



*(Please note: these minutes were approved by the College Council
On April 19, 2016)*

The College Council of SUNY Delhi met for a regular meeting on Tuesday, February 16, 2016. Present were:

<u>Council</u>	<u>Administration</u>	<u>Observers</u>
N. Deming	C. Vancko	D. Crim
H. Adams	C. Bishop	B. Kaplan
A. Cucci	B. Jones	C. Viafore
J. Ghaleb – (via phone)	J. Smith	
K. Mario		
W. Oliver		
J. Sutaris		

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http://www.delhi.edu/administration/college_council/160216collegecouncil.mp4

- I. Chair Nancy Deming** called the meeting to order at 4:33 pm.
- II. Approval of Minutes:** **Chair Deming** asked for a motion to approve the minutes of December 8, 2015. **Anthony Cucci** moved to approve the minutes. **Jhilmil Ghaleb** seconded the motion. The motion carried.
- III. President's Report – President Vancko** provided the following updates:
 - We were awarded \$525,000 to enhance our Academic Exploration Program through a proposal to the SUNY Investment Fund, SUNY's effort to encourage every campus to establish goals and indicate how we plan to improve performance as a campus. \$18 million was available. We submitted 6 proposals; this one was one of the larger proposals funded. The Academic Exploration Program provides structured academic advising for undeclared students, our most at-risk students, who have not decided on a career path or major. We have a good record of doing well by those students; this grant will strengthen our efforts.
 - President Vancko has been working with a Delhi resident on a possible gift that would provide Signatures Restaurant a Main Street location.
 - President Vancko traveled to Albany last week for a Presidents' meeting with Chancellor Zimpher and met with Senator Bonacic asking him to support a \$25 million line item in the budget to support renovation of Farnsworth. Senator Bonacic seemed open to the idea and asked questions about the project. President Vancko emphasized that our veterinary science technology program, the first in the U.S. and one of our flagship programs, is housed in facilities which have not been renovated since 1964 and needs renovations to meet accreditation standards. We do a lot for the community with that program, including our partnership with the Heart of the Catskills Humane Society. Joel Smith provided Senator Bonacic with a specific estimate for the renovation following the meeting. Stacey Hengsterman of the Chancellor's office cautioned President Vancko that assemblymen often promise what we want to hear in an election year. President Vancko mentioned that Senator Bonacic helped us procure funding for the renovation of Farrell.
 - President Vancko also met in Albany with Dan Woodside, an architecture alum, who earned a BArch at Syracuse after graduating from Delhi. Dan is going to award a scholarship to an architecture student, which will be matched by his company for a total of \$2,000.

- Three new trustees are joining the Foundation Board: Rich DeMay is a private equity manager who has been a longtime benefactor of the college; John Caparella, another long time benefactor who was recently named Executive Vice President of the Madison Square Garden Group and who received an honorary doctorate from SUNY Delhi; and Mike Spisto, an outstanding student athlete, basketball coach and athletic director at SUNY Delhi, now serving as Academic Compliance Officer for the New Jersey Institute of Technology. President Vancko is pleased that these three strong additions are willing to serve on the Foundation Board.
- We recently nominated Laurie Neander, CEO of At Home Care, an affiliate of Bassett Healthcare, to fill the College Council vacancy created by Dr. Alberto Gaitan. She would bring expertise in the health area and would be a nice addition to the College Council.
- We are down about 190 students in spring enrollment. This is not an uncommon trend, but it's also not helpful to us. The good news is we had downsized our estimate, which is good in terms of money, but has a negative impact in terms of meal plans, etc. President Vancko formed an Enrollment Council after the cabinet's January planning retreat. David Brower, Bonnie Martin, John Nader, Rob Piurowski, Joel Smith and President Vancko have been meeting every other week, focusing on a number of initiatives for fall and will pick the best ones to implement. Applications are down slightly for fall 2016, although acceptances are up significantly, which seems to indicate we are getting more qualified applicants. It is difficult in this environment to grow enrollment and at the same time get better qualified applicants.

