



The State University  
of New York

Office of the  
Chief Financial Officer

State University Plaza  
Albany, New York 12246

[www.suny.edu](http://www.suny.edu)

April 25, 2014

President Nancy Kleniewski  
SUNY College at Oneonta  
301 Netzer Administration Building  
Oneonta, NY 13820

Re: START-UP NY

Dear President Kleniewski:

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

Please submit your Campus Plan to [Designations@esd.ny.gov](mailto:Designations@esd.ny.gov). Also, please copy [program.review@suny.edu](mailto:program.review@suny.edu) so that we know which plans have been submitted to ESDC and can monitor their progress at the agency.

Best of luck to you and the College at Oneonta in launching the START-UP NY Program.

Best regards,

A handwritten signature in blue ink, appearing to read "R. Haelen", is written over the typed name.

Robert M. Haelen  
Interim Chief Financial Officer

Attachment  
Copy: SUNY START-UP NY Proposal Review Team

To Learn  
To Search  
To Serve

the Power of SUNY



The State University of New York

SUNY START-UP NY
Campus Plan for Designation of Tax-Free Area(s) Memorandum (CPM)

To: SUNY Chancellor
From: Dr. Nancy Kleniewski, President
Re: SUNY Oneonta Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan")
Date: April 22, 2014

For campus Office of the President:
The arrangement documented in the attached Campus Plan is aligned to the academic mission of SUNY Oneonta and in accordance with all SUNY policies, procedures, and guidelines.

Nancy Kleniewski

Signature of campus President

Dr. Nancy Kleniewski

Dr. Nancy Kleniewski

FOR SUNY SYSTEM ADMINISTRATION USE ONLY

For SUNY's START-UP NY Proposal Review Team Co-Chair: It is recommended by the SUNY START-UP NY Proposal Review Team that SUNY [approved/rejected] the attached Campus Plan:

Jeffrey A. Boyce

Proposal Review Team Co-Chair

4-24-14

Date

Jeffrey A. Boyce

Print Name

For SUNY Office of the Chancellor:

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

Robert Hacken

Signature of the Chancellor or designee

4/25/14

Date

Robert Hacken

Print Name



The State University  
of New York

To: Mr. Kenneth Adams, NYS Commissioner of Economic Development  
From: President Nancy Kleniewski of SUNY Oneonta  
Re: SUNY Oneonta Campus Plan for Designation of Tax-Free Area(s)  
Date: April 22, 2014

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I, President Nancy Kleniewski of SUNY Oneonta hereby certify the following:

- a.) we have provided a copy of the enclosed Campus Plan for Designation of Tax-Free NY Area, to the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable faculty senate, union representatives, and student government at least 30 days prior to submitting the plan to you and attached evidence of submission herewith; and
- b.) we comply with Public Officers Law Section 74; State University of New York's Policy on Conflict of Interest; and have attached copies of the policies and/or guidelines herewith; and
- c.) we comply with the Commissioner's rules and guidelines on anticompetitive behavior (NY EDL, art. 21, sect. 440); and
- d.) we are aware of the non-governmental use limitations associated with state issued tax exempt bonds and if our proposed Tax-Free NY Area was financed with tax exempt bonds, we will: 1.) make potential businesses aware of these limitations when marketing property; and 2.) take appropriate steps to ensure that non-governmental use of property funded with tax-exempt bonds will not jeopardize the tax exempt status of state issued bonds; and
- e.) we consulted with the municipality or municipalities in which such land or space is located prior to including such space or land in the proposed Tax-Free NY Area and we have given preference to underutilized properties; and
- f.) we have not relocated or eliminated any academic programs, any administrative programs, offices, housing facilities, dining facilities, athletic facilities, parking, or any other facility, space or program that actively serves students, faculty or staff in order to create vacant land or space to be designated as a Tax-Free NY Area; and
- g.) the information contained in the enclosed application is accurate and complete.

Nancy Kleniewski  
PRESIDENT'S SIGNATURE

4/22/14

DATE

**Attachments/Enclosures:**

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





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

Campus Name: SUNY Oneonta  
Campus Contact Name: Colleen Brannan  
Campus Contact Title: Senior Assistant to the President  
Campus Contact E-mail: Colleen.Brannan@oneonta.edu  
Campus Contact Phone: 607-436-2748

**THE TAX-FREE NY AREA PLAN SHALL BE DEVELOPED BY THE CAMPUS TEAM AND PROVIDE THE FOLLOWING REQUIRED INFORMATION:**

- 1) Specification or identification of space or land proposed for designation as a Tax-Free NY Area identifying the following:
  - i. Provide the name and address of the SUNY, CUNY or community college seeking approval as a Sponsor, the address of the space or land proposed for designation as a Tax-Free NY Area, and a written description of the physical characteristics of the area for designation.

<b>Name: SUNY Oneonta</b>
<b>Campus Address: 301 Netzer Administration Building, Oneonta, NY 13820</b>
<b>Address(es) of Proposed Tax-Free NY Area(s) :</b>  <b>109 Clinton Street, Oneonta, NY 13820</b> <b>5 State Street, Oneonta, NY 13820</b> <b>230 – 234 West Street, Oneonta, NY 13820</b> <b>46 Bunker Drive, Oneonta, NY 13820</b> <b>189 Main Street, 5<sup>th</sup> Floor, Oneonta, NY 13820</b> <b>152 Corporate Drive, Oneonta, NY 13820</b>
<b>Description of Physical Characteristics of Proposed Tax-Free NY Area(s):</b> <b>Campus-Owned Property Designations</b> <b>109 Clinton Street, Oneonta, NY:</b> A vacated 6-unit apartment building totaling 5,965 SF (SU-109-1-B-1-000-a).  <b>5 State Street, Oneonta, NY:</b> 0.1 acre parcel of land that has a dilapidated residential structure on it, which would need to be demolished, and therefore, only the land is being sought for designation (SU-109-1-L-2-000-a).

**230 – 234 West Street, Oneonta, NY:** Two (2) contiguous, vacant properties totaling 0.55 acres are located on West Street adjacent to the main campus (SU-109-1-L-3-000-a / SU-109-1-L-4-000-a).

**46 Bunker Drive~ Civil Defense Shelter, Oneonta, NY:** Located northwest of campus, the NYS Office of General Services owns a 204 acre parcel of property. Multiple facilities and tenants currently operate on the OGS campus, including a NYS Department of Health Office and the Oneonta Job Corps. On a small piece of this property, SUNY Oneonta maintains ownership of a 7.3 acre parcel of land that houses a 10,000 square foot underground Civil Defense Shelter. The structure, built in 1964, is vacant and is the entity that is being sought for START-UP NY designation (SU-109-1-B-5-000-a). Above ground and next to the bunker is a SUNY-owned telecommunications tower that could be connected to the facility.

