



# SUNY DOWNSTATE Medical Center

DRAFT

## Faculty Student Association of Downstate Medical Center, Inc

### Meeting Minutes Board of Directors of the Faculty Student Association of Downstate Medical Center, Inc. Wednesday, October 19, 2011 12noon; Student Center Reading Room

#### Directors Present were:

Richard Bentley, Administration  
Meg O'Sullivan, Administration  
Paul Davis, Administration  
William Gerdes, Administration  
Lorraine Terracina, Administration  
Shirley Eisner, COM Faculty  
Joanne Katz, CHRP Faculty  
Yvonne Nathan, CON Faculty (Proxy to Meg O'Sullivan)  
Julie Rushbrook, GS Faculty  
Hamerton Jeanty, COM Student  
Ramy Abdel-Naby, COM Student  
George Koutsouras, SPH Student  
Sonia Afroz, GS Student  
Kara Larson, CHRP Student

#### Directors Absent Were:

Vacant CFO

#### Invited Guests Present Were:

Ken Carlton, Mgr, University Bookstore  
Sheila Duffy, FSA Director of Finance  
James B. Fuccio, Esq., FSA Counsel  
Janet Halpern, Manager, TTS  
Marilyn Petralia, FSA Recording Sec.  
Magdi Ashak, FSA Asst Dir. of Operations

I. **CALL TO ORDER:** The meeting was called to order at 12:10pm by FSA President Rich Bentley followed by a round table introduction of members present.

II. **SECRETARY'S REPORT** Meg O'Sullivan

The prior meeting April 20, 2011 minutes were previously distributed and presented for approval. Upon the board's review, the following motion was so moved by Ramy Abdel-Naby and seconded by Hamerton Jeanty

**MOTION: To approve the April 20, 2011 minutes. Motion carried unanimously.**

III. **PRESIDENT'S REPORT** – Richard Bentley

1. Operations Report/Updates: Magdi Ashak See (**Attachment 1**)

a. **Vending Bid Analysis:** Contract Award Recommendation – Summary of Bid Analysis' attached. The top two bidders both had formidable company history/experience, had good product variety, and substantial healthier choice products (details were eMailed to Board members). As we expected, since there was no consumer price increase in DMC's consumer vending prices in a decade (some vending product consumer prices were last raised in 2008, with some unchanged since 1996, there are consumer price increases in every proposal, when compared to current prices. Compass-Canteen had overall lower consumer pricing as well as discounted DCard purchases, and lower commission. Answer Vending had overall higher consumer prices, no discounted DCard purchases and higher commission. and to transition services ASAP. Answer Vending's proposal had overall higher consumer prices and higher commission but offered no discounted consumer price for DCard purchases. Rich reported that the current Contractor, Intellivend LLC filed for bankruptcy but that service at DMC is still being provided by the local vending route operator under the contracted commission until transition occurs. Paul Davis cites he has a fiduciary responsibility to the institution & students to keep costs down and will abstain from this vote since there is a vendor providing a higher commission. Upon the board's review & discussion, the following motion was so moved by Ramy Abdel-Naby and seconded by Shirley Eisner.

**MOTION: To allow the FSA President to award a Contract to Compass Group -Canteen Vending, to negotiate & finalize the contract . 13 in favor, 1 abstention Motion carried.**

2. Bookstore Update: (Ken Carlton) **See Attachment 2**. Reviewed actions taken resulting from FYE Bookstore loss..
3. Theater Ticket Service Update: (Janet Halpern) Proposes actions in light of FYE operating loss:
  - a. Reduce Expense by closing on Fridays (day of lowest activity): 6K annual savings
  - b. Ticket Sales Analysis for the past 9 months (January to September 2011) showed that of the \$22,246 in sales, 62% were sales to students and 38% to paid memberships.
  - c. Consider for Future: reinstate Student Council contributions since majority of sales are to students. Discussion included consideration of closing TTS in the future if substantial reduction of operating loss can not be significantly reduced. Board members present unanimously support the change in operating hours to reduce personnel costs; will be implemented as soon as possible. Continued monitoring is expected by Manager to determine additional future actions.