Katherine Mario: do you foresee any improvement based on the Academic Exploration Grant?

President Vancko: would foresee improvement in retention and graduation rates, although currently we are at a higher than average rate compared to other SUNY schools in both categories.

Katherine Mario: it seems that retention of undeclared majors would bring good applicants down the road.

President Vancko: Rob Mazzei is the advisor for undeclared students and does a lot of work with them.

Joseph Sutaris: In terms of Bonnie's report - is the common application fully implemented?

President Vancko: yes. Most SUNY campuses were participants for a long time. We applied years ago and weren't deemed worthy to be included. We reapplied and have been included. The common app can be applied to any participating college and saves students a lot of time and energy.

Last week, Jerry Boone, New York State Commissioner of Taxation and Finance, gave a well-attended presentation on the governor's budget.

Congressman Paul Tonko will visit campus on March 29. He met our Mechatronics faculty at a SUNY STEM conference in the fall and is interested in the program.

In conjunction with the greater Delhi Chamber of Commerce, we are hosting a community connections event at 5:30 pm on Thursday, February 25 in Alumni Hall. The Hospitality Management Department will highlight Signatures Restaurant. We hope to encourage more community members to dine at the student run restaurant. College Council members are all invited.

Invitations will be mailed soon for the annual Zraly Dinner, Thursday, April 7.

IV. **Chair's Comments:**

Presidential Search: The only news **Chair Deming** is authorized to give with respect to the Search is that the Chancellor has forwarded the name of a presidential candidate to the executive committee of the Board of Trustees. We assume that the executive committee will meet with the candidate. The entire SUNY Board of Trustees meets on March 23 and March 24 and we hope to have an answer then.

V. **Old Business:** None.

VI. **New Business:**

Advisory Council Recommendations

David Brower presented College Council members with recommendations for renewals of Advisory Council members and new member and offered to answer any questions.

Katherine Mario: what do you get from Advisory Council members?

David Brower: The Advisory Councils meet once or twice a year and provide a great way to connect our students with industry. They ensure that what we are teaching in classes is on target with what's happening in industry, host fundraising events and also offer our students internships and permanent placement.

President Vancko: Hank Adams serves on the Construction Management Advisory Council.

Hank Adams: The Construction Management Advisory Council makes sure we haven't lost touch with industry and also sponsors student participation in a construction competition each year.

Chair Deming: do you ever have a hard time finding people to serve?

David Brower: in hospitality, no. They are very engaged.

Jared Yando: The Construction Management Advisory Council meets with students, as does the Hospitality Advisory Council.

David Brower: the Hospitality Management Department hosts a panel of recent graduates in conjunction with Advisory Council Day. Students learn about the transition from college to work and are able to talk to Advisory Council members about employers' expectations.

Hank Adams: The Construction Management Advisory Council has also been trying to have more diversity among its membership.

David Brower recommended to the Council that the members be approved as presented.

Chair Deming requested a motion to approve the recommended members as presented. **Katherine Mario** so moved. **Wayne Oliver** seconded the motion. The motion carried.

CADI (College Association at Delhi, Inc.) Presentation

Barbara Jones followed up on a request from the College Council to learn more about CADI, which has served as a vital part of the college for 60 years. CADI was founded in 1956 as a not-for-profit 501c3 to provide services and programs to the campus community. CADI manages ID cards, provides financial support for the Student Senate, student clubs, the residence hall council, offers payroll services for the College Foundation and provides other administrative functions. Barbara Jones distributed a brochure which includes part of CADI's mission statement as well as its values. CADI's core mission is dining and catering.

Barbara Jones serves as president of the CADI board and works to keep CADI connected to student centered areas. CADI is governed by its bylaws and is organized as a membership association, comprised of eight faculty, eight administrators and eight students. Twelve board members are elected from the 24

members. The membership meets twice a year; the board more often. Through the Board, there are a number of committees (scholarships, awards, mini-grants, finance and investment, etc.)

