

**Representations, Certifications, and Assurances for Hartwick College's Plan for Designation of Property as a START-UP New York Tax-Free Area**

By reference to the Guide for Submitting Campus Plan for designation of Tax-Free NY Area(s)

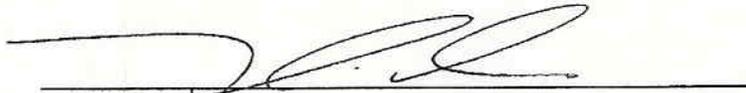
iii. This statement serves to certify that Hartwick College is in compliance with the Commissioner's rules and guidelines on anticompetitive behavior made pursuant to section four hundred forty-two of Article 21 of the Economic Development Law, including certifications of efforts to check for local competitors.

iv. This document also attests that the vacant property on Hartwick's campus, the proposed Tax-Free NY Area, has not been financed with any tax exempt bonds.

v. This also certifies that the property is vacant and that Hartwick College has not relocated or eliminated any academic programs, any administrative programs, offices, housing facilities, dining facilities, athletic facilities, or any other facility, space or program that actively serves students, faculty, or staff in order to create vacant land or space to be designation as a Tax-Free NY Area.

vi. This is also an assurance that the property is within Hartwick's campus boundaries; however, the College has informed the chief executive officer of the municipality and the economic development entity regarding its plan for designation of part of the campus as a Tax-Free New York area.

vii. The information contained in Hartwick's application is, to the maximum extent possible, accurate and complete.



Dr. Margaret L. Drugovich  
President, Hartwick College



**HARTWICK  
COLLEGE**

est. 1797

**Start-Up New York Campus Plan for Designation of  
Tax-Free Area**

**Submitted to Empire State Development Corporation  
by Hartwick College**

**May 2014**

1. **Campus Name:** Hartwick College  
**Contact Person:** Dr. Margaret L. Drugovich, President  
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2. **Identification of the space and/or land being designated**

Hartwick College is applying for participation in the START-UP NY program as an educational partner.

In addition, Hartwick is applying for the designation of a vacant area of the Hartwick campus in Oneonta, New York as a qualified START-UP NY program site. The available area consists of 50,000 square feet within a 25-acre section of cleared property on Oyaron Hill near the uppermost boundary of campus, the northern half of which is located in the Town of Oneonta, and the southern section in the City of Oneonta. The property is currently vacant; a practice field is located adjacent to the area but is not included in the 50,000 square foot space proposed for designation as a tax-free zone.

Grid number: 299140/898130  
Parcel number: 287.16-1-1.1  
Longitude: 42-27  
Latitude: 075-04'-01" W

- See attached:**
- i. digital files containing Polygon shapefile of campus area
  - ii. digital files containing Point shapefile of vacant space
  - iii. Property Designation spreadsheet
  - iv. Campus Map

3. **Description of Types of Businesses and Links to the Academic Mission of Hartwick College:**

Hartwick College is well-prepared to participate as a partner to business in the Start-Up NY program. The Hartwick College community has significant intellectual resources and many active research and practice-based activities that would align well with the needs of business. Hartwick College has been an important economic force in the community since the 18<sup>th</sup> century and has a vested interest in promoting the economic vitality of upstate New York. As one of the largest employers in Otsego County, our annual economic impact is estimated at over \$100 million.

Hartwick is committed to educating students for successful careers and purposeful lives, and has an abiding interest in retaining its alumni within the state. We are eager to leverage our intellectual capital to help create good-paying jobs. Though close to 70% of Hartwick students are from New York State, many graduates find that they must leave the state after graduation in an effort to secure post-graduate employment.

A tax-free zone on or near Hartwick's campus could be developed for a variety of purposes, all of which would link to the academic mission of Hartwick College. The types of businesses that could locate in the START-UP NY-designated area include: 1) a new or start-up company, 2) an out-of-state company relocating to New York State, or 3) an expanding business currently based in New York State. Prospective businesses will have to substantiate that they will create net new

jobs, in addition to being aligned with Hartwick's academic mission and offering community and economic benefit.

