



The State University
of New York

Office of the
Chief Financial Officer

State University Plaza
Albany, New York 12246

www.suny.edu

February 26, 2014

President Anne M. Kress
Monroe Community College
1000 East Henrietta Road
Rochester, NY 14623

Re: START-UP NY

Dear President Kress:

Congratulations. Attached is the approved application for Monroe 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 Monroe 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 the typed name.

Robert M. Haelen
Interim Chief Financial Officer

Attachment
Copy: SUNY START-UP NY Proposal Review Team

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To Search
To Serve

the Power of 



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: Anne M. Kress, President
Re: Monroe Community College, Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan")
Date: December 24, 2013

For campus Office of the President:
The arrangement documented in the attached Campus Plan is aligned to the academic mission of [insert campus name] and in accordance with all SUNY policies, procedures, and guidelines.
[Signature]
Signature of campus President
Anne M. Kress

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 the Chancellor [approve/reject] the attached Campus Plan:
[Signature]
Proposal Review Team Co-Chair
Date: 2/26/14
[Signature]
[inset] Co-Chair's name]

For SUNY Office of the Chancellor:
The attached Campus Plan is hereby [approved/rejected] for campus submission to the chief executive officer of the municipality or municipalities in which the proposed Tax-Free Area is located, local economic development entities, the applicable campus governance bodies, union representatives and the and the NYS Commissioner of Economic Development.
[Signature]
Signature of the Chancellor or designee
Date: 2/26/14
[Signature]
[inset] Chancellor or designee name]



The State University
of New York

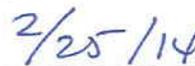
To: Mr. Kenneth Adams, NYS Commissioner of Economic Development
From: President Anne M. Kress of Monroe Community College
Re: Monroe Community College's Campus Plan for Designation of Tax-Free Area(s)
Date: February 24, 2014

I, President Anne Kress of Monroe 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 and Monroe Community College's Policy on Conflict of Interest, and have attached copies of these policies 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 have not displaced 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
- f.) the information contained in the enclosed application is accurate and complete.



PRESIDENT'S SIGNATURE



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** AutoCAD rendering of proposed tax-free area on a scaled campus map and/or campus map shaded to indicate building containing proposed tax-free space
- 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

2/12/2014



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

Campus Name: Monroe Community College
Campus Contact Name: Diane M. Cecero
Campus Contact Title: General Counsel
Campus Contact E-mail: dcecero@monroecc.edu
Campus Contact Phone: 585-292-2108

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: Monroe Community College
Campus Address: 1000 East Henrietta Road, Rochester, NY 14623
Address(es) of Proposed Tax-Free NY Area(s) : 2618 Brighton-Henrietta Townline Road, Brighton, NY 2550 Brighton-Henrietta Townline Road, Brighton, NY 2530 Brighton-Henrietta Townline Road, Brighton, NY 1048 East Henrietta Road, Brighton, NY 321 State Street, Rochester, NY Loden Lane, Henrietta, NY
Description of Physical Characteristics of Proposed Tax-Free NY Area(s): MCC offers 5 vacant parcels of varying sizes which are flat, undeveloped land, and 130,343 NSF of office space in a six-story building.

- ii. Provide a clear boundary of each proposed site drawn in AutoCAD on a scaled campus map. Two versions should be created, one which included an imbedded layer from Google earth or other aerial photograph of the property. The second version would be without the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan which will tie to the excel spreadsheet. Details are to be included in the excel spreadsheet attached to this plan. Provide digital files containing Polygon shapefile that delineates area for designation (if available).

Attach to Campus Plan - Attached

- iii. Provide a campus map with each building proposed to be designated as tax free space shaded. The building(s) should be identified with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. The excel spreadsheet should include the official building number and a clear description of the spaces in the building (using official PSI room numbers), or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Each building must also include floor plans of all areas under consideration with the specific spaces clearly identified by official PSI room and shaded. All building information is also to be included in the excel spreadsheet. Provide digital files containing Point shapefiles that provide locations of area for designation (if available).

Attach to Campus Plan - Attached

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

130,343 NSF of vacant space; separate parcels of 21.4 acres, 9.0 acres 2.04 acres, 1.05 acres and .57 acres.

- 3) Provide a description of the type of business or businesses that may locate on the area to be designated.

