Minutes
December Board of Directors Meeting
May 12th, 2023
SUB 408

Attendees: Steve Deutsch                                Fred DeStefano
          Melinda Cirillo    Rachel Rigolino
          Michele Halstead
          Brian Obach
          Stella Turk
          Abby Selnick
          Kevin Saunders

Others Present: Tom Byrne via phone.
Recording Secretary: Dan Gastin
Call to order: 12:02 PM

Unanimous approval of agenda and April 10th, 2023 minutes.

CAS Annual Budget 2023- 2024
Steve opened the meeting by welcoming all members, then asked Melinda to present the CAS Annual
Budget for 2023-2024. Melinda indicated she would be covering the budget at a high level but would
focus on the minute details if anyone had any questions. Melinda progressed by explaining the 2023-
budget is “estimating residency to be at 90% capacity” and “we are planning for a 3% increase in salaries
and wages.” In addition, Melinda said we have budgeted for an “anticipated 2% increase in rent and
utilities” due to the increase in occupancy on campus. The next section Melinda outlined was Central
Services, which provides administration, financial management, accounting, payroll, contract
management, and public relations. Here, Melinda indicated the budget is planning for a 3% increase in
salaries and a 2% estimated increase in fringe benefits. The next section Melinda covered was Food
Service Operations, in which she emphasized working with the students and taking their needs into
consideration were a part of the meal plan changes. Specifically, bringing back the Flex 50 Meal Plan
which provides a third meal plan option for SUNY New Paltz students. Another change noted in the
budget is a “5.4% price increase the meal plan price for 2024,” which is due to an increase overall cost
ranging from products, labor, and the fees Sodexo charges to provide the meal plans. Before progressing
her presentation, Melinda said out of the current SUNY colleges who have updated their meal plan
numbers for the upcoming year, “Suny New Paltz has the smallest increase at 2%, whereas SUNY Delhi
increasing their prices by 10%.” The next section Melinda covered was Bookstore Operations, in which
she said the current contract with Follett expires on June 30th and the RFP Committee has met with Tom
Byrne to explore all viable options. Melinda indicated Abigail would be presenting key takeaway points
after the CAS Budget Presentation and vote. Next, Melinda touched on Vending Operations. In this
section, Melinda said the campus is still in contract with Coke, and “we signed on with Triple J for
another year as revenue is increasing from places like Open 24.” The next section Melinda discussed
was the Laundry Operations Budget, in which she said the college signed a five-year agreement with CSE
and highlighted increasing expenses due to overall operation costs (e.g., labor & parts). Next, Melinda
provided an overview for the Office of Auxiliary Support (OAS). The big change for OAS would be the
moving of their office-located in the Student Union Building-to the CAS Office in Peregrine Dining Hall.
This decision was based on the rent and utilities cost, in addition to fostering a more unified Campus
Auxiliary team. Lastly, Melinda also said CAS will be accepting outside conferences that “only align with
the college’s mission statement.” Brian soon asked, “How do conferences work?” Michele responded, “This is an area that needs organizing and we need to bring together an events committee as we don’t have one point of entry; multiple people across campus oversee different spaces which has created a complicated structure.” Brian thanked Michele for her explanation, then asked, “When there is an external conference, how is payment arranged?” Michele replied, “CAS collects the payments, then parcels the funds back out.” Before moving on, Melinda beamed that this “is the first time in eight years OAS will make a profit.” The last sections of the presentation covered Anticipated Contributions and the Consolidated Bottom Lines for 2023-2024. For the most part, the contributions would stay the same, but Melinda said the bookstore component might change. A big portion of the 2024 allocation is the remodeling of the 2nd Floor in the Student Union Building and the MPR Kitchen that will be outfitted with new equipment, which will cost about $1,000,000. Melinda closed her presentation by projecting that there will be about a $19.5 million revenue for the college.

Fred motioned for a vote to approve the budget. The CAS Board unanimously approved the budget.

The meeting then transitioned to Abigail delivering a presentation on the RFP Bookstore Process, and Tom Byrne joined the meeting at this time via a phone call. During the presentation, Abigail outlined the different options for the new bookstore, such as a Full-Service bookstore (what we have now on campus) or a Hybrid Model that provides physical and digital services. Abigail progressed by telling the group that only three companies made bids: Follett, Barnes and Noble, and eCampus & UGS. Next, the presentation covered the financial summaries prepared by Tom, which indicated Follett would be more profitable over the contract duration and seemed like the better option for the campus. Abigail concluded her presentation by saying, “Follett offered a lot more and we decided to stick with them since the financial points were very strong.” Kevin followed up by commending the bookstore manager, Sean Mulloy as his overall spirit and productivity really makes an impact in the bookstore. To help Sean in the bookstore, Rachel said we will ask Follett to budget for additional student workers, so Sean is not overworked. To help navigate the contract with Follett, Steve said CAS will be retaining Tom. Tom followed up by commending the committee and said the Follett offer is incredible for the size and volume for the college, compared to the overall market perspective.

Steve motioned to vote on the committee recommendation of Follett as the bookstore. Six members voted in favor, one abstained.

Meeting adjourned at 12:47 PM.