



The State University
of New York

Office of the
Chief Financial Officer

State University Plaza
Albany, New York 12246

www.suny.edu

March 1, 2016

President Erik J. Bitterbaum
SUNY Cortland
P.O. Box 2000
Cortland, NY 13045

Re: START-UP NY

Dear President Bitterbaum:

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

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

Best of luck to you and SUNY Cortland in launching the START-UP NY program.

Best Regards,

A handwritten signature in black ink, appearing to read "Eileen McLoughlin".

Eileen McLoughlin
Senior Vice Chancellor for
Finance and Chief Financial
Officer

Attachment
Copy: SUNY START-UP NY Proposal Review Team

To Learn
To Search
To Serve

the Power of





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: Erik J. Bitterbaum, President of SUNY Cortland

Re: SUNY Cortland Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan")

Date: February 22, 2016

SUNY Cortland Office of the President:

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

Erik J. Bitterbaum
SUNY Cortland

-----FOR SUNY SYSTEM ADMINISTRATION USE ONLY-----

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

Proposal Review Team Co-Chair

2-29-16

Date

Jeffrey A. Boyce
Print Name

For SUNY Office of the Chancellor:

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

Signature of the Chancellor or designee

3/3/16
Date

Eileen McLoughlin
Print Name



The State University
of New York

To: Howard Zemsky, President & CEO, Empire State Development and Commissioner, NYS Department of Economic Development
From: President Bitterbaum of SUNY Cortland
Re: SUNY Cortland's Campus Plan for Designation of Tax-Free Area(s)
Date: February 8, 2016

I, President Bitterbaum of SUNY Cortland hereby certify the following:

- a.) we have provided a copy of the enclosed Campus Plan for Designation of Tax-Free NY Area, to the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable faculty senate, union representatives, and student government at least 30 days prior to submitting the plan to you and attached evidence of submission herewith; and
- b.) we comply with Public Officers Law Section 74; State University of New York's Policy on Conflict of Interest and the Research Foundation's Conflict of Interest Policy and Guidelines for the Management of Conflicts of Interest, or other applicable campus foundation policies or guidelines 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 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
- f.) the information contained in the enclosed application is accurate and complete.

February 22, 2016

Attachments/Enclosures:

4/18/2014

- 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: SUNY Cortland
Campus Contact Name: Mr. David Duryea
Campus Contact Title: Vice President for Finance and Management
Campus Contact E-mail: david.duryea@cortland.edu
Campus Contact Phone: 607-753-2211

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:**

SUNY Cortland has identified portions of two on-campus buildings for inclusion in our StartUP NY program. The first is a portion of Winchell Hall, which is located in the center of campus. There are 6456.6 net square feet of vacant space available for inclusion in StartUP NY. These spaces include 11 offices as well as a large open area and additional storage space distributed over three floors. The building is ADA compliant and is equipped with an elevator.

Additionally, the MacDonald building, which is located on Tompkins Street, has unused space which would be suitable for StartUP NY. There are 8 office spaces totaling 2293.6 square feet of available vacant space.

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

Total Square Feet = 8750.2 net assignable square feet.

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

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

SUNY Cortland will work together with the Cortland County Business Development Corporation and Industrial Development Agency (BDC-IDA) to recruit businesses which would align with both SUNY Cortland's mission and the needs of the Cortland area. Identified sectors that potentially align with both SUNY Cortland and local strengths include:

- High tech manufacturing, including medical products
- Internet publishing and broadcasting
- Information technologies, including advanced computer and electronics, and software applications and website design
- Life sciences, biotechnology, medical technology and bio-pharmaceutical
- Light manufacturing and skilled assembly
- Agribusiness utilizing local products such as dairy
- Environmental sciences, environmental systems, analytical laboratories and renewable energy
- Integrated electronics, electronics assembly, manufacturing and packing
- Geographic Information Technology services and consulting
- Professional sports teams

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.

SUNY Cortland's mission states that the college is an academic community dedicated to diverse learning experiences. Students grow as engaged citizens with a strong social conscience fostered by outstanding teaching, scholarship, and service.

The campus vision is to be a college of opportunity, from which students graduate with the knowledge, integrity, skills, and compassion to excel as leaders, citizens, scholars, teachers, and champions of excellence. The College will further serve as a center for intellectual, cultural, and economic growth, distinguished by successful partnerships with organizations, schools, agencies, and businesses throughout the region, the nation, and the world.

Businesses partnering with SUNY Cortland as part of StartUP NY will be expected to further the College's mission and vision. In particular, the College will seek collaborations that enhance transformational experiences that strengthen the student's understanding of their discipline while learning how and what they have learned applies to the needs of business. We hope that businesses associated with SUNY Cortland through the StartUP NY program would provide our students with experiential learning opportunities as well as offering faculty and staff opportunities to engage in collaborative research and consulting experiences..

