Faculty Student Association  
Of Downstate Medical Center, Inc.

Meeting Minutes  
Board of Directors  
Wednesday August 20, 2014 at 12 Noon; Student Center Reading Room

Directors Present were:  
Richard Bentley, Administration  
Meg O’Sullivan, Administration  
William Gerdes, Admin (Proxy to Rich Bentley)  
Lorraine Terracina, Administration (Proxy to Meg O’Sullivan)  
Shirley Eisner, COM Faculty  
Joanne Katz, CHRP Faculty  
Maria Rosario-Sims, CON Faculty (Proxy to Rich Bentley)  
Julie Rushbrook, GS Faculty  
Erick Pinedo, CON Student  
Andrew Truong, COM Student  
Erin Andrews, PH Student  
Joshua Milber, COM Student  
Michael Sangobowale, GS Student  
Aldean Morris, CHRP Student

Directors Absent Were:  
Astra Bain-Dowell, Admin  
Melanie Gehen-Benedict, Admin

Invited Guests Present Were:  
Kenneth Carlton, Bookstore Manager  
Rodney Venten, FSA Director of Finance  
James B. Fuccio, Esq.  
Nicole Jensen, COM Student; MSC Treasurer-elect

I. CALL TO ORDER:  
Rich Bentley called the meeting to order at 12:05 p.m. by with quorum being present. This meeting had been originally scheduled for 7/16/14, but was then postponed to today. Agenda and documents were previously distributed. Introductions were done around the table to familiarize all with the new faces. Also, Joshua Milber introduced Nicole Jensen, expected to be elected as Med Council treasurer who will then succeed him on the FSA Board going forward. Mr. Bentley asked that new members of the Board read the Board of Directors Handbook available online and become familiar with the FSA corporation, its services, and the responsibilities of Board members.

II. SECRETARY'S REPORT:  
Meg O’Sullivan. The minutes from the prior meeting held April 30, 2014 that had been emailed and distributed were presented for approval. With only the spelling typo of “Adjournment” in section VI being corrected, the following motion was so moved by Dr. Rushbrook and seconded by Meg O’Sullivan:

MOTION: To approve the April 30, 2014 minutes as revised. Motion carried unanimously.

III. PRESIDENT'S REPORT – Richard Bentley  
1. Operations Update:  
   Mr. Bentley introduced Rodney Venten, who succeeds Sheila Duffy as Director of Finance and reviewed the following highlights of his written report (see Attachment 1).
   - The recent completion of the HCSB Foundation 2013 CPA audit involved significant Business Office effort. The FSA 2014 audit completion is imminent, and will be followed by starting the HSCBF 2014 audit. Those priorities delayed FSA’s sending out monthly statements to account holders and will be sent out by end of August to get back on a timely track.
   In response to a question since the resignation of former FSA Asst Director of Operations, Magdi Ashak, Mr. Bentley noted the position remains vacant with duties being absorbed by all FSA staff; Mr. Venten continues a more quantitative office staffing analysis and will make recommendations by next Board meeting.
• Business Office summer hours were changed from 9-5pm to 8-4pm. Office customer traffic between 8-9am has been higher than late afternoons. Even though the office closes at 4, there is usually someone there until 4:45pm. Customer feedback will be monitored and Board feedback is welcomed to determine if the revised hours will be retained during the academic year.

2. **Bookstore Update:** Mr. Carlton reviewed his written report (see Attachment 2). Of additional note were:
   • Book lists are posted, but a more aggressive attempt to get these lists submitted at least 60 days prior to the beginning of the semester, as required by NYS law.
   • Mr. Carlton’s guess on the 5/31/14 year end is somewhere between a $47K and $55K loss. Bookstore is certain to remain in discussion regarding the continued annual financial loss.
   • In response to a faculty question, the store orders quantities based on past sales history as well as the faculty estimated class size, and stocks conservatively since stock replenishment is available within next day.

