

SUNY ULSTER

STAFF HANDBOOK

Office of the President
April, 2012

This manual is prepared for members of the teaching and non-teaching faculty and staff of SUNY Ulster County Community College as a general guide to the principles and practices of the College. It is intended to serve as part of the orientation process for new members of the college community and as a reference guide for all. It is not a contract. Neither is it meant to replace the Board of Trustees Policies, Collective Bargaining Agreements, the Laws of the State of New York, nor the regulations of the State University of New York.

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SECTION I

VISION, MISSION, GOALS, AND VALUES STATEMENTS.

HISTORICAL BACKGROUND OF SUNY ULSTER

HIGHLIGHTS OF SUNY ULSTER'S FIRST FORTY YEARS

ACCREDITATION



VISION, MISSION, GOALS, AND VALUES STATEMENTS

VISION STATEMENT:

SUNY Ulster, a student-centered community college providing innovation and excellence in learning, is committed to be an educational and cultural beacon and economic development partner for the community.

MISSION STATEMENT

SUNY Ulster is a vibrant community of learners distinguished by academic excellence, collaboration, innovation, service and responsible use of resources.

As a public, comprehensive two-year institution dedicated to providing affordable, accessible education, we work within an ever-changing environment to:

- prepare students for success in college and in the workforce,
- prepare students for transfer to four-year institutions,
- provide enrichment and lifelong learning opportunities,
- augment learning through the integration and application of emerging technologies,
- prepare students, including international students, to live and work in a global society,
- play an active role in economic development,
- partner with local, state, national and international community, educational and cultural organizations,
- lead regional efforts in sustainability, and
- enhance the quality of life for residents of Ulster County.

GOALS:

The following goals are intended to define what SUNY Ulster will accomplish both programmatically and organizationally during the next several years. They are long-term, major target or end results related to the survival, value and growth of the college.

- I. Provide a high-quality, educational experience for all students through the college's programs and course offerings.
- II. Optimize levels of student success by cultivating a learning centered environment.
- III. Be a leader in sustainability education and a model of sustainability practice.
- IV. Be a high-performing, cohesive and collaborative college community in all operations.
- V. Cultivate and effectively leverage diverse resources in support of the college's mission.
- VI. Provide leadership in the economic development, civic engagement and enhancement of life in our local, regional and global communities.

VALUES STATEMENT:

The Strategic Planning Council reaffirmed the common set of values that the College adheres to as we work to accomplish our mission

Student Success, keeping the student's needs first and foremost in our minds as we develop curriculum, services and delivery systems that help students articulate and achieve their goals..

Diversity - Building a culture of inclusiveness, a sense of community, and a respect for diverse cultures, beliefs, thoughts and ideas.

Excellence – Setting and maintaining high standards of academic excellence and always striving to improve the learning environment.

Collaboration – Developing a variety of opportunities for interaction among all members of our internal and external communities.

Innovation and Creativity – Fostering critical thinking, reasoning, fresh ideas, questioning and the expression of different points of view.

Integration of the College Into the Community – Extending beyond the boundaries of our campus to take education and services to the diverse groups that compose our community, and developing programs that allow us to listen, learn, and respond to community feedback.

Open communication, promoting open, ethical and respectful dialogue to share information and ideas with both our internal and external communities.

Professional Development - Creating a continuous learning partnership between the college and individual employees, with each playing a vital role in increasing the individual's professional expertise.

Flexibility and Responsiveness – Recognizing that we live in a constantly changing environment in which we need to reflect and reassess our programs and services on an ongoing basis to ensure we are responsive to the needs of students, faculty, staff and the community.

Commitment and Enthusiasm – Acknowledging dedication to excellence and pride in a job well done with appropriate rewards and recognition for achievements whenever and wherever they occur.

Accountability – Being responsible to the community and to each other for the careful use of resources and the completion of college goals that support the college mission.

Respect for Individuals and Caring for Everyone in the Community - Welcoming individuals from differing backgrounds and appreciating each person's contributions.

Balance in Our Lives - Promoting time for reflection, renewal, and a healthy learning and working environment with reasonable expectations and workloads.

These values provide us with a framework for effectively working together and meeting the needs of our community. They are ideals toward which we continue to strive in our daily efforts.

HISTORICAL BACKGROUND OF SUNY ULSTER

In the late 1950's and early 1960's, many citizens of Ulster County felt a need for the development of a community college, and, with the overwhelming public support expressed in the November 1961 referendum, SUNY Ulster became a legal entity. The College Board of Trustees met for the first time on April 15, 1962.

Ulster began its first academic year on September 23, 1963. Classes were held at a temporary location in the historic Ulster Academy building, made available through the cooperation of the Board of Education of the Kingston City Schools Consolidated. In 1965 ground was broken for the College's main campus at Stone Ridge, and in 1967 the first classes were held at the new campus with dedication ceremonies held in October 1967. Throughout its history, SUNY Ulster has continued to adapt its program offerings and services to the changing educational needs of the area's residents.

In May 1990, the College received approval of funding by the State of New York and the Ulster County Legislature for a major rehabilitation and expansion project to refurbish, update and expand its physical plant to accommodate its current and future educational programs and events. The project added a new Student Life Center, a Science Wing to the Hardenburgh Building, a Learning Resources Center, and general purpose classrooms. Dedication of the new facilities was coupled with a celebration of the College's 30th Anniversary of classes in September 1993. In June, 1995 the College opened an Extension Center, the Business Resource Center, in Kingston, NY.

In April 1998 the College underwent a second major rehabilitation and renovation project to further improve and expand its physical plant to accommodate its present and future educational programs and events. This project included an addition to Hasbrouck Hall including a state-of-the-art Computer Center, as well as the renovation of the Clinton Administration Building to include the Ulster Savings Bank Howard C. St. John Community Conference Center and the Howard C. St. John Business Seminar Room.

There were also major renovations to the front of the MacDonald DeWitt Library and the Quimby Theatre Lobby, as well as the restructuring and relocating of the College's Learning Center to Vanderlyn Hall.

The College has conferred in excess of 17,500 degrees and has served over 400,000 students through its credit and noncredit offerings. SUNY Ulster continues to build in the new century. New academic programs have been introduced to address the education and training needs of emerging careers. New options for online education have also been introduced.

Campus facilities and technology continue to support the educational programs. Through development of a Facilities Master Plan for the campus and implementation of the plan, SUNY Ulster's goal is to meet the 21st century needs of its students and the Hudson Valley workforce.

An updated Facilities Master Plan calls for the expenditure of \$30 million over the next five to six years. Partial funding is in place from both the State of New York and Ulster County. Renovations to the Senate Gymnasium including, among other things, a new floor and new bleachers, has been completed. A wing has been added to the John Burroughs Science Building for new laboratories.

There have been upgrades to the campus security systems and to the various plumbing, heating and electrical systems to make them more efficient and cost effective. The Quimby Theatre has been renovated including all new seating and the Student Lounge has been fully refurbished.

Along with the foregoing, the College has seen the complete renovation of the Nursing Lab in the Hardenberg Building into a state-of-the art facility enabling our nursing students to learn in a modern up-to-date environment with the latest equipment and technology. The College is also proceeding with its plans to bring water on campus from the High Falls Water District to replace our inadequate and outdated well system. Plans for the design and engineering of this large project are already moving along.

The college is continually striving to upgrade, renovate and improve our facilities as well as our technology to insure that SUNY Ulster is capable of providing the highest quality education for our students.

The College is under the aegis of The State University of New York, but locally governed by a Board of Trustees. Appointment to the Board of Trustees is made by the Governor of New York (four members) and by the Ulster County Legislature (five members). A student trustee is elected each year by the student body.

The Board of Trustees supervises the policies and operation of the College, is responsible for approving the budget, and guides the long-range planning of the institution.

The College is locally sponsored by The County of Ulster through The Ulster County Legislature. Capital costs are shared by the County and the State University of New York. The operating costs are financed by student fees, the county, and the state.

HIGHLIGHTS OF SUNY ULSTER'S FIRST FORTY FIVE YEARS

November 7, 1961	Referendum to establish college passed
April 15, 1962	Board of Trustees meets for the first time
September 14, 1962	Dale B. Lake approved as first President
September 23, 1963	First day of classes at temporary Kingston Campus
June 6, 1965	First Graduation – 48 students
July, 1965	Ground broken for Stone Ridge campus
March 9, 1967	George B. Erbstein named as second President
September, 1967	First classes begin on Stone Ridge campus
October 21, 1967	Permanent Stone Ridge campus dedicated
April 1970	Original accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools.
October 13, 1973	10 th Anniversary of College celebrated in conjunction with the 25 th Anniversary of the State University of New York.

September 1, 1974	Robert T. Brown named as Third President
February 28, 1976	Ten year re-accreditation by Commission on Higher Education of the Middle States Association of Colleges and Schools.
June 1, 1986	Re-accreditation by Commission on Higher Education of the Middle States Association of Colleges and Schools. SUNY Ulster again granted a ten year re-accreditation.
April 30, 1987	College's 25 th Anniversary Convocation
March 27, 1988	25 th Anniversary Dinner at Mohonk Mountain House
June 1, 1989	Commencement ceremony for the 25 th class to be graduated from Ulster. Members of Ulster's Class of 1965, the first graduating class, were special guests at the ceremony.
May, 1990	SUNY Ulster's \$9.8 million rehabilitation and expansion project for campus facilities was approved as part of the State's Capital Budget, and equal funding was approved by the Ulster County Legislature.
May 31, 1990	Governor Mario M. Cuomo delivered his first commencement address at a community college to the 501 members of Ulster's 26 th graduating class.
September 23, 1993	Celebration of Ulster's 30 th Anniversary of classes, and the dedication of new facilities including the Student Life Center, the Hardenburgh Science Wing, the Learning Resource Center and classrooms.
June, 1995	Opening of The Business Resource Center at Kingston, NY.
February 1, 1996	Re-accreditation by Commission on Higher Education of the Middle States Association of Colleges and Schools, with follow-up report by April 1, 1998 on institutional finances and enrollment, including the success of marketing strategies.
August, 1997	Barbara A. Adams named as fourth President
April, 1998	Ulster's \$16 million second expansion and rehabilitation project for campus facilities approved as part of the State's Capital Budget, and equal funding approved by the U.C. Legislature.
June, 1998	Progress report on institutional finances and enrollment, including the success of marketing strategies, accepted by the Middle States Association of Colleges and Schools.
October, 1998	Establishment of Herbert & Sofia Reuner Library Writers' Series – first guest writer was Gioia Timpanelli.

January, 1999	Establishment of Larry Berk Artist-in-Residence Program. The inaugural artist was Gillian Farrell, Actor.
October, 1999	Establishment of Visiting Artist Program – first Visiting Artist was Mary Frank, Visual Artist.
August, 2000	Vice President and Dean of Academic Affairs, Dr. Donald C. Katt named as Interim President.
April, 2001	Dr. Donald C. Katt named as fifth President
September, 2001	Dedication of new facilities including Hasbrouck Hall Learning Lounge, Vanderlyn Hall Learning Center, Quimby Theatre Lobby, Clinton Administration Bldg. and Macdonald DeWitt Library addition.
September, 2003	Celebration of SUNY Ulster’s 40 th Anniversary of beginning classes.
May, 2005	SUNY Ulster’s new Veterinarian Tech Program receives American Veterinarian Medical Association accreditation.
September, 2005	Inauguration of Ulster’s new International Studies program.
September, 2005	Reaffirmation of accreditation by Middle States Association of Colleges and Schools.
November, 2005	Ulster’s Third Expansion and Rehabilitation Project for campus facilities was approved as part of the State’s Capital Budget and equal funding approved by the Ulster County Legislature
January, 2006	SUNY Ulster hosts Professor Robert Vincent of Leicester, England as its first Fulbright Scholar-in-Residence
September, 2006	Formation of Orange-Ulster-Rockland-Sullivan Consortium for Domestic Preparedness, a four-campus joint effort.
March, 2007	Dedication and grand reopening of Quimby Theatre with performance by Hudson Valley String Quartet.
April, 2007	Completion of Microbiology Labs and Re-dedication of John Burroughs Science Building.
March, 2008	Completion and dedication of projects and facilities under Capital Project including Vanderlyn Hall roof, repaving of roadways and parking lots, refurbishing of Student Lounge and renovation of Senate Gym lighting, gym floor and bleachers.
September, 2008	Celebration of the 45 th Anniversary of SUNY Ulster beginning classes.

February, 2009	Institute for Constitutional Studies launched with its first lecturer the Hon. Albert Rosenblatt, retired Associate Judge of the NYS Court of Appeals.
May, 2009	Commencement ceremony for the 45 th Graduating Class.
August, 2009	Bachelor of Science in Nursing Degree offered on the Stone Ridge campus through SUNY/Ulster and SUNY/IT Partnership.
September, 2009	Introduction of new Web based communication system portal, "My SUNY Ulster".
October, 2009	President Katt appointed by SUNY Chancellor Nancy L. Zimpher to serve on the Group of 200, Strategic Planning Steering Committee for <i>The Power of SUNY: Strategic Plan 2010 & Beyond</i> .
November, 2009	Completion of balance of Capital Projects, Phase I, Facilities Master Plan, including Crisis Management Program; Vanderlyn Elevator Replacement; Incident Management Data Base; Building Signage and Lockdown Solution
December, 2009	Approval by Ulster County Legislature to design project to bring water from High Falls to SUNY Ulster Campus.
January 2010	Graphic Design Program's <i>Real World Classroom Model</i> presented to Chancellor Nancy Zimpher.
August, 2010	Grand opening of newly renovated and refurbished Hardenberg Hall Nursing Laboratory.
October, 2011	Dedication of <i>The Darlene L. Pfeiffer Center for Entrepreneurial Studies</i> , located in the Business Department, Jacob Hasbrouck Hall.
November, 2011	Renovations begun to Kelder Conference Center under grants obtained from NYS Energy Research & Development Authority for energy efficiency and clean energy technology training.

ACCREDITATION

SUNY Ulster is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Since Ulster is a unit of the State University of New York, all of its curricula are approved by SUNY, and all are registered with the New York State Education Department.

SUNY Ulster is authorized by the Board of Regents of the University of the State of New York to award Certificates, Diplomas and Degrees in Associate in Arts, Associate in Science and Associate in Applied Science. All Curricula are normally approved for the training of veteran's under the various public laws, and the College is approved for holders of New York State scholarships.

SECTION II

COLLEGE
ORGANIZATION

BOARD OF TRUSTEES

(Education Law – Article 126)

The organization and operation of SUNY Ulster is in accordance with Article 126 of the Education Law. As provided therein, a ten-member Board of Trustees is appointed. Five are selected by the County Legislature and four by the Governor of the State of New York for seven-year terms. A Student Trustee is elected annually by the student body. The Board, which selects a Chair from its membership, is responsible for educational policy and operations of the College.

The Board of Trustees, as provided by statute, shall:

1. Appoint a President of the College subject to approval by the Board of Trustees of the State University of New York.
2. Appoint members of the professional staff and faculty on recommendation of the President.
3. Adopt curricula subject to the approval of the State University of New York.
4. Present budget for submission to and approval by the County Legislature of Ulster County and the Board of Trustees of the State University of New York.
5. Develop and implement a plan for providing physical facilities to meet the needs of the College.
6. Acquire property and apply it or income therefrom for purposes of the College.
7. Have the care, custody, control and management of the lands, grounds, buildings, facilities, and equipment of the College, and the responsibility to preserve and improve same.
8. Discharge such other duties as may be appropriate or necessary for effective operation of the College.
9. Have such other powers and perform such other duties as may be provided by law or prescribed by the State University Trustees.

TRUSTEES - SUNY ULSTER
2012 MEMBERS OF THE BOARD

John H. Dwyer, Sr., Chair
Kingston, NY

Susan M. McConekey, Secretary
Kingston, NY

Anne R. Donovan
Kingston, NY

Françoise C. Dunefsky
Port Ewen, NY

William A. LeDoux
Tillson, NY

Gabriel F. Sottile
Hurley, NY

William L. Spearman, Vice Chair
Lake Katrine, NY

Victoria St. John-Gilligan
Kingston, NY

Timothy J. Sweeney
Stone Ridge, NY

William J. Ryan, Jr., Esq.
College Attorney

Ashley Woodill
Kerhonkson, NY

TRUSTEES EMERITI

George Rusk, Jr.
Marlboro, NY

Peter L. Berger
Ellenville, NY

John E. Finch
Kingston, NY

John J. Wadlin
Highland, NY

David H. Rylance
Port Ewen, NY

Harlow DeForest
Kingston, NY

CHIEF ADMINISTRATIVE OFFICERS OF THE COLLEGE AND THEIR DUTIES

PRESIDENT

The President executes all college policy; meets with the Board of Trustees monthly; and has the broad responsibility for the operation of the College and for promotion of its development and effectiveness, in accordance with the objectives of the College and, within the policies of the Trustees of the College and the State University of New York. The President is Dr. Donald C. Katt.

VICE PRESIDENT AND DEAN OF ENROLLMENT MANAGEMENT

The Vice President and Dean of Enrollment Management reports to the President and leads and manages a comprehensive program of student services to recruit, retain and counsel students; and leads and manages the college-wide effort of marketing, promotion and special events. The Vice-President and Dean of Enrollment Management is also responsible for the offices of Financial Aid, Safety & Security, and Student Services. The position also serves as an advisor to and representative of the President and serves as a member of the Executive Staff. The Vice President and Dean of Enrollment Management is in charge when the President is absent from the campus. The Vice-President and Dean of Enrollment Management is Ann Marrott.

DEAN OF ACADEMIC AFFAIRS

The Dean of Academic Affairs is directly responsible to the President of the College to develop and coordinate instructional programs of excellence as they relate to the goals and objectives of the College. The Dean is also responsible for the evaluation of the full-time teaching faculty and for the professional staff in the Office of the Dean of Academic Affairs. In close cooperation with the academic department chairs, the Dean prepares semester class schedules, assigns faculty class loads and other faculty responsibilities, and develops new courses and curricula. The Dean of Academic Affairs also recruits and orients new faculty, provides in-service and professional development programs for faculty, and implements the professional personnel policies and regulations as set forth by current collective bargaining agreements, the College administration, and governing bodies. The Dean of Academic Affairs is the chief academic officer and will work closely with the President in planning and providing internal direction to many of the on-going programs of the campus. The Dean is a member of the Executive Staff. The Dean of Academic Affairs is Dr. John Ganio.

DEAN OF ADMINISTRATION

The Dean of Administration is responsible for the business affairs, facility planning, and the physical plant and facilities for the College. This includes supervising all financial functions, student accounts, personnel, purchasing, central services, and plant operations and maintenance. The Dean of Administration is responsible for the preparation of the College's annual budget and financial reports, and for the expenditure of all funds. The Dean negotiates collective bargaining agreements with the two professional bargaining units on campus. The Dean of Administration reports to the President of the College and is a member of the Executive Staff. The Dean of Administration is Mark Komdat.

DEAN OF ADVANCEMENT AND CONTINUING EDUCATION

The Dean of Advancement and Continuing Education is directly responsible for the leadership, direction and supervision of the continuing education, economic development, and community service areas of the College. The Dean promotes the planning, development, and effectiveness of the College’s Extension Site at the Business Resource Center, including the One-Stop Shop for Business and Community, and the Continuing Education, economic development and community service programs in accordance with the goals and objectives of the College. The Dean of Advancement and Continuing Education is also responsible for external resource development, governmental relations and when appropriate, sponsored programs. The Dean also serves as the Executive Director of the Ulster Community College Foundation, Inc., is a member of the Executive Staff and reports directly to the President of the College. The Dean of Advancement and Continuing Education is Marianne Collins.

EXECUTIVE ASSISTANT TO THE PRESIDENT AND SECRETARY TO THE BOARD OF TRUSTEES

The Executive Assistant to the President and Secretary to the Board of Trustees reports to the President and is responsible for special projects related to data review and analysis, strategic planning, Middle States liaison, personnel, College functions and events, resources, and other high level administrative tasks assigned by the President. The Executive Assistant to the President and Secretary to the Board of Trustees assists with the functions of the Board of Trustees and processes all materials and information related to Board meetings. The Executive Assistant to the President and Secretary to the Board of Trustees is a member of the Executive Staff. The Executive Assistant to the President and Secretary to the Board of Trustees is Jean Rose.

AREA AND DEPARTMENT CHAIRS
Academic year 2011-2012

- ART, DESIGN, MUSIC, THEATRE & COMMUNICATIONS.....Iain Machell
- BIOLOGICAL SCIENCES.....Donald Terpening
- BUSINESS & PROFESSIONAL STUDIES..... Anita Bleffert- Schmidt
- CRIMINAL JUSTICE & PUBLIC SAFETY.....Jim Truitt
- ENGLISH, FOREIGN LANGUAGE & PHILOSOPHY.....Dolores Quiles
- MATH, PHYSICAL SCIENCES, ENGINEERING & TECHNOLOGY.....Steven Schimrich
- NURSING.....Jody Mesches
- SOCIAL SCIENCES, EDUCATION & HUMAN SERVICES.....Miho Iwazaki

ADMINISTRATIVE CHAIRS (2011-2012)

ACCOUNTING	Amy Winters	X5124
ADMINISTRATION	Mark Komdat	X5051
ADMISSIONS	Matthew Green	X1568
BOOKSTORE	Skip McKenzie	X5085
BUSINESS RESOURCE CENTER	Sarah Fajardo	X7165
CAREER SERVICES	Karen Robinson	X5091
CHILDRENS' CENTER	Andrea Meyer	X5257
COLLEGE ASSOCIATION	Kathy Meyer	X5047
COLLEGE DEVELOPMENT	Marianne Collins	X5093
COLLEGE HEALTH SERVICES	Patricia Cosenza	X5246
COMMUNITY RELATIONS	Ann Marrott	X5070
CONTINUING EDUCATION	Christopher Marx	X7167
DEVELOPMENT CENTER FOR BUSINESS	Deborah O'Connor	X7166
DISTANCE LEARNING	Sheryl Chisamore	X5095
EMPLOYEE BENEFITS	Brenda Bennie	X5101
ENROLLMENT MANAGEMENT	Ann Marrott	X5070
ENVIRONMENT, FACILITIES & PROCUREMENT	Steve Gallart	X5187
EXECUTIVE ASSISTANT TO THE PRESIDENT	Jean Rose	X5149
FINANCIAL AID	Christopher Chang	X5096
FOOD SERVICE	Jason Liebergot	X5072
HOUSEKEEPING	Steve Freer	X5205
HUMAN RESOURCES	Deb Delanoy	X5088
INFORMATION TECHNOLOGY	Jonathan Rhea	X5163
INSTRUCTION	John Ganio	X5092
INSTITUTIONAL RESEARCH	Hank Miller	X5063
LEARNING CENTER	Jane Kithcart	X5276
LEGAL ISSUES	William J Ryan, Jr. Esq.	X5049
LIBRARY	Kari Mack	X5214
MAINTENANCE & PLANT OPERATIONS	Steve Freer	X5200
REGISTRAR	Marion Goss	X5284
RETIRED & SENIOR VOLUNTEER PROGRAM	Catherine Canzian	X2181
SAFETY & SECURITY	Wayne Freer	X5053
SECRETARY TO THE BOARD OF TRUSTEES	Jean Rose	X5149
SMALL BUSINESS DEVELOPMENT CENTER	Arnaldo Sehwerert	X0025
SMALL BUSINESS INCUBATOR	Sarah Fajardo	X7165
STUDENT ACCOUNTS	Melanie Quick	X5106
STUDENT SUPPORT SERVICES	John Frampton	X5288
TITLE III	Wendy McCorry	X1980
TRANSFER	Kathleen Smith	X5081
WORKFORCE DEVELOPMENT	Deb O'Connor	X7166

ORGANIZATIONAL CHART

See Appendix II

THE ACADEMIC SENATE

The Academic Senate shall exist to:

- a) Function as the institutional voice of the full-time and adjunct teaching faculty on matters of academic and educational policies, procedures and issues in the governance of SUNY Ulster.
- b) Serve as an advisory body to the President in his capacity as the chief executive of SUNY Ulster, for the formulation and development of its educational policies and procedures.
- c) Provide a forum for the faculty to discuss and debate educational and academic issues and, when appropriate, to transmit to the President its resolutions and recommendations on matters including, but not restricted to: curricula; requirements for degrees; advancement and graduation standards; and the establishment, modification of or discontinuance of any academic credit course, curriculum or program, or department.
- d) Provide an arena for the faculty to identify and discuss pedagogical strategies, issues, and concerns that are deemed relevant to enhance faculty development and attainment of educational goals and objectives.
- e) Promote the general academic climate by ensuring academic quality, securing academic integrity, and protecting academic freedom.
- f) Promote communication and understanding among all segments of the College Community.
- g) Provide a conduit for the President and/or the Board of Trustees to solicit and secure advisory input from the teaching faculty on issues and concerns for the overall operation and governance of the College.
- h) Initiate action on all matters with which the faculty is concerned.
- i) Support the administration, when appropriate, in its relationship with regulatory bodies and outside agencies.

COMMITTEES OF THE ACADEMIC SENATE

The Executive Committee:

The Executive Committee shall carry on the work of the Academic Senate between meetings. It shall establish the agenda for all meetings and provide direction to the Senate in striving to fulfill its agenda.

The Executive Committee shall be responsible for execution of actions approved by the Senate and the will of the faculty, including transmitting to the President all appropriate resolutions and recommendations, along with accompanying rationale and justification.

The Executive Committee shall monitor and ensure that all resolutions and recommendations approved by the President and Board of Trustees are implemented.

The Chairperson of the Academic Senate, as chief executive, and the Executive Committee shall ensure allegiance and fidelity to the Constitution, and its By-Laws in all deliberations of the Senate, its committees and other entities as may be formed.

The Executive Committee shall be vested with the authority to rule in questions of delinquency from the constitution and shall be required to ensure that as the Senate approves Constitutional Amendments, they are reflected in appropriate modifications of the Constitution. The Executive Committee shall resolve jurisdictional disagreements, should any arise, between committees.

The Executive Committee, in consultation with the standing committee chairpersons, shall recommend and work with the chief academic officer to establish the calendar of governance committee meetings for the subsequent academic year.

Academic Standards Committee:

The Academic Standards Committee shall formulate and propose to the Academic Senate recommendations concerning academic standards in light of the philosophy of the College and its tradition of academic excellence. It shall concern itself with, but not be limited to:

- a. academic advisement;
- b. grading and examination systems and procedures;
- c. academic status, academic honors, and graduation standards; and
- d. policies and regulations concerning admissions, and separation from or reinstatement to the College.

Assessment Committee:

The Assessment Committee shall have the responsibility for evaluating and assessing all educational programs and courses at the College. The Committee shall also review the role of general education as a vital ingredient of a college educational experience.

Curriculum Committee:

The Curriculum Committee shall study, within the context of the philosophy and mission of the College, the following matters, among others, and submit to the Academic Senate recommendations pertaining to them:

- a. proposals and revisions concerning new and/or revised academic courses, programs and curricula;
- b. new as well as existing course offerings and their fulfillment of current educational needs, and possible additions, deletions, or modifications in course offerings; and
- c. the support services provided by other areas of the College such as the library, audio-visual, extension centers, etc., as they are deemed necessary to enhance academic programs.
- d. The curriculum Committee shall be responsible for formulating and adopting as well as promulgating to the entire College community the guidelines, procedures and rules it will employ in entertaining any and all recommendations and proposals.

The Committee will include a faculty member from each department who has been full time for at least three years. The Curriculum Committee must include ex-officio, non-voting members who represent each of the following: Registrar's Office, Library and Transfer Office.

Instructional Resources Committee:

The Instructional Resources Committee is responsible for identifying and recommending policies governing the development and use of all learning and instructional resources. This Committee shall evaluate and recommend policies regarding instructional resources and services in support of classroom instruction and the overall learning process. This Committee shall also identify resources including hardware, software, space, personnel, and related supplies and review and/or develop guidelines and policies as to their use.

The Instructional Resources Committee and the members that comprise it, will simultaneously serve as a subcommittee of the College-wide Information Technology Committee. The Instructional Resources Committee will represent faculty input and interest on the Information Technology Committee while also advising the Academic Senate of the developments of the larger College-wide committee.

Pedagogic Committee:

The Pedagogic Committee shall be responsible for considering matters relevant to the art and science of teaching and recommending or conducting programs, discussion, workshops, etc., that in its judgment may facilitate the professional growth of the teaching faculty or its ability to fulfill its responsibilities to the goals and mission of the College. It may address any variables deemed to affect teaching and its success.

COMMITTEES APPOINTED BY THE PRESIDENT

Academic Review Committee:

The Academic Review Committee is charged with advising the Vice-President and Dean of Enrollment Management (or his or her designee) with reviews of candidates for probation and dismissal, with reviews of petitions for reinstatement, with academic grievances, and with any appeals by students. Academic grievances will be heard by a panel of teaching faculty, chaired by the Vice-President and Dean of Enrollment Management (or his or her designee). Additional information is set forth in the “Academic Appeals Procedure”.

Ad Hoc Domestic Violence Committee:

This Committee is charged, pursuant to Sec. 6432 of the New York State Education Law, with the responsibility of informing incoming students about sexual assault, domestic violence and stalking prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information, promote discussion, encourage reporting, and facilitate prevention of sexual assault, domestic violence and stalking.

Advisory Committee on Campus Security

Pursuant to §6431 of the NYS Education Law, the President or chief administrative officer shall appoint an advisory committee on campus security. Such committee shall consist of a minimum of six members, at least half of whom shall be female; one-third of the committee shall be appointed from a list of students that contains at least twice the number to be appointed which is provided by the largest student governance organization on such campus; one-third thereof shall be appointed from a list of faculty members that contains twice the number to be

appointed which is provided by the largest faculty organization on such campus, and one-third of whom shall be selected by the president or chief administrative officer. This advisory committee on campus security is charged with reviewing current campus security policies and procedures and making recommendations for their improvement. It shall specifically review current policies and procedures for:

- a) educating the campus community, including security personnel and those who advise or supervise students, about sexual assault, domestic violence and stalking offenses pursuant to §6432 of this article;
- b) educating the campus community about personal safety and crime prevention;
- c) reporting sexual assaults, domestic violence and stalking incidents and assisting victims during investigations;
- d) referring complaints to appropriate authorities;
- e) counseling victims; and
- f) responding to inquiries from concerned persons.

The committee shall report, in writing, to the college president or chief administrative officer on its findings and recommendations at least once each academic year and such report shall be available upon request.

College-Wide Technology Advisory Committee:

The College-Wide Technology Advisory Committee is charged with advising the President and the Dean of Academic Affairs in the administration of the College's Master Technology Plan. Through questionnaires, personal interviews, and joint meetings, this committee evaluates concerns and requirements in the area of academic technology and makes recommendations. This Committee will function by dividing into subcommittees – Academic Technology Advisory and Administrative Computing Advisory.