Information systems, computing, optics, agriculture, homeland security, advanced manufacturing.

- 4) Provide a description of the academic mission of the Sponsor and how the anticipated businesses will align or further the academic mission of the university or college.

MCC's 2012-2016 Strategic Plan, Fulfilling the Promise, identifies 4 strategic directions:

- Learning First – MCC transforms lives by engaging students in a learning environment that includes both high-impact teaching and co-curricular programming;
- Workforce Education and Career Pathways – MCC provides the education and training that meet evolving workforce needs within a global economic context;
- Partnerships – MCC partnerships contribute greatly to the economic health of our region and the well-being of the people in our community;
- Effectiveness, Efficiency, Accountability – As a catalyst for innovation, economic development, lifelong learning and civil engagement, MCC demands purposeful resource allocation, strategic investment in technology and facilities and sustainability practices.

MCC's interest in and commitment to regional economic development through partnerships with business and industry is manifest in this plan. As a community college engaged in economic development and innovative workforce development, we see strong alignment between START-UP NY and our strategic vision.

- 5) Provide a description of how participation by those types of businesses in the Program would 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.

Based on this strategic plan, MCC is seeking partners who will expand our regional economy, provide internships, apprenticeships and training opportunities for our students, as well as jobs for our graduates in a variety of career programs in business, agriculture, advanced manufacturing, and information technology. As a member of the Sustainability Education and Economic Development organization, MCC would also seek Start-Up partners that furthered the Finger Lakes region's commitment to sustainability and growing industry sectors in renewable/alternative energies. All of these sectors are part of our region's increasingly diversified economy and reflect the sectors of interest within the Finger Lakes Regional Economic Development Council's plan.

MCC will encourage industries that support our second strategic direction, "meet evolving workforce needs within a global context," to situate on our sites to help develop new curriculum necessary to improve our local economy. In particular, MCC is looking to partner with industries that either have or anticipate significant workforce needs in the "middle skills" tier (i.e., jobs requiring some postsecondary or industry credential but not a four year degree). As a Start-Up partner, in addition to space, MCC could offer its state-of-the-art and nationally recognized framework for using real time labor market information to drive workforce programming, which would assist companies in planning for and meeting needs for employee pipeline growth.

Of all 2012 MCC Career and Technical Education graduates employed full-time, 87% are employed locally. This statistic is one reason MCC has such a significant economic impact on the local economy: the MCC-educated workforce adds approximately \$602.4M in income to Monroe County each year. We would be seeking partners under Start-Up that would allow MCC to increase its local impact even more. MCC is the Finger Lakes region's lead on the Governor's Opportunity Agenda, which—regionally—is focused on providing accelerated training in high demand fields to residents of Rochester's most challenged neighborhoods. As such, it would be particularly interested in Start-Up industries and businesses which would serve as attractors for additional economic and social growth and development to spur community transformation by employing historically under-represented populations.

- 6) Provide a description of the process the Sponsor will follow to select participating businesses.

MCC has created a 4-person team to review applicants:

John Striebich, Chair, Department of Business Administration/Economics
Hezekiah Simmons, CFO/Vice-President, Administrative Services;
Todd Oldham, Vice President, Economic Development and Innovative Workforce Services;
Diane M. Cecero, General Counsel.

This team will review the business' alignment with our strategic plan, focusing on workforce connections as well as financial viability and legal compliance in assessing competing applicants.

Professor Striebich has a track record of collaborating with local businesses to enrich our students' academic experience and make them workforce ready. In addition, he brings experience as a consultant in workforce and business development in the greater Rochester area.

Vice President Simmons has significant experience in a Fortune 500 company and as a private entrepreneur as well as 10 years at Monroe Community College. Vice President Oldham leads the college's efforts in economic development and has grown our efforts by creating a robust career pathway system in applied STEM fields and investing in new curriculum in career and technical fields. His data-driven efforts to align workforce programs to industry demand have been recognized nationally, including by the Aspen Institute, Forbes, and JPMorgan Chase. Ms. Cecero has 35 years of legal experience including 18 years as MCC's general counsel. Both Vice President Oldham and Ms. Cecero participate in the Finger Lakes Regional Economic Development Council and are committed to the region's growth.

