



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. Kristine M. Young

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

Date: 10/8/15 Request for Amendment

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

Dr. Kristine M. Young, President Orange County Community College (SUNY Orange)
Print Name

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:

[Signature]
Proposal Review Team Co-Chair

10-13-15
Date

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.

[Signature]
Signature of the Chancellor or designee

10/14/15
Date

Eileen McLaughlin
Print Name



To: Mr. Howard Zemsky, NYS Commissioner of Economic Development
From: President Kristine Young of Orange County Community College (SUNY Orange)
Re: SUNY Orange's Campus Plan for Designation of Tax-Free Area(s)
Date: 10/8/15

I, President Young of Orange County Community College (SUNY Orange), 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; (insert any other applicable policies or guidelines, including local campus policies or where applicable, the Research Foundation's Conflict of Interest Policy and Guidelines for the Management of Conflicts of Interest, or other applicable campus foundation policies or guidelines – then delete this text); 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.*


PRESIDENT'S SIGNATURE

Orange County Community College (SUNY Orange)

10/8/15
DATE

Summary Page for Amendment to SUNY Orange's College Plan for StartUP NY

Proposed changes to the SUNY Orange StartUP College plan reflect a change in President, change in StartUP NY program's contact individual, and the addition of a new off-campus property. Changes have been made throughout the plan as follows:

- President Kristine M. Young replaces Dr. William Richards (retired).
- Vinnie Cazzetta, Vice President, Institutional Advancement replaces Roz Smith (retired) as Campus Contact. Contact information has been updated accordingly.
- New property is being added to the plan.
The addition is: 109 Rykowski Lane, Middletown NY 10941
- There is an addition to the description of the Physical Characteristics of Proposed Tax-Free Area(s), describing the new property.
- The total square footage of the space has been increased by 5,000 square feet to reflect the new property inclusion.
- The description of the process the Sponsor campus will follow to select participating businesses has been changed to reflect the change in initial contact; otherwise, the process remains the same.

Attachments/Enclosures:

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



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

Campus Name: Orange County Community College (SUNY Orange)
Campus Contact Name: Vinnie Cazzetta
Campus Contact Title: Vice President of Institutional Advancement
Campus Contact E-mail: vinnie.cazzetta@sunyorange.edu
Campus Contact Phone: (845) 341-4726

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: Orange County Community College (SUNY Orange)
Campus Address: 115 South Street, Middletown NY 10940
Address(es) of Proposed Tax-Free NY Area(s) :
109 Rykowski Lane, Middletown, NY 10941
867 Pulaski Highway, Goshen NY 10924
Description of Physical Characteristics of Proposed Tax-Free NY Area(s):
SUNY Orange's main campus is located in Middletown, New York, and the College opened a Branch Campus in Newburgh in 2010.
The College does not have any vacant buildings or land available, and requests an off-campus waiver for the buildings to be utilized on these properties. A private partner has identified the Middletown location as meeting their unique needs. SUNY Orange is seeking to place only the buildings into the StartUP program which encompass 5,000 square feet on the top floor of a 3-floor building. This area in the building is currently vacant. The remainder of the building (55,000 sq.ft.) is occupied by CRHC administrative support services. The building has three means of ingress and egress, each having an ADA paddle entry with hydraulic opener. There are two main elevators to provide access to each floor The facility has an emergency generator capable of supporting service to the entire should an electrical

outage occur. There are 408 parking spaces located throughout the 7.7 acre parcel with 10 designated ADA spaces located at the south entrance to the building.

A private partner has identified the Goshen location as meeting their unique needs. SUNY Orange is seeking to place only the buildings into the StartUP program which encompass 24,500 square feet. These buildings are currently vacant.

The large 20,000 sf building is a 'clear span' with essentially only one interior wall dividing off a third of the large open space. The smaller 4,500 sf metal building is mostly open as well, with his and hers bathrooms, a kitchen, and two small offices at one end.

- ii. Complete the Excel spreadsheet template provided with this document, noting the instructions on page 2. Include the official SUNY Physical Space Inventory (PSI) building number and a clear description of the spaces in the building or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Include only properties sought to be designated now and exclude potential sites that may be considered in the future (see 2a below). Attach the completed spreadsheet to this plan.
 - iii. Provide also a representation of each proposed site drawn in AutoCAD on a scaled campus map with boundaries drawn clearly. Two versions should be created; one including an imbedded layer from Google Earth or other aerial photograph of the property. The second version should exclude the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan which ties to identifiers in the Excel spreadsheet. If digital files containing Polygon shapefile that delineates area for designation are available, provide these as well. Attach these materials to this plan
 - iv. Provide a campus map with each proposed building shaded. Label each building with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. For each building shaded and labeled, include floor plans of all areas under consideration with the specific spaces clearly shaded and labeled with official PSI room numbers. If digital files containing Point shapefiles that provide locations of area for designation are available, provide these as well.
- 2) The total square footage of the space and/or acreage of land proposed for designation as a Tax-Free NY Area is:

In the Middletown property, there is a total of 5,000 square feet which will be utilized by the StartUP program on the top floor of a 3 story building.

In Goshen, there is a total of 24,500 square feet which will be utilized by the StartUP program.

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.

Not applicable

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 applicable

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

Eligible StartUP NY businesses need to align with, and/or further SUNY Orange's academic and training mission to provide quality, accessible educational opportunities to the citizens of Orange County. SUNY Orange has the greatest interest in businesses that align with the College's mission, focus on high demand majors and Continuing and Professional Education (CAPE) programs. All businesses must meet the applicable StartUP NY regulations, and those will not be addressed further in this college plan.

SUNY Orange is interested in companies employing innovative uses of emerging technologies. Industry sectors identified as of particular interest include information technology; biotech, biomedical and healthcare (to the degree allowed by program regulations); and advanced manufacturing.