Off-Campus Designations

**189 Main Street (5th Floor), Oneonta, NY:** The County of Otsego Industrial Development Agency has entered into a lease agreement with a downtown Oneonta Property owner for 5,400 SF of Class A office space. This space is being designed to house the Susquehanna Regional Business Center for Entrepreneurship, Innovation and Incubation. SUNY Oneonta and the COIDA are working to develop a collaborative relationship that will foster entrepreneurship within the SUNY campus and throughout the community, while enhancing learning and job opportunities for students. The START-UP NY space will provide business assistance programs that are specifically geared to the needs of its businesses through faculty/student collaborations and connecting entrepreneurs with resources through a network of partners, mentors and assistance providers. Companies using the offices will have access to shared services, conference rooms and other common areas (SU-109-2-B-6-000-a). This property is .65 miles from campus and is seeking designation as part of the 200,000 sf; 1-mile from campus allocation.

**152 Corporate Drive, Oneonta, NY:** This 22,200 square foot light manufacturing / warehouse building is privately owned and located in the COIDA owned industrial park (SU-109-2-B-7-000-a). This building is 2.71 miles from campus and is seeking a waiver from the Commissioner of Economic Development to allow designation as an off-campus tax-fee location. This designation takes into account the reuse of an underutilized building in a fully-infrastructured industrial park providing the business with all necessary utilities and infrastructure. A local high-tech manufacturing company is expanding their product line and needs an additional location from their current operations to complete this work. This building is an ideal location for their expansion project.

- ii. Complete the Excel spreadsheet template provided with this document, noting the instructions on page 2. Include the official SUNY Physical Space Inventory (PSI) building number and a clear description of the spaces in the building or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Include only properties sought to be designated now and exclude potential sites that may be considered in the future (see 2a below).

See Attachment A



- iii. Provide also a representation of each proposed site drawn in AutoCAD on a scaled campus map with boundaries drawn clearly. Two versions should be created; one including an imbedded layer from Google Earth or other aerial photograph of the property. The second version should exclude the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan which ties to identifiers in the Excel spreadsheet. If digital files containing Polygon shapefile that delineates area for designation are available, provide these as well.

See Exhibit 1-8

- iv. Provide a campus map with each proposed building shaded. Label each building with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. For each building shaded and labeled, include floor plans of all areas under consideration with the specific spaces clearly shaded and labeled with official PSI room numbers. If digital files containing Point shapefiles that provide locations of area for designation are available, provide these as well.

See Exhibit 1-8

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

43,565 square feet / 0.65 acres

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

COIDA owned Pony Farm Light Industrial Park (4 potential sites)  
18 Stadium Circle, Oneonta  
City of Oneonta Airport, Oneonta  
River Corp Industrial Park  
Greystone Holdings, 28 Railroad Ave., Cooperstown, NY  
Oberriter Development, 5910 State Highway 28, Fly Creek, NY

- 2b) *If applicable*: The total square footage of the space or acreage of land that you may propose to designate as a Tax-Free Area as identified in 2a, if known.

It is unknown at this time the total square footage of space or acreage of land that might be designated.

Any future consideration for inclusion of off-campus space/land will support public-private partnerships that: 1) Align with or further SUNY Oneonta's academic mission; 2) Provide community and economic benefits. (Note: SUNY Oneonta will not be able to offer property tax exemption for buildings/land already on the tax rolls; however, other START-UP benefits can be applied.); 3) Be proximate to SUNY Oneonta's Main Campus or Cooperstown Campus as required by statute and regulation.

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

Business opportunities that relate to the College's academic offerings include, but are not limited to all facets of research, development and production in:

Biology / Ecology / Environmental Sciences  
Computer Science / Electronics Technology  
Criminal Justice / Law Enforcement / Emergency Management Operations  
Cyber Security  
Data / Information Storage Centers  
Emerging Technologies  
Energy Storage / Alternative Energy Development  
Engineering  
Fashion / Textile Design / Manufacturing  
Film / Stage / Art / Exhibit Production  
Food / Beverage Processing  
High Technology / Advanced Manufacturing  
Medical Technology  
Music / Sound Production  
Natural Resources Conservation / Sustainability / Water Management  
Publishing / Printing  
Telecommunications Operations

- 4) Provide a description of the campus academic mission, and explain how the businesses identified in #3 will align or further the academic mission of the university or college.

SUNY Oneonta is a mid-size, public college rooted in scholarship across the liberal arts and sciences. Established in 1889 as a state normal school, SUNY Oneonta became a founding member of the SUNY system in 1948, and has gained recognition over the last decade as a premier campus within the State University system. Oneonta is a multi-purpose, comprehensive public college with programs in the liberal arts, sciences, social sciences, and professional studies. We prepare students for successful careers and the pursuit of advanced degrees. The College is known for outstanding and accessible faculty, a campus community committed to academics and



service, developing students into life-long learners, and a beautiful campus that helps nurture connections between the upper Susquehanna Valley of rural, central New York and our global society. Our strong alumni network spans the globe, demonstrating the leadership and accomplishment that exemplify an Oneonta education.

SUNY Oneonta's mission is to "unite excellence in teaching, scholarship, civic engagement, and stewardship to create a student-centered learning community." In 2010, the College adopted its strategic plan to support its mission and achieve its vision by establishing goals within six broad areas:

**Teaching, Learning, and Scholarship:** Promote a learning-centered environment that facilitates excellence in teaching, research and creative activity.

**Community Partnership:** Create and enhance partnerships that are mutually beneficial to the campus and community.

**Student Engagement:** Engage students as active participants in their cognitive, personal, and professional growth by promoting opportunities with articulated learning outcomes.

**Global Connectedness:** Promote increased cultural understanding, immersion, and inclusion by enhancing opportunities for greater interaction in the global arena.

**Diversity:** Demonstrate a strong and public commitment to a diverse and inclusive campus community.

**Sustainability:** Promote individual and collective responsibility for the continued well-being of the College, community, and environment by encouraging educational initiatives, environmental protections, and fiscal responsibility.

In the fall of 2013, SUNY Oneonta founded five new schools as part of an academic restructuring. This restructuring is critically important to our work in advancing teaching, learning and scholarship at SUNY Oneonta. Our reorganization from two large academic divisions to five schools will support our mission to create a student-centered learning community by fostering a stronger sense of identity among related academic departments and promoting greater collaboration across academic disciplines. Furthermore, the restructuring allows a clearer connection between classroom studies and real-world applications.

The five schools and underlying departments/core disciplines at SUNY Oneonta include:

**School of Social Science**

**School of Education & Human Ecology**

**School of Arts & Humanities**

**School of Natural & Mathematical Science**

**School of business and Economics**

The aggressive and strategic implementation of START-UP NY can significantly enhance the campus' and community's strategies for economic and entrepreneurial development. START-UP

NY provides a new era of opportunity to continue the College's achievements, build on its successes, and usher in a new role of aligning academic opportunities with robust economic and community development partnerships. By working with various partners to attract and grow new jobs in Otsego County, there are several initiatives SUNY Oneonta is well poised to maximize.

A key goal of SUNY Oneonta's strategic plan is to target, promote and support academic programs that provide training and business development in areas where there is significant job growth. We will leverage our multi-disciplinary curriculum, strong research and collaborative efforts and committed students and faculty to attract new and expanding businesses to Otsego County.

#### **Arts & Culture**

Otsego County is a major destination featuring the National Baseball Hall of Fame and other significant arts and cultural amenities; breweries, wineries and a distillery and vibrant downtowns. Recreational, agricultural and heritage tourism attracts visitors from around the world year round. This industry is a key source of job creation and small business development.

