



The State University
of New York

Office of the
Chief Financial Officer

State University Plaza
Albany, New York 12246

www.suny.edu

July 28, 2014

Interim President Gregory T. DeCinque
Cayuga Community College
197 Franklin Street
Auburn, NY 13021

Re: START-UP NY

Dear Interim President DeCinque:

Congratulations. Attached is the approved application for Cayuga Community College's Campus Plan for Designation of Tax-Free Area(s).

Please submit your Campus Plan to Designations@esd.ny.gov. Also, please copy program.review@suny.edu so that we know which plans have been submitted to ESDC and can monitor their progress at the agency.

Best of luck to you and Cayuga Community College in launching the START-UP NY Program.

Best regards,

A handwritten signature in blue ink, appearing to read "R. Haelen", is written over a circular blue stamp.

Robert M. Haelen
Interim Chief Financial Officer

Attachment
Copy: SUNY START-UP NY Proposal Review Team

To Learn
To Search
To Serve

the Power of The SUNY logo is a circular emblem with the word "SUNY" inside.



The State University of New York

SUNY START-UP NY
Campus Plan for Designation of Tax-Free Area(s) Memorandum (CPM)

To: SUNY Chancellor

From: Dr. Gregory DeCinque

Re: Cayuga Community College Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan")

Date: 7/18/2014

For campus Office of the President:

The arrangement documented in the attached Campus Plan is aligned to the academic mission of Cayuga Community College and in accordance with all SUNY policies, procedures, and guidelines.

Signature of Campus President

Gregory T. DeCinque, Interim President

Print Name

FOR SUNY SYSTEM ADMINISTRATION USE ONLY

For SUNY's START-UP NY Proposal Review Team Co-Chair: It is recommended by the SUNY START-UP NY Proposal Review Team that SUNY [approve/reject] the attached Campus Plan:

Jeffrey A. Boyce

Proposal Review Team Co-Chair

Date

7-25-14

Print Name

Jeffrey A. Boyce

For SUNY Office of the Chancellor:

The attached Campus Plan is hereby [approved/rejected] for campus submission to the NYS Commissioner of Economic Development.

Signature of the Chancellor or designee

Date

Print Name

Interim CFO

7/25/14

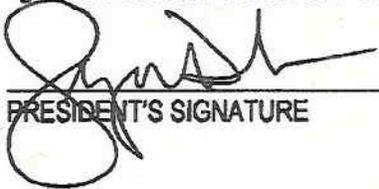


The State University
of New York

To: Mr. Kenneth Adams, NYS Commissioner of Economic Development
From: Interim President Gregory DeCinque of Cayuga Community College
Re: Cayuga Community College's Campus Plan for Designation of Tax-Free Area(s)
Date: 7/18/2014

I, Interim President DeCinque of Cayuga Community College hereby certify the following:

- a.) we have provided a copy of the enclosed Campus Plan for Designation of Tax-Free NY Area, to the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable faculty senate, union representatives, and student government at least 30 days prior to submitting the plan to you and attached evidence of submission herewith; and
- b.) we comply with Public Officers Law Section 74; State University of New York's Policy on Conflict of Interest and; START-UP NY Program Participation Policy; and attached copies of the policies and/or guidelines herewith; and
- c.) we comply with the Commissioner's rules and guidelines on anticompetitive behavior (NY EDL, art. 21, sect. 440); and
- d.) we are aware of the non-governmental use limitations associated with state issued tax exempt bonds and if our proposed Tax-Free NY Area was financed with tax exempt bonds, we will: 1.) make potential businesses aware of these limitations when marketing property; and 2.) take appropriate steps to ensure that non-governmental use of property funded with tax-exempt bonds will not jeopardize the tax exempt status of state issued bonds; and
- e.) we consulted with the municipality or municipalities in which such land or space is located prior to including such space or land in the proposed Tax-Free NY Area and we have given preference to underutilized properties; and
- f.) we have not relocated or eliminated any academic programs, any administrative programs, offices, housing facilities, dining facilities, athletic facilities, parking, or any other facility, space or program that actively serves students, faculty or staff in order to create vacant land or space to be designated as a Tax-Free NY Area; and
- g.) the information contained in the enclosed application is accurate and complete.



PRESIDENT'S SIGNATURE

7/18/2014

DATE

Attachments/Enclosures:

- 1.) Tax-Free Area Plan with Polygon shapefile of campus area (if available) and/or point data of vacant space (if available), OR outline and shaded delineation of proposed tax-free area on a campus aerial photo and/or campus map shaded to indicate land or building containing proposed tax-free space, and floor plans of building space with designated space clearly labeled and shaded.
- 2.) Excel spreadsheet of property to be designated
- 3.) Applicable conflict of Interest policies
- 4.) Evidence of submission of Tax-Free Area Plan to Interested parties



START-UP NY CAMPUS PLAN FOR DESIGNATION OF TAX-FREE AREA(S)

Campus Name: Cayuga Community College
Campus Contact Name: Dr. Gregory DeCinque
Campus Contact Title: Interim President
Campus Contact E-mail: gregory.decinque@cayuga-cc.edu
Campus Contact Phone: 315-255-1743 x 2208

Additional Contacts:

Auburn Recruitment Contact:
Andrew Fish
Executive Director
Cayuga Economic Development Agency
315-252-3500
director@cayugaeda.org

Fulton Recruitment Contact:
Michael Treadwell
Executive Director
Operation Oswego County
315-343-1545
mtreadwell@oswegocounty.org

Administrative Contact:
Tracy Verrier
Economic Development Technical Specialist
Cayuga Economic Development Agency
315-252-3500
tverrier@cayugaeda.org

THE TAX-FREE NY AREA PLAN SHALL BE DEVELOPED BY THE CAMPUS TEAM AND PROVIDE THE FOLLOWING REQUIRED INFORMATION:

- 1) Specification or identification of space or land proposed for designation as a Tax-Free NY Area identifying the following:
 - i. Provide the name and address of the SUNY, CUNY or community college seeking approval as a Sponsor, the address of the space or land proposed for designation as a Tax-Free NY Area, and a written description of the physical characteristics of the area for designation.