Also of particular interest are businesses that reflect the College's commitment to sustainability and general good corporate citizenship, and improve the opportunity for the College to strengthen its relationships with four year institutions of higher learning, facilitating the seamless transfer career pathways.

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 academic mission of Orange County Community College (SUNY Orange), in the spirit of the College's vision, mission and values, is to contribute to the current and future vitality of the community we serve by providing quality higher education opportunities that meet the demands of our diverse student population. To that end, SUNY Orange provides rigorous programs leading to Associates in Applied Science, or Associates in Science degrees for those intending to transfer to baccalaureate programs, and professional and continuing education (CAPE) opportunities.

Specifically, SUNY Orange seeks to partner with businesses and companies in the StartUP NY program that utilize emerging technologies in their operations and would be willing to serve in an advisory capacity to our academic programs to ensure that our institution's offerings are meeting industry standards and maintaining currency. Further, it is important to the college that participating businesses help build bridges from industry to non-credit training to academic programming and credentialing.

Technology related SUNY Orange majors:

Architectural Technology (A.A.S.)
Business Management (A.A.S – this is our entrepreneurial degree)*
Computer Information Technology (A.A.S.)
Computer Science (A.S.)
Criminal Justice (A.S.)*
Criminal Justice/Police (A.A.S.)*
Cyber Security (A.A.S.)
Engineering Science (A.S.)
Visual Communications: Graphic Arts/Printing (A.A.S.)

**Newburgh branch campus based majors*

The college is also interested in businesses reliant on natural sciences such as biology, chemistry and physics, which lead to transfer from SUNY Orange rather than a degree.

Technology related to health careers to the degree it might be eligible for StartUP NY

Medical Laboratory Technology (A.A.S.)
Nursing (A.A.S.) (also piloting RN to BSN partnership with SUNY Binghamton Fall 2014)
Occupational Therapy Assistant (A.A.S.)
Radiologic Technology (A.A.S.)

Advanced Manufacturing:

Majors: The College does not offer a direct major in advanced manufacturing. However, it does provide majors in tangential STEM fields, which means the students could select this sector for employment. Those degree programs include:

Architectural Technology (A.A.S.)
Computer Networking (A.A.S.)
Computer Science (A.S.)
Cyber Security (A.A.S.)
Engineering Science (A.S.)
Visual Communications: Graphic Arts/Printing (A.A.S.)

Participating businesses must also be eager to foster an atmosphere of collaboration and exchange which the College envisions as mutually beneficial. For example, participating businesses could facilitate field trip opportunities to their operations for students; employ internship opportunities for our students to practice skills and knowledge gained in the classroom; and there would be presentation opportunities for the business leadership and/or entrepreneurs to interact with our students.

Core to SUNY Orange's mission is improvement of the community in which we function. Commitment to sustainability and good corporate citizenship by participating businesses will be an important consideration. While students currently participate in work experience opportunities, having co-located business to partner with will offer more robust and diverse opportunities. Over time, it is also anticipated that the growing businesses will require credit and non-credit training to enrich the skills of their growing workforce.

In addition to the availability of internship opportunities for the students, the proximity of co-located businesses is expected to drive curricular development opportunities which might include career exposure, stimulating STEM interest in undecided major students, research projects, equipment sharing, etc. The College expects many mutually beneficial relationships to arise from these opportunities.

- 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.

A natural extension of the local community-level positive economic impacts of housing the College, SUNY Orange's StartUP NY plan will generate even more economic growth. StartUP business will generate significant business activity by purchasing from local suppliers, and from their employees who eat, run errands, and perhaps even choose to live in the area. As the businesses expand, SUNY Orange's CAPE program will also be able to tailor incumbent and new worker trainings as determined necessary by the businesses. SUNY Orange is the county's largest provider of workforce training, and routinely develops individualized training programs.

The opportunities offered by the participating businesses would include classroom visits, job shadowing, mentoring, internships, summer employment and ultimately employment for students. As SUNY Orange promotes student research and faculty scholarship, some businesses might be appropriate for a research project and/or have machinery and/or equipment to share with students and faculty. With these specialized experiences, SUNY Orange graduates will be attractive candidates for employment with these firms after graduation. This college plan aligns with the Mid-

Hudson Regional Economic Development Council's regional plan, supporting regional growth.

Further, successful StartUP NY businesses will create an environment that is a magnet for other economic growth nearby.

- 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?

SUNY Orange has designated the Vice President of Institutional Advancement as the initial contact for the StartUP NY program. He has significant experience with public private partnerships, and works closely with the President to advance the educational opportunities at the College.

SUNY Orange will rely on the existing local economic development agencies for recruitment of participating businesses. These include New York State agencies

such as Empire State Development and the Start UP program referral. The Orange County based entities include the Orange County Business Accelerator; Orange County Partnership; City of Newburgh Economic Development Department; and Orange County IDA. In addition, the City of Newburgh, where SUNY Orange has a Branch Campus has recently launched a business attraction marketing campaign entitled River of Opportunities.

Businesses expressing interest in participating in SUNY Orange's StartUP NY Program will complete the Business Application to quickly address such issues as whether the business meets the StartUP NY criteria and the college plan. Subsequently, the applicant will work with SUNY Orange's Vice President of Administration and Finance and the Vice President of Institutional Advancement (StartUP administrator), to negotiate a memorandum of understanding regarding the benefits for SUNY Orange through this partnership.

The SUNY Orange StartUP NY college review team comprised of the College's Vice Presidents and a faculty governance representative will review the application evaluating the following relevant issues:

- Whether the business is aligned with the College Plan for SUNY Orange,
- Whether the business will be compatible with the mission and orderly operation of the College,
- Whether the applicant has a convincing plan to work with the college to develop mutually beneficial opportunities for the college, and
- Whether mutually acceptable terms can be reached surrounding the business dynamics of the private public partnership.
- 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?
- How many net new jobs will be created?
- Is the business viable in both the short- and long-term?
- Does the business plan to make capital investments (e.g., renovation, new construction)?
- How will the University financially benefit from the terms of the lease?
- Is the business recruiting employees from the local workforce?
- Will the business rely on suppliers within the local and regional economy?