In particular, the College seeks businesses that will provide our:

- Graphic Design students with internship experiences at publishing and design firms, advertising agencies, publishing houses, large retail stores and freelance opportunities.
- Biochemistry and Biomedical Sciences students with opportunities to work with biotechnology firms for laboratory experiences, laboratory standards, environmental toxin testing, food processing and

safety and research (i.e. examining DNA sequencing and plant resiliency testing, resistance to bacterial strains, etc.).

- Communication Studies Department students with radio and television production writing, editing, management, public affairs and public relations experiences.
- Business Economics majors with experiences in software and technology companies, small businesses trainee experiences to develop strong problem solving skills and communications with diverse people, along with opportunities to support global markets.
- Geographical Information Science students with agribusiness corporations, outdoor recreation companies, research institutes, insurance companies, television and radio stations that also may include GIS mapping opportunities.
- Geological Sciences Department students with petroleum industry, laboratory water sampling and testing companies, consulting firms and supply companies.
- Health, Sociology, Recreation, Parks and Leisure Studies, and Economics Department students with opportunities to collaborate with businesses on assessments that include a compendium of data available for analysis.
- Kinesiology Department students with basic clinical experiences for those pursuing physical therapy and occupational therapy with access to state of the art technology and methods that strengthen competitive positioning for entrance to licensure programs.
- Physics Department students in engineering and renewable energy firms to co-plan and design models for companies to transition from reliance on fossil fuels to alternative renewable energy sources.
- Sport Studies and Sport Management Department students with internships with professional teams.

SUNY Cortland also seeks businesses to provide guest speakers in classes and panel presentations, serve on advisory boards at the College, provide consulting opportunities for faculty, sponsor undergraduate research and scholarship opportunities, sponsor special events and student competitions, and provide expertise as needed to campus programs, faculty and administration in the areas of their expertise.

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:

Cortland County is a rural county which lies in the northern part of the Appalachian Mountain Range known as the Allegheny Plateau, and at the southeastern section of the Finger Lakes Region. With a population of approximately 49,000, the county has 19 political subdivisions, including one city, three villages, and 15 townships. While the City of Cortland is only 3.9 square miles of Cortland County, it is home to approximately 40% of Cortland County's population. An additional 40% of Cortland County's population resides in the areas immediately surrounding the city. This tightly clustered area around the City of Cortland reflects its importance as the sole city in the County and as a regional center for commerce, government, education, health care, culture and economic development. The County seat is located in the City of Cortland, as is the State University College at Cortland which has an enrollment of approximately 7,500 undergraduate and graduate students.

Cortland County has been actively seeking to restructure the local economy. This restructuring is in response to the downsizing or closing of many of its major manufacturing industries over the past two decades. These losses resulted in double digit unemployment and swelled welfare rolls. Cortland County suffered a series of progressive economic losses, beginning with a late 1980s fire on the Rosen Site in the City of Cortland that alerted authorities to illegally dumped hazardous waste materials. A further investigation by the US Environmental Protection Agency resulted in the site and the surrounding areas being added to the National Priority List as a Superfund Site, halting development for 20 years on the most developable vacant industrial sites in the City while a comprehensive cleanup program was devised and implemented. In 1992, Smith Corona moved its typewriter manufacturing facility to Mexico along with nearly 1,000 manufacturing jobs, and downsized an additional 300-350 technical jobs in 1995. In 1997, NCC Industries, a division of Maidenform, announced the closing of its Cortland plant and the loss of 350 jobs. In 1998, Rubbermaid, which had been a manufacturing mainstay in the community, closed its Cortland plant, resulting in the loss of 467 more jobs. After a major expansion in the late 1990s, the Minnesota-based parent company of Buckbee Mears filed for bankruptcy, eliminating 1,100 technical and manufacturing jobs. More recently, E-One, a manufacturer of fire rescue apparatus, closed due to financial problems by its parent company, displacing another 200 manufacturing jobs. Many of these vacant manufacturing sites lie in the one-mile radius of SUNY Cortland.

The City of Cortland's central business district, which is listed on the National Register of Historic Places, has been negatively affected by the loss of manufacturing jobs in the County. Small locally-owned businesses in the central business district have been at a disadvantage compared to larger national chain stores which had the financial resources to sustain local economic setbacks, leaving a number of storefronts and upper floors vacant. Cortland's central business district also lies within a one-mile radius of SUNY Cortland's campus.

