



The State University  
of New York

Office of the  
Chief Financial Officer

State University Plaza  
Albany, New York 12246

[www.suny.edu](http://www.suny.edu)

July 11, 2016

Dr. Pamela Edington, President  
Dutchess Community College  
53 Pendell Road  
Poughkeepsie, NY 12601

Re: START-UP NY

Dear President Edington:

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

After completion of the required 30-day comment period, please submit evidence of stakeholder notification, along with your complete campus plan, to Empire State Development at [designations@esd.ny.gov](mailto:designations@esd.ny.gov).

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

Best Regards,

A handwritten signature in black ink that reads "Eileen McLoughlin".

Eileen McLoughlin  
Senior Vice Chancellor for  
Finance and Chief Financial  
Officer

Attachment

Copy: SUNY START-UP NY Proposal Review Team

To Learn  
To Search  
To Serve

the Power of SUNY



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. Pamela Edington

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

Date: May 23, 2016

For campus Office of the President:

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

Handwritten signature of Pamela R. Edington

Signature of campus President

PAMELA R. EDINGTON

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:

Handwritten signature of Jeffrey A. Boyce

Proposal Review Team Co-Chair

Date

7-8-16

Handwritten name Jeffrey A. Boyce

Print Name

For SUNY Office of the Chancellor:

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

Handwritten signature of Eileen McLoughlin

Signature of the Chancellor or designee

Date

7/12/16

Handwritten name Eileen McLoughlin

Print Name

June 20, 2016

Mr. Howard Zemsky  
Commissioner of Economic Development  
633 Third Avenue  
New York, NY 10017

RE: Request for One Mile Radius Waiver

Dear Commissioner Zemsky:

Dutchess Community College would like to request a waiver for four locations to be designated for the StartUp NY program. The first location, 9 West Oakley Street, is a new request. The other locations were previously approved. The details of the location are as follows:

**9 West Oakley Street, Poughkeepsie, 12601**

This property will be leased by a manufacturing company looking to expand into new space for production of new products. The parent company is in Vermont and wants this operation to be independent of the existing facility. The property is **1.9 miles** from our Main Campus and has a total of 18,000 square feet that is vacant.

**211 Cottage Street, Poughkeepsie, NY 12601**

This property is zoned industrial space and is subdivided into 30 individual units of which 18 are currently vacant. Those 18 units represent a total of 35,627 square feet and we have 3 companies that plan to apply to some of those units. This property is **1.5 miles** from our main campus.

**263 New Hackensack Road, Wappingers Falls, NY 12590**

This property is located at Dutchess County Airport. The College plans to build a 30,000 square foot classroom/hanger facility to house our new airplane mechanics (A&P) program. This property is located **3.86 miles** from our South Campus.

**259 North Grand Avenue, Poughkeepsie, 12601**

This property is vacant space suitable for precision machining and related manufacturing activities. The property is **1.3 miles** from our Main Campus and has 8,100 square feet that is vacant.

Please let us know if you have any additional questions regarding the space or its eligibility for inclusion in the StartUp NY program. You can contact me directly. Thank you for your consideration of this matter.

Sincerely,



Dr. Pamela Edington  
President, Dutchess Community College



To: Howard Zemsky, Commissioner of Economic Development  
From: President, Dr. Pamela Edington of Dutchess Community College  
Re: Dutchess Community College Campus Plan for Designation of Tax-Free Area(s)  
Date: June 20, 2016

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I, President Edington of Dutchess County 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; the Research Foundation's Conflict of Interest Policy and Guidelines for the Management of Conflicts of Interest; and attached copies of the polices 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 created 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.

Pamela R. Edington  
PRESIDENT'S SIGNATURE

6/27/16  
DATE



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

Campus Name: **Dutchess Community College**  
 Campus Contact Name: **Dr. Pamela Edington**  
 Campus Contact Title: **President**  
 Campus Contact E-mail: **Pamela.edington@sunydutchess.edu**  
 Campus Contact Phone: **845-431-8980**

**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.

<b>Name: Dutchess Community College</b>
<b>Campus Address: 53 Pendell Road, Poughkeepsie, NY 12601</b>
Addresses of Proposed Tax-Free NY Areas : 259 North Grand Street, Poughkeepsie, NY 12601 211 Cottage Street, Poughkeepsie, NY 12601 263 New Hackensack Road, Wappingers Falls, NY 12590 46 Violet Avenue, Poughkeepsie, NY 12603 9 West Oakley Street, Poughkeepsie, NY 12601
Description of Physical Characteristics of Proposed Tax-Free NY Area(s):  <b>9 West Oakley Street, Poughkeepsie, NY 12601</b>  The total square footage of this vacant property is 18,000 square feet. We are requesting that all 18,000 square feet be designated for START-UP NY. This site is <b>1.9 miles</b> from our main campus.  <b>259 North Grand Street, Poughkeepsie, NY 12601</b>  This building has been mostly empty for the past several years. A company is starting a new division to produce a new line of products and prefers to locate in the Hudson Valley because the skilled labor force they require is present here in Poughkeepsie. They plan to purchase and install high-tech optical machining equipment at this site. This property is 8,100 square feet and is <b>1.3 miles</b> from our main campus.

**263 New Hackensack Road, Wappingers Falls, NY 12590**

An existing airport tenant is interested in expanding their maintenance operations at the airport and is looking to build a 30,000 sq. ft. building (Hanger/Building) adjacent to their existing location at the Dutchess County Airport. Their existing facility is shown as 32 Griffith Way on the attached property map and Parcel 3 is adjacent to it. The Dutchess County Executive and the Dutchess IDA are very supportive of this initiative and the requested space has been identified in the County's Airport renovation plans as Parcel 3. This parcel is **3.86 miles** from the South Campus.

**211 Cottage Street, Poughkeepsie, NY 12601**

This is recently renovated space that has been sub-divided into 18 parcels suitable for manufacturing and warehousing. We have two perspective companies interested in space at this location. The other spaces would also be ideal for small tech companies or for the expansion of these perspective companies. This property is **1.5 miles** from our main campus and includes a total of 35,627 square feet on the first floor of the building.

**46 Violet Avenue, Poughkeepsie, NY 12601**

This space is less than **.3 miles** from the college and is accessible to the college by walking or by loop bus. The space has been recently renovated by the landlord and can be demised for multiple tenants. There are 46, 575 square feet vacant and available for lease at this property and could be demised for several tenants. The landlord maintains an office and a machine shop on the property and plans to remain there. It's accessibility to the downtown Poughkeepsie area makes it an attractive location for companies and employees. This property is only .3 miles for our main campus.

- ii. The completed spreadsheet is attached to this plan utilizing the template provided.
- 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. A campus map is provided although no campus buildings are proposed. Therefore, no additional materials regarding the campus are attached.

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

**138,302 square feet.**

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.

151 Airport Drive, Wappingers Falls, NY 12590 – Up to 271,000 sf. – 3.9 miles from South Campus  
 57 Fulton Street, Poughkeepsie, NY 12601 – 28,000 sf. – 1.05 miles from Main Campus  
 310 Fishkill Avenue, Beacon, NY 12508 – 20,582 sf. – 7.8 miles from South Campus  
 169 Myers Corners Road, Wappingers Falls, NY 12590 – 1.3 miles from the South Campus

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.

Not known at this time

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

SUNY Dutchess is interested in partnering with the following types of businesses:

- Manufacturers
- Computer Information and Data Management Firms
- Aviation Services and Technology Firms
- Architectural and Construction Firms
- Engineering Design Firms
- Entrepreneurial and Small Tech and Electronics Firms

These businesses align with the College's academic programs and the mission and vision of the college below. The College is fully aware of those types of business that are prohibited from participating in the START-UP NY program and has not and will not include prohibited firms in our plans or sponsorships.