**IV. TREASURERS REPORT** – Paul Davis, Treasurer and Sheila Duffy, FSA Director of Finance

1. Review CPA Financial Statement for FYE 5-31-11

The report and its Schedule of Operating Revenues & Expenses year ended 5-31-2011 was reviewed.

**Attachment 3**. Upon the board’s review, the following motion was so moved by Bill Gerdes and seconded by Hamerton Jeanty.

**MOTION: To accept the CPA Financial Statement for the fiscal year ended 5/31/11 as presented. . Motion carried unanimously.**

**V. NEW BUSINESS** - Annual Nominations & Election of Officers

1. The following nominations were made and accepted from the floor:

President – Richard Bentley	Secretary – Meg O’Sullivan
Vice President – George Koutsouras	Treasurer – Paul Davis

With no additional nominations being made, the following motion was moved by Hamerton Jeanty and seconded by Bill Gerdes.

**MOTION: To nominate the presented slate of candidates, to close nominations, and elect the slate of officers as presented. . Motion carried unanimously.**

**VI. 2012 MEETING DATES:**

The 2012 proposed dates for FSA Board meetings are:

**Wednesday, April 18, 2012**  
**Wednesday, July 18, 2012**  
**Wednesday, October 17, 2012**

**VII. ADJOURNMENT:** With all business before the board concluded, the following motion was made by Meg O’Sullivan and seconded by Bill Gerdes:

**MOTION: - To adjourn the meeting at 1:10 pm. Motion carried unanimously.**

Respectfully submitted by:

Margaret O’Sullivan, Secretary



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## FSA OPERATIONS REPORT

### For Board of Directors Meeting 10-19-11

**1. DCard eCommerce Update:** The DMC eCommerce Committee met on 10/6/11 to finalize the evaluation of bids received from CBord, ITC Systems, Heartland and Blackboard. Howah Hung (DMC State Contracts & Procurement Office), Brian Gaon, Matt Avitable (DMC Information Services), Richard Bentley and myself (FSA) served as the Bid Evaluation Committee. Extensive follow-up was needed with each bidder. After the analyzing bidder's proposals, both ITC Systems and Blackboard failed to meet mandatory bid requirements. The committee has submitted scoring to the DMC Contracts Department to advance a State contract award.

**2. Vending Services Bid Analysis:** See attached summary. FSA received three proposals to provide vending services from CC Vending, Canteen Vending, and Answer Vending. CC Vending's proposal did not meet stated RFP requirements to specify products and product pricing. Both remaining bid proposals were extensive. Based on prior Board concerns about Healthier Choice products, both bidder's Healthier Choice product details are also attached.

**Management Recommendation:** Canteen is a far more experienced vendor, presenting a far more detailed professional proposal, provides a more modest consumer price increase including discounted pricing for DCard purchases, and is deemed more likely to succeed during the whole contract term. I recommend Contract Award to Canteen Vending and move to transition services ASAP. **(NEEDS BOARD MOTION)**

**3. TVR Communications Channels Reprogramming:** On 9/10/11, FSA met with TVR Communications and Maria Yomtov and Betty Jung from the Office of Continuous Learning (Patient & Nursing Education) to discuss the improving the TVR service in public areas/clinics. Currently in clinic areas require a person to manually switch channels with a remote control and manually flip a switch in the back of the TVs to change channels. TVR Communications had tested a single set signal device to automate the change every 2 hours, but only few channels will be provided through this operation, about 6 channels (4 channels educational and 2 channels news).

**4. Remaining Request For Proposals (RFP) in process:**

- a. **ATM Banking:** The RFP was finalized with the bidder's list and will be sent to Mr. Fuccio for final legal review and then will be sent out to bidders on Oct. 30<sup>th</sup> 2011.
- b. **TVR Communications:** FSA will set up meetings Mr. Gerdes and Office of Continuous Learning to plan the next RFP and to meet with some potential bidder (Allen Technologies). A first draft is expected to be completed by the end Nov. 2011.
- c. **Cafe101:** The completion of the RFP first draft is expected by the end of Nov. 2011.
- d. **Gift Shop:** The completion of the RFP first draft is expected by the end of Nov. 2011.

