

**Minutes**  
**Board of Director's Meeting**  
May 9<sup>th</sup>, 2024  
SUB 204

**Attendees:** Steve Deusch Rachel Rigolino  
Melinda Cirillo Abby Selnick  
Michele Halstead Brian Obach  
Mike Patterson  
Stella Turk

**Recording Secretary:** Kellyann Hauschildt  
**Call to order:** 11:01 am

**Steve** asks if there are any issues regarding the agenda or minutes from the last meeting. He then states that Melinda is going to walk everyone through the budget. **Melinda** states she is going over the budget proposal for the 2024/2025 year. There are a couple of notes from page 1. The budgeting is calculated based on expected residency of 95%. The commissions are based on actual sales. Besides the bookstore, year one is guaranteed. **Melinda** budgeted for a 3% increase in salaries and a 2% increase in fringe based on the expected increase in health insurance premiums. Melinda is budgeting an expected increase in rent and utilities of 2%. **Melinda** proceeds to page 2 where it details the Central Services budget. Melinda states central services are expenses for the CAS office. **Melinda** goes on to page 3 and details some of the numbers. Something to be aware of is the interest and dividends income and the gain and loss information. **Melinda** states we moved several million dollars of the portfolio from Mutual Funds into CDs because of the higher rate of return and the FDIC insurance. The other income section is basically the reimbursement from SA and The Children's Center for our bookkeeping work. This income line also includes the allocation from the college for Jess and Nancy's time for the work they do for gym memberships and parking. **Melinda** states in Salaries and Wages that she and Steve are budgeting for a secretary to come back, now coming out of Covid for several years, and the increase in residency, they will need more support. There is an increase in programming because of restoration of programming funds back to 100% effective June 1<sup>st</sup>, 2024. In the Public Relations line, year over year, \$62,000; the budget last year was \$51,000. The increase in the budget is the New Paltz Disaster Recovery, Internships, and food insecurities that is paid. **Rachel R** questions item Miscellaneous by asking did you say gym membership? **Melinda** answered that CAS administers gym memberships, so the college reimburses CAS a percentage of Jess and Nancy's compensation. **Brian O** asks what is employee relations? **Melinda** answered that the employee parties are held for the staff twice a year, an employee appreciation one in December and one in May. **Melinda** continues with depreciation on the equipment on CAS's books. The technology expenses are what we pay our outside IT consultant. **Melinda** clarified what is included in bad debt.

**Mike P** questions why do your utility fees go down in your projection? **Melinda** answered that CAS allocates part of the expenses to OES because OES has moved to the CAS office. **Brian O** asks what is the purpose of the Charter Funds? **Melinda** answered it is an allocation given to the President's Office.

On page 4, on the bottom the meal plan pricing increase of 3% 2023-2024 vs 2024-2025. The meal plans offered have remained the same. We have received positive feedback from our students who have mentioned they appreciated the flexibility with the meal plan swipes and exchanges.

**Melinda** continues to page 5 which is Board Contracts. Basically budgeting 3,100 in residency for the fall of 2024 and 2,975 for the Spring. Commissions and Other, is the Sodexo, the commissions, and the enhancement fund which is the money Sodexo gives CAS to maintain their equipment. Wages, \$71,724, is the allocation that is taken from OAS representing Jess and Nancy's compensation and moved to food service which represents the administration of the meal plans. **Melinda** states that for Sanitation and Composting she brought the numbers up considerably due to the increase in residency. The more people on campus the more the need for hauling and composting. Next, Repair and Maintenance, the \$450,000 this represents the Sodexo Enhancement Fund. There is a converse relationship between revenue and expenses. Contract services represent the money that is paid to Sodexo to provide meal plans. **Melinda** asks if there are any questions and seeing that there were none, goes to page 6, which is meal plan comparisons and is happy to find that New Paltz is still the lowest. Bookstore operations is the only one of the business cost centers that year one of their contract commissions are guaranteed. **Brian O** asks, on page 4, what are the new meal plan numbers? **Melinda** answered the cost per semester. The original number, the \$2715 you must take out the dining dollars. To make a comparison of apples to apples you must take out what students get in dining dollars. **Steve** said that they get all you care to eat and then flex dollars for retail. Every SUNY has a version of it, but no one is the same. We just do unlimited meal plans versus unlimited meal plans, stripping out the dining dollars. **Brian O** asks so the figure on page 6 is the unlimited meal plan cost? **Melinda** answered yes. **Steve** responds with plus the \$400 so if you add that to that \$2795 is the total cost. But then if compared to Albany, they would have that but give \$500 in dining dollars and the ultimate cost for them would be \$3500. To make it comparable, strip out the dining dollars. **Melinda** continues that there are all different nuances to meal plans. Some might give more dining dollars or there might be something that others give that New Paltz doesn't so that is all stripped out. The way to compare it is all you can eat minus all the extras. **Steve** states that generally SUNY meal plans are at or above \$3000 and New Paltz is at \$2795.

