

Minutes
Annual Board of Director's Meeting
October 9th, 2019
SUB 407

Attendees:	Steve Deutsch	Kevin Saunders
	Melinda Cirillo	Fred Destefano
	Michele Halstead	Clare Del Grosso
	Corinna Caracci	Matthew Kreuz
	L. David Eaton	Liam Farrell
	Niza Cardona	Kevin Dicey

Others Present: Haley Hershenson, Lisa Mitten

Recording Secretary: Jacqueline Pascar

Call to order: 10:05 am

Introductions

Steve welcomed members to the first CAS board meeting of the year and clarified that the purpose of the annual meeting is to set officers/committees, explain board materials and introduce ourselves before transitioning into the regular October meeting.

Each board member introduced themselves to the room by sharing their role on campus and any additional experiences with CAS.

Review of Handbook

Steve clarified that he would not review the entire binder of information that was distributed to each member, but instead highlight some of the important components included. **Steve** pointed out the conflict of interest policy and asked if all members could read and sign it by the end of the meeting. **Steve** noted that the general handbook "explains exactly what our services are, what our organizational chart is, gives a general overview of what an auxiliary corporation is, etc." **Steve** explained that the corporation's bylaws, current budget and contract with the college were also included in each binder and welcomed any questions.

Kevin asked how someone would know what businesses CAS is affiliated with to be able to sign the conflict of interest policy. **Steve** responded that all sub-contracted service providers are included on the second page on the handbook. **David** explained that he always includes The Children's Center, as the president of the board of director's, since there could be a potential conflict of interest if business is conducted between the two corporations: CAS and The Children's Center. **Brian** clarified that his role as the Chair of Communication would not be considered a conflict of interest. **Melinda** agreed since that is part of SUNY which we contract with.

Steve pointed out the Duties and Responsibilities on page 4 and explained, "While of service as the member of the board, your first loyalty is to make decisions that are in the best interest of CAS. So regardless of where you're coming from as a representative, this is not a legislative body. You do not have a constituency that you report to as far as the CAS board is concerned." **Steve** asked if there were any additional questions. The answer was no.

Officers

Steve listed the Ex Officio roles and members: **Michele** is the Chair, **Stephanie** is the Vice Chair and **Steve** is the Secretary/Treasurer. **Steve** asked **David** if he would like to be the Parliamentarian. **David** accepted. **Steve** asked if any other board members wanted the officer role. **Michele** suggested that there should be an understudy. **David** agreed. **Steve** asked for volunteers. **Kevin** and **Matthew** both volunteered. **Michele** commented that “we should have a faculty rep and a student rep”. **Steve** said that he would give **Kevin** and **Matthew** a copy of Robert’s Rules. **David** noted that he has links to a couple of really good websites. **Steve** explained that although the board is “fairly casual”, “It is important, especially if issues become contentious, that we do follow rules.”

Michele asked if **Steve** could review who is and is not a voting member. **Steve** clarified that an alternate can never vote, while a designee can vote. He explained that “The purpose of an alternate is to attend meetings, weigh in on discussions, be a part of the board, sit at the table, but when it comes to take a vote, they don’t get to vote. But a designee can and of course a full board member can.” **Brian** asked how one becomes a designee. **Steve** explained that only 2 positions have designees: The President and the President of Student Association.

Committees

Steve noted that committees can be larger than the minimum amounts listed if more members are interested. **David** asked if the student employee position was filled. **Kevin Dicey** stated that the Student Association has nominees. **Haley** explained that they have a student whom will be assigned by the body later in the day.

Budget Committee:

Steve explained that this committee “plans the budget that you see towards the end of the book for the next fiscal year. The committee begins to meet in January/February timeframe for presentation to the bottled water budget in April/May.” **Steve** asked for volunteers. **Matthew, Niza and Liam** volunteered. **Steve** stated that he will reach out to the budget committee in late January or early February to inform the members when their meetings will begin. There are typically 2 or 3 meetings.