**Industry Sectors:**

These business sectors will align well with the mission of the College and our current academic programs:

- Agriculture and Food (Hops cultivation and processing)
- Battery Technology (storage research)
- Bioengineering and Genetics
- Biotechnology/Biomedical Research, product development, testing, or storage
- Environmental Research
- Geotechnical Research
- Health Care Research and Technology
- Renewable Energy Development
- Arts Production or Warehousing
- Business Marketing

**Academic Mission:**

*Hartwick College, an engaged community, integrates a liberal arts education with experiential learning to inspire curiosity, critical thinking, creativity, personal courage and an enduring passion for learning.* Further, our efforts are guided by an Organizing Principle that states: Hartwick College will be the best at melding a liberal arts education with experiential learning. As a result of Hartwick's institutional commitment to experiential learning, close to 60% of Hartwick students study abroad, 40% perform internships or practica, and 100% produce a thesis or senior capstone project before they graduate.

The College offers 31 degree programs, including popular and outstanding programs in the sciences, nursing, and business. The academic and practical work associated with these programs could be of great benefit to business.

Hartwick faculty and students have received competitive research grants, published in peer-reviewed journals, and presented at national and international conferences. All faculty grants in the sciences have included student research and hands-on learning opportunities. Hartwick's Tissue Culture Laboratory was established with a grant from Corning, Inc. Foundation and an ongoing partnership with Corning continues to fund research and curriculum development. Corning, Inc. also provided funding to create Hartwick's glassblowing program; Hartwick's program is one of a small number at liberal arts colleges. Students have interned at the Corning Museum and graduates have worked as glassblowers at the Corning facility.

The Department of Geology and Environmental Sciences is research-oriented with strong laboratory and field components; students have direct access to rock-preparation, computer, mineralogy, and geochemistry labs for hands-on learning during individual research, class work, and group projects, and the department places great emphasis on experiential learning outside the classroom. Students conduct research in the Adirondacks, the deserts of southwest Texas, and the volcanoes of Hawaii. The Department of Geology and Environmental Sciences addresses economic, social, and environmental issues - oil and mineral exploration; safe disposal of industrial and municipal wastes; preservation of groundwater supplies; and the choice of sites for dams, nuclear power plants, and high-rise buildings - issues that are relevant to economic development in New York State.

In the disciplines of biology, chemistry, business and economics, Hartwick faculty have included hands-on learning in courses such as *Microbes, Markets, and Food*, which explores the biology and economics of wine, cheese, and beer making. Faculty and students in Biology and Chemistry are working with local breweries to provide various types of testing and analysis. For example, a professor-student team is collaborating with Scott Britton at Brewery Ommegang to investigate the microorganisms that occur naturally on hops, in an effort to determine how they might impact new brewing technologies that increasingly rely on fresh, instead of dried, hops.

Hartwick's Economics program has provided research and practical business assistance through internships in the areas of hops growing, municipal strategic planning, barley production, small business tax policy, and microbusiness. Students in the Business program have conducted research on economic development issues and provided analysis to the City and Chamber of Commerce. Hartwick is currently exploring the possibility of collaborating with the Industrial Development Authority in creating the Susquehanna Regional Center for Entrepreneurship, Innovation, and Incubation to directly connect student/faculty research with businesses toward the goal of job creation.

**Sector specific opportunities that tie to Hartwick's mission and experiential learning approach:**

**Agriculture.** Several potential hops growers have contacted the College or participated in needs assessment meetings and described the necessity of soil testing in order to evaluate the possibility of planting hops. A member of the Economics faculty has worked closely with the Oneonta Community Alliance to study the feasibility of reviving hops growing locally and a student is investigating the viability of barley malting.