It is understood that only business eligible for START-UP NY benefits would be targeted within this industry sector, however, the Otsego County provides an ideal backdrop to business enterprises seeking opportunities to take advantage of the extensive academic offerings in the College's five Schools and have exceptional access to human, technical and research resources.

#### **Academic Alignment Highlights**

- **The Cooperstown Graduate Program for Museum Studies (CGP):** CGP is the premier program for the training of museum professionals in the United States. CGP's Program is a two-year course of study leads to a Master of Arts degree in History Museum Studies. The Cooperstown Graduate Program trains creative, entrepreneurial museum leaders committed to generating programs and services for the public good. Highlights of the program include strong partnerships with the New York State Historical Association, The Farmers' Museum, and The Fenimore Art Museum. CGP Alumni are prominent and successful in the field, and regularly give back to the program; classes are small, dynamic, and interactive; assignments and internships are not academic exercises, but real and varied work in the field. An aligned partnership with this program would center on companies involved in set, costume, display design; historical preservation and archiving techniques; educational enhancement and multimedia opportunities; web or app content development.
- **Fashion Design:** New technology is facilitating the creation of versatile fabrics and providing designers and merchandisers opportunities they have not previously enjoyed. The 3-1 Fashion and Textiles program at SUNY Oneonta, in collaboration with the Fashion Institute of Technology in New York City, focuses on the relationship of textiles and clothing to the physical, aesthetic, psychological, cultural, economic, and social needs of individuals and their families. Students studying Fashion and Textiles concentrate in either merchandising or design. Students have the unique opportunity to tour Italy's fashion industry through a new SUNY Oneonta study abroad partnership with the Istituto Europeo di Design (IED) in Milan. During the "Made in Italy" introductory module, students visit fashion showrooms, exhibitions, designers and retail sites in Milan, Venice, Rome and Florence. Subsequently, they choose from a variety of courses covering fashion design, photography, merchandising and product development. Courses are taught on the IED campus in English but integrate American and Italian students for a broader cultural



immersion. SUNY Oneonta's fashion majors frequently study abroad. Last semester, students traveled to London, Korea, New Zealand, Florence, Rome and France.

- **Film & Theatre Production:** Our robust Theatre Department engages students in many aspects of performance, including acting, directing, dramaturgy and text analysis, stage management; scenic, costume, make-up, sound and lighting design; construction and fabrication of sets, props and costumes, wigs, make-up and prosthetics; and running crew experience. Companies looking to locate any form of production design or set and display construction operations would be a natural fit.

- **Music Industry Program:** Our Music and Audio production major has become a highly sought out focus at SUNY Oneonta. The in-depth study prepares students for work in a variety of careers in the music and entertainment industry, including music management, marketing, promotion, merchandising, publishing, production and performance. The curriculum includes specialized Music Industry studies in the recording industry, entertainment industry business affairs, intellectual property law and music products. Oneonta's active music scene, offering opportunities to perform at venues ranging from a restored Vaudeville theatre to an upscale supper club, provide an ideal incubator for talent.

- **SUNY Oneonta's communications, marketing and computer art talent,** spans multiple disciplines including, but not limited to, design, drawing, painting, sculpture, printmaking, new media, digital art, graphic design, 3D modeling and animation, web design, artist's books, art history and photography. State of the art studios, exhibition spaces, and computer art labs support a thriving community of nearly three hundred art students.

#### **Agriculture and Food Processing**

Dairy farming, with expanding opportunities in yogurt products and specialty cheeses, grass-fed and organic beef/livestock farms, and crop production continue to grow in the region, providing opportunities for both farmers and processors. Fresh market vegetable sales is an emerging trend; products grown locally and sold directly to the consumer or locally processed to create value-added products create expanded opportunities to new and existing farmers and entrepreneurs alike. Breweries, wineries and distilleries continue to expand, including the reemergence of hops production and processing in the area.

Craft food and beverage processing is rising to meet the growing demand for nutritious foods, unique healthy beverages and nutraceuticals. This opportunity can strengthen the economic foundation of the local economy through research and innovation, generating jobs and creating a ripple effect throughout the economy. There are many opportunities for new and expanding business operations to take advantage of the research capabilities and entrepreneurial capacity of students and faculty at SUNY Oneonta. This can range from specialized packaging technologies to the development of new products that cater to dietary and ethnic preferences.

#### **Academic Alignment Highlights:**

- **Combined Master's Degree and Dietetic Internship Program:** The SUNY Oneonta's award-winning online combined Master's Degree & Dietetic Internship Program curriculum is designed to provide students with the expected clinical care, foodservice management, and other skills and competencies that the Academy of Nutrition and Dietetics has established for entry-level registered dietitians. The program's emphasis is on community nutrition, vitally important to the



growing business opportunities for food and product development.

- **Undergraduate Dietetics Major:** The Oneonta Didactic Program, accredited by the Accreditation Council for Education in Nutrition and Dietetics, provides the required coursework leading to a Bachelor of Science (BS) in Dietetics. Students learn the skills to work in a variety of areas, including hospitals/nursing units, resort/food management, business/food manufacturing, product development and the culinary arts.

### **Bio-technology / Natural Resource Conservation / Sustainability**

Natural resource and energy conservation is one issue that appears at the national, state, regional and local level. New York must find innovative ways for residents and businesses to live operate and grow while using fewer resources, thereby reducing their impact on the environment.

In 2011, Governor Andrew M. Cuomo announced the Cleaner, Greener Communities Program to address these needs and ensure a brighter future for all New Yorkers. The Program, which is administered by the New York State Energy Research and Development Authority (NYSERDA), empowers regions to lead the development of sustainability plans and implement projects and smart growth practices that will significantly improve the economic development and environmental well-being of their communities. The plan identified seven focus areas including: economic development, transportation, land use and livable communities, water management, materials management, energy, and agriculture and forestry.

SUNY Oneonta departments and majors concentrating on these efforts include biology/ecology, earth science, geology, water resources, meteorology, environmental sciences, education, geography/urban and regional planning, and international studies. We have a stated goal in our mission to promote sustainability. Companies seeking to engage in renewable energy endeavors, tapping into natural resources such as abundant clean water, lumber waste, wind, and solar power technologies, beyond generation facilities, will find a responsive community and available resources to assist.

#### **Academic Alignment Highlights:**

- **Biological Field Station (BFS):** An innovative Master of Science in Lake Management degree program, approved by the New York State Education Department, was launched in fall 2011. This is the only program awarding such a degree in all of North America, and possibly the world. It helps meet the need for trained lake managers, enhances the profession of lake management, and assures the sustainability and quality of inland lakes globally. BFS's infrastructure, equipment and natural resources are comparable to the best academic field stations in North America, which could be leveraged to attract partnerships with businesses specializing in water testing, filtration, invasive species mitigation, engineering and fisheries.

- SUNY Oneonta has earned the reputation as **one of the best SUNY programs for science education**. Between 60 and 70% of Biology majors are interested in health science careers. SUNY Oneonta has one of the most advanced and well-equipped teaching and research laboratories in anatomy and physiology, as well as other areas. These resources can be leveraged to explore development of new technologies, research and bio-medical development.