The StartUP review team then makes a recommendation to the college president. If the college president agrees with the recommendation, all materials will be forwarded to the commissioner of Empire State Development Corporation for review and action.

If the college president does not agree with the recommendation, then, at the sole discretion of the president, the businesses' 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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Table of Contents

Summary

Policy

Definitions

Other Related Information

Procedures

Forms

Authority

History

Appendices

Summary

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

Policy

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

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

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

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

Definitions

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

Other Related Information

[Outside Activities of University Policy Makers](#)

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

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

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

[42 CFR 50, Subpart F](#)

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

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

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

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

History

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

Appendices

There are no appendices relevant to this policy.

ITEMS TO INSERT:

1.) DEPARTMENT OF ECONOMIC DEVELOPMENT EXCEL SPREADSHEET TEMPLATE LISTING ALL DESIGNATED PROPERTIES

2.) COPY OF ANY OTHER APPLICABLE CONFLICT OF INTEREST POLICIES OR GUIDELINES

3.) EVIDENCE OF SUBMISSION OF TAX-FREE AREA PLAN TO INTERESTED PARTIES, I.E., COPIES OF CORRESPONDENCE SENT AND RECEIVED

Note that program regulations require 30-day notice to potential stakeholders, including the chief executive officers of the municipality or municipalities in which the subject properties are located, a local economic development entity, faculty senate, campus student government, and union representatives, and require "evidence" of the campus' communications to these local stakeholders. Please note that you **MUST** include copies of all correspondence in your formal submissions to SUNY and ESDC. It is important that the plan be mailed **via first class mail** to each of the unions representing state employees, including the local (or statewide if no local exists) leadership for UUP, CSEA, PEF, PBA, GSEU and NYSCOPBA. Community colleges must also notify the unions representing their employees. If you are unsure whom to contact, please let us know and we can assist you in making this notification.



SUNY Orange Policies and Procedures

Policy Number	Policy Title
BP2.19	Conflict of Interest

In keeping with the College's position of public trust, all members of the College community must avoid any and all circumstances which could reasonably be interpreted as conflict of interest. Such circumstances are those which would interfere with the unbiased and objective performance of one's professional duties.

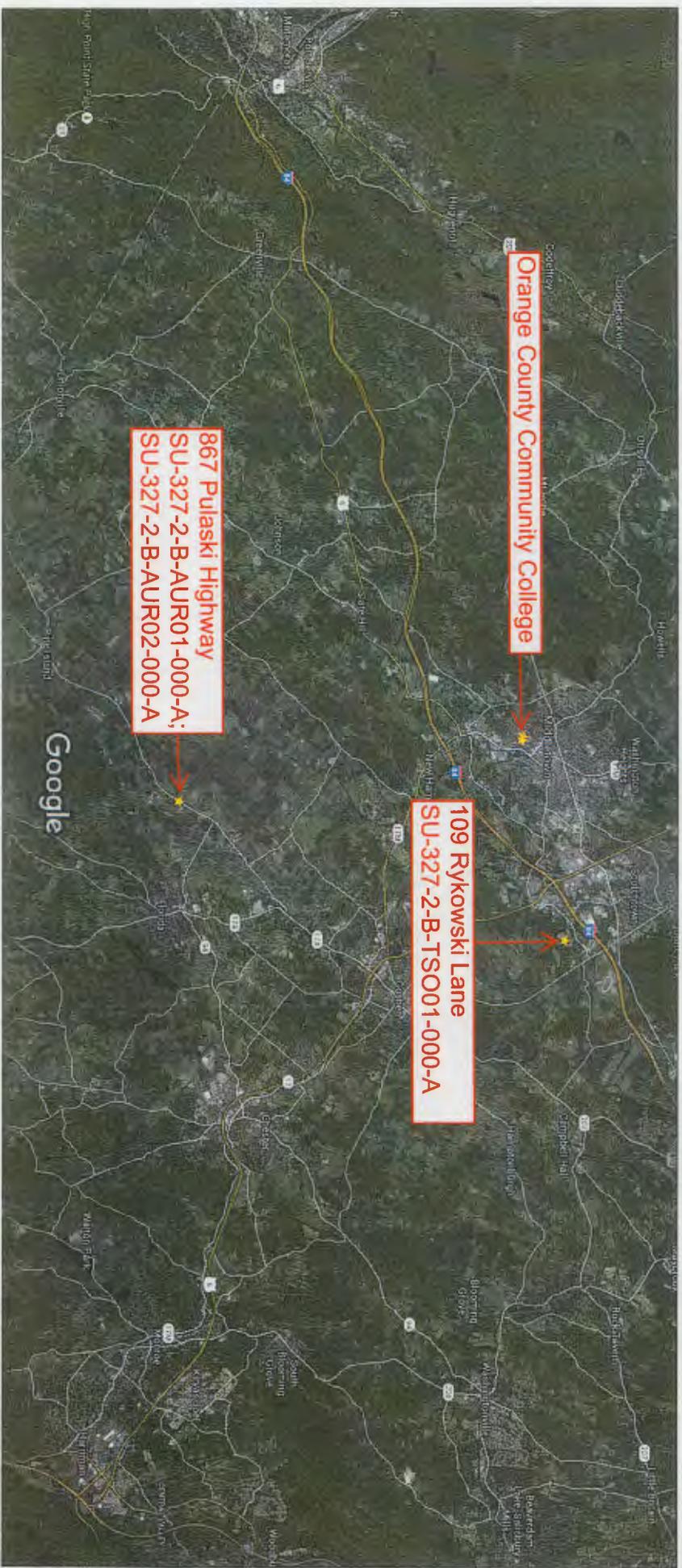
Faculty and staff of the College are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests. In keeping with this obligation, they are also required to avoid conflicts of interest.

