

# AGENDA – SCCC DORMITORY CORPORATION

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SUNY SULLIVAN

Wednesday, October 7, 2020 4:00pm

Video/ Phone Conference

1. Call to Order
2. Action Items:
  - a. Approval of the August 19, 2020 Meeting Minutes
  - b. Approval of Resolution D026-20 Approval of the Fiscal Year 20/21 Operating Budget
  - c. Approval of Resolution D027-20 Approval of Online Banking Access
3. Discussion Items:
  - a. Budget
  - b. Spring Reopening Plan
  - c. SUNY Guidance and Testing
  - d. Summer Rentals

## 4. Executive Session

*Executive sessions are held for purposes of discussing proposed or pending current litigation, the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.*

## 5. Adjournment

**MINUTES**  
**SCCC Dormitory Corporation**  
**BOARD OF DIRECTORS MEETING**  
**August 19, 2020**

**BOARD PRESENT:** C. Gozza, H. LeRoux Ohm, K. Pomakoy, N. Steingart, S. Vegliante

**ALSO PRESENT:** J. Quaintance, F. Deming, C. Depew, D. Waller-Frederick, A. Biagini

This meeting was held via Video Conference. C. Gozza called the meeting to order at 3:33pm.

Kevin Testo from The Bonadio Group presented the 2019-2020 Audited Financial Statements, there were no material findings.

**Action Items:**

**Motion by S. Vegliante approve the minutes of the May 21, 2020 meeting, seconded by K. Pomakoy and passed**

|       |               |        |              |        |
|-------|---------------|--------|--------------|--------|
| Vote: | C. Gozza      | yes    | K. Pomakoy   | yes    |
|       | H. LeRoux Ohm | yes    | N. Steingart | absent |
|       | S. Vegliante  | absent |              |        |

**Motion by N. Steingart approve the minutes of the July 15, 2020 meeting, seconded by K. Pomakoy and passed**

|       |               |     |              |     |
|-------|---------------|-----|--------------|-----|
| Vote: | C. Gozza      | yes | K. Pomakoy   | yes |
|       | H. LeRoux Ohm | yes | N. Steingart | yes |
|       | S. Vegliante  | yes |              |     |

**Motion by K. Pomakoy approve the Residential Director Job Description and Salary of \$30,000 plus benefits, seconded by N. Steingart and passed**

|       |               |        |              |        |
|-------|---------------|--------|--------------|--------|
| Vote: | C. Gozza      | yes    | K. Pomakoy   | yes    |
|       | H. LeRoux Ohm | yes    | N. Steingart | absent |
|       | S. Vegliante  | absent |              |        |

**Motion by N. Steingart to enter into an executive session to discuss a personnel matter at 3:50pm, seconded by H. LeRoux Ohm and passed**

|       |               |     |              |     |
|-------|---------------|-----|--------------|-----|
| Vote: | C. Gozza      | yes | K. Pomakoy   | yes |
|       | H. LeRoux Ohm | yes | N. Steingart | yes |
|       | S. Vegliante  | yes |              |     |

**Motion by K. Pomakoy to resume regular session to discuss a personnel matter at 4:09pm, seconded by H. LeRoux Ohm and passed**

|       |               |     |              |     |
|-------|---------------|-----|--------------|-----|
| Vote: | C. Gozza      | yes | K. Pomakoy   | yes |
|       | H. LeRoux Ohm | yes | N. Steingart | yes |
|       | S. Vegliante  | yes |              |     |

**Discussion Items:**

Reopening Plan/ Budget Prep:

- J. Quaintance, Reported:
  - We continue to work with Sullivan County Department of Health and SUNY to develop a safe reopening plan to ensure a smooth opening.
  - Housing Applications have been opened on the website and applications have begun to come in.
  - Without knowing what the Fall/Spring housing numbers will look like, it is very challenging to create a budget for the 20/21 fiscal year. We will wait to see what the Fall numbers look like and come back with a budget after the semester starts.

