Dave Rooney addressed the Board stating, that due to legislation which was signed into law by the Governor in Dec. of 2013, an employee of the corporation is not allowed to serve as the Chairman of the Board and he, as the Vice President of Student Affairs must serve ex officio in this capacity going forward; with Michele, as the Vice President of Finance and Administration serving ex officio as Vice Chair. He noted that this was a specific change enacted to address issues affecting other types of corporations, but that we must comply with the law regardless. He stated that Steve and Don would continue to put the Agenda and meeting materials together but would no longer officially run the meetings. Dave Rooney then handed the meeting over to Steve who afforded everyone the opportunity to introduce him or herself and explain their role on campus.

Purpose of Meeting:
Board Manuals and Handbooks were delivered to Members, inclusive of information explaining what an ASC and/or FSC is; what services CAS officers; how CAS operates; outlining the duties and responsibilities of Board Members; showcasing the proposed BOD calendar and events timeline; describing the Board Committees; and setting forth the Conflict of Interest Policy. The Manual was reviewed and explained. Steve reminded everyone that the primary responsibility of a Board Member is to attend meetings where he or she will be called upon to use good judgment in policy-making decisions, and encouraged everyone to review the CAS operating budget and Bylaws. He went on to state that the primary purpose of the Annual Meeting was to compose committees and elect officers, and Dave Rooney explained the Mission of CAS and the role of non-profits.

Elected Position:
Steve sought a volunteer for the position of Parliamentarian; David Eaton was the sole volunteer. He was elected by way of a unanimous vote.

Budget Committee:
Steve sought three volunteers to sit on the Budget Committee, explaining that they meet with Don once or twice in January to discuss and review the Budget for the following fiscal year. There were no volunteers or nominations; the Board agreed to revisit this selection at a later time.
Executive Committee:
Steve sought volunteers to sit on the Executive Committee, explaining that they meet as necessary during breaks and intercessions and act as a full board. He noted that they would work with the Chairperson of the Board and himself, as Executive Director of CAS. There were no volunteers or nominations; the Board agreed to revisit this selection at a later time if needed.

Jim Frederick’s Scholarship Committee:
Steve explained that each year CAS traditionally awards up to 10 student employees a scholarship of $575 each. Typically 20-35 applications are received and the committee meets once or twice in November to review the applications. He sought volunteers to review and evaluate the applications from students, which consist of one-page essays outlining their positive work experience in auxiliary services, along with corresponding recommendations from their Supervisors. There were no volunteers or nominations; the Board agreed to revisit this selection at a later time.

Meal Plan Committee:
Steve sought volunteers to sit on the Meal Plan Committee, explaining that they meet once or twice a year to discuss possible changes to the meal plans. There were no volunteers or nominations; the Board agreed to revisit this selection at a later time.

Programming Fund Committee:
Steve explained that the Programming Fund Committee would meet a minimum of two times this year to discuss the Programming Fund Application and Awards process. There were no volunteers or nominations; the Board agreed to revisit this selection at a later time.

Service Evaluation Committee:
Steve explained that the Service Evaluation Committee (SEC) consists of two students and two faculty members who meet with himself and Diane on a regular basis for purposes of evaluating food service offerings and customer service satisfaction levels, and report to the Board regarding the same. Osato inquired if the Student Alternate could sit on a committee; Dave Rooney answered that he did not think they could since alternate members do not have voting privileges. David Eaton stated that the thought they could since committees make recommendations to the Board but do not make actual decisions; he suggested that the question be referred to counsel. Niza volunteered to serve as a SEC Member. There were no other volunteers or nominations; the Board agreed to revisit this selection at a later time.

Conflict of Interest Policy:
Steve confirmed that everyone had received a copy of the Conflict of Interest Policy. He asked that it be completed and returned to Janet no later than the November Board meeting and encouraged anyone with questions to contact him regarding the same.

Adjournment:
A motion was made by Kevin to adjourn the Annual Meeting; seconded by James. There was no discussion; the vote was unanimous.

Meeting adjourned at 1:22pm.
Minutes  
Board of Directors Meeting  
October 15, 2014  
SU 407

Attendees:  
Steve Deutsch  
L. David Rooney  
L. David Eaton  
Niza Cardona  
Osatohamwen Okundaye  
Annie Courtens

Michele Halstead  
Corinna Caracci  
Kevin Saunders  
Daniel Brogan  
James Auer

Others Present:  
Donald A. Diamond, Jr.  
Diane Jackson  
Dan Dembling  
Christine Waldo-Klinger

Recording Secretary:  
Janet M. Cosh

Call to Order:  
1:22 p.m.

Dave Rooney handed the meeting over to Steve.

MINUTES:  
Steve asked if there were any comments, corrections or additions to the Minutes from the May 14, 2014 meeting; there were none. The Minutes were unanimously accepted.

PUBLIC COMMENT:  
There was no public comment.

FINANCIAL REPORT:  
Don distributed and reviewed the Financial Report, explaining that the first page covered the operating results for June, July and August of 2014 and the second page covered the variations shown on page one. He noted that for the current year we are breaking even although a $104K deficit was originally shown in the Budget. He reviewed comparisons of the current year to the prior year stating that we are favorable by $266K thanks to the signing bonus, an enhancement fund, and guaranteed commissions that were included in the new contract with Sodexo.

