



Faculty Student Association of DOWNSTATE Medical Center

Draft 2 [3-26-18]

Board of Directors Meeting Minutes Wednesday January 17, 2018 - 12:00 noon; Student Center Reading Room

Directors Present were:

Richard Bentley, Administration
Meg O'Sullivan, Administration
William Gerdes, Administration (proxy to Richard Bentley)
Lorraine Terracina, Administration (proxy to Meg O'Sullivan)
Joanne Katz, CHRP Faculty (proxy to Richard Bentley)
Shirley Eisner, COM Faculty (proxy to Meg O'Sullivan)
Maria Rosario-Sims, CON Faculty
Julie Parato, GS Student
Daniel Traver, CON Student
Krystal Ealy, COM Student
Kirsten Weisbeck, PH Student

Directors Absent Were:

Julie Rushbrook, GS Faculty
Zachary Feuer, COM Student
Charandy Jean-Baptiste, CHRP Student
Vacant (2 Admin Appointees; Prior A Dowell, T Brecher)

Guests Present Were:

Bob Jahelka, FSA Interim Controller
James Fuccio, Counsel
Anthony Condoleo, FSA Interim Controller
Deshawn Hilliard, staff, FSA office
Andy Bittleman, Compass USA/Canteen Vending
Alan Swantek, Compass USA/Canteen Vending
Schuyler Hooke, Recording Secretary
Mufu Sadiku, HSBF Controller; FSA Business Office

- 1) **CALL TO ORDER:** Mr. Bentley called the meeting to order at 12:05 p.m. with quorum being present. There was a brief roundtable introduction, (being we have several guests).

2) **SECRETARY'S REPORT:**

- a) The draft minutes from the prior meeting held [Oct 27, 2017 \(link\)](#) that had been emailed, were presented for approval and the following motion was made by Ms. Weisbeck, and seconded by Mr. Traver:

MOTION: To approve the Oct 27, 2017 minutes as presented. **Motion carried unanimously.**

- b) Ms. Ealy informed us that the Med Council voted and she has replaced as Treasurer by Rabani Bharara effective January 22, 2018. Ms. Bharara has been notified of this position on the board and invited to the remaining FSA BOD 2018 2018.

3) **VENDING PRESENTATION:**

Mr. Bentley introduced Alan Swantek, Area Manager, and Andrew Bittleman, Regional Manager from Compass USA/Canteen Vending who made a [Vending Power Point Presentation](#). Highlights included that in most locations sales are up, exceptions being the (a) BSB Main Lobby, where the machines were removed, (b) UH ER Corridor, where a machine was removed because it was not within handicap doorway access code requirements, and (c) EB 1st Floor hot coffee machine was removed due to a water feed line issue. Some of this sales loss should be made up when new PHAB building opens; 2nd floor of the new SPH building near class and meeting room spaces. DMC Sr Admin did not approve plan to add machines in BSB old Student Mailboxes areas. Canteen will investigate potential to add some machines in the basement of the library near the new HR, Research, and Payroll offices.

Product has changed some, but although there are calls for healthier snacks, these aren't necessarily what sells. However, a healthier plan-o-gram was installed in October, and results of this change should be available in a couple more months. Kosher machine products discussed and planned in advance with Rabbi Holtzman were exchanged for more preserved foods that don't need frequent replacing and sales have increased by 300%. The Kosher microwave is still in place, provided by UHB's dietary service.

Mr. Bittleman informed the Board that Compass USA's corporate directive is to remove branded machines and replace them with "Generic" machines that carry product from all vendors/producers. IE: a machine can have Coke, Pepsi, RedBull, SmartWater, and Starbucks product. This changeover should happen at DMC within the next 4-6 months. Pricing may be a little higher on some items, but this will not be higher than what these items cost in local marketplace, etc. Mr. Swantek also addressed the number of maintenance tickets that were put through on the machine in 825, and they are checking the machine more frequently to make sure that it is refilled.

(Vending continued)

Canteen also introduced the new AVENUE C plan with an unmanned bar-code based selection, which can include a “Bean & Cup” coffee station. Payments are made with credit card or on on-line account. There is also a customer loyalty program. The question of theft was raised, and they assured us that the average is 3%. The question of what happens if the payment machine fails, and if there is an issue, headquarters is alerted and the machine reboots itself. The Board opted to explore this option, starting in the residence halls, and Compass USA will proceed with measurements and a proposed plan-o-gram. Mistery Bittleman and Swantek were thanked and excused themselves.

4) PRESIDENT’S REPORT Richard Bentley

- a) **Laundry Update:** There was a delay in TediMatts registering in NY State Vendor system, but Board approved contract award is in their possession; No issues raised and expected to signed imminently.
- b) **Student Health Insurance** contract is due to expire in June. RFP process being drafted by Student Affairs Dean Jeffrey Putman and Madiha Akhtar with input from Student Health Advisory Committee (SHAC). Exploring whether Medical Schools at Upstate Medical Center, Stony Brook, and Buffalo U have any interested in a joint bid process, to take advantage of a larger student base. FSA Board is not involved in this bid process which is due in Summer 2018. Contract award will be presented to FSA Board when SHAC has a recommendation ready.
- c) **Operations Report:** [Operations Report January 2018 \(link\)](#) Mr. Jahelka gave a quick overview of the attached report, with updates on Blackbaud, PaperSave software, and improved monthly SAF and TA statement formats, then reviewed the budget actuals vs. projected numbers for the first 7 months of this fiscal year. He introduced Anthony Condoleo who will be onsite as FSA Interim Controller 1 to 2 days with Mr Jahelka and Sena performing duties off-site from the CPA firms’ main office. He noted Mufu Sadiko is in the FSA office as the new controller of the HSCB Foundation, Inc. The joint business office Controller position is still in discussion stage pending determination by campus Finance.
- d) **Bookstore Update:** Bookstore Manager Tim Stockmar was not in attendance due to a family emergency that occurred near Jan 2nd and has not yet returned to work, so there was no report. Ms. O’Sullivan voiced concern on Mr. Stockmar’s performance, not achieving many of the expected enhancements since hiring.

5) TREASURER’S REPORT: Bob Jahelka

- a) This was included in the above Operations Report.

6) ADJOURNMENT: With all business before the board concluded, Dr. Rosario-Sim moved and Ms. O’Sullivan seconded that:

MOTION: The meeting be adjourned at 1:00 p.m. **Motion carried unanimously.**

Respectfully submitted by:

Meg O’Sullivan, Secretary

Reminder: Next Quarterly Board meeting will be on Wednesday April 18th, 2018 (noon; Student Center Reading Rm)