IV. **TREASURER’S REPORT:** Rodney Venten, FSA Director of Finance
   1. **CPA report:** Audit is mostly done and the first draft is being circulated internally. This will be sent out as soon as it is finalized.
   2. **Treasurer Vacancy:** It was reiterated that position of Treasurer remains vacant since Paul Davis resigned in 2012, awaiting senior campus administration determination.

V. **OLD BUSINESS:**

   Mr. Fuccio provided an update on the ongoing litigation from a person who fell in the Student Center corridor. FSA is represented by the insurance carrier but asked that if any members are approached with questions regarding this issue from anyone, to please notify Mr. Bentley or Mr. Fuccio immediately.

VI. **NEW BUSINESS:** No items raised.

VII. **ADJOURNMENT:** With all business before the board concluded, and no other new business raised the following motion was made by Meg O’Sullivan and seconded by Aldean Morris:

   **MOTION:** To adjourn the meeting at 12:38 pm. **Motion carried unanimously.**

   **Reminder:** remaining 2014 **Meeting Dates:** All @ 12:00 noon in Student Center Reading Room:
   - October 15, 2014

Respectfully submitted by:

Margaret O’Sullivan, Secretary
During May, 2014 I accepted the role of Director of Finance under the direction of Mr. Bentley. As the Board is aware, my predecessor, Sheila Duffy had been with FSA for 30+ years. She assisted in my transition and left her position at the end of May, 2014 and has expressed limited availability in the future to assist on HSBC Foundation issues.

I am in the process of reviewing all FSA subcontracted vendor serviced and have met with Café 101, Zipcar and Lori's Gift Shop representatives to strengthen our relationships and communications. RFP bid documents are being drafted for Car Sharing Services (Zipcar) as well as Patient TV and Phone Rental services.

The FSA Business Office had a large volume of financial work, including:

- Health Science Center at Brooklyn Foundation, Inc. (HSCBF) financial statements for July 31, 2013 was just completed in June. The HSCBF audit for the 2014 year end will begin in September.
- FSA’s audit for fiscal year ended May 31, 2014 is nearing completion. In September The 2014/15 annual budgets for the Student Activity Fund Councils and their clubs have been certified and issued.

The FSA Business Office has already undertaken improvements to provide better customer service:

- We have moved payroll operations to Paychex for more accurate reporting and more effective use of Business Office staff.
- Hours were adjusted to 8am - 4pm for summer with positive customer feedback. We found that the office has more traffic in the morning than afternoon. We will continue to monitor and welcome feedback as to whether these hours are effective during the academic year.
- Parking sales were moved from the Business Office to the University Bookstore for improved retail controls and to assist in boosting foot traffic, which is hoped to improve Bookstore sales.
- A review of the FSA pension plan documents with TIAA-CREF revealed that new employees are immediately eligible to participate in the voluntary Supplemental Plan. There is no FSA employer cost with the Supplemental Plan. The base pension plan requires a one year waiting period for new employees.

Respectfully submitted by,
Rodney Venten, Director of Finance
Bookstore Update For  
FSA BOD Meeting August 20, 2014

- Our year end/Graduation sale saw a 20% increase over last year. In 2013 sales were $10,894 and this year it was $13,348.

- Diploma frames sales for May and June 2014 were $4,879.; about the same as last year (May and June 2013 were $4,641.00). This was due to the Diplomas mailed out by a private company and not given out here with our flyer. However our commissions from the web sales were higher by 15%.

- Fall 2014 course book list has been posted on our web site and the book rental Kiosk has been updated.

- Since June 2014, Parking decals are now being sold in the University Bookstore for the HSCBF. In the past month we sold over 420 decals. This extra foot traffic to the Bookstore has generated additional sales in Clothing (increased by $250.) and Novelties (increased by $325.) for that period.

- Sales for the month of August (partial month) seem to be running better than last year in Diagnosis Equipment (up by $600.) and Clothing (up by $400.). Books and stationary are running about the same as last year.

Submitted by,

Kenneth Carlton, Manager