- In fall 2013, the College installed a cutting-edge **virtual anatomy table** in the anatomy and physiology lab. Powered by specialized software, the flat screen table allows students to see and



manipulate images of the human body, created using hundreds of slices from actual frozen cadavers. The surface of the 500-pound table is an 8x2-foot screen with touch controls, similar to a smart phone or tablet. One can actually go through the human body with a virtual scalpel, make a cut anywhere and look at sections of the body; rotate the body for side or back view and then zoom in or out. Students are able to see parts of the body that aren't visible on anatomical models, and might even be difficult to see in a traditional cadaver lab. The technology is so new that very few Anatomage tables are even in use, even at large research universities and medical schools.

- **Academic/Community Partnerships:** A new partnership with two local farms is funneling tons of kitchen waste from the College's dining halls and catering operation into the troughs of hungry pigs. Because of food safety regulations, only pre-consumer food waste can be used, but there's still plenty of eligible waste. Up to two tons are collected in the College's kitchens each month and picked up twice weekly by local pig farmers. By partnering with local farmers to reduce waste, we're contributing to the solution, not the problem.

Other efforts, led by Oneonta Auxiliary Services and Sodexo, include implementing the LeanPath food waste tracking program to cut pre-consumer waste, and turning post-consumer waste (uneaten food that students throw away) into compost using an aerated static pile composting system.

#### **Educational / Curriculum Development**

Educational institutions, from primary and secondary schools to colleges and universities, are major drivers of the regional economy. They play a critical role in developing a reliable and qualified workforce pipeline, serve as a primary resource for workforce training and research, and are significant employers. The student population, especially at the college level, also has substantial impact on local economies and our potential for future growth.

SUNY Oneonta was founded in 1889 with the primary mission of preparing teachers for the public schools of New York. We have not only continued that tradition, but also provide a well-rounded liberal education for our students. Throughout the history of the College, faculty and staff have had an enduring commitment to developing students, advancing scholarship, and serving the community and society as a whole. The College's professional education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE).

Courses in education and educational psychology provide students with the knowledge, comprehension and application of effective teaching skills and strategies, based on current theory and research. Educators, educational content and delivery systems continue to morph. There are growing waves of initiatives being developed that tap into the invaluable experience and insight among master educators to enhance educational technology, trends, tools, and personalized learning systems.

Companies focused on providing cutting-edge solutions in the areas of early childhood, elementary and/or secondary education, special education, curriculum and instruction, professional development and other specialized educational services will find faculty, students and resources and SUNY Oneonta unmatched.

***Academic Alignment Highlights:***

- **New York's Master Teacher Program:** SUNY Oneonta is designated as the Master Teacher Program site for the Mohawk Valley region. The Master Teacher Program identifies, rewards and supports teachers as professional mentors and content experts; the current program aims to help outstanding science, technology, engineering and math (STEM) educators in grades 6-12 develop skills that will ensure New York's students are college and career ready.

**Engineering, Computer Science & Technology**

As a result of our transforming economy towards knowledge-based industries, the need for systems analysts and other information technology workers is on the rise. Technology-based professional services, which include computer engineering, and high-tech manufacturing are two sectors expected to move New York's economy forward.

SUNY Oneonta's Department of Mathematics, Computer Science and Statistics offers minors and majors in Applied Computer Science, Technical Computer Science; Mathematics (BA, BS and a new MA), and Statistics. The department provides access to "smart" classrooms, well-equipped labs, and mathematics tutoring, providing students and faculty exposure to the latest trends and technologies integral to companies specializing in computer information systems, software and web application development, systems administration/analysis, information technology, database analysis, and cyber security.

***Academic Alignment Highlights:***

- A SUNY Oneonta team of sociologists, political scientists, philosophers and information technologists has begun integrating the **study of Big Data**—the vast collection of information generated by our online activities—across the social science disciplines.

With the majority of the population now communicating and consuming information online, studying social media data has become a viable way to gauge attitudes and beliefs, and there is an emerging need for data scientists. Using tools such as IBM's Many Eyes, Trackur, ContentSeer and Topsy, SUNY Oneonta students are learning the mechanics of analyzing qualitative data including the IBM SPSS Modeler text mining tool. In classroom discussions, they're examining broader social issues related to morality, privacy and popular culture. SUNY Oneonta's Big Data Project is funded by two SUNY Innovative Instruction Technology Grants, with additional support from IBM, Microsoft, Gnip and RapidMiner, and in collaboration with Penn State and the University of Buffalo.

- A superbly unique asset at College Camp is the **SUNY Oneonta Observatory** (operated by the Department of Physics and Astronomy) and, in particular, its 1-meter Newtonian reflector – the largest optical telescope in the state of New York. Business seeking to affiliate with the Physics and Astronomy Program, would most likely be engaged in interdisciplinary fields such as physics (bio, geo, chemical), astronomy, aerospace, material science, meteorology, military technology, engineering, computer science or energy development.



- 5) Provide a description of how participation by these types of businesses in the START-UP NY Program will generate positive community and economic benefits, including but not limited to:
- Increased employment opportunities;
  - Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study;
  - Diversification of the local economy;
  - Environmental sustainability;
  - Increased entrepreneurship opportunities;
  - Positive, non-competitive and/or synergistic links to existing businesses;
  - Effect on the local economy; and
  - Opportunities as a magnet for economic and social growth.

Public-private partnerships created through the START-UP NY program can offer new opportunities for our students, faculty and researchers to tackle real-life problems from an interconnected academic and business perspective. SUNY Oneonta's plan will capitalize on the START-UP NY initiative to engage businesses that will contribute to the revitalization of Otsego County by creating jobs and positive economic impact.

Eligible START-UP NY businesses that align with the academic mission under SUNY Oneonta's START-UP NY plan will create new employment opportunities and attract new investment, spurring additional economic growth across the Mohawk Valley through:

- Increased employment opportunities.
- Diversification of the regional economy
- Intellectual capital shared between the College and the company
- Commercialization of College technologies for the benefit of the public
- Increased awareness of University programs and resources
- Reduced "Brain-Drain" through retention of talented youth.
- Expanded purchasing/spending in the local economy.
- Greater economic impact through increased population.
- More home ownership and residential investment throughout the region.

In alignment with the Mohawk Valley Regional Economic Development Council, SUNY Oneonta's mission and core values will strengthen the region's strategic economic development plan to:

1. **GROW:** enhancing regional concentrations to stimulate regional growth from within, and to add to that growth by attracting new technologies and industries to Otsego County.
2. **BUILD:** aligning the area's workforce and educational systems to help grow and produce the workforce and talent base needed to support an economy increasingly centered around innovation and entrepreneurialism.
3. **CREATE:** enhancing the area's innovation-enabling infrastructure by growing connections and nurturing ideas that will prompt new business activity and invigorate the area's economy.

4. **REVIVE:** increasing spatial efficiency by working to ensure the physical assets reduces and minimizes costs for businesses, inhabitants and their governments, while contributing to energy efficiency and sustainability. An important thrust will be, where feasible, the adaptive reuse of vacant facilities; the build out of infrastructures, industrial parks and investment in downtowns and Main Street corridors.