Location	UniqueID	Owner	PropertyType	StreetAddress	City	ZipCode	ParcelID	Building	SpaceType	SqFt	Description
ex. City of Albany	B1000125	SUNY Albany	1	1400 Washington Ave	Albany	12222		ABC Building 14	B	4,750	Third floor
Rochester, NY	Bldg 33	Monroe Community College	1	321 State St.	Rochester	14650	106.69-1-46	MCC Building 33	B	27,532	2nd Floor
Rochester, NY	Bldg 33	Monroe Community College	1	321 State St.	Rochester	14650	106.69-1-46	MCC Building 33	B	25,831	3rd Floor
Rochester, NY	Bldg 33	Monroe Community College	1	321 State St.	Rochester	14650	106.69-1-46	MCC Building 33	B	25,091	4th Floor
Rochester, NY	Bldg 33	Monroe Community College	1	321 State St.	Rochester	14650	106.69-1-46	MCC Building 33	B	25,888	5th Floor
Brighton, NY	2618	Monroe Community College	1	2618 Brighton-Henrietta Townline Rd.	Brighton	14623	149.18-2-12	n/a	D	2.04 ac	6th Floor parcel
Brighton, NY	2550	Monroe Community College	1	2550 Brighton-Henrietta Townline Rd.	Brighton	14623	149.18-2-8	n/a	D	.57 ac	parcel
Brighton, NY	2530	Monroe Community College	1	2530 Brighton-Henrietta Townline Rd.	Brighton	14623	149.18-2-6	n/a	D	1.05 ac	parcel
Brighton, NY	1048	Monroe Community College	1	1048 E. Henrietta Rd.	Brighton	14623	149.10-1-1	n/a	D	9 ac	parcel
Henrietta, NY	Loden	Monroe Community College	1	Loden Lane	Henrietta	14623	161.14-1-59	n/a	D	21.4 ac	parcel

** 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

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

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 to 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.

MONROE COMMUNITY COLLEGE

POLICY ON CONFLICTS OF INTEREST COLLEGE OFFICERS and NON-CONTRACT EMPLOYEES

Monroe Community College ("College") is expected to conduct its business transactions with the integrity that is expected under the law and the traditions of an institution of higher education.

Once approved by the Board of Trustees (the "Board"), this Policy on Conflicts of Interest will provide guidance to all college officers and employees defined as non-contract ("the Employee").

Section 1. Definition of Conflicts of Interest: A conflict of interest will be deemed to exist whenever an individual is in the position to approve or influence College policies or actions which involve or could ultimately harm or benefit financially: (a) the individual; (b) any member of his or her immediate family (spouse, parents, children, brothers or sisters, and spouses of these individuals); or (c) any organization in which he or she or an immediate family member is a director, trustee, officer, member, partner or shareholder or has a substantial financial interest.

Section 2. Process: Upon appointment, the Director of Human Resources shall provide each Employee a copy of the Board Policy on Conflicts of Interest and the Disclosure Form. Subsequent to their initial appointment, on or about September 1 of each year, the Director of Human Resources shall distribute the Disclosure Form to each Employee. The Employee shall return the form within 30 days to the Director of Human Resources. The Disclosure Forms will be reviewed by the Director of Human Resources. Any potential conflicts will be referred to the President and, if appropriate, legal counsel. The Director of Human Resources shall maintain all disclosure forms.

Section 3. Disclosure of Conflicts of Interest: An Employee shall disclose a conflict of interest: (a) prior to entering into any contract or transaction involving the College; (b) as soon as possible after the Employee shall learn of a conflict of interest in any other context. Disclosure of the material facts surrounding the Employee's conflict of interest shall be made to the President.

Section 4. Failure to Disclose Conflicts of Interest: Failure to disclose adequately a potential or actual conflict of interest shall constitute cause for dismissal.

Section 5. Approval of Conflicts of Interest: Following receipt of information concerning a contract or transaction involving a potential conflict of interest, the President shall consider the material facts concerning the proposed contract or transaction including the process by which the decision was made to recommend entering into the arrangement on the terms proposed. The President shall approve only those contracts or transactions in which the terms are fair and reasonable to the College and the arrangements are consistent with the best interests of the College. Fairness includes, but is not limited to, the concepts that the College should pay no more than fair market value for any goods or services which the College receives and that the

College should receive fair market value consideration for any goods or services that it furnishes others. The President shall keep a record of his/her decisions which record shall set forth the basis for his/her decision with respect to approval of contracts or transactions involving conflicts of interest, including the basis for determining that the consideration to be paid is fair to the College.

