

Minutes

Board of Director's Meeting

May 8th, 2019

SU 418

Attendees:	Steve Deutsch	Niza Cardona
	Melinda Cirillo	Kevin Saunders
	Michele Halstead	Juan Pablo Molina
	Stephanie Blaisdell	N'Della Seque
	Corinna Caracci	Ryan Goodwin
	L. David Eaton	Fred Destefano

Others Present: Scott Myers, Michael Sheridan, Beth King, Maureen Lohan-Bremer

Recording Secretary: Jacqueline Pascar

Call to order: 10:40 am

2019-2020 Budget

Overview & Highlights:

Melinda mentioned that salaries, wages and fringes are anticipated to increase by 2% across the board, but "It won't look as obvious when you look at it since there has been shifts in employment." **Melinda** noted that Central Services Overhead is an allocation of expenses minus any non operating income across all of the cost centers. Space rentals and utilities were increased by 2% in the budget based on historical data.

Central Services:

Wages decreased from last year since the full-time marketing and full-time secretary positions combined into 1 position, consisting of part-time marketing and part-time secretary. Fringe benefits slightly increased due to people changing from single to family benefits. **Melinda** explained how the Public Relations decreased from \$224,714 to \$62,000 because "We did not budget for the \$158,000 we gave to the Foundation for the Sustainability." After mentioning that other fees include the portfolio management fees, **Melinda** asked if there were any questions or concerns about the Central Services overview, there were none.

Food Service Operations:

Food Service meal plans were projected to increase by 5%. **Melinda** further explained how the most important part of that data is residency since “The cost to provide meal plans goes up as we lose residents.” **Melinda** explained how the money for repair and maintenance was received from Sodexo through the Enhancement Fund. It increased from 150,000 to \$200,000 this year according to the new contract. **Melinda** also noted that the Central Services depreciation has increased this year because we will be adding approximately \$1 million of equipment to our fixed assets due to the completion of the bakery project.

Composting considerably increased. **Melinda** said, “It’s trending up, so I increased the composting budget accordingly.” **Melinda** welcomed the room to any questions. **Stephanie** commented that “Last year we had a weird dip in our re-contracting numbers for housing, so we’re going to be tracking those really closely going forward. We’re already seeing a return of previous years’ numbers.” **Stephanie** noted that last year they had under 1,500 re-contracts compared to the 1,627 re-contacts they already have this year. **Stephanie** further explained that “**David Eaton** reported to the cabinet that our incoming class looks about the same as last year, so I think overall housing we’re going to be back up.” **Michele** commented that facilities has 81 additional beds that “...were either rooms that were offline because of maintenance issues or new places.” **Michele** further concluded that there should be an increase next year, but that in terms of budget practices “we don’t overestimate revenues.” **Melinda** responded that for the Spring they currently have 2,849 so she budgeted 2,875 “thinking that we would get an increase.”

Stephanie asked if there was a way to adjust meal plan pricing midway through the year. **Steve** responded that, similar to most campuses, New Paltz has never done it before because “The issue would be selling a false bill of goods to incoming students, unless we put some sort of disclaimer in the future.” **Melinda** explained her process of using residency numbers from the previous year to help determine the new budget for food services. **Melinda** asked if anyone had any questions. There were none.

Meal Plan Information / Comparisons:

The meal plan increased by 5% since last year. **Melinda** mentioned that New Paltz is on the lower range of meal plan prices compared to other SUNY Campuses. **Michele** asked if the prices listed exclude the administrative fee. **Melinda** responded that the prices do not include dining dollars. **Steve** noted that Albany’s listed meal plan is their “all you care to eat” plan.

Bookstore Operations:

Melinda mentioned that this is the first year the bookstore commissions will not be based on a guarantee. Instead, it will be based on 90% of the prior year sales multiplied by a fixed percentage. **Melinda** further explained that “The guaranteed commission will be \$210,000 this year based on the prior year’s sales.” We also budgeted for a 2% increase in Utilities. **Melinda** concluded that they expect to see the deficit decrease to \$86,481, compared to the previous year of \$116,400.