Executive Board Committee:

Steve asked for 2 more directors to join **Michele** and him on the Ex Officio committee. “This committee meets when the full board can’t meet,” **Steve** explained. “If there’s an emergency over winter break or during the summertime, and we still need a board approval on something, these 4 people get together and make decisions for the board.” **Kevin** and **David** volunteered.

Jim Fredericks Scholarship Committee:

Steve noted that scholarships of \$1,000 are awarded to 10 students who work for one of the services within CAS. The awards are given based on an essay submission and supervisor recommendations. **Steve** explained that the committee only meets once to decide of the scholarship recipients, after all of applications are reviewed remotely. **Corinna, Niza, Jacqueline, Melinda** and **Michele** volunteered.

Investment Committee:

Steve stated that this committee only consists of Ex Officio.

Meal Plan Committee:

Steve explained that this committee hasn't met in a while. Meal plan issues are typically resolved after they have been reported to Tim in the Card Services Office and passed on to **Steve** when needed. **Steve** welcomed volunteers to join and noted that the committee will only meet if an issue surpasses **Steve's** judgement. **Liam, Matthew** and **Clare** volunteered.

Programming Funds Committee:

Steve explained that in the Spring Semester "various block grants that we give funds to from our net proceeds reapply and they send us an application which shows where the money was spent, and where they expect it to go next year." The committee evaluates to ensure that process is good. **Steve** noted that "If we meet with this committee, it will probably be a short meeting because for the past few years the process has been good." **Niza** and **Michele** volunteered. **Michele** suggested to email **Stephanie** to see if she wanted to join the committee as well.

Services Evaluation Committee:

This committee meets to review all of the services that CAS provides. **Steve** explained that most discussions revolve around dining services and suggested that this committee could benefit **Kevin** as "another point of feedback to see what people are reporting." **Steve** also stated that student directors are needed on this committee. **Kevin, Liam** and **Matt** volunteered. **Haley** volunteered **Pink**.

Peregrine Design and Food Waste Committee (ad hoc):

Steve announced that a consultant will soon be hired through the Facilities Department to begin work on the redesign of Peregrine Dining Hall. **Steve** explained that "It is in dire need of an overhaul from both a handicapped entrance... overall design, [and] aesthetic food offerings." The project will be the largest funded to date, with an upward estimated to cost of \$20,000,000 – \$25,000,000. **Steve** expressed that hopefully the design process begins this year and welcomed members to join the committee. **Brian, Matthew, Corinna, Michele, Clare, Jacqueline** and **Melinda** volunteered. **Brian** asked if the board voted to undertake this project. **Michele** noted that it has been in discussion since before 2012, at least as long as she has been Vice President. **Steve** added that it has also been in the capital plan for a long time and offered to see if an official vote took place. **Brian** asked if facilities is also involved. **Steve** responded that "They've been lobbying hard for the money from Albany to pay for most of it," and stated that the corporation will probably pay between \$5,000,000 and \$10,000,000. **Michele** agreed and explained that "back when I started, the project was only estimated to be \$5 million and that has changed substantially over the past few years. So it's going to be a big conversation as to what our capital plan can support and obviously what the corporation can support, so it's a big ticket item." **Michele** further mentioned that the college continues to lobby for additional funding, but other "significant projects", including flooring and roofing in the SUB, work in the Lecture Center and some store fronts, are already being funded for by the capital this year. **Steve** stated that it would be good to discuss the merits of this project at another board meeting and explained that "Peregrine is the centerpiece of our dining and probably the most important way to provide sustainably from both a cost and environmental standpoint. I feel strongly that... if we're going to focus money and effort on any place it should be Peregrine." **David** noted that the 50 year old building has been upgraded cosmetically over the years but not infrastructurally. **Steve** pointed out that every time work is done in the dining hall, "we have to spend a lot of money on the actual infrastructure of the building because it's so old. Plumbing is terrible. The electricity is terrible. It would be great to approach the entire building in a comprehensive way, so that it has legs for the future."