Name: Cayuga Community College	
Campus Address:	
Auburn Campus (Main Campus) 197-199 Franklin Street Auburn, NY 13021 315-255-1743	Fulton Campus 11 River Glen Drive Fulton, NY 13069 315-592-4143
Address(es) of Proposed Tax-Free NY Area(s) :	
Auburn Campus: 199 Franklin Street, Auburn, NY 13021 3 & 7 Prospect Street, Auburn, NY 13021	

Description of Physical Characteristics of Proposed Tax-Free NY Area(s):

Tax-Free Areas:

199 Franklin Street: 4,385 sq ft of building space on the second floor of the James T. Walsh Regional Economic Center. This is primarily office space within the Institute for the Application of Geospatial Technology (IAGT). Can be subdivided. The designated space is currently vacant.

3 & 7 Prospect Street: 1.07 acres of land adjacent to Auburn Campus. Development ready, surrounding area (other than college) is residential. Owned by IAGT, an affiliate of Cayuga Community College. Land is vacant except for 15'x15' concrete structure housing server equipment.

Geography and Demography:

Cayuga Community College currently has two campuses. The main campus is outside of downtown Auburn, NY in Cayuga County. Cayuga County is large in size, 864 sq miles stretching from a few miles north of Ithaca all the way up to Lake Ontario, and is primarily rural. Roughly 50% of the approximately 79,500 county residents live within the 13021 area code, which includes the city of Auburn (population approx. 27,000) and the surrounding towns. Agriculture, manufacturing, and tourism are currently the primary industries within the county. Cayuga County is located in the eastern portion of the Finger Lakes region, but is part of the Central New York Regional Economic Development Council. This allows the county to take advantage of the tourism and quality of life opportunities offered by the lakes, as well as the economic benefits and linkages provided by Central NY. The college is also currently in the process of building a performing arts theater in downtown Auburn, about a mile and a half from the main campus.

The second Cayuga Community College campus is located in Fulton, NY in Oswego County. This campus provides easier access to Northern Cayuga residents as compared to the Auburn campus. Oswego County is 968 sq miles in land area, is located on Lake Ontario, and has a population of 121,700. The cities of Oswego and Fulton have population counts of 18,147 and 11,776 respectively. The primary industries within Oswego County are manufacturing, healthcare, tourism, energy production, and agriculture.

- ii. Complete the Excel spreadsheet template provided with this document, noting the instructions on page 2. Include the official SUNY Physical Space Inventory (PSI) building number and a clear description of the spaces in the building or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Include only properties sought to be designated now and exclude potential sites that may be considered in the future (see 2a below). Attach the completed spreadsheet to this plan.
- iii. Provide also a representation of each proposed site drawn in AutoCAD on a scaled campus map with boundaries drawn clearly. Two versions should be created; one including an imbedded layer from Google Earth or other aerial photograph of the property. The second version should exclude the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan

which ties to identifiers in the Excel spreadsheet. If digital files containing Polygon shapefile that delineates area for designation are available, provide these as well. Attach these materials to this plan.

- iv. Provide a campus map with each proposed building shaded. Label each building with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. For each building shaded and labeled, include floor plans of all areas under consideration with the specific spaces clearly shaded and labeled with official PSI room numbers. If digital files containing Point shapefiles that provide locations of area for designation are available, provide these as well. Attach these materials to this plan.

- 2) The total square footage of the space and/or acreage of land proposed for designation as a Tax-Free NY Area is:

Buildings: 4,385 sq ft
Land: 1.07 acres

- 2a) *If applicable:* You may include here a description of any potential space or acreage of land that you may seek to designate as a Tax-Free NY Area under the START-UP NY Program in the future. This may include campus property that may become vacant, or other properties in your community that are not currently part of your campus but may be desirable for a company partner and with which you may consider an affiliation if an appropriate partner is identified. Do not include these properties in the Excel spreadsheet.

Aurelius Industrial Park, Lot 5		
Owner: Cayuga County Industrial Development Agency		
Size: 5.07 acres		
Description: Shovel ready land in local industrial park. Direct access from Rt. 5&20.		
Current tax status: Exempt		
Address: Eagle Drive Auburn, NY13021	Parcel ID: 114.00-3-5	Latitude: 42.920909986989 Longitude: -76.6199298983488
Aurelius Industrial Park, Lot 9		
Owner: Cayuga County Industrial Development Agency		
Size: 9.82 acres		
Description: Shovel ready land in local industrial park. Direct access from Rt. 5&20.		
Current tax status: Exempt		
Address: Eagle Drive Auburn, NY13021	Parcel ID: 114.00-3-9	Latitude: 42.920527 Longitude: -76.620244
Auburn Technology Park, N. Division		
Owner: Auburn Industrial Development Authority		
Size: 12 acres		
Description: Shovel ready land in local industrial park. Easy access from Rt. 5&20.		
Current tax status: Exempt		
Address: N. Division St. Rear Auburn, NY13021	Parcel ID: 108.81-1-1.12	Latitude: 42.944276 Longitude: -76.589668

Auburn Technology Park, Allen Street

Owner: Auburn Industrial Development Authority

Size: 14 acres

Description: Shovel ready land in local industrial park. Easy access from Rt. 5&20.

Current tax status: Exempt

Address: 38 Allen Street
Auburn, NY13021

Parcel ID: 115.25-1-1.11

Latitude: 42.941398

Longitude: -76.589885

Auburn School District Land

Owner: Auburn Enlarged City School District

Size: 16.4 acres

Description: Undeveloped land in residential area. Near rail line.

Current tax status: Exempt

Address: N. Fulton Street
Auburn, NY13021

Parcel ID: 109.62-1-1.2

Latitude: 42.950215

Longitude: -76.560248

West Middle School

Owner: Auburn Enlarged City School District

Size: 23,100 sq ft building on 7.54 acres parcel

Description: Vacant building, previously middle school. Located on Genesee Street in Auburn, NY, which is main road through downtown. Easy access from Rt. 5&20.

