

BINGHAMTON AUXILIARY SERVICES CORPORATION

Board of Directors Regular Meeting

Friday, December 5, 2018 at 12:00 p.m.
Couper Administration Building Room 407

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 October 5, 2018 Annual Meeting (Mead)
5. Action Item: Approval of October Financial Report (Bennett)
6. Information Item: Director's Report (Ellison)
 - a. Webpage Development
 - b. Discussion: Policy Development
7. Action Item: Approval of Staff Recommendation to Extend MicroFridge Contract (Ellison)
8. Action Item: Approval of Meeting Calendar (Ellison)
9. 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.

APPROVED 2/1/19

BINGHAMTON AUXILIARY SERVICES CORPORATION

Meeting of the Board of Directors December 5, 2018
Couper Administration Building, Binghamton University

- 1) Darcy Fauci called the meeting to order 12:15pm and Cornelia Mead called the roll. Attending: Deanne Ellison, Darcy Fauci, Catherine Maliwacki, Tarun Mastana, Cornelia Mead, Heather Parks, Brian Rose, Jerry Toussaint, Rachel Turner (absent: Richard Caldicott)
- 2) Public Comment Period: There were no members of the public attending
- 3) Approval of draft minutes from October 5 annual meeting. Moved by Heather Parks, seconded by Tarun Mastana to approve the minutes from as presented, motion carried.
- 4) Financial Report – Janice Bennett. Janice reviewed the updated report of budget and expenditures thru the end of October. Moved by Cathy Maliwacki, seconded by Rachel Turner to accept the financial report. Motion carried.
- 5) Director’s Report – Deanne Ellison
 - a. Webpage development: Deanne displayed on the screen the revised web page for the BASC. It will include general info, background, listing of board members, meeting agendas and minutes, and other corporate information and policies. Posting this information is appropriate in compliance with the open meetings law requirements.
 - b. Policy Development: Deanne had previously shared a draft list of possible policies to develop for the BASC, and asked the Board for guidance on which to work on as a first priority. Following discussion, the four priorities were (1) risk policy, (2) reserves policy, (3) investment policy, and (4) admin costs recovery policy. Deanne will prepare draft versions of these and share before the next meeting.
- 6) Contract Update: Deanne presented a summary of information on the Micro-Fridge contract with Campus Specialties. The current contract expires June 30, 2019 but we have the option within our current agreement to extend for a year (thru 6/30/2020). Deanne recommends that we do this. We are pleased with the current vendor, they have a patent pending on a smoke-alert device on their microwaves, and they have some plans for new lines to increase their business, including rental of full-size refrigerators, as well as purchase of micro-fridges. Motion by Brian Rose, seconded by Cathy Maliwacki, to extend the contract as proposed. Motion carried.
- 7) Approval of Meeting Calendar: Deanne presented a schedule future board meetings: February 1, 2019, April 5, 2019 and the annual meeting next fall October 4, 2019. The meeting calendar will be added to the website. Moved by Cornelia Mead, seconded by Brian Rose to accept the schedule of meetings. Motion carried.
- 8) Adjournment: Motion by Brian Rose, meeting adjourned at 12:30 pm.

Cornelia Mead, Secretary