

Minutes
Board of Director's Meeting
October 10th, 2018
SUB 100N

Attendees:

Steve Deutsch	Isabelle Hayes
Fred Destefano	Michele Halstead
Brian Obach	Niza Cardona
L. David Eaton	

Others Present: Kevin Saunders, Melinda Cirillo, Juan Molina, Jules Robinson, Kevin Paige, N'Della Seque

Recording Secretary: Angelina Auchmoody

Call to order: 10:30 a.m.

Unanimous Approval of Agenda and May Board Minutes.

Agenda

Steve introduced the members of the board and each member briefly described their role. **Steve** informed the group of the purpose of the Annual Meeting. **Steve** discussed the board members handbook and its function, he stressed the importance of the disclosure form located in the back of the handbook. **Steve** asked if anyone would challenge **Dave Eaton's** role as Parliamentarian. No one did.

Committees

Steve asked for volunteers for the committees and described the purpose of each committee.

Budget committee: requires 3 other members (2 of which should be students) to sit with himself and Melinda to discuss the following year's budget. Meetings are held in February. **Juan, Isabelle, Niza and N'della volunteered.**

Executive Committee: **Steve** asked for two volunteers to sit with himself and **Michele** on the committee. **Juan, Jules, and Fred volunteered.**

Jim Fredericks Scholarship committee: This committee is responsible for awarding 10 student employees from CAS \$575 in a scholarship based on an essay and written recommendations from their supervisor. **N'Della** asks if you sit on the committee, can

you still apply for the scholarship? **Steve** and **Melinda** agreed that serving on the committee and applying would be inappropriate. **Jules** and **Niza** volunteered.

Meal Plan committee: requires 2 students, this committee adjudicates any issues with meal plans that cannot be resolved by staff. **Jules** and **N'Della** volunteered.

Programming funds committee: this committee awards over 300k in funds to various programs. Committee will meet once to evaluate the process of disbursing these funds and to ensure the process is going smoothly. Requires 3 directors. **Kevin**, **Fred** and **Michele** volunteered.

Services evaluation committee: Meets regularly to evaluate food service (small, non-board level issues such as: packaging, straws, operations of a particular service) Meetings will be held a few times per semester. 2 members must be student directors. **N'Della**, **Isabelle**, **Jules** and **Brian** volunteered.

Hasbrouck design and food waste committee: This committee will be the same as the services committee.

Steve returned to the Conflict of Interest policy and asks that everyone sign and return the contract by the end of the next board meeting.

Committee session adjourns - all in favor

Steve asked if everyone was okay with the agenda for the meeting and because of the new members present invites anyone to add to the agenda or to ask about any issues from May's minutes. **Brian** asked about compostable packaging and investment. **Steve** stated that both will be discussed throughout the meeting.

Shop24

Steve stated that it seems as though the machine is always broken down and something will need to be done about it. He plans to research and present to the board other options to utilize this machine and its contents. **Brian** asked if we have any maintenance contracts for this machine to be fixed, **Steve** replied yes and it is very expensive.

State of Dining Services

Ryan gave a presentation. In it he, described a few changes that have been made over the summer as well as the sustainability efforts made:

Ridgeview: Over the summer it changed from a NY style deli to a fully organic convenience store. Offers full range of hot and cold food options that are vegan and vegetarian. Approx. 20-30k worth of refrigeration, freezers, and shelving. Store contains products from local providers and UNFI. These changes were made because sales were diminishing in the NY style deli, and based on surveys from students, came up with this concept. Within the first month they generated over 130k in sales. **Ryan**

discussed efforts to put in a sustainable coffee system, as in bring your own coffee cup in efforts to eliminate waste.

Sweets & Treats Café: Opened 8/27 offers cake order forms so that students and staff are able to place orders for full cakes that they can pick up when they are ready. **Ryan** mentioned the idea of opening for a few hours on Saturdays and Sundays. He expressed a need for more employees because of the high volume of production. When correct staff is in place, they have plans of including breads with the other baked goods.

Hasbrouck: Has been painted since the summer and MyZone opened which is a spot to get food free of allergens. Hasbrouck also offers meals and baked goods to take back to your room.

Sustainability

Ryan explained that the dining services have committed to only using compostable straws, there are no longer single use straws available on campus. **Jules** asked where students should be disposing of these straws and **Ryan** informed her of the proper bins located all over campus. They are labeled “compost” and straws, along with raw foods and napkins should be disposed of in those bins.