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.

The College's mission commits itself to contribute to the economic vitality of the county by providing;

- College transfer, technical degree programs, certificate programs, and lifelong learning opportunities to the community.
- Non-credit vocational and professional development courses and programs and public service activities to the community.

The College has worked closely with business and industry since its founding in 1958 designing associate degree programs and providing customized training to meet the needs of our community. We have provided training to over 1,600 employees of local companies in the past few years through workforce development grants and even more through direct engagement with local companies or through community partnerships with organizations like the Council of Industry.

The College will be opening a Material Science Lab this summer for the benefit of local companies interested in expanding their Research and Development and prototyping activities in partnership with the College. The lab will also enhance the learning experience for students enrolled in our Associates degrees in Science, Applied Science, and Engineering Science and Technologies. The college seeks to provide for faculty/student/business research collaborations and internship, cooperative learning, and jobs for our students with the companies that we will sponsor into the START-UP NY program.

This year the College expanded its programs to include the national recognized Certified Production Technician Program aimed at training students for jobs in Advanced Manufacturing. We would like to leverage the existing relationship we have developed with this program into increased internships and employment opportunities

While attracting manufacturing companies and expanding aviation operations in the county are our primary focus the following table shows the alignment of other established academic programs with all of our target industries.

<b>Type of Business</b>	<b>College Academic Program</b>
Manufacturing	Engineering Science
Manufacturing, Construction	Electrical Engineering Technology
Advanced Manufacturing	Certified Production Technician
Computer Data Management	Computer Science
Computer Data Management	Information Management
Aviation Service	Aviation Science/Pilot
Aviation Management	Aviation Management
Aviation Technology	Airframe & Powerplant Mechanic
Architectural and Construction	Architectural Technology
Engineering Design	Engineering Science
Entrepreneurial-Small Tech Firms	Business Administration

We are targeting hi-tech and electronics business for our small business and entrepreneurial sponsorships. We are also interested in identifying companies in advance materials and manufacturing for inclusion in our plan.

The aviation service and technology company plans to hire 5 new Airframe & Powerplant Certified Maintenance Mechanics for their operation and would hire our graduates upon completion of this certification. They would also be willing to provide applied learning opportunities for our students in the form of Internships during their studies. There are no programs within a 75 mile radius of the Dutchess County Airport or our main campus.

- 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.

All six business sectors selected have a direct tie in with our curriculum. As the principal provider of workforce training for business and industry in Dutchess County, co-locating business opportunities with corresponding training opportunities will encourage students to pursue courses of studies that will make them attractive candidates for employment with these firms. These businesses can be expected to generate significant ancillary business activity. Furthermore, employees can be expected to seek out services close to their work which will benefit small business in the area. Employees may even choose to live in the community and participate in local community activities, all of which will benefit the economic and social climate of the surrounding area.

Dutchess Community College has proven experience working with local companies to deliver on-campus and on-site programs. Due to the years of experience in these areas, our existing staff has the skills necessary to manage the campus-business relationships to advance the best interests of the broader community while providing the latitude and support to business to accomplish their organizational objectives. Dutchess considers that good corporate citizenship and genuine interest in building a mutually satisfactory relationship with the college are essential elements in evaluating prospective business for inclusion. We also recognize that the START-UP NY model is new and requires that the College and the business must work together to realize the potential of this new approach to public-private partnerships.

- 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?

Dutchess Community College will accept written applications from interested business through the Office of Community Services and Special Programs who will check that the application meets all statutory requirements. Then applications will be reviewed by a committee comprised of the:

- A Representative of Dutchess Community College Board of Trustees
- Dean of Community Services and Special Programs,
- Director of the Dutchess Industrial Development Agency (IDA) and Dutchess County Economic Development Corporation (DCEDC)
- Department Head of the Engineering, Architecture, and Computer Technologies
- Department Head of Business Administration
- A representative Office of Academic Affairs
- Representatives of the departments of Business Administration, Computer Information, Electrical Engineering Technologies, and Architectural and Construction Technologies

Then the SUNY Dutchess Community College Board of Trustees reviews and recommends businesses for inclusion in START-UP NY. This same Board includes a representative from faculty governance.

The SUNY Dutchess Community College Board of Trustees will consider:

1. Whether the applicant's proposal is aligned with the College's START-UP NY Plan and whether the applicant meets all of the eligibility requirements of the program.
2. Whether the applicant's business operations will be compatible with the

mission and the orderly operation of the college.

3. Whether the applicant demonstrates a willingness to work with the College to establish joint educational programming, experiential learning opportunities, or other meaningful linkages sufficient to warrant the partnership.
4. Whether mutually acceptable contractual terms can be reached to create the necessary public-private partnership.

If these criteria are met, the committee may recommend approval of the applicant to the College President and the Board of Trustees. If the Board of Trustees and the College President concur with the recommendations of the Committee, then the application with all supporting documentation will be submitted to the Empire State Development Corporation for review and action. If the College President does not approve the recommendation, the application may be returned for further development or declined.

# 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: <u>University Counsel</u></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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## 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.

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## 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.

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## 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.

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**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

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**Procedures**

There are no procedures relevant to this policy.

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**Forms**

There are no forms relevant to this policy.

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**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

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**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.

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**Appendices**

There are no appendices relevant to this policy.



Category:  
HR / Labor Relations  
Legal and Compliance

Responsible Office:  
University Counsel

Policy Title:  
Conflict of Interest  
Document Number:  
6001

Effective Date:  
October 01, 1995

This policy item applies to:  
State-Operated Campuses

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**Appendices**

There are no appendices relevant to this policy.

## **START-UP NY**

### **Conflict of Interest Guidelines**

Pursuant to Economic Development L. § 439 – the university conflict of interest policy must provide for the reporting of all actual or potential conflicts of interest the university becomes aware of in the course of administering the START-UP NY program. This includes conflicts of interest experienced by any persons involved in the university/college START-UP NY program, including persons unaffiliated with the university/college who serve as members of any panel or committee that recommends businesses for acceptance into the university/college START-UP NY program.

#### **220.20 Conflict of interest guidelines.**

- a. Each university or college participating in the START-UP NY Program shall adopt a conflict of interest policy. Such conflict of interest policy shall provide, as it relates to the Program:
  - 1) as a general principle, that service as an official of the university or college shall not be used as a means for private benefit or inurement for the official, a relative thereof, or any entity in which the official, or relative thereof, has a business interest;
  - 2) no official who is a vendor or employee of a vendor of goods or services to the university or college, or who has a business interest in such vendor, or whose relative has a business interest in such vendor, shall vote on, or participate in the administration by the university or college, as the case may be, of any transaction with such vendor; and
  - 3) upon becoming aware of an actual or potential conflict of interest, an official shall advise the president or chief executive officer of the university or college, as the case may be, of his or her or a relative's business interest in any such existing or proposed vendor with the university or college.
- b. Each university or college shall maintain a written record of all disclosures of actual or potential conflicts of interest made pursuant to this section, and shall report such disclosures, on a calendar year basis, by January 31st of each year, to the auditor for such university or college. The auditor shall forward such reports to the Commissioner, who shall make public such reports.
- c. For purposes of such conflict of interest policies:
  - 1) an official of a university or college has a "business interest" in an entity if the individual:
    - i. owns or controls 10% or more of the stock of the entity (or 1% in the case of an entity the stock of which is regularly traded on an established securities exchange); or
    - ii. serves as an officer, director or partner of the entity.
  - 2) a "relative" of an official of a university or college shall mean any person living in the same household as the individual and any person who is a direct descendant of that individual's grandparents or the spouse of such descendant; and

- 3) an "official" of a university or college shall mean an employee or other person involved in the administration of the university or college at the level of dean and above as well as any other person with decision-making authority over the university or college's START-UP NY Program.