Barbara Jones introduced Carol Bishop, Vice President of Business and Finance who also serves as treasurer of the CADI board. Carol provided the following information:

- *“SUNY has a formal policy that clearly defines the relationship and specific guidelines for Auxiliary Services Corporations – they are consistent across all state operated campuses. Some of the important policy highlights include:*
- *A formal policy exists with standard language provided by SUNY; maximum term of agreements is 10 years – our current contract expires June 30, 2016*
- *We are required to have an annual independent audit in accordance with GAAP; auditors must be appointed through a competitive procurement process that must be repeated at least every 5 years; current auditors are Bonadio & Co. hired for fiscal year end May 31, 2014 – 2018*
- *A copy of the annual financial report is submitted to SUNY*
- *A copy of the annual operating budget which is developed by the Finance Committee and approved by the BOD must also be submitted to SUNY*
- *CADI’s books and records are subject to periodic audit by the University Audit department*

While CADI is a separate legal entity, there is significant oversight by the College and SUNY. High level financial information as of the last audit - for the year ended May 31, 2015:

- *CADI’s had total net assets of ~\$ 6.2M of which \$4.3M were “unrestricted”*
- *SUNY requires operating reserves of 1/12 of prior year expenditures (one month) \$670K*
- *SUNY also requires a capital asset replacement reserve equal to net property and equipment value \$1.2M*
- *Gross annual revenues last year = \$8.9M over 94% from food service (\$8.4M)*
- *Other sources include book store commissions, vending/laundry services, real estate (CADI owns the President’s house)*
- *Largest costs are obviously food purchases and salary costs. CADI also does pay the College “rent” for administrative offices and food service venue spaces.*
- *Net income of over \$500K including ~\$160K of college program support*
- *provides support for events that cannot be covered with State funds – campus hospitality; art/sculptures; town gown BBQ*
- *Scholarships = \$30,000 last year plus another \$10,000 from B&N; increased this year’s budget to almost \$50K plus B&N*
- *Mini-grants, total annual budget of \$10K: \$250 for various student, faculty & staff, and community events - some examples: architecture students study abroad trip; architecture faculty exhibit; greek charity events; Delhi Food Bank for holiday baskets; Annual Autism Awareness Walk*
- *Last spring for the first time we opened an investment account with Community Bank; deposited ~\$1.5M to benefit from greater earnings potential – previously only had savings accounts – this was really a big step forward for the organization.”*

President Vancko: SUNY Delhi has the only president’s home in SUNY owned by the auxiliary.

Carol Bishop: we obtained a waiver for CADI to purchase the president’s home. SUNY guidelines used to prohibit auxiliaries from owning property; now they can.

Joseph Sutaris: With all the government oversight, should CADI be a division of the college?

Carol Bishop: It kind of is.

Joseph Sutaris: are the personnel matters and payroll matters principle issues for having CADI as a separate entity? The college is protected by having it as a separate legal entity.

Carol Bishop: CADI offers services the state wouldn't want to operate.

President Vancko: Many campuses subcontract their dining services to Sodexo, etc. We have explored that possibility, but running the dining services ourselves with able leadership from people like Delmar Crim allows us to support student scholarships, etc.

President Vancko: when she started, SUNY was threatening to close down our auxiliary service corporation because of their debt; now CADI is in a much healthier financial position.

Carol Bishop: CADI has a net income over \$500,000 last year, including \$160,000 of college program support. CADI is able to sponsor events that can't be covered with state funds, such as art, sculptures, and the town/gown barbecue. Last academic year, CADI provided \$30,000 in college programs supporting campus scholarships plus \$10,000 from Barnes & Noble; this year CADI increased the scholarship budget to \$50,000 plus \$10,000 from Barnes & Noble. CADI also supports about \$10,000 in mini grants worth \$250 each. CADI supports students, faculty and staff in special events like the architecture students' study abroad trip to Italy, Greek charity events and the Delhi food bank. Last spring for the first time, CADI opened an investment account with Community Bank and deposited \$1.5 million; CADI hopes to earn more than in a savings account and be able to plan longer term.

