

Minutes
Board of Directors Meeting
April 11th, 2018
SU 418

Attendees:

Steve Deutsch	Niza Cardona
Andrea Paredes	Isabell Hayes
Stephanie Blaisdell	L. David Eaton
Michele Halstead	Fred Destefano
Corinna Caracci	Bryant Bonilla
Brian Obach	

Others Present: Melinda Cirillo, Ryan Goodwin, Tim MacTurk, Sung Kim (Chick N Bap)

Recording Secretary: Faathyma Clark

Call to Order: 10:37 a.m.

Unanimous Approval March Board Minutes and Agenda.

ED Report
Hasbrouck

Steve mentioned Hasbrouck staff has done a remarkable job of reaching out to students.

OAS

Steve explained Michele Halstead has set up a meeting with on-campus stakeholders involved in conferencing to address all issues and discuss ways for conferencing to improve and start making money.

Budget:

Melinda presented the 18-19 budget. CAS has budgeted for an Overall 2% increase in salaries. Fringe benefits are going up 20% because of Health Insurance. **Brian** asked if 20% is the normal increase. **Melinda** explained the usual increase is 12% but there are several complaints from employees that current health insurance plan is not usable. She will be meeting with our Health insurance representative to evaluate current plan and discuss new plans. **Brian** asked about specific issues. **Melinda** explained she could get back to him with that after meeting with the rep. **Steve** explained in the past year two employees have switched to their spouses plan because our plan was not covering even basic needs.

Melinda stated space and utilities have been increased by 3%. CAS is expecting \$105,000 gain on investments. Other miscellaneous expenses are fees paid to Schwab to manage our portfolio.

Stephanie asked about technology expense increases. **Melinda** explained this is due to the new general ledger costs and for Martin who helps with all of our computer maintenance. **Michele** asked if this is a one-time charge. **Melinda** answered yes for the expenses related to , - the merging of data and the purchase of the license

Isabelle asked what caused the excess deficit of \$50,000 in 16-17. **Melinda** explained it is due to investment gains and losses. **Stephanie** asked how many employees CAS has. **Melinda** answered 11.

Melinda explained that the meal plans will increase \$100, with dining dollars on each meal plan increasing \$50 and \$50 going towards operating costs. Food service repair and maintenance costs have increased due to older equipment needing repairs. In the amended Sodexo contract we will be getting \$200,000 this year to spend on repair and maintenance of equipment.

Melinda stated that tech costs have increased because of Tapingo. **Stephanie** asked about the fac/staff usage of Tapingo that is being paid for with student money, she also asked if there is a way to separate fac/staff users from student users so that fac/staff pay their own fee. **Ryan** answered 1% of all users are fac/staff. He also mentioned that it is a revenue driver, a convenience for students and an overall benefit. **Melinda** said that she could look into see if there is a way to split it up. **Steve** asked about a similar app called Hangry. **Ryan** stated that it has not come to the states yet. **Stephanie** asked if Tapingo billing is by population of orders. **Ryan** answered it is per transaction. **Melinda** stated it is 26 cents per credit card transaction and a 1% fee per transaction. **Stephanie** asked how the students feel that their money is subsidizing fac/staff use of Tapingo, it doesn't sit right with her she feels students should not be paying for it. **Students on Board did not vocalize an issue with this.** **Steve** stated that he will research to see if fac/staff could pay their own fee so that students aren't paying for them to use Tapingo, before next meeting and It could be voted on next meeting if it needs to be. **Michele** mentioned it may be able to be charged back to the finance and admin department and take it out of their overhead if it is only a couple hundred to a couple thousand dollars. **Steve** explained it is about \$50,000 total a year so 1% of that would be \$500.

Bryant asked why the meal plans went up \$100 when students are only getting \$50 more in dining dollars and no extra swipes. **Melinda** explained that after analysis swipes do not need to be increased. Usage isn't showing need for increase. **Steve** explained that it makes sense to increase where students are spending, which is in dining dollars.

Brian asked about the contract services increase of a million dollars. **Melinda** explained that is the money we pay to Sodexo for meal plans, declining balance and guest meals. **Steve** explained we don't have the actuals for this year yet, but we are estimating it will be similar to previous years. **David** explained it depends on the number of students on the contract meal plans, if we have more triples in the

residence halls that will go up. **Melinda** explained it is based on how many meal plans we think we may have based on historical data.