Following the first Beer, Wine, and Spirits Summit, laws governing production and sale of beer and wine were revised and the state is promoting hops farming by providing incentives to brewers who purchase hops grown in the state. The New York State Farm Brewery Law permits on and off-site sales at reduced cost, provided that a percentage of the ingredients have been grown in New York.

Several local entrepreneurs are actively pursuing growing and processing hops and there are currently four hops growers in Otsego County, but according to research compiled by a Hartwick economist and student intern, the region could support expansion of hops growing. A rough estimate of local demand puts the annual need for hops at 80-100,000 pounds which would require upwards of 90 acres under cultivation. Since 2013, the College has been contacted by four more potential hops growers. According to Steve Miller, Cornell Cooperative Extension's hops expert in New York State, "...the type of high quality aromatic hops grown in New York is in great demand by craft brewers. The industry is expanding production as quickly as possible and there is a need to develop information that is pertinent to the Northeast."

The College is proposing that hops growers, hops processors, or other types of agribusinesses could locate on the available campus site; the site may also be appropriate for test farms and research or processing facilities.

**Craft Food and Beverage.** The development of the craft food and beverage industry locally presents opportunities for undergraduate research and internships for students as well as jobs in emerging fields for Hartwick graduates. Currently, there are no formal relationships between higher education and the craft food and beverage industry in New York State.

The interests and needs of craft food and beverage producers are aligned with existing courses in Hartwick's curriculum and with the research interests of Hartwick's faculty and students. A Hartwick biology major is pursuing soil research that has direct relevance to hops growing. The lab manager at Brewery Ommegang, the largest brewery in Otsego County, sought out Hartwick's biologists to discuss the possibility of collaborating with students and faculty on biochemical research related to brewing science and using Hartwick's labs for product testing. (In Europe there is a long tradition of interaction and collaboration between brewers and institutions of higher education.) Ommegang is one of Otsego County's economic development success stories. Its expansions in recent years were supported by the Mohawk Valley REDC and the Otsego County Industrial Development Authority.

Faculty and students in Biology and Chemistry can provide various types of testing and analysis needed by brewers; in fact, all Hartwick science students are required to produce a senior thesis. Collaboration with craft brewers provides opportunities for students to conduct original mentored research that can result in presentations and publications. Many craft food and beverage producers expressed an interest in testing that would focus on quality improvement, helping them to develop or enhance their products and enabling them to market them more effectively. Hartwick departments of Geology and Environmental Science could collaborate with hops growers in continuous soil monitoring and analysis and longitudinal studies of hops growing.

Hartwick is creating the Center for Craft Food and Beverage to provide testing, marketing research/ business planning, and education. The Center was approved for a grant from Empire State Development Corporation through the Consolidated Funding Application process in 2013. The College has participated in discussions related to the possible creation of a Food Hub in Otsego County which would connect food and beverage producers to larger markets.

The College is proposing that a craft food and/or brewer related business could locate on the available campus site, and would be greatly advantaged by association with Hartwick's faculty and students, as well as by proximity to the Center for Craft Food and Beverage.

**Environmental Research/Renewable Energy Development.** Issues related to gas extraction and their potential environmental impact in rural farm communities are relevant to energy development in New York State.

Hartwick faculty and students have received competitive grants to study the environmental impact of pesticides on amphibians. Their work was published in *Science*, the premier journal in biology, and was featured on BBC Earth News. A Hartwick biologist has studied the presence of bacteria resistant to antibiotics in local streams and rivers. Faculty in Chemistry and Geology are researching chemical deposition and the effects of acid rain. The lodge at Hartwick's Pine Lake Environmental Campus (PLEC) is powered by solar panels and the PLEC has served as a long-time demonstration site for sustainable building practices. Students constructed two natural buildings at the Lake, a Strawbale house and a cob house, both of which have intentionally small ecological footprints and are examples of construction that requires less in terms of non-renewable resources. A faculty member in Economics is conducting ongoing research on the intersection between ecological sustainability and economic development, and a student in Economics recently completed an internship studying carbon sequestration models.