**Melinda** continues to page 7; the only change is the shift of digital sales in the right column. It used to be \$54,000, this year it will be \$300,000. **Brian O** asks one more question about the meal plan inquiring if these other contractors all use Sodexo or Chartwells. **Melinda** answered no. **Steve** answered that Albany is Sodexo. **Melinda** stated Purchase and Plattsburgh are Aramark. **Melinda** continued with the only thing on page 7 is the huge shift of digital sales. **Mike P** asks how you know there will be that level of an increase. We just know that there are that many more classes going to digital? **Melinda** answered that she did not even increase classes in digital. The calculation is based on actual sales from June 2023- March 2024, the figures for April 2024-May 2024 were not available so she used prior years so the data represented 12 months. So, we budgeted only \$40,000 last year but actuals are much higher this year. **Stella T** asks what do you mean by classes? **Melinda** answered that she does not know how many professors are going to digital. **Michele H** asks if Melinda means the inclusive access program. **Michele H** responds that students get a charge that goes directly on the account which they can decide not to utilize, and it provides the digital content of their class on the first day of classes. **Brian O** asks, can you describe how that system works? **Michele H** responds with faculty adopt to go to digital. The bookstore then provides that content to the campus and when students register for the class there are flat files that go back and forth between our IT and Follett. Then it puts the charge on the student account and the student is notified that the professor has opted into this program but if they don't want it, they can get the book elsewhere. **Brian O** asks if it is specific class by class.

**Michele H** answers yes. The professor must adopt it. **Brian O** asks if they will be able to secure access by other means. **Michele H** answers they can buy a book elsewhere. **Steve** states they can buy a paper copy from the bookstore or Amazon or other services. **Steve** continues that Follett is pushing it hard and he got a list from Follett of all the professors who are using it and will take a poll of how it is going. **Michele H** states that Steve reached out in March to try and hire a faculty member to conduct an unbiased survey to see if faculty and students like this program. **Steve** states he got funding from a national organization. **Michele H** went on to state that students were confused by the pilot and wanted to know what if they couldn't afford it then it was explained they did not have to do it. A few years ago, the CFO from SUNY was pushing reducing cost of books for students and this is one of the opportunities that the book providers were opting into because obviously digital content is less expensive than paper content; goes to sustainability, gives access on first day rather than waiting for a refund check to come in and go to the bookstore, and purchase a book. Then in Niza Cardona's office, when the monies are collected on the student account and the student pays, we then cut a check to CAS which then cuts a check to Follett. **Brian O** asks if this is all separate from a tuition payment? **Stella T** answered yes. **Michele H** continues with It is kind of like a course fee but not a course fee. A course fee for painting and drawing is a mandatory fee for that class. This is not a mandatory fee. This is an option for the students. **Rachel R** states that Sarah Wyman's big push is that English majors just buy old copies of *Pride and Prejudice*. **Steve** states that it is true, trade books are a lot less expensive. There is a further step in this called equitable access and that is where it is mandatory and campus wide. They do reduce the cost of the books quite a bit, but they are much further along than we want to go. **Stella T** asks if there is some way we could get in front of this and switch to an opt in approach instead of the other way around. **Michele H** states It would take an IT sophistication. However, she did not want to speak for IT because she did not know and it is not the homegrown system, it is Banner, so she was not sure it is available. **Stella T** asks if it is contract dependent too. **Michele H** responds no. Steve goes on to state that the program can be ended if wanted. He was trying to assess. **Brian O** asks, have you gotten any feedback or that survey hasn't gone out yet? **Steve** answered that there hadn't been anyone to do the survey yet. He reached out to the provost and to the business school and asked them and there was zero interest. **Brian O** asks, do you want someone to administer the survey? **Steve** answered he needs someone to do the study. Whatever details and the funding is there, but he doesn't know how much it is, but it is the equivalent of teaching a course. **Steve** continues to state that an email was sent to the Provost and Chris. **Brian O** states that if there is no action with them it can be sent to him. **Michele H** responds that it was not an easy rollout administratively and there was a lot of angst because if the students do not understand it there must be a better way to communicate with them. Are they just not liking this or the students that are opting in, are they doing better academically? In the beginning of the process there was data from Follett students were academically more successful because they had materials on the first day of class. Is that holding true here or is it something we just dump because nobody likes it, but we need to hear from all sides and especially from the students. **Stella T** states that we need to determine how many refunds are requested. Really need to know how people are asking for refunds after the fact because that will be telling. This kind of data crunching has been done in the summer, so the school of business is her recommendation. **Michele H** responds by stating that it was discussed back in March that Chris' faculty is one of the larger groups adopting this digital access so having someone in his shop. **Michele H** states that Oswego runs a similar program and a year and half ago they had over 400 hundred courses through the inclusive access program, and it was running well. **Brian O** asks how many New Paltz has. **Michele H** responds with 20 programs or so.