Vending Operations:

Melinda explained how CAS does not recognize the sales of cold beverages, candy or snacks because the amounts “are taken out at the contract service line, so the net effect is zero.” The new Open 24 is expected to be installed in October. **Melinda** noted that she was “conservative” with the budgeting in case the installation of Open 24 is postponed. The commissions from Triple J, a portion of the new shop, and Coke are guaranteed. The \$32,000 of depreciation is from Shop 24. **Melinda** said that if they get rid of Shop 24(Snack Shack), then they will have about \$150,000 in depreciation that they will have to write off. **Melinda** emphasized that she “did not put that in the budget, again not knowing exactly what’s going to happen.” **Melinda** asked if there were any questions. There were none.

Laundry Operations:

The total revenue of laundry services was expected to be \$295,500. **Melinda** explained that she took the current laundry services charge of \$50 per student and multiplied it by the amount of meal plans. The contract service line is the amount that they pay to the laundry service carrier for the equipment. The Residence Life Fee is \$15 per resident student per semester to the residence hall agency accounts. **Melinda** stated that it’s about \$21,000 and explained “Again more residents, the numbers will shift.” **Melinda** opened up the board to questions. The response was no.

OAS:

Melinda explained that Conference Services has drastically changed from last year since “We’ve lost several big conferences, Dowsers, Upward Bound, Nike, which is equivalent to about \$225,000.” However, **Melinda** said that CAS has an upcoming meeting with **Ryan** and other Sodexo employees to hopefully get more leads and increase the revenue in the conference service line. **Melinda** further explained that she budgeted conservatively while adding a “small cushion” in for the smaller summer conferences. **Stephanie** asked if the conference loss was a result from the SUB being offline when the roofing project was planned to happen. **Ryan** responded that some of the conferences didn’t return because they might have gone elsewhere. **Ryan** said that “The leads that we generate won’t be probably until next summer, because a lot of people are planning now, or in the next couple of months, for a year from now where they’ll start doing conferences.” **Stephanie** asked if the projection took into account that the SUB will be offline next summer. **Melinda** confirmed that it did, and further explained that the reason they lost the Dowsers Conference, one of the bigger contracts, was because they thought the Lecture Center would be offline. **Melinda** said that they couldn’t offer it to them and they responded that “we can’t wait any longer we have to go someplace else.” **Melinda** concluded that by meeting with **Ryan** and with the smaller scheduled conferences, “we’ll try to get the numbers up to the best of our ability.” **Stephanie** commented that “It’s probably important for the board to know that that’s beyond your capability.” **Melinda** continued to explain the addition of repair and maintenance since they are updating their point of sales system at the end of this month. **Melinda** emphasized that they’re expecting a \$150,000 loss, hoping that “this page out of all of them is wrong.”

Programming Support:

The programming support increased this year for the RHSA stipend, resulting in a total of \$316,000.

Melinda mentioned that the \$1,500 unallocated from last year went up to Student Affairs for the LGBTQ initiative.

Anticipated Contributions to Campus and Community:

Melinda noted that about 59% of CAS's total revenue is projected to be contributed to the campus and community. They currently have added the new amounts for Jim Fredericks Scholarships, the Food Insecurity Scholarship, and the sustainability portion of the disbursement. The net income is expected to be about \$1,000,000.

Jim Fredericks Student Employee Scholarship Fund:

The committee decided on 10 recipients for the scholarship. **Michele** praised the committee for "really doing that on the fly." **Niza** agreed that the "outreach must have been amazing because we received some of the best essays that we've ever received." **Melinda** asked if there were any questions or concerns on the budget. **Steve** asked if the board was ready to vote on passing the budget. The board agreed. **Steve** asked if all were in favor of the budget as presented. All were in favor.