Scholarship Committee:

The Scholarship Committee is charged with advising the President and the Dean of Administration on College Scholarship policy and will work in conjunction with the Ulster Community College Foundation in publicizing the availability of the scholarships and their criteria, and in selecting annual scholarship recipients.

Sustainability Committee:

The Sustainability Committee is charged with developing and recommending initiatives to optimize campus energy usage, reduce campus resource consumption and improve the sustainability IQ of SUNY Ulster's students, faculty, staff and community partners. This committee is made up of representatives from SUNY Ulster's student body, faculty, staff and the community.

Planning Committee:

The Planning Committee is appointed by the President and is responsible for developing the College's Vision, Values, Mission, and Strategic Goals. The Committee also monitors area initiatives and progress toward goal attainment.

Task Forces:

In addition to the Academic Senate and the College's standing committees, special Task Forces or committees may be appointed by the President.

OTHER GROUPS

President's Executive Staff:

The President's Executive Staff is chaired by the President, or in the absence of the President, by the Vice-President. Members include the Vice-President, the Deans, and the Executive Assistant to the President. This group meets bi-monthly to address problems, activities, and progress in each of the member's representative areas and the College as a whole.

Instructional Advisory Council:

The Instructional Advisory Council is chaired by the Dean of Academic Affairs. Members include all individuals who report directly to the Dean of Academic Affairs. The group usually meets bi-monthly to provide a forum for addressing problems, practices and policies unique to the instructional area and to facilitate communication.

College Cabinet:

The purpose of the College Cabinet is to disseminate information to all employees of the college and to provide a forum for any concerns or opinions of staff. Membership in the College Cabinet consists of the President, who acts as Chair, the Vice-President, the Dean of Administration and the Dean of Academic Affairs. Membership also includes three (3) members of the Organization of Professional and Administrative Personnel (OPAP), three (3) faculty members and three (3) representatives of the Civil Service Employees Association (CSEA), and three (3) students. Appointment to the College Cabinet is made by the leaders of each bargaining unit. There are also ex-officio members who are appointed by the President. The College Cabinet normally meets once per month.

College Staff Council:

The College Staff Council was established in order to provide college staff with an open forum to receive campus updates from the College administration and to allow the opportunity for staff to ask questions. Meetings are held twice per semester.

Community Advisory Councils:

Community Advisory Councils provide valuable advice and assistance in each particular area to the college community. Members are appointed by the Board of Trustees upon recommendation by the President. At the present time, the following Advisory Councils assist the college: Business; Communications and Media Arts; Criminal Justice; CSC/CIS/NET; Engineering and Industrial Technology; English; Environmental Studies; Health Care; Human Services; Recreation Leadership; Retired and Senior Volunteer Program; Theatre; Veterinary Technology; and Vocational Education.

ULSTER COMMUNITY COLLEGE ASSOCIATION, INC.

Under the regulations of the State University of New York, the College will not participate financially in such extra-curricular College activities as student government, intercollegiate athletics, and so forth. Since each academic unit operating within SUNY or under the general program of SUNY offers non-academic programs and services of this type, each unit has formed a separate, not-for-profit corporation to establish, finance, and operate such faculty and student activities.

At SUNY Ulster, this organization is The Ulster Community College Association, Inc., and it has been in existence since June of 1963, incorporated under the Not-For-Profit Corporation Law of the State of New York. Since its formation, several revisions to the Constitution and By-Laws have been drawn up to establish a broader-based association membership and a more representative Board of Directors.

Purposes: The Association seeks to cultivate, promote and encourage the development of such appropriate extra-curricular activities for the academic community as parallel to the educational goals of the College. It is in charge of receiving, managing and controlling the revenues and disbursements of operations such as: Student Government, clubs, inter-collegiate athletics, daycare for children, and workshops and special events.

Membership: The Board of Directors of the Association is composed of sixteen voting members: seven presently registered students; four faculty members; four representatives from the College's administrative staff; and one Trustee from the College's Board of Trustees. The President of the College and the Financial Secretary are ex-officio, non-voting members.

Resolutions: All resolutions approved by the Board of Directors of the Association are subject to College Presidential veto.

ULSTER COMMUNITY COLLEGE FOUNDATION

Since its modest beginnings in 1976 and its subsequent incorporation as a Not-For-Profit Corporation in 1996, The Ulster Community College Foundation, Inc. has matured into a multi-million dollar organization that provides special enrichment opportunities, including art and cultural programs, speaker series and technology to enhance the learning environment and the lives of SUNY Ulster students and the community.

The Foundation's phenomenal growth in the last decade has been marked by a number of major achievements that include exceeding \$5 million in assets, and launching initiatives that promote technology, the arts and many academic programs that reflect the changing needs of education. Also, the Foundation typically awards over \$140,000 in scholarships annually. These awards enable students to begin or continue their educations at SUNY Ulster or to further their studies by transferring to a four-year school.

The Foundation's success rests upon the generosity of its dedicated and farsighted donors and the support of the campus community. Its contributors have helped SUNY Ulster retain its position as a highly respected institution at the forefront of New York's community colleges. Students, faculty, administrators, and community members work hand in hand, supporting SUNY Ulster's goal of excellence.

SECTION III

ACADEMIC POLICIES
AND PROCEDURES

ABSENCES OF STUDENTS FOR RELIGIOUS BELIEFS

According to Section 224-a of the Education Law, students unable, because of religious beliefs, to attend classes on certain days, shall be excused from any examination or any study or work requirements for that period of time. Instructors are to provide an equivalent opportunity to make up any examination, study, or work requirements missed by the students for such reasons.

ACADEMIC ADVISORS

After matriculated students, both full and part-time, have registered for the first time in a program of study, they are assigned an academic advisor. Students should consult with their advisors on career and educational plans, transfer possibilities, and concerns about academic difficulties. Discussions with advisors should also focus on appropriate course selection and registration enabling the student to reach their academic goals.

Before the end of each semester there is a 4-week registration period for continuing students only. This is the time students schedule appointments with their academic advisors to plan and register for the next semester’s schedule of classes. If students wish to change advisors, programs or both, they may contact the Administrative Aide or Assistant of the department in which their program is located or by inquiring in the Registrar’s Office for the specific procedures to be followed.

ACADEMIC ADVISEE “LOAD”

(Also see Collective Bargaining Agreement)

Faculty members will, upon the request of the College administration, advise up to 25 student advisees without additional compensation. If requested to advise in excess of 25 students, a faculty member will have his or her workload reduced or be paid overload as follows:

<u>Equal to or More Than:</u>	<u>Less Than:</u>	
25.5	34.5 advisees -	1/1 semester hour
34.5	44.5 advisees-	1 semester hour
44.5	54.5 advisees-	1-1/2 semester hour
54.5	64.5 advisees-	2 semester hours
64.5	74.5 advisees-	2-1/2 semester hours
74.5		3 semester hours

The College may request qualified adjunct faculty members, on a voluntary basis, to advise students. The adjunct faculty will be compensated for advisement based on a formula of one-half credit hour for each set of ten (or fewer) students.

All electronic registration data related to the students’ academic programs are to be reviewed and approved by the academic advisors. Usually a student’s academic advisor is a faculty member teaching within the student’s chosen curriculum, and the student usually retains the same adviser as long as the student continues at the College.

Academic advisors should have periodic individual conferences with their advisees for the purpose of discussing the students’ academic progress, and for providing help in guiding them toward better scholarship.

ACADEMIC APPEALS PROCEDURE

(see also Accelerated Academic Grievance Procedure)

Disagreements between students and instructors are usually resolved on an informal basis. However, the College provides formal avenues for appeal of grades from an instructor. The formal procedures are not intended to replace informal channels. Every attempt should be made to explore informal avenues before escalation to more formalized procedures.

The procedures described are purposefully general, rather than detailed, to ensure flexibility for both the student and the instructor in resolving the grievance. Reasonable efforts will be made to expedite the process. Time frames are specified to accommodate this procedure.

These procedures in no way reduce the traditional responsibility and authority of faculty members in establishing academic standards and procedures for their courses.

A. INFORMAL LEVEL:

1. The student who wishes to grieve must take his or her complaint to the instructor within 20 days of the notice of the grade. The student and the faculty member will meet and attempt to resolve the issue in a mutually acceptable manner.
2. If they are unable to resolve the issue, the student will contact the Vice-President and Dean of Enrollment Management (or his or her designee). If the Vice-President and Dean of Enrollment Management (or his or her designee), cannot bring about a successful resolution of the grievance through informal mediation, he or she will arrange a three-way meeting among the student, instructor, and appropriate department chairperson, as soon as possible or practicable.

B. FORMAL LEVEL:

1. If, at the end of the meeting described in #A.2. above, the issue is still unresolved, the department chairperson will ask the student to prepare a written grievance within a calendar month after the meeting. A copy of this will be given to the faculty member, who will then respond in writing to the grievance. The department chairperson will forward copies of these documents to the Academic Review Committee, the student and the faculty member. The Academic Review Committee will meet as soon as practicable; it will consider only the issue addressed in the written documents.

The Committee will invite the student, instructor, and department chairperson involved to be present at its meeting. The student or the faculty member, or both, may elect to have present at this meeting an advocate of his or her choice. Advocates will be limited to SUNY Ulster faculty, staff and students. Only Committee members who have no prior involvement with the student or instructor concerning this grievance may sit on the Committee to review this particular grievance.

The Committee's written recommendation, along with all pertinent material, will be forwarded to the Dean of Academic Affairs. Two members of the Committee will be designated to deliver these documents and to be available to answer any questions the Dean may raise concerning the Committee's recommendation. All members of the Academic Review Committee will receive a copy of the recommendations sent to the Dean.

The Dean of Academic Affairs will review the Committee's recommendation, along with the documents of the student and the faculty member. Within two weeks, the Dean will render a decision and report his or her findings, in writing, to the student, the faculty member and the department chairperson. The Dean will send to Academic Review Committee members copies of all letters sent to the student, the faculty member and the department chairperson. The Dean of Academic Affairs is the final step in the Academic Appeals Procedure at the College.

2. A student academic grievance will be adjudicated as soon as reasonable, but no later than the end of the next semester, excluding the summer semester.

ACADEMIC CALENDAR

The Academic Calendar is prepared by the Office of the Dean of Academic Affairs, and is submitted to the SUNY Ulster Faculty Association and to the Organization of Professional Administrative Personnel (OPAP) for their recommendations before final approval by the President.

ACADEMIC DEPARTMENT CHAIR ELECTIONS

1. The Dean of Academic Affairs will call for nominations from members of the department and from the department chair for positions wherein terms are soon to expire or for those that become open
2. The Dean of Academic Affairs will collect the nominations and submit a ballot to the members of the department.
3. Ballots will be returned to the Dean of Academic Affairs Office for tabulation and review by the President of the Faculty Association. In case of a tie, the Dean will cast the deciding vote.
4. The Dean of Academic Affairs will announce the results to the members of the college community within two (2) weeks of the election.

ACADEMIC DISHONESTY

Academic dishonesty, or cheating in any form, is regarded by the College as an intolerable breach of academic ethics, and deserves immediate penalty.

For full information refer to "Academic Integrity", below.

ACADEMIC FREEDOM

As members of their community, professional educators have the rights and obligations of all citizens. They measure the urgency of these obligations in the light of their responsibilities. As citizens engaged in a profession that depends upon freedom for its health and integrity, they have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

ACADEMIC INTEGRITY

(See Board of Trustees Policy 6.3.1, Revised 10/17/95)

Student Obligations:

Responsibility for maintaining academic integrity rests with the individual student. Students have an obligation to maintain the highest standards of honesty and to respect ethical standards in carrying out academic assignments. Academic dishonesty in any form is regarded by the College as an intolerable breach of academic ethics and deserves immediate disciplinary action. Academic dishonesty includes, but is not limited to, the following:

1. Cheating on examinations, i.e., referring to materials or sources, or use of devices not authorized by the instructor;
2. Plagiarism, i.e., the use of words or ideas of others, whether borrowed, purchased, or otherwise obtained, without crediting the source;
3. Willing collaboration with another student in any actions which result in a student submitting work that is not her or his own;
4. Theft or sale of examinations, falsification of academic records, or other such offenses;
5. Submission of work previously presented in another course without permission of the instructor;
6. Unauthorized duplication of computer software or print materials;
7. Attempting to influence or change her or his academic evaluation or record for reasons other than achievement or merit; and
8. Practice of any form of deceit in an academic evaluation proceeding.

Procedures for Adjudication:

In all cases, the objective is to provide fundamental fairness to the student. It is the responsibility of the instructor to present adequate evidence in support of charges of academic dishonesty. No student should be subject to an adverse finding that an offense related to academic integrity has been committed and no sanction should be imposed relating thereto, except in accordance with procedures stated below:

1. The instructor will advise the student that there is reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded a reasonable opportunity to respond.
2. If the instructor finds the response of the student unsatisfactory as an explanation of the possible misconduct, the instructor must file an official report with the Associate Dean of Student Services), together with adequate evidence of the charges.
3. The Associate Dean will schedule a meeting with the student to review and clarify the College's policy on academic integrity. At that time, the student will sign a statement that he or she understands the issue and its seriousness, and that he or she will be dismissed from the College if a second instance is reported.
4. The student appeal process, if desired, must be begun within ten (10) school days after imposition of the disciplinary action. The appeal must be made in writing to the Associate Dean of Student Service.
5. The Associate Dean will schedule a time and place for the student and instructor to meet with the Academic Review Committee.

6. The hearing should provide a fair inquiry into the truth or falsity of the charges. Both the student and the instructor may provide witnesses or other relevant support at this meeting. A suitable record must be made of the proceedings.
7. After consideration of the evidence, the Academic Review Committee will make its recommendation to the Dean of Academic Affairs and the Associate Dean of Student Services.
8. The decision made by the Dean and the Associate Dean is, in all cases, final. The Associate Dean of Student Services will then transmit copies of all actions taken by the hearing authority and the Deans to the student and to the instructor.

Timeliness:

It is the responsibility of all parties to take prompt action in order that charges can be resolved quickly and fairly.

Sanctions:

Depending upon the circumstances, any first offense will result in one of the following actions:

1. Repetition of the assignment or examination;
2. A failing grade for the assignment or examination;
3. A failing grade for the course; or
4. Suspension or dismissal from the program.

Any second instance will result in dismissal from the College for a period of time not less than one calendar year.

ACADEMIC REGALIA

Academic regalia, which is required for commencement and other formal college occasions, may be rented through the College Bookstore. All academic apparel is tailored in accordance with the intercollegiate code as authorized by the American Council of Education.

ACADEMIC STANDARDS

The College provides the highest quality of instruction, expects learning to reach the highest appropriate level, and maintains a high standard of academic performance in the classroom. Students whose performance does not meet the standards set by the College will be required to improve their performance or be withdrawn from the College. Students are assumed by the College to be mature and responsible, and are expected to apply themselves to the utmost in academic endeavors. Furthermore, the College expects students to have knowledge of the information presented in the College Catalog and other College publications.

ACCELERATED ACADEMIC GRIEVANCE PROCEDURE

The Accelerated Grievance Procedure is important to students who need to pass one modular course before being eligible to take the next course in the sequence. The full text of the Accelerated Grievance Procedure is as follows:

A. Informal Level:

1. The student who wishes to grieve must take his or her complaint to the instructor within 24 hours of the notice of the grade. The student and the instructor will attempt to resolve the issue in a mutually acceptable manner.

2. If unable to resolve the issue, the student will contact, within 24 hours, the Vice President and Dean of Enrollment Management (or his or her designee) concerning his or her grievance. If said Dean cannot bring about a successful resolution, he or she will arrange a three-way meeting with the student, instructor and appropriate department chairpersons within three days.

B. Formal Level:

1. If, at the end of the meeting described in #2 above, the issue is still unresolved, the department chairperson will ask the student to prepare a written grievance within three days. A copy of this will be given to the faculty member, who will then respond in writing to the grievance within three days. The department chairperson will immediately forward copies of these documents to the Academic Review Committee, the student and the faculty member. The Academic Review Committee will meet within three days to consider only the issue addressed in the written documents.

The Committee will invite the student, instructor, and department chairperson involved to be present at its meeting. The student, faculty member, or both may elect to have present at this meeting an advocate of his or her choice. Advocates will be limited to SUNY Ulster faculty, staff, and students. Only Committee members who have no prior involvement with the student or instructor concerning this grievance may sit on the Committee to review this particular grievance.

The Committee's written recommendation, along with all pertinent material, will be forwarded immediately to the Dean of Academic Affairs. Two members of the Committee will be designated to deliver these documents and to be available to answer any questions that the Dean of Academic Affairs may raise concerning the Committee's recommendation. All members of the Academic Review Committee will receive a copy of the recommendation sent to the Dean of Academic Affairs.

2. The Dean of Academic Affairs will review the Committee's recommendation along with the documents of the student and the faculty member. Within three days the Dean of Academic Affairs will render a decision and report his or her findings, in writing, to the student, the faculty member, and the department chairperson. The Dean of Academic Affairs will send to the Academic Review Committee members copies of all letters sent to the student, the faculty member and the department chairperson. The Dean of Academic Affairs is the final step in the Academic Appeals Procedure.
3. The process above shall be accelerated as necessary in order for resolution to be completed before the student has completed one-third of the presently enrolled course.

ADMISSIONS – (PART I) - EQUAL OPPORTUNITY

(See Board of Trustees Policy 6.1.2, 12/17/91)

SUNY Ulster, in recognition of its educational missions, its social concerns, its responsibility for the personal development of individuals, and its concern for the right of the individual, does hereby express and establish this College Admissions Policy – Equal Opportunity.

1. SUNY Ulster seeks to expand educational opportunities for students and to recruit students from economically and culturally disadvantaged backgrounds.
2. The College Admissions Policy prohibits any discrimination on the basis of race, creed, color, national origin, age, sex, sexual preference, physical challenge, or emotional challenge.
3. This policy applies to all students seeking admission to, and financial aid from, SUNY Ulster.

Full, immediate, and continuing realization of this policy is to be undertaken by the following means:

1. The College will continue to utilize necessary resources to achieve implementation of this policy. Campus liaison and leadership shall be provided by the College's Affirmative Action Officer. The Affirmative Action Officer (or his or her designee) shall assist in the establishment of goals and objectives for equal opportunity and cultural diversity, shall develop and revise policy statements, shall maintain and update the College's Affirmative Action Plan, shall develop internal and external communications concerning the College's commitment to equal opportunity and cultural diversity, shall assist in the identification of problem areas, and shall design and implement audit and reporting systems required for implementation of Affirmative Action Programs.

ADMISSIONS – (PART II) – CHANGES FOR NURSING PROGRAM

(See Board Policy 6.16, Adopted 10/19/2010, amended 11/16, 2010)

Recommendations were made by the Vice President and Dean of Enrollment Management and by the Dean of Academic Affairs, and both the President and the Personnel, Educational Programs and Services Committee of the Board of Trustees had concurred with such recommendations to enhance the policy for determining entering nursing students. Pursuant to such recommendations and concurrences, the Board of Trustees has amended the Nursing Admissions Model/Rubric as a policy for determining entering nursing students, the said Nursing Admission Model/Rubric to be reviewed annually.

The Amended Nursing Admissions Model Rubric is on file in the Office of Admissions (VAN 101) and in the Main Office of the Nursing Department (HAR 130) and is available to interested parties on request.

ADMISSIONS – (PART III) – VETERINARY TECHNOLOGY PROGRAM

(See Board Policy 6.17, Adopted 6/21/2011)

In view of the fact that interest in SUNY Ulster's Veterinary Technology Program has increased beyond the College's ability to enroll all application and said Veterinary Technology Program needs to consider student success in addition to the already established admission criteria for entering students an admissions policy for this program has been.

Recommendation were made by the Vice President and Dean of Enrollment Management and by the Dean of Academic Affairs, and both the President and the Personnel, Educational Programs and Services Committee of the Board of Trustees concurred with such recommendations. Pursuant to such recommendations and concurrences, the Board of Trustees has adopted the Veterinary Technology Admission Model/Rubric as a policy for determining entering veterinary technology students and determined that said Veterinary Technology Admission Policy/Rubric be reviewed annually.

The Veterinary Technology Admission Policy/Rubric is on file in the Office of Admissions (VAN 101) and in the Main Office of the Biological Sciences Department (HAR 225) and is available to interested parties on request.

ADMISSIONS – (PART IV) -SPECIAL ADMISSIONS REVIEW POLICY

(See Board Policy 6.1.5., 3/15/11)

This policy is developed and implemented with consideration given to the requirements set forth in Sections 750, 752 and 753 of the New York State Correction Law.

1. No application for Admission to SUNY Ulster shall be denied by reason of the applicant's having been previously convicted of a criminal offense unless:
 - a. Such admission would involve an unreasonable risk to property; or
 - b. Such admission would pose a risk to the safety or the welfare of specific individuals or the public.
2. Applicants convicted of a felony must meet the same admission requirements expected of all entering students.
3. Applicants with a felony conviction history must authorize the release of all criminal and incarceration records. Authorization for Release of Information form, signed by the applicant, may be necessary to obtain this information from sources other than the applicant himself/herself.
4. There is hereby established the Special Admission Review Committee, the purpose of which shall be to review appropriate information and decide whether an applicant with a felony conviction should be admitted. If admitted, the conditions of admissibility must also be decided; for example, eligibility for counseling services. The committee may request the applicant to do the following:
 - a. The specifics of the felony conviction such as background, charges filed and date of occurrence. Appropriate releases may have to be executed by the applicant for receipt of criminal history information.
 - b. For applicants with felony convictions, references must be provided from the Department of Correctional Services, Division of Parole, including the names and addresses of parole officers. For those currently in parole status, the committee should obtain the conditions of parole and determine if the campus environment affords compliance. The committee should also review whether specific services will be needed for the applicant. Parole officials should be questioned as to whether the applicant would pose a threat to the safety of the campus community.
 - c. A personal interview to either clarify or verify information may be necessary
5. Factors for Admission Decision:
 - a. The bearing, if any, the felony offense(s) will have on his/her fitness or ability to function successfully in the educational setting of SUNY Ulster.
 - b. The time which has elapsed since the occurrence of the felony offense(s).
 - c. The age of the person at the time of the occurrence of the felony offense(s).
 - d. The seriousness of the felony offense(s), in relation to the unreasonable risk to property or to the safety or welfare of the specific individuals or the public.
 - e. Any information produced by the applicant, or produced on the applicant's behalf, in regard to his/her rehabilitation and good conduct.
 - f. A certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the felony offense or offenses specified therein.
6. Each person identified will be contacted and made aware of this policy and the special screening procedures provided herein. Each applicant shall be informed that the information gathered may be evaluated by the special Admissions Review Committee.

7. The Special Admissions Review Committee shall be a standing committee comprised of a representative from Admissions, Faculty, Campus Security, Campus Counselor and Student Services. Committee members shall be appointed by the President of the College or his/her designee.
8. Committee Review:
 - a. The responsibility of the committee is to make an admissions decision based upon all information collected once it has been determined that the applicant meets all academic criteria from admission. The committee may require a personal interview with the applicant prior to a final admissions decision. The applicant may also request a meeting with the committee.
 - b. If the committee's decision is to admit the applicant, the applicant will be notified that he/she has been accepted for admission. The committee reserves the right to place specific conditions on the applicant's acceptance and continued attendance at SUNY Ulster as deemed necessary. Information regarding any conditions will be provided in writing to the applicant and filed in the applicant's student admissions record.
 - c. If the committee's decision is to deny admission, the applicant will be informed that his/her admission has been denied.
 - d. The committee shall, in all cases, act expeditiously to obtain information required for review by the committee and to provide an admissions decision.
9. Each applicant should understand that a decision will not be made on his/her application until all necessary information has been provided to the committee.
10. An applicant falsifying or omitting data will be denied admission or, if already admitted, will be dismissed. Normal refund policy applied.
11. All records and information collected as part of the screening process will be held in confidential files in the office of the Director of Admissions. However, the Special Admissions Review Committee may deem it necessary for other college constituencies to have access to information regarding the applicant's felony record. The Associate Dean of Student Services shall be responsible for the dissemination of the applicant's felony record in such a manner so as to otherwise protect the confidentiality of said information.
12. The college director of Safety and Security is hereby designated by the President to act as liaison with the Division of Parole of the Department of Correctional Services and the local parole office for the purpose of requesting and receiving information required to be furnished to the committee.

ADVANCED PLACEMENT

SUNY Ulster recognizes college-level courses taken by students while still in high school. Advanced Placement (AP) examination scores of 3,4 or 5 will normally earn college credit for corresponding courses. Credit for AP courses will be given upon admission to the College, and presentation of the AP transcript.

ADVISORS TO STUDENT ACTIVITIES:

The college requires every student organization to have a faculty or professional advisor, the selection of the advisor being left to the group. The advisor serves as a representative of the College in interpreting policies and regulations; approves the group's activities and expenditures in accordance with college policies; and is available

for consultation so that the group's activities may contribute to the learning and development of the individual members. The selection of advisors is subject to the final approval by the President of the College.

Faculty and staff members are encouraged to serve in this capacity when invited by student groups. The objective, mature viewpoint of the faculty advisor can benefit the group members; the informal relationship with students can in turn contribute to the advisor's understanding of student attitudes, problems and values.

ALCOHOL BEVERAGE AND DRUG POLICY (DFSCA)

(See Board of Trustees Policy 3.15, 4/17/07)

The possession and consumption of alcohol or any unlawful substance is not permitted on campus. Possession and consumption of alcohol during off campus College-sponsored activities may be permitted when the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Students and employees who are 21 years of age or older may consume alcohol at such events. Any forced consumption of alcohol for the purpose of initiation into or affiliation with any organization is strictly prohibited. The College reserves the right to sanction employees and students who violate the state law and any of the following College prohibitions:

1. The consumption and/or possession alcoholic beverages or drugs in public places, including hallways, lounges, buildings or on College grounds. Note: College grounds include all College parking lots and any vehicles parked on College property.
2. Driving while under the influence of drugs or alcohol.
3. Being intoxicated while on College premises or while engaging in College sponsored activities.

Students and employees found in violation of the Collage Alcohol Beverage and Drug Policy will be subject to disciplinary action which could include disciplinary probation, suspension, or dismissal from the College. When a student is placed on disciplinary probation for an alcohol or drug related offense, the College reserves the right to notify parent(s)/legal guardian(s) about the disciplinary status consistent with the provisions of the Family Educational Rights and Privacy Act.

The College reserves the right to alert civil authorities to problems on or off campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

SUNY Ulster supports the New York State laws concerning drinking and drug use, and accepts the responsibility to inform each student and employee of his or her obligation to obey these laws. The College offers no protection for violators of these laws. New York law provides that it is unlawful for anyone under the age of 21 to possess, consume, purchase, attempt to purchase or transport alcoholic beverages. State law further provides that it is unlawful to furnish alcoholic beverages to anyone under age 21.

Drug Policy (Controlled Substances)

The sale, production and/or distribution of, as well as attempt and conspiracy to sell, produce, and/or distribute cocaine and its derivatives, marijuana, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances on College property will result in disciplinary action.

Use or possession of cocaine and its derivatives, barbiturates, amphetamines, hallucinogens or other addictive or illegal substances, will result in disciplinary action.

Use or possession of marijuana will result in disciplinary action. Second offenses may result in expulsion from the College.

Additionally, State and Federal Trafficking Penalties can result in fines and/or incarceration. A complete list of Federal penalties may be found at www.dea.gov/agency/penalties.htm. When a student is sanctioned for a drug related offense, the College reserves the right to notify a parent or legal guardian about the student's disciplinary status, consistent with the provisions of the Family Education Rights and Privacy Act (FERPA).

SUNY Ulster recognizes drug abuse not only as a safety and security problem, but as an illness and serious health problem. The College offers counseling and support services as well as referral to agencies and organizations through Student Services. Student and employee education and information are available through Health Services.

Drug Free Schools and Communities Act (DFSCA) Policy

SUNY Ulster is in compliance with the DFSCA which requires colleges and universities to adopt and enforce policies that include sanctions for illegal alcohol and other drug use and to provide students and employees with appropriate information and services to back up those policies.

SUNY Ulster maintains a written policy that sets forth standards of conduct clearly prohibiting the unlawful possession, use, or distribution of alcohol or illicit drugs on College property or as part of any College activity. This policy clearly states that sanctions apply to employee and student acts committed while under the influence, such as public disturbances, endangerment to self or others, or property damage.

ASSESSMENT FOR ENTERING STUDENTS

SUNY Ulster requires all new applicants to take the Entering Student Assessment (with some exceptions granted to transfer students). This assessment consists of three main sections: English, reading comprehension, and mathematics.

The purpose of this assessment is to ensure that all new students will be registered into the appropriate courses that meet the student's particular academic needs. After the assessment is completed, students meet with an advisor to register for courses. The assessment results, together with the student's academic transcripts, are used to begin the advisement and registration process.

ATTENDANCE POLICY FOR FACULTY

Individual instructors shall determine their own class attendance policy, and will inform their students about this policy, in writing, by the end of the second week of classes each semester.

It is necessary for each instructor to keep a strict record of attendance for each student. This information constitutes an official record for legal purposes, and may serve to protect the faculty member. These records should be turned over to the Department Office at the end of the semester where they are retained indefinitely.

ATTENDANCE POLICY FOR STUDENTS & CLASSROOM STANDARDS

Students are expected to attend all class meetings scheduled in the classes for which they are registered and for regular participation for on-line classes. Absence does not excuse the student from responsibility for class work or assignments missed. Excessive absence or lateness may lead to a recommendation by the instructor that the student be dropped from the class with an appropriate grade.

As a public, comprehensive, learner-centered institution, SUNY Ulster is committed to establishing the best learning environment for all students. As part of this goal, principles of suitable classroom behavior include the following:

- Students are responsible for arriving in class prepared and on time and remaining in class for the entire period. Arriving late and leaving early is disruptive to the instructor and other students.
- Students are responsible for complying with attendance requirements. Excessive absences contribute to poor student performance. If a student misses class, the student is responsible for lecture material, assignments, and handouts for the missed class or classes.
- Classroom behavior should not interfere with the learning process. Inappropriate behavior during class includes not being respectful of the instructor and other students by leaving one's seat, carrying on conversation with other students, using a cell phone in class, having a pager sound, and using foul language. Instructors have the right to withdraw a student for cause should they feel that a student's actions continue to be disruptive following adequate warning.
- Students should come to class prepared. They should have the required textbooks and completed assignments, be prepared for exams and quizzes, and be prepared for active participation in class discussions where appropriate. Failure to prepare adequately not only puts students in jeopardy in regard to successful completion of the course, but also affects the progress of the entire class.

With regard to all of the foregoing behaviors, instructors may have their own specific procedures regarding penalties.