**Melinda** asks if everyone was good to move on. Going through revenue, the other is the amortization of the upfront fee to sign a new contract which is \$100,000 for 5 years so \$20,000 a year.

**Melinda** states that Repair and Maintenance is mentioned because that is a portion of the Atrium fees that is allocated to the bookstore. Atrium is the technology behind our point of sale (registers). **Melinda** continues with vending operations and the current contract is with Coke. It is a year-to-year contract with Triple J so she and Steve have tasked themselves to speak with Triple J to get another five-year agreement. They will apprise the Board of the negotiations. **Melinda** continues with the numbers page with cold beverage, candy, and snack. I determined what figures to budget similar to the bookstore methodology. Commissions and other is exactly what it sounds like. It is the commissions on what we earned from the sale of snacks and beverages. On beverages and snacks, we include the gross sales in revenue but remove them in the expenses on the contract service line. We include this data for analysis purposes only. Depreciation expense is the amortization of the Open 24 machines. **Melinda** continued with Laundry; a new contract with CSC was signed in June of 2023. The revenue is the funds received from the college. We voucher them based on resident hall population. The contract service expenses represent the money that is paid annually to CSC to rent and maintain the machines. The resident life expenses are funds given to the resident hall accounts for programming. **Mike P** states this contract has been really frustrating for resident life. Don't know how many times Abby has asked to fix the laundry machines. **Melinda** responds by stating the last time she spoke to Abby she did mention that it is not just equipment but human error. **Mike P** asks is there something the vendor can do to provide education to the students or materials to reduce human error? **Melinda** responds by stating she did ask for a training video. **Mike P** responds with there is a bright space module from New Students. It is an avenue for it but he would love to see something in the laundry room. **Abby S** states that in all the resident hall laundry rooms there are signs instructing how to do it and instructing not to put bulky stuff. **Brian O** states that the best thing to do is to get them serviced regularly if this is going to keep happening and signage that states if there is concern why this is broken, here is the reason why. **Rachel R** asks if the RA's and RD's keep track of the broken machines? **Mike P** responds with they keep track of the out of orders and the turnaround time that it takes to be fixed. **Melinda** continues that she had been trying to address it daily with CSC and there is a gentleman on campus every day now. **Steve** continues that when he went to Esopus to break the lock on the machine that got stuck due to being overfilled that half the machines were down, some flashing water problems, the two micro filter units not working at all. Half the machines were flashing low water which may not be a problem with either students or laundry company, just maybe the pipes. **Melinda** continues that the other issue is that no one calls to report the problem until they have been down for two weeks and by that time everyone is agitated. **Melinda** requests that the RA's tell her immediately. **Steve** responds by stating he can see how that happens because if there are four machines down but one open, they will just use the open one, but it would be helpful if they see something say something.

**Melinda** moves on to the Office of Auxiliary Support. The two people that used to be downstairs moved to the CAS office. **Melinda** states she asked Michael Weatherly the square footage for office 151 and took about 25% of the vestibule and allocated rent and utilities from CAS to OAS based on those figures. She did not want to remove this cost center because they provide different services to campus than CAS and we still want to track that revenue. For example, card access and conference services. Commissions are basically the funds we receive from vendors from Hawk Dollars. An allocation from Food Service to Conferencing for catering Food, housing, Other is basically direct cost that is paid out for Conferencing Services. Food is money that is paid to Sodexo, housing is paid to Resident Life, other is something like a sign that is paid to the printing shop. Salaries and wages, the allocation looks much different than actual last year. Repair and Maintenance is part of the Atrium charges.

