

BINGHAMTON AUXILIARY SERVICES CORPORATION

Board of Directors Regular Meeting

Friday, February 1, 2019 at 12:00 p.m.
Couper Administration Building Room 606

Agenda

1. Call to Order (Fauci) and Roll Call (Mead)
2. Public Comment Period (Pursuant to NPC § 605 and Public Officers Law §§ 100–111) (Fauci)
3. Board Member Comment Period (Fauci)
4. Action Item: Approval of Minutes of December 5, 2018 Regular Meeting (Mead)
5. Action Item: Approval of December 31, 2018 Financial Report (Bennett)
6. Action Item: Appointment of Executive Director of BASC (Mead)
7. Information Item: Director's Report (Ellison)
 - a. First Reading of Draft Policies on Risk Management, Investment, Reserves and Administrative Costs Recovery
 - b. SUNY Auxiliary Services Corporations 2017-2018 Corporate Report
8. Adjournment

Public Instructions on Addressing the Binghamton Auxiliary Services Corporation Board of Directors: Members of the public are welcome to address agenda items that come before standing and special meetings of the Board. Comments should pertain to the agenda or Corporation-related matters and not to specific issues that are the subject of collective bargaining, individual grievances or appeals, or litigation. Written comments are also welcome and will be distributed to the members of the Board. The purpose of public comments is to provide information to the Board, and not to evoke an exchange with Board members. Questions that Board members may have resulting from public comments will be referred to appropriate staff for response. In fairness to all speakers who wish to speak, and to allow the Board to hear from as many speakers as possible, while at the same time conducting the public business of their meetings within the time available, the President of the Board will determine and announce reasonable restrictions upon the time for each speaker, and may ask multiple speakers on the same topic to limit their presentations. In most instances, speakers will be limited to no more than three minutes. The totality of time allotted for public comment at the board meeting will be 30 minutes, and speakers will be scheduled for appropriate time in accord with the numbers upon sign up. Speakers are requested to make the best use of the public comment opportunity and to follow the rules established.

BINGHAMTON AUXILIARY SERVICES CORPORATION

Meeting of the Board of Directors: February 1, 2019
Couper Administration Building, Binghamton University

- 1) Darcy Fauci called the meeting to order 12:11pm and Janice Bennett called the roll. Attending: Janice Bennett, Richard Caldicott, Deanne Ellison, Darcy Fauci, Tarun Mastana, Heather Parks, Matt Johnson (for Jerry Toussaint), Rachel Turner (absent: Catherine Maliwacki, Cornelia Mead, Brian Rose)
- 2) Public Comment Period: There were no members of the public attending
- 3) Board Comment: There were no comments
- 4) Approval of draft minutes from December 5 annual meeting. Moved by Rachel Turner, seconded by Tarun Mastana to approve the minutes from as presented, motion carried.
- 5) Financial Report – Janice Bennett. Janice reviewed the updated report of budget and expenditures thru the end of December. Janice also indicated that staffing expense had been calculated for Q1&2. It would be processed in February and reflected in next meetings budget update. Moved by Richard Caldicott, seconded by Tarun Mastana to accept the financial report. Motion carried.
- 6) Appointment of Executive Director – Darcy Fauci. Darcy explained that while many documents refer to the Executive Director of the Corporation, there is no person that is officially in that capacity since current operations do not warrant a fulltime employee of the BASC. Since inception of the BASC, the Director of Auxiliary Services position has performed the duties of the Executive Director, it was proposed that the board appoint the Director of Auxiliary Services to serve as the Executive Director of the BASC until such time the Board feels it needs to hire a separate Executive Director. Moved by Richard Caldicott, seconded by Tarun Mastana to accept the appointment of the Executive Director. Motion carried.
- 7) Director’s Report – Deanne Ellison
 - a. Policy Development: Had an opportunity to have a study session to review 3 policies. Much of what is outlined in the policies does not pertain to current operations but helps plan for the future when BASC operations grow- for example if the foodservice or bookstore contracts were to come under the BASC once the current contracts with the state are up.
 - i. Risk – Policy Eric Backlund reviewed and had no suggestions for changes
 - ii. Investment – refers to how the BASC would invest money once it has some to invest
 - iii. Reserves – outlines what kinds of money be set asideDiscussed all policies and Richard suggested at the study session that the policies reflect a clause for the process how to amend the policy (majority vs. two thirds). Deanne added that a clause after the study session which will included on the policies at the next meeting when presented for vote.
 - b. SUNY Auxiliary Services Corporation 2017-18: The report gives some information to the BOD about the size and scope of the Auxiliary Services at other institutions. BASC operations are

a very small part of this report, since Binghamton does not run their food service or bookstore contract through the Binghamton Auxiliary Services Corporation.

- c. Recommendation about the next four policies: Deanne suggested that if the Board agreed she would focus on drafting the following policies for a study session prior to next meeting.
 - i. Admin Cost recovery Policy – to be continued from first round
 - ii. Travel Policy
 - iii. Delegation of Authority Policy
 - iv. Public Relations Funds Policy

The board agreed to those.

- d. Division Meeting – Deanne shared that at the Division of Student Affairs meeting that the staff were asked to brainstorm revenue generating ideas about services that would benefit students, faculty and/or staff on campus. Some of the ideas generated might eventually come to the Board for consideration as opportunities to run through the BASC.
- e. NACUFS survey – Deanne shared that there was a national benchmarking survey done in the Fall about food service on campus and survey results have just come in. Deanne will share those with the board at a future time.
 - i. Richard brought up that student involvement on the board could be evaluated so as to reach more students, if it the food service contract would ever come under the BASC. Richard and Tarun offered to brainstorm further on this idea and share with the Board.

8) Adjournment: Motion by Richard Caldicott, second Tarun Mastana meeting adjourned at 12:45pm.

Janice Bennett, Staff Support to the Board