5. **FORGE:** strengthening government and civic effectiveness by promoting and acting to create leaner and more efficient government; by ensuring that civic institutions nurture a business climate that will promote entrepreneurship; incorporating the ideas of the enabled workforce; and by working to attract private capital and business activity.

- 6) Provide a description of the process the Sponsor (campus) will follow to select participating businesses. The description should identify the membership of any group or committee that may make recommendations, the final decision-maker, and the criteria that will be used to make decisions. This group or committee must include representation from faculty governance. The criteria may include some or all of the following:

**A. Academic and Research Alignment**

1. Is the business in an industry aligned with current and/or developing University research, scholarly, and creative activity?
2. Does the business provide experiential learning and workforce opportunities (e.g., internships, fellowships, full-time jobs) for students and graduates?
3. Does the business provide areas for partnership and advancement for faculty and students?
4. Will the business provide access to research instrumentation, tools, and/or equipment necessary to advance the academic and research mission?
5. Will the business fund scholarships, campus facilities or other academic services or amenities?
6. Will the business and/or its employees contribute to instruction or provide student mentoring?
7. Does the business offer the use of company resources, intellectual property or expertise to support the academic mission?

**B. Economic Benefit**

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

**C. Community Benefits**

1. Does the business have the support of one or more municipal or community entities?
2. Is the business recruiting employees from the local workforce?
3. Does the business invest in underserved, economically distressed regions?
4. Will the business rely on suppliers within the local and regional economy?

SUNY Oneonta is committed to ensuring that any business venture applying for tax incentives through SUNY Oneonta under the new START-UP NY program will operate in a way that furthers the College's educational goals. To qualify for the 10-year tax break, new or expanding companies must have strong academic linkages and support the academic mission of the College. Linkages to the College may include:



- **Experiential learning opportunities**

Employers participating in START-UP NY will provide students from SUNY Oneonta's educational programs with internships, service and experiential learning opportunities.

- **Research compatibility**

Reciprocal relationships between companies with commercial interests that can be furthered by partnerships with SUNY Oneonta researchers, and companies commercializing research from SUNY Oneonta or other academic institutions, will also be encouraged to participate in the program.

- **Shared facilities**

Companies needing access to specified physical space or equipment assets could be accommodated, and the College could be reciprocally accommodated.

- **Local and regional economic development benefits**

Companies that help ensure a diverse and thriving local and regional economy, while providing employment opportunities for SUNY Oneonta students and SUNY Oneonta staff and faculty spouses and partners, will be a priority. These new jobs will lead to the expansion of a talented workforce base, increased spending in the local economy and an increased tax base.

Under the START-UP NY program, our campus will work with interested businesses to apply for the benefits and submit them to the State for approval. Interested businesses should begin by contacting SUNY by email at [startupny@SUNY.edu](mailto:startupny@SUNY.edu), or SUNY Oneonta by emailing [startupny@Oneonta.edu](mailto:startupny@Oneonta.edu). Information regarding SUNY Oneonta's plan and the START-UP NY initiative will be available on a dedicated webpage at <http://www.oneonta.edu/startupny>.

The Office of the President will make the first determination whether a business applicant meets certain minimum eligibility requirements under the START-UP NY initiative and SUNY Oneonta's plan.

**START-UP NY Campus Advisory Committee**

SUNY Oneonta will establish a START-UP NY Campus Advisory Committee to review and evaluate business applications, and make recommendations to the President (or designee) for final campus approval. The committee will provide a broad campus perspective, and membership of the group will include appropriate senior administrative officers, faculty and student representatives. Whenever necessary, the START-UP NY Campus Advisory Committee will seek guidance or feedback from various campus committees and units on matters including academic and research alignment, space and land, budget/finance impact and community impact as appropriate.

The START-UP NY Campus Advisory Committee will select prospective businesses for participation in SUNY Oneonta's program on the basis of their ability to align with or further the academic mission of the campus, their potential for economic benefits and their potential for benefits to the community.



Members of the START-UP NY advisory Committee will include representatives from:

SUNY Oneonta Administration

Deans of Schools

Senior Executive Employee Services Officer

College Internship Coordinator

Director of Alumni Affairs

College Council Representative

College Senate Chair or designee

Student Senate President or designee

County of Otsego IDA

Otsego County Chamber of Commerce

Small Business Development Center

City of Oneonta Mayor or designee

Town of Oneonta Supervisor or designee

Village of Cooperstown Mayor or designee

Otsego County Board Chair or designee

After careful consideration of the business application, the Campus Advisory Committee will forward the Business Application to the President of the College, Dr. Nancy Kleniewski, or her designee for final review and campus approval. Upon the President's or designee's approval, the Office of the President will complete the "Sponsoring University Application for Business Participation."

Annually, each company will submit a progress report on their status of meeting their business and university engagement goals to be reviewed by the START-UP NY Advisory Committee. The committee will make a recommendation to continue, end or modify the relationship with the company. This recommendation will be made to the President for consideration and action.

# PUBLIC OFFICERS LAW

## § 74. Code of ethics.

**1. Definition.** As used in this section: The term "**state agency**" shall mean any state department, or division, board, commission, or bureau of any state department or any public benefit corporation or public authority at least one of whose members is appointed by the governor or corporations closely affiliated with specific state agencies as defined by paragraph (d) of subdivision five of section fifty-three-a of the finance law or their successors.

The term "**legislative employee**" shall mean any officer or employee of the legislature but it shall not include members of the legislature.

**2. Rule with respect to conflicts of interest.** No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

### **3. Standards.**

- a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his independence of judgment in the exercise of his official duties.
- b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him to disclose confidential information which he by reason of his official position or authority.
- c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.
- d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state for private business or other compensated non-governmental purposes.
- e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.
- f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.

- g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.
  - h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.
  - i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.
- 4. Violations.** In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law. Any such individual who knowingly and intentionally violates the provisions of paragraph b, c, d or i of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed ten thousand dollars and the value of any gift, compensation or benefit received as a result of such violation. Any such individual who knowingly and intentionally violates the provisions of paragraph a, e or g of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed the value of any gift, compensation or benefit received as a result of such violation.





The State University  
of New York

Category:  
HR / Labor Relations  
Legal and Compliance

Responsible Office:  
[University Counsel](#)

Policy Title:  
Conflict of Interest  
Document Number:  
6001

Effective Date:  
October 01, 1995

This policy item applies to:  
State-Operated Campuses

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### Summary

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

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### Policy

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

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

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

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

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#### **Definitions**

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

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#### **Other Related Information**

[Outside Activities of University Policy Makers](#)

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

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

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#### **Procedures**

There are no procedures relevant to this policy.

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#### **Forms**

There are no forms relevant to this policy.

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#### **Authority**

[42 CFR 50, Subpart F](#)

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

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

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

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



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

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**History**

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

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**Appendices**

There are no appendices relevant to this policy.