AUDITING COURSES

(See Board of Trustees Policy 6.2.2, 5/17/94)

Policy:

The audit privilege at SUNY Ulster is primarily designed for adults in the community who are interested in continuing their education by pursuing college-credit courses but who are not concerned with credit or grades. It also provides opportunity for full-time students to enrich their academic experiences.

A student who audits will receive an audit notation on the transcript upon the direction from the instructor of the course. Auditors are encouraged to observe attendance regulations of the college and to participate in class to the extent deemed reasonable and necessary by the instructor in order to receive the audit notation.

Procedures for Auditing:

1. Information and materials for auditing may be obtained from the Registrar's Office.
2. Permission to audit must be obtained before registering.
3. An audit student registers for class in the same manner as prescribed for credit students.
4. Fees and tuition rates for auditing are the same as those established in the fee schedule of courses.

Audit Regulations:

1. Permission to audit will be granted after all credit seeking students have been considered.
2. Permission to audit a course must be obtained from the course instructor.
3. Full-time students may not audit more than one course each semester.
4. A change from audit to credit status will be permitted only during the first week of classes.
5. A change from credit to audit status will be permitted, with the consent of the instructor. The deadline for this change is no later than two-thirds of the time period during which the class is offered.
6. A full-time student will not be permitted to audit any course more than once except by official approval. If a student is allowed to audit a particular course more than once, the student will not be permitted to take this course at a later time for credit.
7. Adults age 60 and older who are residents of Ulster County may audit credit courses without paying tuition. The only provision is that there is space available in the class after other students have registered. Participants must pay the mandatory accident insurance fee.
8. In order to receive an audit grade, the student must complete the course to the instructor's satisfaction. A student not satisfactorily completing a course being audited shall be given a "W".

BUS TRANSPORTATION

Bus service is provided throughout Ulster County to the College. Current bus schedules may be obtained from Campus Security. Prepaid semester bus passes are also available and there is a program for free bus passes for eligible families. For information call U.C. Area Transit (UCAT) at 845-340-3333 or www.co.ulster.ny.us/ucats/.

CHAPERONING

Student events conducted in the name of the College, either on or off campus, require chaperones. Faculty members are expected to share the responsibility and to take turns in serving as chaperones. The following policy, relative to chaperone coverage, is currently in effect:

Required Number of Chaperones:

On campus:

- Non-social event – one member of the college professional staff
- Social event – one member of the college professional staff and Campus Security

Off campus:

- Non-social event – one member of the college professional staff
- Social event – one member of the college professional staff and Campus Security

Overnight event:

- The trip must be proposed to the Vice President and Dean of Enrollment Management and, after a review of the event, a final decision as to the number of chaperones will be left to his or her judgment.

CLASS HOURS

Day classes should begin and end at the times indicated on the published schedule in order to allow time for travel between classes. Faculty is expected to utilize the full amount of time allotted for each class. Under normal conditions, "breaks" are to be taken only in classes which are at least 150 minutes in duration. Evening classes should begin and end at the published times. In classes scheduled for two hours and forty minutes (e.g., 7:00-9:40pm), a ten-minute break may be taken about the midpoint of each class session.

CLASS ROSTERS

Faculty can review their class rosters through the Portal using BANNER SELF SERVICE. Faculty should refer to their class rosters frequently the first three weeks of the drop/add period as this information is current when viewed electronically.

Faculty are required to fill out the EARLY ALERT WEB APPLICATION form which can be found on the Portal for all students on their class rosters who have NEVER attended or have stopped attending. After the third week of class, faculty have specific dates throughout the semester when they are required to provide LAST DATES OF ATTENDANCE for all students listed on their class roster.

COLLEGE LEVEL EXAMINATION PROGRAM

The College recognizes the College Level Examination Program (CLEP) subject examinations which are equivalent to courses currently acceptable for transfer to the College and on which the grade earned equates to a C or better. In addition, the College will award credit under the same guidelines for one CLEP general exam, English Composition with Essay. Specific information and location of testing sites can be obtained from the Admissions Office.

COLLEGIATE LEVEL LEARNING EXPERIENCE

Credit may be granted to students for Collegiate Level Learning Experience. Credit may be granted for life experience which can be equated with the knowledge and skills acquired by and expected of students who successfully complete college-level courses. Prior experience that may be applicable to college level credit course work includes employment in related areas, previous independent study, military experience and training, distance learning courses, volunteer activities, or other special experiences. A complete description of criteria, as well as application forms, is available in the office of the Dean of Academic Affairs.

COLLEGIAN PROGRAM

SUNY Ulster's Collegian Program enables high school students to enroll in college classes taught during the day by selected high school faculty, and to earn college credit for these classes. Specific classes vary from high school to high school. The Program enables students to complete high school graduation requirements while earning credits towards a college degree. The Collegian Program is administered through the Office of the Dean of Academic Affairs.

COMPUTER FACILITIES

SUNY Ulster provides computing resources, including Internet access, for all current faculty, staff and students. SUNY Ulster software includes Microsoft Windows and Microsoft Office. Technology assistance is available through the Office of Information Technology (OIT) Help Desk at 687-5169. Use of computing technology at SUNY Ulster is subject to the terms of the SUNY Ulster Employee Computer and Network Security and Acceptable Use Policy, adopted by the Board of Trustees May, 2009 and amended 9/20/2011. A copy of this policy is available at: http://oit.sunyulster.edu/policy-procedure/AUP_NetSecPolicy_BOT-approved-2010-09.pdt, and on the Portal.

For further assistance and details about computing facilities, including how to get software installed, how to get remote access, and a comprehensive KnowledgeBase (KB) of helpful information is available at the OIT website (<http://oit.sunyulster.edu>).

CONTINUING AND PROFESSIONAL EDUCATION

The College's Continuing and Professional Education Department offers a wide variety of non-credit courses of interest to people of all ages, including employee training courses. The variety of offerings include:

- Non-credit business and technical courses;
- College for Kids and Teens courses and summer camps; and
- Adult enrichment through crafts, horticulture, culinary, languages, sports, dance, writing, financial matters, and other forms of recreation. The emphasis is on lifelong learning. Courses are announced to the Ulster County community through spring and fall brochures.

Development Center for Business:

The Development Center for Business offers continuing education for business professionals in the areas of management, computer skills, healthcare, office skills, and technical topics. Opportunities for licensure and recertification are available for a variety of professions. Courses are offered throughout the year at the Business Resource Center and at the College's Stone Ridge Campus.

DCB also provides customized employee training programs for area employees. Since 1982, the Center has been a training provider for local businesses, manufacturers, and not-for-profit organizations in the areas of human resources, computer, and quality training. Programs are designed to meet company-specified needs and are flexible in regard to location and hours.

Mid-Hudson Health & Safety Institute:

The Institute is dedicated to ensuring quality of life to our citizens through injury prevention programs. Services and training programs are broadly based to cover all aspects of life, including young children through senior citizens. Programs include Child Passenger Safety, pre-licensing, point-insurance reduction, convicted motorists, motorcycle licensing and drivers' education for adults as well as for youth.

The Institute also offers required training programs in OSHA and hazardous materials, and web classes in water/wastewater certifications. The Mid-Hudson Health & Safety Institute serves business, industry, schools, and human service organizations through health fairs, presentations, consultations, and tailored training for any health or safety concern.

CONVOCATIONS AND OTHER ACADEMIC EVENTS

All faculty members are expected to participate fully in academic regalia when appropriate, in convocations, such as commencement, honors assemblies, and other academic events. Any exceptions will be based upon extenuating circumstances, and must be approved by either the Dean of Academic Affairs or by the President.

COOPERATIVE EDUCATION/INTERNSHIPS

Selected students may enroll for credit in learning/work experience under the direction of a faculty member and an on-site supervisor. When such a learning situation involves a salary to the student, it is considered a “co-op”. When credit is earned without a salary for the student the experience is called an internship. (See Department Chairs for more specifics.)

COURSE LEVELS

A matriculated student is generally not permitted to take a lower level course if the same student has taken and successfully completed a higher level course in the same discipline.

COURSE OUTLINES

For each course offered at the College, a complete outline must be on file in the Office of the Dean of Academic Affairs and in the office of each Department Chair. Such course outlines are to be submitted by faculty members no later than the end of the third week of classes. A copy of the recommended format and specific instructions will be sent to faculty by the Office of the Dean of Academic Affairs.

COURSE PREPARATION

There shall be a maximum of three course preparations per semester for SUNY Ulster’s instructors. More assignments than three, will require mutual agreement between the instructor and the administration. (See specific Collective Bargaining Agreement.)

COURSE WAIVERS AND SUBSTITUTIONS

Students need the recommendation of a faculty advisor for all waivers and substitution of courses from prescribed curricula. After the advisor has recommended the change, it must be approved by the appropriate Department Chair and then submitted to the Dean of Academic Affairs for final approval. This should be done before the student registers for the semester in which he or she plans to be graduated.

CREDIT BY EXAMINATION

The privilege of earning Credit by Examination is granted to all matriculated students who have earned twelve (12) or more credits and have maintained a 2.0 or better cumulative average. Application forms for this credit process are available in all Department Offices. (See current College Catalog for full procedure.)

CREDIT FOR NON-COLLEGIATE EDUCATIONAL PROGRAMS

SUNY Ulster will grant credit in accordance with the recommendations of the New York State Education Department for certain courses listed in the national Program on Non-collegiate Sponsored Instruction (PONSI), and education experiences in the Armed Forces. (See Admissions for full details)

CURRICULUM CHANGE

If a matriculated student wishes to change a major area of study, the student must complete a Change of Curriculum form. A formal change of program requires the signature of the Student's academic advisor and of the departmental chairs of the area of study the student desires to leave and enter respectively. Forms are available in the Registrar's Office.

DEAN'S LIST & PRESIDENT'S LIST

Excellence in scholastic achievement at SUNY Ulster is recognized each semester by the compilation of a Dean's List and a President's List for both full-time and part-time students. (See College Catalog for minimum requirements for inclusions in this list.)

DROP AND ADD PROCEDURES

Full and part-time students will be allowed to make changes during the first five days of classes. Times are announced in the Schedule of Classes bulletin and are listed in the current Planner & Handbook and are announced on the college's portal (www.mysunyulster.edu). Students must obtain a Drop/Add form from the Registrar's Office. Changes in which a different course is selected must have the approval of the student's advisor.

EXPERIENTIAL EDUCATION

The purpose of experiential education, also known as work experience, is to offer the student an opportunity to validate knowledge acquired through academic studies, to provide first-hand experience in a work environment, and to explore career possibilities.

FACULTY DELAYS IN ATTENDANCE

Students are expected to wait only fifteen minutes after the class's scheduled starting time for an instructor who is late. If instructors realize in advance that they will be later than this time limit, they may call the Dean of Academic Affairs' Office and arrange for their classes to wait until their arrival.

FIELD TRIPS

Faculty members are encouraged to arrange such local class field trips as would significantly contribute to the objectives of their courses, keeping in mind the following:

1. Approval: All off-campus trips must have advance approval of the Dean of Academic Affairs. Participating students may receive excused absences from classes missed, but are responsible for all work missed.
2. Expenses: The College cannot underwrite any portion of the student's expenses of a field trip. Where transportation is required, only adequately insured carriers are authorized.

FINAL EXAMINATION POLICY

There is an end of semester examination for all students at the college. The individual instructor has the option of using any one of the following methods of examining the students' work at the end of the semester: a final examination; a unit examination; a term project, or a final evaluation of projects, papers, or performances completed by students. Within two (2) weeks of the beginning of classes, the instructor must inform students of the method to be used.

FRESH START POLICY

Fresh Start Policy provides a student who left SUNY Ulster without completing an academic program an opportunity to return and start again with a new grade-point average. The Fresh Start Policy is an option, however, only for students who have not taken a course at Ulster for at least two academic years. More complete information appears in the College Catalog.

GENERAL CLASSROOM CARE

Classroom furniture has been arranged to accommodate most teaching situations. If an instructor changes this arrangement to accommodate a special situation, he or she should return the room to its original state before dismissing the class. Chalkboards should be erased, and lights turned off at the end of each class. Smoking is not permitted in any inside or outside area on campus, nor at the Business Resource Center or any other satellite of SUNY Ulster.

GENERAL EDUCATION - (See College Catalog for Degree requirements)

GENERAL EDUCATION MISSION, GOALS AND OBJECTIVES AT SUNY ULSTER

General Education at SUNY Ulster defines a set of common learning goals for all students in all curricula. It provides every student with the skills and knowledge essential for continuing intellectual development beyond his or her college experience, and creates a learning environment sensitive to the needs of the student, the community, and society. General Education endeavors to equip students with the intellectual skills needed for them to perform as productive workers and leaders in their chosen fields and as effective and ethical citizens in a democratic society.

Learning Goals of General Education are:

1. to demonstrate competence in the following quantitative reasoning skills: arithmetic, algebra, geometry, data analysis and quantitative reasoning;
2. to demonstrate an understanding of the methods scientists use to explore natural phenomena and to be able to apply scientific data, concepts, and models in one of the natural sciences;
3. to demonstrate an understanding of the methods social scientists use to explore social phenomena and to demonstrate knowledge of major concepts, models, and issues of at least one discipline in the social sciences.

4. to demonstrate a basic narrative of American history, a knowledge of common institutions in American society and how they have affected different groups, and an understanding of America's evolving relationship with the rest of the world;
5. to demonstrate knowledge of the development of the distinctive features of history, institutions, economy, society, culture, etc. of Western civilization, and to relate the development of Western civilization, and to relate the development of Western civilization to the other regions of the world;
6. to demonstrate knowledge of either a broad outline of world history or the distinctive features of the history, institutions, economy, culture, society, etc., of one non-Western civilization;
7. to demonstrate knowledge of the conventions and methods of at least one of the humanities in addition to those encompassed by other knowledge areas required by the General Education Program;
8. to demonstrate an understanding of at least one principal form of artistic expression and the creative processes therein;
9. to demonstrate basic proficiency in the understanding and use of a foreign language and to demonstrate knowledge of the distinct features of the culture(s) associated with the language they are studying; and
10. to produce coherent texts within common college-level written forms; to demonstrate the ability to revise and improve such texts; to research a topic, develop an argument, and organize supporting details; to develop proficiency in oral discourse; and to evaluate an oral presentation according to established criteria.

Two (2) Competencies are infused throughout the General Education Program:

- 1) Critical Thinking (Reasoning) – Students will identify, analyze and evaluate arguments as they occur in their own and others' work and develop well-reasoned arguments.
- 2) Information Management – Students will perform the basic operations of personal computer use; understand and use basic research techniques; and locate, evaluate and synthesize information from a variety of sources.

GRADING SYSTEM:

Grades are issued at the end of each semester. The College uses an alphabetical system to describe the quality of the student's work in each course. To determine a student's academic standing for purposes of honors, graduation, probation and dismissal, a quality-point system is used.

Issuing "W" Grades after the Deadline for "W" Grades:

Instructors should award the grade of "W" during the last third of the course, only for verified, special circumstances, such as death in the family, hospitalization, transfer from the area, or prolonged illness. Approval of the Dean of Academic Affairs is required to award a "W" at that point.

Grade Change:

Instructors must submit all requests for grade changes in writing to the Dean of Academic Affairs, who forwards any approved changes to the Registrar's Office.

Final Grades:

Faculty will enter all final grades using Banner Online. No paper rosters are sent out unless specifically requested. Final grades should be entered into Banner no later than forty-eight (48) hours after the final examination is given.

If the instructor has any questions regarding the class roster in Banner, or is unable to make the final grade deadline date, he or she should notify the Registrar at once.

GRADUATION

SUNY Ulster offers students the opportunity to apply for graduation during the summer, fall and spring semesters. There is no cost to apply for graduation; however, there is a deadline when the application is due in the Registrar's Office. Students are responsible for applying for graduation during the semester in which they expect to complete their graduation requirements. Students must meet with their academic advisors to determine official eligibility. Applications for graduation may be obtained at the Registrar's Office, and that office will answer any questions related to the process. To be graduated with Honors, a student must have a cumulative grade-point average of 3.3 or better.

Further information on graduation requirements is outlined in the College Catalog.

IMMUNIZATIONS

NYS Public Health Law 2165 requires students who were born on or after January 1, 1957, and who are taking 6 or more credits in any one semester to provide at the times they register, proof of immunization against measles, mumps and rubella. Students who need these immunizations should contact College Health Services (687-5246), SEN 139. Public Health Law 2167 requires all college and university students enrolled in at least six credits per semester to complete and return the meningitis response portion of the immunization form.

INDEPENDENT STUDIES

A faculty member may choose to be a mentor for a student engaged in independent study in a particular discipline. The student must be an upper level major; the contract of performance expectations must be individually designed; and the arrangement must be approved by the department chairperson, as well as by the instructor and the student involved. Further details on Independent Study may be obtained from the department chairperson.

INTERNATIONAL STUDENTS

International students who are non-US citizens, who have attended secondary school outside the United States OR International students currently attending a college or university in this country who attended a secondary school in another country, should apply to the College as an International student in need of an I-20 (F-1 visa). See College Catalog for full particulars.

LEARNING CENTER

SUNY Ulster's Learning Center offers the following services:

- The Learning Center offers a variety of learning resources and programs designed to assess and improve academic skills. The Center is located in Vanderlyn Hall and is open from 8:30am to 4:30pm Monday through Friday. Holiday, summer and intersession hours are announced and posted. The Learning Center also has a facility at the Business Resource Center, with staffing and hours as determined by the Director. Tutoring is also available through the Learning Center at the Business Resource Center.
- Times Square is a math-tutoring center where students can improve basic math skills. Peer and professional math tutors are available to help students understand and apply mathematical concepts in courses ranging from Pre-Algebra through Calculus. Students can be tutored in any math course in which they are enrolled at SUNY Ulster. There are a variety of supplementary materials; however, students should bring all appropriate textbooks and class notes. Students are accommodated on a drop-in basis. Hours are announced and posted at the beginning of each semester. Times Square is now located in Room 122 of the Algonquin Building.
- The Writing Center. Professional writing tutors are available to assist students with writing assignments. Assignments may come from any discipline, not just English courses. The tutors give suggestions on grammar or syntax, as well as organization and content. No appointment is needed. Students are accommodated on a drop-in basis. To help tutors understand an assignment, student should bring as much information as possible about the assignment. The Writing Center is located in the Library. Tutors are generally available from 9:00am to 2:00pm Monday through Thursday and 9:00am through 12:00pm on Friday.
- The Peer Tutor Program provides one-on-one or small group tutoring by subject. Peer tutors are students recommended by the faculty and hired by the Learning Center. Peer tutors have demonstrated an understanding of the course material and are willing to share their successful study strategies. Peer tutors are required to take the one-credit Tutor Training Seminar. Hours for tutoring are arranged by appointment. Students may request a peer tutor through the Learning Center. For more information contact the Coordinator of Tutorial Services at 800-724-0833 ext. 5276 or 845-687-5276.

LIBRARY

The MacDonald DeWitt Library is situated at the center of the campus. Its resources includes books, periodicals, electronic journals, CDs, DVDs, online databases, laptops and computer workstations. The Library subscribes to a large variety of online databases most of which include full-text articles.

The Library is a teaching library that promotes information literacy for students, faculty and staff. Instruction is offered through credit courses, course-related sessions, and individual guidance in the use of information resources. During the academic semester, the library is open:

Monday through Thursday:	8:00am – 7:00pm
Friday	8:00am – 4:00pm
Saturday	9:00am – 3:00pm

Some of the services of the Library are inter-library loan, multiple electronic data-base searching, CD-ROM encyclopedias, and a one-credit course LIBIII Information Literacy.

NOTICES (OFFICIAL) TO STUDENT BODY

The College Portal (my.sunyulster.edu) is the official communications link between the College and the students. Official notices will be posted on the Portal. Faculty members are requested to draw attention to the notices and refer students to the Portal for information.

In addition, with the safety and well-being of everyone on campus a top priority, college officials are urging students, faculty and staff to register for the SUNY Alert System. This emergency alert system is activated in the event of critical, life threatening campus emergencies. The system sends automated voice messages, e-mails, text and fax messages to those who enroll in the service.

OFFICE HOURS FOR FACULTY MEMBERS

(See Collective Bargaining Agreement)

Faculty members are expected to designate at least four hours each week for conferences with students. Office hours should be posted on office doors, and a copy of the schedule should be filed with the Dean of Academic Affairs. Part-time faculty members are expected to be available for one office hour per week and may hold same either by telephone or e-mail or either before or after their teaching periods for student conferences or to answer questions of individual students.

ON-LINE COURSES

SUNY Ulster offers courses through the SUNY Learning Network (SLN). Taking advantage of online technology, SLN connects college instructors and students to each other through their computers.

The Distance Learning Program at SUNY Ulster provides a growing selection of fully online courses from departments across the curriculum. These courses meet exclusively or almost exclusively in the on-line environment and are often a good fit for students who are self-motivated, organized, learn well from written text as well as from audio and video presentations.

The Distance Learning Program also offers a growing number of blended courses. Blended or hybrid courses combine the traditional classroom experience and the online learning experience to create courses that reduce seat time while increasing flexibility, independent learning and communication between students.

POSTINGS

The bulletin boards located in the hallways at SUNY Ulster are for the exclusive purpose of advertising and promoting the college's goals and mission. Postings are limited to college related matters including but not limited to classes, clubs, events, notices, employment, etc. The college bulletin boards are not to be used for any private or commercial promotion.

All postings must be approved by the Office of Student Services prior to being posted. Non-authorized postings will be removed.

PRESIDENT'S MEETINGS

Membership

The teaching and non-teaching faculty of SUNY Ulster shall consist of all full-time members of the administrative and instructional staff.

Meetings

Notice of, and an agenda for, President’s Meetings will be sent to all faculty and staff members in advance of the meeting. All full-time faculty and professional staff are expected to attend meetings. Faculty members unable to attend the opening meeting for either the fall or the spring semester must submit a Leave Request Form to the Dean of Academic Affairs. Part-time faculty members are invited to attend the President’s Meetings on a non-voting basis.

Purpose

The President’s Meetings provide a communication link between the President and the Faculty. Each meeting functions as a “committee of the whole”, reacting to committee reports and recommending actions to the President.

PROBATION AND DISMISSAL

Matriculated students who fail to maintain a satisfactory grade-point average, or who receive an excessive number of “W’s” are subject to academic probation or dismissal. A satisfactory grade-point average is calculated by the following means:

Semester Hours of Credit Attempted	Satisfactory GPA
0-24	1.5
25-36	1.7
37-54	1.9
55+	2.0

In addition, a student who has a total of six or more W’s (excluding those from summer sessions) may be subject to academic probation or dismissal review. Probation lists are compiled at the end of the fall and spring semesters and applied to the student’s academic standing for the next semester(s). A student on probation who does not achieve the minimum acceptable GPA by the end of the next spring or fall semester will be subject to dismissal review by the academic review committee.

The progress of part-time matriculated students will be reviewed in units of six credits or more. A part-time student placed on probation for two consecutive semesters (excluding summer sessions) will be subject to dismissal review by the academic review committee. Academic dismissal means that the student has lost matriculated status at the College and must petition for reinstatement.

A student who has been dismissed and who believes that an error has been made or extenuating circumstances exist has the right of appeal. A student who is currently enrolled will be permitted to continue attending classes until a decision is made on the appeal. The student appeal process is detailed in the College Catalog and also under Academic Appeal Process.

REGENTS COLLEGE EXAMINATIONS

The college grants credit for New York State Regents College Examinations when these examinations cover material parallel to that given in courses at the college, and when a grade of at least “C” is achieved. Further information on these examinations may be obtained from the Admissions Office.

REMOVAL OF STUDENT FROM CLASS

A student may be removed from class by an instructor at any time, when in the judgment of the instructor the student's absences have been excessive, or when other valid reasons for removal exist. Notification of such action must be made in writing to the Dean of Academic Affairs. If this action takes place prior to the tenth week of classes, the instructor should issue a "W"; beyond that time, an "F" should be issued.

A student may also be removed from class by the Dean of Administration if all financial obligations are not satisfied, or by the Associate Dean of Student Services if their MMR vaccinations are not up-to-date or verified.

REPEAT COURSE POLICY

When a student repeats a course, only the last grade will count in the grade-point average, even if the last grade is lower than the grade(s) received on the previous attempt. No repeated courses or their grades will, however, be removed from the student's transcript. Repeating a course may affect a student's financial aid status. This policy does not apply to courses which, because of their varied content, have been designated as courses that may be repeated for credit.

RETENTION OF EXAMINATIONS

It is expected that instructors will return all student papers and examinations, except finals, as promptly as possible. Copies of the students' final examinations will be kept in the department for a period of one year. This makes the examinations available in the event that questions arise from a student or from an academic advisor.

For purposes of reference and record, instructors must notify the Office of the Dean of Academic Affairs of the final examination option, which they have selected. Instructors must submit two blank copies of each written final examination to their department chairperson and retain one copy in their personal files. Copies are kept on file for a period of ten (10) years.

ROOM ASSIGNMENTS

All academic room assignments are coordinated through the Registrar's Office. At the Business Resource Center academic room assignments are coordinated through the Site Coordinator.

SECOND DEGREE POLICY

To earn a second degree at SUNY Ulster, a student must successfully complete a minimum of fifteen (15) credits, in residence, beyond those earned for the first degree. These fifteen (15) credits must be in a different field of study and must, when combined with the other credits, fulfill the requirements of the second degree. Intermediate Studies courses may not be included in the fifteen (15) credit-bearing residency requirement.

SIZE OF CLASS

Maximum class size shall be recommended to the President by the Dean of Academic Affairs, after consulting with the Department Chair and the Faculty Association.

SOLOMON AMENDMENT

The Solomon Amendment requires institutions to cooperate with the recruiting efforts of the United States armed forces. SUNY Ulster is required by the federal government to provide the following information to the armed forces at the beginning of every fall and spring semester: name, address, telephone number, age or date of birth, class level,

STUDENT CONDUCT

(See Board of Trustees Policy 6.3.2, adopted 3/26/68, revised 8/22/95 and amended 10/16/07)

Ulster County Community College maintains that education includes not only the acquisition of academic knowledge but also the development of responsible citizenship. It is believed, consequently, that the student has the right and concurrent responsibility of participation in decisions regarding the setting of standards for student conduct. The standards of conduct, established jointly by the College Student Government Organization, Academic Senate, and the Board of Trustees, shall recognize that the student has the right of free expression and inquiry.

Regulations, laws, by-laws, policies, and administrative codes contained within the College Catalog, the Handbook for Staff, Student Handbook, Board of Trustees Policies, and collective bargaining contracts define the standards for student conduct and student rights and responsibilities.

Student conduct must assume that each student is aware that student rights are contingent upon conduct which is lawful and which sustains the orderly function of the College as an educational institution.

Some areas of particular concern in the maintenance of order at Ulster County Community College include, but are not limited to:

a. Harassment and Assault:

Physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge is strictly prohibited. This includes assault, particularly sexual assault or bias-related assault. Under this policy, any hazing of students is also strictly prohibited. (See "Harassment and Assault Policy", for complete policy.)

b. Firearms or Weapons Possession:

Possession by any student, upon any premises to which the College's rules apply, of any rifle, shotgun, pistol, revolver, or other firearm without the written authorization of the Chief Administrative Officer, whether or not a license to possess the same has been issued to such student, is strictly prohibited.

c. Alcohol and Drugs:

The manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance by any student on the college campus or in any other college learning facility, in college vehicles, or while engaged in college-sponsored student activities, is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is strictly prohibited. (See Alcohol Beverage and Drug Policy [DFSCA] supra.)

Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training educational program. Hegis Code: 5505, NYSED Code:29497.

d.Fraud:

Fraud or other criminal misconduct, such as the use of false identity, forgery of signatures or certifications, or false claims of income, citizenship, or independent student status in applying for financial aid will result in disciplinary actions being applied and, in the case of fraud involving financial aid, a demand for repayment of funds dispensed.

Students must further recognize that failure to display orderly and lawful conduct may result in disciplinary action which could include dismissal from the College.

Possible disciplinary actions are outlined in the College's Maintenance of Order Statement . If disciplinary action is contemplated by the College, for any offense other than failure to meet required academic standards, the student shall be notified in advance of the specific charges in the case. The student shall then be entitled to a full and fair hearing, before an impartial college body. The hearing body shall then recommend action to the President or the President's designee.

Students are subject to the foregoing college policies at off-campus, college-sponsored functions, as well as on-campus, unless said function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages.

If a student, as a private citizen, is accused of violating a public law, off campus, the student has the rights and responsibilities of a citizen and must accept the consequences of unlawful or disorderly actions. However, status as a student shall not in any way be jeopardized. If the accusation is so grave that, in the College's view, the student's presence on campus might seriously endanger the college community, the College will conduct its own investigation and hearing, giving full recognition to the concept of due process.

The College will not be used as a sanctuary for those involved in illegal activities, and will cooperate with the appropriate health and law enforcement agencies as they carry out their duties, to the extent permitted by law.

STUDENT SERVICES CENTER

Students at SUNY Ulster have available a wide-range of personal, academic and career counseling offered free of charge by the College. Students can find most of these services in the Student Services Center located in Vanderlyn Hall (Van119). The Center has available at all times friendly counselors who have as their mission making each student's stay at SUNY Ulster both educationally and personally enriching.

Career Services: Career & Job Services located on the Stone Ridge Campus (Van119) provides assistance to students and community residents in making informed career decisions and in conducting a job search. A comprehensive computerized career guidance program (Choices) and current career information are used to help individuals identify their unique qualities and research career options. Individuals seeking employment can receive assistance with writing job search letters, practicing interview skills, and searching for job opportunities.

The offices may be reached by phone at (845) 687-5091. Current students interested in working part-time on campus as student aides should contact (845) 687-5041 (Van 119) for information on available positions. For

further information check the website at www.sunyulster.edu/current_students/student_services/career_job_services.jsp

Recommendation Files: Letters of recommendation may be kept on file at the College. At the student's request, recommendations will be sent to employers or colleges, free of charge. Additional information is available in the Student Services Center.

Transfer Counseling: The Transfer Office, located in Vanderlyn Hall (Van 119) (687-5081) provides students with information about four-year colleges and universities in New York State and across the nation. Transfer procedures, program information, resource books, and application assistance are available for the student who plans to transfer. Each year the Center sponsors Transfer Days to give the student direct communication with representatives from four-year schools. Communication with colleges or universities unable to visit SUNY Ulster is planned on an individual basis. Furthermore, the College has arranged many articulation and transfer agreements with four-year schools throughout the United States. The Center also offers transfer seminars and individual counseling.

Students who are interested in exploring transfer to a four-year college or university are urged to visit the Transfer Office early in their stay at SUNY Ulster. Further information on transfer from SUNY Ulster and on specific articulation agreements may be found in the College Catalog and on the College website at: www.sunyulster.edu/programs/plans.asp

Evening appointments may be scheduled by calling 687-5041 for any of the services offered through the Student Services Center (Van 119): counseling, transfer services, career and job referral services. For ACES (Academic Coaching for Educational Success) please call 687-5073.