Programming

Sustainability Endowment:

Steve announced that along with the written applications, there would be 3 oral presentations reporting on budgeting that CAS continues to allocate. **Steve** welcomed professor **Michael Sheridan** to speak on the behalf of the endowment that supports sustainability farming. Last year CAS gave a total of \$168,000. \$150,000 that went directly to the endowment and the other \$18,000 was "to get it rolling immediately". **Mike** mentioned that his report was from the previous year of classes that attended Phillies Bridge Farm "specifically for the sustainability endowment." **Mike** noted that the 6 classes involved from this past year was a drastic decrease from the previous fiscal year consisting of 29 classes. **Mike** hoped that it was "just a blip" and said that he would be reaching out instructors who had previously taught and brought classes to the farm. **Mike** announced the opportunity for more language speaking students to learn at the farm with the addition of Spanish and French speakers who will be able to assist on the tours. **Mike** explained that transportation remains an issue for them since the "cheapest option is New Paltz Taxi and they charge approximately \$120 per trip." **Mike** asked the board for any opinions or suggestions on how to get the students out to the farm. With the full amount allocated to the farm, **Mike** noted that no one has been denied of funding. **Mike** further explained that they may have to establish selection criteria in the future since the farm would not be able to hold all sustainability related classes that are offered. **Mike** thanked CAS for giving them the donation. **Stephanie** suggested contacting Jeanne Quenzer, the departmental secretary from the Athletic and Wellness Center. **Stephanie** said, "There is a fee, but it would be competitive, if not less, and their

capacity is bigger.” **Niza** noted that “I did a comparison for something else, for the veteran military, and he [New Paltz Taxi] was the most competitive.” **Steve** asked if there were anymore questions. There were none.

RHSA:

Juan thanked CAS for the budget increase that helped to fund for RHSA’s compensations to meet the \$26,000 which was agreed upon. **Juan** discussed the email from a student, forwarded from Richard Winters, which addressed a petition that was dropped off to the President’s Office. **Juan** described the petition as “a simple petition to implement organic foods being sold in all food stations on campus... to create a healthy environment, not only for the planet but for our bodies.” **Juan** said that he is unsure where Sodexo currently brings in food, and further expressed his confliction with organic foods. **Juan** explained if the organic food is sourced from across the country then it “kind of defeats the sustainability aspect” but eating locally and seasonally “decreases the options on campus” which is a constant complaint from students on campus.

Ryan handed out a list that Chef Matt Hill created of where Sodexo’s food is sourced and noted that their national contract is with Sysco Albany which collects food from around the country. **Ryan** explained that national contracts “bring more money back to the units, which bring more money back to CAS, which bring more money back to RHSA or programming.” **Ryan** described The Roost, the organic convenient store on campus, to be stocked with “ready to eat products, microwaveable products, raw ingredients in that area to try to combat the push for organic.” **Ryan** explained cost increase as a “trickle-down effect” since the average 10% – 30% cost increase of organic goods will “always go onto the consumer and that means plans go up.” **Ryan** said that accessibility is also tough since the valley “has farms but cannot produce at the quantity that we’re going through.” Though Lisa Mitten had not updated a report of locally sourced foods this year, **Ryan** explained that the last report was 35% – 40% locally sourced food which is “Higher than any mass-produced food service area.” **Ryan** further discussed the big effort taken to integrate more organic and locally sourced products while also trying to minimally impact the students. **Juan** acknowledged the efforts but explained that students aren’t aware of the food sources. **Ryan** mentioned that the marketing team has strived to tell their story every day on social media, and that they’re working on a video to explain where the food comes from. **Steve** explained that it’s difficult for students to understand what they’re paying for food when so many aspects are considered in order for CAS and Dining Services to agree on a meal plan rate. **Steve** asked **Ryan** what the target cost of goods are for the retail establishments on campus. **Ryan** noted that the SUB is anywhere from 42% to 47% and is “viewed as the value of options”, which differs from the dining hall that is a little less than 20%. **Ryan** further explained that on all college campuses the resident dining “carries all of the retail because it’s a la carte.” Since preparation and efficiency contributes the food served in the dining hall, **Ryan** discussed that when the cost of goods double, smaller operations would have to reduce hours. **Ryan** concluded that “it monopolizes your cost of goods into your labor and hours of operation.” **Steve** explained how he’s always confronted with various concerns that will ultimately costs students more money, and further emphasized that the board should be “completely aware of the complexity and why it factors in.” **Ryan** discussed that even though they are now at 60% with compostable products, students, staff and faculty “didn’t see the price go up at any point in any area.”