The following requirements of 220.20 must be met:

§220.20(a)(1)-(2) No person may participate in any aspect of [sponsoring university's] START-UP NY program that would result in that person experiencing a conflict of interest.

§ 220.20(a)(3) Persons must disclose actual or potential conflicts of interest to the President or CEO of the sponsoring college or university.

§ 220.20(b) Sponsoring colleges and universities must record all conflict of interest disclosures, and report those disclosures to the Commissioner of Economic Development by January 31<sup>st</sup> of each year.

§ 220.20(c) Conflict of interest policies must reflect the scope of each of the definitions.

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

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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<sup>st</sup> 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.

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### 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

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

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### 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.

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### Procedures

START-UP NY Program Participation, Procedures for

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### 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

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### 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

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### 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.

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**Appendices**

There are no appendices relevant to this policy.

Location	UnitqueID	Owner	Property Type	StreetAddress	City	ZipCode	ParcelID	Building	Space Type	Sqft	Acres	Description	on Campus	Within1mileof Campus	Latitude	Longitude	Note
Dutchess County Airport	SU-308-2-B-263NH-000-A	Dutchess County	2	263 New Hackensack Road	Wappingers Falls	12590	N/A	Parcel 3	F	30,000		Metal frame building to be built	N	N	41.6272910	-73.5441200	
Town of Poughkeepsie	SU-308-2-B-046VA-000-A	Great Eastern Lithograph	2	46 Violet Avenue	Poughkeepsie	12601	134689-6162-02-512626-000	Industrial	G	46,575		Partial building	N	Y	41.7182910	-73.9112510	
City of Poughkeepsie	SU-308-2-B-211CS-000-A	Dutchess Industrial Park	2	211 Cottage Street	Poughkeepsie	12601	131300-6162-73-509126-000	Industrial	G	35,627		First floor, Suites 101-118	N	N	41.7045700	-73.9114510	
City of Poughkeepsie	SU-308-2-A-259GA-000-A	Peter L. Schoonmaker	2	259 North Grand Avenue	Poughkeepsie	12601	134689-6162-16-967480-000	Industrial	F	8,100		Entire building	N	N	41.7139030	-73.8945360	
City of Poughkeepsie	SU-308-2-B-9WD-000-A	Joey Zero, LLC	2	9 West Oakley Street	Poughkeepsie	12601	131300-6162-62-197319-000	Industrial	F	18,000		Entire building	N	N	41.4235890	-73.5522730	

