

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Campus Center Terrace Lounge
December 12, 2012
11:30 AM

President Christakis convened the meeting at 11:43 AM. The following Directors were present:

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

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

No public comment at this time.

APPROVAL OF THE OCTOBER 24, 2012 MINUTES

A motion was made to approve the minutes of the October 24, 2012 Board meeting by Mr. Bessette. This motion was seconded by Mr. McCann and approved unanimously.

PRESIDENT'S REPORT

Dr. Christakis reported that Student Success and Student Engagement have reinstated Food-for-Finals week events. Late night dining events will take place in all 5 dining halls with 80 members of the faculty and staff volunteering to be servers. Dr. Christakis thanked Mr. Pearse and UAS staff for providing the underlying support to bring these events back for students and providing aprons for volunteers.

Dr. Christakis stated that he and Mr. Pearse have continued to meet individually with Board members. Dr. Christakis stated that the meetings have been productive, resulting in good feedback and consistent themes which he will share with the Board.

Dr. Christakis reminded the Board that Mr. Pearse has been with UAS for one year and therefore is due for an annual performance evaluation. Dr. Christakis informed the Board that he will forward an evaluation form to each Board member to complete.

Dr. Christakis thanked the Services and Governance Committees for establishing 2012-2013 committee goals. Dr. Christakis asked the Program Fund and Finance Committees to complete their goals and save them in the Dropbox.

On behalf of the Board, Dr. Christakis thanked Ms. Garafola for her many years of leadership and service to the Board, both as President and as a Director. Ms. Garafola thanked the Board stating that it has been an honor to serve.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse welcomed new student Board member, Ms. Whitfield, to the UAS Board.

Mr. Pearse reported that a custom design for the outside of the Shop24 unit is being developed and that the two units are targeted to be installed this summer. One unit will be located on the west side of the campus, near the Social Science bus stop. Mr. Pearse asked the Board for feedback regarding a possible location for the second Shop24. Discussion included factors of safety concerns, traffic patterns, student need, and accessibility. Mr. Pearse explained that stocking and management of the Shop24 is an option in the dining services RFP however, it is not yet determined who will fulfill that function.

Mr. Pearse provided an update on the dining services RFP process. Bidders submitted 94 questions for additional clarification, which have been answered and forwarded to all bidders. Proposals are due Friday, December 21, 2012. Four companies are expected to submit proposals. A short list will be determined and bidders will have the opportunity to present their proposal to the Board at the end of January.

Mr. Pearse provided an update of the Campus Center construction project and reviewed the design concept diagrams with the Board. Mr. Pearse emphasized that incorporating infrastructure flexibility is the key to be able to change venues easily and provide diversity in our dining offerings. Mr. Pearse informed the Board that the SEFCU branch and ATM's currently located on the ground floor of the Campus Center will need to move to a new location; possibly to the first floor of the Campus Center.

Mr. Pearse informed the Board that although meal plan offerings will not change for the 2013 – 2014 academic year, that the Board will need to provide guidance regarding meal plan rates at the January Board meeting. Once determined, the rates will need to be negotiated with the selected dining services contractor. Mr. Pearse recommended that the Board provide an acceptable percentage range increase; factoring in that CPI-U (food away from home) for the last 12 months is 2.7%. Mr. Pearse also stated that there will be a change in the formula used to calculate meal plan payments to the dining services contractor; payment will be based on a

daily rate combined with a sliding scale associated with the total number of meal plans assigned. The Board discussed the time frame in which the 2013 – 2014 meal plan rates need to be established; housing sign up will begin in February for apartment students and in March for continuing students. Dr. Christakis advised the Board that they will need to make a decision at the January Board meeting.

Mr. Pearse informed the Board that students will be able to use their munch money, at any time (24/7), in vending machines by January 1st and that the .25 increase in Coca-Cola vending pricing will be implemented over the summer. Ms. Imani stated that vending machines are not kept stocked during finals week and asked that UAS address this issue with the vendors.

Mr. Pearse provided to each Board member a document from the executive offices of the Coca-Cola Company regarding their Global Mutual Respect Policy. Mr. Albert informed the Board that the students who provided public comment at the October 24, 2013 Board meeting regarding Coca-Cola concerns, also proposed a related human-rights resolution at a recent Student Senate meeting which was approved.

COMMITTEE REPORTS

Finance and Audit Committee – Mr. Wilcox reported that the committee met on December 10, 2012. The committee reviewed UAS's quarterly financial statements and determined that UAS is very much on track with their budget projections. The committee also discussed upcoming meal plan rate increases.

Program Committee – Mr. Rushforth reported that the committee has been in contact via e-mail. Mr. Rushforth also reported an increase in the number of program fund applications this year from last year and that many applications were denied because they did not meet program fund requirements. Program fund award and denial letters were mailed in October under Mr. Rushforth's name. Several applicants, that were denied funding, filed an appeal for re-consideration; all of which were addressed by Mr. Pearse.

Governance Committee – Mr. Bessette reported that the Governance Committee has not met and will meet next in January.

Services Committee – Ms. Merbler reported that the Services Committee met on November 7, 2012 and December 10, 2012. The committee set goals for 2012-2013. They continue to monitor services activities. Ms. Merbler reported that the SEFCU manager, Mr. Leo Palmer, attended the December 10th meeting and reported that 600 new accounts have been signed up this semester and decreased the time it takes to sign up for an account from 45 minutes to 13 minutes. SEFCU plans to implement this shortened process on other college campus locations. The Bookstore manager, Ms. Heather White, also attended the meeting and that the textbook rental sales are up by 21%, digital textbook sales are up by 41%, trade book sales are up by

27%, and digital textbook sales are up by 41%. Ms. Merbler also reported that Green Leaf vending machines will be installed in December and January, laundry facilities continue to be re-done with carbon neutral features and LaundryView, and 500 mystery shopper forms have been submitted to ASDAC this semester. Ms. Merbler also commended Ms. DiDonna for her management of the installation of hundreds of SUNYCard readers on campus.

PURDY AND SON'S PRESENTATION

Steve Pearse introduced Mr. and Mrs. Dan Purdy who own Purdy and Sons' Foods. Mr. Pearse explained that the Purdy's own a processing facility in Sherburne, NY and supply UAlbany with local meats and products that they procure from local farmers and producers. Mr. Purdy provided a brief history of the family company started by his grandfather and represented himself as a third generation German butcher. The family company today focuses on providing the infrastructure and safety standards that allow local farmers to get their product to large local markets, such as the University at Albany. Mr. Purdy informed the Board that the impact UAS has had by incorporating a local company, such as Purdy and Sons' Foods, into their dining program is felt across New York State, providing a model for others to follow. Quality products are provided, local farms are sustained and the local economy is strengthened.

NEW BUSINESS

Ms. Anderson informed the Board of recent action by the University of Vermont in banning bottled water on campus and suggested the Board consider the possibility of adopting this or similar environmentally responsible actions. Board members also suggested installing additional TOMRA recycling machines and refillable water stations similar to one currently available at Empire Commons.

Mr. Rushforth shared with the Board that the Student Association had recently purchased a new copier and copier services through a local vendor and that the decision was influenced by the model that UAS has been pursuing in seeking out local vendors to supply goods and services to invest back in the community.

PUBLIC COMMENT

No public comment at this time.

ADJOURNMENT

The meeting was adjourned at 1:25 P.M.

Respectfully Submitted,

Ms. Candace Merbler
Board Secretary