10% goes to OES, 10% goes to the bookstore, and 80% goes to Sodexo. Rent and utilities has a small amount for allocation and bad debt is Hawk Dollars. **Mike P** asks, if a new student comes in and is charged \$20 for a new ID, is there a better way to bill that first ID so it is just not another bill? **Stella T** answers that it was talked about bundling but there were issues with Cash Net and being able to do that. IT didn't even have the ability to look at it, so it was tabled for some time, so it is just not the ID, there are a whole bunch of things that are paid for separately. Some fees in those bundles are waived and refunding is equally complicated.

**Melinda** continues with page 15, stating this is where a lot of the Program Fund recipients are going to be very happy because the allocations were restored to 100%. **Steve** asks if everyone got the program reports and if there is any issue with giving out the money as presented. **Mike P** asks if EOP is being moved out of Student Affairs into the Provost's Office. He budgeted EOP in the Student Affairs line and is fine with continuing to service and support their account unless it is more appropriate for the Provost allocation and can break it out if preferable? **Stella T** states she has the same situation where academic advising is moving to Provost and can be serviced by her or someone else. **Mike P** states that he included EOP into Student Affairs block and in transition is happy to help continue the DO's and paperwork for them. He did not know what other areas had block grants but if Provost office already has an administrator, he can have Tony and Rita go to the Provost office and take it off his list. **Melinda** states that signature wise it would be inconsistent on their funds. **Steve** states that we will straighten it out this year.

**Melinda** continues to page 16 at the bottom the Jim Fredericks scholarship for Fall of 2023 and Spring of 2024. Look down the line at what the anticipated contributions will be. The last one is the 2 million dollars which is expected to fund part of the Peregrine Dining Hall remodel. The other \$500,000 is the anticipated renovations needed to remodel the Terrace and other swing spaces in anticipation of the PDH project. At the end of the day, it is estimated that 1.9 million dollars in net income of which 3 million dollars will be needed. **Brian O** asks a question regarding the scholarship funds and how they are allocated through Sodexo for support. **Melinda** responds by stating that it goes through the Foundation. **Stella T** responds that it goes through Financial Aid. **Brian O** asks if it just allocates through the Foundation. **Steve** states that they ask for a check. **Rachel R** asks if she went to Element 93, for example, do we break out what faculty and staff what they are buying? **Melinda** responds yes, she can give that number. It can be broken out for point of sale to the line item. **Rachel R** asks if Element 93 is very busy, but on a Wednesday, for a higher discount or free coffee just to drive faculty staff traffic. **Steve** responds with historically it is not effective. Those that are inclined to use the dining will but those who are not don't. **Brian O** asks if there is any trouble with all these allocations? **Melinda** asked for an example. **Brian O** asks if someone uses money inappropriately. **Michele H** responds that she can speak to one of her grants and it was last year; it was as an institution that is set up primarily for the students and you see money that is ultimately student money is being used for food when those students are not involved. We set firm guidelines with those people that are responsible for those micro grants and push back but if you want to have a faculty only meeting on a weekend at someone's house and you order catering, this is student money. We need to push back to our faculty and staff who are administrators of these fundings and make them understand they are accountable and if they do not send justification; and if she does find out that it was a faculty only weekend meeting without students there, they are going to lose their funding. **Brian O** asks if this is an ethic or is it a law or a rule of some kind? **Michele H** states that CAS follows different rules than she has on the state side. The state has guidelines but does not have hard and fast rules. She looks to best practices but ultimately when an auditor comes and asks what you are doing and gives an example of what could be questioned so she makes sure on her side there is a list of participants.

