

**Minutes**  
**Annual Board of Directors Meeting**

October 12, 2016

SU 418

<b>Attendees:</b>	Steve Deutsch	W. Wayne Brumfield
	L. David Eaton	Catherin Callan
	Niza Cardona	Rui Gomes
	Michele Halstead	Kaina Rivera
	Corinna Caracci	Geraldine Humbert
	Rachel Rigolino	Ryan Goodwin
	Raven Harris	Michael Tierney

**Others Present:** Melinda Cirillo

**Recording Secretary:** Faathyma Clark

**Call to Order:** 10:40 a.m.

**Dr. Brumfield** started the meeting introducing himself and asking everyone to go around the room and introduce themselves. **Wayne** then turned the meeting over to **Steve**.

**Housekeeping /Purpose of Meeting:**

Board Manuals and Handbooks were delivered to members. **Steve** reminded the members of the purpose of the board and the duties and responsibilities of board members. **Steve** went over the different parts of the handbook and mentioned that some of the bylaws may need some adjustment but that will be brought up again when the time comes. The role of CAS was also explained. **Steve** made sure new board members were clear about the role of a representative and an alternate board member. He explained that an alternate can participate and report back but is not allowed to vote.

**Conflict of Interest Policy:**

**Steve** explained the Conflict of Interest Policy. Then each member signed policy and returned it to **Faathyma**.

**Ex Officio Positions:**

**Steve** explained that these are roles given to people solely because of their position. The Chair is Dr. Brumfield, Vice Chair is Michele Halstead and, Steve Deutsch is the Secretary/Treasurer.

**Elected Official Position:**

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

**Budget Committee:**

**Steve** sought three volunteers to sit on the Budget Committee; explaining items they will discuss and that they will meet two or three times starting in January. The volunteers were **Niza, Geraldine and Michael. Niza may only be on until Alexandra Cox is off Sabbatical.**

**Executive Committee:**

**Steve** sought two volunteers to sit on the Executive Committee explaining that the executive committee meets when an emergency situation arises that needs to be addressed in between meetings or during times when school is not in session. The volunteers were **Niza and Michael.**

**Jim Frederick's Scholarship Committee:**

**Steve** explained what the Jim Fredericks Scholarship is and the duties of the committee. **Steve** then sought three volunteers to sit on the Jim Fredrick's Scholarship Committee explaining that the committee will meet once or twice and will start in November. The volunteers were **Kaina, Rachel, Niza and Faathyma.**

**Meal Plan Committee:**

**Steve** sought three volunteers to sit on the Meal Plan Committee explaining this committee meets to resolve student meal plan issues. The three volunteers were **Raven, Rui, and Kaina.**

**Programming Fund Committee:**

**Steve** sought three volunteers to sit on the Programming Fund Committee explaining that they would meet once. The volunteers were **Corinna, Raven and Dave.**

**Service Evaluation Committee:**

**Steve** sought out three volunteers to sit on the Service Evaluation Committee. He explained they would meet monthly. The three volunteers were **Michael, Raven, Corinna and Catherine.**

**Adjournment:**

The Meeting was adjourned at 10:50 a.m.

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**Call to Order:** 10:50 a.m.

**Unanimous Approval of May Board Minutes.**

**Executive Director's Report:**

**Full Court /Advanced Online:**

**Steve** announced the new online athletic store, Full Court by Advanced Online.

**Niza** asked if they would work with Greek organizations.

**Steve** said he was unsure but would find out.

**Shop 24:**

**Steve** explained that Shop 24 is going out of business. He is having an emergency meeting with the other SUNY schools that have Shop 24 to see what they are doing with their machines. We may end up running the machine ourselves, which would require some investment.

**Food Service and Operations:**

**Steve** explained he is very happy with the openings of Starbuck's and Element 93. Traffic is high but after time that should slow down. **Steve** asked the Board what they think about the new food operations. **Michael** said he has not eaten at Element 93 himself but he has heard from other students that the food has been superb. **Rachel** asked about Tapingo at Element 93 and Starbucks because of the long lines. **Jen** explained that they will have Tapingo in about two weeks. She also mentioned that The Roost uses Tapingo from two to close.

**Construction and Projects:**

**Steve** mentioned that the new bakery is going to go in the old Oscar's space. The drawings are almost done, currently working with design and construction on progress. Projected completion date is fall 2018. There will be a retail operation to go along with the bakery and sell the goods the bakery makes.