## Conflict of Interest Policy

<b>Effective Date:</b>	March 15, 2013
<b>Supersedes:</b>	Conflicts of Interest Policy pursuant to 95-5 Resolution and the Procedure of Investigating Conflict of Interest Policy
<b>Policy Review Date:</b>	February 2016
<b>Issuing Authority:</b>	Research Foundation President
<b>Responsible Party:</b>	Chief Compliance Officer
<b>Contact Information:</b>	(518) 434-7145 <a href="mailto:rftcompliance@rfsuny.org">rftcompliance@rfsuny.org</a>

### Reason for Policy

As Research Foundation Board Members, Officers, and Employees, we hold positions of trust and must act in the best interests of the Research Foundation. We must avoid any activity that impairs or would reasonably appear to impair the ability to perform our duties with independence and objectivity. A conflict of interest arises if our personal relationships, activities, or finances interfere, or appear to interfere, with our ability to act in the best interests of the Research Foundation.

Research Foundation Board Members, Officers, and Employees must incorporate, where necessary and possible, the following rules into their services on behalf of the Research Foundation. Research Foundation Officers and Employees must adhere to the standards outlined in the New York State Public Officers Law Section [74](#). This policy incorporates the key standards outlined in Section [74](#).

### Statement of Policy

Research Foundation Board Members, Officers, and Employees may not have any interest or engage in any outside activity which results in an unmanaged conflict of interest. To this end, Board Members, Officers, and Employees must disclose their interests and outside activities, and those of a Related Party, which may affect their ability to perform their duties with independence and objectivity. A conflict of interest must be managed so the conflict is reduced or eliminated, and compliance with conflict of interest management plans should be monitored where necessary.

### Prohibited Conflicts of Interest

A conflict of interest exists if you or a Related Party has a Financial or Other Interest that will or may reasonably be expected to:

- substantially conflict with the proper discharge of your duties in the Research Foundation's best interests;
- result in the disclosure of the Research Foundation's information that you have gained by reason of your position or authority; or
- impair your ability to exercise independent judgment in the performance of your duties and responsibilities.



### **Conflicts of Interest Posed By Outside Employment, Investments, or Other Business Activities**

As a Research Foundation Board Member, Officer or Employee, you must not make personal investments in enterprises that you have reason to believe may be directly involved in decisions to be made by you or will otherwise create substantial conflict between your duty on behalf of the Research Foundation and your private interest.

If you or a Related Party has a Financial or Other Interest in any business entity, you may not represent the Research Foundation in any transaction with that entity and must disclose the interest in accordance with this policy and the Procedure for Managing Conflicts of Interest.

Procurement of goods or services by the Research Foundation shall be conducted consistent with the Foundation's established procurement policy.

You may not accept employment or engage in any business or professional activity that will impair the independence of your judgment in the exercise of your duties for the Research Foundation or require you to disclose confidential information that you gained by reason of your affiliation with the Research Foundation.

### **Prohibition Against Disclosure or Use of Confidential Material for Personal Gain**

The Research Foundation prohibits disclosure of information that is confidential to the Research Foundation, acquired by any Board Member, Officer, or Employee in the course of his/her duties, except as required by law or as expressly authorized in writing by an Officer or other designated representative of the Research Foundation.

Board Members, Officers, and Employees may only use such confidential information in furtherance of their duties as a representative of the Research Foundation and shall not use such confidential information to further their personal interests or that of a Related Party.

You must not accept employment or engage in any business or professional activity that will require you to disclose confidential information that you gained by reason of your official position or affiliation with the Research Foundation.

### **Use of Research Foundation or State Resources**

You may not misappropriate the property, services or other resources of the Research Foundation, SUNY, or others, whether for yourself or someone else.

### **Avoiding the Appearance of Impropriety**

Board Members, Officers, and Employees shall not, by their conduct, give reasonable basis for the impression that any person can improperly influence them or unduly enjoy their favor in performance of their duties, or that they are affected by the kinship, rank, position, or influence of any party or person.

You may not use, or attempt to use, your position to secure unwarranted privileges or exemptions for yourself or others.

Similarly, bribery, extortion, and other attempts to exert undue influence are strictly prohibited. The Research Foundation expects Research Foundation Board Members, Officers, and Employees to avoid any conduct that may give the appearance of engaging in acts that are in violation of their trust.

### **Disclosing a Real, Apparent, or Potential Conflict of Interest**

Board Members, Officers, and Employees must disclose all real, apparent, or potential conflicts of interest for review as described below. At an Operating Location, those disclosures should be made to the operations manager or his/her designee in accordance with this policy and the Procedure for Managing Conflicts of Interest. Disclosures are required in three instances:

1. **Annual Disclosures By Research Foundation Board Members, Officers, and Key Employees.** Board Members, Officers, and Key Employees must report Direct or Indirect Financial or other Interests that pose or may pose a real, apparent, or potential conflict of interest on an annual basis. These disclosures must be updated both annually and as new reportable interests are obtained or as new reportable activities occur.

2. **Grant-Related Disclosures.** Principal investigators must follow the policy at their respective campus locations.
3. **Situational Disclosures.** Board Members, Officers, and Employees must report any Direct or Indirect Financial Interest or other activity that may pose a conflict of interest under this policy. Such situational disclosures must be made as soon as practicable after the individual learns of the potential conflict.

When a disclosure is made under this policy, the actual, apparent, or potential conflict of interest will be reviewed pursuant to Procedure for Managing Conflicts of Interest. If a conflict of interest is found to exist, the Research Foundation must take steps to manage, reduce, or eliminate the conflict of interest. Individuals may appeal determinations with which they disagree. Please consult the Procedure for Managing Conflicts of Interest for more information.

#### **Violation**

In addition to any penalty contained in any provision of law or federal or state policy, individuals who knowingly and intentionally violate any of these provisions may be subject to action by the Research Foundation. For employees, this may include action under the Research Foundation's progressive discipline policy, including suspension or termination from employment.

#### **Recordkeeping**

The operating location operations manager must designate an appropriate office of record and must ensure that records related to the disclosure, review, and management of a potential, apparent, or actual conflict of interest are retained and documented. In addition to any recordkeeping process established by the operations manager, all final determinations or management plans must be included in the personnel file of the individual with potential, apparent, or actual conflict of interest.

At the central office, the chief compliance officer must ensure that records related to the disclosure, review, and management of a potential, apparent, or actual conflict of interest for all disclosures, at the central office or otherwise brought to the attention of the chief compliance officer, are retained and documented. In addition to any recordkeeping process established by the chief compliance officer, all final determinations or management plans must be included in the personnel file of the individual with potential, apparent, or actual conflict of interest.

#### **Campus Policy**

An Operating Location may adopt a policy no less restrictive than this Policy. If a local policy is adopted, then a copy of that policy must be filed with the RF's chief compliance officer.

#### **Staffing Services**

Employees employed by the RF under an agreement or contract, other than the 1977 Agreement between the RF and SUNY must adhere to the conflicts of interest policy in place by the entity the employees are employed to support. In the absence of a policy, the conflicts of interest policy effective at the associated operating location must govern.

