



---

**UNIVERSITY AUXILIARY SERVICES AT ALBANY  
BOARD OF DIRECTORS MEETING**

**Thursday, May 9, 2013**

**UNH 306 8:30 AM**

President Christakis convened the meeting at 8:42 AM. The following Directors were present:

Dr. Michael Christakis	Mr. Matthew Krush
Ms. Carol Anderson	Mr. William McCann
Mr. Tom Bessette	Ms. Candace Merbler
Mr. Marc Cohen	Mr. Fardin Sanai
Ms. Laurie Garafola	Ms. Imani Whitfield
Ms. Sophia Hammett Turner	Mr. Kevin Wilcox

Absent: Mr. Greg Albert; Mr. Arthur Rushforth; and Mr. Ryan Witte

Also in attendance: Mr. Steve Pearse, UAS 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; Mr. Lee Serravillo, Alumni Association Executive Director.

**Public COMMENT**

None at this time.

**APPROVAL OF APRIL 12, 2013 BOARD MEETING MINUTES**

Ms. Anderson made a motion to accept the April 12, 2013 Board minutes. Mr. Bessette seconded the motion. The motion was approved.

**OLD BUSINESS**

**2013-2016 Strategic Plan**

Dr. Christakis presented copies of the completed 2013-2016 Strategic Plan to the Board.

### **Proposed By Laws Changes**

Dr. Christakis informed the Board that the Governance Committee completed the process of reviewing and revising the corporate bylaws and that the committee approved submitting the revised bylaws to the Board for their review. Dr. Christakis provided an overview of the proposed revisions to the bylaws:

- An increase in the Board's composition from 15 to 18 members, to include the addition of a Graduate student, another administrative position and the Executive Director as a non-voting member
- Clarification of the demographics for student Board members, to include two students who reside in the residence halls and one student from the Albany Services Dining Committee
- Qualifications for service and term limits
- Clarifying the language on the process for electing faculty representatives
- Clarification on process for filling Board vacancies
- Updated Board Governance Committee and Dining and Services Committee descriptions

Mr. Wilcox made a motion to accept the Bylaws revisions with one change in Article 2, Section 1A: delete the word "annual" in order to remove any confusion about the length of University Presidential appointments to the Board. Mr. Cohen seconded the motion. The motion was approved.

Mr. Wilcox thanked Mr. Bessette for his primary role in the process to revise the Bylaws.

### **NEW BUSINESS**

#### **Resolutions**

Ms. Merbler read a resolution in honor of Ms. Anderson for her years of service on the UAS Board. Ms. Merbler made a motion to accept the resolution. Mr. McCann seconded the motion. The motion was approved. Ms. Anderson thanked the Board and stated that her time of service has been an honor and a privilege.

Ms. Merbler read a resolution in honor of Mr. McCann for his years of service on the UAS Board. Ms. Merbler made a motion to accept the resolution. Mr. Wilcox seconded the motion. The motion was approved. Mr. McCann thanked the board and noted that he has witnessed an amazing level of growth and development since his first experience with University Auxiliary Services as a student in 1982. Mr. McCann stated that it has been a tremendous honor to serve.

### **EXECUTIVE DIRECTOR'S REPORT**

#### **Sodexo Expectations Meeting**

Mr. Pearse clarified the goals for the Board's "Expectations Meeting" that is scheduled with Sodexo management for May 14, 2013. Board members will be asked to provide to Sodexo their expectations within three time frames: Immediate (30 -90 days); Short term (60 –

180 days); and one year. These responses will be compiled and compared to goals expressed by UAlbany Senior Staff management and UAS management.

### **Shop 24 Update**

Mr. Pearse reported that plans for the exterior design of the Shop24 were being finalized and that two locations are currently being reviewed for placement of the second Shop24:

- Indian Quad northeast corner near the location where the sidewalk begins leading towards Liberty Terrace
- The first block of space between State Quad and Earth Science building, adjacent to the State Quad faculty staff parking lot.

### **Campus Center Update**

Mr. Pearse presented samples of tiles and colors that have been chosen for retail locations for the Campus Center East renovation. Selections were made to emphasize the theme of each venue and to give each its own identity and feel; and also to provide flexibility to accommodate possible changes of venues in the future.

### **Dining Transition Update**

Mr. Pearse informed the Board that summer venues and hours of operation were being worked on as well as the locations for the new retail venues. Mr. Pearse gave an overview of the plans for changes to Campus Center retail venues. Mr. Pearse requested that Board members give him any ideas they might have.

Mr. Pearse reported that a group will be going to Mohawk Valley next week to see ZeBi, a Sodexo brand retail venue that is proposed for the School of Business location. Mr. Pearse also reported that a coffee concept for placement in the Library is under discussion, but implementation may be put on hold until next year when infrastructure renovations to the Library have been completed. Mr. Pearse added that a concept called “food on demand” with kiosk ordering is proposed for Alumni Quad, as well as a Jasmines coffee concept.