The proximity of SUNY Cortland to these areas with available space will allow businesses to quickly provide positive economic and social benefits to the Cortland community. These benefits for the Cortland community include, but are 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. The following list indicates these benefits from the businesses locating in the Tax-Free Areas as well as measureable criteria to determine the businesses ability to provide this benefit:

- i. *Increased employment opportunities*
 - The number of jobs to be created, with priority given to businesses creating full-time permanent jobs that pay starting hourly wages at 135% of the current New York State minimum wage or higher.
 - A timeline for projected investment and job creation, with priority given to projects expected to create investment and job growth within the first three years of application.
 - The extent to which jobs will be available to Cortland residents or displaced workers
 - The extent to which jobs will be available to SUNY Cortland undergraduate and graduate students
- ii. *Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study*
 - The number and diversity of opportunities for undergraduate and graduate students at SUNY Cortland. See number 4 for ways to align with SUNY Cortland's academic mission.
- iii. *Diversification of the local economy;*
 - The extent to which the new business helps to diversify the local economy socioeconomically as well as through types of business
- iv. *Increased entrepreneurship opportunities*

- Help to support the SUNY Cortland's entrepreneurship program
- The applicant is a new start-up with growth potential
- v. *Positive, non-competitive and/or synergistic links to existing businesses;*
 - The extent to which goods and services will be procured regionally, thereby increasing regional buyer-supply chains and producing a greater multiplier effect in the regional economy
- vi. *Effect on the local economy*
 - The cost to New York State versus the positive cash flow of the applicant
 - The level and type of investment to be made by the applicant business, with a total minimum new investment of \$25,000
 - The extent to which the applicant will increase the skill base of the local workforce through training, opportunities for professional development and career track advancement
 - The extent to which the applicant will occupy vacant space within the community
 - The number of employees who will live in the City of Cortland or surrounding areas thus increasing the tax base through property, school and sales tax
- vii. *Opportunities as a magnet for economic and social growth.*
 - The possibility of other businesses or industries to locate to the Cortland area due to the presence of the applicant.

- 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:**

Four criteria have been established for SUNY Cortland to select a business to participate in Tax-Free NY. These criteria are:

1. Alignment with SUNY Cortland's academic mission;
2. Net new jobs created;
3. Economic benefits outweigh the costs of the project; and
4. Other positive community and economic benefits.

The overall process for selecting businesses to participate in the StartUp NY program with SUNY Cortland will begin with a prospective business completing SUNY Cortland's application, which includes the StartUp NY business application as well as soliciting additional information. The application will be reviewed by two separate committees that have been formed to assess: (a) the business's alignment with SUNY Cortland's mission and (b) the positive community and economic benefits that the Cortland area receives from the business locating here. Both committees will report their findings to the Vice President of Finance and Management who will present the application to the President for the final approval in consultation with the Cabinet. It is expected the campus will not sponsor a business that is not endorsed by both of these committees.

The following discusses the processes that each of these committees will follow as well as the application for businesses to complete.

- A. The Process for Faculty Senate Involvement in Assessing Business's Alignment with SUNY Cortland Mission for Sponsorship in Tax-Free NY**

The Faculty Senate will appoint a four-member committee comprised of three faculty (representing at least two schools), and one professional staff who will assess how well businesses have identified their alignment with the SUNY Cortland Mission. This Committee will also conduct the annual reviews of approved businesses to confirm they are still in alignment with the college mission. The Committee will be approved by the SUNY Cortland Faculty Senate but will not necessarily include members of the faculty senate. Committee members, each approved by the faculty senate, will serve three years with staggered terms. Since timeliness is of the essence in the approval process, committee members must agree to return assessments within 2 working days including during winter and summer terms. Committee members who are related to owner(s) of businesses under review and/or have other conflict(s) of interest will recuse themselves.

The assessment process will involve several steps. Initially, committee members will conduct an independent review of the sponsor's application primarily focusing on the section where they "describe how the mission and activities of the business aligns with or furthers the academic mission of the campus, college or university sponsoring the Tax-Free Area" and completing the attached Checklist for the Degree of Mission Attainment (this checklist is an on-going process). Mechanisms will be developed so that assessments can be completed and submitted on-line. Results will then be compiled by the committee chair in a format similar to that displayed below.

	Factors	Little or No Evidence	Good Alignment	Potential Alignment
Share expertise with the college as a whole and/or with (a) specific academic program(s)	i, ii, iii, ix			
Offer quality transformational educational opportunities for students	i, ii, vii, ix			
Products and/or resources align with college academic program(s)	ii, viii, x			
Provide positive contribution to well-being of the campus and Cortland community	iii, iv, v, vi, ix			

Based on this compilation, the chair will make the overall assessment with final approval from the committee:

- Business aligns with or furthers the academic mission of the campus.
- Business has potential for aligning with or furthering the academic mission of the campus. The application should be resubmitted.
- Business has not demonstrated sufficient alignment and is not supported.