Current tax status: Exempt

Address: 217 Genesee Street
Auburn, NY13021

Parcel ID: 122.43-1-3.5

Latitude: 42.913765

Longitude: -76.578519

Fulton Campus- Vacant Store Fronts

Owner: Cayuga Community College Foundation- River Glen Holdings, Inc.

Size: Various, see below

Description: Multiple vacant store fronts in previous shopping plaza. Access from Rt. 481 in Fulton.

Current tax status: Fully taxable

Address: 11 River Glen Drive
Fulton, NY 13069

Parcel ID: 253.43-01-14

Latitude: 43.308549

Longitude: -76.392416

Spaces:

13 River Glen Plaza: 20'x80' building

15 River Glen Plaza: 14'x80' building

17 River Glen Plaza: 15'x80' building. Previously a restaurant, still has commercial kitchen and walk-in cooler.

19 River Glen Plaza: 20'x100' building

21 River Glen Plaza: 35'x100' building

25 River Glen Plaza: 25'x100' building

31 River Glen Plaza: 48'x120' building

41 River Glen Plaza: 90,000 sq ft building

Note: This property is currently on the tax rolls and would not be eligible for property tax abatement through Start-UP NY program. Partial abatement could potentially be available through local Industrial Development Agency.

Fulton Campus Land

Owner: Cayuga County

Size: 46.44 acres

Description: Undeveloped land to east of Fulton campus off of Rt. 481. Partially wooded.

Adjacent to rail line.

Current tax status: Exempt

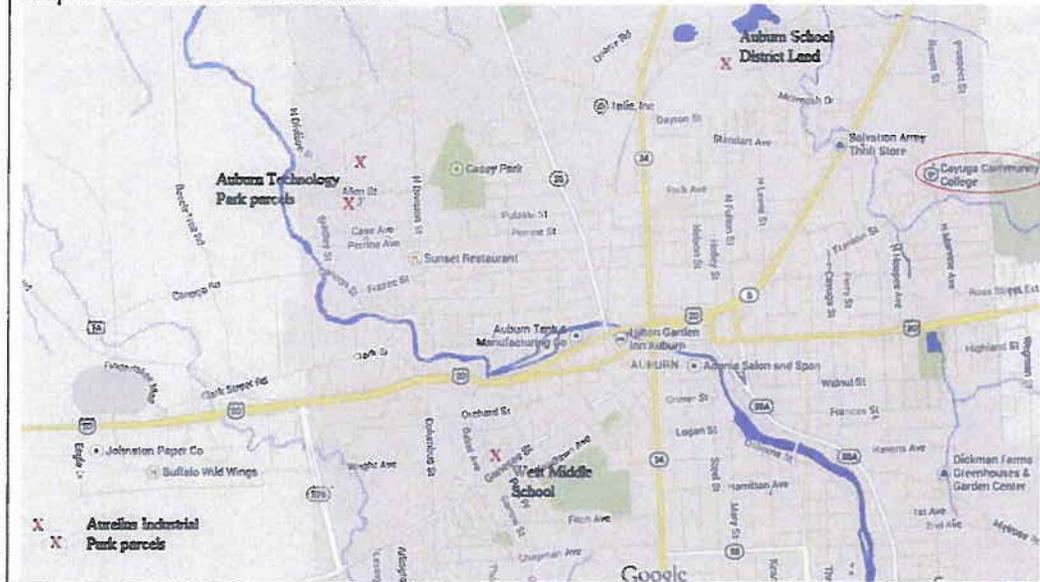
Address: 591 Maple Avenue
Fulton, NY13069

Parcel ID: 254.00-05-09

Latitude: 43.307706

Longitude: -76.388082

Map of Auburn Potential Locations:



2b) *If applicable:* The total square footage of the space or acreage of land that you may propose to designate as a Tax-Free Area as identified in 2a, if known.

Building: 130,030 sq ft

Land: 111.27 acres

3) Provide a description of the type of business or businesses that may locate in the area identified in #1.

Types of Businesses and Academic Linkages

Cayuga Community College offers a wide range of educational and training programs, including over thirty associate's degree options in fourteen areas of study and nine professional certificate programs. Students can continue with a bachelor's degree and master's degree through the

college's affiliations with Keuka College, Excelsior College, and Empire State College. Additionally, non-credit courses are offered by the Department of Community and Workforce Development Programs for the purpose of personal and professional development. The non-credit courses and certificate programs are a great resource for local businesses that would like to expand the skill sets of their workers. The college strives to provide both traditional and applied educational experiences to students, and as such sees Start-UP NY as an opportunity for expanding the latter.

Cayuga Community College will consider Start-UP businesses that align with any offerings, including degree, non-credit, and certificate programs, and that are allowable under the requirements of the Start-UP NY program. The business areas sought for collaboration include:

- GIS- commercial application of geospatial technology and mapping
 - Relevant CCC Programs: Institute for the Application of Geospatial Technology (IAGT); Geographic Information Systems A.S.
- Manufacturing- current certificate programs in advanced manufacturing and plastics manufacturing, but other manufacturing opportunities could be considered
 - Relevant CCC Programs: Certificate in Advanced Manufacturing; Certificate in Plastics Manufacturing
- Information Technology- CCC offers a wide range of IT and computer science programs, including a Health Information Technology program in collaboration with Onondaga Community College
 - Relevant CCC Programs: BS Information Technology; BS Management Information Systems; BS Nursing for RNs; Computer Science A.S.; Computer Hardware/Software Design A.A.S.; Computer Information Systems A.A.S.; Computer Information Systems A.A.S. with Internet Technology option; Information Technology A.S.; Mechanical Technology: Computer-Aided Design A.A.S.; Computer-Aided Design Certificate; Computer Hardware/Software Design Certificate; Health Information Technology Certificate; Computer Training Program; Nursing A.A.S.
- Telecommunications & Media- technologies for sound, music, staging, etc.
 - Relevant CCC Programs: Telecommunications Technology A.A.S.; Telecommunications: Audio-Radio Production A.A.S.; Telecommunications: Audio-Radio Production A.A.S. with Music Production option; Telecommunications: Radio and Television Broadcasting A.A.S.; Electrical Technologies: Electronics A.A.S.; Electronics Certificate
- Technical theater- production/set construction, stage technology
 - Relevant CCC Programs: Liberal Arts: Theatre Concentration; Electrical Technologies: Electronics A.A.S.; Electronics Certificate

Additional academic programs that could potentially align with the businesses listed above are:

- Computer Technologies
- Criminal Justice (related devices/technology development and manufacturing)
- Electrical Technology
- Health Sciences and Nursing (related devices/technology development and manufacturing)

- Mechanical Technology (CAD) (eligible businesses that use CAD in a significant way)
- Liberal Arts: Mathematics & Science

- 4) Provide a description of the campus academic mission, and explain how the businesses identified in #3 will align or further the academic mission of the university or college.