Submitted by

Magdi Ashak, FSA Asst Director of Operations

### FSA Vending Machine Bid Analysis 10-18-11

	<b>Canteen Vending</b>	<b>Answer Vending</b>	<b>CC Vending</b>
<b>Experience</b>	80 Yrs; National	20 Yrs; NYC Metro	20+ Yrs; NYC Metro
<b>Product Summary</b>	Wide variety and name brand candy, snack and beverage vending. Department of Agriculture Certified Inspection.	Wide variety and name brand candy, snack, & beverage vending.	Non-Responsive Proposal - included no product specifications
<b>Beverage Products</b>	Extensive Variety	Extensive Variety	Non-Responsive Proposal
<b>Snack Products</b>	Extensive Variety over 1,000 products avail	Good Variety near 500 products avail.	Non-Responsive Proposal
<b>Healthier Choice</b>	Good Variety 130 items	More Variety 262 items	Non-Responsive Proposal
<b>Commission</b>	Guaranteed: \$85K or 24%, whichever is greater	Guaranteed \$115K or 28% beverage and 33% snacks, whichever is greater.	Guaranteed \$65K or 25%, whichever is greater
<b>Technology (Programs Used)</b>	"Zip thru", the "MIND" (Nutrition Information Touch Screen); "Canteenmobile" for mobile devices;"Seed" for tracking all machine activity & 'Out' conditions. Comply with DMC ecommerce platform.	"VendMax" for tracking all machine activity and "out" conditions; "Seed" for remote monitoring of sales info online. Comply with DMC ecommerce platform	"Seed" program to track products and cash sales by item and machines with online viewing capabilities and automatic scheduling of machines that require service. Comply with DMC ecommerce platform
<b>Equip/Energy</b>	All New Energy Star rated	All New Energy Star rated	All New Energy Star rated
<b>Prices: Non-beverage products</b>	Range \$1.00 to \$1.25 for cash; DCard \$0.90 to \$1.15	Range between \$1.00 to \$1.25; No DCard discount	Non-Responsive Proposal: No prices presented. No Dcard Discount
<b>Prices: Healthier Products</b>	Range between \$0.85 to \$4.00; DCard \$.75 to \$3.90	Premium Food \$2.50 to \$4.00; No DCard discount	
<b>Prices: Beverages</b> (3 specific below)	Range \$1.25 to \$2.00; DCard \$1.15 to \$1.90	Range \$1.25 to \$2.25; No DCard discount.	
Poland Sp 20oz current \$1.50	\$1.75; Dcard \$1.65	Promotion @ \$1.00	
Coke 12oz Can Current \$1.00	\$1.25; Dcard \$1.15	\$1.25	
Coke 20oz Bottle current \$1.50	\$1.75; Dcard \$1.65	\$2.00	



**Faculty Student Association  
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**University Bookstore**

October 7, 2011

To: FSA Board of Directors

University Bookstore Update

- University Bookstore income statement from 06/01/11 to 09/31/11 will be showing a profit for that period of about \$11,000. after FSA administration fees . This was done by lowing operating costs and selling more merchandise that has lower cost of goods %.
- As of June 2011 the bookstore staff has been reduced to two FTE and one PTE (last year had three FTE and one PTE, estimated savings near \$54,000. in operating expense for FYE 2011/2012
- Graduation sales on our custom Diploma Frames in June was 54, plus direct orders placed with our supplier of 13 totaling 67. We are looking into direct mailing to the parents of graduating students in the coming year.
- Starting in Spring 2011, we enhanced the eMail notification to the specific program students each time a new Course Booklist is received from college coordinators and posted on Bookstore website.
- The University Bookstore now stocks clothing apparel designed by the College of Nursing students and the Occupational Therapy students. We are awaiting a design by the PA and OT students. We offer this to all groups on campus to help increase sales.
- The University Bookstore will be issuing a check to AMSA for the partnership we have in the white coat embroidery sale it should be the same as last year about \$700. Need to enhance similar Bookstore involvement in all on campus sales of any competing merchandise, esp when such sales occur within related FSA entities.

Submitted by,  
Kenneth Carlton, Manger  
University Bookstore