STUDENT SUPPORT SERVICES

Student Support Services Program.

The Student Support Services Program is a federally funded TRIO program. This program strives to promote academic success of students who meet federal eligibility requirements and who elect to participate. The goal of the program is to increase the retention, graduation, and transfer rates of students who are low-income, first-generation college students and of students with disabilities.

Students who participate in the program have available to them several types of assistance including academic, personal, transfer, and financial aid counseling. In addition, a variety of workshops or field trips to promote student success are offered every year. These include transfer workshops using the Internet and trips to a number of four-year colleges to assist with the transfer process. Students who need tutoring are referred to the Assistant Director of Academic Support Services. Students with disabilities who need more specialized tutoring assistance are referred to a learning specialist.

Student Support Services participants who receive the Pell Grant may also be eligible for the SSS Supplemental Grant. These funds are awarded by the Student Support Service Program and the Financial Aid Office to students who meet specific eligibility and participation criteria. The Student Support Service Office also coordinates academic accommodations for students with documented disabilities.

Students who are interested in participating in the Student Support Services Program are invited to visit the office located in the Learning Center, Vanderlyn Hall (Van 247), (845) 687-5043.

Students w/Special Needs:

Student Services is dedicated to the principle that equal opportunity to realize one's full potential should be available to all students. In keeping with this philosophy, the office coordinates activities and provides support services for students with special needs, enabling them to realize their fullest potential and to function as independently as possible, and to participate in college activities according to their interests and abilities. Some of the specialized services include: pre-enrollment information and interviews, admissions and registration assistance, orientation, class and room scheduling assistance, classroom reassignment where necessary, elevator keys, liaison with other agencies, specialized equipment such as brailers, recorders, wheelchairs, etc., transportation assistance and special parking permits, tutorial services and note-takers.

Student Advocate:

The Associate Dean of Student Services located in Vanderlyn Hall (Van 243), coordinates all of the College's student services. The Dean and the Student Services staff serve, among other responsibilities, as advocates for the student. Whether the student is experiencing difficulty with an academic matter or a personal problem, the Student Services staff offer expert assistance or quickly direct the student to the office that can offer that assistance. If the student is uncertain where to go for assistance, he or she should ask for direction in the Student Services Center.

The Peer Tutor Program:

The Peer Tutor Program provides one-on-one or small group tutoring by subject. Peer tutors are students recommended by the faculty and hired by the Learning Center. Peer tutors have demonstrated an understanding of the course material and are willing to share their successful study strategies. Peer tutors are required to take the one-credit Tutor Training Seminar. Hours for tutoring are arranged by appointment. Students may request a peer tutor through the Learning Center (845-687-5276).

The RISE Program:

RISE (Reaching Independence Through Supportive Education) is a joint effort of SUNY Ulster and the U. C. Department of Social Services. The program assists qualified students to successfully complete a college program and acquire full-time employment. Components of the RISE Program include, along with full-time college attendance, student orientation, Essential Skills, employment readiness and strategies, job placement, and child care assistance. Persons who are receiving Temporary Assistance for Needy Families (TANF) and are interested in full-time study leading to employment may be eligible for this program.

Times Squared – The Math Place:

Times Squared – The Math Place is a math tutoring center where students can improve basic math skills. Peer and professional math tutors are available to help students understand and apply mathematical concepts in courses ranging from Pre-Algebra through Calculus. Students can be tutored in any math course in which they are enrolled at SUNY Ulster. The Math Place has a variety of supplementary materials; however, students should bring all appropriate textbooks and class notes. Students are accommodated on a drop-in-basis. Hours are announced and posted at the beginning of each semester. Times Squared is located in the Algonquin Building.

Veterans' Affairs: Veterans of military service and their families are urged to take advantage of the special services available for them. Veterans may obtain advice on their benefits by phoning or writing the veterans'

coordinator in the Admissions Office. For eligibility questions contact the Veterans' Administration at (888) 442-4551 or visit their website at www.gibill.va.gov. Questions regarding National Guard benefits should be directed to Student Accounts.

The Writing Center: Professional writing tutors are available to assist students with writing assignments. Assignments may come from any discipline in the College, not just English courses. The tutors give suggestions on grammar and syntax, as well as organization and content. No appointment is needed. Students are accommodated on a drop-in basis. To help tutors understand an assignment, students should bring as much information as possible about the assignment. The Writing Center is located in the Library. Tutors are generally available from 9:00am to 3:00pm, Monday through Thursday, and 9:00am to 2:00pm on Friday.

TEACHING/LEARNING CENTER:

The Teaching/Learning Center, (known as "The Place") located in BUR 119, encourages academic excellence in teaching and learning at Ulster. The Center provides opportunities for teaching faculty members to exchange ideas on a wide range of topics including teaching methodology, dealing with difficult students, and stress reduction. Emphasis is placed on acquainting faculty members with technologies which can be adapted for classroom use. A series of workshops is offered by the Center each semester, many of which are led by Ulster's own faculty members.

TUTORIAL SERVICES FOR STUDENTS

See Student Support Services.

WITHDRAWAL FROM COLLEGE

Students wishing to withdraw from the College must secure the necessary withdrawal forms from the Office of the Vice President and Dean of Enrollment Management. These forms must be signed by the advisor and a representative of the Office of Student Accounts, Financial Aid, the Library and Student Services.

WITHDRAWAL FROM COURSES

Students wishing to withdraw from a course must secure the necessary withdrawal form from the Registrar's Office. The withdrawal must be processed promptly by the student. The student should notify the instructor involved, his or her advisor, and the Registrar's Office.

A student may officially withdraw from a course through the first two-thirds of the time period of that course. The student will then receive a grade of "W" during the last third of the course only for verified special circumstances.

See the College Catalog for further details.

WRITING PLACE

See Student Support Services .

SECTION IV

COLLEGE POLICIES AND
PROCEDURES

ACCESS TO INFORMATION

The staff, students, and collective bargaining units shall have access to information concerning themselves or that which is necessary to conduct business.

ACCESS TO INFORMATION (COLLECTIVE BARGAINING UNITS)

(See specific Collective Bargaining Agreements)

The President of the College shall make available to all, upon request, any and all available information, statistics, and records relevant to negotiations that are necessary for the proper enforcement of the terms of the agreement, which are reasonably and normally considered public. Official copies of the minutes of the meetings of the Board of Trustees of the College and Instructional Advisory Council shall be made available to all within two weeks after such meetings are held or as soon as the minutes are adopted as official.

STUDENTS' ACCESS TO RECORDS

(See Board of Trustees Policy 6.3.8 revised 8/23/94)

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), 1974, SUNY Ulster has adopted the regulations given below to protect the privacy rights of its students. Copies of this statement are available upon request in the Office of the Registrar.

Annual Notification: Students will be notified of their FERPA rights annually by publication in the Student Handbook.

Definitions: For the purpose of this policy, SUNY Ulster has used the following definitions:

Student – any person who attends, or has attended, SUNY Ulster.

Education records – any record (in handwriting, print, tapes, film or other medium) maintained by SUNY Ulster or an agent of SUNY Ulster, which is directly related to a student, except:

- Desk notes by faculty
- Campus law enforcement records which have nothing to do with academia.
- Medical or psychological records maintained for treatment
- Parents' financial statements
- Information coming into the school after the student leaves

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian, or an appropriate college staff person, a written request, which identifies, as precisely as possible, the record or records to be inspected.

The record custodian, or an appropriate college staff person, will make the needed arrangements for access as promptly as possible, and will notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less, from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the pertinent portion of the record requested.

Right of the College to Refuse Access: SUNY Ulster reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the file before January 1, 1975.
3. Records connected with an application to attend SUNY Ulster or another unit of the State University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records. (See the section on Definition of Education Records, page IV-1.

Refusal to Provide Copies: SUNY Ulster reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records: The fee for copies is included in the current Tuition and Fee Schedule, as approved by the Board of Trustees.

Types, Locations, and Custodians of Education Records: The following is a list of types of records that the College maintains, their locations, and their custodians:

<u>TYPES:</u>	<u>LOCATION:</u>	<u>CUSTODIAN:</u>
Admissions Records	Admissions Office – VAN 101	Director of Admissions
Cumulative Academic	Registrar's Office – VAN 206	Registrar
Financial Aid Records	Financial Aid Office – VAN 105	Director of Financial Aid
Health Records	Health Services – SEN 139	College Nurse
Financial Records	Student Accounts – VAN 204	Coord. of Student Accounts
Placement Records and/or Assessment Testing Records	Learning Center – VAN 247	Director of Learning Center
Transfer Records	Transfer Office – VAN 128	Director of Transfer
Progress Records and Recommendation Files	Faculty offices in each Department and Student Services – VAN 119	Instructor/Advisor and Asso. Dean of Student Services
Occasional Records (Student education records not in the types listed above, i.e., minutes of faculty committee meetings, student clubs or activity files, copies of correspondence in office not listed, etc.	The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	Appropriate college officials.
Disciplinary Records	VAN 119	Vice President and Dean of Enrollment Management

Disclosure of Education Records: The College will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.
 - a. A school official is a person employed by the College in an administrative, supervisory, academic, or support staff position. A person employed by, or under contract to, the College to perform a special task, such as the attorney or auditor, is also considered a school official.
 - b. A school official has a legitimate educational interest if the official is performing a task related to a student's education, a task related to the discipline of a student, or providing a service or benefit relating to the student or the student's family such as health care, counseling, job placement, or financial aid.
2. Upon request to officials of another school, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for, or receipt of, financial aid, as necessary to determine the eligibility, amount or conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for, or on behalf of, the College.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes. (It is only legitimate to say a student is full-time or part-time for a particular semester – this is directory information.)
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Records of requests for Disclosure: SUNY Ulster will maintain a record of all requests for, and/or disclosure of, information from a student's educational records. The record will indicate the name of the party making the request, including custodial parents and legal guardians, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information: SUNY Ulster designates the following items as Directory Information: student name, home and local addresses and telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports including weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational institutions attended by the student and distinguished academic performance. The College may disclose any of those items without prior written consent, unless notified in writing to the contrary within 14 days after the start of the semester. Such notification must be given in writing each semester in which a student seeks non-disclosure of directory information. Non-disclosure forms are available in the Office of the Registrar.

Correction of Education Records: Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask an appropriate official of SUNY Ulster to amend a record. In so doing, the student should identify the part of the record to be changed, and specify in what ways it is believed to be inaccurate, misleading, or in violation of privacy or other rights.

2. SUNY Ulster may comply with the request or it may decide not to comply. If it decides not to comply, SUNY Ulster will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, SUNY Ulster will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request, and to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. SUNY Ulster will prepare a written decision, based solely on evidence presented at the hearing. The decision will include a summary of evidence presented and the reasons for the decision.
6. If SUNY Ulster decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision may be appended to the record.

The full text of the Family Educational Rights and Privacy Act as amended, and the full text of the final regulations of the U.S. Department of Education for the implementation of the Act, is available for inspection in the Office of the Registrar.

ACCOMMODATIONS AND SERVICES FOR THOSE WITH HANDICAPPING CONDITIONS:

The College is sympathetic to and aware of the needs of those who have handicapping conditions. All classrooms on the Stone Ridge campus and at the Business Resource Center are wheelchair accessible. If needed, desks and/or tables of a height to accommodate handicapped students will be placed in classrooms. Six (6) elevators, located throughout the campus, offer access to all levels of the campus. Most of the restrooms on the campus are designed to accommodate the physically challenged. Several public telephones are for the hearing impaired. Parking lots offer preferred parking spaces for vehicles displaying the symbol for the handicapped. The College also offers note taking services and textbooks on tape for students who need them.

The College also works with such outside agencies as Vocational and Educational Services for Individuals with Disabilities (VESID), the Mental Health Association of Ulster County, Ulster County Mental Health, and the New York State Department of Labor.

In addition, students with handicapping conditions can take advantage of Student Support Services, a grant program, which, as part of its mission, helps the disabled. During the first week of classes, the student must file a list of accommodations necessary by filing this list with Student Services.(Van 119).

AIDS POLICY

(See Board of Trustees, Policy 3.7, adopted 12/19/89.)

Whereas much public concern has been expressed nationally and in Ulster County about Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), and it is appropriate for The Board of Trustees to respond to this concern, and

Whereas persons infected with HIV/AIDS are recognized by the U.S. Department of Justice as handicapped under Section 504 of the Federal Rehabilitation Act of 1973 and thus protected against discrimination, and

Whereas HIV/AIDS is also defined as a disability by the New York State Human Rights Law 292.1 as amended August 8, 1983, and

Whereas the State University of New York Guidelines encourage the dissemination of broadly-based health information to all members of the college community,

Therefore be it resolved that the Board of Trustees of SUNY Ulster hereby declare that discrimination based on HIV/AIDS is strictly prohibited at the College, and

Be it also resolved that a campus committee be created by the President to develop and implement an action plan to:

- Provide educational programs with valid and reliable information regarding HIV/AIDS to students and staff.
- Inform all employees of the proper handling of this matter and all related issues on campus.
- Promote the development of appropriate procedures for handling HIV/AIDS problems as they may arise.

Be it further resolved that said committee will ensure the following information is communicated to the college community:

- Testing of either students or staff cannot be required.
- Infected persons, whether they are students or employees, cannot be discriminated against.
- Under Chapter 584 of the Laws of 1988 (New York State Testing and Confidentiality Act), any information acquired must be kept strictly confidential. No one can disclose HIV/AIDS related information, except physicians.
- The primary response of colleges and universities to the epidemic of the HIV infection must be education.
- Guidelines dealing with HIV/AIDS issues need to be flexible to deal with individual cases.
- HIV/AIDS patients are exempt from immunization.
- Special precautions to protect the health of HIV/AIDS persons should be applied during periods of prevalence of certain casually contagious diseases, such as measles and chicken pox.

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

(See Board of Trustees Policy 3.9, adopted 12/19/89, thereafter revised and last amended 10/16/07)

The unlawful manufacture, distribution, dispensation, or use of alcohol or a controlled substance or both on the campus or in any other learning facility, in college vehicles, or while engaged in college-sponsored student activities is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages.

The College endeavors to deal with the use of alcohol or controlled substances or both on an individual counseling and medical-care basis. However, it will initiate action against any individual who, because of the consumption of alcoholic beverages or the use of controlled substances, becomes destructive, disorderly, or disruptive.

Any information that comes to the attention of the College concerning the sale, exchange, or transfer of drugs from one individual to another will be communicated to public officials. Ulster will not and cannot prevent Federal, State, or local officials of law enforcement agencies from their investigation and prosecution of drug law violators.

College employees must notify the Coordinator of Personnel Services of any criminal drug statute conviction for a violation occurring within the workplace within five (5) days of the conviction. Within ten (10) days of notification or other actual notice the College will advise the contracting agency of such conviction.

All college employees are advised that full compliance with this policy is a condition of their employment at the College. Any employee who violates the policy is subject to discipline up to and including, immediate discharge in accordance with procedures established by the Collective Bargaining Agreements and the College's Board of Trustee policy.

At the discretion of the College, any employee who violates this policy may be required, in connection with, or in lieu of, disciplinary sanctions, to participate in an approved alcohol and/or drug assistance or rehabilitation program.

Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the Police Basic Training educational program Hegis Code: 5505, NYSED Code: 29497.

In order to maintain an alcohol and drug-free workplace, the College has established an awareness program to educate its employees on the dangers of alcohol and drug abuse in the workplace – the College's Alcohol and Drug-Free Workplace Policy. This includes the availability of any substance abuse counseling, rehabilitation and employee assistance programs; and penalties that may be imposed for violations. Such education may include some or all of the following:

- Distribution of the College's Alcohol and Drug-Free Workplace Policy at the employment interview;
- A discussion of the College policy at the new employee orientation session;
- Distribution of a list of approved alcohol and drug-assistance agencies, organizations and clinics;
- Distribution of published educational materials regarding the dangers of substance abuse;
- Reorientation of all involved College employees in cases in which an alcohol and/or drug-related accident or incident occurs;
- Inclusion of the policy in employee handbooks and any other personnel policy publications at the College;
- Lectures or training by local substance abuse assistance experts;
- Discussion by College safety experts on the hazards associated with substance abuse; and
- Video tape presentations on the hazards of substance abuse.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

(See Board of Trustees Policy 3.10, adopted October 20, 1992.)

Purpose: To limit occupational exposure to blood and other potentially infectious materials, and to give all members of the college community every possible health consideration in the prevention of exposure, since any exposure could result in transmission of bloodborne pathogens which could lead to disease or death.

Scope: Covers all employees who could be "reasonably anticipated" to face contact with blood and/or other potentially infectious materials as the result of performing their job duties. "Good Samaritan" acts such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood and all body fluids in situations where it is difficult or impossible to differentiate between body fluids. They also include any unfixed tissue or organ other than intact skin from a human (living or dead) and human immunodeficiency virus (HIV)- containing culture medium or other solutions as well as blood, organs, or other

tissues from experimental animals infected with HIV or HBV. Jobs where occupational exposure to blood and other potentially infectious materials occurs---without regard to personal protective clothing and equipment---include:

- faculty in health or science programs with chemical or laboratory responsibilities;
- security;
- health services;
- athletic coaches; and
- maintenance workers and cleaners.

This policy also applies to any student aides or work-study students filling these positions.

Universal Precautions: Each department with high-risk personnel shall have a written universal precautions policy, which treats all body fluids/materials as if infectious. It shall set forth procedures to minimize needle sticks, minimize splashing and spraying of blood, ensure appropriate packaging of specimens and regulated wastes, and decontaminate equipment or label it as contaminated before shipping to servicing facilities.

Appropriate personal protective equipment such as gloves, gowns, masks, mouthpieces, and resuscitation bags shall be provided, and cleaned, repaired, and replaced when necessary.

Hepatitis B Vaccination: The College shall make Hepatitis B vaccinations available to all employees who are identified as having occupational exposure, at no cost to the employee. The vaccination must be made available, at no cost, within ten (10) days of assignment of new or transferred employees to job classifications with occupational exposure. Personnel Services shall notify appropriate College administrators when new or transferred personnel are assigned. Vaccinations are to be administered at a reasonable time and place, under the supervision of a licensed physician/licensed healthcare professional, and according to the latest recommendations of the U.S. Public Health Service (USPHS). One available option is administration by the College's Health Services Department. Pre-screening is not required as a condition of receiving the vaccine.

Student aides and work-study students in jobs where occupational exposure may occur will be offered vaccinations through this same process.

Students, not employed by the College but enrolled in programs or courses such as health care or certain scientific research, will be offered the vaccinations through the same sources on a fee-paid basis.

Employees and students, who are offered the vaccinations, must sign a declination form if they choose not to be vaccinated. Employees may later opt to receive the vaccine at no cost. Students not employed by the College but enrolled in programs or courses with risk involvement, may later opt to receive the vaccine for the customary fee. Should booster doses be recommended by the USPHS, they shall be offered to these same employees and students on the same basis.

Post Exposure Evaluation and Follow-Up: Confidential post-exposure evaluation and follow up shall be offered to all employees who have had an exposure incident, defined as specific, on-the-job contact with blood or other potentially infectious materials. Such evaluations shall document the circumstances of exposure, and provide for testing of the exposed employee's blood if he or she consents. Information on the source individual can be made available only with that individual's consent. The College shall provide the exposed employee with post-exposure prophylaxis, counseling, and evaluation of reported illnesses, or shall refer the employee to other qualified providers of such services.

Healthcare professionals shall be provided specified information to facilitate their evaluation and written opinion on appropriate treatment following the exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to SUNY Ulster, as employer. All diagnoses shall remain confidential. Any laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Information and Training: Annual training on the Bloodborne Pathogens Standard and bloodborne pathogens shall be provided to employees with potential occupational exposure. Training shall include making accessible a copy of the regulatory text of the Standard (Code of Federal Regulations, Title 29, Part 1910, Sec. 1030), an explanation of its contents, general discussion on bloodborne diseases and their transmission, the exposure control plan, engineering and work practice controls, personal protective equipment, Hepatitis B vaccine, response to emergencies involving blood or other infectious materials, procedures for handling exposure incidents, post-exposure evaluation and follow-up, and signs/labels/color-coding. The trainer will be a qualified professional, knowledgeable in the field, and time will be provided for questions and answers.

Record Keeping: Medical records for each employee with occupational exposure shall be kept by the College for the duration of employment plus thirty (30) years. Such records shall be confidential and shall include the name and Social Security number of the employee; Hepatitis B vaccination status (including dates); any executed declination forms; results of any examinations, medical testing, or follow-up procedures; a copy of the healthcare professional's written opinion; and a copy of information provided to the healthcare professional.

These medical records shall be made available to the subject employee, anyone with written consent of the employee, the federal Occupational Health and Safety Administration (OSHA), and the National Institute for Occupational Safety and Health (NIOSH). These records are not available to the employer. Training records shall be maintained for three years and shall include dates, contents of the training program or summary, trainer's name and qualifications, and names and job titles of all persons attending the sessions.

Disposal of all records shall be in accordance with OSHA's standard covering access to records.

BOOKSTORE - THE BOOKSTORE AT SUNY/ ULSTER

The Bookstore at SUNY Ulster, operated by Follett Higher Education Group in VAN 149, carries all required texts and supplies, as well as a wide selection of general reading matter and reference books. Also stocked are stationery items, campus ware, college insignia items, gifts, greeting cards, and notions.

During the first two weeks of the regular semester, the bookstore is open:

- 8:30 A.M. TO 8:00 P.M., Monday through Thursday
- 8:00 A.M. TO 4:30 P.M. on Friday
- 9:00 A.M. TO 12:00 P.M. on Saturday.

Thereafter, the hours are:

- 8:30 A.M. TO 4:00 P.M. Monday through Thursday
- 8:00 A.M. TO 3:00 P.M. on Friday
- Closed on Saturday.

Textbooks can also be ordered on line. Reference is made to the Portal for more information.

CHILDREN AT THE WORKPLACE AND CHILDREN IN CLASS

(See Board of Trustee's Policy 3.17, adopted 3/15/2011)

It is the policy of Ulster County Community College that children should not accompany registered students, employees or training participants to class, lab, work, offices or seminars. If a child is brought to a session, the instructor is authorized to ask the student or participant and child to leave that session. An instructor may permit a child's attendance under special circumstances and when such an accommodation poses no disruption to the teaching and learning process.

Employees will not bring a child or children with them when scheduled to work. The employee's supervisor, in order to meet an emergency situation, can approve a temporary exception to this policy. Employees are not to ask others to take responsibility for their child while on campus and employees are not to take responsibility for another employee's child in the workplace.

Under no circumstances are children to be left unattended on the college's premises; leaving children unattended in public areas such as the student lounge, cafeteria or library does not meet this supervision standard. Children are not to be left alone in classrooms, labs, reception areas or employee offices. If a child is left unattended, employees should immediately notify campus public safety.

This policy is in no way intended to discourage or prohibit special events, activities and programs aimed at involving children with the college. Nor to infringe on the rights of breast-feeding mothers granted by the New York State Civil Rights Law section 79(e).

The College does not accept any responsibility or liability for injuries to children who are on College premises in violation of these procedural guidelines.

CHILDREN'S CENTER - DAYCARE

The Children's Center serves children between the ages of six weeks and five years old. Day-care facilities for children of students, faculty, staff, and the general public, are located in a building adjacent to the Senate Gymnasium. The Center is open Monday through Friday on a year-round basis. Children placed in the Center must have a physical examination and have proof of necessary vaccinations and inoculations. Students and staff must register each child and pay a non-refundable \$25.00 registration and insurance fee.

The number of children who can be accommodated at the Center is limited. Decisions will be made on the basis of need. Date of receipt of application will be used in cases when necessary. Decisions will be made by a committee consisting of the Director of the Center, Director of Financial Aid, and a Student Director of the College Association.

Further details on fees and hours of operation may be obtained by calling the Center, 687-5257.

CLERICAL AND SUPPORT STAFF SERVICES

Each faculty office and administrative unit has support help available. Computers, printers, copy machines, and fax machines are readily accessible to all offices. While the College reserves the overall authority for clerical and support staff, in order to ensure proper supervision, these employees normally report to the department head to which they are assigned.

COMMUNICATIONS

General College Publications

Information concerning the College and its programs is found in: (1) The College Catalog, (2) Official College schedule and brochures, (3) SUNY Ulster Staff Handbook. (4) Student Handbook, and (5) Adjunct Faculty Handbook.

Web Site

All information concerning the College and its programs can also be found on the College Web Site at www.sunyulster.edu

My. SUNY. Ulster – The Portal

The Portal is the a Web based program designed to help students, faculty and staff interact more effectively with the college and with each other by means of topic specific channels that provide convenient access to information. It includes e-mail, calendars, groups and course information and its main channels are as follows:

- Home: Campus Announcements; Personal Announcements; Campus Alerts (weather delays and cancellations, emergencies); Campus Spotlight; Dates to Remember; Permits; Events.
- Library: Research Databases; Catalog; Technical help; etc.
- Campus Life: Student Activities; Athletics, Calendar of Events; Classifieds; Bookstore; Food Service.
- Tutorial: Explanation and instructions for features and channels; Links to Faculty/Staff Directory, Academic Calendar, Maps, Childcare, Health Services, I.D. Cards, Security, etc.
- Student Resources: This channel is mostly for students. Contains, among other things, Grades, Financial Aid, Registration and Advisement.
- Work @ Ulster: Faculty/Staff Directory; Discounts; Forms Library; Work Orders (Audio/Visual, Maintenance/Housekeeping, keys, OIT, Banner Help); Accounting, Budgeting and Purchasing; Purchasing Policies & Procedures; College Publications, Forms & Manuals; and Financial Advisor.
- Human Resources: HR Information and Publications (Employee Benefits, Holiday Schedule, Payroll, etc.); HR Training; “Ask HR”; Employment Details (Direct Deposit, Pay Stub, etc.); Personal Information (Emergency Contact, etc.).
- Faculty Resources: Primarily a faculty channel this contains, among other things, advisement, registration, faculty organizations, faculty grade assignment, schedule and organizations, as well as distance education and instructional design.

Directory

A faculty, administration, and staff directory, containing office and home addresses and telephone numbers, is published by Personnel Services early in the Fall semester and is available to employees only. Names, addresses, and telephone numbers of students can be obtained from the Registrar’s Office by faculty members for official purposes only.

News Releases

All information or suggestions for News Releases should be submitted to the Community Relations Office for preparation and distribution. No News Releases should be disseminated by individuals without prior approval of the Community Relations Office (X5261). An exception is the routine reporting of results of athletic contests.

Centralized handling of News Releases by the Community Relations Office helps prevent policy or philosophical conflicts and errors in interpretation. It also makes it possible for all areas concerned to be recognized and permits more complete distribution of information to news media.

If, at any time, a News Release needs to be directed to a particular audience, this should be indicated when submitting the information to the Community Relations Office.

Advertising

All newspaper and radio advertising must be arranged through the Community Relations Office. No faculty or staff members should contact members of the news media concerning the placing of advertising.

COMPLAINT PROCEDURE

(See Board of Trustees Policy 4.5, as revised and amended 12/17/91)

1. Purpose and Definition

This complaint procedure is provided for the prompt and equitable resolution of student and employee complaints based on any event or condition affecting their welfare. These complaints may include, but are not limited to, those alleging unlawful sexual offenses; those alleging unlawful discrimination on the basis of race, color, sex, sexual preference, national origin, religion, age, physical challenge, emotional challenge or marital status; and those claiming violation, misinterpretation, misapplication, or inequitable application of the law, rules, or regulations having the force of orders, student conduct rules, work rules, procedures practices or customs of the Board of Trustees, the administration of the College, or members of the College's faculty or staff. These complaints shall not include matters covered by a negotiated agreement between the College and any of its bargaining units.

2. Coverage

- A. All students and employees of SUNY Ulster may use this procedure.
- B. This procedure may not be used if a formal complaint with a state or federal agency or any other forum, or a court action has already been commenced by the complainant on the same complaint. Any investigation or review underway will terminate without conclusion at any time a formal complaint is filed with a state or federal agency or in any other forum, or a court action is initiated on the same grievance.
- C. The complainant must elect a single on-campus procedure in an attempt to resolve the complaint. This complaint procedure may not be used if other on-campus procedures such as an Affirmative Action complaint procedure or contractual grievance procedures are being pursued.

3. Submission of Complaints

- A. Before submission of any written complaint, an attempt to resolve it informally should be made by the involved parties or the appropriate administrator, in the case of matters related to Affirmative Action, with the College's Affirmative Action Officer. Any attempt to resolve the complaint informally shall not extend the time to file a complaint as set out in subdivision C below.
- B. If the complaint is not resolved informally, the student or employee may submit it in writing to the appropriate immediate supervisor or administrator. In the case of complaints dealing with Affirmative Action, the written complaint must be submitted to the College's Affirmative Action Officer.
- C. A complaint must be filed by the student or employee within fifteen (15) working days following the date on which the complainant first knew or reasonably should have known of such action or such condition.
- D. Written complaints must be filed on forms provided by the College. Forms are available at the Affirmative Action Office and at the Office of the President.
- E. After receipt of the written complaint, the appropriate administrator or Affirmative Action Officer shall make every attempt at resolution among the parties within five (5) working days. The receiver of the complaint shall notify the complainant in writing within five (5) working days after receipt of the complaint of any action taken
- F. The complainant may then file a written appeal with the appropriate Dean of the College or with the President of the College within five (5) working days of receipt of notification that the complaint was not satisfactorily resolved.
- G. Within five (5) working days of receiving the written appeal, the Dean or the President will meet with appropriate students or College personnel to determine all the facts concerning the complaint.
- H. Within ten (10) working days of receipt of the appeal, the Dean or the President will either indicate a decision to dismiss the complaint for lack of evidence or a decision that the complaint is valid. If the complaint is considered to be valid, the Dean or President will indicate appropriate action to be taken to reach a final resolution.
- I. If the complainant is still not satisfied with the decision of the Dean or the President, two other steps may be taken to resolve the complaint.
 - An appeal may be made to a committee of the College's Board of Trustees.
 - A formal complaint may be filed with the appropriate state or federal agency. The College Affirmative Action Officer will provide information on state and federal guidelines and laws, and names and addresses of enforcement agencies.

4. Further Provisions

- A. If the complainant is unable to determine the "appropriate administrator" to contact with a complaint, assistance may be obtained from the College's Affirmative Action Officer or from the Affirmative Action Officer's designee.