The assessment results will be sent to the StartUp NY administrative designee appointed by the president. It is expected that the campus will not sponsor a business that is not endorsed by this committee as one which can align with or further the academic mission of the college.

Approved by the SUNY Cortland Faculty Senate 12/3/13

B. The Process for Determining Positive Community and Economic Benefits

A three-person committee, comprised of one appointed member from the President's Cabinet, one appointed member from SUNY Cortland's Faculty, and one member of the Cortland County Business Development Corporation and Industrial Development Agency, will assess how well businesses have identified the positive community and economic benefits their business will bring to Cortland. Committee

members who are related to owner(s) of businesses under review and/or have other conflict(s) of interest will recuse themselves from the committee and alternates will be appointed.

The committee will assess the extent to which the business meets the following criteria:

	Factors	Little or No Evidence	Some Evidence	Significant Evidence
Net New Jobs	i., v., vii.			
Economic Benefits Outweigh Costs to Community	i., v., vi.			
Other Community and Economic Benefits	ii., iv., v., vi., vii.			

Based on this compilation, the chair will make the overall assessment with final approval from the committee:

- Business provides **significant** positive community and economic benefits to Cortland.
- Business has the **potential** for providing positive community and economic benefits to Cortland. The application should be resubmitted.
- Business has **not demonstrated** sufficient positive community and economic benefits to Cortland and is **not supported**.

The assessment results will be sent to the StartUp NY administrative designee appointed by the president. It is expected that the campus will not sponsor a business that is not endorsed by this committee as one which can provide positive community and economic benefits to Cortland.

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.



Category:
HR / Labor Relations
Legal and Compliance

Responsible Office:
University Counsel

Policy Title:
Conflict of Interest
Document Number:
6001

Effective Date:
October 01, 1995

This policy item applies to:
State-Operated Campuses

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Summary

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

Policy

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

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

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

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

Definitions

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

Other Related Information

[Outside Activities of University Policy Makers](#)

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

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

Procedures

There are no procedures relevant to this policy.

Forms

There are no forms relevant to this policy.

Authority

[42 CFR 50, Subpart F](#)

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

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

In case of questions, readers are advised to refer to the New York State Legislature site for the menu

of New York State Consolidated.

Board of Trustees Policies - Appointment of Employees (8 NYCRR Part 335)

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

History

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

Appendices

There are no appendices relevant to this policy.

 <p>Category: Academic Affairs Affiliated Programs Community Colleges Facility Management / Safety Financial Legal and Compliance Research</p> <p>Responsible Office: <u>Academic Affairs</u></p>	<p>Policy Title: START-UP NY Program Participation Policy</p> <p>Document Number: 6800</p> <p>Effective Date: February 10, 2014</p> <p>This policy item applies to: Community Colleges State-Operated Campuses</p>
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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 and/or review 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:** After a campus is notified by the Commissioner of Economic Development that its Campus Plan or any amendment(s) to an approved Campus Plan has been approved, it may submit a Sponsoring University or College Application for Business Participation ("Sponsor Application") to the NYS Commissioner of Economic Development and to the Chancellor or designee for concurrent review and approval. Only Commissioner of Economic Development approval is required.
- 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 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](#)

[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 2014-12 , START-UP New York Program Administration, adopted January 14, 2014.](#)

[Law, New York Economic Development Law Article 21 \(Start-Up NY Program\) and other Statutes pertaining to the Start-Up New York Program.](#)

[Start-Up NY Regulations](#)

History

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

Appendices

There are no appendices relevant to this policy.

Location	UniqueID	Owner	Property Type	Street Address	City	Zip Code	ParcelID	Building	Space Type	SqFt	Acres	Description	on Campus	Within 1 mile Of Campus	Latitude	Longitude	Note
SUNY Cortland	SU-104-1-B-0030-000-A	SUNY Cortland	1	31 Water St	Cortland	13045	86.72-01-03.000	Winchell Hall	C	2634.6		General Office Space Basement Floor	1	n/a	42.5946500	76.1929480	
SUNY Cortland	SU-104-1-B-0030-001-A	SUNY Cortland	1	31 Water St	Cortland	13045	86.72-01-03.000	Winchell Hall	C	587.1		General Office Space Ground Floor	1	n/a	42.5946500	76.1929480	
SUNY Cortland	SU-104-1-B-0030-002-A	SUNY Cortland	1	31 Water St	Cortland	13045	86.72-01-03.000	Winchell Hall	C	3224.9		General Office Space Second Floor	1	n/a	42.5946500	76.1929480	
SUNY Cortland	SU-104-1-B-0019-001-A	SUNY Cortland	1	60 Thompkins St	Cortland	13045	86.65-01-27.000	McDonald Bldg	C	1186.3		General Office Space Ground Floor	1	n/a	42.5958530	76.1842850	
SUNY Cortland	SU-104-1-B-0019-002-A	SUNY Cortland	1	60 Thompkins St	Cortland	13045	86.65-01-27.000	McDonald Bldg	C	1127.3		General Office Space Second Floor	1	n/a	42.5958530	76.1842850	