Conflict of Interest Policy

Steve reminded the board about the policy form and asked for members to leave the signed form with **Jacqueline** before leaving the meeting. **Steve** asked for a motion to adjourn. **Niza** motioned.

Meeting adjourned: 10:25 am

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Unanimous approval of agenda and May 8, 2019 minutes

Dining Services

Steve welcomed **Kevin** Dicey, new general manager of Dining Services, to introduce himself and share his overview and report. As a Sodexo employee for over 25 years, **Kevin** spent his last 6 years working at the University of Pittsburgh. **Kevin** described missing personal interaction while working at a school of roughly 60,000 students, "because I got to see you once in 4 years, and we'd have a great conversation and I'd never see you again." **Kevin** further emphasized the importance of auxiliary services and how they greatly impact the student experience. After attending alumni weekend and hearing former students talk about changes on campus, **Kevin** brought up the Peregrine Dining project by explaining that "we need to really work together and brainstorm, because we don't know what our future customers are going to be. We don't know what that kid that's in sixth grade expectations are going to be when he applies to SUNY in 7 years." For the past 60 days, **Kevin** has been speaking with the campus community to figure out the advantages, disadvantages and opportunities for changes in the dining program. He further explained that he "made a decision when I got here back in August, not to fill Scott's job [Director of Operations] right away because I wanted to make sure that I evaluated what our true needs were, before I brought in somebody to work with us to decide what direction we're going to go." **Kevin** and his management team recently created their short term and long term plan to determine "the quality of person" they should hire in order to enhance dining services.

Kevin mentioned his recent collaboration with **Lisa Mitten** and the sustainability group. Catering on campus has implemented composting 100% and in the process of ensuring that all catered events have their own compost bins. Along with having programs to promote sustainability, **Kevin** noted that his student interns have been encouraging feedback with their bright, red t-shirts that read "#hungryhawks talk to me" as well as on social media. **Kevin** explained, "Not hearing response back from the students, from our customers, doesn't help us grow. If no one says anything, we're not going to be able to improve. That's why it's so important that we use all of our social media mechanisms in a positive way...". **Kevin** described some of the recent and upcoming dinner events including Guest Chef and nights that will feature other campus eateries, Chick-N-Bap, Tokyo Sushi and Diego's Taqueria, in the dining hall.

Sodexo has made a commitment to increase student employment by over 10% on campus. **Kevin** discussed that this effort not only helps fulfill his staffing needs but also prepares students for their future. He said that “Students need that experience. A lot of students have never had a real job, never had to worry about being on time for work... I look at it as one giving someone an experience before they graduate.” **Kevin** mentioned that a Farmer’s Market would be in the Student Union Building on October 27 and 28 that includes various demo tables. He also announced the reintroduction of Ronnybrook Farm products to campus. **Kevin** stated that “They are now back on campus to the point that they're providing us with as much milk as they can possibly produce, which is a problem because our needs are more than they can produce. So we're working closely right now.” The local dairy farm is currently supplying all dairy need for Peregrine Dining Hall and retail.

Steve mentioned that he, **Kevin** and **Lisa** and are meeting on a bi-weekly basis to discuss sustainability issued in dining services and welcomed anyone else to join if interested. **Steve** asked **Kevin** to discuss the sustainability coordinator. **Kevin** reiterated that one of the prerequisites established for the new Director of Operations is to have some knowledge of sustainability. The Dining management team is also planning to hire a full-time sustainability coordinator within the next 18 months. **Kevin** noted that he has been looking at student sustainability ambassadors to possibly fill the position. **Steve** confirmed that **Kevin** had this position on his team at Pittsburgh. **Kevin** clarified that there was a whole sustainability committee on Sodexo’s payroll.

