

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

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

Fred DeStefano
Rachel Rigolino

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.