Steve suggested that there should be “a vehicle for students to let us know what their priorities are and where to shift focus.” **Juan** commented that “I don’t think students really understand how it’ll affect them, because aside from the fact that it’s going to increase prices, they’re probably going to decrease the amount of people working food services.” **Ryan** noted that Sodexo is one of the largest employers in the area, but if the food margin isn’t large enough then they have to hire less people. **Juan** expressed his understanding but explained that “the frustrating part is that students just think that you guys [Dining Services] don’t do enough.” **Ryan** questioned how they can better communicate the information. **Michele** said one of the board’s responsibilities is “to help the students bring these kinds of issues back and to facilitate a way for more people to learn about this.” **Michele** further suggested inviting students to board meetings, holding special meetings or connecting with **Ryan** and Dining Services. **Ryan** agreed that “inviting people here and having them listen to what’s sort of the backbone of what we do is crucial.” **Steve** asked **Juan** if enough was covered to respond back to the student. **Juan** said yes. **Steve** commented that he understands **Juan**’s expression of not being able to easily give students what they want. **Steve** further explained that “If they’re really dedicated to it and can build up a coalition and make a survey and show a presentation, we’re open to that.” **Juan** understood, but explained that the bigger issue in his opinion is that “it’s what the students want to see that will eventually affect them.”

CAS Internship Stipend:

Beth from the Career Resource Center passed out two handouts: one was a spreadsheet of every recipient since the stipend was established, and the other handout highlighted the stories of some of this year’s recipients. **Beth** briefly explained how the CAS internship stipend started in the Fall of 2005 when **Steve** informed their office that he had leftover money since “The students don’t use all of their declining balance.” **Steve** and the former director of the Career Resource Center worked together to create this scholarship “that would help students be able to participate in internships who may not otherwise be able to because of financial need.” After the scholarship launched in the Spring of 2006, the office has been awarding students each Spring, Summer and Fall. **Beth** explained that in the beginning, the allocation of the scholarship was not as organized as it is now with the incorporation of a budget worksheet. **Beth** said they can serve more students “if we really take a look at that budget worksheet they fill out and give them the money that they say they need.” The office also asks applicants to provide “a financial snapshot” for the semester in order to determine what is needed for the student to successfully complete their internship. **Beth** noted that the financial situations range from transportation issues to difficulties in buying food. With the exclusion of the selected students for the summer of 2019, the office has awarded 368 students with a total of \$409,250. After discussing some of the financial situations, **Beth** mentioned that the Career Resource Center requires all applicants to be pursuing academic credit for their experience to ensure the quality of the internships. **Beth** explained that the number of awarded students vary, depending on which applicants that believe could really benefit from the money. **Steve** explained that the leftover money which started the funding for the CAS internship stipend has now become a part of the continual budget. **Steve** noted that CAS allocated \$30,000 for the stipend in the public relations section of Central Services and commented that “It’s amazing what people have to go through just to get to class.” **Kevin** mentioned that some of the travel stories he’s read while serving on the stipend committee included “internships in the city and they’re

taking a train, and a bus and a taxi from who knows where to get there on a daily basis, because they can't afford to be down there for that experience." **Beth** explained that the application asks for a lot in order for the committee to "to make sure that we're truly helping the students that we need to." **Steve** asked if there were any questions. There were none.