Environmental research firms or solar energy producers could use Hartwick's property, which is located on the top of Oyaron Hill, as a research or demonstration site for new sustainable energy technologies such as photovoltaic panels or biofuels. The vacant property at Hartwick can also be used as a site for environmental research or renewable energy development.

**Biotechnology and Medical Research.** The Hartwick College site could be developed as a research or manufacturing site by a biotechnology start-up company. The proximity to Hartwick's labs and researchers, and its vibrant intellectual community, would provide an attractive site for companies that need access to skilled interns and scientists.

**Health Care.** The Affordable Care Act is creating new markets and expanding access to health care. There are many types of business opportunities for the development of equipment, devices, or technology for the management of chronic illness, technology to support telemedicine or the development of software for health education applications. Hartwick's nursing program has a 70-year record of providing nursing education, and the program is accredited by the Commission on Collegiate Nursing Education. Hartwick student nurses work in health care organizations across the region and are also actively involved in community service and research. Hartwick has had a long-term and mutually beneficial relationship with Bassett Healthcare Network. Hartwick students have conducted research on the expenditure implications of expanded health care coverage, and the role of government in the provision of health care based upon a comparative analysis of national health care policies.

The Hartwick College site could be developed as a research or manufacturing site by a company related to the maintenance or management of health care. Hartwick provides nursing education using state-of-the-art technology including simulation equipment and distance education technology. The research of faculty and nursing students in areas such as diabetes patient education and public health policy could be attractive to a company in the health care domain.

**Arts Production or Warehousing.** Hartwick's Anderson Center for the Arts houses Hartwick's well-regarded music and fine arts programs. Arts faculty and students work in the areas of glass blowing, ceramics, painting, metal and materials sculpture, and photography. The Hartwick College site, or a site near-by, could be developed as a research, manufacturing, or warehousing facility for arts materials or products.

In summary, Hartwick is actively seeking businesses with which to partner in order to offer students an even wider array of experience-based learning opportunities while providing business partners with the advantage of skills and experience that have been honed by Hartwick faculty and students. Hartwick's research and practice-based liberal arts education prepares alumni for success. Graduates of Hartwick's science programs have earned advanced degrees from prestigious universities including Cornell University, the University of Chicago, the University of Michigan, and Yale University. Hartwick alumni have established their own labs at respected research institutions and are continuing important work on cellular growth, cytogenetics, molecular genetics, and regenerative medicine. Hartwick alumni with advanced degrees work in local and global public health initiatives, and their areas of inquiry are where new therapeutic discoveries are likely to be made. Hartwick alumni are also involved in the startup of biotechnology companies in other states. Alumni have found success in medicine, all areas of business, education, and the arts.

**4. Description of positive community and economic development benefit**

Hartwick College has worked with the City of Oneonta and the Otsego County Economic Development Department which are supportive of the College's economic development initiatives. In 2013, the City and regional economic development entities, including the Mohawk Valley Regional Economic Development Council (REDC), supported the College's application through the Consolidated Funding Application. The College proposed the creation of the Center for Craft Food and Beverage to support small businesses that are growing and have the potential

to generate positive community and economic benefits. The REDC rated the Center as a priority project. Hartwick continues to reach out to local and regional economic development agencies and is currently working closely with the restructured Industrial Development Authority to coordinate efforts and to leverage the College's resources to support economic development. Designation of the campus-based site as a tax-free zone would result in the creation of jobs through company startups, expansions, or relocations. Companies that have a link to the College's academic mission would provide internships and experiential learning opportunities for students and jobs for graduates. The research areas linked to Hartwick's academic programs are attractive to entrepreneurs and biotech companies that would diversify the local economy. Several of the initiatives described would support existing small scale businesses and would boost the local economy.