“Slow the Flow” also an effort in sustainability practices. The campus has reduced water usage from 1800 gallons per day to approx 20% less. This is an initiative taken by the university. The reduction of water usage comes from raising awareness about water consumption and how much is actually wasted, while making actual efforts to reduce this. Hasbrouck being the main user of water, has made efforts to shut down dish machines during slower periods, not leaving water running, etc.

Packaging has been made compostable by the V93 brand. Making efforts to find compostable packaging that can withstand heat from hot foods. While a lot of packaging has been made compostable, there are still many packages that are not. **Brian** expressed concern about the confusion of having compostable and non-compostable packaging in the same locations. **Brian** asked how someone would know what is compostable and what is not. **Ryan** replied and let everyone know of their promotion efforts and proper signage that has been distributed to such packaging.

Food waste has been a topic also. Attempts to eliminate food waste with compost bins has been made evident. **Isabelle** asked how things have been going at Hasbrouck regarding the compost bins and food waste. **Ryan** informed her of the report from Greenway, 1 ton per day has been picked up for 24 days, making that 24 tons of compost being picked up. **Brian** asked about the actual waste in the compost and food. **Ryan** replied that they tracked that difference last year and the results were 85% post-consumer waste and 15% pre-consumer. **Ryan** does his best to educate and inform others on how to avoid wasting so much food. **Isabelle** suggested a more subtle option to bring it to students attention. She suggested “fact cards” on the tables as a friendly and subtle reminder to only take the food you are going to eat, you can always go back for more.

Kevin asked **Ryan** about the food vendors website and what control he has over it because he felt it has been updated and changed but he cannot find the menus. **Ryan** informed him that they use a “bite app” for the menus and the website is mainly for general information. **Kevin** wanted to know if there is a way to reference the app on the site. **Ryan** replied, “yes if it is not already done.” According to surveys, 84% of people are satisfied and our marketing team is out there trying to capture the consumers voice. Decisions are always made in accordance to student preference.

Board Meetings

Steve asked the group how they feel about moving to 4 board meetings per year instead of 7. He says it will be more efficient to have longer meetings with more content. **Brian** asked about the process of scheduling additional meetings. **Steve** referred to the by-laws as to how go about that process. **Brian** was concerned about putting together a meeting for urgent issues that need to be addressed quickly. **Dave** suggested doing 5 meetings, 2 in the fall and 3 in the spring. All agree with this decision.

Mental health/Meal plans

Steve pointed out that more than any other year, students are demonstrating higher levels of anxiety. The number one listed disability on campus is anxiety/mental health. The number of students with anxiety and how it relates to food has gone up exponentially. He it was important to bring to the board and to discuss whether it’s something that requires a committee to be formed. **Steve** explained that many students tried to argue out of the Hasbrouck Meal Plan and he’s finding is that the actual cause is anxiety about eating in the Hasbrouck environment. **Steve** went on to say that we are now excusing students from the meal plan for this specific reason, which is something they’ve never done before. **Steve** also said that **Ryan** has been providing a “to-go” option: a green reusable container that students can purchase for \$5 so they are able to bring food back to their room. **Steve** invited everyone to comment and discuss this topic. **Jules** asked if students are able to get documentation from PCC or if they need to go to their private doctor; can they go to the campus and advocate for themselves? **Steve** replied that if they are advocating for themselves we would ask them to go to their private doctor and get documentation because no one in CAS is in the position to assess a student’s mental health. **Michele** asked if the documentation should come from our counseling center or the disability resource center(DRC). **Dave** said no because our disability research center and counseling center will not share any information with anyone. **Jules**, “but they can get the documentation on campus?” **Dave**, “yes.” He went on to explain that the DRC requires a diagnosis for you to be registered as a person with a disability and that at this time there are about 500 students registered and this is a huge increase from previous years. **Niza** informed the group that not all students are registered and this is an issue because in her office they do not accept documentation. They accept