** 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

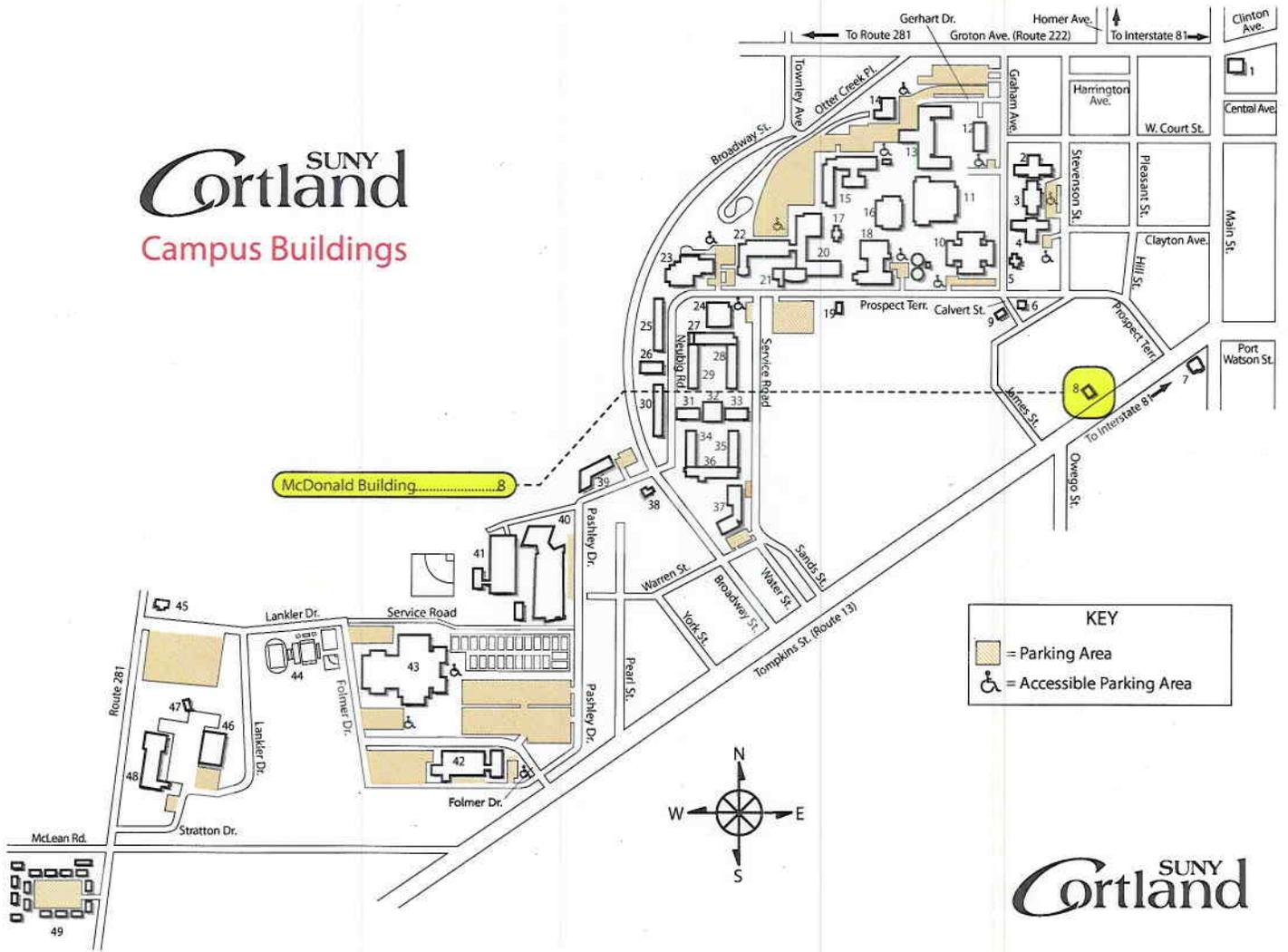
3= State Asset

Designated Land or Buildings Unique ID Standard

See Sheet 2: SUNY Unique ID Codes

SUNY Cortland

Campus Buildings



McDonald Building.....8

KEY

- = Parking Area
- ♿ = Accessible Parking Area

SUNY Cortland



UniqueID SU-104-1-B-0019-001-A
 TOTAL AREA: 1166.3 SF

GROUND FLOOR PLAN



Facilities Planning
 Design & Construction
 607-753-2214

Drawn By: JFTS

Reviewed By: JFW

Date:	Scale:
7/13/10	N.T.S.