In order to avoid conflict of interest, the appearance of conflict of interest or the appearance of impropriety, the Board of Trustees and employees of the College shall adhere to the following guidelines:

- Neither members of the Board of Trustees nor employees of the College shall have any pecuniary interest, directly or indirectly, proximately or remotely, in supplying any goods, wares or merchandise of any nature or kind whatsoever to the College
- Neither members of the Board of Trustees nor employees of the College shall solicit or accept any gift, favor, or other benefit, either directly or indirectly, for reward or promise of reward for influence in recommending or procuring any merchandise or service
- Neither members of the Board of Trustees nor employees of the College shall engage in other employment which interferes with the performance of their professional obligations
- Members of the Board of Trustees and employees of the College are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct, and all applicable laws or codes regarding ethical conduct

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

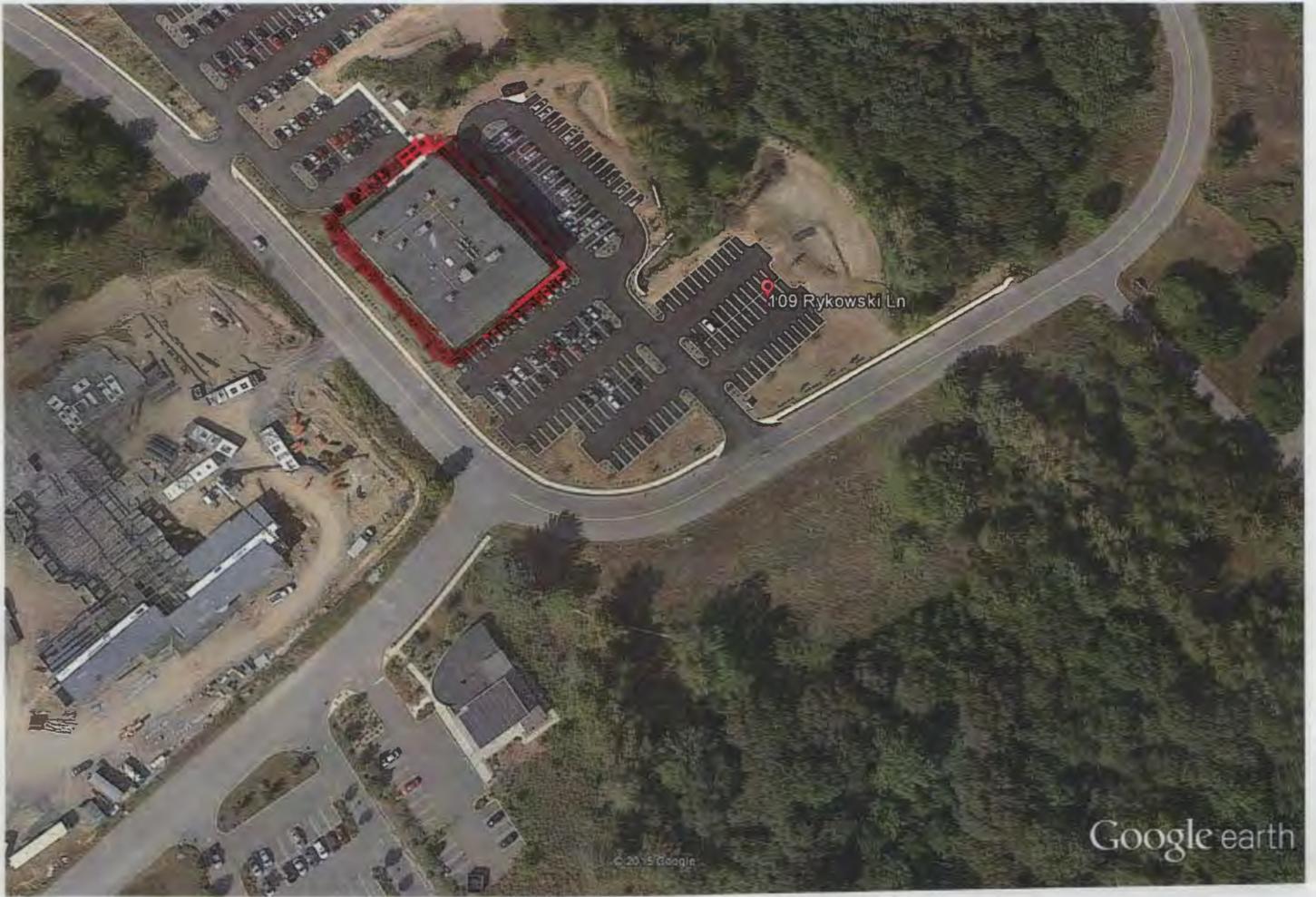
**Orange County Community College
START-UP NY Property Location Map**