MONROE COMMUNITY COLLEGE

**DISCLOSURE FORM FOR
COLLEGE OFFICERS and NON-CONTRACT EMPLOYEES**

Please complete the following and return this form in the envelope provided.

Are you aware of any relationship with the College between yourself or a member of your family that may represent a conflict of interest, as defined in the Board of Trustees Policy on Conflicts of Interest for College Officers and Non-Contract Employees?

_____ Yes

_____ No

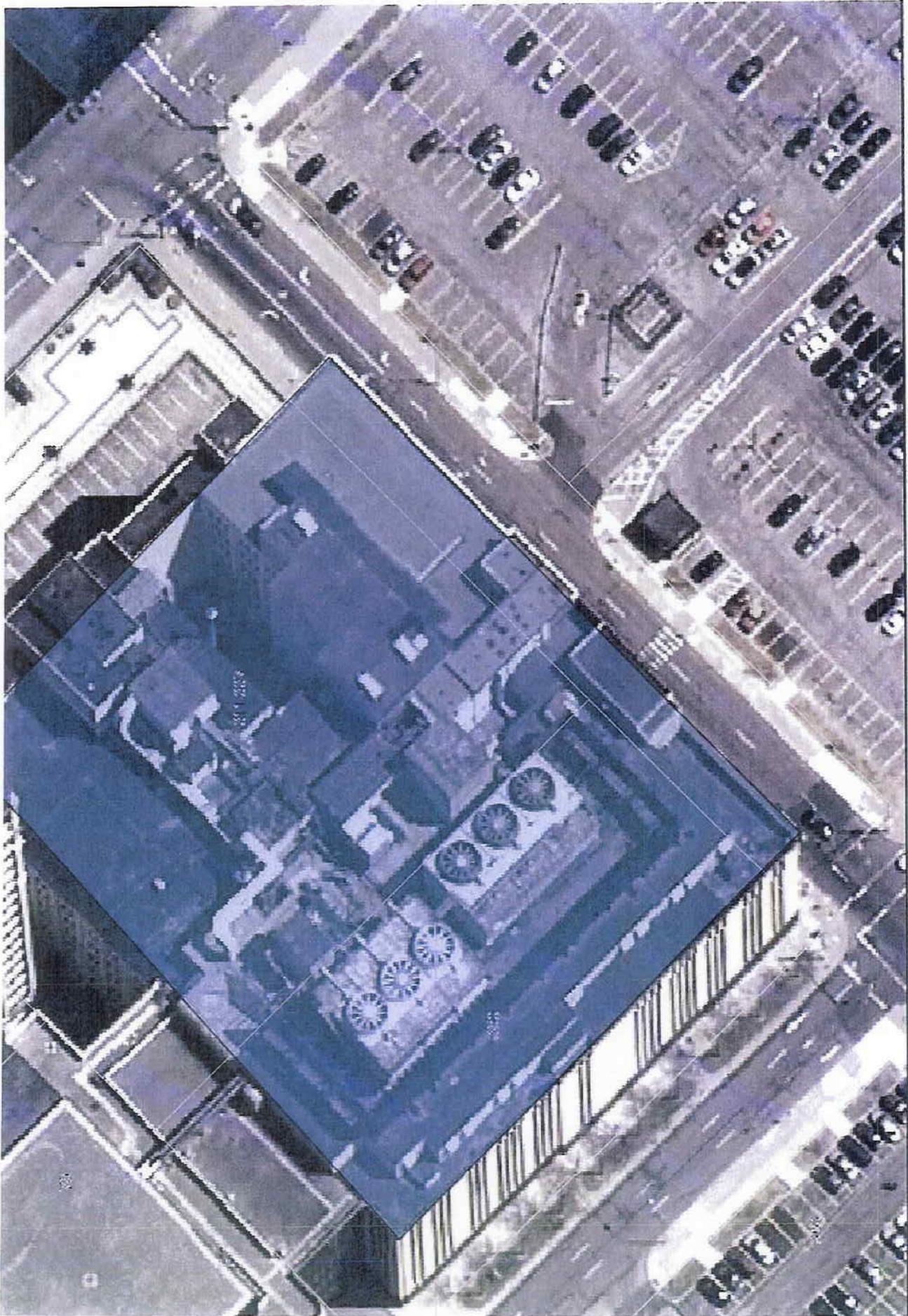
If yes, please list or elaborate such relationships and the details of actual or potential financial benefit as you can best estimate them.

