

Minutes
Annual Meeting
October 12th, 2022

Attendees:	Steve Deutsch	Fred Destefano
	Melinda Cirillo	Kevin Saunders
	Michele Halstead	Rachel Rigolino
	Stephanie Blaisdell	Brianna Hicks
	Genesis Powell	Mazee Simpsons
	Corinna Caracci	Michael Cavalieri

Others Present: Lisa Mitten
Recording Secretary: Dan Gustin
Call to order: 12:03 pm

Unanimous approval of agenda and May 6, 2022 minutes.

Agenda

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. To help warm up the room and highlight one of the new inclusive efforts to help cultivate a community in Peregrine Dining Hall, all attendees played "Friend Bingo" for a chance to win a \$25 Hawk Dollars gift card.

After bingo, 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. **Steve** asked for a volunteer to be the Parliamentarian, who assists the Board as the accepted authority on Robert's Rules of Order according to Parliamentary procedure, but no one came forward and that led to Brain Obach being elected to hold the position.

Committees

Steve noted that committees can be larger than the minimum amounts listed if more members are interested.

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 in April/May." **Steve** asked for volunteers. **Kevin, Mazee,** and **Genesis** 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 explained the function of the committee: "If there's an emergency over winter break or during the summertime, and we still need board approval on something, these four people get together and make decisions for the board." **Steve** asked for two volunteers, and **Stephanie** and **Fred** 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 on the scholarship recipients after all of the applications are reviewed. **Corinna** and **Melinda** 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 and it's a "rare occasion" someone can't be on a meal plan. **Steve** welcomed volunteers to join and noted that the committee will only meet to discuss cases. **Abigail, Brianna,** and **Mazee** volunteered.

Programming Funds Committee:

Steve explained that we receive \$285,000 each year to distribute to entities on campus and the committee meets during the Spring Semester to review if the allocation process is fair. **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." **Briana** and **Genesis** volunteered.

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 the committee could meet with him and Mike as needed throughout the semester. **Abigail, Genesis,** and **Mazee** volunteered.

Conflict of Interest Policy

Steve reminded the board about the policy form and asked for members to leave the signed form with Dan before leaving the meeting. **Steve** asked for a motion to adjourn. All agreed.

Meeting adjourned: 12:24 pm

Minutes
October Board of Directors Meeting
October 12th, 2022

Attendees:	Steve Deutsch	Fred Destefano
	Melinda Cirillo	Kevin Saunders
	Michele Halstead	Rachel Rigolino
	Stephanie Blaisdell	Brianna Hicks
	Genesis Powell	Mazee Simpsons
	Corinna Caracci	Michael Cavalieri

Others Present: Lisa Mitten
Recording Secretary: Dan Gustin
Call to order: 12:25 pm

E.D. Report

Steve stated that the meeting would proceed to Mike's report on Campus Dining Services unless anyone had any questions regarding the E.D. report. There were no questions.

Dining Service Operations:

Mike indicated that there have been "a lot of changes" in the Dining Services on campus from last semester. To start, he noted that there have been a lot of internal promotions of the management staff which is a sign of "positive growth" within the department. **Mike** listed the notable promotions: Howard Johnson was promoted to the Executive Chef at Peregrine; Jackie Forbes was elevated to Manager at Element; Rishaun Robinson was promoted to Manager at Starbucks, and Ron Limoges has been promoted to the Resident Hall Dining Manager position. **Mike** transitioned to the updated marketing efforts his team is deploying, such as the "limited-time offering menu that changes every two weeks." This initiative places new meal offerings on rotation throughout campus dining locations every two weeks to align with seasonal offerings (e.g., chickpea guacamole at Element 93). **Brianna** then asked, "Is there any student involvement in determining the two-week rotation?" **Mike** answered, "No, the choices come from corporate HQ but we would love to have students involved in the decision-making process." **Mike** delved into the new signage at Peregrine where he commended Kim Blum for her great designs. **Mike** then highlighted two new initiatives in the dining hall: "Veggin' Out," which is a new focus on vegetarian options, and "La Cocina," which focuses on Latin-themed cuisines such as fajitas, beans, and various rice dishes. Furthermore, **Mike** indicated he's received numerous requests for the Waffle & Bagel Bar to be open until dinner as people are enjoying it. A big area **Mike** and his team want to address is the social environment in Peregrine Dining Hall, which has been helped by the new meal plans but there's still room for improvement. On average 2,200 meals are served in the dining hall every day and 1,200 meals are served at dinner from Sunday to Thursday. With the help of Lauren, the marketing interns, and our new programming interns, we can host more events such as bingo, trivia, a noodle bar, and pumpkin carving which help create a social dining experience. **Mike** then noted the opening of Hugo's Fresh Nest in the Student Union Building, which offers fresh smoothies and salads. Next, **Mike** touched on the increased serving speed in Element 93 due to the implementation of separate pickup areas which led him to note the efficiency in Starbucks has also increased due to the separation of food and drink orders. In addition, bringing in Rishaun has increased morale and overall efficiency in the

