

BINGHAMTON AUXILIARY SERVICES CORPORATION

Board of Directors Annual Meeting

Friday, December 2, 2022 at 12:00 p.m.

Couper Administration Building Room 148

Agenda

1. Call to Order (Fauci) and Roll Call (Bennett)
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 7, 2022 Meeting (Bennett)
5. Action Item: Approval of October 31, 2022 Financial Report (Krizanek)
6. Action Item: Approval of Procurement Policy (Ellison)
7. Action Item: Approval of Cash Disbursement and Cash Receipt Policy (Ellison)
8. Action Item: Approval of Payroll Policy (Ellison)
9. Action Item: Approval of the Inventory Policy (Ellison)
10. Action Item: Approval to Acquire Property (Ellison)
11. Action Item: Approval of Resident Student Voluntary Renter's Insurance Contract (Ellison)
12. Information Item: Director's Report (Ellison)
13. Adjournment (Fauci)

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.

Board of Directors Meeting Minutes

Friday, December 2, 2022 at 12:00 p.m.

Couper Administration Building Room 148

Call to Order: President Darcy Fauci called the meeting to order at 12:09pm

Roll Call: VOTING - Janice Bennett, Howard Brown, Darcy Fauci, Heather Parks, Sean Reichbach, Brian Rose(proxy), Jesse Wheeler; NON-VOTING- Deanne Ellison, Paola Mignone, Ashley Krizanek, Josh Gewolb (BASC Attorney)

Public Comment Period: none

Board Member Comment Period: none

Approval of October 7, 2022 Meeting Minutes: Howard noted a typo to Board member name to be corrected for final minutes. Moved by Howard, seconded by Jesse, to approve minutes with the correction, motion carried.

Approval of October 31, 2022 Financial Report: Ashley reviewed the financial report including in the meeting packet. She explained that the only notable items were that there was a \$10,000 increase in the rental fridge revenue and that "other income" is really pass through for the consulting expenses. Moved to approve by Jesse, seconded by Darcy, motion carried.

Approval of Updated Policies: Deanne noted that the first reads of the policies were done at the October 2022 meeting as well as the board study session. Any issues brought forth during those discussions have been addressed. No additional concerns were noted and the policy votes were then taken.

- **Procurement Policy:** Moved to approve by Jesse, seconded by Heather, motion carried.
- **Cash Disbursements and Cash Receipts Policy:** Moved to approve by Howard, seconded by Jesse, motion carried.
- **Payroll Policy:** Moved to approve by Jesse, seconded by Sean, motion carried.
- **Inventory Policy:** Moved to approve by Sean, seconded by Howard, motion carried.

Approval of Acquire Property: Deanne reviewed the upcoming purchase proposal process for a property being considered by the BASC. The property would be purchased by the BASC and then rented to the University for use by Dining Services is needed to address the growing needs of the expanding campus dining offerings. The BASC reviewed several properties and found this to be the best option because of the proximity to campus and cost. The benefit to students is that this property will allow for more efficient dining operation which will reduce costs and deliver fresher products.

Moved to approve by Jesse, seconded by Darcy, motion carried.

Approval of Resident Student Voluntary Renter's Insurance Contract: Deanne reviewed the information sheet included in the board packet which would authorize the BASC to manage the contract for a pilot program for voluntary renter's insurance offered to on-campus students. The benefit to students is that there would be an easy way for students to obtain renters insurance in conjunction with the housing sign-up process which would protect them against loss or damage of personal property. Moved to approve by Sean, seconded by Heather, motion carried.

Director's Report:

Deanne provided an update and reminded the board of two potential initiatives that could become part of the BASC in the future.

- Physical Facilities fleet leasing vehicles following a model at SUNY Cortland. We are working to get a template of the contract from Cortland.
- A project with the Athletics naming right valuation for the Event Center.

Adjournment: Moved by Howard, seconded by Jesse. Meeting adjourned at 12:49 pm

Submitted by: Janice Bennett, Treasurer & Secretary

Approved: March 3, 2023