Isabelle asked why composting costs increased. **Melinda** answered that costs have gone up with the composting company. **Isabelle** asked if we created our own composting site would cost decrease. **Steve** answered yes, but it depends on how much we could do. **Isabelle** asked if it has been talked about before. **Steve** stated very much so, but it has to be approved by facilities and there would need to be a space allocated for it.

Brian asked why the CAS overhead bounces around so much. **Melinda** explained it depends on current projects taking place and recognizing of capital.

Melinda stated that we are still one of the lowest meal plan prices in the SUNY system. **Brian** asked why there are differences in price. **Melinda** explained it is because some are contract, and some are self operated .. **Steve** explained that we do a comparison of all SUNY meal plans that are similar to the Carte Blanche meal plan. It is hard to do a comparison of the others because what they offer are so different. **Stephanie** asked about the usage of swipes. **Steve** explained students use about 10-12 meals per week. **David** explained that is why it is the best value plan. The students who use less meals are subsidizing the students who use more meals. **Steve** explained if a student uses all their swipes they are paying \$6.00 a meal. **Stephanie** asked if there is any analysis that shows male vs female usage of swipes. **Melinda** explained they would have to look into it and see if there would be a way to get a breakdown of that information. **David** explained that the current system is a socialist system, it is how the economy of public higher education system works. **Steve** explained that there are 13 people on the 3-meal plan not using their declining balance. **Melinda** explained there are 57% on the 3-meal plan that have not used their daily recommended balance. **Bryant** asked if it was possible for first year students to change their meal plan in the second semester. **Melinda** answered yes, they can as long as they have over 30 credits. **Bryant** asked why the meal plan went up \$100 in cost but only gives the students \$50 more in dining dollars. **Melinda** explained it is due to overall cost of meal plan increases. **Bryant** asked about the 13 meal plans not used at all. **Melinda** explained she needs to reach out to those students and find out why they have not used them. **Steve** stated it is a relatively small number, but it is still a concern we want people to get their monies worth.

Melinda explained the Sales numbers are booked in the general ledger for the bookstore for information purposes only. What we book in gross sales is removed in expenses on the contract service line. The net P&L effect is zero. Historically CAS has been given a guaranteed commission. This contract is a little different, CAS will no longer have a guaranteed commission, commission will now be based on a % of prior years sales.. We are expecting about \$245,000 based on 17-18 figures. **Isabelle** asked about advertising prices decreasing this year. **Steve** explained this is because we stopped advertising in the oracle and now send out a weekly newsletter through

email. **Corinna** stated we are also advertising on the digital signage in the residence halls.

Melinda explained in vending Snack Shack is losing revenue because it was down due to vandalism to the machine. **Stephanie** asked if the proposed amount for revenue for the Snack Shack is correct. **Melinda** explained that is our hopes with putting up a camera It should help with vandalism.

Melinda stated that the revenue for OAS is hard to create but we are hoping the deficit becomes revenue. **Brian** asked why we are losing money. **Michele** stated that is the big questions. That is why we are having a meeting to discuss and figure it out. We are letting the community use our space for free. One example being the New Paltz High School Graduation. We need to start charging and not give away the store for free. Need constant pricing for services **Brian** suggested that some community groups get a deal, but other private industries get a larger charge. **Melinda** explained CAS is not replacing the Conference Service Director. Instead herself and Steve are going to dive in and figure it out. **David** explained if we subsidize outside groups, ultimately the students are paying for that.

Melinda explained the shift in the programming for finance and administration budget was for the \$3,000 donation given to support the sustainability program. **Stephanie** asked about the money allocated to the VP's for their initiatives. **Melinda** explained that is built into the CAS public relations budget. **Niza** asked how we decide where to allocate the extra \$1,500. **Steve and Melinda** explained that can be decided at the next Board meeting when we have gone over programming funds. **Steve** mentioned the possibility that next year more money could be built into programming funds and the Board could decide who that goes to. **Brian** asked how programming fund allocations are going and if they end up using all of their money. **Steve and Melinda** said it is going great now that each program leader takes a deep look into where the money is spent and yes 95% of the money is spent, if they do not spend it they lose it. **Corinna** mentioned if they are not using all of the money, the board would reallocate it.

Melinda mentioned the anticipated give back to campus is \$732,000, about 62% 38% stays with CAS. **Isabelle** asked if that was comparable to CAS on other campuses. **Steve** stated that is a great question, it would be interesting to find out. **Stephanie** asked about the \$20,000 crisis grant. **Melinda** explained that money comes out of the public relations central service line. **Stephanie** asked if the students on the Board know about this grant. **The students were not aware of what it was.** **Melinda** explained it is a fund to the financial aid office and is set up for students who have unforeseen tragic circumstance happen that impede their ability to pay for tuition. This fund allows them to continue with their education, increasing graduation rates. **David** explained this fund is exhausted every year.