Bottled Water Committee

Stephanie reminded the board of the motion made in April's meeting to address the issue of access to water and announced that **Brian** had ideas after reviewing the minutes. **Stephanie** explained that she met with **Brian** to create a proposal, which has a separate possibility after speaking with Lisa Mitten. **Stephanie** proposed that the board create "a sub-committee within CAS to take a look at sustainability issues for which CAS has direct oversight" or create "a mechanism for the existing sustainability committee, which does receive funding from CAS, to take on those charges and report back to us." **Stephanie** noted that Lisa was "completely amendable" to the idea of the sustainability committee taking on the responsibility. **Stephanie** motioned for the board to consider one or the other. **Kevin** asked if the CAS board already has representation on the campus sustainability committee. **Stephanie** responded that they should, thinking that **Scott** was a member of the committee. **Scott** explained that he doesn't attend the meetings since it conflicts with his management meetings. **Stephanie** suggested to appoint a different liaison for the sustainability committee. **Scott** agreed. **Steve** asked if there were any thoughts or comments. **Juan** asked if the committee was for general students. **Stephanie** said that according to Lisa there are seats open for RHA and SA representatives, but their attendance isn't regular. The committee also employed 6 students through CAS funding to serve the sustainability mission of the institution. Faculty and staff are also represented on the committee.

Steve noted that "the priorities of this corporation are to provide services and to do so efficiently," and suggested that recommendations should come from groups that do the work. **Steve** further explained that "Our purview is to get things as inexpensively as we can for the students and generate the money that we're generating so that we can provide the programming that we can provide." **Stephanie** expressed her uncertainty of "how to marry the mission of CAS to be efficient and effective with the values of the institution to be sustainable." **Stephanie** suggested the best solution may be to have the sustainability committee report back to the board. **David** asked if there was a motion on the table. **Stephanie** explained that the motion was "to determine the best ways to assess and implement sustainability goals that CAS has direct control over." **David** said the conversation couldn't continue unless the motion was seconded. **Stephanie** asked if anyone would second the motion. **Juan** seconded the motion. **David** believed the motion to be unclear. **Steve** reframed the issue as "how to achieve both goals in a way that works," and suggested that he would be willing to serve on the committee.

Stephanie summarized her motion of wanting "to charge the sustainability committee starting with the issue of assessing and coming up with ideas for accessible, clean water, and occasionally thereafter, other sustainability goals to report back to this body." **David** said that the first motion must be withdrawn. **Stephanie** withdrew her first motion. **Steve** asked **David** if he thought the new motion was

acceptable. **David** said yes, as long as the motion was seconded and recorded. **Steve** asked if anyone would like to second the motion. **Juan** seconded the motion. **Kevin** asked if this committee can charge a campus committee with an act. **Michele** said she's not sure. **Stephanie** noted that Lisa said she was amendable to that, whether it be a friendly charge or a request. **David** stated that he thought the ban of selling bottled water on campus should have been an institutional decision, instead of the corporation. **David** explained "I think that's where we got off the tracks, and the more we do this the more complicated it's going to get." **David** concluded that he does not object the proposal, but objects to the practice of getting "organizations strings attached with other entities." **Juan** asked if the board could hold a referendum for students to decide whether to keep or ban the sale of plastic water bottles on campus. **David** commented that a referendum wasn't a bad idea, "But if it comes out that they want us to overturn our ban on bottled water, then we've got a dilemma." **Juan** responded that allowing the students to decide would eliminate any awkwardness of informing the sustainability committee since it would be a student concern. **David** commented that if the referendum results in an opposition to the ban, then the sustainability committee would not support the decision.