Wayne Oliver: is being down 190 students factored in from a budget perspective?

Carol Bishop: yes, CADI is managing within projections; still within \$300,000-400,000 net.

Wayne Oliver: does CADI have a per student revenue target?

Carol Bishop: yes, depends on the venue.

Barbara Jones: Meal plans are tied to our residential targets. Barbara Jones introduced Delmar Crim, the Executive Director of CADI and Director of Dining Services to talk about operations of CADI.

Delmar Crim: We have increased our catering revenue in over a year's time by 50%, partly by introducing three new software systems, including online catering requests. It is difficult to provide quality catering and have it seem like a good value. There are delivery and administrative costs. Sales are up. CADI now gives ownership of each business venue to individual managers, who order, receive, and inventory food. Each food venue on campus has its own manager who is responsible for every aspect of that business. We have trimmed out several administrative positions within management ranks. Managers are working very hard to make it happen; they don't have the frustration of being micro managed by a contract food service. In that situation, you are at the mercy of the salesman who writes the contract and then the manager has to make it work. CADI needs to provide as much value on the plate as possible for students, with minimal waste. Beyond the services to students, CADI has the responsibility of providing a good workplace for 272 employees, 141 of whom are students; there are also full and part-time union employees. CADI used to employ almost all full time employees, with benefits. CADI is now trying to align the labor pool with a ratio of full time to part-time employees so he can pay dedicated employees appropriately. Delmar would like to improve salaries for the culinary staff and is trying to figure out how the proposed \$15 minimum wage will work. With Kristen Baxter's help, CADI has given managers corporate tools to be successful.

Christina Viafore: Tasty Travels is a program that was developed for new students on the first day of orientation and has proved very successful. Council members will check out three of the six dining units on campus following adjournment.

Barbara Jones: The Tasty Travels program allows hundreds of students to learn about food venues on campus while we're offering other informational programs on campus during orientation.

Katherine Mario: asked about food waste; is there any money in that? When you're recycling everything, that's an important piece of education you're giving students. She has eaten on campus many times; the food is good, wholesome and local.

Christina Viafore: CADI has a "waste screen" in MacDonald Hall. Students see how much those numbers go up when they throw food away. We have reduced waste by about 1,000 pounds per week, 2.4 pounds per student. Sign at MacDonald Hall reads: "Love food, hate waste;" people are naturally wasting less. Plus the food is good.

Barbara Jones: credited Christina Viafore, Delmar Crim and other CADI staff for their good work. College Council will now get to see CADI in action and meet managers, and student managers at the Library Café, Farrell Commons and Sanford Hall.

Wayne Oliver: is it possible to have a presentation from the Foundation?

President Vancko: absolutely.

Anthony Cucci: invited Council members to attend a Student Senate meeting. The Senate meets every Wednesday at 5:15. He would like Council members to talk about what the College Council is; students don't understand what the Council does.

Chair Deming: great idea.

Katherine Mario: should all the Council members come at the same time?

President Vancko: pick one date and however many can attend.

Chair Deming: asked Council members to email her the dates they could attend a Student Senate meeting (not March 2 – students will be on mid-winter break).

Chair Deming asked if there were any other questions.

Wayne Oliver: how does the golf course fit in?

Joel Smith: that's the College Foundation.

Delmar Crim: CADI manages Café on the Green; rents it from the Foundation.

VII. Adjournment: **Chair Deming** asked for a motion to adjourn. **Jhilmil Ghaleb** moved to adjourn the meeting. **Joseph Sutaris** seconded the motion. The motion carried. The meeting was adjourned at 5:33 pm.