I certify that I have read and understand the Board of Trustees Policy on Conflicts of Interest for College Officers and Non-Contract Employees and that the foregoing information is true and complete to the best of my knowledge.

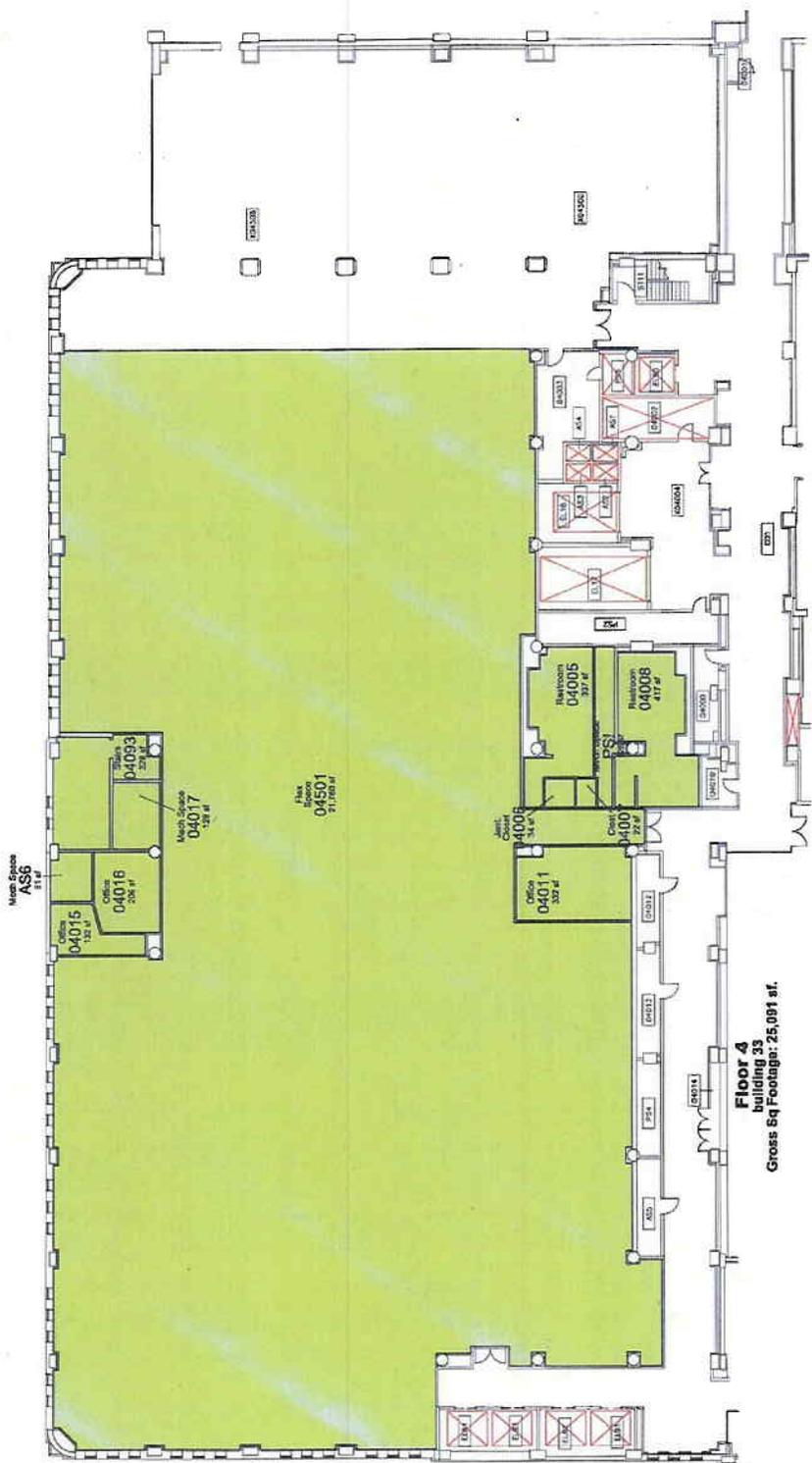
NAME: _____

DATE: _____

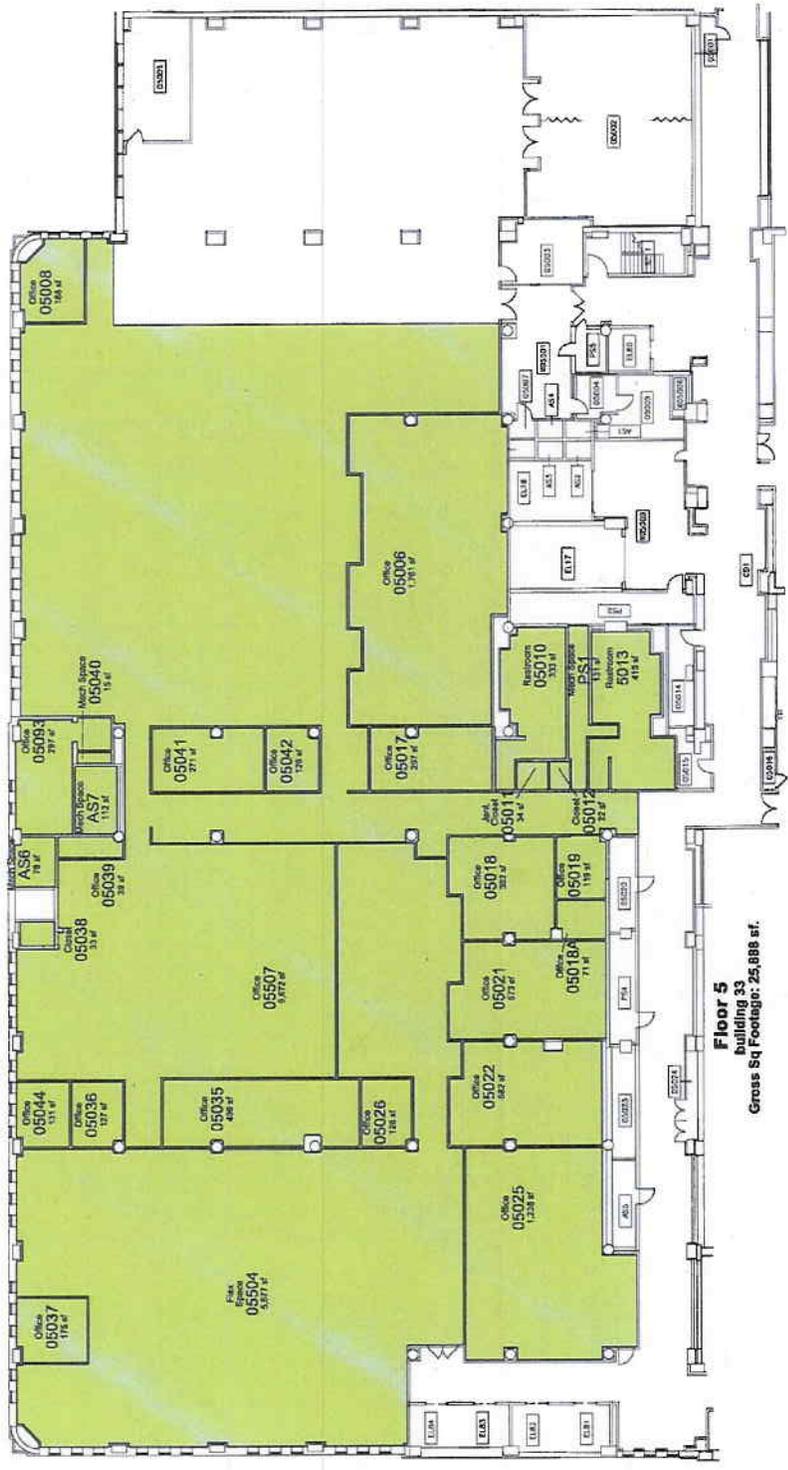
SIGNATURE: _____



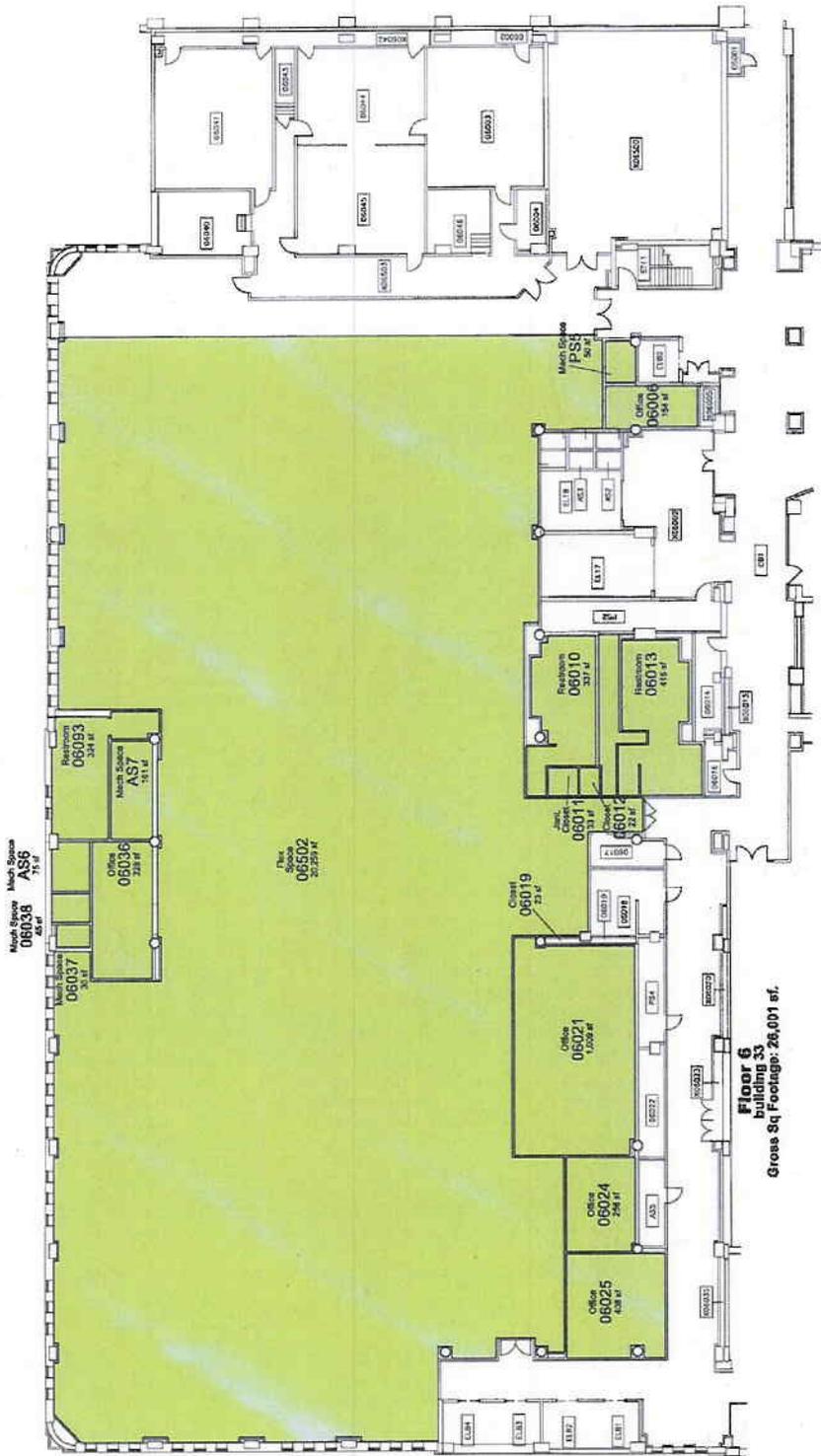
MCC Building 33



Floor 4
Building 33
 Gross Sq Footage: 25,091 sq. ft.



Floor 5
 Building 33
 Gross Sq Footage: 25,888 sf.



Floor 6
Building 33
 Gross Sq Footage: 26,001 sf.

:49





Loden Lane