building. The last update was for The Roost, in which **Mike** highlighted the rebranding with a new logo designed by Kim, and the new addition of breakfast sandwiches and oatmeal for on-the-go students. **Mike** asked if anyone had any questions; **Kevin** asked if the dining on campus will be open longer and **Mike** said, "Generally, most locations will be open longer compared to last year" and he will distribute a flyer that highlights the hours of operation for each location. Kevin also asked if there was anything Mike could do about the roped-off area at Element 93, which prompted **Mike** to respond, "There's a lot of theft in that area, which is cause for the current layout, however, I'm open to testing the waters by removing the roped off area." **Melinda** suggested the installation of a security camera to combat the theft which is something the Dining Services team will investigate. Next, **Kevin** claimed that the soup runs out during lunchtime around 1 pm—**Mike** responded by saying he'll investigate the soup levels as the colder months approach. Lastly, **Kevin** suggested that cashiers should indicate which pick-up window customers should go to at Element 93 as he has experienced waiting at the wrong pick-up window waiting for his order. **Mike** appreciated Kevin's concern and will pass the message along to the cashiers. **Mike** moved his presentation to discuss the plant-based trend on campus. **Mike** emphasized the Dining Services' efforts to support the popular trend by offering numerous options in the dining hall, such as Veggin' Out and the meal exchange program options on campus that offer vegan choices (e.g., vegan pasta). To further support his claim, **Mike** noted the plant-based movement was a big factor behind the inception of Hugo's Fresh Nest. As he closed his presentation, **Mike** said he and Steve are going to Liberty University in a few weeks to check out a good truck that offers vegan and gluten-free options. **Steve** then complimented Mike on his picks for the new management staff given how efficient the team is. **Steve** transitioned to touching on the Peregrine Event Staff in which he said the three students in the positions are working well together and "have great ideas" and their goal is to reduce the trend of students eating alone in the dining hall and pivot to eating in the dining hall.

Bookstore Operations:

Steve noted Follet made an offer in late Spring, and it wasn't a great one as their offer was based on the pandemic results. **Steve** decided to push back on the offer and extend the contract by a year and is going to shop the contract around to other vendors to see what other offers are presented. The next area **Steve** discussed was the textbook Access Program through Follet, in which he indicated that 1/3 of the student population buy their books from the bookstore, and 2/3 purchase their books from either Amazon or Chegg. **Melinda** added there have been issues with the opt-out button which caused billing discrepancies and she'll be looking into the charge allocations. **Michele** noted the opt-out piece has been transferred back to the college and Follet has solved the discrepancies, but the college is manually fixing the billing charges. **Michele** then emphasized, "Our number one concern is what the student is getting out of the Follet Access Program" and commended the program for enabling students to get content on the first day of classes so they're not behind. **Brianna** asked, "What platform are we using to obtain student feedback?" **Steve** responded, "None, but we'll look into setting something up for students' voices to be heard." After the room digested the information, **Rachel** asked, "If there is a Coursera attached to a title, does the student have to purchase the materials?" **Stephanie** answered, "Yes, Follet works with faculty members and the faculty have approached us about this program; Sean will have an info session to help answer any questions the faculty might have. **Mazee** followed up, "If students buy a physical copy [of a textbook] what do they do with it when the course is over?" **Steve** answered, "Students can sell it back."

Laundry Operations:

Brianna indicated that the washing machines and dryers have been an issue in several residence halls on campus and asked if there was something we could investigate with the company we work with.

Melinda replied, "A lot of the time, it's user error, such as over-filling a machine." Steve then said, "We will create a meeting with CSCSW to investigate the issues." Corinna added, "It's a two-pronged issue, building power, and student misuse and each machine should be evaluated to evaluate its current condition."

Steve asked the room if anyone had anything else to add before concluding---Lisa noted the new governor's executive order about sustainability and that all former executive orders are "not in effect."
Lisa emphasized everyone to check out the webpage to find out more information about it.

Steve thanked everyone for joining the meeting and wished them a great rest of the week.

Meeting Adjourned: 1:01 pm