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

**Designated Land or Buildings Unique ID Standard**

See Sheet 2: SUNY Unique ID Codes



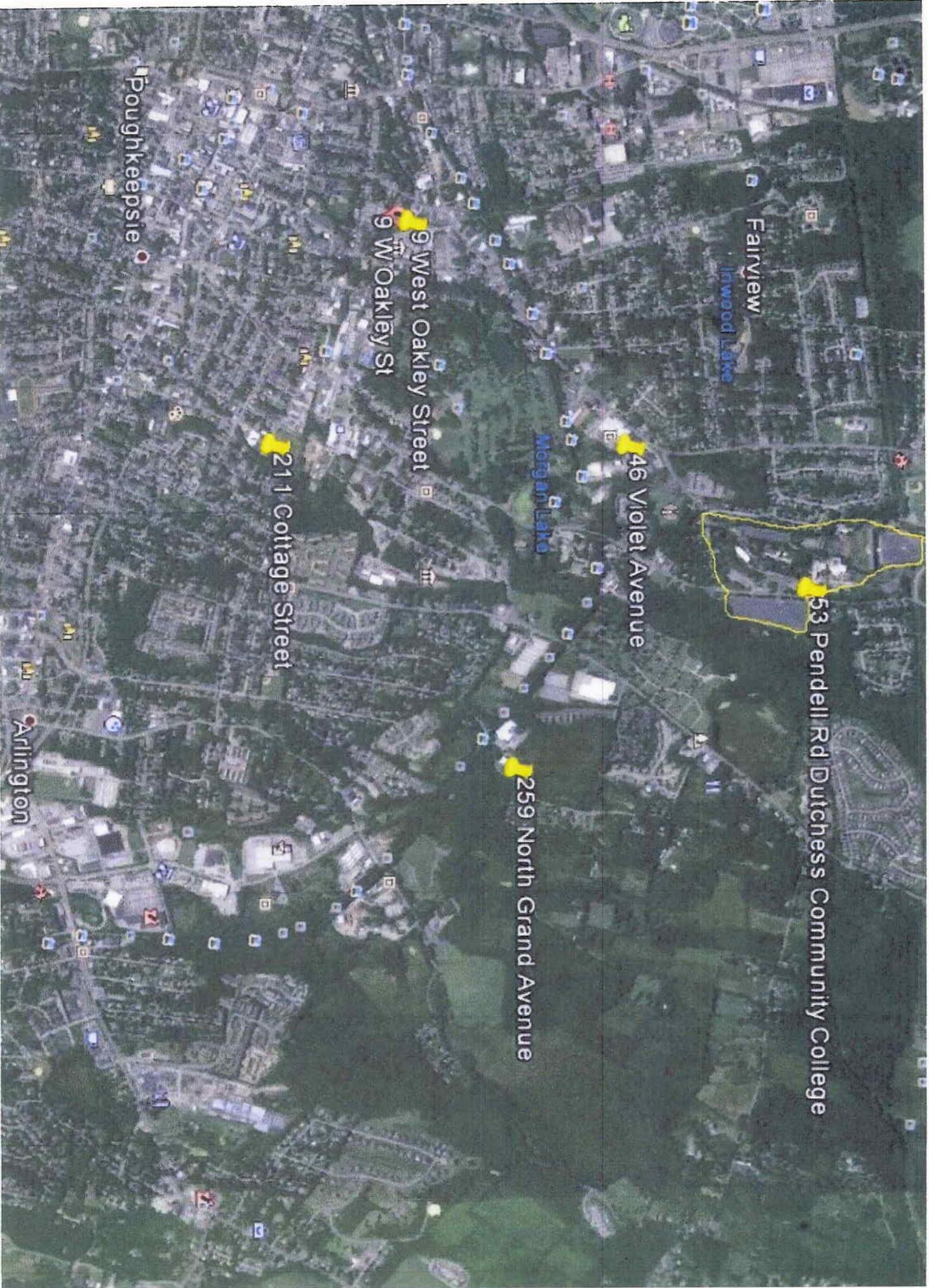
Google earth

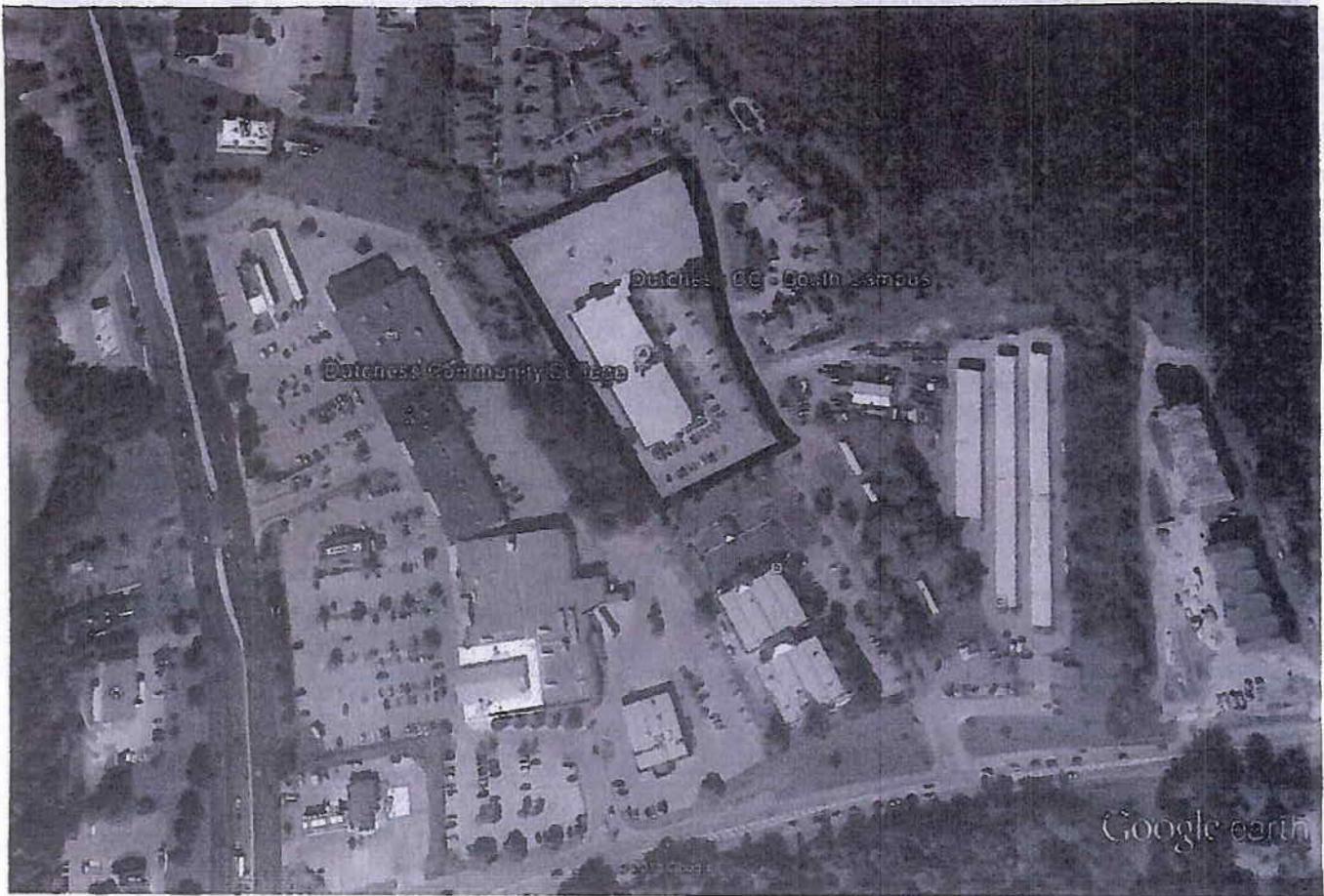
feet  
km



**Dutchess Community College**  
**53 Pendall Road**  
**Poughkeepsie, NY 12601**

**CAMPUS OUTLINE**





Google earth