College Vision:

As an interactive community united by a passion for academic excellence and human service, Cayuga Community College makes the globally significant locally relevant.

College Mission:

Academically, financially, and geographically accessible to a diverse student population, Cayuga Community College provides a strong liberal arts foundation for further study and career preparation. The College also addresses identified community needs through targeted training and personal enrichment programs. By sustaining academic excellence within a supportive learning environment, the College, a careful steward of human and fiscal resources, serves as a valuable asset to the development of our local, regional, and global communities.

Core Values:

Core values are understood as a set of principles derived from and consistent with the College's mission, to which all members of the College community commit, and which inform the College's character, drive its decisions, and energize its actions.

The following core values have been recognized and adopted by the faculty, staff and board of trustees of Cayuga Community College:

- Academic Excellence – The integrity and effectiveness of the College's academic programs and instruction as they develop both general and applied knowledge and skills.
- Student Achievement – Students' attainment of educational goals, personal and social growth, and success in career or further education.
- Accessibility – Making post-secondary education available to all who may benefit.
- Open inquiry and dialogue – Promoting and maintaining an academic community in which diverse perspectives and values may be freely expressed and debated across all levels of the institution.
- Humaneness – Treatment of and respect for each other based on a mutual understanding of each one's unique value, quality, and potential as a part of a greater whole.
- Collegiality – Encouraging broad participation and consultation that recognizes and values the concerns of all members of the College community.
- Service to the Community – Maintaining high standards of citizenship by partnering with local organizations to enhance the quality of life for community residents.
- Assessment and Renewal – Ongoing examination and evaluation of all aspects of the institution to enhance their contributions to the College mission.
- Stewardship – Developing and expanding all resources – human, financial, material, and logistical – that advance the College's mission.

Collaboration with Start-UP NY businesses would increase student and community access to hands-on learning and mentoring, as well as faculty access to resources for research and curriculum enhancement. Such opportunities might take the form of internships, summer jobs, co-ops, apprenticeships, direct employment to recent graduates, research projects, business mentorships, guest speakers in classes, equipment sharing, and/or tours of facilities. These

types of offerings would improve the college's ability to help students achieve their academic goals and further their career preparation, as well as its ability to assist businesses and the community with workforce training and advancement.

- 5) Provide a description of how participation by these types of businesses in the START-UP NY Program will generate positive community and economic benefits, including but not limited to:
- Increased employment opportunities;
 - Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study;
 - Diversification of the local economy;
 - Environmental sustainability;
 - Increased entrepreneurship opportunities;
 - Positive, non-competitive and/or synergistic links to existing businesses;
 - Effect on the local economy; and
 - Opportunities as a magnet for economic and social growth.

Community and Economic Impact

Attracting new businesses in the above mentioned areas, as well as enhancement of Cayuga Community College offerings, could have a profound impact on the Cayuga County community and economy through job creation, economic supplementation, and additional business attraction capabilities.

First, Start-UP businesses will create both direct and indirect employment through their own work and the generation of ancillary business activities. These new jobs will likely decrease unemployment rates, as well as increase personal consumption as a result of the additional payroll. Despite Start-UP businesses being exempt from sales tax, this additional personal consumption by workers could increase sales tax generation within the community. Additionally, the business services providers that are used for ancillary activities will not be exempt from paying property, sales, or payroll taxes and therefore could generate additional income for local and state taxing entities.

Second, Start-UP businesses could supplement the existing economy in many useful ways. For instance, these businesses may expand export opportunities for Cayuga County. Exports bring new wealth into the local community, region, and state rather than simply moving wealth between communities. The businesses could also supplement existing businesses within the county and therefore help them to grow. This could occur as a result of developing a cluster that would help to reduce costs for all of the affected businesses, or simply if the Start-UP businesses could provide some service or value to existing businesses.

Finally, the Start-UP businesses could help to attract additional businesses outside of/after the Start-UP program. Additional courses and programs offered by CCC as a result of partnerships with Start-UP businesses would increase the skills and qualifications of the county's labor force, making it easier to attract additional businesses that rely on skilled labor but may not be eligible for the Start-UP program. Start-UP businesses could also be instrumental in cluster development/economic gardening if their suppliers and/or customers could be recruited to Cayuga County, Oswego County, or the region.

- 6) Provide a description of the process the Sponsor (campus) will follow to select participating businesses. The description should identify the membership of any group or committee that may make recommendations, the final decision-maker, and the criteria that will be used to make decisions. This group or committee must include representation from faculty governance. The criteria may include some or all of the following:

A. Academic and Research Alignment

1. Is the business in an industry aligned with current and/or developing University research, scholarly, and creative activity?
2. Does the business provide experiential learning and workforce opportunities (e.g., internships, fellowships, full-time jobs) for students and graduates?
3. Does the business provide areas for partnership and advancement for faculty and students?
4. Will the business provide access to research instrumentation, tools, and/or equipment necessary to advance the academic and research mission?
5. Will the business fund scholarships, campus facilities or other academic services or amenities?
6. Will the business and/or its employees contribute to instruction or provide student mentoring?
7. Does the business offer the use of company resources, intellectual property or expertise to support the academic mission?