Orange County Community College

**109 Rykowski Lane
SU-327-2-B-TSO01-000-A**

**867 Pulaski Highway
SU-327-2-B-AUR01-000-A;
SU-327-2-B-AUR02-000-A**

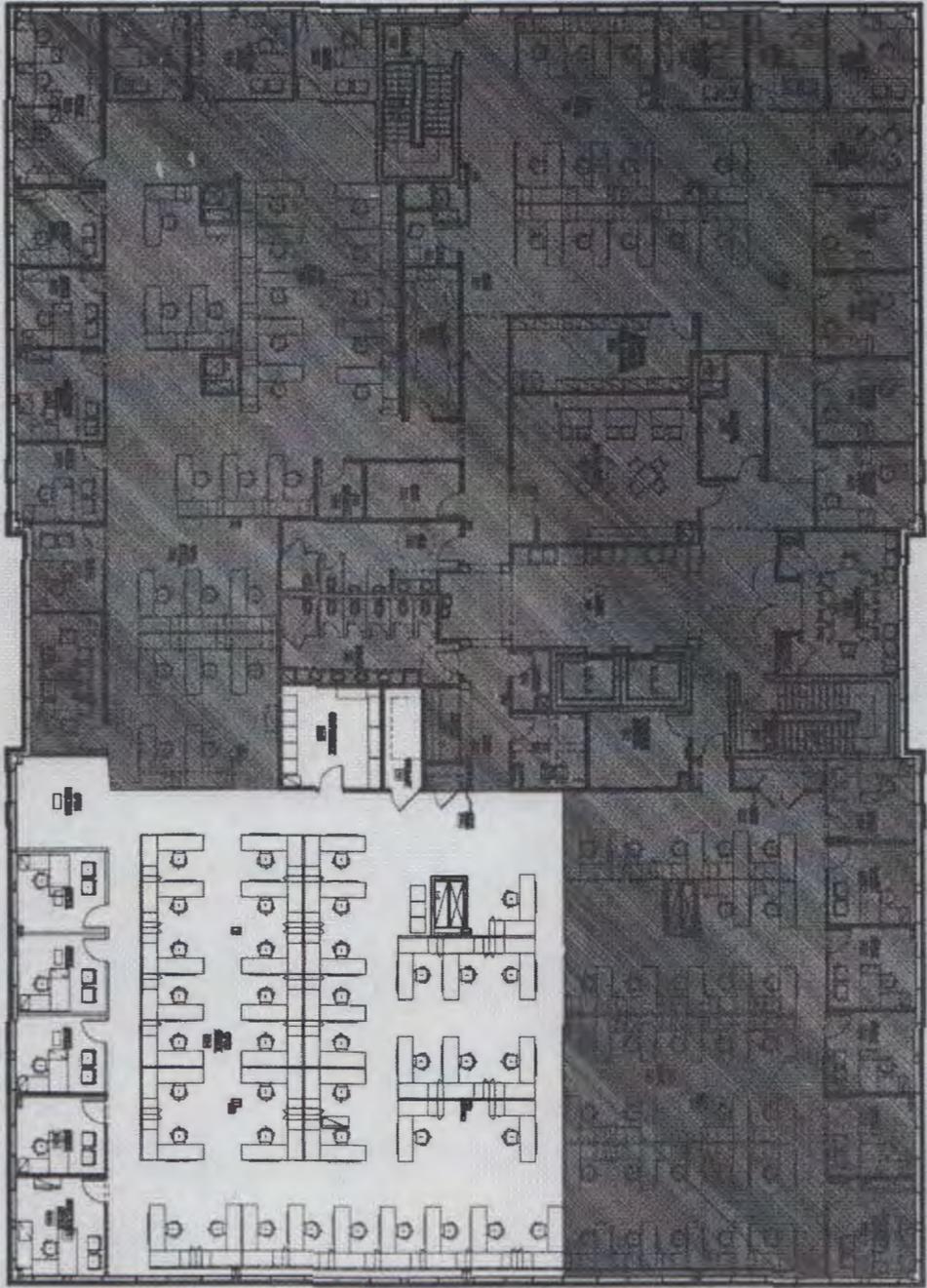


109 Rykowski Lane, Middletown NY 10941

SU-327-2-B-TSO01-000-A

A
F3
NTS

THIRD FLOOR PLAN



ID: SU-327-2-B-TS001-000-A

START-UP
NY
5,000 SF

CRYSTAL RUN
HEALTHCARE

109 RYCGOWSKI, MIDDLETOWN, NY 10941

DRAWING

DATE: 04-27-98
SCALE: AS NOTED

STATE DESIGN
COMMERCIAL INTERIORS

StartUp New York Property Submission

ID: SU-327-2-B-TS001-000-A



