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**University Auxiliary Services at Albany, Inc.  
BOARD OF DIRECTORS MEETING  
Monday, October 27, 2014, 12:00 PM  
Danes Den, Indian Quad Dining Hall**

President Christakis convened the meeting at 12:05 PM. The following Directors were present:

Dr. Michael N. Christakis  
Mr. Tom Bessette  
Mr. Scott Birge  
Mr. Nick Butler  
Mr. Marc Cohen

Ms. Laurie Garafola  
Mr. Daniel Markisello  
Ms. Jill Reichel  
Mr. Fardin Sanai  
Mr. Lee Serravillo

Ms. Latonia Spencer  
Mr. Lee Stanton  
Mr. Kevin C. Wilcox

**ABSENT:** Mr. Francis Agyemang, Ms. Lisa Cassidy, Mr. John Giarrusso; and Mr. Gary Kleppel

**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 SEPTEMBER 12, 2014 BOARD MEETING MINUTES**

Ms. Garafola made a motion to approve the Board minutes from September 12, 2014. Mr. Birge seconded the motion. The motion was approved.

**PRESIDENT'S REPORT**

Dr. Christakis reported that Ms. Reichel had been appointed to the UAS Executive Committee.

**SUMMER UNIVERSITY VISITATION PRESENTATION**

Mr. Butler, Mr. Stanton, and Mr. Cohen presented their experiences during their cross-country outreach road trip to UC Davis and Miami University. The students presented pictures of the campus dining locations and shared their impressions of the two facilities.

**EXECUTIVE DIRECTOR'S REPORT**

**Argo Opening** - Mr. Pearse reported that the new Argo Tea venue was scheduled to open on November 4, 2014. Hours of operation will be 10a-6p and the menu will include tea, coffee, sandwiches, wraps, salads, and bottled beverages. A grand opening invitation has been sent to Board members.

**Citizen Laureate Invitation** - Mr. Pearse asked Board members to respond to the Citizen Laureate Banquet invitation by October 29, 2014.

**Dutch Quad Plan** - Mr. Pearse reported that conversations and strategizing were on-going concerning the future of Dutch Quad. The Facilities Master Planning Committee is working on a plan that will need to be evaluated by the different entities on campus impacted by any changes to Dutch.

**Pension Fund Update** - Mr. Pearse reported that a pension fund consultant had been hired after a review of three companies. Strategic Benefits Services will be working with UAS to ensure compliance to pension regulations and guidance on investment strategies.

**East Addition Update** - Mr. Pearse reported that the anticipated completion date of June 1, 2015 for the Campus Center east addition may need to be delayed by 6 weeks.

**Meal Plans** - Mr. Pearse reported that discussions on Meal Plans were being held with Sodexo. Strategies for addressing the change in dining options during the Campus Center renovation were being evaluated. Meal Plan proposals for the next two years of the renovation and for after the renovation is completed, will be developed based on these evaluations.

**Barnes & Noble** - Mr. Pearse reported that Barnes and Noble has taken over athletic apparel sales at sporting events and a bunker at the SEFCU arena had been renovated to provide a permanent location in that venue.

**NACAS Conference** - Mr. Pearse reported that he, Ms. Schifley, Ms. Kettlewell and Ms. Bowen had attended the National Association of College Auxiliary Services (NACAS) Annual Conference in Montreal in October.

**ETEC** - Mr. Pearse reported that the planned ETEC building would most likely not include a café. The proximity to the Campus Center and the new east addition would provide close access to a variety of dining venues.

**We Heard You** - Mr. Pearse reported on changes made in response to feedback from staff and students:

- Alumni Quad has expanded the deli and increased bread and meat options
- Protein options have been added to the salad bar/deli station
- Stalks & Stems has increased their salad topping options
- The breakfast options at Campus Center were moved from Wholly Habanero to the 518 Market and have proved to be a popular change
- Simple Servings has instituted improvements to their procedures and expanded their offerings

## **COMMITTEE REPORTS**

**Executive Committee** - Dr. Christakis reported that the Executive Committee would be meeting on November. 5, 2014

**Governance Committee** - Dr. Christakis reported that that the Governance Committee would be meeting on November 14, 2014.

**Services Committee** - Ms. Garafola reported that the Services Committee had met on September 30, 2014. Ms. Garafola was elected chair of the committee and Ms. Reichel was elected vice-chair. Ms. Garafola reported that Ms. White, from the University Bookstore had attended the meeting. Ms. White reported on enhancements to the Bookstore webpage that had increased their sales and that fewer hard copies of books were being sold. Ms. Schifley spoke to the group about improvements to SUNYCard online services. Ms. Reichel reported to the group about the changes to the ASDAC structure that will allow for a better representation of students.

**Program Fund Committee** - Mr. Birge reported that the Program Fund Committee met on October 17, 2014. Mr. Birge was elected the chair of the committee and Ms. Cassidy was elected vice-chair. Mr. Birge stated that the committee had reviewed 91 applications with \$68,000 worth of

requests. A few applications were tabled to be looked at again. There is approximately \$40,000 remaining to disburse in this year's budget on the tabled applications and supplemental applications.

**Finance and Audit Committee** - Mr. Wilcox reported that the Finance and Audit Committee met on October 14, 2014 and that Mr. Stanton had been elected the vice-chair. Mr. Wilcox reported that the committee had reviewed the Audited Financial Statements for the years ended June 30, 2014 and 2013 and Audited Pension Plan Financial Statements for the years ended December 31, 2013 and 2012. Mr. Lipschultz, UHY LLC, Audit Partner attended the meeting and gave a presentation to the committee concerning the audit process. Mr. Wilcox reported that the Audited Financial Statements received an unmodified opinion, which is the highest rating possible, and the Audited Pension Plan Financial Statements received a disclaimer opinion as permitted by the Department of Labor's Rules and Regulations. Mr. Wilcox reported that the Finance and Audit Committee voted to accept the Audited Financial Statements for the years ended June 30, 2014 and 2013 and the Audited Pension Plan Financial Statements for the years ended December 31, 2013 and 2012.

**PUBLIC COMMENT**

No public comment at this time.

**ADJOURNMENT**

The meeting adjourned at 1:42 PM.

Respectfully submitted,

Latonia Spencer  
Secretary