

**BINGHAMTON AUXILIARY SERVICES CORPORATION**

**Board of Directors Meeting**

Friday, February 7, 2020 at 12:00 p.m.  
Couper Administration Building Room 606

**Agenda**

1. Call to Order (Parks) and Roll Call (Mead)
2. Public Comment Period (Pursuant to NPC § 605 and Public Officers Law §§ 100–111) (Parks)
3. Board Member Comment Period (Parks)
4. Action Item: Approval of Minutes of December 6, 2019 Regular Meeting (Mead)
5. Action Item: Approval of December 31, 2019 Financial Report (Bennett)
6. Information Item: Director’s Report (Ellison)
7. Action Item: Approval of Amended and Restated By-Laws (Ellison)
8. Action Item: Approval of Delegation of Authority Policy (Ellison)
9. Action Item: Approval of Payroll Policy (Ellison)
10. Action Item: Approval of Inventory Policy (Ellison)
11. Adjournment (Parks)

**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 MINUTES**

Meeting of the Board of Directors: February 7, 2020  
Couper Administration Building, Binghamton University

Attending: Heather Parks, Deanne Ellison, Janice Bennett, Cornelia Mead (by phone), Tara Lerman, Darcy Fauci, Jesse Wheeler, Emily Beston (for Rachel Turner), Brian Rose.

1. Meeting called to order by Heather Parks at 12:00 pm
2. No board member comments
3. Nobody present for public comment
4. Approval of December minutes - No changes or comments. Moved by Darcy Fauci, seconded by Emily Beston, to approve December 6 minutes, motion carried.
5. Financial report - Janice Bennett presented report for period ending December 31. Moved by Jesse Wheeler to accept financial report, seconded by Darcy, motion carried.
6. Director's report - updates - Deanne Ellison
  - a. Contract for Counseling services for after-hours counseling has been signed. May begin as soon as next week.
  - b. Rubric for evaluating external contracts - Deanne presented a chart showing how we think about potential contracts and activities, whether the BASC should pursue them, "BASC Projects Decision Tree." Considerations included degree of risk to the Corporation, return on investment, difficulty, amount of staff time required, revenue and positive impacts to the University.
  - c. Brian Rose asked about the status of the Athletics licensing contract. Deanne replied it is still on hold, waiting for follow-up from Athletics. Brian suggested we should follow up on this to get the agreement in place sooner rather than later.
  - d. Next Deanne asked for the Board's approval on several documents:
    - i. Approval of amended and re-stated by-laws (first presented at December meeting). Moved by Brian, seconded by Darcy, motion carried.
    - ii. Approval of delegation of authority policy (first presented at December meeting). Moved by Emily, seconded by Jesse, motion carried.
    - iii. Approval of Payroll policy and Inventory Policy (first presented at December meeting). Moved by Darcy, seconded by Cornelia, motion carried.
  - e. Motion to adjourn by Cornelia, meeting adjourned at 12:23 pm.

Cornelia Mead, Secretary

APPROVED 5/1/2020 by unanimous consent.