**Adjournment**

**Motion by S. Vegliante to adjourn the meeting at 4:12pm seconded by N. Steingart and passed.**

|       |               |     |              |     |
|-------|---------------|-----|--------------|-----|
| Vote: | C. Gozza      | yes | K. Pomakoy   | yes |
|       | H. LeRoux Ohm | yes | N. Steingart | yes |
|       | S. Vegliante  | yes |              |     |

Respectfully submitted,

Nathan Steingart  
SCCCDC Board of Directors, Secretary  
Recorded by: M. Caycho

The SUNY Sullivan Dormitory Corporation is seeking to fill the position of Resident Director. Reporting to the Associate Dean for Student Engagement, the Resident Director (RD) is a live-in, 12-month professional position with primary responsibility for coordinating the daily management of the residential facilities. The RD will work with college personnel to create an atmosphere which celebrates diversity and encourages academic success. Hours will vary and nights and weekends are required.

### **Duties and Responsibilities:**

- Provide management and leadership for two residential facilities housing up to 380 residents.
- Develop and implement social, cultural and educational programs for residents. May work with the college's student activities, athletics and learning center staff as in developing and implementing programs.
- Create and host August, January and ongoing monthly development and training for RA staff.
- Manage administrative responsibilities including but not limited to occupancy records, room assignments, fire safety projects, opening and closing of the residence halls, etc.
- Participate in interviewing and selecting Resident Assistant staff members.
- Work with the Director of Student Activities, Director of Athletics, the Associate Dean for Student Engagement and Housing and the Coordinator of First Year Experience to assist in the orientation program for residents with the intent to augment positive roommate and floor resident interaction, and encourage positive respect among diverse residents.
- Investigate all alleged infractions, conduct room inspections/searches and report findings to the Associate Dean for Student Engagement. Recommend disciplinary actions, and participate in conduct hearings.
- Hold regular published office hours.
- As a live-in professional, the Residence Director will provide on-duty coverage as required by the schedule.
- Work with campus personnel in supporting summer program residents regarding access to facilities, quality of services, acquiring and dispensing special supplies or furnishings, and responding to reasonable needs of temporary residents.
- Perform other duties as assigned by the Associate Dean.

### **Qualifications**

- RD's must have a Bachelors Degree; a Masters Degree in a student personnel field, counseling or related field is preferred.
- Experience in residence hall living and/or two or more years in a related college student personnel area are required.
- Proficiency using Microsoft Office software.
- Possession of or ability to obtain certification in CPR/AED and First Aid.
- Demonstrated commitment to working with a multi-cultural population and awareness of issues affecting women and minorities.
- The ability to communicate effectively verbally and in writing with students, athletes, staff, faculty, alumni, administrators, and parents.
- The ability to inspire achievement and leadership among students and staff.

Applications will be accepted until the position is filled; however, for full consideration we strongly encourage candidates to submit all required materials immediately. The salary for this position is \$30,000 per annum, including housing and benefits which include medical, dental and vision insurance. Please email your cover letter, resume and the name, address and telephone number of (3) professional references to the Office of Human Resources. Please indicate in your cover letter where you learned of this employment opportunity.

Email: [employment@sunysullivan.edu](mailto:employment@sunysullivan.edu)

For more detailed information regarding this position, please visit our website at:  
<http://www.sunysullivan.edu/humanresources>  
Affirmative Action/Equal Opportunity College

**RESOLUTION #D026-2020**

**RE: APPROVAL OF FISCAL YEAR 2020-2021  
OPERATING BUDGET**

**WHEREAS:** Sullivan County Community College Dormitory Corporation has formulated its Fiscal Year 2020-21 Operating Budget at a total of \$681,848 and

