

**Minutes**  
**April Board of Director's Meeting**  
April 4th, 2022  
Via WebEx Call

<b>Attendees:</b>	Steve Deutsch	Kevin Saunders
	Melinda Cirillo	Rachel Rigolino
	Michele Halstead	Fred Destefano
	Stephanie Blaisdell	Emily Yulo
	Corinna Caracci	Michael Cavalieri

**Others Present:**

**Recording Secretary:** Jacqueline Pascar

**Call to order:** 9:00 am

**Unanimous approval of agenda and February 15, 2022 minutes.**

**E.D. Report**

**Steve** announced that Timothy Dilger, Director of Card and Conference Services, resigned after working with CAS for 6 years. **Steve** noted, "He didn't give us a tremendous amount of notice, so **Mel** and I have been scrambling a bit to decide what we're going to do. We're going to make some changes to the office." The redistribution of tasks within Card Services had been discussed with **Michele** and would be publicly announced after discussing amongst the office staff.

**Steve** highlighted that **Michael** had been working on expediting GrubHub orders at Element 93 and asked if he would share his thoughts with the board. **Michael** reiterated that during busy times an enormous line tends to form causing people to wait longer than necessary even if the order is ready for pickup. He said, "We're going to try and encourage a little bit more of building that cluster in front of the expediting area. We're also going to become a lot more vocal with our expediting and trying to communicate better with each student, or whomever it is that's picking up the food by calling out numbers and names." A small speaker was recently installed near the pickup station in Element 93 to assist with calling out completed orders and marketing was in the process of working on new signage to assist with making the pick-up area more efficient. **Steve** thanked **Michael** and noted that this project at Element 93 aligned itself with an upcoming Food Service Forum hosted by Student Association. He said, "I have to imagine that delivery of food at Element 93 in a timely manner has got to be one of the things on their agenda, so I'm glad that we're out ahead of it. We'll find out what those other items are."

In regard to the Bookstore, **Steve** stated that the current 5-year contract with Follett was ending, and it was undecided whether the contract would just be renegotiated or be sent out for bidding. **Steve** explained, "There are far fewer players in the college bookstore world than 5 years ago, and I'm guessing it's more than likely that we'll wind up with Follett again, but it may be worth our time and attention to put it out to all interested parties." **Steve** asked if the board had any thoughts or issues with moving forward with and RFP. The answer was no. **Steve** stated that **Melinda** and he would further discuss.

**Steve** asked if **Melinda** could inform the board of her current accounting work for The Children's Center and Student Association. **Melinda** explained that she was the Fiscal Agent for both organizations. For The Children's Center, she provided all accounting services including bookkeeping, payroll and preparing

tax information for audits. For Student Association, **Melinda** worked with the SA Office on accounting items since there was a greater need for segregation of duties. **Melinda** explained that she completed the bank reconciliations and Bill Clark, Director of Business Operations, signed off. Similarly, Bill worked on journal entries and cut checks which would then be signed off by **Melinda**. **Melinda** commented, "It's labor intensive for both organizations... It's just a little bit of a different type of work." **Steve** thanked **Melinda** for sharing and announced that Student Association's upcoming Business Finance Committee Meeting would be voting on potentially moving SA's accounting work to CAS. With indications that the vote would pass, **Steve** noted "We've just moved up the hiring process and we've filled an old accounting position that has left unfilled for almost a year now. That person will be starting in full with us next week to accommodate the additional workload."

**Steve** announced that the Jim Fredericks Scholarship Committee met and selected 10 scholarship recipients for the semester. He said, "All of the applications were quite good this year, but we had 10 clear winners. The thing that separated them more than anything was their work experience with CAS, they had good recommendations, and they had been with us for a sufficient amount of time." **Steve** asked if there were any questions about the ED report. There were none.

### **Meal Plans**

Designed to handle the pandemic, the current meal plans did not require first-year students to have unlimited meals at Peregrine, as traditionally required with the Carte Blanche program. Instead, all students could choose between the unlimited meal swipe plan costing \$2,400 or the two additional meal plans costing \$2,500 each. **Steve** explained, "Now that we're going back to a full resident population, we feel like we better need to support both the needs of the traffic that we expect to have as well as to maximize what's going on at Peregrine by switching the meal plans back towards what we used to offer."