- B. All of the time limits outlined in the Submission of Complaints with the exception of the fifteen (15) working day limit on the initial filing of grievances, may be extended by mutual agreement of the complainant and the President of the College or the President's designee.
- C. If, at any time, the College's representative fails to review or respond within the time limits provided, the claimant may move to the next step.
- D. If the complainant fails to respond within the time limits provided, the complaint shall be considered withdrawn, unless a written request has been made to the President to extend the allotted time because of extenuating circumstances.
- E. All written correspondence shall be forwarded personally or by U.S. Postal Service Certified Mail.
- F. In the event of a question of the timeliness of any complaint, complaint appeal, or response, postmarks shall be determinative.

COPYRIGHTS, PATENTS, INTELLECTUAL PROPERTY AND PRIVACY RIGHTS:

The College recognizes as part of the institutional educational mission the publication of certain kinds of materials which may be germane to educational processes or that may be classified as scholarly work. The college also recognizes and encourages the right of faculty, staff, and students to exercise individual initiative in creating materials which meet copyright specifications and which may generate royalty income for the creator when marketed.

1. It should be emphasized that this policy does not affect the personal ownership rights of faculty, staff or student employees to books or other materials not specifically commissioned by the college or the preparation of which was not assisted in any significant way by a third party sponsor or the college. The creator is free to contact for publication, copyright his products in his/her own name, and receive royalties resulting from sales, providing the initiative for the work came from him/her and the college did not provide a significant portion of the resources utilized in production of materials, including grants, or contracts administered by college.
2. Materials Subject to Copyright or Patent: The following original creations, among others, ordinarily are classed as copyrightable:
 - books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and proposals;
 - lectures, musical or dramatic compositions, and unpublished scripts;
 - films, film strips, charts, transparencies, and other visual aids;
 - video and audio tapes and cassettes;
 - live video or audio broadcasts;
 - programmed instruction materials;
 - digital media.

The following original creations, among others, ordinarily are classed as copyrightable and/or patentable:

- computer programs.

College policy does not apply to the following types of materials:

- articles submitted to or published by scholarly and professional journals;
- class notes produced in connection with a regularly scheduled course of instruction.

3. Rights to Copyrightable Materials:
 - Individual effort: Any individual who produces copyright –eligible material as the result of individual initiative and without the significant assistance, support or sponsorship of the college shall retain full

right of ownership, control, use, and disposition over the material. The individual shall be solely responsible under such circumstances for determining whether to copyright the material.

- College Supported Individual Effort: If the college provides significant support or assistance for an individual in producing materials eligible for copyright such as, but not limited to, the creator's use of college funds, equipment, facilities, materials, staff services, or other resources without personal charge to the individual, ownership of rights in the material shall reside with the college unless a shared ownership agreement is **negotiated at the beginning of each project**.
- College Sponsored Effort: Ownership rights in college-sponsored materials shall be vested in the college subject to the conditions set forth in this statement of policy or agreement. Materials are college –sponsored if the individual has been commissioned in writing by the college or otherwise assigned to develop the materials and, in their production, has been authorized release time for which the individual will receive compensation from the college funds, including grant and contract funds administered by the college.

CREDIT CARD POLICY

(See Board of Trustee's Policy 9.4 adopted 9/15/2009).

Under the General Municipal Law, SUNY Ulster is subject to competitive bid requirements that set dollar thresholds for telephone quotes, written quotes and formal sealed bids; however, the Board of Trustees recognized that some purchases may be of an emergency nature or some vendors may not accept a College purchase order. It is also policy that only the President, the Dean of Administration, and the Trustees hold college credit cards. Accordingly, the following provisions apply to the use of college credit cards by college departments needing to make purchases using a credit card:

- a) Credit card purchases that can be planned in advance should be made via the purchase order process to ensure that proper approvals and sufficient funds are available to pay for the purchase;
- b) All emergency purchases should receive approval from either the President or the Dean of Administration prior to using the credit card, with emergency purchases defined in Section 103.4, Article 5A of the General Municipal Law as a situation that affects public building/property or the life, health or safety of the inhabitants and requires immediate attention.
- c) Any expenses not related to College business or not made in accordance with this policy will be considered null and void per the Authority to Commit Monies Policy.

CRISIS INTERVENTION

The following College Crisis Intervention policy was developed by the Student Services staff:

- I. **What behavior constitutes a mental health crisis or emergency?**
 - a. An individual appears to be in imminent danger to self and/or others
 - b. An individual appears to be irrational, confused, and/or out of control, due to emotional stressors.

Crisis Intervention – In most circumstances, the difficulties that students face can be addressed through the usual process of setting up an appointment with the college counselor and discussing the issues concerning them. Referrals for community resources can be made. Students come with a wide range of concerns such as:

- relationship issues
- depression and anxiety
- problems with eating habits or body images
- panic attacks
- alcohol and other substance issues, even nicotine withdrawal
- death of someone close
- dealing with traumatic events
- making smart decisions
- adjusting to college life
- time management
- self-confidence or low self-esteem
- sexual or relationship violence
- gay, lesbian or transgender issues
- gambling issues
- pregnancy
- housing issues

However, there are crisis situations in which immediate or same-day intervention is warranted. That is when crisis intervention and Emergency Referral will be provided to these students. Examples of crisis situations include:

- suicidal thoughts or attempts
- thoughts of doing serious harm to someone else
- physical and/or sexual assault
- acute depression, i.e. unable to eat or sleep or get out of bed
- hearing voices/seeing things that no one else hears/sees
- coming to college under the influence of alcohol/substance abuse
- trauma
- self-inflicted cutting behavior.

II. What is the first step a staff or faculty member should take when a crisis is suspected?

- When an individual is expressing behavior that causes concern or alarm, contact SUNY Ulster Department of Public Safety at 687-5221.
- Try to remain calm and keep others calm.
- If it not an emergency but there are concerns, you can contact the College Counselor at 687-5192 or go to the portal to access the Incident Report Form by clicking the Faculty Resources tab and in the forms library for faculty you will find the Incident Report form.

III. Who is the Ulster Crisis Incident Team?

- Vice President and Dean of Enrollment Management
- Director of Public Safety
- Associate Dean of Student Services
- College Counselor
- College Nurse
- College Attorney
- Director of Student Support Services
- Chair of English Department

- Chair of Criminal Justice Department
- Several faculty members of the Social Sciences Department.

The team meets monthly to discuss any students that might pose a risk to the campus. This team will meet on an emergency basis as well to intervene and assess the situation to provide resources and/or referral. Referrals can be made to any member of the team.

IV. What information should be given to the Crisis Team? (provide as much detail as possible)

- WHO - identify the individual - address, phone number, date of birth, program of study, who they live with. (In some instances this information may not be readily obtainable, but get as much information as you can.)
- WHAT - describe the specifics of the emergency.
- WHEN - indicate time and location of the incident.
- WHERE - give the individual's present location.

V. What should staff or faculty members do until First Responders arrive?

1. If the staff or faculty member feels comfortable with the individual, they should speak in a calming manner and let them know help is on the way.
2. If the individual is opposed to suggestion and/or intervention, do NOT insist.
3. SAFETY FIRST: DO NOT try to physically restrain the individual. If they choose to leave, do not intercede, but make note of the direction and place where they are going.
4. Voluntary: If a student/faculty or staff member needs to be hospitalized and is willing to go voluntarily, SUNY Ulster Public Safety will either transport the individual to the hospital or call an ambulance.
5. Involuntary: If a person is threatening their own life or the lives of others, call SUNY Ulster Public Safety at 687-5221. If you can't reach Public Safety then call 911. A pick-up order will be issued by a Peace Officer, and/or Police Officer as per Section 9.41 of the Mental Health Law. This will allow a person to be taken into custody for Emergency admission for immediate observation of emergency care and treatment.

CRISIS PROCEDURES FOR BUSINESS RESOURCE CENTER.

Crisis procedures for the Business Resource Center are the same as for the campus. The Crisis Team shall consist of the Campus Security Guard on Duty and the Senior Staff member in charge.

DRUGS, STATEMENT ON

(See Board of Trustees Policy 3.9, Revised 10/17/95, Amended 10/16/07 – Alcohol and Drug Free Workplace Policy.)

DUPLICATING SERVICES:

When duplicating any material, adherence to Title 17, of the U.S. Code dealing with copyright restrictions should be observed. The Code is as follows:

"The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research."

If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

All campus copying machines, with the exception of the machines located in the Library, are intended for college-related use only. The machines in the Library are coin or credit card-operated and may be used by the general public and for personal copying by faculty and staff.

Quick Copies of 50 or Less -

Copier machines are located in most office areas for quick duplication of up to 50 copies

Volume Copies of 50 or More

Volume duplication of 50 or more copies will be done by the Switchboard staff, upon receipt of a completed Work Order Form, which may be obtained at the Switchboard Office in ALG105.

The copier in the Switchboard Office is for use by Switchboard personnel only.

In addition to copying, collating and stapling may also be requested on the Work Order Form. Requests for duplicating services can usually be completed at the Switchboard by the day following receipt of the request, but in peak times of copier demand, such as the end of a semester, there may be as much as a three-day wait for completed orders.

EMERGENCY INSTRUCTIONS

For all emergencies - DIAL 2888 . State clearly, the nature and location of the emergency.

Medical Assistance

1. **Dial 911;** state clearly the location of person and nature of the injury
2. Call College Nurse – SEN 139 – Dial 5246
3. Call Security Office – HAS 106 – Dial 5023
4. Report all accidents to College Nurse – Dial 5246;
5. First Aid Kits are available in all offices.

Upon Discovering Fire

1. Dial 5221 for Security Office; state clearly the nature and location of the fire;
2. Fire extinguishers are located in all buildings and labs;
3. All faculty and staff and students should leave the building via the nearest door;
4. Move a minimum of 150 feet away from the building.

Emergency Telephones

1. Outdoor blue-light emergency phones and call boxes at various locations on campus provide immediate access to the College's Department of Public Safety. These boxes are indicated by a blue light displayed 24 hours a day and are operated by pushing a button for automatic dial connection to Public Safety officers on duty.
2. Emergency call boxes are also located at various points throughout the interior of all academic buildings.

General Information

1. County Sheriff – state location and nature of emergency – Dial 8-338-3640
2. NYS Police – state location and nature of emergency – Dial 8-338-1702

EMERGENCY INSTRUCTIONS FOR BUSINESS RESOURCE CENTER:

1. Notify Security of emergency at front desk. If Security is away from the desk use the desk telephone to call 911 using one of the top four lines on the right side of the phone set.

EQUIPMENT:

1. The administrator in charge, or Department Chairperson, is responsible for the care and safekeeping of equipment assigned to his/her area, although the Dean of Administration has overall responsibility for all equipment on campus. An annual physical inventory and periodic spot checks will be made to maintain equipment control. Each department has a copy of the equipment inventory for that area, which should be maintained to show changes that occur. Any permanent transfer should be reported, or a transfer form should be submitted to the Coordinator of Environmental and Facilities Services.
2. Instructors of courses who wish to use equipment not included under jurisdiction of the department in which the offering is made, should contact the department chair or area administrator normally responsible for the required equipment. Responsibility for this inter-departmental loan will temporarily rest with the person utilizing the equipment. Department chairs that are currently requested to reflect on instructors' qualifications for discipline-related, credit-free courses, are also asked to reflect on the instructors' ability to use the equipment required for the course. The equipment will automatically be made available to approved instructors.

Responsibility for this loaned equipment will be with the borrower. Responsibility, in this reference, is considered to be awareness of the location and the condition of equipment, and of the necessity to report to the Dean of Administration, knowledge regarding damage to, or the circumstances related to the disappearance of equipment. The college policy for removal of equipment from the premises of the campus is, that equipment owned by the College may not be taken from the College except by specific written authorization of the Dean of Administration or the Dean's designee.

3. Equipment removed from the college without authorization shall be the financial responsibility of the borrower, should loss or damage occur. College insurance coverage does not extend off campus unless notification of change of location has been made to the insurance carrier.

4. These procedures also apply to the Business Resource Center. People who wish to use college equipment should call 339-1322 between the hours of 9am and 5pm, Monday through Friday, to reserve equipment.

Personal use of college equipment, either on campus, or off, is not permitted except by specific written authorization of the Dean of Administration, and will be permitted only in extreme circumstances.

EQUIPMENT AND FACILITIES, PRIORITIES FOR USE OF

The basis for scheduling the use of all college-owned facilities and equipment will be the following priority system:

1. Credit offerings
2. Credit-free Offerings
3. Contract Courses
4. College-related activities
5. Non-college activities
 - A. Occasional use
 - B. Regular use

EVENING SERVICES:

For the convenience of students enrolled in evening classes on the Stone Ridge campus, a number of college offices have regularly scheduled evening hours. The following services are available:

- Admissions - Evening appointments may be scheduled.
- Bookstore - The Bookstore until 8:00 p.m. Monday through Thursday, to 5:00pm on Friday and from 9:00am to noon on Saturday during the first week of every semester. The second week the bookstore is open until 5:00pm Monday-Friday only. There are no evening hours for the balance of the semester.
- Student Accounts - The Student Accounts Office is open from 8:30 a.m. to 6:30 p.m. during the first two weeks of a new semester, after that from 8:30 a.m. to 4:30 p.m.
- Cafeteria - The Cafeteria offers evening service from 5:00 p.m. to 8:00 p.m., Monday through Thursday when classes are in session.
- Computer Lab-- Open Use - The Open Use Computer Lab is open from 8:00 a.m. to 8:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 8:00 a.m. to 4:00 p.m. on Saturday.
- Financial Aid - Evening appointments may be scheduled.
- Health Services - Health Services are available from 8:30 a.m. to 4:30 p.m., when classes are in session, and at all athletic events.
- Learning Center and Library - These facilities are open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, from 8:00 a.m. to 4:00 p.m. on Friday, and from 9:00 a.m. to 3:00 p.m. on Saturday.
- Registrar - The Registrar's Office is open from 8:30 a.m. to 7:00 p.m., Monday through Thursday, and from 8:30 a.m. to 4:30 p.m. on Friday.
- Security - Security is on duty 24 hours every day.

EVENING SERVICES – BUSINESS RESOURCE CENTER:

- The bookstore shall maintain space for sales at the Business Resource Center the first week of the fall and spring semester and the first week of the summer semester. Hours to be posted .
- The hours for the Computer Lab are posted at the beginning of each semester and during the winter break.
- Security is on duty during all class hours.
- A Student Services representative will meet with students each semester by appointment. Call 687-5041.
- Tutoring hours at the BRC will be posted each semester by the Learning Center.

FIRE DRILLS

New York State law requires that several unannounced fire drills and building inspections be conducted each year. All occupants of the buildings are required to participate. Instructions for vacating the buildings are posted in each classroom, and each instructor is responsible for acquainting his or her students with these procedures.

FOOD SERVICE

Lessings Food Service maintains a cafeteria operation in the Student Life Center in Vanderlyn Hall with a variety of short order foods as well as a hot menu provided.

The cafeteria is open from 8:00 a.m. to 2:00 p.m., and 5:00 p.m. to 8:00 p.m., Monday through Thursday, It is open on Friday 8:00 a.m. to 2:00 p.m. with no evening hours.

Lessings Food Service also provides light snacks in the Hardenburgh science wing coffee shop. It is open Monday through Friday, 9:00 a.m. to 2:00 p.m. In addition, vending machines are located in Vanderlyn, Burroughs, Hardenburgh, Hasbrouck, and the Senate Gymnasium.

At the Business Resource Center, vending machines and microwave are located in the Lounge at the end of the main classroom hallway (near the rest rooms).

FREEDOM OF INFORMATION GUIDELINES

(See Board of Trustees Policy 3.5, revised 8/23/94.)

Designation of Records Access Officer

The Records Access Officer shall be appointed by the President of the College.

Duties of Records Access Officer

1. Maintain an up-to-date subject matter list.
2. Assist the requester in identifying requested records if necessary.
3. Locate requested records. Review records and delete information, which would constitute unwarranted invasion of personal privacy. Take one of the following actions (1) make records available for inspection, or (2) deny access to the records in whole or in part and explain in writing the reason.

4. Upon request for copies of records, make copies available upon payment of established fee.
5. Upon request, certify that a record is a true copy.
6. Upon failure to locate records, certify that (1) the agency is not the custodian for such records, or (2) the records of which the agency is a custodian cannot be found after diligent search.

Location for Submission of Requests for Inspection or Copies of Records

Requests for inspection or copies of records will be received at:

Office of the President
Clinton Building, Room 227
SUNY Ulster
Stone Ridge, NY 12484

Hours for Public Inspection and/or Copies of Records

Requests to inspect or copy records of SUNY Ulster may be made at the office set forth above on any business day between the hours of 8:30 a.m. and 12:00 noon, and between 1:00 p.m. and 4:30 p.m.

Requests for Public Access to Public Records

1. All requests for access to records must be made in writing on forms provided by Ulster, copies of which are available in the Office of the Records Access Officer.
2. The Records Access Officer shall respond to any request reasonably describing the record or records sought within five (5) business days of receipt of the request.
3. A request shall reasonably describe the record or records sought. Whenever possible, a person requesting records should supply information regarding dates, file designations or other information that may help to describe the records sought.
4. If the Records Access Officer does not provide or deny access to the record sought within five (5) business days of receipt of a request, the Officer shall furnish a written acknowledgment of receipt of the request and a statement of the approximate date when the request will be granted or denied. If access to records is neither granted nor denied within ten (10) business days after the date of acknowledgment of receipt of a request, the request may be construed as a denial of access that may be appealed.

Subject Matter List

1. The subject matter list set forth hereafter, is a reasonable detailed current list by subject matter of all records, whether or not the records are available pursuant to subdivision two (2) of section eighty-seven (87) of the Public Officers Law.
2. The subject matter list shall be updated not less than twice per year. The most recent update shall appear on the first page of the subject matter list.

Denial of Access to Records

1. The Chairperson of the Board of Trustees shall hear appeals regarding denial of access to records under the Freedom of Information Law.

2. Denial of access shall be in writing stating the reason and advising the person denied access of his or her right to appeal to the Chairperson of the Board of Trustees, identifying the person by name, title, address of the Board and telephone number.
3. If the Records Access Officer fails to respond to a request within five (5) business days of receipt of a request as previously described, such failure shall be deemed a denial of access of records.
4. Any person denied access to records may appeal within thirty (30) days of a denial.
5. The time for deciding an appeal by the Chairperson of the Board shall commence upon receipt of written appeal identifying: (1) the date and location of a request for records, (2) the records that were denied, and (3) the name and return address of the appellant.
6. The Chairperson of the Board shall transmit to the Committee on Public Access of Records copies of all appeals. Such copies shall be addressed to:

Committee on Public Access to Records
 Department of State
 162 Washington Avenue
 Albany, NY 12231

The person or body designated to hear appeals shall inform the appellant and the Committee on Public Access to Records of its determination in writing within seven (7) business days of receipt of an appeal. The determination shall also be transmitted to the Committee on Public Access to Records.

7. A final denial of access to a requested record shall be subject to court review, as provided for in Article 78 of the Civil Practice Law and Rules.

Fees

1. There shall be no fee charged for the following: (1) inspection of records, (2) search for records, and (3) any necessary certification.
2. The fee for copying records which shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record, except when a different fee is otherwise prescribed by statute.

Public Notice

A copy of these guidelines shall be posted in the Main Administrative Office of SUNY Ulster.

Subject Matter List:

A.General:

1. Minutes of the Regular and Special meetings of the Board of Trustees
2. Minutes of the Meetings of College Committees
3. Campus Master Plan
4. Reports, Plans, and Certification of Accreditation Group
5. Board of Trustees Policies
6. College Administrative Policies
7. Final votes, including concurring and dissenting opinions, as well as decisions made in the adjudication of cases and grievances.

B.Financial & Personnel:

1. Names, titles, grades, and salaries of full- and part-time employees
2. Budgets
3. Faculty teaching Loads (by individual)
4. Faculty schedules (by individual)
5. Negotiated contracts
6. Internal or external audits and statistical or factual tabulations made by or for SUNY Ulster.

HARASSMENT AND ASSAULT POLICY

(See Board of Trustees Policy 4.12, revised 4/20/04.)

An essential part of SUNY Ulster's Equal Opportunity Program is maintenance of an environment in which employees and students are able to work and learn without physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge, and free from any violent assault, particularly sexual assault or bias-related assault.

The emphasis of this policy is on prevention. The College will distribute appropriate literature and present workshops and programs to develop an awareness of this policy statement and sensitivity to these issues.

Harassment :

Because of the sensitive nature of situations involving harassment, the College will follow a flexible system for complaints to ensure the protection of the right to privacy of the complainant. If employees or students consider themselves to be victims of harassment, a complaint can be filed with the Affirmative Action Officer or the Affirmative Action Officer's designee. All complaints will be investigated with every effort made to maintain the confidentiality of all persons involved. If a complaint is substantiated, appropriate and strong action will be taken in accordance with existing Board of Trustees policies. While the procedure does not negate the existing Complaint Procedure Policy, the Affirmative Action complaint procedure, nor contractual grievance procedures, the complainant must elect a single on-campus procedure in an attempt to resolve the complaint.

Assault:

Although any act of assault constitutes a criminal act and although any act of assault is prohibited by the College's policy on Maintenance of Order, with this policy the College affirms its commitment to prevention of assault on campus, and confirms its commitment to making its students and employees aware of the legal consequences of such acts.

This policy and other applicable college policies will be published periodically in the college newspaper together with information on counseling services, health services, and campus security procedures. As our publications, such as the student handbook, are revised, these policies and procedures will be included in those publications. They will continue to be published in the College's Handbook for Professional Staff and the Board Policy Manual. The College will also continue to hold preventative workshops on assault.

New students and employees will be informed of any violent crimes or assaults occurring on the campus within a year of their admission to the College or their hiring. Any assault or act of violence should be reported immediately to Campus Security. Campus Security will then contact the proper public law enforcement

authorities and college authorities. If necessary, Campus Security will immediately secure the assistance of Health Services and Counseling Services for the victim.

Possible disciplinary actions, excluding those penalties determined in a legally constituted court of law, are detailed in the College's Maintenance of Order Policy.

A separate policy on sexual harassment is included as Appendix I. (Board Policy 4.13 amended 4-20-04 and December 18, 2007 and further amended January 17, 2012.) The [Sexual Harassment Policy and Procedure](#) is also available on the Portal.

HAZARD COMMUNICATION PROGRAM

A New York State Right-To-Know law has been adopted and passed by the New York State legislative bodies to give workers an inherent right-to-know of all health hazards associated with exposure to toxic substances. Ulster County developed a Hazard Communication Program to comply with this law. This program includes the following:

Labeling Requirements -

All containers containing hazardous substances or chemicals must be properly labeled. All labels must be legible, in English, and prominently displayed.

Material Safety Data Sheets -

Must be maintained in the area where the product in question is utilized.

Training -

The training at SUNY Ulster is conducted by the Laboratory and Chemical Safety Coordinator who maintains a Hazardous Communications Plan and a Chemical Hygiene Plan. The Laboratory and Chemical Safety Coordinator is located in the Math/Science area and can be contacted at 687-5226.

All employees of SUNY Ulster must undergo this training.

If you have not yet participated in a training session, and are working with hazardous substances or chemicals, please contact the Laboratory and Chemical Safety Coordinator or Human Resources to arrange your session.

IDENTIFICATION CARDS

SUNY Ulster ID cards can be obtained any day the campus is open in normal session between 9:00am and 3:00pm at the College's Department of Safety & Security office located in the lower lobby of Hasbrouck Hall. For other times contact them at 687-5023. ID cards are needed to check out books from the College Library, receive financial aid payments, gain entry to computer labs and secure classrooms and receive discounts at various college events. Students are required to be in possession of their Student ID cards at all times while on campus and should be prepared to produce said document to any College official upon their request.

KEYS

Authorized keys are issued to college employees by the Office of Safety & Security. Requests for keys shall be made through My SUNY Ulster and accessing Work @ Ulster for the proper forms. All losses of keys are to be reported immediately to the Office of Safety & Security. Keys should not be duplicated for any reason, other than by authorized personnel. Keys should not be exchanged between college personnel.

LIMITED PUBLIC FORUM

(See Board of Trustees Policy 3.14 adopted 6/13/06.)

The Board of Trustees of SUNY Ulster has amended its Board Policy to include the Limited Public Forum Policy: The College makes available as an area designated for use as a limited public forum, that part of the campus being the concrete pavement located directly outside of the St. John Conference Room, Clinton Hall. (Note: For a more detailed description of the area see Board Policy Book, Policy 3.14). The purpose of such designation is to permit non-college groups and non-students to exercise their rights of speech and assembly.

The designated area shall be made available to members of the general public between the hours of 9:00AM and 4:30 PM Monday through Friday, so long as such use does not interfere with its use by the college or with college related activities. Loudspeakers, bullhorns, which increase the sound level of speech so that it can be heard inside any building on campus, will not be permitted.

Any member of the general public wishing to use the designated area as a limited public forum shall make a written request to the Dean of Administration or his or her designee at least five (5) business days prior to the time for which the area is requested for use. Said written request shall include the name and address of the party seeking to use the designated area and the proposed date and time for use of the designated area. Any applicant denied use of the designated area shall have the right to appeal to the College President or the person designated by him, for a review of the denial, by serving a written notice of any such appeal and include therein a statement setting forth the reasons why the applicant believes that the denial was improper. The notice of appeal must be filed with the office of the College President within ten (10) business days after the mailing of the notification of the denial.

In the event a request conflicts with a previously scheduled use of the designated area the applicant will be provided with notice of the unavailability of the designated area for the proposed date and/or time, at least one (1) business day prior to the date of the proposed use and will be permitted to request alternative dates and/or times. In the event two or more requests for use of the designated area are made for the same time, preference will be given to the request first received. Use of the designated area is at all times subject to all applicable provisions of College policies while on campus and while using the designated area.

LOST AND FOUND PROPERTY

A Lost and Found file is maintained in the Department of Public Safety Office in the HAS103. Articles turned over to Lost and Found will be retained for thirty (30) days before disposal. A Lost and Found file is also maintained by the Security officer at the BRC front desk.

MAIL SYSTEM

E-mail

All faculty and staff at the college have access to e-mail. See the College's "Employee Computer & Network Security & Acceptable Use Policy" , adopted May 19, 2009 and amended September 21, 2010, for appropriate use of e-mail.

Internal Mail

Each office of the College has "in" and "out" boxes for distribution and collection of mail. Mailboxes for faculty and staff offices are located at the Switchboard in the Algonquin Building. All internal mail must be separated from outgoing mail before placing it in the proper slots located outside the Switchboard in the Algonquin Building. Only brown interoffice envelopes should be used for internal mail; never white envelopes. This becomes especially important during times of high volume or deadline pressures to prevent internal mail from being accidentally put through the postage meter.

Outgoing Mail

Morning and afternoon mail pick-ups and delivery will be made in coordination with U.S. Mail schedules at the Stone Ridge Post Office. Outgoing mail is sent to the Stone Ridge Post Office at 10:00 A.M. and at 3:00 P.M. Incoming mail is collected from the Stone Ridge Post Office and sorted at the Switchboard by approximately 11:00 A.M. and approximately 3:30 P.M. A postage meter is available at the Switchboard and is to be used ONLY for official college mail. Postage for outgoing mail is charged to individual department budget codes. Faculty and staff should consult with Switchboard personnel to determine the most economical means of sending outgoing mail. All outgoing mail should be rubber-banded. All banded mail is processed first.

Bulk mailings represent a means of cutting escalating postage costs. Considerable savings can be realized by planning ahead to send bulk mailings.

A mailing request should be completed for each bulk mailing. To qualify as bulk mailing, it must consist of 200 or more identical pieces of printed material. The sender must separate all envelopes with the same zip code from other zip codes with rubber bands (ten or more pieces per code). If there are 50 or more pieces to one zip code, each group of 50 should be banded separately, and a facing slip placed on each pile to indicate how many are in each. These may be eligible for an additional discount. All envelopes must be kept in zip code order from the lowest to the highest. All envelope flaps must be up. No paper clips should be used.

Bulk mailings having an indicia must have a total count of items being mailed. PLAN AHEAD -- please allow the Switchboard enough time for paperwork to be completed and sent to the Business Office for the check that must accompany the mailing. Bulk mail may take up to ten business days to reach its destination. Please allow enough time, especially if sending dated material.

MAINTENANCE AND HOUSEKEEPING

Requests for maintenance or housekeeping must be submitted to the Office of the Director of Plant Operations, located in the Algonquin/113. Requests should be submitted using the My SUNY Ulster portal and accessing Work @ Ulster for a Housekeeping and/or Maintenance Request Form. In order to make most effective use of the staff, the Director of Plant Operations will schedule all work. The maintenance and/or housekeeping staff should not be contacted directly unless there is an emergency.

MAINTENANCE OF ORDER ON THE CAMPUS

(See Board of Trustees Policy 6.3.7, revised 8/22/95, amended 10/04 and further amended 10/16/07)

SUNY Ulster, Stone Ridge, NY, established by authority of the State University of New York and legally sponsored by the County of Ulster, is committed to providing an academic environment which will promote the educational growth and cultural enrichment of all members of the college community as well as the region which it serves.

SUNY Ulster affirms that institutions of higher education must freely seek the truth and examine values, as one of the main purposes of the College is to provide students with the ability to function analytically and creatively in a changing environment.

All members of the community comprising SUNY Ulster (i.e. students, faculty, administration, other professional staff, and Civil Service personnel) by virtue of their individual and collective relationship with, and responsibility to, the College through appropriate contractual agreement accept as primary civil and criminal law and those regulations, laws, by-laws, policies, and administrative codes as developed and adopted by the collective individual communities of the College and approved by the Board of Trustees.

The Board of Trustees of SUNY Ulster affirms and accepts its responsibilities according to the various education, civil, and criminal laws of the State of New York and the County of Ulster and by virtue of its approval of the regulations, laws and by-laws, policies, and administrative codes contained within the College Catalog, Handbook for Professional Staff, Student Handbook, Board of Trustees Policies, and collective bargaining contracts agrees to take those steps as appropriate and necessary through its designee the President of the College, to ensure the maintenance of order on the campus and to ensure that the ongoing purpose of the institution of teaching, research, service to the community, the services incident thereto, and the necessary administrative work, is not violated or interfered with in any way.

The rules and policies contained within those documents previously cited govern the conduct of students, faculty, and other authorized personnel on the premises of the College and are also applicable upon or with respect to any other premises or property under the control of the College used in its teaching, research, administrative, service, cultural, recreational, athletic, and other programs or activities.

Licensees, invitees, and all other persons, whether or not their presence is authorized upon the campus or other premises or property of the College, who interfere in any way with the prescribed duties and purpose of the College, shall be notified by the President of the College or the President's designee that they acting in violation of the regulations established and approved by the Board of Trustees.

Any person, either singly or in concert with others, engaging in acts disruptive of the teaching or learning process or other acts that infringe upon the purpose of the College, or in conduct expressly prohibited by the action of the Board of Trustees of the College, the Penal Law of the State of New York, Section 75 of the Civil Service Law, Laws of the County of Ulster, or other appropriate laws of the State of New York or the County of Ulster shall be informed of such violation and possible action by the appropriate official.