#### **Bookstore:**

**Steve** explained that we recently had a consultant, CBC, come in to survey the campus community and figure out other possible options for the bookstore. We are currently with Follett but our contract is up at the end of June. CBC will figure out whether our best option would be to renew with Follett, RFP for a new company, or take back the some of the operations ourselves. CBC came and did interviews with faculty and students. Now, they are data crunching and creating a report to present to the Board in November or December.

**Niza** asked what incentives the bookstore offers students to purchase supplies from the bookstore, an incentive may push the faculty to recommend the bookstore for supplies. **Sean** explained that because of the quantity they would order it would be hard to offer incentives. **Sean** also explained that supplies can be added to the adoptions but some faculty don't submit adoptions. **Steve** asked what incentive the bookstore offers for faculty to submit adoptions. **Sean** explained they are required by law to submit adoptions to bookstore. **David Eaton** asked what the percentage of faculty that don't submit adoptions is. **Sean** answered about 85% of teachers submit adoptions. **David Eaton** stated that the law only requires teachers to submit book adoptions not materials. **Sean** stated the law states materials are included. **Shelly** explained that some of this is due to state regulations, and believes there may be need for a conversation about this.

#### **Open Questions/Concerns:**

**Rui** asked if we are shutting shop 24 down until we figure out a permanent solution. **Steve** explained that they asked for \$15,000 to have them teach us how to use the machine completely and run off of our own server. We need to learn how to run it mechanically and technically. We have computer technician that works on our office computers that is willing to help us with the technological/software side of it. For now, we are keeping it running until it doesn't work. **Rui** asked if Shop 24 has been profitable. **Melinda** explained that last year there were sales of \$247,000 and this quarter sales were of \$32,000?

**Kaina** wanted to know if food supply would get produced faster with Oscars closing for the next two years before the bakery opens. **Jen** explained that the beginning is always busier but the lines have let up some and hours have been extended in many of the locations to help spread out the congestion. Also the Roost and Element 93 are open later for the after class rush.

**Michael** asked if there were any plans for the space at JFT. **Michele** explained that there is a space crunch on campus but there are no current plans for the space. There is a committee addressing this issue that should have some answers by December 1<sup>st</sup>. She doesn't believe it would be another food service spot but, it is not out of the realm of possibilities.

**Rachel** stated that Element 93 is a relief taking away the congestion from the lobby of JFT.

**Michael** stated that there is no place on campus for students to buy fresh produce. Students want fresh produce and don't want to wait until the farmers market every week or walk to Tops, which has low quality produce. **Ryan** said he would look into it. **Jen** explained that she has spoken with Max Fuller about selling fresh fruits and vegetables in The Sweet Stop.

**Corinna** thanked Ryan and Max Fuller, food service for their recent help with a sensitive matter regarding students.

**Kaina** stated that she believes a comment board in the SUB would be useful. **Steve** said he would make that happen.

**Niza** explained that she is concerned about Element 93 becoming dangerously crowded and doors are being blocked. **Steve** said he would speak with Mike Malloy and figure out what to do to fix the space. **Geraldine** suggested to move the stand that is in front of the cash register. **Jen** explained that without that case there would be no place to put on the go items. She believes Tapingo will help with that line congestion. **Rui** suggested a ticket system like the DMV. **Ryan** explained that they use buzzers. **Rui** clarified that he was referring to a ticket system instead of waiting in line to place your order. **Jen** restated that she believes Tapingo will help with this congestion. **Dave** wanted to know what the range of the buzzer is, thought it would be good if employees could go back to their offices. **Jen** explained that for the most part, you need to be in the general vicinity. **Steve** asked about the possibility of a kiosk. **Jen and Ryan** explained there are problems with sequoia and would like to wait to see how Tapingo goes. **Dave** stated that we never used to serve this population of faculty, staff and students. **Steve** explained that when he pulled up the tender information for retail operations he found that 1/3 of the sales are from credit cards or cash, which shows that everyone is using the facilities.

**Steve** explained that if anyone had anything they would like to have added to the agenda, to give it to him a week before the meeting.

**Michael** motioned to adjourn and **Niza** seconded his motion.

**Meeting Adjourned at 11:25.**