

Minutes
Board of Directors Meeting

May 11th, 2016

SU 418

Attendees:	Steve Deutsch	Michele Halstead
	Alana Slatky	L. David Rooney
	Niza Cardona	Kevin Saunders
	Raven Harris	Corinna Caracci
	Maria Iskaros	L. David Eaton
	Joan West	

Others Present: Melinda Cirillo, Ryan Goodwin

Recording Secretary: Faathyma Clark

Call to Order: 10:35 a.m.

Unanimous approval of April Minutes and agenda.

Executive Directors Report:

Dining:

Steve explained that Starbucks and Element 93 will be open for fall semester. The bakery is going in Oscar's space. Vending has been great this year, almost 100% increase in vending sales. **David Eaton** asked about the Emergency Student Fund. He then explained what the Emergency Student Fund was to Board members who were not aware. CAS set up an emergency fund of \$17,000 that was handed over to Maureen Lohan, the director of financial aid, who then decided which students were awarded funds. This fund has been extremely helpful to students in need. Next fall Maureen will come and explain to the board exactly how the money is used. **Steve** asked if the Board wanted to vote to have this fund added to the budget now and make it a repeating fund or wait for Maureen to make a presentation and vote on it then. **Steve** explained the emergency student fund would be set up similarly to the internship fund program that sets aside \$30,000 providing money to students that need help funding his/her internship. **David Eaton Moved to set up a reoccurring amount of \$17,000 for the Emergency Student Fund that will be distributed to students in need by the director of financial aid, David Rooney seconded the motion. David Rooney** mentioned to build in a fall and spring spending report. **Steve** also mentioned having the internship program report their spending as well. **There was unanimous approval to make the Emergency Student Fund a permanent reoccurring fund.**

2016-2017 Budget:

Melinda explained the following highlights from the budget.

Page 2 Highlights:

The budget reflects a 2% anticipated wage increase and a 5% increase in medical Cost. An expected increase in rent, due to an increase in sq. ft. in food service (The Roost and Truth Café opening). For utilities the budget also reflects a 2 %increase.

Central Services 3-4:

C/S allocation: Bottom half of the page are the expenses that are allocated to operating units based on cost center revenue in relation to total revenue. These amounts are reflected as revenue for the central service cost center.

Technology: Increase reflects the cost associated with financial systems upgrade, various hardware upgrades.

Food Service: Pages 5-6

Currently, we are the only SUNY School to offer a major meal plan with no administration fee and a Carte Blanch plan with a swipe equivalency. Meal Plan pricing is increasing by 8%. Contracting services line reflects the Sodexo Price increase for residential meal plans; and an increase in cost related to retail plans.

David Rooney asked how Oswego was able to have such high meal plan being located in such a low cost of living area. **Michele Halstead** explained that was because of the four year promise which means the meal plan and room rate does not increase the entire four years the student attends the school.

Technology: Increased due to the expected increase in charges related to the Mobil ordering program currently through Tapingo. Net Income is expected to be \$866,137. A comparison of SUNY meal plan pricing is on page 8. These figures are net of Dining Dollars. SUNY New Paltz still has one of the lowest meal plan prices.

Bookstore Operations: Pages 9-10

Our current contract with Follett expires 06/30/17. CAS has hired a consultant that will help us determine the best option for operating the bookstore going forward. We are considering Self-operation, Hybrid operation or continuing with a contractor. The only revenue that is actually CAS's is Guaranteed Commission and a signing bonus, we have budgeted the same amount for 2016/2017 based on historical data.

Vending Operations: Pages 11-12

Overall we are seeing a significant increase in all vending sales. CAS revenue is guaranteed commission and Coke's Sponsorship fee. These numbers have increased due to the increase in all vending sales figures.

Laundry Operations: Pages 13-14

Due to the increase in space, utility fees and remittance to res life we will be billing SUNY \$50 per semester per student. We will be remitting \$15 per resident student per semester to Hall Gov. and RA agency accounts.

OAS: Pages 15-16

We are expecting the costs to be fairly consistent. We are teaming up with Sodexo looking into ways to increase conference revenue.

Programming: Pages 17-18

Allocations remained the same for this year. Contributions back to the college are on page 19. The list of the Jim Frederick's scholarship recipients appears on page 21.

Raven asked about the bookstore going self-op. **Steve** explained that CBC will be

coming in to do an analysis on campus deciding which option will work best for our campus. The three options they will consider are staying with a contractor, trying a hybrid form, or going completely independent. The results of the analysis will be presented to the Board in fall.

Motion to approve Budget, Michele Halstead. Seconded by Niza Cardona.

Programming Funds:

Steve explained he was happy with the memos that were sent from each department. **David Rooney** commented that he enjoyed reading the memos and appreciates that the Board gets a chance to see exactly how monies were spent, and plan to be spent. **David Rooney and David Eaton** explained that they did not find the memo presented by the School of Liberal Arts and Sciences to be sufficient. They did not itemize the events and the students that benefitted from the events. **Steve** asked if the Board would be willing to approve this and year and let them know to itemize in the future. **David Eaton** explained the Board should renew allocation in spirit but must receive an itemized report before the money is actually released. **Steve** clarified that this would mean the Executive Committee would review the updated memo and renew allocation in the summer; they will not get their allocation until the updated memo is received. **Steve** mentioned next year the Board could vote whether or not to increase allocations. **Kevin** told **Steve** he had sent him an email asking about the Woman's Gender and Sexuality group not receiving any funds and he was curious to know what division they fall under. **David Eaton and David Rooney** explained they are under the School of Liberal Arts and Sciences and would need to speak to the dean of the department to discuss funding.

Food Service:

Steve explained that Oscar's will be closing down and the bakery will be going in that spot. The modular bakery became cost prohibitive. There are two new locations opening in the fall, Element 93 and Starbucks. Hasbrouck, the Roost, Starbucks and some locations in the SUB will be staying open later to make up for the closing of Oscars. **Ryan** explained Salad Toss will go where Café Spice is, Café Spice will become a grab and go option, Crazy Bowls will be where the pasta station is and pasta will move to Pomodoro's. There will also be more C-store items in Nesters. The hours will be extended to midnight in many of those locations. The sweetshop will become a bakery/ café retail location.

Steve thanked the Board members for a great year and handed out plaques to honor board members that would not be returning next year.

Kevin motioned to adjourn the meeting and Niza seconded.

Meeting adjourned at 11:10am.