feet  
meters



**DCC South Campus  
31 Marshall Road  
Wappingers Falls, NY 12590**

**CAMPUS OUTLINE**

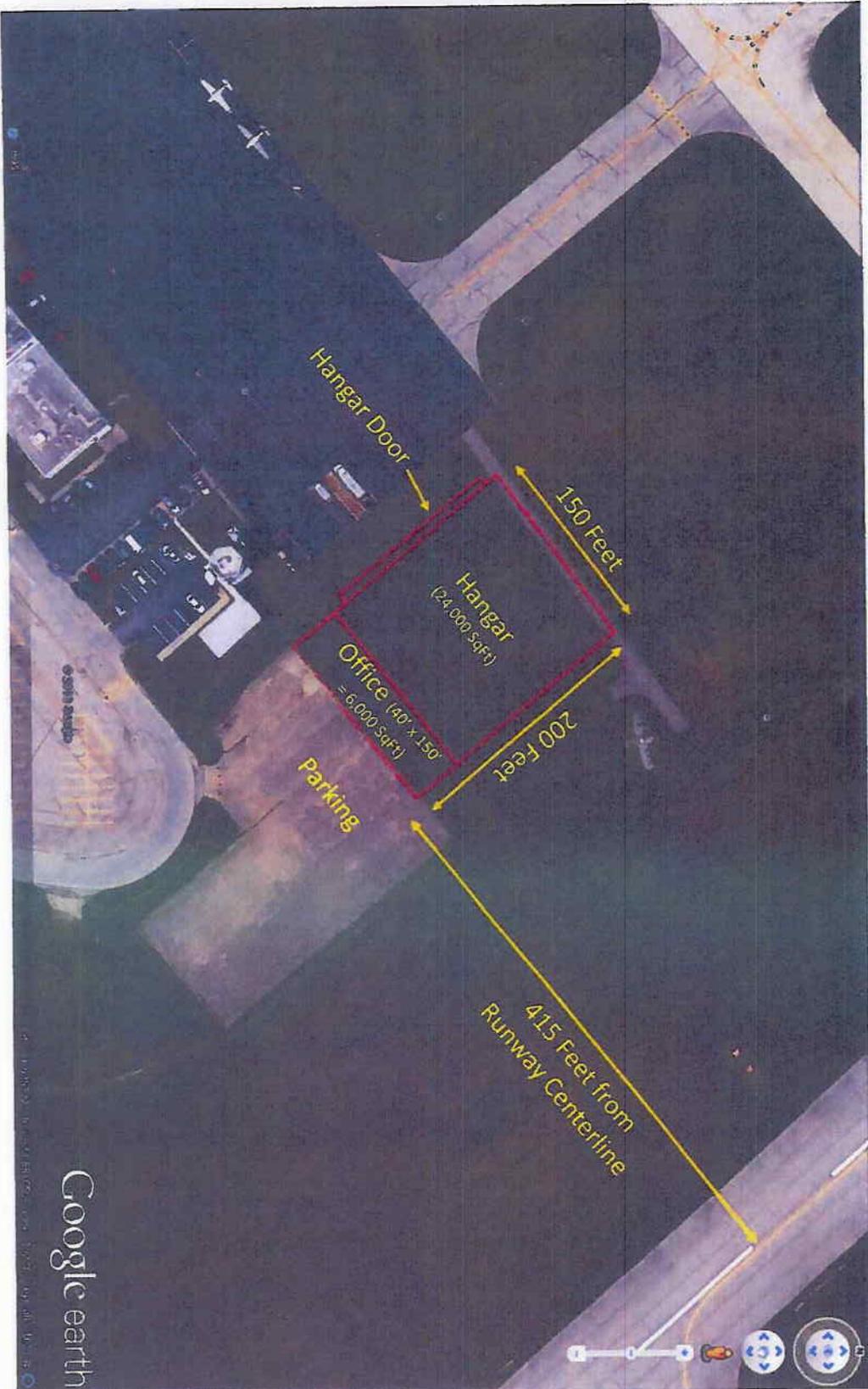


Google earth

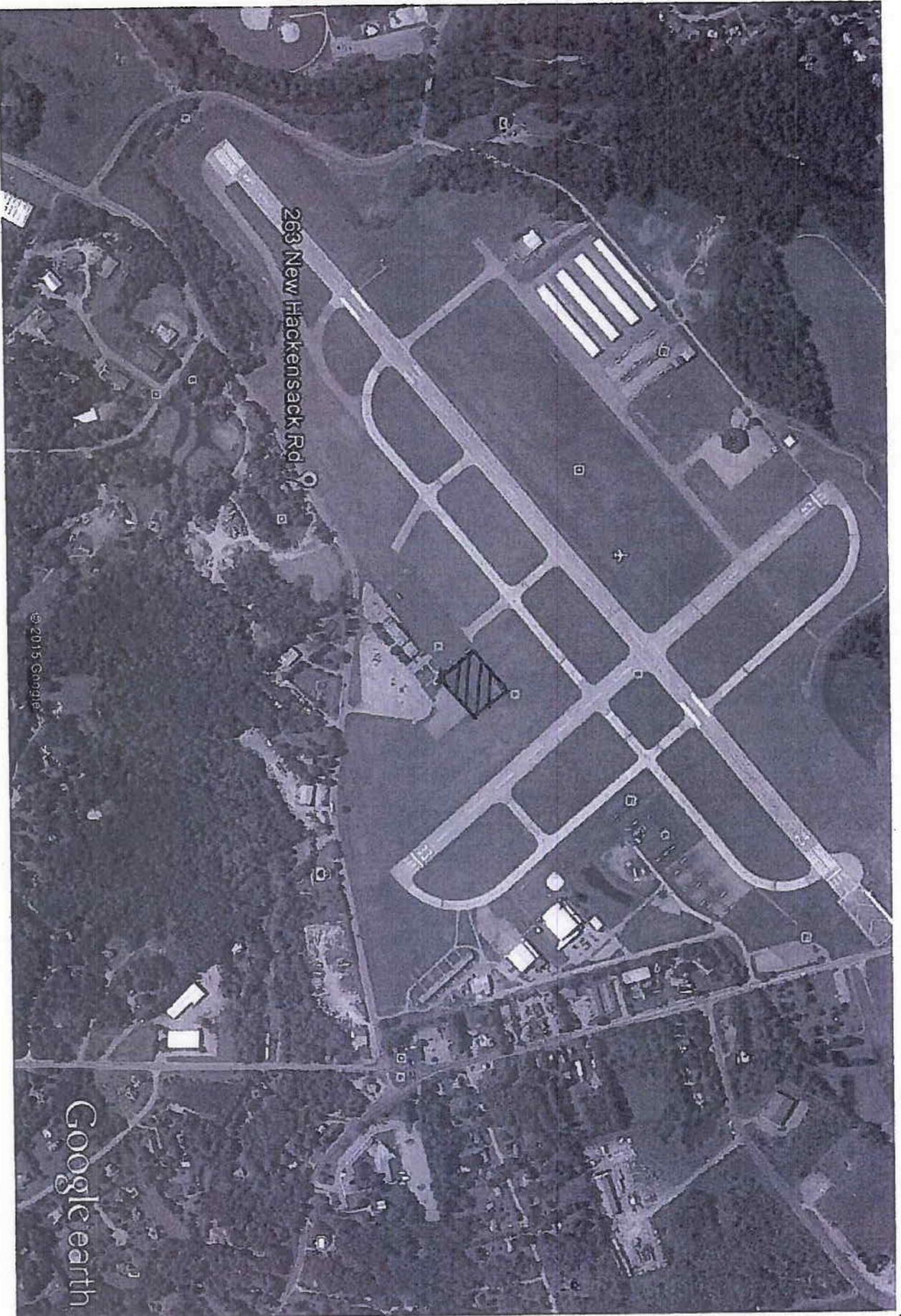
**DESIGNATED PROPERTY IN RELATION TO SOUTH CAMPUS:  
(31 Marshall Rd., Wappingers Falls, NY)**