She wants to make sure if it is faculty and staff only that it is a working lunch with a robust agenda. She always wants to make sure that students are always involved. This is especially so during Commencement time when there are award ceremonies and there is a lot of catering going on. Food speaks to our retention not only with students but with faculty and staff so, for example, if there is a working lunch and a cup of coffee and cookie is provided then that makes them feel valued then that is ok, but it is a slippery slope. **Brian O** responds by stating he sees it from both sides he totally agrees with what was described. He gives an example. **Steve** states that the best predictor is that there is a bunch of eyes that it goes through. The person generating the request, then the person in charge of the account, then it goes to me and Melinda, and on top of that the auditor, Rose, randomly will take a couple of hundred samples. **Michele H** states that everyone looking at it comes with a different lens. A lot of times the purchasing people will not agree with it but as an example, if you have a monthly faculty meeting and you give them a donut and coffee it speaks to retention, and they are like they did not think of it that way. Sometimes she pulls her watchdogs back and sometimes she is the watchdog. It is difficult to be in the moment with the person who is doing it and have the optics of someone looking on the outside doing a foil request and sometimes it is no with a person doing a legitimate thing because she knows that if someone comes in and sees that SUNY New Paltz spent \$125,000 of their budget on food for their faculty or administrators. It is difficult and she can't say hard and fast no and she can't say go gangbusters. **Steve** continues by asking if everyone is okay with the budget. **Michele H** asks if they want it to go to a formal vote. **Steve** responds yes and took a vote. The result is six yay, no nays.

**Steve** states that there are quick updates on ongoing projects. Next year will be normal and will be the same as this year but there will be a lot of construction to get ready for in 2025. Peregrine will shut down for two and a half years in exactly a year from now. CAS offices are moving behind Sushi. Those offices are being built out for Sodexo now, but CAS will be taking them over. Work on the MPR kitchen is ongoing as we speak. In the space across from the bathrooms there will be an empanada stand. Construction for that will be next summer 2025 for opening September 2025. The Wow grill area will also be modified in the same time frame and the same with the Cabaret area. Looking to replace the Atrium Brew with Dunkin Donuts. That work will happen in the summer of 2025 to open in the fall of 2025. The Sub Connection will become a Halal Shack and will have a new hood installed. Sodexo has virtual stores, and since everyone orders everything on their phones anyway you do not need anything but a place to cook so they are putting a Raman concept and a Mexican taco concept. All those food ideas will happen in the Roost, no new construction is happening at the Roost. People will be able to pick up their food there. At the Terrace, they are building out a long buffet line. Hope to serve 100 people at a time. That will be the mini-Peregrine. That will be open in the Spring 2025 so it will be open to handle orientation and what other events would have been held at Peregrine. **Mike P** asks if the Terrace will effectively come offline because it will be a dining hall. **Steve** answers it will be a dining hall for two and half to three years. **Michele H** asks when the MPR will come back online. **Melinda** responds by stating January 2025. **Mike P** states that he does not know and will have to double check because the whole project is not done until a year from now that includes the third floor, but the hope was, they would prioritize and get the MPR done early on the schedule so that it can be back for campus use for next Spring to some degree. The full project which includes the third floor will be complete a year from now during this time. **Melinda** states that the Terrace might still be able to be used once the line is put in because of how the Terrace is set up right now. That line where equipment is put now is really where they have buffet lines so it might still be able to be used. **Mike P** states that he cannot imagine going through another Spring semester without a multi-purpose room, that would be a disaster. **Steve** states that there are a lot of moving parts. Part of it is being done through the construction fund, part is campus led, and part is Sodexo.

The last thing to update is that we had sort of an orientation meeting for moving forward with the reuseable container program, the Reuse Pass. It is being rolled out at Element 93, the Student Union building, and Peregrine. At Peregrine, the containers will be the only choice for food to go. At the Student Union and Element 93 they will have a choice to use the plastic containers or pay a five-dollar fee to use paper materials. Currently, the one-dollar fee is not having an effect. Hopefully the five-dollar fee will. This is the same price as purchasing a new green container and hopefully it will incentivize better use. Topanga seems to be on top of things. We are just starting with those three locations but hopefully will get all the locations to be 100% reuseable containers. A conversation concerning the container use program continued at length. **Michele H** responds that there was a sustainability webinar with the office of capital facilities and during the presentation the campus was named many times for being on the forefront of this and her colleagues call her and ask how are you doing this and she says to call Steve because we have been doing this for a while with the bottles and making some really great progress and people are aware. **Steve** states that he just got a call from Washington University asking how we cut down the number of plastic bottles used in the vending machine over aluminum cans and how we did it. **Brian O** continued with he thinks in the Chancellor's press release, New Paltz and ESF were ahead of the curve on the plastics use. **Michele H** states that two years ago they asked her on the business officer list in June if they told her they had to go plastic free by Fall what would her response be, and all her colleagues were stating oh no, but she stated we are already done.

**Steve** comments that we are the first SUNY school to do this particular reusable program. They were very excited to start with us and came down a lot in price because they really wanted to get a foot in the door. They want New Paltz to be the flagship.

**Meeting Adjourned: 12:03**