

UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Standish Room
February 28, 2013 – 12:00 PM

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

Dr. Michael Christakis	Mr. William McCann
Mr. Greg Albert	Ms. Candace Merbler
Ms. Carol Anderson	Mr. Arthur Rushforth
Mr. Marc Cohen	Mr. Kevin Wilcox
Ms. Laurie Garafola	Mr. Ryan Witte
Ms. Sophia Hammett Turner	

Absent: Mr. Tom Bessette; Mr. Matthew Krush; Mr. Fardin Sanai; Ms. Imani Whitfield

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

Dr. Christakis welcomed new student Board member, Mr. Cohen, to the UAS Board.

PUBLIC COMMENT

No public comment at this time.

APPROVAL OF DECEMBER 12, 2012 BOARD MEETING MINUTES

A motion was made to approve the December 12, 2013 minutes by Ms. Garafola, seconded by Ms. Anderson and approved with one abstention.

PRESIDENT'S REPORT

Dr. Christakis updated the Board on the status of revising the UAS Strategic Plan. Dr. Christakis stated that he is in the process of editing the plan to include information and suggestions provided by Board members and will have a draft version ready for the Board to review at the next Board meeting. Dr. Christakis expects to have the final version completed and presented to the Board for approval by the May Board meeting.

EXECUTIVE DIRECTOR'S REPORT

Mr. Pearse provided a Dining Services RFP update. The RFP Ad Hoc Committee has attended several campus site visits and has been reviewing the RFP proposals. The Ad Hoc committee meets on Friday, March 1, 2013 to review the financial portions of the bids, as well as other information provided by the bidders, with Envision consultant, Mr. Rob White. Mr. Pearse

informed the Board that, upon review of the bid proposals, additional clarification was needed for each bid response; therefore, each bidder was asked to answer clarification questions and was also given the opportunity to provide up to five pages of additional information if they chose to. All three bidders provided responses.

Ms. Garafola added that a goal of the Ad Hoc Committee is to start ranking the proposals after the financial review and that the committee will keep the Board advised of their timeline for submitting a recommendation to the Board.

Discussion ensued regarding implications for current food service employees in the event of a transition to a new contractor. Mr. McCann suggested that Mr. Pearse review with UAS legal counsel the potential impact of a newly established union contract, for current dining employees, in relation to a new Dining contract.

CAMPUS CENTER CONSTRUCTION UPDATE

Mr. Pearse informed the Board that the Value Engineering Committee for the Campus Center construction project has decided, due to budget constraints, to eliminate two items that are critical to UAS long-term goals for Campus Center dining. A chase for three ventilation hoods in the central dining location has been eliminated, resulting in inadequate ventilation; and, the stairs will not be relocated, negatively impact customer queuing at the new food service venues. Discussion ensued regarding the importance of the Campus Center renovation project in relation to UAS' long-term dining plan, that UAS is financially investing in this renovation project and that once construction is completed there will likely not be an opportunity for additional renovations for many years.

Mr. Wilcox made a motion that Mr. Pearse draft a resolution, for Dr. Christakis as President of the Board, to present to the University stating that is the UAS Board of Directors position that since UAS is making a long-term financial investment in renovating all Campus Center dining facilities, with the goal that these renovations provide maximum flexibility in dining operations to serve the long term needs of the UAlbany community, that these two items are critical and therefore, all steps necessary must be taken to keep these items in the plan. Ms. Anderson seconded the motion. The motion passed unanimously.

COMMITTEE REPORTS

Services Committee - The Services Committee met on January 22, 2013 and February 20, 2013. Ms. Merbler reported that the committee discussed possible changes with the Alternative Storage contract, addressed recent dining pricing and service issues, and that three New Leaf vending machines have been installed. Discussion ensued regarding credit card versus SUNYCard readers installed on vending machines and the Board suggested that care be taken when deciding which reader to install so that student needs are best met. Ms. Merbler reported that 24/7 Munch Money has been a big success with students; that a new Coke FreeStyle machine has been installed in the Outtakes Store; that 140 mystery shopper forms have been completed this semester; and, that there are 8 new student mystery shoppers. Ms.

Merbler also informed the group that possibilities for a more defined location for gluten free dining were being explored.

Program Fund Committee - Mr. McCann reported in Mr. Rushforth's absence that the Program Fund Committee had met on February 6, 2013 and February 19, 2013. The committee reviewed the Program Fund policies and guidelines. Mr. McCann reported that all groups receiving block grant awards will now be required to submit an application; and deadlines for submitting reimbursement requests have been put in place. Mr. McCann also reported that language had been added to the guidelines to encourage collaboration among groups requesting funding.

Governance Committee -

Mr. Albert and Mr. McCann reported in Mr. Bessette's absence that the Governance Committee had met on February 13, 2013. The committee has been reviewing the by-laws and making suggestions for revisions. The committee will meet next in March and hopes to present proposed by-laws revisions to the Board by the May meeting.

Finance Committee - Mr. Wilcox reported that the Finance Committee met on February 27, 2013. The committee discussed financing for the Campus Center renovations. Year to date UAS financial reports were reviewed and Mr. Wilcox reported that UAS is on track with their budget projections.

NEW BUSINESS

Ms. Merbler reported that she was contacted by the University at Albany Governance body concerning Faculty appointments to the UAS Board of Directors. Ms. Merbler stated that there is some confusion regarding the language between the University at Albany Senate by-laws and the UAS by-laws pertaining to election of the faculty appointments to the UAS Board of Directors. Mr. McCann stated that Mr. Bessette, as Chair of the UAS Governance committee has been investigating this matter with the University Senate for clarification in the UAS by-laws.

MACGRAY LAUNDRY VIEW OVERVIEW AND DEMONSTRATION BY TIM GUIDO

Mr. Pearse introduced Mr. Tim Guido, northeast account representative for MacGray, to the Board. Mr. Guido informed the Board that MacGray assumed responsibility for the Laundry contract on July 1, 2012 and that a new on-line system called 'LaundryView' is completely installed. Mr. Guido provided the Board with a demo of the LaundryView system and its features; specifically how students can view machine availability and receive text message notifications. Board members thanked Mr. Guido for his presentation and suggested to UAS staff that options be investigated to more widely promote this service.

Public Comment

No public comment at this time.

EXECUTIVE SESSION

The Board moved into executive session to review the Executive Director's annual evaluation.

ADJOURNMENT

The meeting adjourned at 2:15 PM.

Respectfully submitted,

Ms. Candace Merbler
Board Secretary