**263 New Hackensack Rd.**

**DUTCHESS COUNTY AIRPORT  
263 NEW HACKENSACK RD.  
WAPPINGERS FALLS, NY 12590  
SU-308-2-B-263NH-000-A**



**30,000 s/f HANGAR/OFFICE  
(To be built as shown)**



© 2015 Google

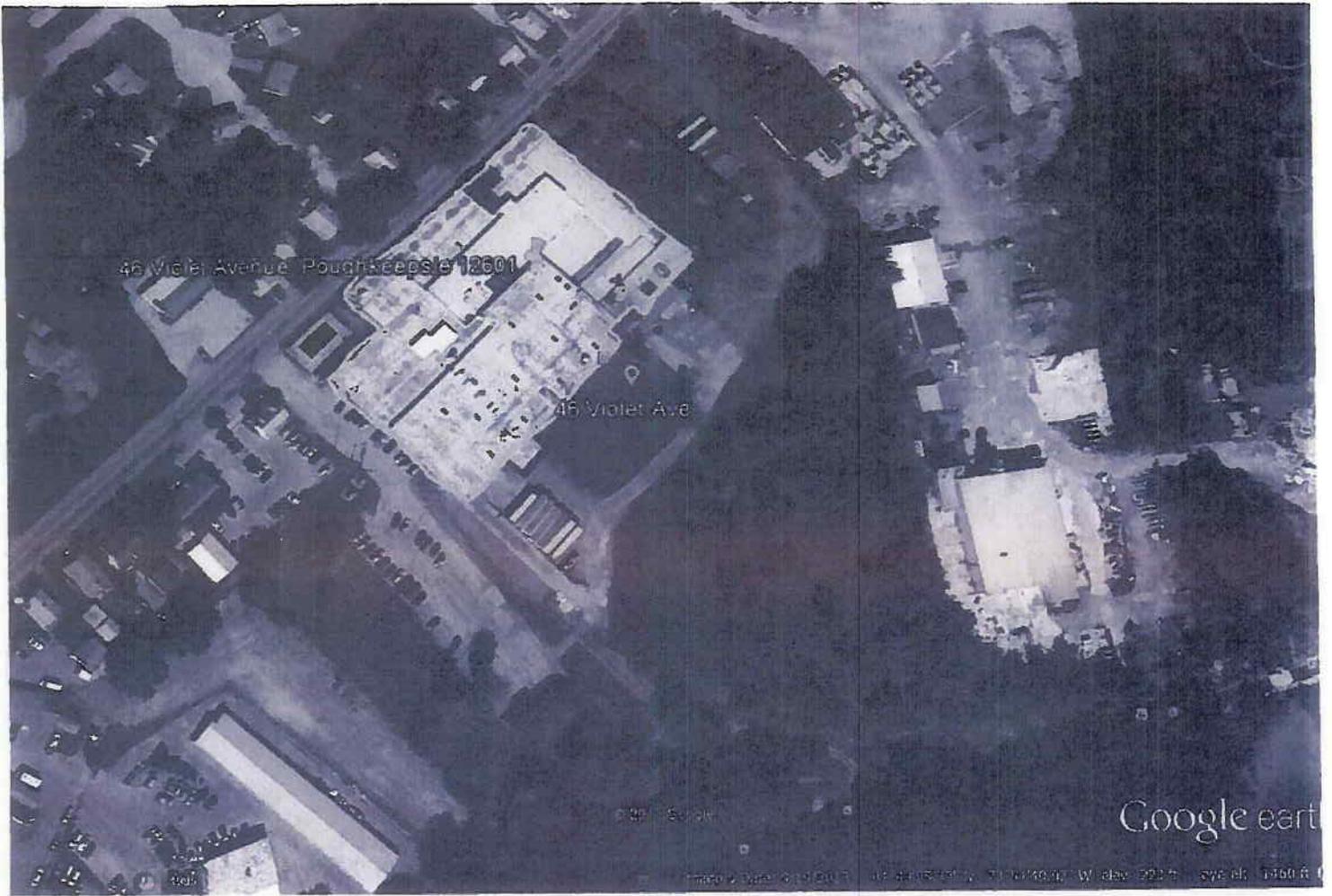
Google earth

Google

**SU-308-2-B-263NH-000-A**

**30,000 s/f**

**(new building in relation to airport)**



**46 VIOLET AVENUE  
POUGHKEEPSIE, NY 12601**

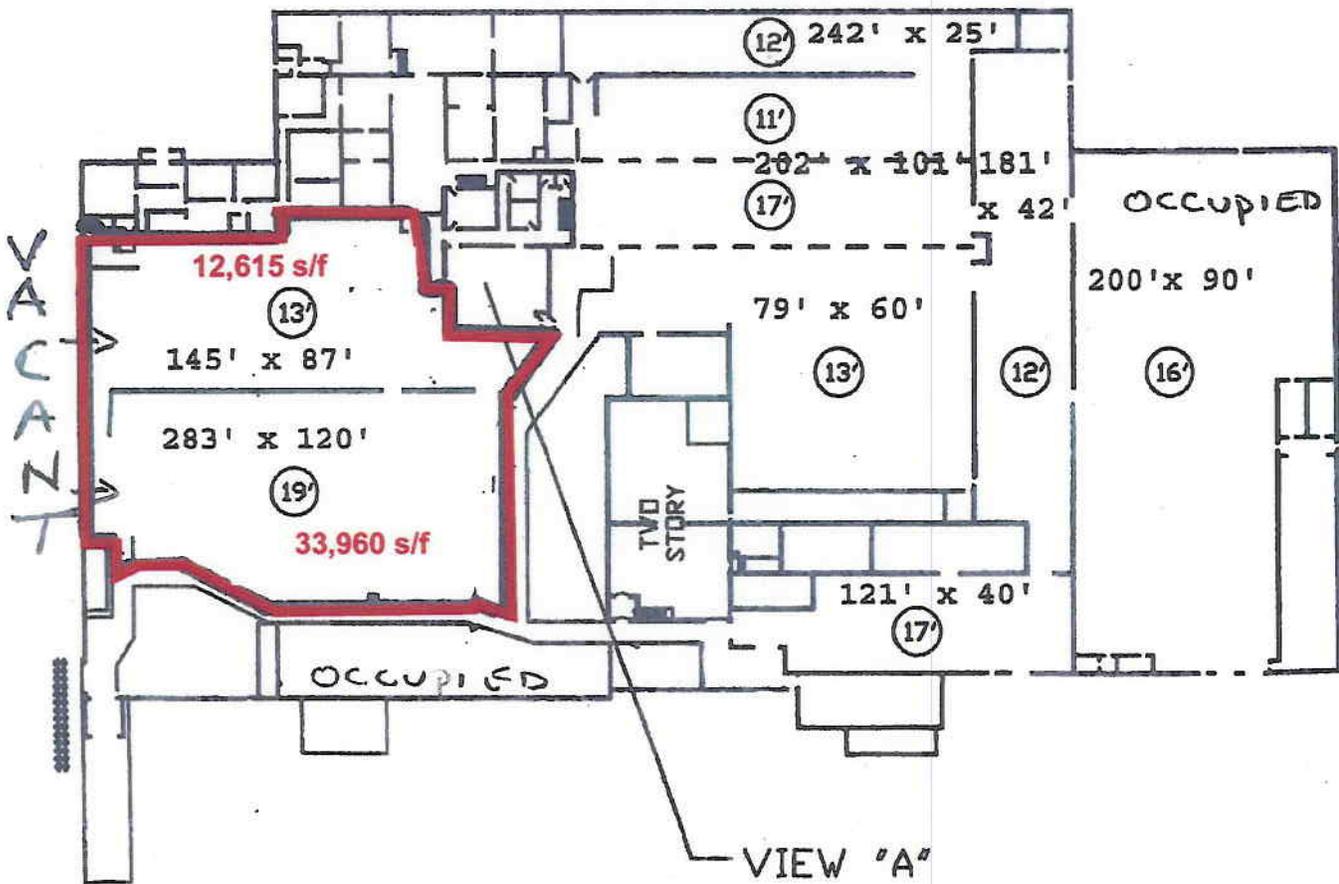
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46,575 s/f**

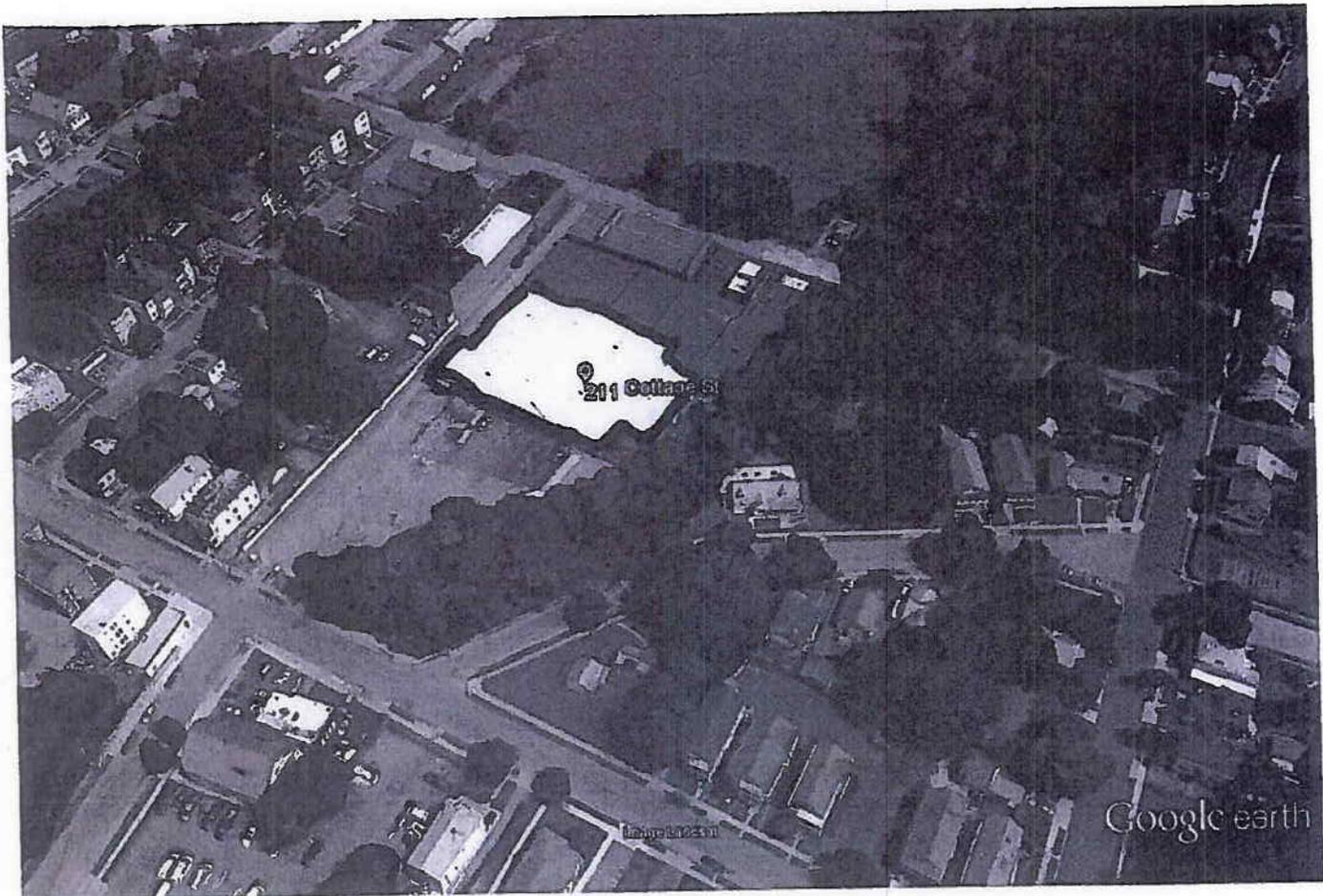
46 Violet Ave.  
SU-308-2-B-046VA-000-A  
46,575 s/f

APPROXIMATE CEILING  
CLEARANCE HEIGHTS



RT 9G - VIOLET AVE.