**5. Description of business solicitation and selection process**

Hartwick College is working with the Industrial Development Agency and the Economic Development Department of Otsego County, as well as the Regional Economic Development Council, to explore ways in which the College can partner with businesses to promote economic development. The College is speaking with potential business partners directly. The Susquehanna Regional Center for Entrepreneurship, Innovation, and Incubation, proposed by the IDA, could serve as a single point of business support for expanding businesses. The College will market the tax-free designation through its nation-wide network of alumni and friends. Hartwick will follow-up on state-wide marketing efforts aimed at attracting business to New York State by working closely with the Governor's Start-Up NY office.

The College will create a START-UP NY Advisory Committee composed of the President, the Vice President of Finance, the Provost, and one faculty from each of the Hartwick academic programs in business, economics, the sciences and nursing, and the Director of Corporate, Foundation, and Government Relations. Members of the Advisory Committee will be chosen by the President. The Committee will seek input from additional campus constituents on matters related to facilities use, space and land, and business/financial impact. The Committee will make recommendations to the President for final approval. Per the College's governance process, the selection of a business partner will be approved by vote of the Hartwick College Board of Trustees.

The Advisory Committee will review and evaluate business applications for startup companies, business expansions, and businesses relocating to New York State. The Committee will determine if applicant businesses meet the eligibility criteria and are compliant with the guidelines established by the START-UP NY program in terms of competition with existing businesses. The Committee will review applicants and rate them based on a determination of alignment with Hartwick's academic mission. In addition, selection will be informed by a discussion of the following criteria:

- Is the business in an industry aligned with College research, scholarly, and creative activity?
- Does the business provide experiential learning and workforce opportunities (e.g., internships, fellowships, full-time jobs) for students and graduates?
- Does the business provide areas for partnership and advancement for faculty and students?
- Will the business provide access to research instrumentation, tools, and/or equipment necessary to advance the academic and research mission?

- Will the business fund scholarships, campus facilities or other academic services or amenities?
- Will the business and/or its employees contribute to instruction or provide student mentoring?
- Does the business offer the use of company resources, intellectual property or expertise to support the academic mission?

Hartwick will also consider each applicant's potential for positive economic benefits, taking into consideration the following factors:

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

The College will also consider community benefits related to each business's application including:

- Does the business have the support of one or more municipal or community entities?
- Will the business recruit employees from the local workforce?
- Does the business invest in underserved, economically distressed regions?
- Will the business rely on suppliers within the local and regional economy?

**6. List of Attachments:**

- i. template for leases or other agreements that will be signed with eligible businesses;
- ii. conflict of interest guidelines;
- iii. certification of compliance with the Commissioner's rules and guidelines on anticompetitive behavior
- iv. Attestation that the proposed Tax-Free NY Area has not been financed with any tax-exempt bonds;
- v. certification that Hartwick College has not relocated or eliminated any academic, administrative, or athletic programs in order to create vacant land or space to be designated as a Tax-Free NY Area
- vi. A statement signed by the President regarding municipality and economic development entity input
- vii. A statement signed by the President of the campus or college seeking the designation or by their designee that the information contained in such application to the maximum extent possible is accurate and complete.

**7. Senator James L. Seward, Senate District 51  
Assemblyman William Magee, Assembly District 121**



HARTWICK  
COLLEGE

est. 1797

**CONFLICT OF INTEREST POLICY  
for Start-UP NY**

Hartwick College's Board of Trustees, Officers, faculty and staff accept responsibility for conducting the affairs of the College consistent with our objectives to provide the best possible co-curricular experience for Hartwick's students, to provide the proper environment for Hartwick's faculty to teach, and to maintain the College on a sound financial footing.

As a general principle, service at the college shall not be used as a means for private benefit or inurement for the individual, a relative thereof, or any entity in which the individual, or relative thereof, has a business interest. However, the College respects the right of its trustees, officers, faculty and staff members to engage in outside business, financial, service, and/or other activities, recognizing that conflicts of interest do arise from time to time, and that these conflicts:

- May result from the individual's relationships with outside organizations, persons, or causes reflecting the person's prominence, reputation, and influence, and
- Need not be harmful, and, indeed may be favorable, to the College's interests, as long as they are disclosed and understood in Hartwick's decision-making processes.