Project:
 SMALL SCALE PLANS

Project No:

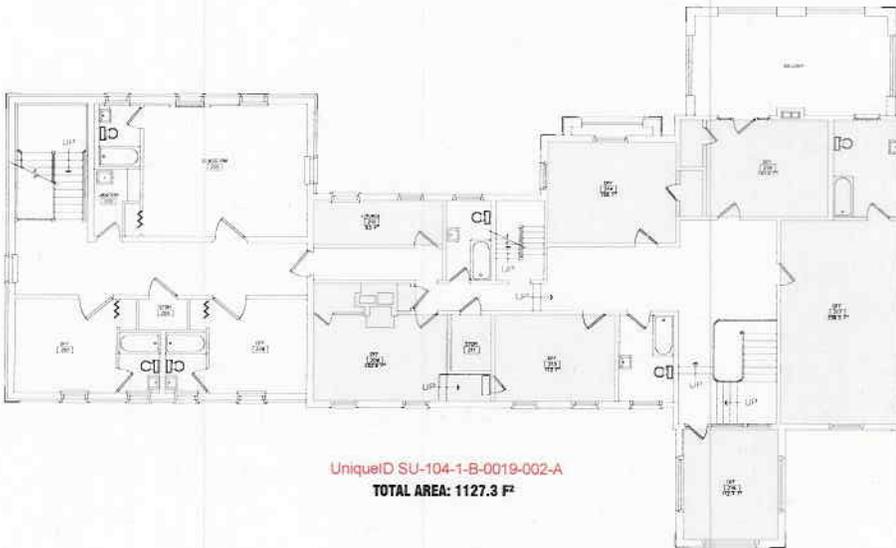
Revisions:	Date:	Updated by:

Building Number: 0019

Building Name:
 MacDonald Building

Sheet Name:
 Ground Floor Plan

19-G



UniqueID SU-104-1-B-0019-002-A
TOTAL AREA: 1127.3 F²

SECOND FLOOR PLAN



Facilities Planning
 Design & Construction
 607-753-2214

Drawn By: JFIS

Reviewed By: JFW

Date: 7/13/10	Scale: N.T.S.
------------------	------------------

Project:
SMALL SCALE PLANS

Project No:

Revisions:	Date:	Updated by:

