

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Danes Den Dining Room, Indian Quad Dining Hall
October 24, 2012
8:30 AM**

President Christakis convened the meeting at 8:40. The following Directors were present:

Ms. Laurie Garafola	Mr. Arthur Rushforth
Ms. Sophia Hammett Turner	Mr. Greg Albert
Mr. Fardin Sanai	Mr. Matt Krush
Mr. Kevin Wilcox	Mr. Ryan Witte
Ms. Carol Anderson	Mr. Matthew McLarnon
Dr. Michael Christakis	Ms. Candace Merbler
Mr. Tom Bessette	Mr. Bill McCann

Also in attendance: Mr. Steve Pearse, UAS Executive Director; Ms. Karen Kettlewell, UAS Associate Executive Director; Ms. Cynthia Calautti, UAS Director of Communications; Ms. Michelle DiDonna, UAS Associate Executive Director; Ms. Michelle Bowen, UAS Director of Marketing; Mr. Randy Simmons, UAS Director of Accounting; Ms. Nancy Harrigan, UAS Administrative Assistant.

PUBLIC COMMENT

Three University at Albany students addressed the Board with the following concerns: the rising cost of textbooks; the rising cost of meal plans, while limiting meal trades, residential dining hours of operation and menu item selections; the lack of culturally diverse and authentically prepared menu items; UAS having an exclusive contract with Coca-Cola which allegedly supports human rights violations, discriminatory practices and the production of unsafe products; and UAS profiting from the students.

Dr. Christakis thanked the students for informing the Board of their concerns.

APPROVAL OF THE AUGUST 20, 2012 MINUTES

A motion was made to approve the minutes of the September 12, 2012 Board meeting by Ms. Merbler. This motion was seconded by Mr. Bessette and approved unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse informed the Board that UAS at Albany hosted the annual SASA fall conference, on October 18 and 19, 2012; the conference focused on local and sustainable food purchasing. SASA attendees provided positive feedback regarding the SASA conference experience.

Mr. Wilcox inquired about the possibility of UAS sharing resources with other SUNY auxiliary services. Mr. Pearse noted that sharing resources was discussed at the SASA Executive Directors committee meeting at the SASA conference and that he would investigate further.

Mr. Pearse reviewed the status of the Dining Services RFP process and the timeline for completion by July 1, 2013. Mr. Pearse stated that the RFP will be available for the Board to review. Dr. Christakis informed the Board that an RFP committee will be established, which Laurie Garafola has agreed to chair; the committee will have campus and student representation. Dr. Christakis will advise the Board of the RFP committee membership within the next few weeks.

Mr. Pearse provided an update of the Campus Center construction project and reviewed the design concept diagrams with the Board. The Bookstore manager has been consulted concerning loading dock use during construction and proposed changes to the loading dock.

Mr. Pearse informed the Board that the new School of Business design for the cafe is complete.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox was elected Committee Chair and Mr. Krush was elected Vice-Chair. Mr. Wilcox reported that the committee met on October 22, 2012. The committee reviewed the annual UAS audit which the Board previously approved. The committee also discussed UAS financing options for the Campus Center construction projects; financing requirements will be dependent upon the results of bid responses to the Dining Services RFP process in relation to financial support.

Program Committee – The Program Committee met on October 22, 2012. Mr. Rushforth was elected Chair and Mr. Witte was elected Vice-Chair. Mr. Rushforth informed the Board that, in each Board member packet, is a breakdown of Program Fund applications and approved awards. In summary, the committee met for several hours to review 129 applications and allocated a total amount of \$36,880.00.

Governance Committee - The Governance Committee met on October 5, 2012 and October 22, 2012. Mr. Bessette was elected Committee Chair, and Mr. Albert was elected Vice-Chair.

Mr. Bessette reported that the committee is working on a revision of the UAS by-laws and expects to have a completed draft presented to the Board by the end of the academic year.

Services Committee –The Services Committee met on October 19, 2012. Ms. Merbler was elected Chair and Mr. Krush was elected Vice-Chair. Ms. Merbler reported that Mr. Pearse provided the Services Committee with an update on the Dining Services RFP process and implementation of Shop 24. ASDAC also provided the Service Committee with an update on their initiatives and that the Mystery Shopper questionnaire can now be completed online. Ms. DiDonna provided the Services Committee with an update on SUNYCard projects and that over 500 new door readers were installed over the summer. The committee also discussed the UAS price comparison process.

UAS MARKETING REPORT

Ms. Bowen reported that as Director of Marketing for UAS, she has focused on branding UAS materials that deliver information consistent and identifiable, including materials that are prepared by UAS corporate partners. Ms. Bowen provided the Board with samples of materials she has developed; including a UAS presence on MYInvolvement. Ms. Bowen will be working on new ways to use social media to disburse information, as well as writing articles for publication in trade magazines. Ms. Bowen also plans to create a new tag line for UAS and requested Board member input for a new tag line.

NEW BUSINESS

Ms. Anderson requested discussion on responding to the students who provided public comment. The Board discussed the students concerns and requested that Mr. Pearse meet with the students to clarify UAS services, to inform them that some of their concerns will be addressed in the new Dining Services RFP process and that UAS is a not-for-profit.

Dr. Christakis advised the Board that, in an effort to move away from paper distribution at Board meetings, that the UAS DropBox will be used to electronically distribute Board meeting materials.

Dr. Christakis also mentioned that he and Mr. Pearse are in the process of meeting with each Board member individually.

Dr. Christakis thanked the Board members for their attendance, especially the students.

PUBLIC COMMENT

None to report at this time.

ADJOURNMENT

The meeting was adjourned at 10:27 AM.

Respectfully Submitted,

Ms. Candace Merbler

Board Secretary