A **conflict of interest** may exist when the interests or concerns of any Trustee, officer, faculty or staff member, or the individual's relatives<sup>1</sup> or associates<sup>2</sup>, may be seen as competing with the interests or concerns of the College. Such conflicts exist when the individual has a relationship, whether economic or otherwise as an owner, investor, officer, director, trustee, partner, employee, consultant, or when the individual receives compensation (direct or indirect, monetary or non-monetary) with or from any person, firm, corporation, or organization that provides (or receives) funds, goods, services, or required approvals to (or from) Hartwick, or which proposes to do so, or with which Hartwick has active and ongoing affiliations. Such affiliations might include (but would not be limited to) restricted or unrestricted donations or grants to Hartwick, contracts, consulting, investments, or landlord-tenant arrangements.

Such real or apparent conflicts are *not* considered detrimental to Hartwick if:

1. They are fully disclosed to the appropriate designated senior staff member, for faculty and staff employees or the Audit and Compliance Committee of the Board of Trustees for senior staff members<sup>3</sup>, Trustees and Officers;
2. Their nature is known and understood by the employee's immediate supervisor and the appropriate senior staff member for faculty and staff employees, and the Board of Trustees for senior staff members, Trustees and Officers;
3. Disclosure is made at the earliest practicable time;
4. The commitment of time to these activities does not interfere with the individual's duties;
5. The Trustees and Officers refrain from being present at, or participating in deliberations of the Board of Trustees or Committees of the Board, or voting on a matter considered a conflict;
6. The Trustees and Officers refrain from attempting to influence deliberations of the Board of Trustees on matters considered a conflict; and
7. The Trustee, Officer or employee always acts to foster the objectives stated in the first paragraph of this policy statement.

<sup>1</sup> "Relative" as defined by the Nonprofit Revitalization Act of 2013 includes an individual's spouse, domestic partner, child, grandchild, great-grandchild, sibling, half-sibling, ancestor or the spouse of the individual's child, grandchild, great-grandchild or sibling and/or 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

<sup>2</sup> An "associate" of an individual includes any person, trust, organization, or enterprise of which the individual or any members of his or her family is a director, officer, employee, members, partner, or trustee or that has a significant financial or other interest that enables the individual to exercise control and/or significantly influence policy.

<sup>3</sup> A "senior staff member" shall mean an employee at the level of Vice President or above.

Trustees, Officers, and senior staff members and all individuals participating in Hartwick's START-UP NY program shall make specific disclosures which, may or may not indicate a potential conflict of interest, by completing the Hartwick College Conflict of Interest Questionnaire on an annual basis, by September first of each year. The original, signed copy of the questionnaires shall be kept on file by the Assistant Secretary of the Board of Trustees.

Candidates for nomination to the Board of Trustees shall be provided with a copy of this policy and shall complete the Hartwick College Conflict of Interest Questionnaire as part of the nomination process, prior to their election to the Board of Trustees.

If after the completion of the questionnaire, a Trustee, Officer, or senior staff member becomes aware of a new, actual or potential, conflict of interest, they shall promptly disclose the conflict, in writing, by completing a new Hartwick College Conflict of Interest Questionnaire.

The Audit and Compliance Committee must approve all substantial, potential conflicting activities of the Trustees, Officers and senior staff members; the appropriate senior staff members must approve all substantial, potential conflicting activities of faculty and staff members. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by the President and senior staff members for faculty and staff employees; and by a vote of the Audit and Compliance Committee for senior staff members, Officers, and Trustees.

### **Related-Party Transactions**

Hartwick College is prohibited by law from entering into a transaction with a related party unless the Board of Trustees determines that the transaction is fair, reasonable and in the College's best interest at the time of such determination.