Fire alarm panel



Office area on the second floor



Office area



Vacant area on the third floor

5,000 sf of building to be used for data analytics



Employee break room



Janitor's closet

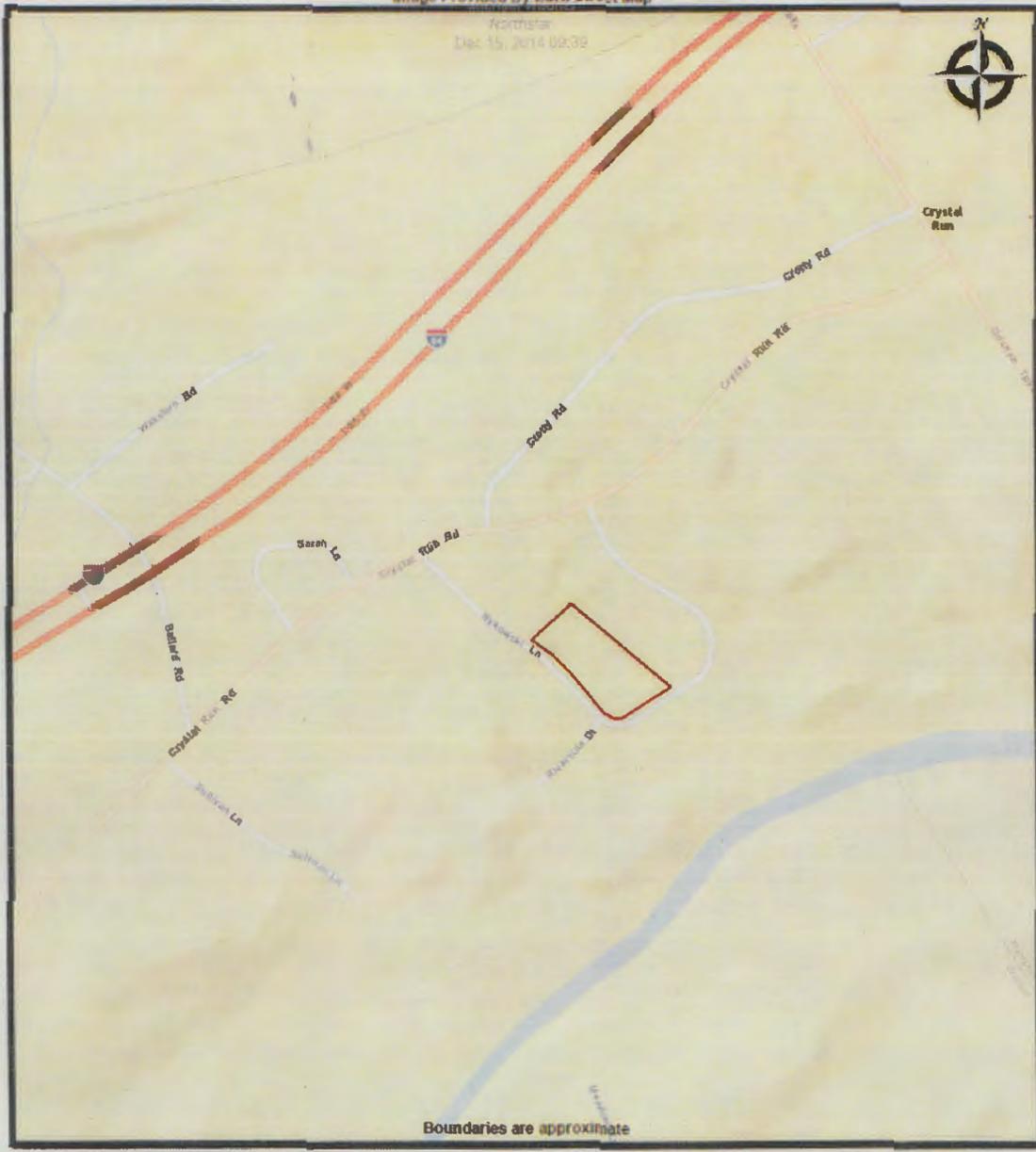


StartUp New York Property Submission

ID: SU-327-2-B-TSO01-000-A

Image provided by Esri Streets map

Northstar
Dec 15, 2014 09:39

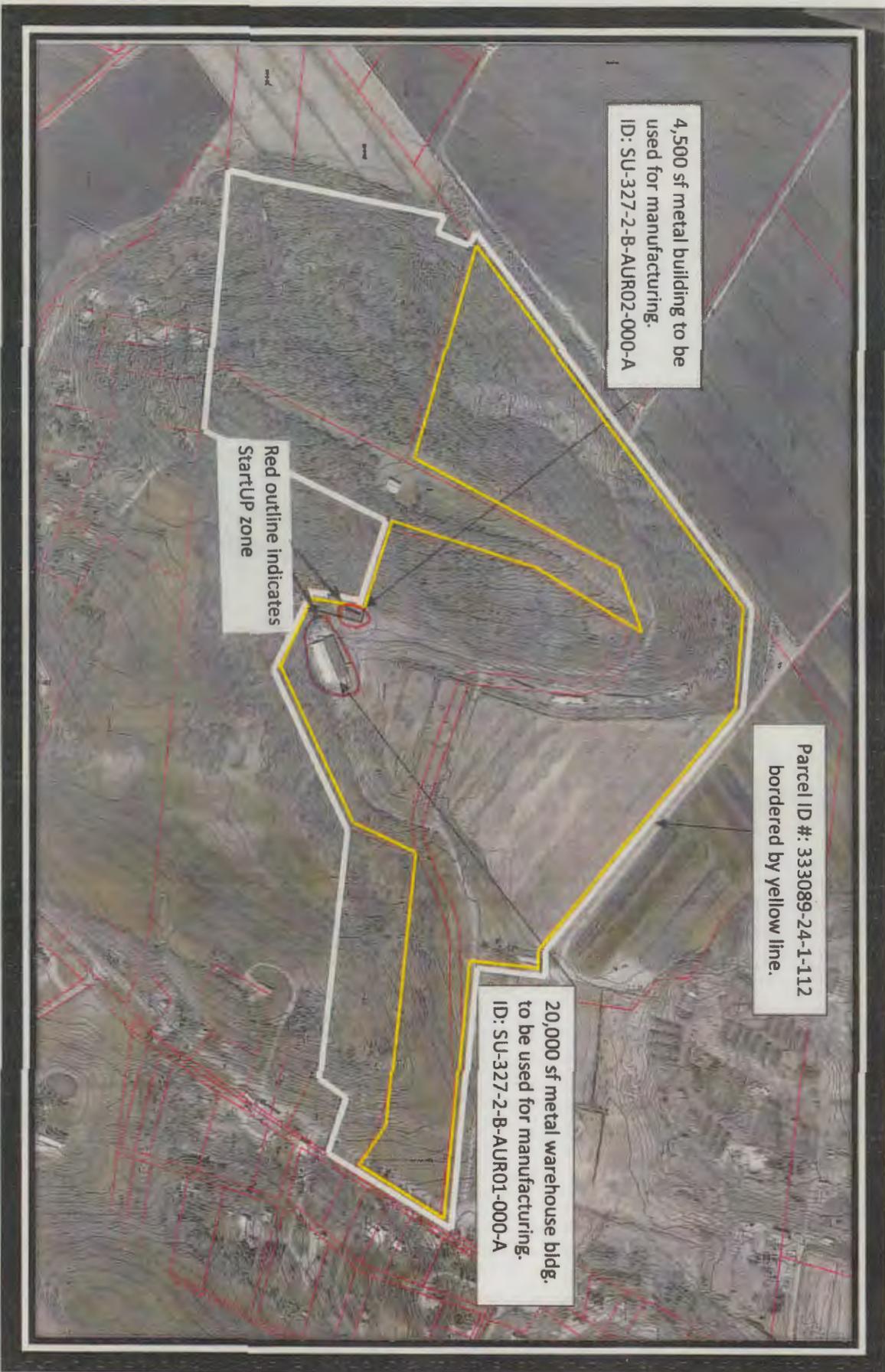


STREET MAP LOCATION

109 Rykowski Lane

867 Pulaski Highway, Goshen NY

StartUp Buildings totaling 24,500 square feet as noted on map.



