



April 16, 2019

Board of Directors Meeting
Wed. April 17, 2019
Student Center, Reading Room 12 Noon
Agenda

- A. **Roundtable introduction** of members and guests present.
- B. **Secretary's Report:** Meg O'Sullivan
1. Reminder: **FSA Board of Director's Handbook** is online under FSA Forms & Documents.
 2. Review and approval of **prior meeting minutes 1/23/2019**.
- C. **Presidents Report:** Rich Bentley
1. **Status of moving Café101 Coffee "Grab&Go" and ATM** back to 450 Clarkson Lobby: Awaiting FM&D detail plans. Will stay at current locations until new plan is ready.
 2. **FSA-SUNY contract** through 2022 was approved by NYS-OSC; It adds campus Parking Services to services to be provided by FSA.
 3. **Bookstore Report:** Isaac Wolf-Tanner, Campus Store Manager resigned 3/1/19. Textbook Manager Marva Romeo continues to oversee daily store operations until a new recruitment is conducted.
 4. **Ratify eMail Vote 3/22/19**. Motion: To accept the recommendation of Student Life to award a contract to Island Photography, pursuant to the FSA Request For Proposals (RFP) for Graduation Photography Services.
- D. **Operations Report (link):** Anthony Condoleo, Interim Controller
1. Most current FYTD 3/31/19 Income Statement (*Operations Report Pages 2 and 3*)
- E. **Treasurer's Report:** Sergio Maffettone
1. **IRS Annual Tax Filing Form 990 completed (link)**; covers FSA FYE 5/31/2018: FSA's 2017 tax returns (based on the CPA financial statement **for FSA FYE 5/31/18**), have been finalized by our outside auditors and tax preparers, PKFOD.
 2. **CPA firm** for FSA annual audit services FYE 5/31/19:
Proposed Motion: To engage firm of "EFPR Group, CPAs, PLLC" resulting from a multi-party RFP issued for all DMC's affiliated entities. For FSA, FSA Audit cost reduction from current \$33K to \$9,400/yr (5yr avg).
 3. **Proposed TA and SAF policy-procedure change:** electronic signatures & submission of FSA payment forms. See next page (red ink) for specific wording of change.
Proposed Motion: to adopt TA and SAF policy/procedure change as presented allowing eMailing (@downstate.edu) of signed Payment Forms; electronic signatures to FSA.
 4. **FSA FY 2020 Budget (covering 6/1/19 to 5/31/20):** Will be proposed upon campus finalization of Parking Plan, due to its large impact on Budget amounts. Most likely will need Board eVote when ready.
- F. **New Business: DMC Parking Services Planning Process.** Current Garage to be vacated on 5/27/19 for State Construction contractor demolition to begin. Campus Planning Committee work continues to finalize details and union negotiations on rates are underway. Board authorization needed to negotiate and execute related agreements to implement final campus plan. See next page for details.

For Voting Board Members **unable** to attend: **FSA Board Meeting Voting Member Proxy Form (link)**

Agenda Item E.3: Proposed TA and SAF policy-procedure change: added wording in “red ink”:

Section V. **DISBURSEMENTS AND DEPOSITS:**

- D. Disbursements shall be submitted to FSA on an [FSA Payment Form \(Form FSA001-link\)](#) clearly indicating the purpose, and signed by authorized TA account signature(s). Supportive documentation must accompany all FSA Payment Request forms; [Instructions are available online \(link\)](#); [SAF Form instructions \(link\)](#).

“**Electronic signatures on FSA payment forms:** FSA at its sole discretion may, subject to these policies, accept electronic signatures on FSA Payment forms for TA and SAF accounts provided same are transmitted to FSA via eMail from a SUNY Downstate Medical Center e-mail account of the authorized signator(s) of the organization and comply with any other and further security/validation requirement(s) as FSA at its sole discretion may require. FSA shall have the right to rely upon such electronic signatures provided they are in the form required and meet such other security/validation requirements as may be required under this paragraph.”

Agenda Item F: Parking Services ([Parking Presentation link](#))

Proposed Motion: To authorize the President to negotiate and enter into FSA agreements for Parking Management Services, effective upon the closure of the State Garage estimated to occur on 5/27/19, under the following parameters:

1. Engage a License Agreement between HSCBF and FSA to allow FSA to utilize HSCBF owned properties for providing campus Parking Services at the following HSCBF owned properties, as available:
 - 324 Winthrop Street
 - 711 Parkside Ave
 - 225 Clarkson Avenue
 - 349,355,359 Lenox Road (+ 774 -778 NYAve as demo occurs; In total will visually appear as ‘one’ lot)
 - 329 Clarkson Avenue
2. Engage the successful bidder KCParkingLLC (will have new corporate entity name) as a Parking Management vendor to:
 - (a) operate daily parking operations at all locations, as well as UHB Front Door valet services, and
 - (b) provide and finance a parking management system (hardware and software) to control access to authorized campus parkers and other equipment, and
 - (c) to provide 200 (more if avail) additional parking spaces at their current facilities located at:
 - 581 Clarkson Ave Garage; 50 spaces
 - 600 Albany Ave Parking Lot; 150 spaces

Key Caveats:

3. Access to parking (designating authorized parkers) shall remain determined by the SUNY Downstate Medical Center (DMC) Parking Office.
4. Parking rates to be charged at all facilities will be set by campus management and are subject to ongoing negotiations with campus bargaining units (unions).
5. Since parking privileges and consumer rates to be charged are campus controlled and outside the control of the FSA, the campus (directly or through its affiliated entities) will offset any and all FSA financial loss (ie: to be certain FSA is made financially whole) resulting from the implementation of the agreements and the management of parking.
6. Campus (directly or through its affiliated entities) will also support any working capital needs of FSA that result from the timing of receipts and disbursements in the parking operation.
7. There is uncertainty surrounding the timing of any agreement reached with the unions, and the parking operation may commence on a reduced scale and grow over time to the full 7 lot configuration.