A "related party transaction" is defined by the Nonprofit Revitalization Act of 2013 as any transaction, agreement or other arrangement in which a related party has a financial interest, and in which the corporation or any affiliate of the corporation is a participant.

The definition of a "related party" is:

1. Any Trustee, Officer, or senior staff member of the College or any affiliate of the College;
2. Any relative<sup>4</sup> of any Trustee, Officer, or senior staff member; or
3. Any entity in which any individual defined in (1) or (2) has a 35 percent or greater ownership or beneficial interest, or for a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.

Any Trustee, Officer, or senior staff member who has an interest in a related party transaction:

1. Shall disclose in good faith to the board, or an authorized board committee thereof, the material facts concerning his/her interest in a contract or transaction and any such common directorship, officership or financial interest in a contract or transaction;
2. Is prohibited from participating in the deliberations or vote concerning the transaction, but may, upon request of the Board of Trustees or Audit and Compliance Committee provide information pertaining to the transaction prior to the commencement of deliberations or voting; and
3. Shall not participate in the administration of the transaction by the College.

The Board of Trustees or Audit and Compliance Committee will undertake an independent review of transactions between the College and related parties, and affirmatively determine that such transactions are in the College's best interest.

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<sup>4</sup>"Relative" as defined by the Nonprofit Revitalization Act of 2013 includes an individual's spouse, domestic partner, child, grandchild, great-grandchild, sibling, half-sibling, ancestor or the spouse of the individual's child, grandchild, great-grandchild or sibling and/or 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.

Before acting on a transaction between the College and a related party, the Board of Trustees, by its Trustees, will:

1. Consider alternative transactions to the extent available;
2. Approve the transaction as fair and reasonable to the College by a majority of those participating at a meeting; and
3. Contemporaneously document the approval and consideration of alternatives.

A copy of this Conflict of Interest Policy shall be provided annually to each Trustee, Officer, senior staff member, faculty and staff employee who is currently serving the College, and every new Trustee, Officer, and employee shall be advised of this policy upon joining the Hartwick community.