Mr. Sanai reported that President Jones is seeking to increase UAlbany’s international student population and it will become increasingly important to provide culturally appropriate venues and food choices. Ms. Garafola also suggested that quad dining halls put immediate, easy fixes in place to address international student dining preferences.

### **Sodexo Logo at UAlbany**

Mr. Pearse presented several options for a new Dining Services logo. By consensus, the Board agreed they preferred not to use the corporate Sodexo logo; that removal of the word “services” was preferred as less institutional; and, that a light and fresh logo would more accurately reflect campus dining initiatives moving forward.

### **Update on Storage Contract, Floral Contract, Linen Contract, and OCM Contract Regarding Diploma Frames**

Dr. Christakis referred Board members to the Services Committee minutes for reports on the above agenda items in the interests of time.

### **Bank Update**

Mr. Pearse reported two options available for the bank as part of the Campus Center Renovation: Move the bank to the current Campus Center GSO office location for the short and long term with the cost to move the bank being approximately \$350,000, or; keep the bank in its current location and build a wall around the bank to restrict patron access during construction. Mr. Pearse added that an additional consideration in moving the bank would be that additional dining retail space would become available in the Campus Center dining area. The Board discussed the problems of access to the bank during construction if it remains where it is, as well as the best location for the bank during construction and when construction is complete. Mr. Wilcox advised that it will be important to work with the construction company to mitigate access problems as much as possible.

### **Performance Management Update**

Mr. Pearse informed the Board that two companies are being considered for payroll services in order to add a performance management program. The decision will be made in the next few weeks and in place for the next fiscal year.

Mr. Pearse added his personal thanks to Mr. McCann and Ms. Anderson for their many years of dedicated and unwavering support of UAS and our mission of improving the quality of campus life for our students. Mr. Pearse also thanked the Board for their continued support through this challenging and eventful year.

## **COMMITTEE REPORTS (YEAR-END REPORTS)**

### **Executive Committee**

Dr. Christakis reported that the Executive Committee met on May 7, 2013 to review proposed revisions to the UAS By-Laws.

### **Services Committee**

Ms. Merbler reported that much had been accomplished this year and expressed her thanks to the Services Committee members and to UAS staff for their dedication and hard work. Ms. Merbler also expressed thanks to Ms. Whitfield for her role in ASDAC, which has submitted nearly 1000 Mystery Shopper forms this year under her leadership.

### **Governance Committee**

Mr. Bessette reported that the Governance Committee has completed the task of revising the Bylaws and thanked the committee and the Board for their patience throughout the process.

### **Finance and Audit Committee**

Mr. Wilcox reported that the Committee met to review the 2013-2014 budget. Mr. Pearse presented the budget to the Board. Mr. Pearse and Mr. Wilcox explained that the main difference in net income from year to year is due to the change in dining providers and the accompanying capital contribution to UAS. The net income in future years will decrease

dramatically once the Campus Center addition is completed and depreciation on the new addition begins to offset the amortization of the vendor capital contribution.

Mr. McCann reminded the Board that the Program Fund budget amount has been static for several years and requested that the Board consider reinstating the former practice of raising the amount to coincide with the Board Rate increase. The rate will remain the same for 2013-2014 and be reviewed with the next budget.

Mr. Bessette made a motion to approve the 2013-2014 budget as presented. Mr. Sanai seconded the motion. The motion was approved.

### **Program Committee**

Mr. McCann reported that the Program Fund Committee met and reviewed 77 round one applications for 2013-2014 funding. The committee work this year included revisions of policies including requiring all block grant recipients to complete and submit an application, and requiring all reimbursement requests be submitted within 60 days following the event, with a 30 day appeal window.

### **Public Comment**

None at this time.

### **Adjournment**

Mr. McCann made a motion to adjourn the meeting. The meeting adjourned at 10:30 AM.

Respectfully Submitted,

Candace A. Merbler  
Secretary

## RESOLUTION IN HONOR OF CAROL LEE ANDERSON

**WHEREAS,** CAROL ANDERSON HAS SERVED ON THE UNIVERSITY AUXILIARY SERVICES BOARD SINCE 2002, AND

**WHEREAS,** CAROL HAS SERVED AS A MEMBER OF SEVERAL UAS COMMITTEES, INCLUDING THE LONG RANGE PLANNING COMMITTEE, THE PROGRAMMING COMMITTEE, THE PROGRAM FUNDS COMMITTEE, THE BOOKSTORE COMMITTEE AND THE GOVERNANCE COMMITTEE, AND

**WHEREAS,** CAROL HAS SERVED AS CHAIRPERSON OF SEVERAL UAS COMMITTEES, INCLUDING THE BOOKSTORE COMMITTEE, THE LONG RANGE PLANNING COMMITTEE AND THE GOVERNANCE COMMITTEE, AND