**Steve** shared the two proposed meal plans for the upcoming academic year. The Carte Blanche Plan, required for freshmen, would provide unlimited access to Peregrine Dining Hall, \$300 dining dollars and 3 meal exchanges per week. The upperclassmen plan would provide 10 meal swipes, \$1,000 in dining dollars and three meal exchanges per week. **Steve** explained, "By doing this, we'll maximize all of the seating and cooking areas that we have throughout campus to accommodate the 3,000 students that we expect. We'll also better utilize and offer a better value for students by increasing usage at Peregrine, which right now is at the lowest it's been probably in its history." The two plans had preliminary pricing which would result in a 3% increase in total costs to the students. This increase would be on the low end compared to other SUNY colleges expecting 5% to 8% increases in meal plan costs. **Michele** asked if both plans would cost the same to students. **Steve** confirmed and explained, "We don't want to penalize first year students who may feel somewhat penalized by having the restriction of only one meal plan by charging them more. Last year we were able to charge them less because we were charged less, but this year we're actually going to be charged more for the Peregrine plan." **Steve** asked if there were any questions or comments. The answer was no.

### **Peregrine Program**

**Steve** stated that a big concern, not just on campus but in society, was the move away from communal dining to "to-go" or retail meal eating. He explained, "We're seeing less interaction in communal areas such as Peregrine as we've had in the past. Now a lot of that has to do with the pandemic, but we're hoping again that we'll be mask-free and mostly done with the pandemic next year and we want to sort of bring back the communal aspect to dining, as well as the economic advantages of being able to feed people more efficiently in Peregrine." A recent meeting was held with CAS and Student Affairs to discuss

how to entice people to eat at Peregrine through the improvement of programming. **Steve** noted how previous general managers had planned successful programming events, but the programming was executed based on management's availability. **Steve** emphasized the importance of programming in Peregrine stating, "We sort of need to remove it from the food service management. They have enough on their hands, especially these days from getting staff to just putting out good food."

**Steve** announced that three Event Coordinator Student Interns would be hired to begin working in August and throughout the academic year. The interns would focus on creating programs in Peregrine on a regular basis with the support of the corporation, Sodexo, campus departments and student organizations. **Steve** asked if there were any thoughts or comments.

**Kevin** suggested sharing the proposed programming events at Peregrine with the Student Association at the upcoming forum **Steve** and **Michael** would be attending. He said, "It seems like it's a little bit counter to what you're saying that the students like to do now, so I would hate for us to do all of this stuff if it's still not going to do anything." **Steve** agreed that it was important to bring up to the Student Association for feedback, since it may be a universally unpopular idea among students. **Steve** added, "But I do think, and this is something that Brian Obach used to talk a lot about, sometimes it's the institution that needs to set the rules about these things and even if the kind of interaction that we're talking about is a little bit coerced and forced, we kind of have to stand fast and do it." **Steve** pointed out that no current students on campus would be restricted to the freshman meal plan, only incoming students. He commented, "I think it's important to an 18-year-old or 17-year-old to come into a program with a lot of structure to begin with and then sort of graduate through that."

**Stephanie** agreed with **Steve**, stating, "...Sometimes we do wildly unpopular things because the research bares out that it's better for the student and it's better for the institution." For example, first-year students are placed in corridor-style housing to support interaction. **Stephanie** thought improving the programming at Peregrine would also be helpful to students and result in increasing retention numbers. **Steve** noted that **Michael's** boss, Tim MacTurk, who managed about 10 other dining programs on college campuses said that the collaborative efforts with Student Affairs would be a unique thing. **Rachel** highlighted some of the great events in the dining hall before the pandemic. **Corinna** stated "Everyone's been so secluded, and I think students are really looking for opportunities to connect in some way, even if they don't know how to anymore. So, we're going to create this purposeful situation for them so they know that they can go to Peregrine. They'll have a calendar in advance, so they get to pick and choose what they want to stay for." **Steve** asked if there were any additional questions or comments for either programming at Peregrine or for the good and welfare. There were none.

**Steve** thanked everyone for attending the meeting and noted that the board would reconvene in May to review the budget.

**Meeting Adjourned: 9:26am**