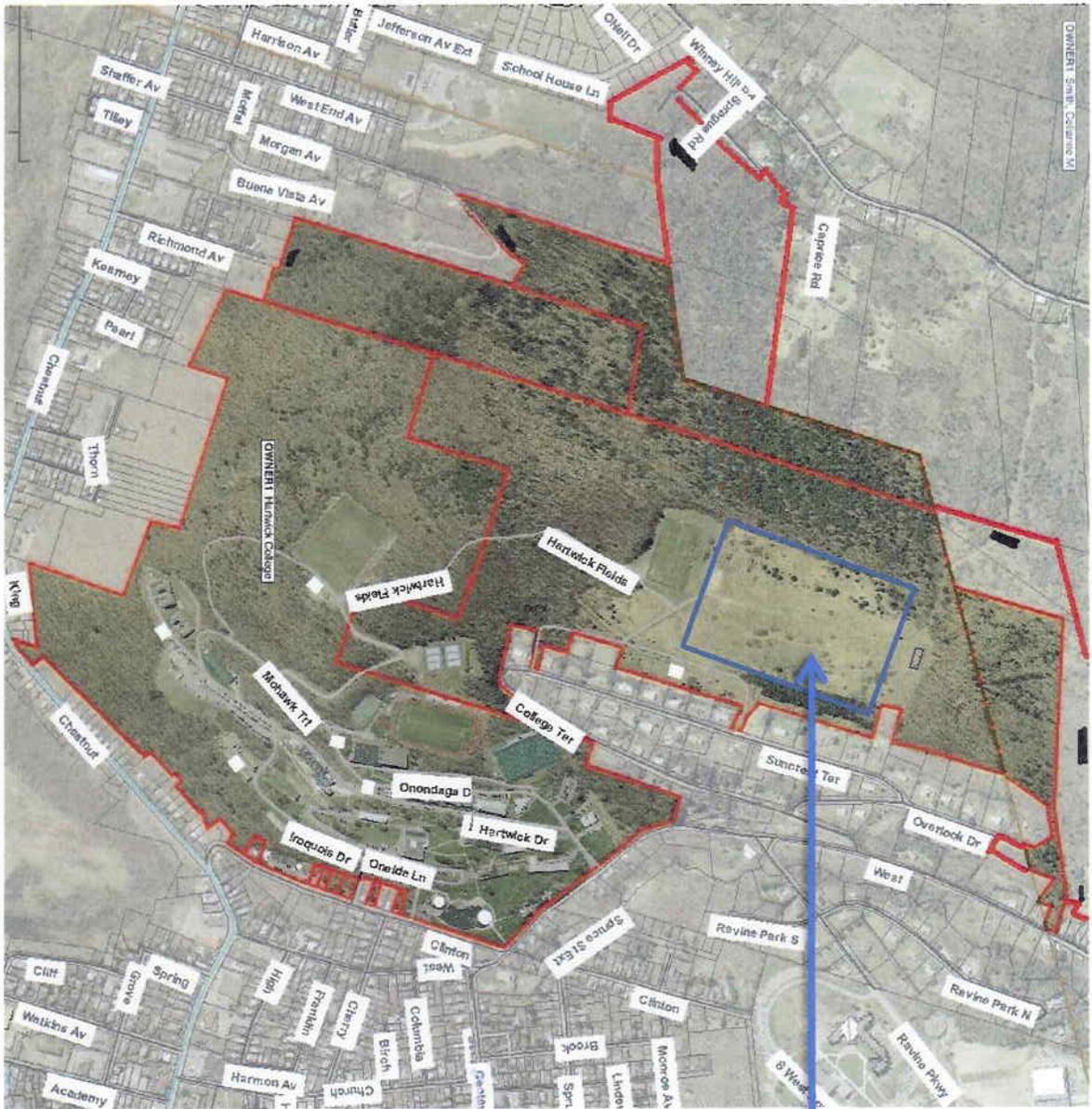
This policy shall be reviewed periodically to ensure it aligns with legal requirements and best practice.

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**AS IT RELATES SPECIFICALLY TO THE START-UP NEW YORK PROGRAM:**

Hartwick's conflict of interest policy prohibits persons from participating in any activity related to the START-UP NY program that would cause those persons to experience a conflict of interest. This includes conflicts of interest experienced by any persons involved in Hartwick College's START-UP NY program, including persons unaffiliated with Hartwick who serve as members of any panel or committee that recommends businesses for acceptance into the START-UP NY program. Actual or potential conflicts of interest will be reported to the State by Hartwick College in the course of administering the START-UP NY program.

- No person may participate in any aspect of Hartwick College's START-UP NY program that would result in that person experiencing a conflict of interest.
- Persons must disclose actual or potential conflicts of interest to the President or CEO of the College.
- Hartwick College will record all conflict of interest disclosures, and report those disclosures to the Commissioner of Economic Development by January 31st of each year.



- Hartwick Campus border and lots
- - - Town of Oneonta Line
- 25-acre Vacant Property

Hartwick's campus boundary is indicated by the bold red line. The 50,000 square foot area proposed for designation by Start-UP NY is within the 25 acre cleared property indicated in the blue outlined box.

Location	Uniqueld	Owner	PropertyType	StreetAddress	City	ZipCode	ParcelID	Building	SpaceType	Sqft	Acres	Description	onCampus	Within1milesOfCampus	Latitude	Longitude	Note
ex: City of Albany Oneonta	H-1-2014 BIC000125	SUNY Albany Hartwick College	1	1400 Washington Ave Hartwick Drive	Albany	12222	14	ABC Building N/A	B	4750 50,000		Third floor Vacant Property	Yes Yes	no N/A	42.6548860	-73.7979340	

- \* 1= on campus
- 2 = 1 mile off campus
- 3= State Asset

- \*\* Aseintre 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