**WHEREAS,** CAROL ALSO SERVED AS A MEMBER OF THE UNIVERSITY AUXILIARY SERVICES EXECUTIVE COMMITTEE, AND

**WHEREAS,** IN THOSE CAPACITIES AS MEMBER AND CHAIR, CAROL HAS SERVED THOUSANDS OF UNIVERSITY AT ALBANY STUDENTS, FACULTY AND STAFF, AND

**WHEREAS,** CAROL'S EFFORTS HAVE MOVED THE UAS BOARD OF DIRECTORS INTO THE FUTURE, AND

**WHEREAS,** CAROL CONTINUES TO MOVE THE UAS BOARD FORWARD WITH NEW INITIATIVES, AND

**WHEREAS,** CAROL HAS PROVIDED EXEMPLARY SERVICE IN ALL OF HER UAS CAPACITIES, THEREFORE BE IT

**RESOLVED**, THAT THE UNIVERSITY AUXILIARY SERVICES BOARD OF DIRECTORS AT THE UNIVERSITY AT ALBANY RECOGNIZES CAROL FOR HER DEDICATED AND SUSTAINED SERVICE, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS RECOGNIZES CAROL FOR HER DEEP COMMITMENT TO THE STUDENTS, FACULTY AND STAFF AT THE UNIVERSITY AT ALBANY, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS HONORS CAROL FOR THE LEGACY SHE LEAVES TO UAS, AND BE IT FURTHER

**RESOLVED**, THAT UAS THANKS CAROL ANDERSON FOR HER SERVICE IN ALL CAPACITIES OVER THE PAST ELEVEN YEARS, AND BE IT FURTHER

**RESOLVED**, ON THIS DAY, THAT UAS HONORS CAROL AS A FRIEND, MENTOR AND CHAMPION OF UAS AND THE UNIVERSITY AT ALBANY COMMUNITY.

**APPROVED BY THE UAS BOARD OF DIRECTORS AND PRESENTED ON THIS DATE OF**

**MAY 9, 2013.**

**RESOLUTION IN HONOR OF WILLIAM McCANN JR.**

**WHEREAS**, WILLIAM McCANN JR. HAS SERVED ON THE UNIVERSITY AUXILIARY SERVICES BOARD SINCE 1997, AND

**WHEREAS**, BILL HAS SERVED UAS IN A NUMBER OF CAPACITIES, INCLUDING SERVICE AS AN UNDERGRADUATE STUDENT, GRADUATE STUDENT AND ALUMNI ASSOCIATION MEMBER, AND

**WHEREAS**, BILL HAS SERVED AS A MEMBER OF SEVERAL UAS COMMITTEES, INCLUDING THE LONG RANGE PLANNING COMMITTEE, THE PROGRAMMING COMMITTEE, THE PROGRAM FUNDS COMMITTEE AND THE GOVERNANCE COMMITTEE, AND

**WHEREAS**, BILL HAS SERVED AS CHAIRPERSON AND CO-CHAIRPERSON OF SEVERAL UAS COMMITTEES,

**WHEREAS**, IN THOSE CAPACITIES AS MEMBER, CHAIR AND CO-CHAIR, BILL HAS SERVED THOUSANDS OF UNIVERSITY AT ALBANY STUDENTS, FACULTY AND STAFF, AND

**WHEREAS**, BILL'S EFFORTS HAVE MOVED THE UAS BOARD OF DIRECTORS INTO THE FUTURE, AND

**WHEREAS**, BILL CONTINUES TO MOVE THE UAS BOARD FORWARD WITH NEW APPROACHES AND IDEAS, AND

**WHEREAS**, BILL HAS PROVIDED EXEMPLARY SERVICE IN ALL OF HIS UAS CAPACITIES, THEREFORE BE IT

**RESOLVED**, THAT THE UNIVERSITY AUXILIARY SERVICES BOARD OF DIRECTORS AT THE UNIVERSITY AT ALBANY RECOGNIZES BILL FOR HIS DEDICATED AND SUSTAINED SERVICE, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS RECOGNIZES BILL FOR HIS DEEP COMMITMENT TO THE STUDENTS, FACULTY AND STAFF AT THE UNIVERSITY AT ALBANY, AND BE IT FURTHER

**RESOLVED**, THAT THE UAS BOARD OF DIRECTORS HONORS BILL FOR THE LEGACY HE LEAVES TO UAS, AND BE IT FURTHER

**RESOLVED**, THAT UAS THANKS WILLIAM McCANN JR. FOR HIS SERVICE IN ALL CAPACITIES OVER THE PAST SIXTEEN YEARS, AND BE IT FURTHER

**RESOLVED**, ON THIS DAY, THAT UAS HONORS BILL AS A FRIEND, MENTOR AND CHAMPION OF UAS AND THE UNIVERSITY AT ALBANY COMMUNITY.

**APPROVED BY THE UAS BOARD OF DIRECTORS AND PRESENTED ON THIS DATE OF**

**MAY 9, 2013.**