EXECUTIVE DIRECTOR'S REPORT:  
Steve confirmed that everyone received a copy of the Executive Director's Report that was distributed electronically ahead of the meeting; he noted that he would send out a report prior to each meeting and invited anyone with questions to contact him at any time. He stated that he was pleased with how the Board Handbook came together and believes it will prove to be a valuable resource. He feels that Food Service is hitting its stride now
that Diane has been in the General Manager’s position for over a year, and believes the Catering Department is stronger than it ever been. Steve stated that Sean continues to work hard to make more students aware of Neebo’s Best Price Promise and textbook rental options; both of which save students money. He noted that Auxiliary Support is using 3 different access systems now that Lefevre has switched over to S2, and three more halls will switch to that system over winter break. He noted that Auxiliary Support was instrumental in launching the Tapingo smart phone application which allows customers to preorder and prepay for food at most venues on campus; noting that the program is a joint venture by CAS and Sodexo and we are the first SUNY campus to provide this option. He stated that Emily has also been on campus for over a year and is relating well to students and the community. He advised the Board that we had switched from Hertz to ZipCar in an effort to garner better support of the rental car program, and we had also installed electric car charging stations in Lot 28 and will be adding more in the near future.

TAPINGO:
Steve introduced Christine who stated that Tapingo was introduced to campus at the beginning of the semester; currently has 1,016 registered users; has been used over 7,500 times; averages between 300 and 360 orders each day; has generated $49K in sales so far; and can be used at most food venues on campus but is most frequently used at Oscar’s. She noted that payment options include Hawk Dollars, PayPal, credit cards and meal plans. James expressed concern that special orders aren’t always accurately prepared and that the traditional order lines at Oscar’s and The Sub Connection are getting longer; Osato believes the app is causing confusion for people waiting in line who are unaware of the new application. Diane stated that retail sales have increased by over 25% and this is increasing lines and wait times all over campus; they are making adjustments to address this issue and hoping that the opening of Wooster and Ridgeview next year will alleviate or reduce wait times. Daniel asked if the app could be accessed on any other device; Christine stated that they had considered installing kiosks with iPads by the registers but were afraid a third line would be overwhelming and cause confusion. Steve asked Christine and Diane to look into other options for students without smartphones.

RENOVATIONS:
Steve introduced Architect Dan Dembling and invited him to give an overview of the projects he would be working on this year, noting that Dan had previously designed the Back Stage Café, JFT, and parts of the SU and HDH. Dan stated that he was on campus to check on the progress at Wooster, which is scheduled to open in the fall of 2015. He noted that the downstairs area would have 4000 sq. ft. of space with 220 seats and feature a Panera-like concept that offers soup, sandwiches, salads, and grill items. The center area will have skylights and be open 3 stories high, with non-frozen yogurt available at a separate venue on the second floor level.

Dan noted that the new residence hall near Esopus and Lenape would also open in the fall of 2015 and would include a 2,400 sq. ft. dining venue with 120 seats and an upper level mezzanine.
Dan stated that the Back Stage Café was going to be closing down at the end of the spring 2015 semester and reopen for the fall 2015 semester as a full-fledged Starbucks. Steve explained that the Starbucks in the SU and the cart at the STL are actually ‘We Proudly Brew’ Starbucks venues, which have less stringent requirements but more limited menu options than a full-fledged store. Dan noted that the Starbucks at the STL would be closing down at the end of Nov. and would remain closed until Jan. of 2016 when library renovations are expected to be complete. When Starbucks reopens in the STL it will have seating, an enhanced environment, encompass a larger area, have more storage, and provide expanded offerings. Discussion followed regarding the need for more than one Starbucks on campus. Steve stated that students had pushed for several years to get Starbucks on campus and have repeatedly asked to have more than one; Diane noted that coffee sales are consistently in excess of $50K per week and the second location will help reduce lines and wait times after the new residence hall opens and an additional 250 students are on campus using meal plans.

Diane also noted that Jazzman’s would be shutting down permanently in May of 2015, adding that Jazzman’s and Back Stage Café would be open late to address late night coffee needs during finals this semester and next. Steve concluded the discussion by stating that Dan would return to a future meeting to review plans and drawings.

DONATION OF CAPITAL TO COLLEGE:
Steve explained that a motion was needed to formally donate to the campus the money CAS spent on capital improvements during the last year, noting that CAS is a tenant that rents from the campus and does not own any of the improvements we fund. He noted that CAS had spent $620K on improvements and renovations on the pizza by the slice venue known as Pomodoro’s in the SU, and on the purchase and installation of a new dish conveyor machine in HDH. A motion was made by Kevin to donate the $620K spent this year on capital improvements to the campus, seconded by Niza. There was no discussion; James abstained from the vote; the motion passed.

ADJOURNMENT:
Steve handed the meeting back over to Dave Rooney.

A motion was then made by James to adjourn the meeting; seconded by Osato. There was no discussion; the vote was unanimous.

Meeting adjourned at 2:12 p.m.