**WHEREAS:** said Operating Budget must be adopted by the SCCDC Board of Directors; and

**NOW, THEREFORE BE IT RESOLVED,** that the Board of Directors of Sullivan County Community College Dormitory Corporation hereby adopts a Fiscal Year 2020-2021 Operating Budget of \$681,848 dated October 7, 2020 delineated as follows:

| REVENUE                        |         | EXPENSE                      |        |
|--------------------------------|---------|------------------------------|--------|
| Application Fee                | 8,800   | Annual IDA Lease             | 3,250  |
| ATM Commission                 | 1,000   | Audit                        | 5,230  |
| Defaulted Deposits             | 10,000  | Bad Debt                     | 5,600  |
| Housing Payments – Spring 2021 | 647,648 | Camera Maintenance           | 2,500  |
| Student Programming Fee        | 7,400   | Electricity                  | 40,760 |
| Laundry Coin Income            | 4,500   | Elevator Contract            | 3,400  |
| Vending Commission             | 2,500   | Elevator Maintenance         | 9,661  |
|                                |         | Elevator Inspection          | 600    |
|                                |         | Equipment                    | 6,082  |
|                                |         | Extermination                | 1,418  |
|                                |         | Fire Alarm Contract          | 14,115 |
|                                |         | Fire Alarm Repairs           | 3,000  |
|                                |         | Updated Access Points        | 28,000 |
|                                |         | Internet                     | 15,313 |
|                                |         | Interest for Foundation Loan | 8,690  |
|                                |         | Janitorial Contract          | 95,000 |
|                                |         | Janitorial Supplies          | 6,000  |
|                                |         | Janitorial Summer Cleaning   | 25,000 |
|                                |         | Legal Expense                | 150    |
|                                |         | Liability Insurance          | 38,427 |
|                                |         | LP Gas                       | 7,500  |
|                                |         | Miscellaneous                | 800    |
|                                |         | Office Expense               | 3,500  |
|                                |         | RA Training                  | 1,800  |
|                                |         | Repair Contractor            | 10,000 |
|                                |         | Repair Material              | 13,000 |
|                                |         | Security Services            | 65,527 |
|                                |         | Student Programming Fee      | 7,400  |
|                                |         | Telephone                    | 5,583  |
|                                |         | Town of Fallsburg            | 38,401 |
|                                |         | Trash Removal                | 2,886  |

|       |         |                                      |         |
|-------|---------|--------------------------------------|---------|
|       |         | Water and Sewer                      | 9,241   |
|       |         | Wireless Internet                    | 5,851   |
|       |         | RD Cellphone Stipend                 | 720     |
|       |         | MOU SUNY Sullivan                    | 75,000  |
|       |         | Payroll Expense – Res Hall Directors | 45,750  |
|       |         | Payroll Expense - Staff Benefits     | 21,182  |
|       |         | Budget Reserve                       | 55,512  |
| Total | 681,848 | Total                                | 681,848 |

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Dormitory Corporation  
at its meeting held on October 7,2020.

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Nathan Steingart, Secretary  
Sullivan County Community College  
Dormitory Corporation

Sullivan County Community College  
Dormitory Corporation

Tel: 845-436-4890  
Fax: 845-436-1391

**RESOLUTION #D027-20**

**RE: Approval of Online Banking  
Access**

**WHEREAS:** Sullivan County Community College Dormitory Corporation maintains several accounts with Jeff Bank including Operating, Payroll, and Student Deposits; and

**WHEREAS:** in order to conduct official business of the college, the College Controller, Faith Deming and College Affiliate Accountant, Ashley Biagini, require full access to online banking of these accounts; and

**WHEREAS:** the Board of Directors of the Sullivan County Community College Dormitory Corporation must grant approval for Faith Deming and Ashley Biagini to be allowed to have full access online banking for Jeff Bank account numbers 4402588, 4113942, and 4113527,

**NOW, THEREFORE, BE IT RESOLVED:** that the Board of Directors of the Sullivan County Community College Dormitory Corporation hereby grants approval to Faith Deming and Ashley Biagini to have full online banking access to the colleges Jeff Bank accounts, in order to conduct official business.

Certified as a true copy of the Resolution adopted by  
the Sullivan County Community College Dormitory  
Corporation Board of Directors at its meeting held  
on October 7, 2020.

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Nathan Steingart  
Secretary  
Sullivan County Community College Dormitory Corporation