Googl

**211 Cottage Street  
Poughkeepsie, NY 12601**

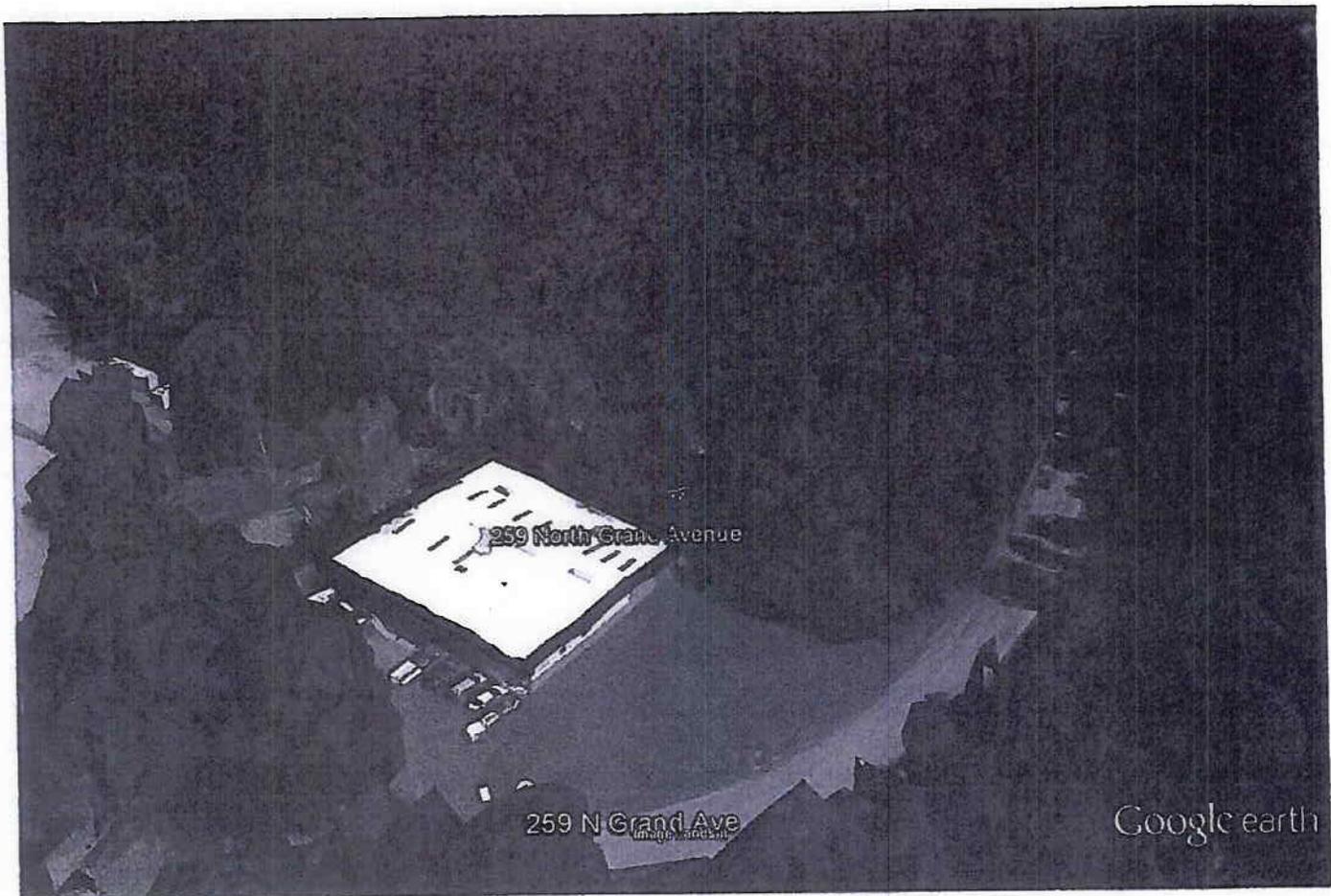
**SU-308-2-B-211CS-000-A  
35,627 s/f  
First Floor Suites # 101-118**