4,500 sf metal building to be used for manufacturing.
ID: SU-327-2-B-AUR02-000-A

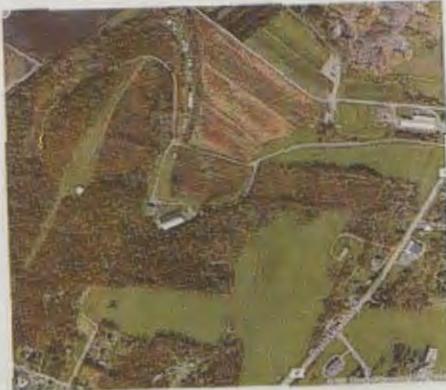
Parcel ID #: 333089-24-1-112
bordered by yellow line.

20,000 sf metal warehouse bldg.
to be used for manufacturing.
ID: SU-327-2-B-AUR01-000-A

Red outline indicates
StartUP zone

867 Pulaski Highway, Goshen, NY

20,000 square foot metal warehouse at center of 144 acre site of Aurora Innovations eastern campus:



ID SU-327-2-B-AUR01-000-A

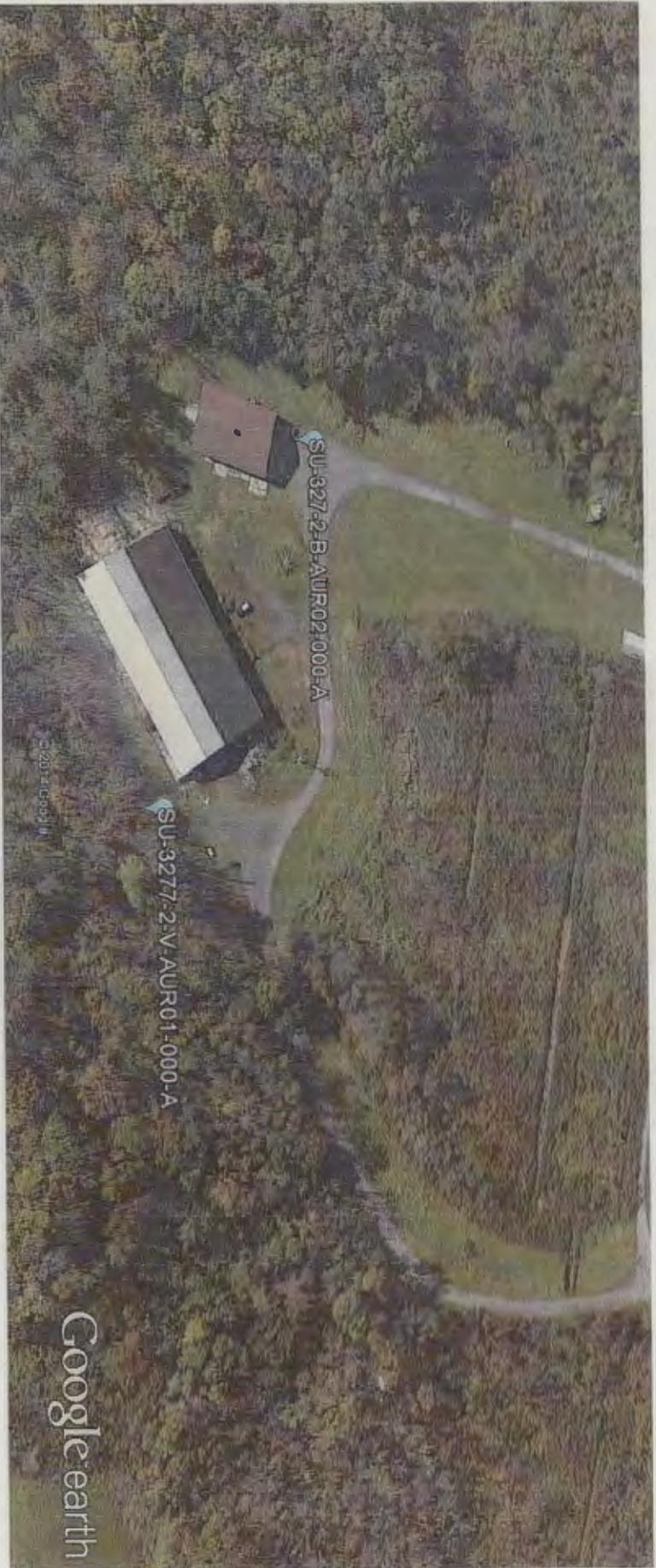
20,000 square foot metal warehouse with five 16 x 14 OH drive thru doors, and four loading dock doors:



ID: SU 327-2-B-AUR02-000-A

60 x 75 Morton metal building with three 14 x 14 OH drive in doors, a kitchen, bathroom and office area:







Category:
Academic Affairs
Community Colleges
Legal and Compliance
Research

Responsible Office:
[Academic Affairs](#)

Policy Title:
START-UP NY Program Participation Policy

Document Number:
6800

Effective Date:
February 10, 2014

This policy item applies to:
Community Colleges
State-Operated Campuses

Table of Contents

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

Summary

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

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

Policy

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

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 31st of each year, to the University Auditor or to the Chancellor's designee, in which case the University Auditor shall be copied on the correspondence to such designee. SUNY shall then forward such reports to the Commissioner of Economic Development for the State of New York, who shall make public such reports.
- E. Exceptions:** There are no exceptions to this policy.