that the students are requesting the consideration for a change in meal plan or refund of tuition based on medical, based on the circumstances that are beyond the student's control. The state does allow this prior to the "mid-point deadline". **Niza** explained that she is not sure where that mid-point is or where our cut off would be for refunds and meal changes but that it is something to consider because the state does have a mid-point deadline for refunds and changes. **Steve** replied that we would follow the guidelines of the state. **Niza** explained that in the past when it comes to medical/psychological documentation they would require the student to have their documentation from their personal doctor brought over to the PCC and for evaluation. The doctors never share information, they simply say, "I support this request" or "I do not." **Michele** explained that this process is the same for freshman who cannot park on campus and need a waiver to do so. There is an appeal process, the parking committee does not diagnose the student or make that medical judgement. The student goes to the health center with their documentation and the Dr. in our health center lets the committee know that this is a legitimate medical concern and supports the waiver. She went on to describe that this appeals process is something we have in place for other systems, it is just something that we will need to streamline for this process. She clarified that the students might be concerned with the fact that they do not have a personal doctor to get this documentation and if so, can they get this diagnosis from our campus psychological center. The last thing anyone wants to do is make students who are already suffering from anxiety, more anxious by having the process comparable to jumping through hoops. However, the process does need to be in place to avoid students scamming the system.

Dave brought up the point that it depends on whether or not we are looking at this as a medical/psychological issue or an accommodation. He voiced his concern that our over-subscribed counseling center may not want to get into the food business/meal plan business. **Brian** asked how many of the 500 registered with the disability office are able to eat in the dining hall. **Steve** stated that it hasn't been presented to us in this way before, it has been presented as other reasons as to why they cannot eat in the dining hall. I think we've let 5 students out of the meal plan through the disability office. **Steve** thought that this number will not go down. **Melinda** pointed out that a lot of students don't know this accommodation is available. **Niza** stated that a lot of students don't register with disability, **Dave** replied, "if you need an accommodation you have to go through the necessary processes." **Jules** gave a student perspective, "from the student aspect a lot of students don't realize you can go to the DRC for mental things so I think putting it out there more, as in, "if you have anxiety and you need accommodations you can go to the DRC and it is not something that will be overlooked, I think a lot of people think it is only for physical disabilities." **Dave** informed them that most people registered with the DRC do not have physical disabilities. **Jules** replied that before this meeting, she had no idea she could register with the DRC for anxiety. **Steve** mentioned again that it is the leading disability right now and that it should be made more known to the students.

Investment Committee

Brian began the conversation, “the college is a part of a global movement to decrease fossil fuels as a result of climate change. The UN’s IPCC report says we have about 12 years before global disaster is irreversible. SUNY NP has implemented this effort by withdrawing all direct investments in fossil fuels but the college still has money invested in mutual funds. I brought this up to CAS to see if we could divest from fossil fuel.” **Steve** let him know that CAS is currently working with an investment advisor that only deals in mutual funds, but is willing to examine that. **Brian**, “we are invested in everything, tobacco, weapons, child labor.” **Steve**, “we have to be. We can have a meeting with the investor to talk about how he shapes the portfolio and if he’s conscious of it. We haven’t given him that direction yet. The investor can push in a general direction but he can’t guarantee there will be no money. We would have to get out of mutual funds.” **Brian** would like to see the college move towards more socially responsible funds, mutual funds that perform just as well and gives alternatives so the college can get out of these other funds that most people might not want us to be profiting from. He suggests a presentation to discuss options. **Steve** wondered what the right format for this would be, if a committee should be formed. He settles on an informal committee that he invites them to form during the meeting and he will set up a meeting to discuss options and get more information from the investor. **Dave** said the simplest way would be for us to take our money out of mutual funds and invest in fairly stable corporations, but mutual funds are lower risk. **Melinda** let all know that this is why we invest our money into mutual funds because we do not want to bare the risk of losing significant amounts of money in our portfolio. She spoke with the investor and let him know we were reconsidering mutual funds and he advised her that doing so and changing the way we invest makes the company more vulnerable to losing money in the portfolio which is not something the corporation wanted to be vulnerable to. **Brian** said there are some that are better than others and would like to have them considered, **Melinda** reconciles our portfolio every month and informs them that our mutual fund investments change every month, our investor changes based on our returns. **Steve** let the group know that this is how our investor works, based on how the market is doing is how he rotates our investments. **Brian** asked about the cost of that because frequently switching mutual funds comes with a lot of fees. **Melinda** informed him that we only pay 1% of the fees compared to the average 3-5% and that is an agreement made with him in order for him to continuously rotate positions. **Brian**, “how much money do we have?” **Melinda**, “5.3 million. And again, a lot of that has been dedicated to backfill our bakery project, we’ll have money left over, but that’s where we want to put it.”

Steve closed the meeting by informing everyone that he will send out an email to the board as to when the meeting with the investor will be and that it will most likely take place in the CAS conference room.

Meeting adjourned