendar showing the business of the Board month by month. The committee will continue strategizing on how to engage non-board members for committees.

### **Finance and Audit**

Mr. Wilcox reported that the budget work of the Finance and Audit Committee had been completed for 2013-2014 and that a pension oversight group still needed to be established.

### **Program Fund**

Mr. Birge reported that in 2013-2014, 226 program fund applications had been reviewed and allocations made and that figures show we award about 55% of what is requested. Mr. Birge reported that the committee met this week to review 74 Round I applications for 2014-2015 and awarded \$77,000.

**Facilities Master Planning**

Ms. Spencer reported that the primary charge of the committee is to develop short and long term facility goals to be prepared to meet upcoming needs. Ms. Spencer stated that the committee had met and held initial discussions of ideas, and that the next task will be to prepare the plan to present to the Board.

**PUBLIC COMMENT**

None at this time.

**ADJOURNMENT**

Mr. Bessette made a motion to adjourn the meeting. Mr. Cohen seconded the motion and the meeting adjourned.

Respectfully submitted,

Nancy Harrigan  
Administrative Assistant

## RESOLUTION IN HONOR OF CANDACE A. MERBLER

**WHEREAS**, CANDACE A. MERBLER HAS SERVED ON THE UNIVERSITY AUXILIARY SERVICES BOARD SINCE 2009, AND

**WHEREAS**, CANDY HAS SERVED AS THE SECRETARY TO THE BOARD AND,

**WHEREAS**, CANDY HAS SERVED AS A MEMBER OF UAS COMMITTEES, INCLUDING THE RFP DINING AD HOC COMMITTEE, THE PROGRAM FUNDS COMMITTEE, THE DINING AND SERVICES COMMITTEE, THE GOVERNANCE COMMITTEE, AND THE SERVICES COMMITTEE

**WHEREAS**, CANDY HAS SERVED AS CHAIRPERSON OF UAS COMMITTEES, INCLUDING THE DINING AND SERVICES COMMITTEE AND THE SERVICES COMMITTEE, AND

**WHEREAS**, CANDY ALSO SERVED AS A MEMBER OF THE UNIVERSITY AUXILIARY SERVICES EXECUTIVE COMMITTEE, AND

**WHEREAS**, IN THOSE CAPACITIES AS MEMBER AND CHAIR, CANDY HAS SERVED THOUSANDS OF UNIVERSITY AT ALBANY STUDENTS, FACULTY AND STAFF, AND

**WHEREAS**, CANDY'S EFFORTS HAVE MOVED THE UAS BOARD OF DIRECTORS INTO THE FUTURE, AND

**WHEREAS**, CANDY HAS PROVIDED EXEMPLARY SERVICE IN ALL OF HER UAS CAPACITIES, THEREFORE BE IT

**RESOLVED**, THAT THE UNIVERSITY AUXILIARY SERVICES BOARD OF DIRECTORS AT THE UNIVERSITY AT ALBANY RECOGNIZES CANDY FOR HER DEDICATED AND SUSTAINED SERVICE, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS RECOGNIZES CANDY FOR HER DEEP COMMITMENT TO THE STUDENTS, FACULTY AND STAFF AT THE UNIVERSITY AT ALBANY, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS HONORS CANDY FOR THE LEGACY SHE LEAVES TO UAS, AND BE IT FURTHER

**RESOLVED**, THAT UAS THANKS CANDY FOR HER SERVICE IN ALL CAPACITIES OVER THE PAST FIVE YEARS, AND BE IT FURTHER

**RESOLVED**, ON THIS DAY, THAT UAS HONORS CANDACE A. MERBLER AS A DEAR FRIEND, FAITHFUL MENTOR AND UNSWERVING CHAMPION OF UAS AND THE UNIVERSITY AT ALBANY COMMUNITY.

**APPROVED BY THE UAS BOARD OF DIRECTORS AND PRESENTED ON THIS DATE OF**

**MAY 7, 2014.**

# STRATEGIC GOALS & OBJECTIVES

## **Strategic Goal #1: Develop Facilities Master Plan**

- 1.1 Identify critical facility needs for UAS services.
- 1.2 Incorporate smarter, healthier, more energy-efficient facilities.

## **Strategic Goal #2: Build Strategic Vision**

- 2.1 Proactively assess partnerships to better serve the on-campus community.
- 2.2 Develop smarter, healthier, more sustainability-conscious programming and practices.
- 2.3 Expand scope of visitations to review best practices and predict trends.

## **Strategic Goal #3: Build Strategic Leadership**

- 3.1 Strengthen management development process and opportunities.
- 3.2 Strengthen Board development process and opportunities.

## **Strategic Goal #4: Build UAS Brand Recognition**

- 4.1 Engage internal audiences by identifying communication needs, communications tools, and building brand awareness.
- 4.2 Engage external audiences by identifying communication needs, communications tools, and building brand awareness.