Some areas of particular concern in the maintenance of order include, but are not limited to:

Harassment and Assault

Physical or verbal harassment of any kind because of sex, sexual orientation, race, color, national origin, religion, age, or physical challenge, as well as violent assault, particularly sexual assault or bias-related assault, is strictly prohibited. Under this policy, any hazing of students is also strictly prohibited.

Firearms or Weapons Possession

Possession by anyone, upon any premises to which the College's rules apply, of any rifle, shotgun, pistol, revolver, or any weapon, device or knife as defined in New York State Penal Law Section 265.00 as it may be amended from time to time, or any successor statute, any air-gun, spring-gun or other instrument or weapon in which the propelling force is a spring, air, piston or carbon dioxide cartridge without the written authorization of the Chief Administrative Officer, or his designee, whether or not a license to possess the same has been issued to such

person, is strictly prohibited. Nothing herein shall prohibit such possession, within the course of employment of employees of the Ulster County Sheriff's Department, New York State Police or a federal, state or local law enforcement agency nor any peace officer as defined in New York State Criminal Procedure Law.

Alcohol and Drugs

The manufacture, distribution, dispensation, or use of alcohol and/or a controlled substance on the campus or in any other learning facility, in vehicles, or while engaged in student activities, is strictly prohibited, unless the function is held at a facility duly licensed to serve alcoholic beverages and said facility controls the dispensation of any alcoholic beverages. Any forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is strictly prohibited.

Nothing in this policy shall prohibit or limit the distribution, dispensation, or use of alcohol as part of the Standardized Field Sobriety Class given in conjunction with the Ulster County Police Academy. Nothing contained herein shall limit or prohibit the legitimate use of drugs and/or alcohol as part of the curriculum of the Police Basic Training education program Hegis Code: 5505, NYSED Code:29497.

Fraud

Fraud or other criminal misconduct, such as the use of false identities, forgery of signatures or certifications, and false claims of income, citizenship, or independent student status in applying for financial aid, will result in disciplinary actions being applied and, in the case of fraud involving financial aid, a demand for repayment of funds dispensed.

In any case where violation of any of the College's rules does not cease after such warning, or in cases of willful violations of these rules, the Chief Administrative Officer of the College or the Chief Administrative Officer's designees shall take action to cause the removal of the violator from any premises which are occupied in such violation, and shall initiate disciplinary action as provided in those documents or statutes previously cited. Disciplinary action, excluding those penalties determined in a legally constituted court of law, may be any of the following:

Individuals or organizations violating the provisions of this policy shall be subject to one or more of the following penalties:

Admonition - An oral statement to the offender that the offender has violated college regulations.

Warning - Notice to the offender, orally or in writing, that continuation or repetition of the conduct found wrongful within a period of time stated in the warning may be cause for more severe disciplinary action.

Censure - Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any college regulation within a period of time stated in the letter of reprimand.

Disciplinary **Probation** - Exclusion from participation in privileges or extra-curricular college activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution - Reimbursement for damage to, or misappropriation of, property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Such restitution will also take into account the rights of any victims of the actions of the offender.

Suspension - Exclusion from the College and other privileges or activities as set forth in the notice of suspension for a definite period of time.

Expulsion - Termination of the status of the offender for an indefinite period of time. The conditions of readmission, or reemployment, if any is permitted, shall be stated in the order of expulsion.

The Chief Administrative Officer, or the chief Administrative Officer's designee, may apply to public law enforcement authorities for any aid deemed necessary in causing the ejection of any violator of these rules and may include a request that the legal counsel of the college apply to any court of appropriate jurisdiction for an injunction or other legal action as may be deemed appropriate or necessary to restrain the violation or threatened violation of this statement or those rules and regulations referred to herein.

The Board of Trustees affirms and upholds the right of freedom of speech and peaceful assembly and nothing stated herein is intended, nor shall be construed, to limit or restrict these rights, and hereby affirms the right of each and every individual referred to herein to be afforded the due process of law as set forth in the Constitution of the United States, New York State, and all statutory law.

Advisory Committee on Campus Safety

The President shall appoint a reconstituted advisory committee on campus security. (See "Committee's Appointed by the President")

Sexual Assault Prevention Information

The Trustees, through their designees, shall inform incoming students about sexual assault prevention measures through programs which may include workshops, seminars, discussion groups, and film presentations, in order to disseminate information about sexual assault, promote discussion, encourage reporting of incidents of assault and facilitate prevention of such incidents. Such information shall include, but not be limited to;

- (1) the applicable laws, ordinances, and regulations on sex offenses;
- (2) the penalties for commission of sex offenses;
- (3) the procedures in effect at the College for dealing with sex offenses;
- (4) the availability of counseling and other support services for the victims of sex offenses;
- (5) the nature of, and common circumstances relating to, sex offenses on college campuses;
- and;
- (6) methods the College employs to advise and update students about security procedures.

Note: Complete sexual harassment policy and procedures are included as Appendix I.

Conclusion

It is understood by the Board of Trustees of SUNY Ulster that this statement in its entirety or in part may be amended or revised at any time that fuller consideration and experience may dictate and require, and that the filing of any such amendments to this statement in its entirety or in part must be filed within ten (10) days after the adoption of such changes.

PARKING AND TRAFFIC REGULATIONS

Registration

It is required that all motor vehicles brought on campus on a regular basis be registered with the College's Security Department, located in the Hasbrouck Building, and display a valid parking permit issued by that office. Newly acquired vehicles must be registered during each college registration period. Vehicles brought on campus at other times during the year must be registered the first day the vehicle is on campus. Campus security must be notified when a vehicle registered with them is either sold, traded, demolished, or when license numbers have been changed.

Decals

Identification of registered vehicles by decals is necessary so that Campus Security can easily identify students, faculty, staff, and visitors to the mutual advantage of the individual vehicle owner and to the college community. Decal identification will also enable the exclusion of unauthorized vehicles from using the campus as part of the area traffic pattern. A valid state vehicle registration must be shown before a parking decal is issued, and there must be no unpaid traffic fines against the applicant or the vehicle to be registered.

The parking permit is to be hung on the rear view mirror bracket, so that it may be viewed from the outside. Parking permits will be renewed at the beginning of each academic year and are identified by color code for each such period.

Parking

1. General parking spaces are identified by white paint lines.
2. Restricted spaces are identified by yellow paint lines, and require a valid faculty/staff parking permit to avoid a violation.
3. Handicapped spaces are identified by blue paint lines, with the handicapped symbol painted between the lines. Handicapped persons and persons with temporary disabilities may obtain special college permits to park in these spaces. Those permits can be obtained in the Student Services office in VAN 119.
4. Visitor spaces are identified by green paint lines with the letter "V" painted within the space.
5. Motorcycle parking spaces have been provided in parking lot D. Parking of motorcycles in other areas will be discouraged.

Overnight Parking

Under certain circumstances, overnight parking on the campus will be permitted. Approval for overnight parking must be obtained from the Campus Security Office in advance. Proper identification of the vehicle and its owner/operator must be supplied. A detailed brochure containing all parking and traffic regulations may be obtained at the Campus Security Office in the Hasbrouck Building.

PAYCHECKS

Paychecks for faculty and staff of the College are available every other Thursday, no sooner than 2:45 P.M., in the Accounting Office, VAN 202. A signature acknowledging receipt will be requested. Any arrangements for direct deposit of paychecks into personal bank accounts may be made through the Accounting Office, as well as the mailing of paychecks to the employee.

PETTY CASH

(See Board of Trustees Policy, 9.1.1., adopted 9/15/2009)

WHEREAS, New York State Education Law Sec. 6304(6) states that the Board of Trustees of the college establishes and maintains petty cash funds, not in excess of two hundred dollars each, and that lists of expenditures be presented to the Trustees at each regular meeting, it is therefore

RESOLVED, that the Dean of Administration, as the College’s Chief Financial Officer (CFO), will authorize the establishment of petty cash funds and the specified amount of each fund, and be it

RESOLVED, a custodian of the fund, who is directly responsible for the safekeeping and disbursement of the cash, must be appointed by the CFO for each petty cash fund, and be it

RESOLVED, that expenses paid from a petty cash fund can only be made for the purpose(s) for which the fund was authorized, such as the purchase of low-value supplies and services needed to conduct College business, and be it further

RESOLVED, that all petty cash expenditures must be supported by receipts that contain the following information:

- Date of purchase or payment;
- Name of vendor or other payee;
- Positive evidence that a payment was made, i.e., a cash register receipt or a handwritten receipt on which the word “Paid” appears;
- Amount paid;
- Description of the goods purchased, and be it

RESOLVED, that the current limit per expenditure is \$75, and be it further

RESOLVED, that no reimbursement will be made for New York State sales tax, alcoholic beverages or gratuity greater than 20%.

PURCHASING POLICIES & PROCEDURES – PART I

Authorization to Enter Into a Cooperative Bidding Program

(See Board of Trustee’s Policy 8.3.6, Adopted 4/1998)

The NYS Community College Business Officers Association (CCBOA) has formed a bidding consortia for the purchase of goods and services utilizing CCBOA as the head agency for conducting the bid process, which cooperative bidding has been encouraged by SUNY at the NYS Budget Office. By utilizing this procedure, vendors will be bidding on larger quantities and will be encouraged to quote lower more competitive pricing. Each party will contract individually for purchases from said vendor or at its option, cancel bids support, at its option, can seek bids separate. The Board of Trustees has approved SUNY Ulster’s participation in the CCBOA Cooperative Purchase Agreement and has authorized the Dean of Administration to execute the Agreement.

PURCHASING POLICIES & PROCEDURES – PART II

(Purchasing Manual)

(See Board of Trustees Policy 8.3.7, adopted 4/21/2009, amended 10/19/2010 and 9/20/2011, and the Portal)

That SUNY Ulster, pursuant to the direction of the Board of Trustees and the President, has developed a full and complete manual for procedures and policies for procurement pursuant to General Municipal Law 104B and in line with and subject to guidelines from the State Comptroller. That said Purchasing Manual is also in line with the guidelines of the County of Ulster Purchasing Department.

That said Purchasing Manual will be reviewed by the President and the Dean of Administration, pursuant to Board Policy 8.3.7 as amended, on a regular basis and present changes and updates to the Board of Trustees annually.

The Purchasing Manual has been delivered to all administrators and to all support staff involved in the purchasing process. Purchasing seminars have been held. Instruction and a copy of the Purchasing Manual will be given to new employees as they are hired. In addition, the Portal (MySUNYUlster) has a channel for accessing the Purchasing Manual. The Portal can also be used to access the necessary forms for placing a requisition on the Banner system and for other financially related matters.

PURCHASING POLICIES & PROCEDURES – PART III

(Authority to Commit Money)

(See Board of Trustees Policy 8.3.8, Adopted 4/21/2009)

SUNY Ulster has established effective procurement policies and procedures to provide guidance to College personnel in the purchasing process. The College has also given training to all personnel involved in the purchasing process, and the Dean of Administration has overall responsibility for procurement.

Any person who commits College funds to purchase goods or services without following the College's procurement policies and procedures, including the proper use of purchase orders and the documentation of all purchasing activities, will find that the College considers the acquisition effort null and void and declines to pay any invoice that might be issued.

In such case, the supplier may look to the individual placing the order for payment or reimbursement.

REPAIR OF COMPUTERS, EQUIPMENT AND MACHINERY

Requests for repairs and maintenance of equipment and computers and general maintenance are now made through MySUNYUlster - The Portal (For more information on the Portal, please see "Communications", this Section, supra.) Upon going into the Portal, click onto "Work @ Ulster". There are subheadings for "Maintenance/Housekeeping Requests" as well as "Office for Information Technology" for problems with computers. Requests for repairs to telephones, photocopying machines and fax machines should be made through Central Services at X5187

REPAIRS OF AN EMERGENCY NATURE

Repairs of an emergency nature should be reported to Maintenance (X5200) or Security (X5203) as soon as the problem is discovered. Emergency repairs are those that should be made as quickly as possible for the safety and health of the campus community. These include but are not limited to the following:

- Broken doors and/or broken windows;
- Obvious signs of forced entry into a room or area;
- Leaks through windows, ceilings or other piping;
- The smell of smoke or other burning or noxious odor;
- Liquid or broken glass on the floor, especially in a hallway;
- Loss of power; and
- Any other condition of a nature dangerous to students, faculty and staff.

ROYALTIES

(See Board of Trustees Policy 8.5 adopted 1/19/82)

(Also see Copyrights, Patents - This Section)

The President has reviewed the policy of sharing royalties with faculty and staff members with the College Attorney and the College Attorney has discussed same with the State University Counsel's Office who has indicated that this type of policy is being encouraged at other SUNY campuses. The College Attorney has reviewed this policy with the Board of Trustees and the Personnel Committee and the Board of Trustees has authorized the following policy:

1. The President is authorized to enter into contracts with faculty and staff members to provide for the sharing of royalties and/or revenues between the College and the faculty and staff members.
2. Before such contracts are signed each specific agreement shall be submitted to the Personnel Committee.
3. Before any sharing of royalties can take place, the College would have to recover all of its direct cost.

SMOKING POLICY

(See Board Policy 3.8, adopted 12/19/89, revised 5/18/93 and revised August 16, 2011)

The following is the complete text of the college's policy regarding smoking as amended and revised:

RESOLVED, that smoking as defined below is hereby prohibited on real property owned, leased or controlled by Ulster County Community College and in or upon any vehicle or motor vehicle owned, registered to, leased or rented by Ulster County Community College except within a moving motor vehicle which is in the process of exiting or entering real property owned, leased or controlled by Ulster County Community College but only to the extent said moving motor vehicle is not a "place of employment" as defined in New York State Public Health Law Section 1399-n.5, and be it further

RESOLVED, that "smoking" shall mean inhaling of, exhaling of burning of, or carrying of any lighted cigar, cigarette, pipe, weed or other plant in any manner or form, and be it further

RESOLVED, that the sale or distribution of smoking products on real property owned, leased or controlled by Ulster County Community College is hereby prohibited, and be it further

RESOLVED, that the Dean of Administration will be responsible for the implementation of this policy, and be it further

RESOLVED, that students and College employees who fail to comply with this policy shall be subject to the appropriate disciplinary action consistent with the Board of Trustees Policy and collective bargaining agreements.

STUDENT AIDE PAYMENTS AND GUIDELINES

New Student Aides are paid at the then applicable Federal minimum wage rate. After satisfactory employment for one semester, that pay rate may be increased, and it may be increased after two and three semesters of satisfactory employment. Pay rates will be determined by the Office of Financial Aid, and will be based on written evaluations of student performance. The evaluations must include the current rate of pay and the recommended rate. The evaluations are to be sent to the Financial Aid Office one month prior to the beginning of the next semester. The actual pay adjustment will be made on the payroll following the receipt of the approved written evaluation request from Financial Aid or the first week of the semester, whichever is later. There will not be retroactive pay adjustments.

Exceptions will be reviewed, on a case-by-case basis, by a Review Committee, consisting of the Director of Financial Aid, the Dean of Administration and the Executive Assistant to the President. Exceptions will be based on need, level of skills required, and market demand.

Summer Interns

For summer interns, a written evaluation by the supervisor recommending a rate of pay and stating the number of hours per week to be worked, as well as the effective date, must be sent to the Dean of Administration by May 15th of each year. The evaluation must have a job description and resume attached. This recommendation must be signed by each Review Committee member or the committee member's designee.

Tutoring

The 2011 group tutoring rate is \$8.00 per hour. A group tutoring rate will be paid when more than one student is tutored. The timesheet must specify Group Tutoring. Tutoring for one student will follow the same procedures as student aide pay rates for the Fall and Spring semesters.

SUNY ULSTER ALERT

SUNY Ulster Alert is an emergency information system that sends automated voice messages, emails, text and fax messages in the event of a critical, life threatening campus emergency to those who enroll in the service. We strongly urge all faculty and staff, not only students, to enroll in SUNY Ulster Alert. It will be employed only in the event of an emergency and will contain information and instructions critical to our safety. Signing up for SUNY Ulster Alert is easy and takes less than one minute:

- Go to my.sunyulster.edu and log in using your ID and password.
- Click on the Human Resources Tab.
- In the Personal Information section click on to SUNY Ulster Alert.
- Follow the simple prompts to provide your primary email address, as well as any phone, fax and/or text message numbers where you would like to be alerted should an emergency take place.
- Click Register and you're done.

All contact information is held confidential. You will never be contacted with non-emergency messages. Students wishing to enroll in the service should be referred to the College Planner & Handbook for specific instructions.

SUPPLIES - FROM CENTRAL SERVICES

A central inventory of supplies, including the blue books used for mid-term and final examinations, is maintained by Central Services for office use. Examples of supplies which should be ordered through Central Services include copy paper, stationary, pens, pencils, note pads, files, dividers, tape, staples, paper clips, etc.

Supply requisitions are made through the Portal. Click on "Work@Ulster". Go to "Work Order Requests" and click on "Stock Room Requests". Fill out the order form, insert your name and enter Submit. Your order will be delivered to you.

TELEPHONES

College telephones are to be used only for official college business. Public telephone booths are available on the campus for personal calls. Blue lights on certain call boxes signal that they may be used for emergency contacts to Campus Security.

A faculty and staff directory, containing addresses and telephone numbers, is published by the Personnel Office early in the Fall semester. This directory is for faculty and staff only and is not to be given to students. Employees' home telephone numbers should not be given out. Names, addresses, and telephone numbers of students can be obtained for official purposes from the Registrar's Office.

Some telephones on campus are set to restrict outgoing long distance calls to within New York State. Should this be true of your telephone, the Switchboard will have to place out-of-state calls for you.

TEXTBOOKS

Teaching faculty members may obtain textbooks for class use by submitting a request to the book publisher. Please note that your textbooks or any publishers' samples that you may receive are not for resale to anyone, including jobbers.

TRAINING

In the Fall of 2006, the College's Training Task Force identified **required** trainings for all SUNY Ulster employees, including **Harassment Prevention, Fire Safety Awareness (with Extinguisher Training), Hazard Communication/Right-to-Know Compliance** (for Administrative Workers in an Office Environment and for Science Lab Instructors, Nursing Faculty, Art Faculty, Instructional Assistants, Lab Tech and Campus nurses) and **Family Educational Rights and Privacy Act (FERPA)**. In the Fall of 2011 **Workplace Violence Prevention Training** was also added to the College's Training offerings.

If an employee has not yet had the required training, he or she should contact his or her supervisor and/or Human Resources.

TRAVEL – PART I – LOCAL TRAVEL FOR FULL AND PART TIME FACULTY

(See Board of Trustees Policy 8.4.2 revised 10/18/89, and Collective Bargaining Agreements)

If a full-time faculty member or administrator must travel beyond the round trip distance from home to the College to reach a course, the College will pay the difference at the federal rate and the rate differential as agreed on in the Faculty Association collective bargaining agreement, and if a part-time faculty member must travel beyond the round trip distance from home to the College to teach a course, the College will pay the difference at the federal rate. Part-time faculty members will not be eligible for the differential payment.

TRAVEL – PART II – TRAVEL RESTRICTION OF 300 MILE LIMIT

(See Board of Trustees Policy 8.4.3 revised 1/19/99 and Collective Bargaining Agreements)

All travel beyond a 300 mile radius of Ulster County Community College must be approved by the Board of Trustees. Reimbursement for all travel expenditures will be generally in accordance with the travel policy set forth by Ulster County. This policy will supersede any and all previous existing policies.

TRAVEL – PART III – TRAVEL POLICY AND PROCEDURES

(See Board of Trustees Policy 8.4.4 Adopted 8/18/09, amended 10/19/2010 and Collective Bargaining Agreements)

Policy

The College will reimburse individuals for reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of college business as specified in New York State Education Department Community College Regulations, Part 600, Section 602.4.

The College's policy and procedures apply to all College-funded business travel, without regard to source of funds. College business travel is defined as any travel paid for, whether in advance or through reimbursement, out of a College account including grant and agency accounts. This policy also applies to non-Ulster County Community College employees whose travel is paid for by the College (e.g., prospective employees, speakers, consultants, and other College guests).

It is the responsibility of each individual incurring travel expenses to comply with the College's policy and procedures. Employees who improperly submit and approvers who improperly authorize the use of College funds are subject to disciplinary action.

Purpose

The purpose of this policy is to make faculty, staff, travelers, deans, directors and department heads aware of their respective roles and responsibilities relative to submitting and approving travel and business-related expenses. Individuals are expected to be prudent when incurring travel or business expenses. Travel at the expense of the College must be in connection with official college activities. Travel by employees on College business or by students traveling for official purposes must be approved in advance by the president or the president's designee. The president may delegate authority to approve travel requests to the extent that competent decisions concerning the nature and necessity of the travel can be ensured.

Procedure

The president has delegated the authority to the employee's department head or equivalent administrator to approve reimbursable travel, with the exception of travel of 300 miles or more from the College. This requires Board approval per Board Policy 8.4.3, Travel Beyond Limit.

After approval by the appropriate administrator, the form is sent to the Dean of Administration's Office . If it is necessary to change the amount of a travel requisition, it should be requested by memorandum to the Dean of Administration rather than submission of another requisition.

Travel Expenses

These instructions are intended to make known the College's policy with regard to those expenses that may legitimately be listed on travel and expense reports for reimbursement. Expenses that may be included follow:

1. Transportation costs, including air fare (lowest fare available) and necessary ground transportation to the destination, including shuttle bus, bus, taxi, other public transportation, or rental car if no other feasible form of ground transportation is available. For automobile travel from the College, mileage will be paid at the current reimbursement rate and tolls, but will be limited to the lowest air fare available.

a. Privately Owned Vehicles: The College will reimburse those covered by this policy who use private automobiles on College business at the current mileage reimbursement rate established by the IRS plus parking and toll charges. The mileage reimbursement rate is intended to cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures. When driving on College business, employees must carry a valid driver's license, vehicle registration, and proof of insurance. New York residents must carry a New York Insurance Identification Card. Privately owned motorcycles shall not be used on College business. In the event of an accident involving injuries or damages to other persons or property while operating a privately owned vehicle on College business, the employee must notify the Dean of Administration's Office to provide for any potential involvement of the College. The financial loss for damage to a privately owned vehicle used on business is not reimbursable by the College.

b. Rental Cars. A rental car may be used if no College car is available and the employee does not have a dependable car. All authorized drivers must be listed on the car rental contract. Collision insurance (often called Collision Damage Waiver insurance on the rental contract) must be purchased when renting an automobile domestically. The minimum liability insurance must be purchased if it is not automatically included in the contract.

2. Lodging Costs, including the cost of a room and associated taxes (if out of state), plus parking expenses. The College will reimburse lodging for trips of more than 50 miles one-way. Specific exceptions for travel within the 50-mile proximity in New York, New Jersey, Pennsylvania and New England locations may be authorized by the employee's Dean (e.g., multiple-day conferences where commuting is inappropriate, particularly early start or late times, or multiple-day field assignments for which overnight lodging is deemed appropriate).

3. Meals, including costs for food and nonalcoholic beverages (See Board Policy on Meals)

4. Registration fees for professional conferences.

5. Gratuities – not to exceed 20% of bill.

6. Parking costs.

7. Telephone calls that involve College-related business.

8. Cancellation fees incurred in the normal course of doing business.

Expenses that **may not** be included:

- Travel insurance.
- TV movies.
- Gasoline costs if mileage reimbursement is used.
- Cost of mileage beyond the amount that would be required to travel by coach class air.
- Personal telephone calls
- Alcoholic beverages.
- Dry cleaning or laundry service for business stays of less than a week (five consecutive business days).
- Costs for meals, travel or lodging for spouses or other personal guests.
- Fees incurred for changing reservations unless there is justification.
- Expenses and/or fees associated with social or non-mandatory activities at conferences such as tours, sports activities, golf outings, in-room movies, in-flight movies, etc.
- Unreasonably expensive meals and lodging.
- Cancellation fees incurred by the traveler through negligence, personal choice, or carelessness of the traveler.
- All expenses related to the personal negligence of the traveler (parking tickets and fines, towing, traffic violations, damage to personal vehicles, clothing or other items).
- Repairs of personal vehicles used on College business.
- Lost/stolen cash or personal property including luggage and/or briefcases.
- Personal items and services (e.g., shoe shines, haircuts, manicures, saunas, massages, pet care costs, souvenirs or personal gifts, childcare costs, and personal reading materials).

Travelers shall not seek reimbursement for goods or services (including transportation, lodging, etc.) that are provided free of charge, paid for by another source, or are not related to College business.

Tax-Exempt Status

The College is a tax-exempt organization and individuals should request that sales tax not be collected in New York State. Unfortunately, the travel industry (e.g., airlines, rail, hotel, car rental, restaurants) frequently will not recognize this status and insist that taxes be paid. In these instances, the employee will be reimbursed for the taxes paid. If the supplier requests a tax-exemption document, a tax exemption letter can be obtained from the Dean of Administration, or is available on the Portal in the forms section.

Travel Authorization and Arrangements

The traveler's dean, director or department head, in accordance with this policy should authorize all official College travel. In general, receipts for expenses incurred by the employee must be itemized and attached to the claim that is submitted for reimbursement.

Receipts are also required to substantiate all travel advances regardless of whether the actual expenses incurred were less than or more than the amount of the advances. Receipts are required for expenses except mileage for use of personal vehicles. A local travel log must be submitted.

Under no circumstances may an individual be the sole approver of his or her own Travel Request Form or Local Travel Log. The traveler's supervisor or the supervisor's designee who does not report to the traveler must approve these.

To ensure proper accounting, prompt reimbursement and compliance with IRS regulations, travelers need to submit their expenses for reimbursement within 60 days after their return to the work site. Both the traveler's supervisor and the next higher level supervisor must approve reimbursement requests submitted beyond the 60-day time period. Requests submitted beyond one year after the date(s) of travel will not be reimbursed.

International Travel:

Faculty or staff intending to travel abroad to conduct College business or to supervise instructional travel must secure approval from the appropriate dean, Dean of Administration and President in advance of committing College resources to the trip. This is accomplished by completing and submitting the Travel Request Form at least 60 days prior to the anticipated date of departure. A memo to the appropriate dean should be attached to this form outlining the:

- Purpose of the trip
- Specific, tangible business benefit to the College
- Source of funds (college operating, agency, granting organization)
- How the traveler will report the outcomes to the campus community.

Upon return, the traveler is responsible for providing an English translation/explanation for all receipts written in a foreign language. The translation/explanation should provide an identification of the type of expenditure (i.e. meals, transportation, etc.) and a general description of the items included on the receipt (e.g. lunch for traveler).

Travelers are encouraged to use credit cards for payment and submit the credit card statement that facilitates and validates the conversion process. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the statement. If the traveler converts US dollars into foreign currency, the currency exchange receipts or bank statement detailing the transaction can be used to calculate the US dollar equivalent for expenses reported. For those individual not using credit cards or lacking currency exchange receipts, receipts submitted in foreign currency must be converted to US dollars using the Oanda currency converter which can be found at <http://www.oanda.com/convert/classic>.

Reimbursement will be allowed for actual passport and visa fees for travel outside the United States on college business. For international automobile rentals, all insurance coverage must be taken.

Transportation to Temporary Work Stations.

Transportation to temporary official work stations or sites shall be reimbursed on the basis of the total travel cost from home to the temporary work site less the total normal travel costs from home to the official work site. Approval for such travel must be received in advance.

Travel Under Sponsored Programs:

Travel related to sponsored programs must follow this policy, unless requirements of the granting or sponsoring agency are more stringent than those contained in this policy or procedure.

Forms of Payment for Travel and Business Expenses:

After the appropriate approvals have been received for travel, and travel has been authorized through the College's Purchasing and Requisition Policy and Procedure, the following forms of payment are acceptable:

- **Personal Funds**
The traveler makes all travel-related purchases with personal funds and submits a Local Travel Log or a completed Travel Request Form to obtain reimbursement according to this policy.
- **Check Request**
Travelers may request a College check to pay for conference registrations and hotel reservation deposits. Travelers should submit a standard requisition along with a copy of the approved Travel Request Form to Accounts Payable, which will then remit payment directly to the applicable organization. In the event that a credit is received, the traveler is responsible to obtain a check made out to Ulster County Community College or have the credit applied to their bill. The credited amount should be noted on the Travel Request Form as part of the trip reconciliation process.
- **Travel Advances**
Travel advances can be requested for transportation, lodging, meals and incidentals when needed. Travel advances for transportation can be requested up to 60 days prior to the departure date. Travel advances are considered a personal charge to the individual requesting the advance. An approved Travel Request Form with appropriate receipts must be submitted within 60 days of the traveler's return to the work site to reconcile how the advance was used or to indicate the amount to be repaid to the College. Outstanding travel advances for completed trips must be settled before subsequent advances will be issued.

Securing Reimbursement for Travel Expenses

In accordance with IRS regulations, the supporting documentation (i.e. receipts) must reconcile the cost and business purpose of the expenditure, and, for a reimbursement, must show evidence of payment. Employees should itemize all expenses on the Local Travel Log monthly or on the Travel Request Form within 60 days upon their return to the College, and attach original receipts.

If actual meal expenditures are reported instead of the use of a per diem rate, receipts must be included for all meal expenditures submitted on the request for reimbursement.

When expenses are being shared with either individuals or external organizations, a duplicate copy of the receipts will suffice with a detailed explanation that includes the names of the individuals or organizations that paid the balance of the expenses.

VIDEO TAPE AND VIDEO DISC POLICY

1. All faculty, students, and staff members are to observe the GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES as developed by the U.S. Congressional subcommittee on Courts, Civil Liberties, and the Administration of Justice.
2. Copyrighted motion picture films, videotapes and/or videodiscs may not be duplicated on videotape without written authorization of the copyright holder or his/her representative. Off-air recordings are restricted to material prepared for educational purposes, not entertainment.

3. All off-air recordings for educational purposes must be made by Instructional Media Center personnel. Instructors must request such recordings in advance. The Instructional Media Center will maintain a log indicating who made the request, who made the recording, where and when it was used, and when it was erased.
4. Off-air recordings are restricted to use by Ulster County Community College faculty, staff, and students under the "fair use" guidelines.
5. Instructors are to use only Ulster County Community College video playback and recording equipment. The use of personal video equipment for classroom purpose is prohibited.
6. Instructors are not to use copyrighted videotapes or videodiscs that have not been cleared for classroom use. This includes both rented and purchased videotapes or videodiscs.
7. Faculty, students, and staff members who fail to observe these guidelines may be in violation of the Copyright Law and subject to extensive damages. Violators will not be indemnified by Ulster County Community College, if they and the institution are sued for copyright violation.

WEATHER - INCLEMENT WEATHER PROCEDURES

Weather conditions may necessitate the canceling of classes. If classes are cancelled, teaching faculty are not expected to come to the campus, but non-teaching faculty and staff are expected to report to work as usual. If this is not possible or if the non-teaching faculty or staff member anticipates arriving late, the appropriate supervisor should be notified as soon as possible. Leave time must be used to cover absences from work.