**211 Cottage Street  
Poughkeepsie, NY**

**SU-308-2-B-211CS-000-A  
35,627 s/f  
First Floor- Suites 101-118**

  
 PLAN NORTH  
 DUTCHESS COUNTY INDUSTRIAL COMPLEX  
 211 COTTAGE STREET, POUGHKEEPSIE, NY  
 ROMANO ARCHITECTS



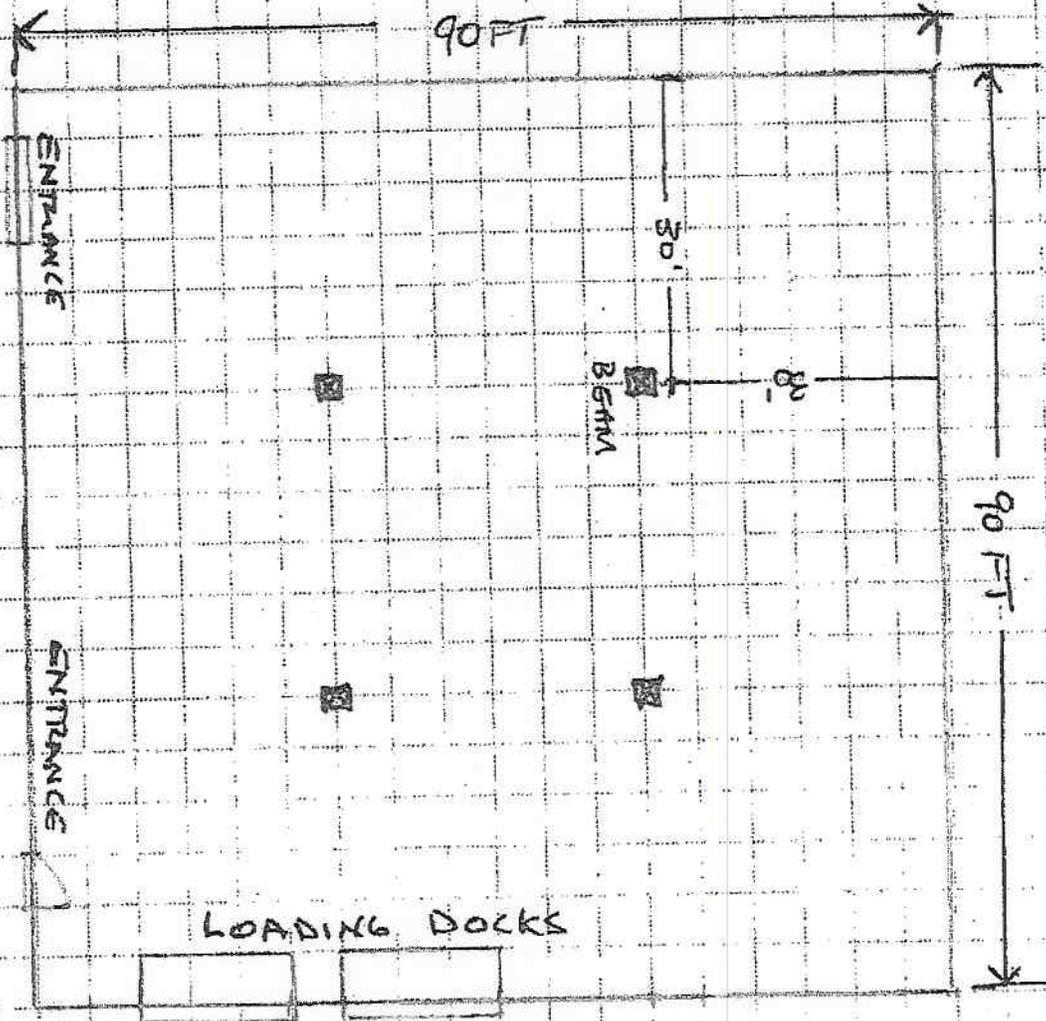
Google earth



**259 North Grand Avenue  
Poughkeepsie, NY 12601**

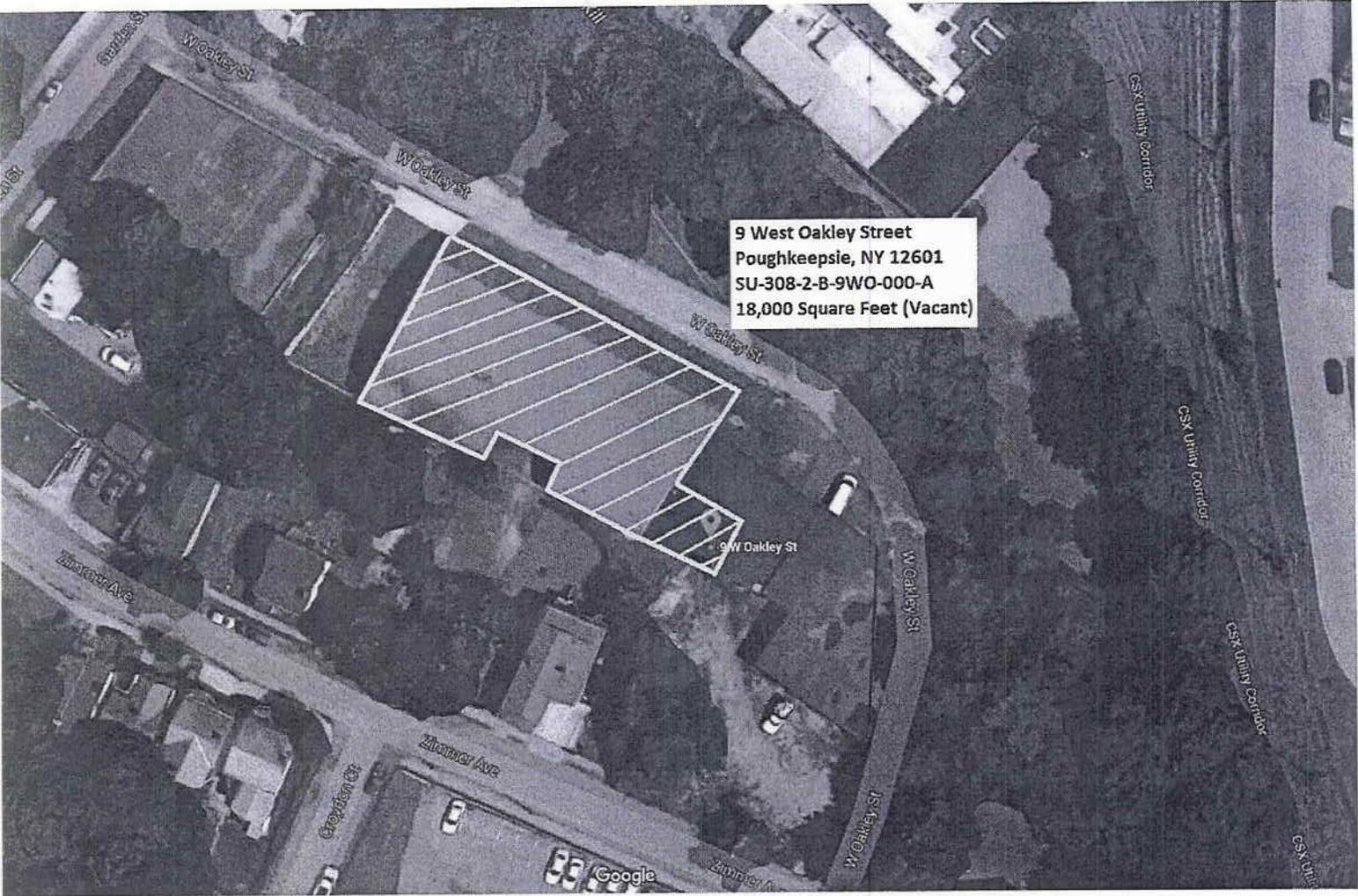
**SU-308-2-A-259GA-000-A  
8,100 s/f  
Entire Building**

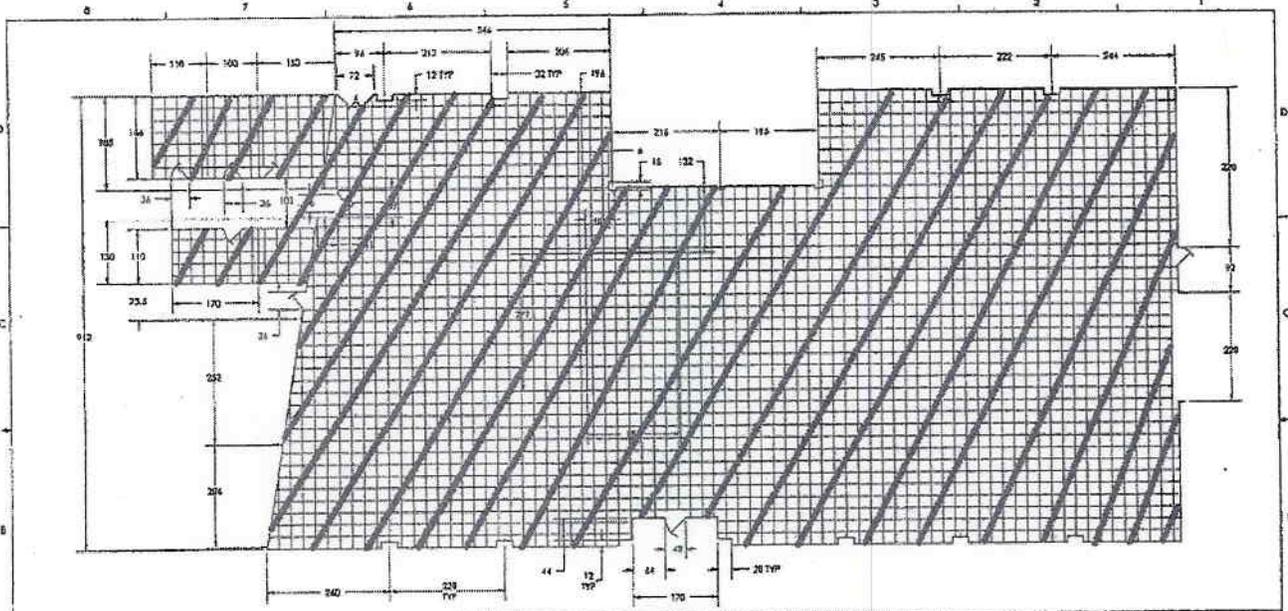
# FLOOR PLAN



259 North Grand Ave.  
Poughkeepsie, NY 12601  
SU-308-2-A-259GA-000-A  
8,100 s/f  
(best available floor plan)

**9 West Oakley Street**  
**Poughkeepsie, NY 12601**  
**SU-308-2-B-9WO-000-A**  
**18,000 Square Feet (Vacant)**





- drawing shows interior walls  
 - all dimensions in inches  
 grid overlay 24" (2')

CHANGES		MATERIAL	
ECN	ECN		
A	H	PATTERN NO.	
B	I	PART NAME	PCM FLOORPLAN 8 WEST OAKLEY STREET
C	J	FINISH	
D	K	HEAT TREATMENT	
E	L	LEAVE COFT	CARE (S/FT)
F	M	ASSEMBLY	
G	N	NO. USED	
		NON LIMIT	
		SUPERSEDES	OF
		SUPERSEDED BY	OF
		DATE	4/25/2018
		SCALE	1:150
		DRN	S.M
		CHK	P.K

9 West Oakley Street  
 Poughkeepsie, NY 12601  
 SU-308-2-B-9WO-000-A  
 18,000 Square Feet (Vacant)