### **Responsibilities**

The following table outlines the responsibilities for compliance with this policy:

<b>Responsible Party</b>	<b>Responsibility</b>
Board Members, Officers, and Key Employees	Annual Disclosures
Principal Investigators	Grant-Related Disclosures
Employees	Situational Disclosures as needed



## **Definitions**

**Board Member:** A member of the Research Foundation's board of directors.

**Direct or Indirect Financial or Other Interests:** Financial or Other Interests held by the Research Foundation Employee or by their spouse, domestic partner, significant other, family member, dependent, member of household, or business partner.

**Employee:** Officers, Key Employees, and any individual compensated employee of the Research Foundation.

**Financial or Other Interests:** Shall include, but are not limited to, the following:

- ownership or investment in any outside enterprise;
- serving as a director, officer, partner, consultant, broker, agent, or representatives of any outside enterprise;
- outside professional activity; or
- outside employment.

**Key Employee:** A Key Employee for purposes of this Policy includes:

1. Vice presidents;
2. Operations managers;
3. Deputy operations managers;
4. Chief research officers;
5. Technology transfer directors;
6. Sponsored program office directors or equivalent;
7. Other appointed officers
8. At the central office:
  - a. Vice presidents
  - b. Senior directors;
  - c. Assistant Vice-Presidents; and
  - d. Directors;
  - e. Other appointed officers; and
9. Any other persons who have procurement authority equal to or exceeding \$100,000 per transaction.

**Officer:** An officer elected under the Research Foundation's bylaws, including the Research Foundation's president, general counsel, secretary, and chief financial officer and those appointed pursuant to Article IV Section 13 of the RF's bylaws as appointed officers.

**Operating Location:** Research Foundation office located at a SUNY campus location or other SUNY location supporting the Research Foundation mission and SUNY operations overseen by an operations manager.

**Operations Manager:** An individual appointed to the position of operations manager by the Research Foundation.

**Principal Investigator:** Primary individual(s) in charge of a research grant or other project administered by the Research Foundation. The term "Principal Investigator" includes those individuals serving as co-principal investigators.

**Related Party:** A Research Foundation Employee's spouse, domestic partner, significant other, family member, dependent, member of household, or business partner.

*Research Foundation (or Foundation or RF): The Research Foundation for The State University of New York.*

**Related Information**

[Management of Conflicts of Interest Procedure](#)

[Managing Conflicts of Interest Guidelines](#)

NYS Public Officer's Law Sections [73 & 74](#)

[Conflicts of Interest in Public Health Service Sponsored Programs](#)

[Nepotism Policy](#)

[Gifts to Employees from Non-RF Sources Policy](#)

**Forms**

[Conflict of Interest Annual Disclosure Statement](#)

[Conflict of Interest Situational Disclosure Statement](#)

**Change History**

Date	Summary of Change
December 7, 2012	Clarifies who is required to disclose conflicts, how, and when. Also allows for locations to use their own conflicts of interest policies and procedures, provided the policy is submitted to the compliance office and is no less restrictive than RF policy. Effective 3/15/2013

**Feedback**

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).

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The State University  
of New York

Category:  
\_\_\_\_\_

Responsible Office:  
Office of the Provost

Policy Title:  
START-UP NY Program Participation Policy

Document Number:  
\_\_\_\_\_

Effective Date  
February 10, 2014

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

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## Summary

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

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

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Policy

- A. Campus Plans for Designation of Tax-Free Area(s):** Any campus intending to submit a Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Campus Plans within fifteen (15) business days of receipt. Any rejected Campus Plan shall be accompanied by an explanation of the basis for rejection. Once approved by the Chancellor or designee a campus may submit its Campus Plan to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Campus Plan that is rejected can be resubmitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Campus Plans must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.
- B. Sponsoring University or College Applications for Business Participation:** Any campus intending to submit a Sponsoring University or College Application for Business Participation ("Sponsor Application") to the NYS Commissioner of Economic Development must first have it reviewed and approved by the Chancellor or designee. The Chancellor or designee shall approve or reject all Sponsor Applications within thirty (30) business days of receipt. Any rejected Sponsor Application shall be accompanied by an explanation of the basis for rejection. Once approved the campus may submit the Sponsor Application to the NYS Commissioner of Economic Development in accordance with the Commissioner's rules and regulations. Any Sponsor Application that is rejected can be resubmitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures. Any amendments to approved Sponsor Applications must be submitted for Chancellor or designee approval and will be reviewed in accordance with this policy and related procedures.
- C. Delegations:** The Chancellor or designee may charge a group of individuals, collectively called the SUNY START-UP NY Proposal Review Team, to evaluate all submitted Campus Plans and Sponsor Applications prior to accepting or rejecting them.
- D. Conflicts of Interest:** Service as an Official shall not be used as a means for private benefit or inurement for any Official, a Relative thereof, or any entity in which the Official or Relative thereof has a Business Interest. A conflict of interest exists whenever an Official has a Business Interest or other interest or activity outside of the university that has the possibility, whether potential, actual, or perceived, of (a) compromising the Official's judgment, (b) influencing the Official's decision or behavior with respect to the START-UP NY Program, or (c) resulting in personal or a Relative's gain or advancement. Any Official who is an owner or employee of an entity that is the subject of any matter pertaining to the university's START-UP NY Program, or who has a Business Interest in any entity that is the subject of any matter pertaining to the



university's START-UP NY Program, or whose Relative has such a Business Interest, shall not vote on or otherwise participate in the administration by the university of any START-UP NY matter involving such entity. Any Official or other campus representative who becomes aware of a potential, actual or apparent conflict of interest, either their own or that of another Official, related to a sponsoring university or college's START-UP NY program must disclose that interest to the President or Chief Executive Officer of the sponsoring college or university. Each such President or Chief Executive Officer shall maintain a written record of all disclosures of actual or potential conflicts of interest made pursuant to this policy, and shall report such disclosures on a calendar year basis, by January 31<sup>st</sup> of each year, to the University Auditor or to the Chancellor's designee, in which case the University Auditor shall be copied on the correspondence to such designee. SUNY shall then forward such reports to the Commissioner of Economic Development for the State of New York, who shall make public such reports.

E. **Exceptions:** There are no exceptions to this policy.

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#### Definitions

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

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

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

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

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

**Tax-Free NY Area** means vacant land or space designated by the Commissioner of Economic Development Article 21 of the Economic Development Law that is eligible to receive benefits under the START-UP NY program.