The College will only close if the County Executive of Ulster County declares an emergency situation and closes all of the County facilities. In such an emergency, non-teaching faculty and staff are not expected to report to work. Inclement weather announcements are made on the Portal (my.sunyulster.edu), as well as on SUNY Ulster Alert, and on all local radio and television stations. Weather cancellations will be announced by 7:00am for day classes and by 4:00pm for evening classes.

WIRELESS ACCESS

Wireless access for registered credit students, faculty and staff is found in various locations across the campus including the cafeteria, library, HAS 220, the nursing café, Student Development, College Lounge, Clinton Library, and throughout the Business Resource Center.

WITHDRAWAL FROM COLLEGE

Students wishing to withdraw from the College must secure the necessary withdrawal forms from the Office of the Dean for Student Development. These forms must be signed by the advisor and a representative of the Student Account's Office, Financial Aid, the Library, and Student Development.

WITHDRAWAL FROM COURSES

Students wishing to withdraw from a course must secure the necessary withdrawal form from the Registrar's Office. The withdrawal must be processed promptly by the student. The student should notify the instructor involved, his or her advisor, and the Registrar's Office.

A student may officially withdraw from a course through the first two-thirds of the time period of that course. The student will then receive a grade of "W" during the last third of the course only for verified special circumstances.

See the College Catalog for further details.

WRITING PLACE - See The Learning Center

WORK STOPPAGE/SLOWDOWN/STRIKE

All collective bargaining units agree that they do not assert the right to strike or conduct work stoppages or slowdowns, or to impose an obligation to conduct, assist, or participate in a strike, work stoppage, or slowdown, upon its officers or members.

WORKING ON CAMPUS AFTER NORMAL HOURS OR ON WEEKENDS

Any employee of the College working on campus after normal office hours or on weekends should notify the Security Office on extension 5023 of their whereabouts. This requirement is for the safety of the employee.

SECTION V

PERSONNEL POLICIES
AND
PROCEDURES

ACADEMIC RANK – ORGANIZATION OF PROFESSIONAL ADMINISTRATIVE PERSONNEL (OPAP).

(See Collective Bargaining Agreements.)

ACCESS TO PERSONNEL FILES

(See specific Collective Bargaining Agreement.)

One personnel file will be maintained on each faculty and staff member by the college administration. This file may be viewed, at a mutually agreeable time, by the college employee. Confidential reference letters contained in the file may not be reviewed by the employee. The employee shall have the right to photocopy, at his or her own expense, the contents of this personnel file, except for the confidential reference letters. The personnel file may not be removed from the custody of the college administration.

ACCIDENT COMPENSATION

Injury to any college employee, sustained in connection with assigned duties, is covered through Workers' Compensation Insurance. All accidents should be reported promptly to the College Nurse, Campus Security, and to the Personnel Office.

AFFIRMATIVE ACTION

SUNY Ulster is an Affirmative Action/Equal Opportunity Employer and does not discriminate in education, employment, or any of its businesses on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, or handicapping conditions. This policy is in compliance with Title IX of the Education Amendments of 1972.

The designated coordinator of Title IX of the Education Amendments of 1972, Public Law 92-318, Sec. 504 and the American Disabilities Act is the Vice President and Dean of Enrollment Management.

APPOINTMENT

(See Board Policy 4.1.5, revised June 17, 2003).

Positions, excluding part-time faculty and hourly professional staff, must be approved by the Board of Trustees in advance of any commitment for employment. In those cases, which the President deems to be an emergency, the President and the Chair of the Personnel Committee can make an interim approval until the next meeting of the Board. This policy applies to faculty and administrative positions.

APPOINTMENT OF TEACHING AND NON –TEACHING STAFF

(See Collective Bargaining Agreements for Specific Details)

Appointments – Approval of:

(See Board Policy 4.1.5, Revised 6/17/2003)

Appointment to all full-time positions shall be approved by the Board in advance of any commitment for employment. In those cases which the President deems to be an emergency, the President and the Chair of the

Personnel Committee can give interim approval until the next meeting of the Board. This policy applies to faculty and administrative positions.

Appointment - Hourly Professional Staff

(See Board Policy 4.1.9, 6/16/92.)

Hourly professional staff are hired on an as needed and/or seasonal basis to meet the needs of programs or activities. These positions are less than half-time with no benefits and experience a higher degree of turnover than benefited, full-time positions, and the need for these people is such that normal appointment procedures may not be applicable. Accordingly, the President, Personnel Services, and the Affirmative Action Officer have established procedures not requiring formal action of the Board of Trustees for the appointment of hourly, non-benefited positions in the professional service.

Appointment - Method of appointment of the President of the College

(See Board Policy 4.1.1, revised 03/2003)

The President shall be appointed by the Board of Trustees in accordance with the provisions of the Education Law. All other appointments shall be made by the President, subject to the confirmation of the Board of Trustees.

Appointment – Overload & Part-time

(See Board Policy 4.1.6, Adopted March 8, 1967)

The President of the College is authorized to make such overload and part-time appointments as are necessary and as are provided for within the current budget.

Appointment – Special requirements for Nursing Faculty

(See Board Policy 4.1.4, Revised 6/17/2003)

In order to comply with policies established by hospitals in which nursing faculty provide instruction for students in our nursing program, the College requires all of its present nursing faculty, and all future nursing faculty prior to employment, have an annual physical examination, prior to the beginning of each academic year which will attest to the faculty member's ability to work in any clinical site.

Appointment - Year and Salary Periods for Professional Staff

(See Board Policy 4.1.2, revised 03/2003)

- a) Appointment Year - Unless terms and conditions of their appointments otherwise provide, the regular appointment year for professional staff on ten-month assignments is from September 1 through June 30 and for those on twelve-month assignments from September 1 through August 31 and all such persons shall be deemed to be serving full time for the purposes of these policies.
- b) Salary Periods - Professional staff members on ten month assignments, other than those on temporary assignments, may elect to have their salaries paid to them over twelve months.

Appointment - Types of

(See Board Policy 4.1.3, revised 6/17/03)

a) **Temporary Appointment**

- 1. Temporary appointment of management/confidential staff members and professional staff covered by the OPAP collective bargaining agreement:

Definition - a temporary appointment shall be an appointment for an unspecified period, which may be terminated at any time. Temporary appointments ordinarily shall be given only when the service is to be part-time, voluntary, or to continue for less than one year.

Termination - The service of members of the professional staff having temporary appointments, may be terminated at will by the Board of Trustees on recommendation of the President of the College. There shall be no right of appeal from such a termination.

2. Temporary appointment of full-time teaching faculty is outlined in the Faculty Association collective bargaining agreement.

b. Term Appointment

Term appointments may be granted to management/confidential staff members and professional staff covered by the OPAP collective bargaining agreement.

Definition - A term appointment shall be an appointment for a specified period of not more than five years which, except as otherwise provided for by these policies, shall automatically expire at the end of the prescribed period unless terminated earlier in accordance with these policies; provided, however, that no term appointment shall be given for a period extending beyond the period of service after which, pursuant to this Article, reappointment shall be a continuing appointment.

Termination - The services of members of the professional staff having term appointments shall cease automatically at the end of their specified terms, or may be terminated at the end of any year during their term, and, in either case, there shall be no right of appeal. Such services may be terminated at any time during any year of the term for just cause, incompetence, insubordination or moral turpitude.

ATTENDANCE REQUIREMENTS FOR FACULTY

(See Faculty Association Collective Bargaining Agreement.)

Teaching and non-teaching faculty members are expected to attend Fall and Spring Semester final registrations, the opening and closing President's Meetings for the Fall and Spring Semesters, registration and the College's commencement ceremony. Any faculty member unable to attend these events should complete and submit a Leave Request Form to their respective Dean or President, as appropriate.

COLLECTIVE BARGAINING INFORMATION

(See Collective Bargaining Agreements.)

1. **Faculty Association** - The County agrees that the Faculty Association shall be the sole and exclusive representative of a unit, comprising full-time professional teaching staff holding academic rank, for the purpose of collective bargaining and grievances. Adjunct faculty are also part of this bargaining unit.
2. **OPAP** - The County agrees that the Organization of Professional Administrative Personnel (OPAP) shall be the sole and exclusive representative of a unit, consisting of all full-time professional administrative personnel working a regular schedule of at least 10 hours per week for more than three months, with the exception of all Management Confidential classified personnel.

3. **CSEA** - The County agrees that the Civil Service Employees Association (CSEA) shall be the sole and exclusive representative of a unit, comprising all full-time and part-time support staff not included in the Faculty Association, OPAP, or Management Confidential personnel categories, for the purpose of collective bargaining and grievances.

COMPLAINT PROCEDURE

(See Collective Bargaining Agreements.) (See also "Complaint Procedure", Section IV, "College Policies & Procedures" and Board of Trustees Policy 4.5 as revised and amended 12/17/91)

COMPLAINT PROTECTION AND PROCEDURE

(See Board of Trustees Policy 8.6 adopted 09/21/04)

The Board of Trustees of SUNY Ulster has adopted a procedure for handling employee complaints regarding accounting, internal controls and auditing matters of the College, as follows:

- **Purpose and Definition** – These protections and procedures shall apply to any complaint regarding accounting, internal controls, and auditing matters made by an employe of SUNY Ulster. The purpose of this policy is to establish a confidential and anonymous mechanism to encourage employees to report any complaint and protect the employee who, in good faith, makes a protected complaint.
- **Submission of Complaint or Report of Inappropriateness** - Any employee of SUNY Ulster may, confidentially and anonymously report any perceived complaint regarding accounting, internal controls and auditing matters to the President of the college in writing or email at the following address: www.kattd@sunyulster.edu or President Donald C. Katt, Ulster County Community College, Stone Ridge, NY 12484. Any report with respect to the above referenced matter involving the actions of the President, may be made confidentially and anonymously to the Chair of the Board of Trustees . The President and/or the Chair of the Board, as the case may be, shall keep the identity of the reporter confidential.
- **Review of Complaints or Reports** - The President or Chair of the Board of Trustees, as the case may be, shall, within sixty (60) days of receipt of any such complaint or report, make a report to the Board of Trustees of the College outlining the allegations contained in the complaint and/or report, and recommend to the Board of Trustees that the claims contained in the complaint or reports be determined to be unfounded, founded, or appropriate for further investigation by the Board. Should the Board find that the complaint and/or report is either founded or a subject for further investigation it shall take such action as it deems appropriate under the circumstances.
- **Protection of Employee** - An employee makes a complaint or report in good faith when the employee has a reasonable belief or suspicion that fraud or a questionable accounting or auditing matter exists. No complaint or report by an employee made in good faith concerning any questionable financial practices shall be a basis for punishment of the employee. Punishment for the purposes of this section shall include firing, demotion, suspension, reprimand, harassment, failure to consider the employee for promotion, or any other kind or type of discrimination.

DISABILITY INSURANCE

(See Collective Bargaining Agreements.)

Short-term disability

Civil Service staff members, including hourly Civil Service personnel, are covered by New York State Disability Insurance. This coverage provides up to 26 weeks of partial pay for off-the-job injuries or illnesses. The Personnel Office must be notified of any absences of a Civil Service employee, which extend beyond three days. This insurance pays half wages for disabilities causing loss of time in excess of one week.

Long-term Disability

Full-time faculty, OPAP, and Management Confidential staff members are covered by TIAA/CREF Long Term Disability Insurance. After six months of continuous disability, this insurance pays 60% of wages up to current maximums to the disabled employee, until age 65, the normal retirement age. In addition, the insurance pays a premium towards a retirement contract for the employee as long as the employee remains disabled.

DISTANCE LEARNING POLICY

(See Collective Bargaining Agreements for specific details.)

Participation in distance learning or on-line teaching is voluntary. Faculty who do not volunteer cannot be adversely affected. There will be no reduction in College faculty and staff directly related to the College's participation in asynchronous learning (on-line courses as well as web-enhanced courses).

DISTINGUISHED STAFF MEMBER DESIGNATION

(See Board Policy 4.8, revised 3/15/2011)

The Board of Trustees recognizes long-serving retiring staff members who did not earn the rank of Professor, with the designation of "Distinguished Staff Member". To be considered for distinguished staff member status, the staff member who retires for age or incapacity must have:

- Retired from SUNY Ulster, and
- Served at least twelve years, full time.
Distinguished staff status would carry with it the following privileges:
- use of library services,
- invitation to participate in commencement and other academic programs,
- invitation to represent the College in professional groups,
- use of tuition waivers for SUNY Ulster courses, (additional fees assessed relating to external vendor or contracted costs for credit free courses are not subject to waivers and must be paid by the staff member)
- inclusion of name in the official College Catalog.
- access to the College's computer services, including access to the www and library and information packages available to all college faculty and staff at no additional expense to the college, and
- faculty and staff parking permit.

EMERITUS STATUS

(See Board Policy 4.7, revised 3/15/2011)

Resolved that faculty who retire because of age or incapacity are eligible, under the following conditions, to be considered for emeritus status: the faculty member must have:

- retired from SUNY Ulster,
- served at least twelve years full-time, and
- held the rank of full professor.

Emeritus status shall carry with it the following privileges as are relevant and possible:

- use of library services,
- invitation to participate in commencement and other academic programs,
- invitation to represent the College in professional groups,
- use of tuition waivers for SUNY Ulster courses, (additional fees assessed relating to external vendor or contracted costs for credit free courses are not subject to waivers and must be paid by the staff member)
- Inclusion of name in the official College Catalog,
- access to the College's computer services, including access to the WWW and library and information packages available to all college faculty and staff at no additional expense to the college, and
- faculty and staff parking permit.

EMPLOYMENT ELIGIBILITY VERIFICATION

All employees hired after November 6, 1986, are required by the U.S. Department of Justice Immigration and Naturalization Service to file an Employment Eligibility Verification Form. This form will be used to verify the individual's eligibility for employment in the United States.

EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS

(See Board Policy 4.1.7, 6/17/03, Amended 6/24/08.)

Effective October 19, 1988, no one within the immediate family of any person employed by SUNY Ulster should hold a position of full or part-time employment, in the same department, and in the direct line of supervision. The term "immediate family" is defined to mean; husband, wife, spouse in a same-sex marriage performed in a jurisdiction that legally recognizes such union, son, daughter, brother, sister, father, mother, grandfather, grandmother, father-in-law, mother-in-law, and grandchildren of the employee, or any other person whose legal residence is that of the household of the employee, and

This policy will not apply to those individuals employed on October 18, 1988 with respect to non-conforming employment relationships which existed on October 18, 1988.

EQUAL EMPLOYMENT OPPORTUNITY

(See Board Policy 4.10. 12/17/91, revised 9/16/2003.)

SUNY Ulster, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this College Policy of Equal Employment Opportunity.

It is the policy of SUNY Ulster to provide equal opportunity in employment for all qualified persons: to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the College.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, physical challenge, emotional challenge, marital status, sexual orientation, or sex, except where a bona fide occupational qualification exists.
2. Applies equally to all job classifications and title, and to all types of appointments under the college jurisdiction, whether full-time or part-time.
3. Governs all college employment policies, practices, and actions, including, but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave training, and employee benefits of whatever nature.
4. Expects each contractor, supplier, union, public agency, or other cooperative agent to support this policy by complying with all applicable State and Federal Equal Employment Opportunity Laws and regulations.

Full, immediate, and continuing realization of this policy is to be undertaken by:

1. **Developing Affirmative Action programs which will:** detail actions designed to realize the College's commitment to equal employment, analyze and correct deficiencies; identify and remove impediments to equal employment opportunity; establish goals and timetables for affirmative action; provide for internal and external dissemination of college policy; pursue the commitment to equal employment assessment, evaluation, and improvement of college action in carrying out this policy and these affirmative action programs.
2. **Committing staff and support necessary** to implement the equal employment policies and programs of the College. Liaison and leadership shall be affected through a member of the President's staff. The liaison and leadership function will embrace such activities as: developing policy statement and Affirmative Action Programs; developing internal and external communication techniques; assisting in the identification of problem areas and in the establishment of goals and objectives; assisting campus administration; assessing internal compliance; providing liaison with enforcement agencies, minority organizations, and community action groups; designing and implementing audit and reporting systems required for effective monitoring and operation of Affirmative Action programs.

In support of this policy Ulster County Community College affirms its right to take appropriate action if it, or other duly constituted authority, should determine that applicable Federal and State Equal Employment Opportunity laws and regulations have been violated, or that the effect or intent of this policy have been willfully or habitually abrogated.

ESSENTIAL PERSONNEL POLICY

(See Board of Trustees Policy 4.14 adopted 1/15/08, revised 9/15/09 and 1/19/10)

The Board of Trustees recognizes that the possibility exists that natural or man-made events could create an emergency at the College, significantly compromising campus operations and creating the need to limit access to the campus temporarily. An operational plan identifying personnel who may have access to the campus and delineating accountability, responsibility and resources and identifying the personnel, needs to be developed with

appropriate Board policy in place, and that those positions designated as Essential Personnel are to be responsible for preparedness, response, and recovery planning. That in order to support the maintenance of SUNY Ulster properties and resources, the following essential functions are required:

- Public Safety/Police to maintain order on all campuses, and to ensure the safety of other essential personnel;
- Buildings/Grounds to preserve the integrity of campus buildings; and
- Administrative to create a campus control center providing support and direction of personnel involved in all functions identified as essential.

That when the need for only Essential Personnel to be on campus exists, this excludes all other personnel from access to campus, unless exceptions are made by the President or his or her designee.

The following positions are designated to perform these essential functions falling within their scope when called to do so:

- Director of Public Safety, Public Safety Personnel and all Peace Officers
- Director of Plant Operations and all Maintenance and Plant Operations personnel
- President, Vice President, Dean of Academic Affairs, Dean of Administration, Dean of Advancement and Continuing Education, and Executive Assistant to the President
- Registrar and Payroll Personnel
- Associate Dean of Student Services
- Executive Director and all Office of Information Technology personnel
- Coordinator of Procurement and General Services
- Senior Clerk, Switchboard
- Coordinator of Business Resource Center Site Coordinator
- Director of Continuing and Professional Education
- Coordinator of Community Relations and Special Events.

ETHICS AND CONFLICT OF INTEREST

(See Board of Trustees Policy 3.6, adopted 1/19/88, amended 6/18/07 and 10/19/2010)

WHEREAS the Board believes that it and all College employees should demonstrate the highest standards of personal integrity, truthfulness, and honesty in College activities; and

WHEREAS the proper performance of official duties sets an example to the students and inspires public trust and confidence in the College and its administration; and

WHEREAS the avoidance of actions which could conflict with the proper conduct of duties and responsibilities is highly advisable;

BE IT RESOLVED that no officer, employee or trustee of the College shall receive a direct or indirect pecuniary or material benefit as the result of a contract with the College, (including bonus/commissions for recruitment), or perform any act which is in substantial conflict with the proper discharge of the officer's, employee's or trustee's duties and responsibilities; and

BE IT RESOLVED that it shall be the obligation of each officer, employee or trustee of the College to inform the President of the College of any personal interest which he or she may have in any business

transaction of the College which is in conflict with the proper discharge of duties in the public interest; and

BE IT ALSO RESOLVED that no officer, employee or trustee of the College shall use his or her position to get privileges for himself or herself or others, or to give the impression that he or she could be influenced to do so; and

BE IT ALSO RESOLVED that nothing herein shall be deemed to preclude conduct authorized by Section 802 of the General Municipal Law, and

BE IT ALSO RESOLVED, that each officer, employee and trustee of the College shall annually file with the Office of the President of the College a written acknowledgement of receipt, review and understanding of this policy and a statement that the undersigned has no knowledge of any conflicts required to be reported pursuant to this Board policy; and

BE IT ALSO RESOLVED that the failure of any College officer, employee or trustee to conform with the above policy, subjects him or her to sanctions under the policies of the Board of Trustees and/or the laws of the State of New York.

ETHICS – STANDARDS OF CONDUCT – COUNTY OF ULSTER

The following is a local law establishing standards of conduct for officers and employees of the County of Ulster.

“Section 2. Definition

a) "Municipal Officer or Employee" means an officer or employee of the County of Ulster, whether paid or unpaid, including members of any administrative board, commission, or other agency, thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a chief engineer or assistant chief engineer.

(b) "Interest" means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct. Every officer or employee of the County of Ulster shall be subject to, and abide by, the following standards of conduct:

(a) Gifts. He or she shall not directly or indirectly solicit any gift, nor accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loans, travel, entertainment, hospitality, things, or promises, or any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her in the performance of his or her official duties, or was intended as a reward for any official action on his or her part.

(b) Confidential Information. He or she shall not disclose confidential information acquired by him or her in the course of his or her official duties nor use such information to further his or her personal interest.

(c) Representation before one's own agency. He or she shall not receive, nor enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he or she is an officer, member, or employee, or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer, or employee.

(d) Representation before any agency for a contingent fee. He or she shall not receive, nor enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before

any agency of his or her municipality, whereby his or her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based on the reasonable value of the services rendered.

- (e) Disclosure of interest in legislation. To the extent that he or she knows thereof, a member of the Ulster County Legislature, and any officer or employee of the County of Ulster, whether paid or unpaid, who participates in the discussion or gives official opinion to the County Legislature, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such legislation.
- (f) Investments in conflict with official duties. He or she shall not invest nor hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, which creates a conflict with his or her official duties.
- (g) Private employment. He or she shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with, or impairs, the proper discharge of his or her official campus duties.
- (h) Future Employment. He or she shall not, after the termination of service or employment with such municipality, appear before any board or agency of the County of Ulster in relation to any case, proceeding, or application in which he or she personally participated during the period of her or her service or employment or which was under his or her active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand, or suit against the County of Ulster, nor any agency thereof, on behalf of himself or herself or any member of his or her family, arising out of any personal injury or property damage, or for any lawful benefit authorized or permitted by law.

Section 5. Distribution of Code of Ethics. The Chairperson of the County Legislature of the County of Ulster shall cause a copy of this code of ethics to be distributed to every officer and employee of the County of Ulster within ten days after the effective date of this local law. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Section 6. Penalties. In addition to any penalty contained in any provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended, or removed from office or employment, as the case may be, in the manner provided by law.

Section 7. This local law shall take effect twenty days after it is filed as provided in section twenty-seven of the municipal home rule law.

ETHICS – MORALLY QUESTIONABLE PRACTICES IN HIGHER EDUCATION

The following lists of "Morally Questionable Practices in Higher Education" have been compiled by the Office of the Provost and Vice Chancellor for Academic Affairs of the State University of New York for use by SUNY units.

Faculty

1. Failure to meet classes for the time period assigned and on dates scheduled.
2. Inadequate preparation for each class.
3. Failure to review student papers and other work, and to offer critical comments and suggestions.
4. Giving high grades in order to endear oneself to students.
5. Using grades as a bargaining device to pressure students into personal favors.

6. Giving major assignments that are never called for or properly graded.
7. Passing off work written by others as one's own.
8. Intemperate, prejudicial, demeaning, and insulting behavior toward students.
9. Passing off responsibilities, which should be one's own to others.
10. Inadequate and too few assignments to students.
11. Failure to keep scheduled appointments with students.
12. Failure to maintain posted or required office hours.
13. Being dishonest in testing, e.g., framing questions on material not within the announced objectives of the course, and neither taught nor assigned to be learned, and using "trick" questions.

All Staff

1. The use of institutional telephones for personal business, especially long distance.
2. The use of copying machines for personal business or activities associated with organizations other than the College.
3. Subscriptions to magazines, journals, and newspapers through the College for personal use.
4. Purchase of books through the College for one's personal library.
5. Trips and travel charges, which are personal or for activities associated with institutions which do not directly relate to the College.
6. Circulation of staff papers, written by others, without acknowledgement of authorship.
7. Vacation and other leave from official duties without adequately charging such.
8. Passing along damaging information about other staff members unless it is essential as part of one's official responsibilities.
9. Appropriating stationery supplies for personal use.
10. Use of official letterhead for personal communications.
11. Intemperate, prejudicial, demeaning, and insulting behavior toward students or colleagues.
12. Passing off responsibilities, which should be one's own to others.
13. Failure to keep scheduled appointments with students.

EVALUATION OF ADMINISTRATIVE STAFF AND DEPARTMENT CHAIRPERSONS

(See Collective Bargaining Agreements.)

Each person will be asked to do a self-evaluation using the outline below:

1. Review your present job description.
 - How well do you meet each of the responsibilities listed in the description?
2. What changes in the description do you recommend? (Give reasons.)
3. As you perform your responsibilities, how well do you relate to faculty, staff, students, Deans and/or the President?
4. How attentive are you to the administrative type functions in your area?
 - Are you punctual?
 - Do you pay attention to details and routine matters?
 - How well do you respond to the changes in your professional area?

Each person who has been requested to prepare the self-evaluation will have a review scheduled with the administrator she or he reports to for the purpose of discussing the self-evaluation and overall performance in the position. The administrator holding the review will:

- Summarize the meeting, including expectations for future accomplishments.
- Forward all documents to the President with the administrator's recommendations.

EVALUATION OF CIVIL SERVICE EMPLOYEES:

The following guidelines have been developed by Ulster County for supervisors' use in evaluating performance of Civil Service employees:

1. All employees must be evaluated. There must be a minimum of one (1) evaluation per year. Departments are encouraged to conduct evaluations more often during an employee's first two (2) years of employment, particularly in relation to performance deficiencies.
2. Annual (final) evaluations should be done on an anniversary date basis, in order to avoid having to do numerous evaluations at the end of the year.
3. All employees must be informed of the schedule of their evaluations by their immediate supervisors.
4. Ultimately, it is management's responsibility to make sure evaluations are done. However, employees are encouraged to pursue the supervisors who "forget" to conduct them.
5. Every employee has the right to request an evaluation in order to satisfy himself or herself that he or she is fully aware of the supervisor's feelings about his or her performance. However, a reasonable period of at least three (3) months must have passed since the last formal evaluation.
6. * To control for evaluator bias, evaluations must be jointly developed and agreed upon by first and second level supervisors, together, BEFORE the evaluation is actually performed. Evaluations cannot be prewritten; the form must be completed as it is discussed in person with the employee.
7. Employees must see all comments made on the evaluation documents before making their final comments. The employee must sign and receive a copy of the completed evaluation.
8. Employees should be encouraged to make any comments they choose on the evaluation.
9. In a situation where an employee may desire that his or her evaluation be given further review, such employee must be able to review the evaluation with the department head (or designee) and with other appropriate staff.
10. There must be criteria for the evaluation. For example, written summaries of previous sessions between the supervisor and employee are required, except for unusual circumstances. The evaluation must reflect negative disciplinary action within the time period covered.
11. Because of concerns regarding confidential treatment of each individual's evaluation, each department should carefully review the distribution of the document so as to prevent the information from being inappropriately shared with other employees.
12. Each department may attach an addendum to the form which addresses needs specific to such department. The addendum must first be reviewed and approved by the County-Wide Labor/Management Committee.

* Item six asterisked above is required when evaluating Civil Service employees.

EVALUATION - TEACHING FACULTY

(See Board of Trustees Policy 4.3 and Collective Bargaining Agreement)

Evaluations of the teaching faculty are utilized in the promotion from one rank to another and the qualities to be considered in evaluating members of the faculty and the criteria therefore are as set forth in detail in Board of Trustees Policy 4.3 and in the Collective Bargaining Agreement. They are also listed in detail in this section, "Promotion".

GRIEVANCE PROCEDURES FOR CSEA STAFF, OPAP UNIT MEMBERS, AND TEACHING FACULTY

(See Respective Collective Bargaining Agreements.)

HEALTH INSURANCE

The College offers a choice among health insurance plans for employees and their dependents. Faculty and staff working more than half time on a regular schedule are eligible for coverage. The major cost of this insurance is shared by the College and the employee. Adjunct faculty and part-time OPAP employees may participate in a college health insurance plan; however, the premium for said plan must be paid by the employee.

HOLIDAYS, LEGAL

Legal holidays for college employees, other than teaching staff, as determined by the Collective Bargaining Agreements, currently include the following:

- | | |
|------------------------|-------------------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| President's Day | Election Day |
| Good Friday | Veterans' Day |
| Memorial Day | Thanksgiving Day |
| Fourth of July | Friday after Thanksgiving Day |
| Christmas | Lincoln's Birthday |

The different bargaining units sometimes receive the above holidays on a different basis. A list of holiday dates is distributed each semester by the Personnel Services office.

JURY DUTY AND COURT APPEARANCES

Any staff member scheduled for jury duty, or who finds it necessary to appear as a witness in court, or at a hearing before a governmental agency, will be excused from professional responsibilities without loss of pay to allow such participation.

LEAVES, RELATED PROCEDURES AND REGULATIONS

FAMILY AND MEDICAL LEAVE

(See Board of Trustees Policy 4.4.7, 8/23/94.)

The Family and Medical Leave Act (FMLA) became effective August 5, 1993. The FMLA requires employers to provide up to 12 weeks of unpaid, job-protected leave, during a 12-month period, to eligible faculty and staff for certain family and medical reasons. Faculty and staff may use the FMLA in conjunction with other leave policies in effect at Ulster.

Eligibility

Faculty and staff are eligible for FMLA if:

- They have worked for at least 1250 hours over the previous 12 months and
- They have worked for the employer for at least 12 months.

Acceptable Reasons for Leaves

Ulster must grant unpaid leave to an eligible faculty or staff member for one of the following reasons:

- For the care of the faculty or staff member's child (birth or placement for adoption or foster care);
- For the care of the faculty or staff member's spouse, child, or parent who has a serious health condition;
or
- For a serious health condition that makes the faculty or staff member unable to perform his/her job.

Timing and Duration of Leave

Twelve weeks of FML will be granted during a 12-month, 52-week period under this policy.

Leave taken for the birth or placement of a child must be taken within 12 months of the birth or placement. Leave taken for a serious health condition for either a family member or the faculty or staff member may be taken on a reduced or intermittent schedule if medically necessary.

In the case of a serious health condition of a family member or of the faculty or staff member, the faculty or staff member must make reasonable effort to schedule treatment, doctor visits, etc., so as not to unduly disrupt college operations.

If spouses employed by the same employer wish to take leave to care for a newly arrived child or a sick parent, their aggregate leave is limited to 12 weeks. If the leave is requested for the illness of a child or of the other spouse, each spouse is entitled to 12 weeks of leave.

Application

Faculty and staff members are expected to promptly notify their supervisors and Personnel Services as soon as they learn of the need for a leave. Thirty days advanced notice is required when the leave is foreseeable. They should obtain a certification form from Personnel Services and complete and return it within 15 days. If the form is not returned within 15 days, the leave may be denied until the form is returned.