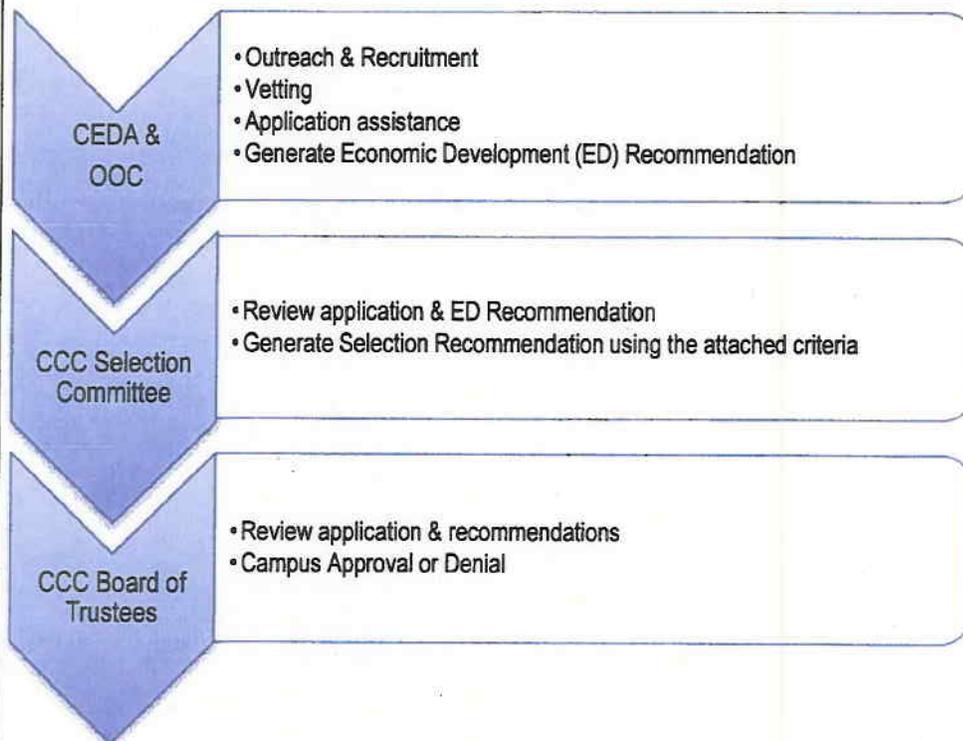
B. Economic Benefit

1. How many net new jobs will be created?
2. Is the business viable in both the short- and long-term?
3. Will the business attract private financial investment?
4. Does the business plan to make capital investments (e.g., renovation, new construction)?
5. Are the new jobs in critical areas of the economy?
6. How will the University financially benefit from the terms of the lease?

C. Community Benefits

1. Does the business have the support of one or more municipal or community entities?
2. Is the business recruiting employees from the local workforce?
3. Does the business invest in underserved, economically distressed regions?
4. Will the business rely on suppliers within the local and regional economy?

Business Attraction and Selection Process



If an applicant is determined not to be a good fit for the program or college, the applicant will return to CEDA and/or OOC to explore other opportunities within the community. If an applicant is approved for the program, CEDA and OOC will continue to provide economic development services to the business as appropriate. Such services would include helping the businesses to access financing opportunities, business development resources, technical assistance, and potential partnerships.

Start-UP NY Decision Makers and Committees

Cayuga Community College Selection Committee

- President, Cayuga Community College
- Vice President of Administration, Cayuga Community College
- Faculty Governance Representative, Cayuga Community College
- Executive Director, Cayuga Economic Development Agency

*Selection Committee members may appoint designees when needed.

Cayuga Community College Board of Trustees

As appointed

Implementation Partners: Business Attraction and Support

Cayuga Community College has chosen to involve local economic development organizations to assist in the process of recruiting and vetting businesses and assisting with

the business application process. This decision was made because of the organizations' experience and expertise in business development and assistance. The organizations and individuals who will participate in the process are as follows:

- Cayuga Economic Development Agency
 - Executive Director- Manage all leads for Cayuga County (Auburn campus)
 - Economic Development Specialist- Assist applicants that are existing businesses within Cayuga County looking to create new jobs by expanding into an additional space within the County
 - Business Development Specialist- Assist applicants that are startups looking to locate in Cayuga County, businesses from NYS outside of Cayuga County looking to create new jobs by expanding to an additional location in Cayuga County, and businesses from outside of NYS looking to relocate to or expand to an additional space in Cayuga County
 - Economic Development Technical Specialist- Assist with technical and administrative aspects of StartUP applications and leads
- Operation Oswego County
 - Executive Director- Manage all leads and assist all applicants for Oswego County (Fulton campus)

Business Selection Criteria

Academic & Mission Alignment

- 1) Does the applicant's line of business and/or business processes align with a CCC program?
- 2) Is it reasonable to expect that the business will provide value to the college, students, and faculty? If so, in what ways?
 - a. Advancement opportunities for faculty
 - b. Experiential learning
 - c. Non-employment workforce training (e.g. internships, fellowships, training)
 - d. Direct, full-time employment to graduates
 - e. Funding support for students (e.g. scholarships, tuition assistance)
 - f. Funding support for college (e.g. campus facilities, shared equipment, program development)
 - g. Mentoring/instruction
 - h. Other _____
- 3) Does the applicant's corporate culture reasonably fit within the mission and vision of CCC?
- 4) Is it reasonable to expect that the college will provide value to the business? If so, in what ways?
 - a. Source of labor
 - b. Cost savings
 - c. Specialized training for non-student employees
 - d. Research and/or technical assistance
 - e. Source of specialized knowledge/expertise
 - f. Other _____

Economic & Community Impact

- 1) Is the business viable in the long term?
- 2) Will the business create jobs? How many?

- 3) Will the company utilize the local workforce?
- 4) Will the business generate ancillary business activities that will benefit local businesses?
- 5) Will the business source from other local and regional businesses?
- 6) Will the business export goods to other regions, states, and/or countries?
- 7) What capital investment will be made by the applicant?
- 8) Is there a financial benefit to the college?
- 9) Is the business supported by the affected public entities and private community organizations?
- 10) Is it reasonable to expect that this business may attract additional businesses to the community?