Steve mentioned that **Kevin**’s way of describing cuisine, envision to “break up the monotony” and collaborative work with a sustainability committee caused **Kevin** to stand out during his interview. **Kevin** expressed his empathy towards students and their meal plans and stated that “It doesn't matter how great or fancy a dining hall you have, it's still the same plate for 105 straight days. I get it, and that's why we have to make things exciting.” **Kevin** concluded his presentation by mentioning his involvement with Student Association and their homecoming event taking place later in October. **Steve** asked if there were any questions for **Kevin**. **Michele** brought up the “successful launch” for the Gingerbread House Event and asked if that will be happening again. **Kevin** confirmed that the event will take place again this year and that he will share information with **Steve** and **Melinda** by the end of the week, once remaining logistical issues have been resolved. **Steve** stated that the money raised from this event last year was donated to St. Jude’s, but that it should potentially be given to a campus cause this year. **Kevin** stated that the food pantry is always in need of donations. **Michele** expressed her support for the cause.

Brian was glad to hear about the sustainability initiative and explained that he has gotten the impression in the past that “changes that are implemented are temporary... there's concession that's made to kind of appease a demand at the moment and then as soon as one's back is turned that concession is taken away.” **Brian** reiterated that he is pleased to hear about the “institutionalized relationship” with sustainability. **Kevin** thanked **Brian** and explained the implementation of tapas dining, through the use of smaller plates, in order to reduce food waste in Peregrine. **Kevin** further noted that are considerations to “actually weighing the food and having a benchmark, because any program you have if you don't analyze it and put statistics behind it, there's no measurable growth to it.” **Brian** mentioned that a sustainable food metric was created before and explained that as an educational institution sometimes things are done because “we have a larger mission and if it's understanding the problems of food waste and be advanced in that way, then we do it. And what's unpopular one moment, becomes recognized as essential later on.” **Kevin** agreed with **Brian**’s environmental outlook and added that he also views the dining program “from the financial and quality standpoints. It's all a win-win.”

Beverage RFP

Steve mentioned that since the beverage contract with Coke is ending in June, there is an opportunity to “improve how products are presented on campus, and which products we have and address the issues concerning our water bottle ban.” **Steve** stated that a committee should be formed soon in order to do an RFP, request for a proposal, from a beverage company. Typically it’s either Coke or Pepsi. **Steve** noted that the students on the board were against the water bottle ban since they felt there wasn’t a healthy alternative. **Steve** stated that the outstanding issues is “what’s the best way to deliver a healthy option of drinking beverage to our campus community as well as people that visit the campus?” CAS has allocated another \$10,000 on upgrading the refilling water stations around campus to promote the use of reusable bottles. **Steve** asked **Lisa** if the installment of the new stations had been done. **Lisa** said the 10 new stations had arrived, but were not installed yet. **Steve** commented on the use of reusable bottles. “As a culture we’re becoming more sensitive to it and people are going to more of the effort.” **Steve** mentioned that he has been meeting with sustainability student ambassadors to discuss ways encourage “not just use of reusable beverage containers but reusable utensils, reusable to-go cartons, reusable plate-ware, so that we change behavior and the culture to better enable the most sustainable delivery of food and beverages on campus.” **Steve** announced Coke’s recent proposal to sell water in cans for those interested in serving on the beverage RFP committee which will meet in late February/early March. **Steve** welcomed any thoughts. **Corinna** said that she is interested to join the committee and proposed holding “listening sessions” in each residence hall in order to hear more feedback from students. She explained that “some halls have the water filling stations and some do not. Some will never have them and that’s a problem, because students don’t have a viable option for water in a lot of the halls.” **Lisa** mentioned that water filling stations will be installed on each floor in Lenape, and wall mount stations will potentially be attached to existing water fountains in Scudder Hall. In the second phase, filling stations will be installed in Bouton and eventually Gage. **Corinna** explained her support for the ongoing work in the residence halls, but stated that there should be an option for students whose hall infrastructures cannot easily support new water filling stations. **David** suggested that the corporation should move on to talk about cans or additional options instead of “contemplate another vote on the plastic bottles.” **Brian** reworded the bottled water ban as ending “the sale of single-use plastic bottles” since students are technically able to bring them to campus if they want to. Noting that the corporation was “ahead of the curve”, **Brian** suggested that the initiative could have been better supported with signage to explain “this isn’t just some arbitrary decision, but this is part of the college’s mission to advance a new approach.” **Brian** concluded that we should be proud of SUNY New Paltz for being ahead on changes and “we should build on that rather than retreat from it.” **Corinna** reiterated that she’s not advocating to bring back bottled water, but that better options should be provided on campus. **David** agreed that there need to be “acceptable alternatives”.