Use of Leave Credits

Family leave will generally be unpaid. The College will require the faculty or staff member to substitute any accrued personal, vacation, sick, compensatory, or holiday time for any leave.

Job Protection

Upon return from FMLA, faculty and staff will be returned to the same position, or to an equivalent position, unless the faculty or staff member would have been terminated in the absence of any leave (such as retrenchment, etc.).

Return to Work

Where a faculty or staff member's own serious health condition is involved, the College will require medical certification when the employee is able to return to work.

Health Insurance

Faculty and staff on FML will be provided with 12 weeks (3 months) of health insurance. They will be required to pay the employee's portion of the premium for these 12 weeks.

Other Benefits

Faculty and staff members may continue health insurance beyond the 12 weeks, while out on approved leave, by paying the full share of the health insurance premium for the balance of the leave.

Other benefits, if any, shall be provided only as permitted by the respective benefit plan.

LEAVES WITHOUT PAY

(See Board Policy 4.4.2, 12/20/88 and Collective Bargaining Agreements)

The Board of Trustees, after receiving the recommendation of the President, may grant employees other leaves of absence without pay, for periods of up to one year. The following procedure will be adhered to for evaluating requests for leaves of absence without pay for all college employees:

Procedures for evaluation of requests for leaves of absence without pay:

Unless the Collective Bargaining Agreements, Civil Service Law, and/or Civil Service Regulations supersede the procedure listed below, this procedure will be considered to remain in force:

1. Leaves of absence are not routinely granted to members of the college staff.
2. Application for leaves of absence without pay, in excess of ten (10) days, will be made to the President.
3. Each application will include a statement of the purpose for which the leave is requested, its anticipated duration, and its value to the applicant and/or the College.
4. Leaves will be considered if they can be seen to benefit both the College and the individual employee.
5. The individual requesting the leave must be able to be replaced with relative ease and with no significant adverse effect on the operation of the College.

LEAVES – PARENTAL LEAVE

(See Collective Bargaining Agreements for Faculty and OPAP.)

LEAVES – POLICY ON PARENTAL LEAVE FOR PROFESSIONAL STAFF NOT COVERED BY COLLECTIVE BARGAINING AGREEMENTS

(See Board Policy 4.9.11, 1/19/99)

Parental leave of absence, not exceeding one year in length, is available for Management/Confidential and hourly management/confidential staff members. Upon recommendation of the President, the Board of Trustees may grant extensions of such leave. Benefited staff members shall have the right to continue health insurance at rates applicable to staff on leave and may use vacation and personal leave to reduce the amount of unpaid leave. Sick leave may be used for that portion of leave during which the staff member is physically unable to work.

That paid or unpaid leave will be considered towards satisfying the College's obligation under the Family Medical Leave Act. The College will require an employee to use paid leave towards satisfying the College's obligation under the Family Medical Leave Act.

LEAVES – PERSONAL

Personal leave days are to be used for such purposes as medical appointments, personal or family business affairs, etc. Personal leave is not to be used as an extension of a weekend, vacation, or holiday. The employee is not required to specify the reason for use of personal leave, but such leave must be approved in advance by the supervisor.

Full-time faculty members are entitled to five personal leave days without loss of pay during each ten-month academic year. OPAP unit members and management/confidential staff members receive six days per fiscal year for personal leave. Civil Service staff members receive five personal leave days per year. Part-time, administrative, and Civil Service staff who are employed for fewer than 12 months will receive personal leave on a prorated basis. These days are non-cumulative from year to year for all categories of employees.

LEAVES – PROFESSIONAL FOR TEACHING FACULTY

(See Collective Bargaining Agreement.)

Subject to the approval of the Board of Trustees, one-year leaves of absence for Professional Development, without pay, shall be granted to teaching faculty members.

LEAVES –PROFESSIONAL DEVELOPMENT LEAVE FOR MANAGEMENT CONFIDENTIAL STAFF

(See Board of Trustees Policy 4.9.10, 1/19/99.)

Resolved that the Board of Trustees in its discretion may grant management/confidential staff professional development leave of three (3) months, after 66 months of continuous management/confidential service, and may, at its discretion, consider service time as a full-time faculty member and/or a full-time member of OPAP in considering time of service, and be it further

Resolved that, with the exception of the length of sabbatical leave, all conditions of the Board policy on sabbatical leave also apply to professional development leave for the management/confidential staff.

LEAVES – SABBATICAL LEAVES FOR FULL –TIME TEACHING FACULTY

(See Board Policy 4.4.3, revised 11/15/94).

Sabbatical leaves are intended to stimulate the professional staff of the College and to increase each person's value to the College by improving and enriching his or her program. Such leaves are not automatic and are to be granted on the basis of their value to the individual and to the College.

Eligibility

1. Continuous employment as a full-time member of the full-time teaching faculty for a period of six consecutive years. In computing consecutive years of service, periods of sick leaves or other approved leaves with pay shall be approved
2. Applicant should have continuing appointment.
3. Periods of approved leaves of absence without pay shall not be included and will not affect eligibility.
4. The maximum number of full-time teaching faculty to be granted a sabbatical is determined by the collective bargaining agreement.

Purposes for Granting Sabbatical Leaves

1. Study and research
2. Educational travel
3. Creative work
4. Experience of professional value: Refresh outlook; awareness; growth.

Payment during Sabbatical Leave

- a) Payment during sabbatical leave is covered in the full-time faculty collective bargaining agreement.
- b) Regular increments shall accrue during leave.
- c) Continuation of payments for all normal benefits, i.e., retirement premiums, group insurance plans and health/hospitalization plans.
- d) Members of the full-time faculty on sabbatical leave may, with the prior approval of the President, accept fellowships, grants in aid, or earned income to assist in accomplishing the purpose of their leaves. In such cases, the President may adjust the sabbatical leave salaries to reflect such income, either prior to or during the periods of such leave, but in no case shall sabbatical leave salary be decreased if total earnings are less than full salary.

Application for Sabbatical Leave

Applications for sabbatical leaves shall be submitted to the President of the College no later than six months prior to the academic year for which the sabbatical leave is requested unless such requirement is waived. Each application shall include a statement outlining the program to be followed while on leave, stating that the applicant intends to continue as a member of the full-time faculty upon return, and stating that upon return, the applicant will submit to the President of the College a report of accomplishments while on sabbatical leave.

Approval

When approved by the President of the College, the President will submit recommendations to the Board of Trustees of the College for their approval.

Effective Date of Sabbatical Leave

Sabbatical leaves shall normally commence at the beginning of the fall semester or the beginning of the spring semester.

Eligibility for Further Sabbaticals

Subsequent sabbatical leave requests may be granted after completion of another six continuous years of active service.

Sabbatical Leave for Members of OPAP

(See Collective Bargaining Agreement.)

LIABILITY PROTECTION

The college provides, without cost to all employees, a minimum of \$1,000,000 comprehensive liability insurance for each covered occurrence or accident, resulting from the assigned or authorized duties of the position, on or off campus.

OATH OF OFFICE

(See SUNY Policy 066, NYS Civil Service Law Sec.62 and NYS Education Law Sec. 3002)

Professors, Associate Professors, Assistant Professors, Instructors, and all members of the professional staff at a community college, who are citizens of the United States of America, must execute the "Constitutional Oath" to support the federal and state Constitutions as required by Section 3002 of the Education Law. The law provides that it is unlawful for any citizen of the United States to serve as a teacher, instructor, or professor in any school or institution (whose real property, in whole or in part, is tax exempt) in this state unless, and until he or she has taken and subscribed as to the required oath. The law further provides that it shall be unlawful for the appointment officer to permit a person to serve in any capacity therein in violation of the provisions of Section 3002. The oath is:

I do solemnly swear (or affirm) that I will support the constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of _____, according to the best of my ability.

An employee may comply with the requirements of Section 3002 by subscribing and filing the following statement:

I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position of _____ according to the best of my ability.

Student Trustees must also file an oath of office (Article XIII, Sec. 1 of the NYS Constitution).

OUTSIDE EMPLOYMENT

The professional efforts of faculty members should be essentially directed toward high quality teaching and other professional work of the College.

While faculty members frequently have the opportunity to serve other institutions or organizations in the community as consultants or teachers, each faculty member should carefully consider his or her professional obligation to the College before undertaking such assignments.

PART-TIME FACULTY MEMBERS PAY SCHEDULE

(See Collective Bargaining Agreements)

POST-RETIREMENT EMPLOYMENT

(See Board of Trustees Policy 4.6.5, 11/21/95)

Any person who retires from the College may be re-employed by the College no less than one month after retirement and at an annual salary not to exceed the limit established in Section 212 of the laws covering the New York State Teachers' Retirement System.

PRESIDENT'S MEETINGS

All staff of SUNY Ulster are notified of President's Meetings and all are encouraged to attend. The President's Meetings provide a communication link between the President and the staff.

PROMOTION

(See Board of Trustees Policy 4.3.1, 5/5/65 and Policy 4.3.2, 2/25/69. Also see Collective Bargaining Agreements.)

Qualities - The qualities to be considered in evaluating members of the faculty for promotion shall be those which determine their effectiveness in performing their prescribed duties and their general contribution to the aims and objectives of the College. Specifically, such evaluations shall include consideration of such of the following factors as relate to the particular type of responsibility with which the faculty member is concerned.

1. **Mastery of the subject matter** - as demonstrated by such things as advanced degrees, licenses, honors and awards, and reputation in the subject matter field.
2. **Effectiveness in teaching** - as demonstrated by such things as judgment of colleagues, development of teaching materials and new courses, and student reaction.
3. **Continuing growth** - as demonstrated by such things as reading, research, and other activities to keep abreast of current developments in his or her field and the ability to handle increased responsibility successfully.
4. **Effectiveness of college service** - as demonstrated by such things as successful committee work, administrative work, and work with students or community, in addition to formal teacher-student relationships.
5. **Scholarship ability** - as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, publications, and reputation among colleagues.

Criteria - Promotion from one rank to another shall be based on merit and performance. Generally, promotion or initial appointment will be based on the following minimum criteria:

Instructor:

- Master's degree + 45 related semester hours with less than 1 year experience.
- Master's degree + 30 related semester hours with less than 2 years experience.
- Master's degree + 15 related semester hours with less than 3 years experience.
- Master's degree with less than 4 years experience.
- Bachelor's degree or equivalent with less than 6 years experience.

Assistant Professor:

- Doctorate degree.
- Master's degree + 45 related semester hours with 1 year experience.
- Master's degree + 30 related semester hours with 2 years experience.
- Master's degree + 15 related semester hours with 3 years experience.
- Master's degree with 4 years experience.
- Bachelor's degree or equivalent with 6 years experience.

Associate Professor

- Doctorate degree with 4 years experience.
- Master's degree + 45 related semester hours with 6 years experience.
- Master's degree + 30 related semester hours with 7 years experience.
- Master's degree + 15 related semester hours with 8 years experience.
- Master's degree with 9 years experience.
- Bachelor's degree or equivalent with 11 years experience.

*For administrators represented by OPAP, their collective bargaining agreement supersedes this Article.

Professor:

- Doctorate degree with 8 years experience.
- Master's degree + 45 related semester hours with 10 years experience.
- Master's degree + 30 related semester hours with 11 years experience.
- Master's degree + 15 related semester hours with 12 years experience.
- Master's degree with 13 years experience.
- Bachelor's degree or equivalent with 15 years experience.

Experience as stated in the above qualifications shall mean:

	RATIO	
	Experience Credit in Years	Actual Years Experience
College teaching	1	for 1
High school teaching	1/2	for 1
Full-time employment in a related field (not to exceed 7 years credit)	1/2 or 1	for 1
Professional licenses, diplomas, certificates	Not to exceed 2 years of credit	

Guidelines for Appointment and Promotion to Rank

Promotion of an individual meeting the above qualifications should not be construed to be automatic or mandatory. Promotion from one rank to another shall be based on merit as well as meeting the minimum criteria. Merit promotion, regardless of the criteria stated above, may be recommended by the President to the Board of Trustees.

RETIREMENT PROGRAMS

All full-time faculty and staff must be enrolled in one of the four retirement programs available. New York State and Local Employees' Retirement System (NYSERS), New York State Teachers' Retirement System (NYSTRS), Teachers' Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF) or Aetna Life. The contribution rates are determined by Specific Collective Bargaining Agreements and by state law.

RETIREMENT – PARTICIPATION IN SUNY OPTIONAL RETIREMENT PROGRAM

(See Board of Trustees Policy 4.6.1, 10/25/65 and Collective Bargaining Agreements)

Section 390 through 397 of the Education Law have established an Optional Retirement Program for the State University. Section 391 indicates that the Board of Trustees of a community college may elect to offer the Optional Retirement Program to eligible employees by resolution. Professional members of SUNY Ulster faculty and administration are eligible for this Optional Retirement Program and certain members of that faculty and administration desired to elect the Optional Retirement Program. Accordingly in October of 1965 the Board of Trustees of SUNY Ulster offered this Optional Retirement Program to its eligible employees.

RETIREMENT – AUTHORIZATION FOR TIAA/CREF ELECTION OPTIONS

(See Board of Trustees Policy 4.6.2 2/22/72 and Collective Bargaining Agreements)

The Board of Trustees, after reviewing various options and determining there will be no additional costs to the college incurred, approved that those employees who participate in the TIAA-CREF retirement program be allowed to elect to put 100% of their contributions into the CREF program.

RETIREMENT – APPROVAL OF TIAA/CREF RETIREMENT TRANSITION BENEFIT

(See Board of Trustees Policy 4.6.3, 6/19/84 and Collective Bargaining Agreements)

The purpose of the Retirement Transition Benefit is to allow an eligible individual to receive a one lump sum payment of up to 10% of the individual's TIAA/CREF accumulations at the time his/her retirement annuity would begin, provided that the individual is at least 55 years of age and the payment does not exceed 10% of the contract's accumulation. This would permit retirees to invest part of their retirement monies at their own discretion, have control over some of their monies, and have access to additional cash to adjust to retirement.

Because of the foregoing, in June 1984 the Board of Trustees approved the Retirement Transition Benefit for college employees who are members of TIAA/CREF.

RETIREMENT – ACCUMULATION AND COMPENSATION UPON TERMINATION AND/OR RETIREMENT FOR ACCRUED ANNUAL LEAVE

(See Board of Trustees Policy 4.6.4, 12/20/88, updated 8/19/03 and Collective Bargaining Agreements)

WHEREAS, annual leave (vacation) exists as a negotiated benefit for certain professional staff and Civil Service Employees, and

WHEREAS, there are certain restrictions negotiated regarding accrual of and compensation for these accrued annual leave days, upon termination of employment and/or retirement, and

WHEREAS, the Board of Trustees wishes to adopt a policy for all employees, except the management /confidential staff, regarding payment for accrued annual leave days upon termination and/or retirement, now, therefore, be it

RESOLVED, that, effective January 5, 1990, payment for accrued annual leave, upon termination of employment and/or retirement, will not exceed 40 days, and annual leave taken leading up to termination of employment

and/or retirement cannot exceed ten (10) days. This policy will apply to all employees of the College unless the Collective Bargaining Agreements, Civil Service Law and/or Civil Service regulations supersede this policy.

SALARY

(See Collective Bargaining Agreements.)

SEARCH AND SCREENING PROCEDURES FOR PROFESSIONAL STAFF

The filling of each professional position, teaching and non-teaching, will involve two steps, the Search Process and the Screening Process. Each step will be coordinated by an appropriate member of the President's Executive Staff. There will be preliminary training for the Affirmative Action, Search and Screening committees on all procedures and policies. These procedures do not apply to part-time faculty, Program Coordinators, Monitors, Tutors, Cleaners, or other hourly staff.

The Search Process

A Search Committee will be formed consisting of the chair (usually a member of the President's Executive Staff or his/her designee), the department chair, and a representative from the Personnel area. If the chair and the department chair are one in the same, the President will designate a replacement. Every effort should be made to form a committee representative of the college community.

- The Search Committee will establish tentative criteria for the position based on institutional goals which will include job requirements, educational background, appropriate experience, and Affirmative Action goals.
- The preliminary criteria will be reviewed by the department and recommendations will be forwarded to the Search Committee.
- The criteria must be approved by the Dean of the area or the President.
- The Search Committee will then:
 1. Develop the ad copy and suggest areas for placement,
 2. Review incoming applications and suggest candidates to be interviewed, and
 3. Notify Personnel Services to set up interviews and request supporting data from Applicants.

The Screening Process

A Screening Committee will be formed consisting of the chair (an Executive Staff level person or his/her designee), the department chair, a representative from the Affirmative Action Committee or the Personnel area, and selected faculty and staff from other areas of the College as determined by the chair and the Dean of the area. Every effort should be made to form a committee representative of the college community.

The Screening Committee will:

1. Interview all candidates as designated by the search committee. All candidates for teaching positions will be required to teach at least a 20 or 30-minute class using a subject defined by the Screening Committee.
2. Members of the committee will be required to complete written comments and recommendations for each candidate.

3. All members of a department will be given the opportunity to interview each candidate. In order for comments from these interviews to be considered, they must be written and given to the chair in a timely manner.
4. Each candidate will be given the opportunity to meet with members of the respective collective bargaining unit.
5. The committee, through the chair, will submit its recommendations to the Dean of the area. No less than three names nor more than five names should be submitted. Comments, references, and supporting data for each candidate should be included.
6. The Dean may call back any or all of the candidates for another interview before a recommendation is submitted to the President.

The final hiring decision rests with the President, pending the approval of the Board of Trustees.

SICK LEAVE

(See Collective Bargaining Agreements)

TEACHING LOAD

(See Collective Bargaining Agreements)

TERMINATION OF TEACHING FACULTY PRIOR TO THE EXPIRATION OF THE PROBATIONARY PERIOD

(See Collective Bargaining Agreements)

TERMINATION OF PROFESSIONAL STAFF FOR PHYSICAL OR MENTAL INCAPACITY

(See Board of Trustees Policy 4.2. 11/15/94, and Collective Bargaining Agreements.)

Members of the professional staff may be terminated and their services terminated by the Board of Trustees after receipt of the recommendation of the President and upon medical advice, for mental or physical incapacity which prevents such persons from adequately performing their duties.

TERMINATION DUE TO BUDGET OR PROGRAM CURTAILMENT

(See Collective Bargaining Agreements.)

TERMINATION FOR CAUSE OF TEACHING FACULTY HOLDING CONTINUING APPOINTMENT

(See Collective Bargaining Agreements.)

TIME SHEETS AND OFFICE HOURS

Guidelines for the Requesting and Recording of Work and Leave Time

(See Board Policy 4.4.5, 6/17/03, Revised 9/15/2009, further revised 3/14/2011)

WHEREAS, there is a crucial need for the proper operations of the College to monitor work and leave time for all college faculty and staff, and

WHEREAS, negotiated agreements and Board of Trustees policy provide for leave entitlements for full-time faculty, OPAP, and Management Confidential staff, and/or set requirements for the maintenance of time records, and

WHEREAS, there is a need to establish guidelines for the requesting and recording of work and leave time for all employees, now, therefore, be it

RESOLVED, that the following guidelines, in keeping with Education, Civil Service, and General Municipal Law of the State of New York, be established for all college employees.

GUIDELINES FOR THE REQUESTING AND RECORDING OF WORK AND LEAVE TIME

Unless negotiated agreements and/or Board policy specifies otherwise, the following guidelines are in effect for all college employees:

Hours - Regular office hours are established by the College in conformance with the Civil Service and OPAP contracts, as being from 8:30 a.m. to 7:30pm, with the exceptions approved by the President. If and when it is necessary for an office to open or close at an irregular time, approval must be obtained and arrangements must be made for the proper transfer of calls, messages, and all other services, as required by the "memo from the President" dated January 2, 1985.

Notice of Absence - All employees shall report any absence for illness or emergency to their supervisor as soon as possible. Absence due to illness shall be reported to the supervisor as soon as possible on the first day of illness, and employees are required to keep the supervisor informed of the anticipated length of absence. Supervisors shall report absences to Personnel Services as specified in the call-in procedure. Teaching faculty shall report their absences to the Office of the Chief Academic Officer.

Request for Time Off - Requests for the use of leave credits shall be made by all employees to their supervisor prior to the use of such leave. Requests shall be made on forms provided by the Accounting Office.

Personal Leave - All supervisors shall alert their staffs to the proper use of personal leave (to conduct personal business, attend to family affairs, observe religious holidays, and similar matters of a personal nature). Personal leave is not to be used as an extension of a weekend, vacation, or holiday. The employee is not required to specify the reason for use of personal leave.

Emergencies - Requests for leave for emergency reasons of any kind shall be made to the employee's supervisor as early as possible and must be approved by the Dean of the area or the President.

Snow Days – Staff members who are unable to make it to work and wish to use leave entitlements for reason of inclement weather must make their request to their supervisor as early as possible. The following accumulated

time may be used: annual leave, personal leave, floating holiday leave, or earned, available compensatory time. Sick days or sick time may not be used.

Snow Emergencies - The College will only close if the County Executive declares an emergency situation and closes all county facilities. In such an emergency, staff members are not expected to report to work or to charge accumulated leave.

Registration, Faculty Meetings, and/or Commencement

1. **Registration** - Teaching faculty requesting absence from the fall and/or spring semester final registration periods shall complete and submit a Leave Request Form to their respective Dean or the President, as appropriate.
2. **Faculty Meetings and Commencement** - Teaching and non-teaching faculty requesting absence from opening fall and/or spring semester President's meetings shall complete and submit a Leave Request Form to their respective Dean or the President, as appropriate.

Recording of Time Worked and Leave Taken:

When to Report - All Civil Service staff members must report time worked and approved use of leave credits on their bi-weekly time sheets, or by the use of electronic time sheets. OPAP and Management/confidential staff must report leave credits used on their respective bi-weekly or monthly time sheets or by the use of electronic time sheets. Teaching faculty must report any absences to the Office of the Dean of Academic Affairs.

What to Report - All bi-weekly time sheets must reflect the actual time the employee arrives at the place of work and is ready to begin work, and the time the employee leaves at the end of the day with an explanation of any variance of 15 minutes or more in scheduled arrival or departure time indicated. At least one-half hour lunch period must be taken and shown on the time sheet in keeping with the Department of Labor rules and as per "Memo from the President to all OPAP and Civil Service Staff" dated January 2, 1985.

All supervisors shall approve overtime work of Civil Service staff before the overtime work is actually performed, except under extenuating circumstances and upon written explanation to Personnel Services. Compensatory time for OPAP staff must also be approved in advance. Forms for requesting and approving compensatory time can be obtained from the Human Resources Office.

Reporting Leave Time - Unless otherwise specified, "floating" holidays, sick, personal, and vacation time (where applicable) must be recorded in units of half days and full days.

- a) A person who is unable to fulfill college duties and obligations on a given day because of illness, personal business, vacation, and/or holiday observance, will be charged one full day of appropriate leave time.
- b) A person who fulfills some college duties and obligations on a given day, but fails to fulfill the whole, will be charged one-half day of appropriate leave.
- c) Vacation, sick, personal, and/or compensatory time may not be borrowed from future pay periods, except that an employee who is not a member of a bargaining unit which has a "sick bank" or other similar benefit may borrow such time from future pay periods subject to approval by their area Dean or such other person as may be designated by the President. Absences that cannot be covered by accrued leave credits will result in a payroll adjustment.

Employees' and Supervisors' Responsibilities - Employees are responsible for the accuracy of their own time sheets. Time sheets shall be signed by the employee and forwarded to the supervisor for review and signature. Supervisors are required to review carefully all time sheets for accuracy at the time of signing. Time sheets for professional staff must also be signed by the appropriate Dean or by the President. Time sheets for the Deans must be signed by the President. The President's time sheet must be signed by the Chairperson of the Board of Trustees.

Submission of Time Sheets to Payroll - All time sheets must be submitted by supervisors and Deans to the Payroll Office promptly. If a time sheet is not received by the Payroll Office by the second Monday of the following pay period, pay checks may not be issued to those individuals whose time sheets have not been submitted.

TUITION WAIVERS

(See Board of Trustees Policy 4.4.4, 12/16/97.)

I. Tuition Waivers for College Staff

1. Benefited faculty and staff, those working half-time or more, will be certified as eligible for tuition waivers.
2. Others may be granted tuition waivers for courses which are essential to job performance.
3. Part time faculty shall be entitled to tuition waivers while employed by the College, of three credits per semester, contingent upon seat availability, and as otherwise provided in this policy.
4. Part time cleaning staff shall be entitled to tuition waivers, while employed by the College, of three credits per semester, contingent upon seat availability, and as otherwise provided in this policy.
5. Higher priority of approval will be given to job-related courses. Matriculated students may receive special consideration in scheduling in order to get their course requirements.
6. Ordinarily, avocational and recreational courses will not be approved during the workday unless part of program requirements.
7. A maximum of nine (9) credit hours per person will be allowed during any given semester with not more than six (6) credit hours to be taken during the work day, and only one (1) course may be taken per work day, for example, one course may be taken on Monday, Wednesday and Friday and a second on Tuesday and Thursday.
8. Any working time used for classes must be made up. The manner of making up time is at the discretion of the supervisor. For example, the following would be appropriate.
 - Lunch-hour time Note: The Department of Labor requires one-half hour lunch break after every (5) five hours worked.
 - Compensatory time, personal days or vacation time, which, if used, should be deducted from the biweekly time sheet where appropriate.
 - Coffee breaks may not be used as make-up time.
9. The following circumstances should be noted in regard to tuition waivers for credit-free courses:
 - Registration of a tuition-waiver student will not exclude a tuition-paying student. Staff or faculty who wish a place in a credit-free class may submit a check with their registration form on which form they should clearly write "Tuition Waiver Requested."
 - Acknowledgments and permits-to-attend credit-free courses will be issued to the applicant in the Office of Continuing Education after four o'clock on the day the course is scheduled to begin, or if the
 -

- course starts on a weekend or holiday, after four o'clock on the last business day preceding the first class.
- A tuition-waiver applicant will be registered only after written authorization has been received from the instructor as a result of a request initiated by the employee applicant.
- When a tuition fee includes the cost of equipment, supplies, or other expenses, these costs must be paid for by the student.

II. Tuition Waivers for County Employees

(See Board of Trustees Policy 4.4.9. 10/98 as amended 9/20/2011)

WHEREAS, the College desires to offer educational opportunities to all County employees at a reduced tuition cost, given the County support of the College budget, now, therefore, be it,

RESOLVED, that the Board of Trustees does hereby authorize a reduced tuition for Ulster County employees per the College's Tuition and Fee Schedule (credit courses only), including all mandatory student fees, and be it further

RESOLVED, that registration/payment for said academic credit courses only shall be on a space available basis as determined by the College Registrar, and be it further

RESOLVED, that any ancillary costs associated with any credit course as noted in the college catalog shall be at the County employee's cost.

III. Tuition Waivers for Field Work, Internship or Preceptorship Supervisors

(See Board Policy 4.4.6, Adopted 2/15/1994)

A Supervisor of Field Work, Internship and Preceptorship students shall be offered a tuition waiver for the equivalent of one course (not to exceed four credit hours). The President shall establish a procedure that monitors the offering of these tuition waivers.

IV. Tuition Waivers for SUNY Course Work

Contingent upon available State funding, full-time faculty and administrative staff may be eligible for tuition assistance with courses offered at State-operated colleges and universities. Amounts of assistance are governed by the amount allocated to SUNY Ulster by the SUNY System Administration. Forms for this type of tuition waiver are available at the Personnel Services Office.

VOLUNTARY LEAVE OF ABSENCE PROGRAM (FURLOUGH)

(See Board of Trustees Policy 4.4.8, adopted 10/19/93.)

The Ulster County Legislature is instituting a Voluntary Leave of Absence Program and the Board of Trustees of SUNY Ulster wish to show support for County policies. In addition, the College's adoption of this program would provide a cost containment measure for the College. Accordingly, the President has recommended that the Voluntary Leave of Absence Program be adopted at the College for full-time Civil Service, OPAP, Faculty and Management Confidential staff. The Board of Trustees has adopted the following policy as an ongoing policy for SUNY Ulster employees, effective January 1, 1994.

Furlough Plan

Employees participating in the Voluntary Leave of Absence Program will continue to receive their normal accruals, i.e., vacation, sick leave, personal leave, holidays; and will continue to be eligible for medical and other benefits. Only the actual time that employee's work will be counted towards their retirement service pursuant to New York State Retirement System regulations. Time charged to a voluntary leave of absence does not count as time worked for purposes of entitlement to overtime. Employees have two options in choosing a method of salary reduction.

- The first option allows employees to prorate their reduced time over the balance of the pay periods in the year. For example, if an employee earns \$500 a week and takes four weeks voluntary leave of absence, the \$2,000 (four X \$500) would be prorated over the number of pay periods remaining in the year as of the date of the implementation of the plan. Employees utilizing this option will be allowed to take voluntary leave of absence for a minimum of ten workdays and an annual maximum of 70 workdays. Employees can take the total number of days selected in a set pattern, e.g., every Friday, specific blocks of time such as four weeks straight, or on an intermittent basis as departmental work schedules will allow.
- The second option allows for employees to have their salaries deducted from the pay period(s) in which the leave days are actually taken. Employees using this option will be allowed to take voluntary leave of absence in one workday increments up to an annual maximum of 70 workdays.

Under either option, each participating employee must complete an application for Voluntary Furlough which is available in the Personnel Services Office. The agreement must specify the number of leave of absence days requested and the exact date, as well as the method in which the corresponding reduction in work schedule will occur (i.e., option one or option two). Should an employee wish to amend or withdraw a previously approved leave of absence plan, a mutually co-signed agreement between the employee and respective department head will be required. While the operating needs of each department must be considered in granting Voluntary Leaves, administrators are strongly encouraged to arrive at some mutually agreeable leave for every applicant.

WORKPLACE VIOLENCE PREVENTION POLICY

(See Board of Trustees Policy 3.18, adopted 6/21/2011)

SUNY Ulster County Community College is committed to the safety and security of its employees. Workplace violence presents a serious occupational hazard to our agency, staff and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on the workplace will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b, and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process

and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Ulster County Community College has identified response personnel that include a member of management and an employee representative. If appropriate, Ulster County Community College will provide counseling services or referrals for employees.

All Ulster County Community College personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

The Designated Contact Person is John Frampton, Associated Dean of Student Services. His telephone number is (845) 687-5288 and his office is Van 247. A report may be made through the Portal. Click on "Work@Ulster", "College Publications, Forms & Manuals", "Workplace Violence Form".

WORK STOPPAGE/SLOWDOWN/STRIKE

All collective bargaining units agree that they do not assert the right to strike or conduct work stoppages or slowdowns, or to impose an obligation to conduct, assist, or participate in a strike, work stoppage, or slowdown, upon its officers or members.

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APPENDICES

Appendix 1:

[SEXUAL HARASSMENT POLICY & PROCEDURES](#)

Appendix 2:

[ORGANIZATIONAL CHART](#)