PUBLIC OFFICERS LAW

§ 74. Code of ethics.

1. Definition. As used in this section: The term "**state agency**" shall mean any state department, or division, board, commission, or bureau of any state department or any public benefit corporation or public authority at least one of whose members is appointed by the governor or corporations closely affiliated with specific state agencies as defined by paragraph (d) of subdivision five of section fifty-three-a of the finance law or their successors.

The term "**legislative employee**" shall mean any officer or employee of the legislature but it shall not include members of the legislature.

2. Rule with respect to conflicts of interest. No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

3. Standards.

- a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his independence of judgment in the exercise of his official duties.
- b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him to disclose confidential information which he by reason of his official position or authority.
- c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.
- d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes.
- e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.
- f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.

h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.

i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services of any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.

4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law. Any such individual who knowingly and intentionally violates the provisions of paragraph b, c, d or i of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed ten thousand dollars and the value of any gift, compensation or benefit received as a result of such violation. Any such individual who knowingly and intentionally violates the provisions of paragraph a, e or g of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed the value of any gift, compensation or benefit received as a result of such violation.

 <p>Category: HR / Labor Relations Legal and Compliance</p> <p>Responsible Office: University Counsel</p>	<p>Policy Title: Conflict of Interest Document Number: 6001</p> <p>Effective Date: October 01, 1995</p> <p>This policy item applies to: State-Operated Campuses</p>
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Table of Contents

[Summary](#)

[Policy](#)

[Definitions](#)

[Other Related Information](#)

[Procedures](#)

[Forms](#)

[Authority](#)

[History](#)

[Appendices](#)

Summary

Faculty and staff of the State University of New York (University) are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests and are required to avoid conflicts of interest. Where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by University policy. This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

Policy

Faculty and staff of the State University of New York (University) are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests. In keeping with this obligation, they are also required to avoid conflicts of interest.

In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by this University policy. It is the responsibility of campus officials charged with implementing this policy to identify potential or actual conflicts of interest and take appropriate steps to manage, reduce, or eliminate them.

This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

1. University faculty and staff may not engage in other employment which interferes with the performance of their professional obligation.
2. University faculty and staff are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct.
3. University faculty and staff, to the extent required by law or regulation, shall disclose at minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.
4. University campuses shall ensure that all faculty and staff subject to pertinent laws and regulations disclose financial interests in accordance with procedures to be established by the Chancellor or designee. Campuses shall retain the reported information as required, identify actual or apparent conflicts of interest and seek resolution of such conflicts.
5. Each campus president shall submit to the chancellor's designee the name and title of the person or persons designated as financial disclosure designee(s) and shall further notify the chancellor's designee when a change in that assignment occurs. The chancellor's designee shall also be notified of any reports regarding conflict of interest that are forwarded to state or federal agencies.

Definitions

Conflict of interest — any interest, financial or otherwise, direct or indirect; participation in any business, transaction or professional activity; or incurring of any obligation of any nature, which is or appears to be in substantial conflict with the proper discharge of an employee's duties in the 'public interest. A conflict of interest is also any financial interest that will, or may be reasonably expected to, bias the design, conduct or reporting of sponsored research.

Other Related Information

[Outside Activities of University Policy Makers](#)

[Ethics in State Government - A Guide for New York State Employees](#)

[National Science Foundation, Grant Policy Manual](#)

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

[42 CFR 50, Subpart F](#)

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Public Officers Law, Section 73-a, and 73 and 74](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

[Board of Trustees Policies - Appointment of Employees \(8 NYCRR Part 335\)](#)

State University of New York Board of Trustees Resolution adopted June 27, 1995

History

Memorandum to presidents from the office of the University provost, dated June 30, 1995 regarding revision to University conflict of interest policy to bring it in conformity with federal guidelines issued by the National Science Foundation and the Public Health Service.

Appendices

There are no appendices relevant to this policy.

 <p>Category: Academic Affairs Community Colleges Legal and Compliance Research</p> <p>Responsible Office: Academic Affairs</p>	<p>Policy Title: START-UP NY Program Participation Policy</p> <p>Document Number: 6800</p> <p>Effective Date: February 10, 2014</p> <p>This policy item applies to: Community Colleges State-Operated Campuses</p>
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Table of Contents.

- [Summary](#)
- [Policy](#)
- [Definitions](#)
- [Other Related Information](#)
- [Procedures](#)
- [Forms](#)
- [Authority](#)
- [History](#)
- [Appendices](#)

Summary

START-UP NY is a state economic development program that positions SUNY campuses as magnets for entrepreneurs and businesses from around the globe. START-UP NY aligns with SUNY's mission of teaching, research and public service; enabling engagement with industry, knowledge acceleration, translation of research into practical applications, and delivering the 21st century workforce businesses need to grow and thrive. START-UP NY will transform university communities to deliver unprecedented economic benefits to New York. To participate in the program, all campuses must comply with this policy and any applicable rules and regulations issued by the NYS Commissioner of Economic Development.

This policy governs the review process that all participating campuses must follow to secure SUNY's approval of the plans, applications, and other documents required by the NYS Commissioner of Economic Development to participate in the START-UP NY program. It also prescribes special requirements for the disclosure and management of actual or potential conflicts of interest in matters pertaining to the campus' START-UP NY program. Any conflict between this policy and any other applicable Conflict of Interest policy shall be resolved in favor of disclosure of any potential, actual, or perceived conflict of interest relating to the campus' START-UP NY program to the President or Chief Executive Officer of the sponsoring campus.

Policy

- A. Campus Plans for Designation of Tax-Free Area(s):** Any campus intending to submit a Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Campus Plans within fifteen (15) business days of receipt. Any rejected Campus Plan shall be accompanied by an explanation of the basis for rejection. Once approved by the Chancellor or designee a campus may submit its Campus Plan to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Campus Plan that is rejected can be resubmitted for Chancellor

6800 - START-UP NY Program Participation Policy

or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Campus Plans must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.