Steve explained that although he does not fully know how much better aluminum cans are, they could still pose the question to Coke during the RFP to possibly only sell canned products instead of plastic bottles. **Steve** further discussed the ramifications of cost increase and flavor selection decrease. **Steve** concluded by emphasizing that the board “should really think through how it will affect people in residence halls, how will it affect visitors who come to watch our sports teams, all of us. Does it have real sustainable positive effects?” **Brian** shared his thought that “The fact that we are mining metals and shipping them and manufacturing them and making them into a can to use for 10 minutes while we drink the soda or the water is incredibly resource intensive for something that we already have piped in the building right there.” **Brian** expressed his interest to learn about the can alternative and stated that “it may be marginally better ecologically but miles away from facilitating, socializing people into reusing things.” **Steve** noted that more people are taking advantage of using reusable bottles and suggested that “maybe that’s the place where we can be more on the forefront. Is encouraging the behavior of people who enter our community to do those things.” **Clare** mentioned that she would be interested to

sit on this Beverage RFP committee. She explained that a common concern discussed during hall meetings are vending machines and products in them. **Matthew** asked if the corporation gets money back from recycling, and suggested that money earned from recycling could potentially fund a scholarship. **Lisa** noted that the campus does not have redemption machines, but that students in sustainability courses have proposed the idea before. **Melinda** added that both Coke and Pepsi offer credit back from recycling which is then applied to programming funds or somewhere else in the community. **Lisa** suggested asking the vendors if they could supply redemption machines during the beverage RFP. **Melinda** noted that it had been brought up in the past, but the offer lacked proper machine maintenance. The machines can be included in the RFP, but **Melinda** explained that “it's just a matter of what kind of financial considerations come out of it.”

Farmers Market

Steve reported that the Farmers Market, administered and funded by CAS for 6 years now, has overtime transitioned into a crafts tabling fair. The Market currently includes many activist and governmental groups. **Steve** noted that CAS spends about \$5,000 a year mostly on salary and announced that a student, Market Coordinator was recently hired. **Steve** said that an effort will be made to reintroduce farmers but “It seems to be very difficult for anybody to make enough money to make it worth their while to be here.” **Clare** mentioned the conflict of students not planning to buy produce since they typically walk by the market on their way to class. She also said that only cash is accepted. **Melinda** commented that the market isn't noticeable when it's located inside of the Lecture Center. **Steve** explained that the Farmers Market will continue with the new coordinator, Zyan, this year and then be evaluated. **Steve** motioned to adjourn. **David** commented that the agenda was atypical and listed “You have the call to order, the minutes, and then you have the executive director's report and those are discussion items.” He continued to explain that then the meeting goes into old business. A motion must be on the table to discuss old business. Then the agenda transitions to new business. **Steve** clarified that the order should be call to order, approval of minutes, open comments, old business, new business and adjournment. **David** confirmed and explained that the board relies on parliamentary rules in order to control conversation when needed while individual committee meetings are not as structured. **Brian** requested for meeting notices to be sent out sooner. **Michele** agreed that minutes are helpful when sent within a week or two.

Steve motions to adjourn – all in favor.

Meeting adjourned: 11:15 am