Definitions

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

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

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

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

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

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

6800 - START-UP NY Program Participation Policy

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

Other Related Information

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

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

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

Procedures

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

Forms

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

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

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

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

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

[ESD START-UP Business Application](#)

Authority

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

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

[Start-Up NY Regulations](#)

History

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

Effective: February 10, 2014



Appendices

There are no appendices relevant to this policy.

SUNY Unique ID Codes

Please use this format when submitting your application.

Unique ID Format

LL – ### – # – X – YYYYY – ZZZ – A

LL – is SU for SUNY (CU for CUNY and PV for Privates).
 ### – is a 3-digit number for the sponsor campus (full list below), using the 2-digit State University Construction Fund code plus a leading 1, 2, or 3 as follows: 1 for State Operated, 2 for Statutory, and 3 for Community Colleges.
 # – is 1 for on-campus and 2 for off-campus space.
 X – is L, B, or C for Land, Building, or Combination.
 YYYYY – is the PSI building number or, for land, any campus-assigned number.
 ZZZ – is an additional number, generally 000, except where there are several units within a single building. When there are several units, each would get a unique identifier. This is not meant to be for each room, but rather for suites of rooms.
 A – is A, I, or U. A - if the property/space is currently available for a new business, U - unavailable (for any reason other than "I"), or I - is currently in use by a Start-Up NY approved business.

Code	Name	Type
SU 101	University of Albany	SUNY University Center
SU 102	SUNY College at Brockport	SUNY Comprehensive
SU 103	SUNY College at Buffalo	SUNY Comprehensive
SU 104	SUNY College at Cortland	SUNY Comprehensive
SU 105	SUNY College at Fredonia	SUNY Comprehensive
SU 106	SUNY College at Geneseo	SUNY Comprehensive
SU 107	Binghamton University	SUNY University Center
SU 108	SUNY College at New Paltz	SUNY Comprehensive
SU 109	SUNY College at Oneonta	SUNY Comprehensive
SU 110	SUNY College at Oswego	SUNY Comprehensive
SU 111	SUNY College at Plattsburgh	SUNY Comprehensive
SU 112	SUNY College at Potsdam	SUNY Comprehensive
SU 114	SUNY Health Science Center at Brooklyn	SUNY Specialty
SU 115	SUNY Health Science Center at Syracuse	SUNY Specialty
SU 120	SUNY College of Environmental Science And Forestry at Syracuse	SUNY Specialty
SU 121	SUNY Maritime College	SUNY Specialty
SU 122	SUNY College of Technology at Alfred	SUNY Technology
SU 123	SUNY College of Technology at Canton	SUNY Technology
SU 124	SUNY College of Agriculture And Technology at Cobleskill	SUNY Technology
SU 125	SUNY College of Technology at Delhi	SUNY Technology
SU 126	SUNY College of Technology at Farmingdale	SUNY Technology
SU 127	SUNY College of Agriculture And Technology at Morrisville	SUNY Technology
SU 129	SUNY College at Purchase	SUNY Comprehensive
SU 129	SUNY College of Optometry	SUNY Specialty
SU 131	SUNY College at Old Westbury	SUNY Comprehensive
SU 132	SUNY at Stony Brook	SUNY University Center
SU 138	University at Buffalo	SUNY University Center
SU 139	SUNY Institute of Technology at Utica/Rome	SUNY Comprehensive
SU 140	SUNY Empire State College	SUNY Comprehensive
SU 216	New York State College of Agriculture And Life Sciences at Cornell	SUNY Statutory
SU 217	New York State College of Human Ecology at Cornell University	SUNY Statutory
SU 218	New York State School of Industrial And Labor Relations at Cornell	SUNY Statutory
SU 219	New York State College of Veterinary Medicine at Cornell University	SUNY Statutory
SU 235	NYS College of Ceramics at Alfred University	SUNY Statutory
SU 301	Adirondack Community College	SUNY Community College
SU 302	Cayuga County Community College	SUNY Community College
SU 304	Broome Community College	SUNY Community College
SU 305	Clinton Community College	SUNY Community College
SU 306	Columbia-Greene Community College	SUNY Community College
SU 307	Corning Community College	SUNY Community College
SU 308	Dutchess Community College	SUNY Community College
SU 309	Erie Community College-City Campus	SUNY Community College
SU 310	Fashion Institute of Technology	SUNY Community College
SU 311	Finger Lakes Community College	SUNY Community College
SU 312	Fulton-Montgomery Community College	SUNY Community College
SU 313	Genesee Community College	SUNY Community College
SU 314	Herkimer County Community College	SUNY Community College
SU 315	Hudson Valley Community College	SUNY Community College
SU 316	Jamestown Community College	SUNY Community College
SU 317	Jefferson Community College	SUNY Community College
SU 320	Mohawk Valley Community College	SUNY Community College
SU 321	Monroe Community College	SUNY Community College
SU 322	Nassau Community College	SUNY Community College
SU 324	Niagara County Community College	SUNY Community College
SU 325	North Country Community College	SUNY Community College
SU 326	Onondaga Community College	SUNY Community College
SU 327	Orange County Community College	SUNY Community College
SU 329	Rockland Community College	SUNY Community College
SU 330	Schenectady County Community College	SUNY Community College
SU 332	Suffolk County Community College	SUNY Community College
SU 333	Sullivan County Community College	SUNY Community College
SU 334	Tompkins Cortland Community College	SUNY Community College
SU 335	Ulster County Community College	SUNY Community College
SU 336	Westchester Community College	SUNY Community College