



University Auxiliary Services at Albany, Inc.
BOARD OF DIRECTORS MEETING
Thursday, November 7, 2013 12:00 PM
Danes Den, Indian Quad Dining Hall

President Christakis convened the meeting at 12:17 PM. The following Directors were present

Mr. Tom Bessette	Ms. Genevieve Kane	Ms. Imani Whitfield
Mr. Scott Birge	Ms. Candace A Merbler	Mr. Kevin C Wilcox
Mr. Nick Butler	Mr. Stephen Pearse	Mr. Ryan Witte
Dr. Michael N. Christakis	Mr. Lee Serravillo	
Ms. Laurie M Garafola	Ms. Latonia Spencer	
Mr. John Giarrusso	Mr. Lee Stanton	

Absent: Mr. Francis B. Agyemang; Mr. Marc Cohen; Mr. Fardin Sanai

Ms. Karen Kettlewell, Associate Executive Director of Operations; Ms. Michelle DiDonna, UAS Associate Executive Director of Administration; Ms. Michelle Bowen, UAS Senior Director of Marketing & Communication; Mr. Randy Simmons, Senior Director of Finance & Business Administration; Ms. Cynthia Calautti, UAS Director of Communications; Ms. Nancy Harrigan, UAS Administrative Assistant.

PUBLIC COMMENT

Alex Schieber and Megan Piesman, from the student organization SWAP (Swipe with a Purpose) addressed the Board about their group's mission; to give away meal swipes to the homeless. SWAP would like to partner with UAS to provide a way for students to donate meal swipes at the end of a semester or throughout the semester to local organizations that help the homeless.

The Board thanked the group for their presentation and discussed possible ways in which meal swipes could be donated. Mr. Pearse said that there would be several issues to resolve with the various components of any donation plan (i.e. monetary values of meal swipes, logistics of actual food donations, and tax implications) and these would be explored.

APPROVAL OF SEPTEMBER 30, 2013 BOARD MEETING MINUTES

Mr. Bessette made a motion to approve the September 30, 2013 Board meeting minutes. Ms. Spencer seconded the motion. The motion was approved.

PRESIDENT'S REPORT

Dr. Christakis noted that there had been some changes to the Committee roster since the last Board meeting and could be reviewed in the shared Board folder on line.

EXECUTIVE DIRECTOR'S REPORT

Dashboard Reporting

Mr. Pearse reported that the Services Committee was reviewing various possible dash board indicators that will be presented to the Board at the December meeting.

Campus Center Renovation

Mr. Pearse provided an update on the Campus Center renovation and the current timeline:

- Ground breaking for the Campus Center east addition - May 2014
- Completion of east addition – July 2015
- Start main Campus Center renovation – Summer of 2015
- Completion of main Campus Center renovation – Summer/Fall of 2016

Mr. Pearse also noted that there was an article on the Campus Center renovation in the ION publication and in a recent NACUFS newsletter. The NACUFS newsletter also had an article on the Shop24 on campus in their most recent issue.

Meal Plans

Mr. Pearse presented an unlimited meal plan cost comparison summary for institutions of comparable size to UAlbany with UAlbany falling right in the middle. Mr. Pearse explained that the Unlimited Plan was originally designed for freshmen and meal trades came about as a perk for students who wanted to eat off the quad occasionally as retail dining expanded at the Campus Center. All residential and commuter meal plans have an increased enrollment from last year with the exception of the 120 Plan. Munch Money expenditures are the same as last year to date. Dr. Christakis stated that the enrollment numbers were encouraging. Mr. Pearse said that Meal Plan structures would be reviewed and any changes for next year would have to be in place by February for commuter plans and by March for residential plans.

Dining Services

Mr. Pearse reported that the School of Business walk through is scheduled for Friday November 8, 2013 and once that is completed, final preparations can be made for that venue. Mr. Pearse also reported that the UFood venue sales have trended down as we get to the end of the semester and that Uncommon Grounds had sales of \$2,000 on its opening day. The possibility of a Meal Trade option for Uncommon Grounds is being discussed with Sodexo and Shop24 has had sales totaling \$24,000 to date with sales peaking around midnight.

UAS Personnel

Mr. Pearse reported the Ms. DiDonna will be leaving UAS to work in the UA Finance Department. Ms. DiDonna has already begun to transition to the new position. Mr. Pearse informed the Board that a new position is being posted that will provide financial support, HR support and SUNYCard administration support.

COMMITTEE REPORTS

Finance Committee

Mr. Wilcox, Finance Committee Chair, reported that the Committee met on November 5, 2013 and Mr. Stanton was elected co-chair. Mr. Wilcox reported that the annual financial and pension audits have been completed. The financial audit received an unqualified opinion from the UHY auditors, which is the highest rating possible. The pension audit was also favorable and Mr. Wilcox said that some work would be done this year to keep the pension plan updated and in the best financial position possible.

Governance Committee

The Governance Committee met on November 5, 2013. Ms. Garafola was elected chair and Mr. Agyemang was elected co-chair. Ms. Garafola reported that the work of the Committee this year would include: recruitment of non-board members to serve on Board committees; a review of the UAS Strategic Plan; long range plans for UAS; and investigation of other services that UAS could provide to benefit the University.

Program Fund Committee

The Program Fund Committee met on October 23, 2013. Mr. Birge was elected Chair and Mr. Cohen was elected Co-chair. Mr. Birge reported that the Committee reviewed round 2 Program Fund applications and awarded \$87,488. The total amount awarded to date is \$202,143 to Round 1 and 2 and Supplemental applications. Mr. Birge also reported that he and Mr. Cohen would be doing a review of what types of programs were receiving funding and at what levels to review the equity of the fund disbursements.

Services Committee

The Services Committee met on October 9, 2013 and elected Ms. Merbler as Chair and Ms. Whitfield as the Co-chair. Ms. Merbler reported on several items reviewed by the Committee:

- Shop24 start up sales trends and Grand Opening Events
- The success of the new storage vendor services
- Bookstore sales increase from last year
- The updated UAS contract matrix

Ms. Merbler congratulated ASDAC for their 450 mystery shopper forms that have been submitted as of October 9, 2013, a record for ASDAC. Ms. Merbler also thanked Ms. Whitfield for her presentation to the Student Association about ASDAC.

NEW BUSINESS

Establishment of a Facilities Master Planning Committee

Mr. Birge made a motion to establish a Facilities Master Planning Ad Hoc Committee. Ms. Garafola seconded the motion. The motion was approved.

PUBLIC COMMENT

None at this time

ADJOURNMENT

Ms. Merbler made a motion to adjourn at 1:23 PM. Mr. Bessette seconded the motion and the meeting was adjourned.

Respectfully submitted,

Candace A. Merbler
Secretary