Steve mentioned that if a survey results in a close margin, that a compromise is common "based on what's the message of the entire institution." **Stephanie** clarified that the issue to assess is the accessibility of water when someone does not have a water bottle with them. **Stephanie** further discussed her proposal of forming a group to assess the scope of the issue initially and then brainstorm ways to address the issue. **Stephanie** explained "I think that it's important for the institution and this entity to be able to set values that are not always voted upon," and noted that the tobacco-free smoke-free committee was an institutional decision which was never voted on. **Stephanie** restated the question of whether the board wanted a subcommittee or to work cooperatively with the sustainability committee. **Steve** suggested a third option of having a CAS committee just focused on the bottled water ban. **David** restated how the sustainability committee is not a neutral entity. **Stephanie** emphasized that the focus is on having water in sustainable ways, rather than just the ban of bottled water, and it may be best for the sustainability committee to advise the board with options, because "they are some of the experts on campus about sustainability." **David** explained that the committee should be advising the administration since that would be paying for watering stations, not the corporation. **Stephanie** mentioned that another suggestion from the committee could be a recommendation for Sodexo to sell reusable water bottles at all of the eateries on campus. **David** explained that when they considered buying reusable water bottles for the gym in bulk, they found out that they do not come sanitized "So that's why we gave up that idea." **Steve** asked if the board can move forward with the decision to form a committee within CAS to examine the bottled water ban and suggested to table **Stephanie's** proposal until the October meeting. **Stephanie** withdrew the motion and made a new motion for the board to make a Doodle at either the end of this semester or beginning of the Fall semester to determine the best meeting time for the group. **Michele** seconded the motion.

CAS Emergency Scholarship Fund

Maureen thanked CAS for their generous donation and noted that they were able to help 15 students with grants ranging from \$500 to \$2,000. **Maureen** noted that 5 students experienced the death of a parent, 2 of which the surviving parent took unpaid leave, and further discussed some of their stories.

Through discussion, **Maureen** explained that the government's end to the low-interest, Perkins Loan program had brought "a very painful year [of] trying to bridge a lot of gaps...". **Maureen** explained that even though the recipients come from various levels of income, "the thing that they have in common [is] nobody plans for the unthinkable." **Steve** announced that CAS is currently budgeting \$20,000 and they've also added \$12,000 this year for Food Service Scholarships. **Maureen** stated that she had spoken to **Niza** to figure out a way to prevent awarded students from paying full tuition, but that she "might be in touch to ensure that it is specifically for the meal plan and it doesn't go elsewhere." **Steve** asked if she planned to award incremental values or not. **Maureen** said she planned to award \$1,000 a year, \$500 a semester. **Steve** thanked **Maureen** for joining the meeting.

Programming

Steve addressed that everyone received the reports from all of the existing entities and asked if there were any additional questions about the budget or to continue on as **Melinda** had laid it out. All agreed to move on. **David** commented "the greatest accomplishment we had is to not be a programming board anymore. I think this works really well." **Steve** agreed. **Kevin** commented that some of the programming funding appears to be stronger than others when the money is used toward a speaker "that would never have the opportunity to be in front of our student body," as opposed to buying food that attracts students to the event. **Michele** mentioned that "We want to be sure that we're not using auxiliary money for retreats that can be funded through other means." **Melinda** commented on her experience of students wanting to use programming funds for off-site meetings instead holding them on campus and also wanting to cater smaller meetings. **Steve** stated that he will get the applications in earlier and send them out to the group so any comments can be emailed to him to make sure money is well spent. **David** commented that "the greatest area of discipline is to make sure that the funds are spent in a matter that's consistent with the purchase for which they were requesting." **Kevin** said that CAS should do it's best to support the mission. If there is a conflict between spending and the corporation's mission then it should be reviewed. **David** agreed. **Steve** thanked everyone for a great year and reminded the group of the upcoming end of year party. **Steve** asked for a motion to adjourn. **Michele** motioned.

Meeting adjourned: 12:10 pm