Brian asked how the Farmers' Market is going. **Steve** explained it is going great and Faathyma will be taking over the management of it with a couple student workers

doing the foot work. **Melinda** explained that in past years it has lost money. This year we are getting closer to breaking even. **Isabelle** asked what the costs are for the Farmers' Market. **Steve** answered most of the costs are for Billie' salary and canopy rentals for warm weather. **Isabelle** asked how the Farmers' Market makes money. **Steve** explained the money the vendors pay to be at the farmers market is what the only source of revenue for CAS.

Niza asked if we could take the unallocated \$1,500 programming money and give it to the crisis fund. **Steve** stated that the funds could not be mixed. However, it could be proposed later to allocate more funds to the crisis grant. **Melinda and Steve** explained the best way to go about it would be to spend over the \$20,000 given for the crisis grant, with an explanation. **David** explained the crisis fund was set up after hurricane Irene when many students had lost a lot because of the hurricane. Since then the college counselors created a similar fund, the foundation has a couple 6-figure donations to fund their passing the finish line fund and those models have been sent up to the new SUNY chancellor for them to use as an example to create their own model. We should feel pretty good about that.

Steve mentioned if anyone on the Board has issues with the budget they could speak to Melinda or himself to discuss and a small amendment may be able to be made. **Steve** motioned to approve the budget. **Niza and Dave** seconded. **Bryant** stated he had a question about meal plans. He asked if swipes could be added to the meal plans. **Steve** explained that he could make a motion but it's not a wise decision, students aren't using them. **Bryant** explained it will help student who don't have food at the end of the semester. **Melinda** explained that we aren't seeing that happening, what she sees is \$550,000 in declining balance being used as a convenient store at the end of the year, which is not the intended use of meal plan. **Steve and Melinda** both explained that they will give meal swipes to students at the end of the semester when they come to them and don't have anything left on their meal plans, they already have done that several times for students in need. **Brian** asked if CAS could set up an emergency student food fund. **Steve** explained we would have to be careful with that. **Stephanie** suggested another way to help students is to have students donate their unused swipes. Other colleges offer this. **Tim** explained that NYS tax laws are grey in that area and most SUNY schools' legal representation does not allow for it. None of the 12 schools he is in allow for it. **Steve** also mentioned it brings up the issue of students using their meal plans for their friends rather than their friend buying a meal plan. **Stephanie** explained that students wouldn't be able to designate who gets their swipes it would go into a pool but, if it isn't allowed in NYS then it's just not allowed. **Steve** stated that CAS could create a process for students to go through to get meals at the end of the semester, it could even be added to the budget to do so. **Bryant** asked how CAS figures out the amount of dining dollars that should be given for each meal plan. **Melinda** explained it is about looking at historical data. Some responsibility is on the students to manage their meal plan correctly.

The Budget Passed- 8 in favor, 1 objection, 1 Abstention.

Chick N Bap:

Ryan explained that after monitoring business at The Roost over the last year he found that business is continually decreasing. There are several places around campus where you can get a sandwich. This is why they will be transitioning The Roost from a Deli to Chick N Bap and a convenient store with organic, non-GMO, allergen free products. Also carrying cleaning products and personal care items. Based on surveys students want Asian, Latin, and Italian. Chick N Bap will take care of some of those requests. **Brian** asked why we would change it at all when it would take more customers from Hasbrouck which is where we want more students to go. **Steve** explained it is to keep customers happy. **Ryan** explained if they aren't using dining dollars we want to know why and try to give them variety. **Bryant** asked if students would use swipes or dining dollars. **Ryan** answered it will be dining dollars. **Brian** stated the idea originally was for students to be able to exchange a swipe at The Roost however, it did not work well.

Sung Kim Presented Chick N Bap

Chick N Bap was founded by Sung and a few other students from Binghamton University. They employ mostly student workers and wanted to create something that gave a genuine feel for students. The food offered is NYC street food with a Korean spin. Students get to choose every piece of their meal, making it completely customizable. **Michele** commented that she has tried Chick N Bap and the food is very good. **Bryant and Isabelle** commented that they love the idea and love that it is student run. **Steve** stated it will cost the corporation almost nothing to make this transition. **David** commented this is a great idea.

Meeting Adjourned at 12:38pm.