

# AGENDA – SCCC DORMITORY CORPORATION

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SUNY SULLIVAN

Wednesday, August 19, 2020 3:30pm

Video/ Phone Conference

1. Call to Order
2. Presentation of the 2018-2019 Financial Audit, Kevin Testo- The Bonadio Group
3. Action Items:
  - a. Approval of the 2018- 2019 Financial Audit
  - b. Approval of the July 15, 2020 Meeting Minutes
  - c. Approval of the Residential Director Job Description, Salary and Benefits
4. Discussion Items:
  - a. Current year Budget
  - b. 2020/2021 Budget Preparation
  - c. Reopening Plan
5. 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.*

6. Adjournment

**MINUTES**  
**SCCC Dormitory Corporation**  
**BOARD OF DIRECTORS MEETING**  
**July 15, 2020**

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

**ABSENT WAS:** 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 4:04pm.

**Action Items:**

**Motion by K. Pomakoy approve the minutes of the May 21, 2020 meeting, seconded by H. LeRoux Ohm and passed**

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

**N. Steingart joined the meeting at 4:08.**

**Discussion Items:**

Current Year Budget:

- J. Quaintance
  - Reported the second half of the CARES Act Funding is to provide Institutional Support which includes student refunds for housing. The college adjusted student bills and made refunds to students on behalf of the Dorm Board using the housing refund calculation approved at the last meeting. The total refunds were approximately \$274,000. The money will be reimbursed to the college through the Cares Act Funds.

Cash Flow:

- J. Quaintance reported that Cash Flow is not great at the moment. Without knowing the funding source for student refunds, we held payments for bills owed. We drew down the funds from Pershing to pay essential bills to keep the building open. Once the college is able to refund the dorms for the student refunds, the Dorms will be able to get caught up on outstanding bills.

Audit Update:

- Faith Deming reported we have received the 2018/2019 Audit report with no significant findings. The Auditors will present the Financial Statements at the next Dorm Board meeting.
- Jay Quaintance thanks Ashley Biagini and Faith Deming for all of their hard work.

- Faith Deming would like to thank Nicole Feller and Kelly Baker for their assistance as well.

Chairman Gozza asked to discuss outstanding payments and the plan to pay them. Faith Deming stated that the Dorm expenses can be brought current to be taken off credit hold but the Dorm will not have enough cash to pay off all of their outstanding invoices, this will be enough to reopen the dorms in the Fall. The college will transfer funds to the Dorms by early next week.

#### Fall 2020 Reopening Plan:

- Keith Pomakoy shared that a written plan was created with different scenarios that had to be approved by SUNY. The two most likely scenarios that we are planning for includes essential staff on campus with additional staff working remotely, and students on campus that need to be face to face for their academic programs. Most of the classes will be taught in a distance format. The other scenario is distanced learning in the event of an outbreak on campus.
  - The reopening plan includes health screenings for students and employees.
  - Implemented a disinfection and cleaning regimen that meets the cleaning guidelines.
  - Met with Sullivan County Public Health to create a plan for students in Lazarus Levine Residence Hall. Students will be in single rooms to ensure social distancing. 155 total rooms, 147 billable rooms with the remaining rooms reserved for Residential Associates.
  - Students will be in the dorms August through Thanksgiving Break and then move out for the semester. Majority of the students in the Dorms will be culinary students, Theater Students, Athletes and a handful of other students. Students will remain in the dorms and have limited access to the college buildings. They will be grouped into "Social Families" of 25 per group in which they will have mealtime, activity time, etc. together to limit exposures in the event of a positive case. If someone within the Social Family tests positive, the whole group will be quarantined. Students will be required to wear masks on campus and in the Dorms unless they are in their rooms.
  - Students will be charged for a single room and discounted by 25% for the shortened semester living in the rooms.
  - If all of the billable rooms are filled there will be \$462,000 in revenue for the Fall. The 2020/2021 budget will be created based on this projected revenue.
  - Dean DePew has been working on an enhanced Student Activities Calendar for the students living in the dorms.
  - This plan requires that two Residential Director positions be filled.
  - Two Campus Safety Monitors, Nurse Pam Jones and Director of Human Resources Stephanie Greeno will oversee the campus safety plan.
  - C. DePew stated the Housing Application will be shared tomorrow.

Nate Steingart left the meeting at 4:34pm.

- J. Quaintance stated that ECC, Excelsior Conservation Corps, program is on hold. They do not intend to have participants on campus for the Fall but possibly a few staff may reside there if the space is available in the Spring.

**Adjournment**

**Motion by H. LeRoux Ohm to adjourn the meeting at 4:51pm seconded by K. Pomakoy and passed.**

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

Respectfully submitted,

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

DRAFT