- B. Sponsoring University or College Applications for Business Participation:** Any campus intending to submit a Sponsoring University or College Application for Business Participation ("Sponsor Application") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Sponsor Applications within thirty (30) business days of receipt. Any rejected Sponsor Application shall be accompanied by an explanation of the basis for rejection. Once approved the campus may submit the Sponsor Application to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Sponsor Application that is rejected can be resubmitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Sponsor Applications must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.
- C. Delegations:** The Chancellor or designee may charge a group of individuals, collectively called the SUNY START-UP NY Proposal Review Team, to evaluate all submitted Campus Plans and Sponsor Applications prior to accepting or rejecting them.
- D. Conflicts of Interest:** Service as an Official shall not be used as a means for private benefit or inurement for any Official, a Relative thereof, or any entity in which the Official or Relative thereof has a Business Interest. A conflict of interest exists whenever an Official has a Business Interest or other interest or activity outside of the university that has the possibility, whether potential, actual, or perceived, of (a) compromising the Official's judgment, (b) influencing the Official's decision or behavior with respect to the START-UP NY Program, or (c) resulting in personal or a Relative's gain or advancement. Any Official who is an owner or employee of an entity that is the subject of any matter pertaining to the university's START-UP NY Program, or who has a Business Interest in any entity that is the subject of any matter pertaining to the university's START-UP NY Program, or whose Relative has such a Business Interest, shall not vote on or otherwise participate in the administration by the university of any START-UP NY matter involving such entity. Any Official or other campus representative who becomes aware of a potential, actual or apparent conflict of interest, either their own or that of another Official, related to a sponsoring university or college's START-UP NY program must disclose that interest to the President or Chief Executive Officer of the sponsoring college or university. Each such President or Chief Executive Officer shall maintain a written record of all disclosures of actual or potential conflicts of interest made pursuant to this policy, and shall report such disclosures on a calendar year basis, by January 31 of each year, to the University Auditor or to the Chancellor's designee, in which case the University Auditor shall be copied on the correspondence to such designee. SUNY shall then forward such reports to the Commissioner of Economic Development for the State of New York, who shall make public such reports.
- E. Exceptions:** There are no exceptions to this policy.

Definitions

Business Interest means that an individual (1) owns or controls 10% or more of the stock of an entity (or 1% in the case of an entity the stock of which is regularly traded on an established securities exchange); or (2) serves as an officer, director or partner of an entity.

Official means an employee at the level of dean and above as well as any other person with decision-making authority over a campus' START-UP NY Program, including any member of any panel or committee that recommends businesses for acceptance into the START-UP NY program.

Relative means any person living in the same household as another individual and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant.

Sponsoring College or University means any entity defined or described in NYS Education Law Sec. 352 and Article 126.

START-UP NY Program means the SUNY Tax-free Areas to Revitalize and Transform Upstate New York Program established by Article 21 of the Economic Development Law.

Tax-Free NY Area means vacant land or space designated by the Commissioner of Economic Development Article

6800 - START-UP NY Program Participation Policy

21 of the Economic Development Law that is eligible to receive benefits under the START-UP NY program.

Other Related Information

[Start-Up NY Regulations](#); available at the [Start-Up NY Website](#).

At least thirty days before submitting the Campus Plan to the Commissioner of Economic Development the campus must provide a copy of the Plan to the chief executive officer of the municipality or municipalities in which the proposed Tax-free NY Area is located, local economic development entities, the applicable university or college faculty senate, union representatives and the campus student government. The campus shall include in their submission to the Commissioner of Economic Development certification of such notification, as well as a copy of any written response from chief executive officer of the municipality or municipalities in which the proposed Tax-free NY Area is located, local economic development entities, the applicable campus or college faculty senate, union representatives and the campus student government.

[StartUp-NY.gov](#) website and program information.

Procedures

[START-UP NY Program Participation Procedures for](#)

Forms

[SUNY START-UP NY Campus Plan for Designation of Tax-Free Area\(s\) Memorandum](#)

[SUNY START-UP NY Campus Plan for Designation of Tax-Free Area\(s\) Template](#)

[START-UP NY Sponsoring University or College Application for Business Participation Memorandum](#)

[ESD START-UP NY Sponsoring University or College Application for Business Participation](#)

[ESD START-UP NY Business Application Instructions](#)

[ESD START-UP Business Application](#)

Authority

[State University of New York Board of Trustees Resolution 14-\(\) . START-UP New York Program Administration, adopted January 14, 2014](#)

[Law, New York Economic Development Law Article 21 \(Start-Up NY Program\)](#)

[Start-Up NY Regulations](#)

History

Enacted into law in June 2013, START-UP NY is a groundbreaking new initiative from Governor Andrew M. Cuomo that provides major incentives for businesses to relocate, start up or significantly expand in New York State through affiliations with public and private universities, colleges and community colleges. Businesses will have the opportunity to operate state and local tax-free on or near academic campuses, and their employees will pay no state or local personal income taxes.

Appendices

There are no appendices relevant to this policy.

Correspondence with Local Stakeholders

Will be attached once public comment period begins. This will not occur until after Chancellor approval of plan. Letters will include start date of comment period.

Attachment B: StartUP NY Property Designation Sheet
As of: June 19, 2014

Location	UniquID	Owner	Property Type	StreetAddress	City	Zip Code	ParcelID	Building	Space Type	Acres	Description	on Campus	Within a Mile of Campus	Latitude	Longitude	Note
Auburn Campus IAGT Land	SU302-1-1-05PCT-001-A	Institute for the App of Geospatial Technology	1	3 Prospect St & 7 Prospect St	Auburn	13021	109.81-1-7 & 109.81-1-8		D	1.07	vacant land adjacent to south east portion of Auburn campus. includes 15'x15' concrete structure that houses server equipment.	Y	N	42.9436380	-76.5405633	IAGT is an affiliate of the college. Parcels are tax exempt.
Auburn Campus IAGT Building	SU302-1-9-012-001-A	Cayuga Community College	1	199 Franklin Street	Auburn	13021	109.73-1-1		B	4.385	primarily office space, located on second floor of James T. Walsh Regional Economic Center	Y	N	42.9436290	-76.5419040	on campus