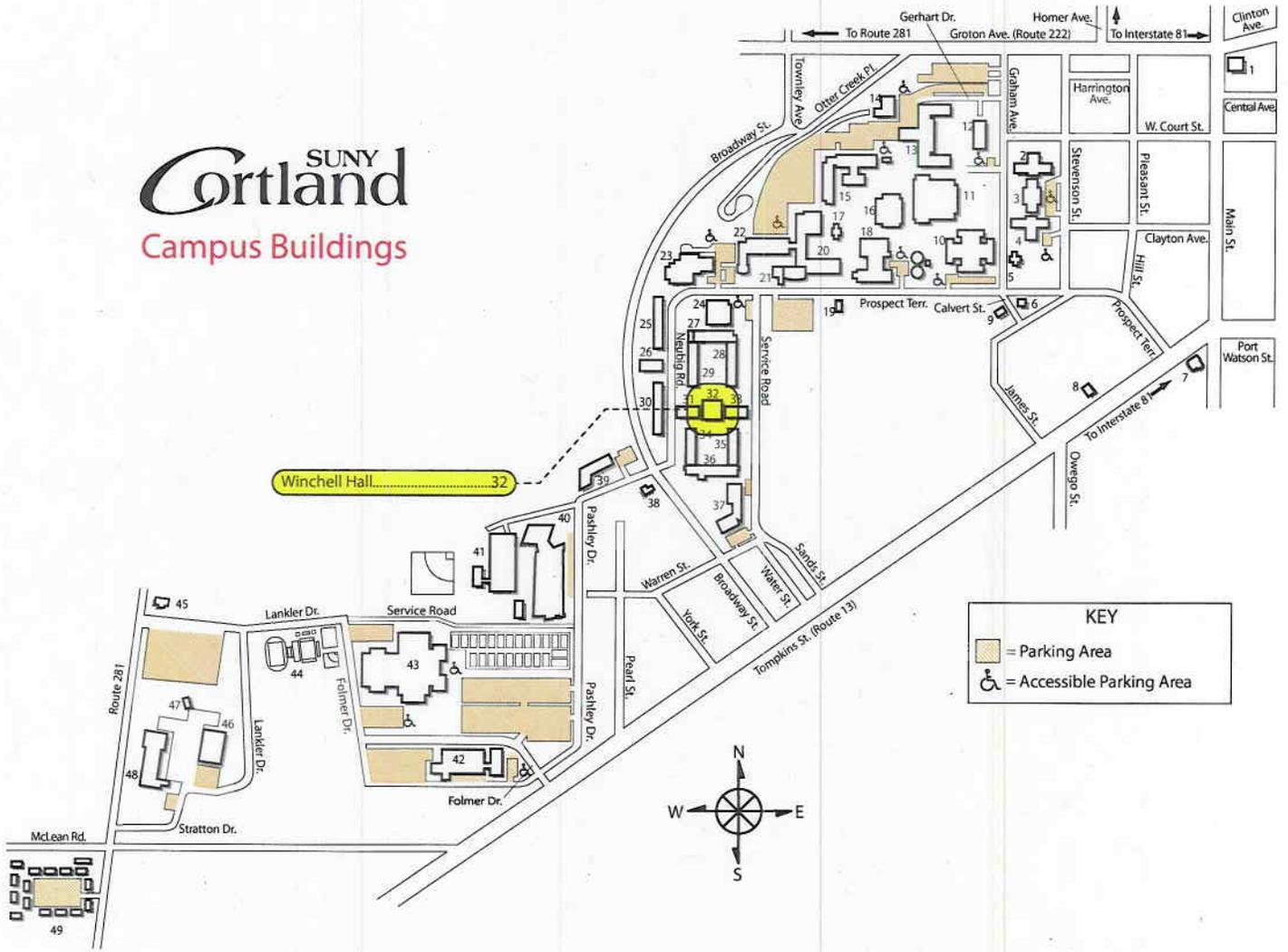
Building Number: 0019

Building Name:
 McDonald
 Building

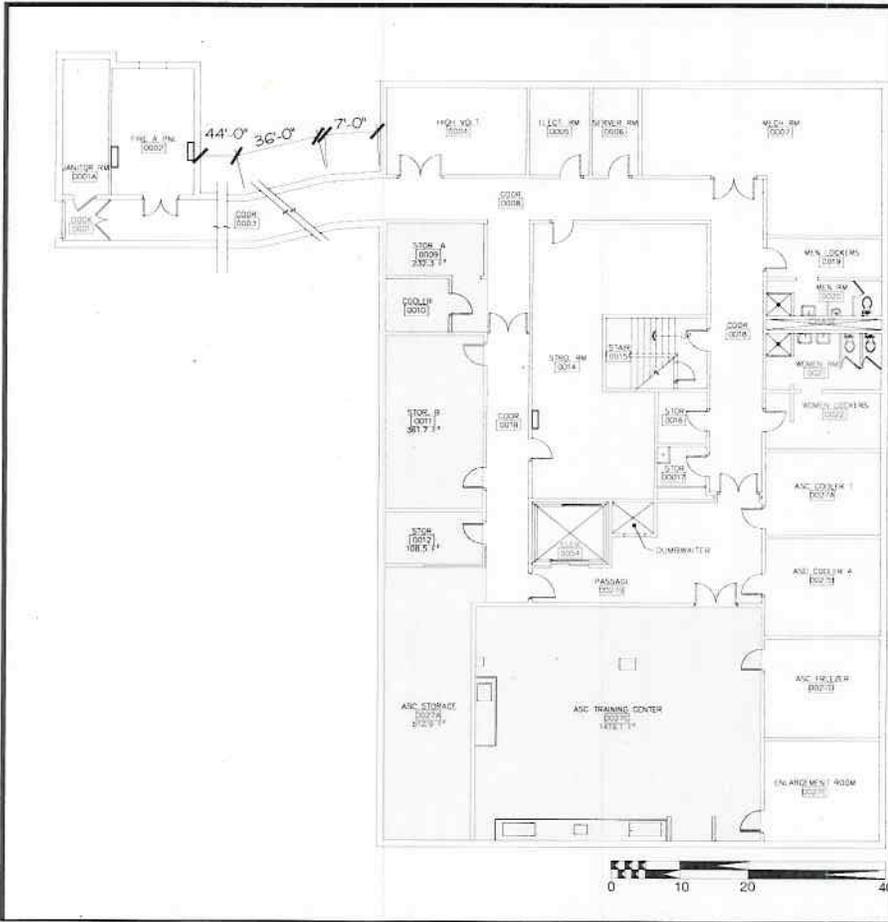
Sheet Name:
 Second Floor Plan

SUNY Cortland

Campus Buildings



KEY	
	= Parking Area
	= Accessible Parking Area



UniqueID SU-104-1-B-0030-000-A
TOTAL AREA: 2634.6 F²

BASEMENT FLOOR PLAN

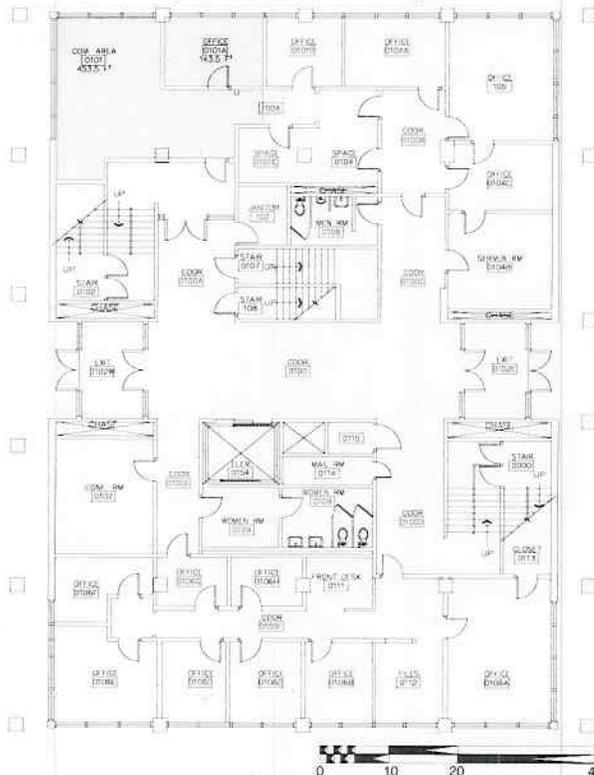


Facilities Planning
 Design & Construction
 607-753-2214

Drawn By: JFIS	
Reviewed By: JPW	
Date: 2/07/11	Scale: N.T.S.
Project: SMALL SCALE PLANS	
Project No:	
Revisions:	
Date:	Updated by:

Building Number: 0030
 Building Name:
 Winchell Hall

Sheet Name:
 Basement Floor Plan



UniqueID SU-104-1-B-0030-001-A
TOTAL AREA: 597.1 F²

GROUND FLOOR PLAN



Facilities Planning
