

**UNIVERSITY AUXILIARY SERVICES AT ALBANY
BOARD OF DIRECTORS MEETING
Campus Center, Room 375
August 20, 2012, 12:30 PM**

President Garafola convened the meeting at 12:39 PM. The following Directors were present:

Ms. Laurie Garafola	Mr. Tom Bessette
Ms. Sophia Hammett-Turner	Mr. Tremayne Price
Dr. Mike Christakis	Ms. Carol Anderson
Mr. Kevin Wilcox	Mr. Matt Curran
Mr. Bill McCann	

Absent: Mr. Fardin Sanai, Mr. Arthur Rushforth, Ms. Candace Merbler, Mr. Jay Wholly

Also in attendance: Mr. Steve Pearse, UAS Executive Director; Ms. Sharon Webster, UAS SUNYCard Manager; 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; Ms. Emily Tracy, UAS Director of Human Resources; Mr. Randy Simmons, UAS Director of Accounting; Ms. Nancy Harrigan, UAS Administrative Assistant.

APPROVAL OF BOARD MINUTES

A motion was made by Dr. Christakis to approve the May 9, 2012 minutes and seconded by Mr. Bessette. The motion was approved unanimously.

EXECUTIVE DIRECTOR REPORT

Mr. Pearse announced that Ms. Bowen and Ms. Harrigan recently joined the UAS staff. Mr. Pearse also announced that Ms. Tracy will be leaving for a new position at the end of August.

Mr. Pearse provided an overview of the Campus Center renovation and expansion plans. Mr. Pearse discussed the different options explored, the service implications of these options, and the impact of the design, implementation, and execution of the plans. See the attached report for more information.

Mr. Pearse also discussed the impact of the decisions made in relation to the dining service provider. He explained that, based on the decisions made regarding locations and food venues, it would be important to have a food service provider involved. The Chartwells dining service contract with UAS currently ends in June 2014.

Dr. Christakis made a motion that the current contract with Chartwells be accelerated to end on May 31, 2013 instead of June 2014. Mr. Bessette seconded the motion and it was approved unanimously.

Mr. Wilcox informed the group of New York State procurement and purchasing laws, and the need for confidentiality throughout the process. Vendors are required to speak only to the appointed designee and should not be approaching board members.

Mr. Pearse presented a list of proposed board meeting dates for the fall semester and through January. Discussion followed concerning the increased number of board meetings each semester, the impact on the student members, and the option of more committee meetings versus more board meetings. It was agreed to schedule the monthly meetings for now and revisit the issue as the semester progresses.

OLD BUSINESS

Ms. DiDonna announced that the laundry rooms on Liberty Terrace were connected to the network and able to alert students via email or text message as to when laundry machines are available and when current laundry loads are done. Additional laundry facilities on campus will be equipped to do the same in the future.

NEW BUSINESS

Mr. Wilcox was contacted by SUNY Central regarding UAS compliance with New York State Open Meetings Laws. Ms. Tracy confirmed that the proper notifications were made for each board and committee meeting and ensured that she would provide a list of the notifications to Mr. Wilcox.

PUBLIC COMMENT

None at this time

ADJOURNMENT

Motion to adjourn was made by Mr. Bessette at 1:40 PM and seconded by Ms. Hammett-Turner.

Respectfully Submitted,

Jay Wholley

Board Secretary