1= on campus
 2= 1 mile off campus
 3= State Asset
 ** A=entire building on campus
 B=partial building on campus
 C=floor within building on campus
 D=land on campus
 E= land off campus
 F=entire building off campus
 G=partial building off campus
 H=state asset



SU302-1-B-012-001-A

.57A

Parcel 109.81-1-8
Affiliate owned

.5A

Parcel 109.81-1-7
Affiliate owned

SU302-1-L-PSPCT-001-A

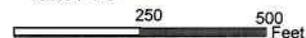
FRANKLIN STREET

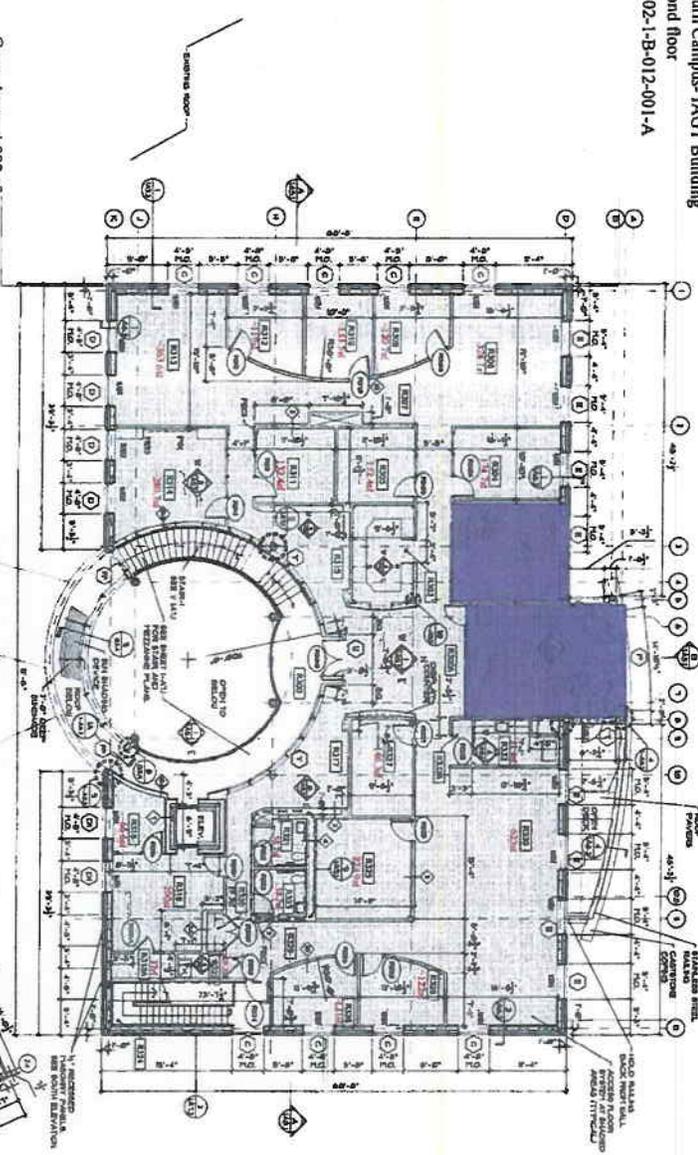
PROSPECT ST.

Cayuga Community College –
Auburn Campus
Parcel 109.73-1-1

Tax-Free Area Plan Cayuga Community College

Proposed tax-free areas of parcels
109.73-1-1, 109.81-1-7, and
109.81-1-8





Gross Area = 4,992 sf
 Startup NY = 4,385 sf
 IAGT office & conference room,
 not Startup designated = 607sf

UPPER LEVEL ROOM INDEX

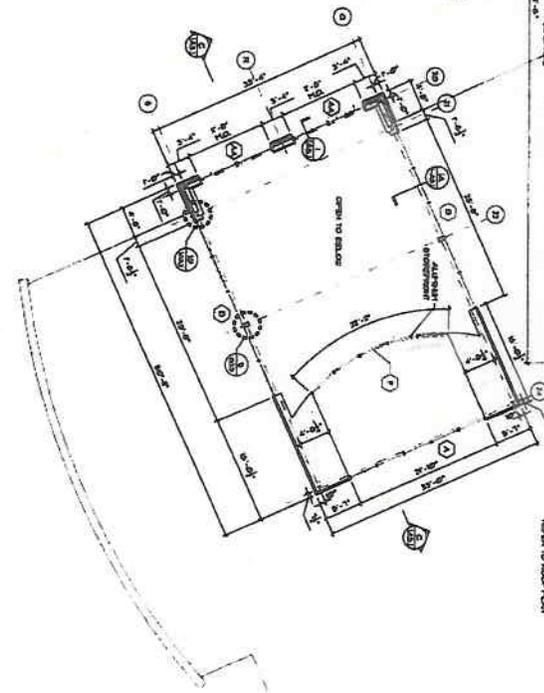
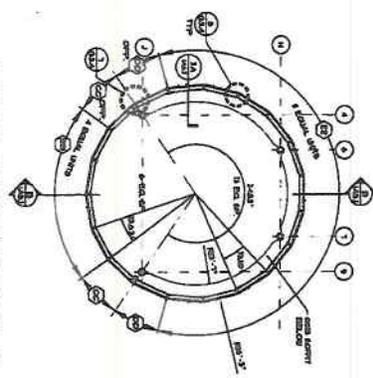
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GENERAL NOTES:

1. ALL dimensions to be from Δ unless noted otherwise.
2. REFER TO ALL OTHER DRAWINGS FOR TYPICAL, TOP OR BULK, CONNECTIONS.
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UPPER LEVEL FLOOR PLAN
 1/8" = 1'-0"

LOBBY CLEARESTORY PLAN
 1/8" = 1'-0"



KEY PLAN

DATE: 8 FEB 2002
 CHECKED BY: T.L.C.
 PROJECT NO: 0025
 UPPER LEVEL FLOOR & CLEARESTORY PLANS

Master Plan Implementation Phase II:
Cayuga Community College
 Auburn, New York

1-A1.2