 Design & Construction
 607-753-2214

Drawn By: JFIS

Reviewed By: JPW

Date: 2/17/11 Scale: N.T.S.

Project:
SMALL SCALE PLANS

Project No:

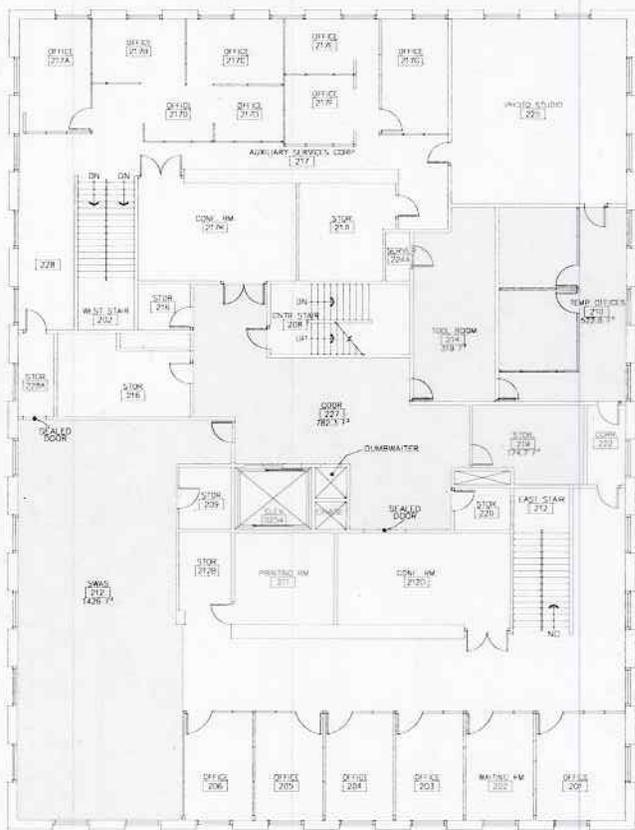
Revisions:
 Date: Updated by:

Building Number: 0030
 Building Name:

Winchell Hall

Sheet Name:
 Ground Floor Plan

30-G



UniqueID SU-104-1-B-0030-002-A
 TOTAL AREA: 3224.9 F²

SECOND FLOOR PLAN

SUNY Cortland
 COLLEGE AT CORTLAND
 STATE UNIVERSITY OF NEW YORK
 1868

Facilities Planning
 Design & Construction
 607-753-2214

Drawn By: JFTS

Reviewed By: JPW

Date: 2/07/11 Scale: N.T.S.

Project:
 SMALL SCALE PLANS

Project No:

Revisions:
 Date: Updated by:

Building Number: 0030
 Building Name:
 Winchell Hall

Sheet Name:
 Second Floor Plan

30-2