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#### Other Related Information

[LINK to regs] At least thirty days before submitting the Campus Plan to the Commissioner of Economic Development the campus must provide a copy of the Plan to the chief executive officer of the municipality or municipalities in which the proposed Tax-free NY Area is located,

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

[[LINK to website and program information](#)]

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#### Procedures

[START-UP NY Program Participation, Procedures for \(LINKS\)](#)

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#### Forms

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

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

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

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

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

[ESD START-UP Business Application \(LINK\)](#)

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#### Authority

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#### History

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

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## **Appendices**

**There are no appendices relevant to this policy.**

**ATTACHMENT A**

Location	UniqueID	Owner	Property Type	StreetAddress	City	ZipCode	ParcelID	Building	Space Type	SqFt	Acres	Description	on Campus	Within1mleOC
City of Oneonta	SU-109-1-B-1-00	SUNY Oneonta	1	109 Clinton Street	City of Oneonta	13820	288.13-2-26-00	Clinton Street Apartments	A	5,965		Vacant 6 unit apartment bldg complex	Yes	
City of Oneonta	SU-109-1-L-2-00	SUNY Oneonta	1	5 State Street	City of Oneonta	13820	288.14-1-42-00	Vacant land	D	N/A	0.1	Vacant house needs to be demolished. Property available for designation	Yes	
Town of Oneonta	SU-109-1-L-3-00	SUNY Oneonta	1	230 West Street	Town of Oneonta	13820	288.09-1-19-00	Vacant Land	D	N/A	0.20	Vacant Land	Yes	
Town of Oneonta	SU-109-1-L-4-00	SUNY Oneonta	1	234 West Street	Town of Oneonta	13820	288.09-1-18-00	Vacant Land	D	N/A	0.35	Vacant Land	Yes	
Town of Oneonta	SU-109-1-B-5-00	SUNY Oneonta	1	46 Bunker Drive	Town of Oneonta	13820	288.00-1-5-00	Civil Defense Shelter	A	10,000		Vacant 1964 Civil Defence Shelter	Yes	
City of Oneonta	SU-109-2-B-6-00	Melex, LLC	2	189 Main Street	City of Oneonta	13820	300.23-5-1-00	189 Main Street, Oneonta	G	5,400	NA	189 Main Street - 5th Floor This space is rented by the IDA for purposes of creating an incubator.	NO	YES
City of Oneonta	SU-109-2-B-7-00	Karabnis Development, LLC	2	152 Corporate Dr	City of Oneonta	13820	299.18-1-15-00	Karabnis Development, LLC	F	22,200	NA	Warehouse / Light Manufacturing building	NO	NO 2.71 Miles

\* 1 = on campus  
 2 = 1 mile off campus  
 3 = State Asset  
 \*\* A = entire building  
 B = floor within building  
 C = Room within building  
 D = land on campus  
 E = land off campus  
 F = entire building off campus  
 G = partial building off campus  
 H = state asset

**Designated Land or Buildings Unique ID Standard**

- LL-###-#-X-YYYY-ZZZ-A  
 LL- is SU for SUNY, CU for CUNY and PV for Privates
- ### is the State University Construction Fund's 3-digit code for the sponsoring campus. See the campus key on page 2.
- #- is a 1 for on campus and a 2 for off-campus
- X- is L, B or C for Land, Building or Combination
- YYYYY is the PSL building number or for land a campus assigned number
- ZZZZ is an additional number, generally 000 but where there are several units within a single building each would get a unique identifier.
- A- Indicates A- if the property/ space is currently available for a new business, U- is unavailable (for any reason other than 3), or I- is currently in use by a StartUp NY approved business



# Exhibit 1

## SUNY Oneonta START-UP NY Campus Map Overview



# Exhibit 2

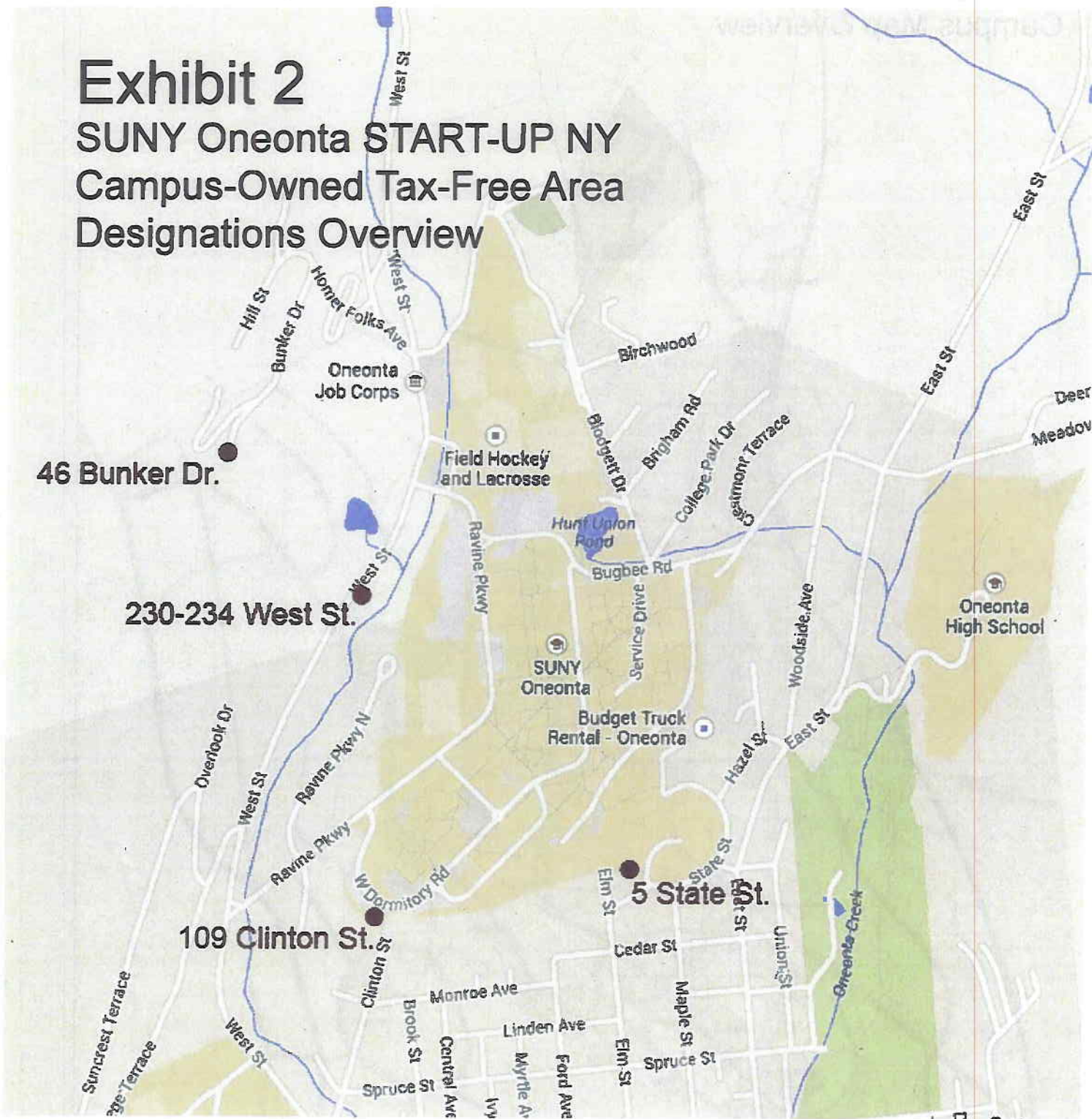
## SUNY Oneonta START-UP NY Campus-Owned Tax-Free Area Designations Overview

46 Bunker Dr.

230-234 West St.

109 Clinton St.

5 State St.





# Exhibit 3

SUNY Oneonta START-UP NY  
Campus-Owned Tax-Free Area  
Designations Overview

SUNY Oneonta START-UP NY  
Campus-Owned Property Designation  
109 Clinton Street  
Vacant Building (5965 SF)

SUNY Oneonta  
288.13-2-26

SU-109-1-B-1-000-a  
109 Clinton Street  
5965 SF

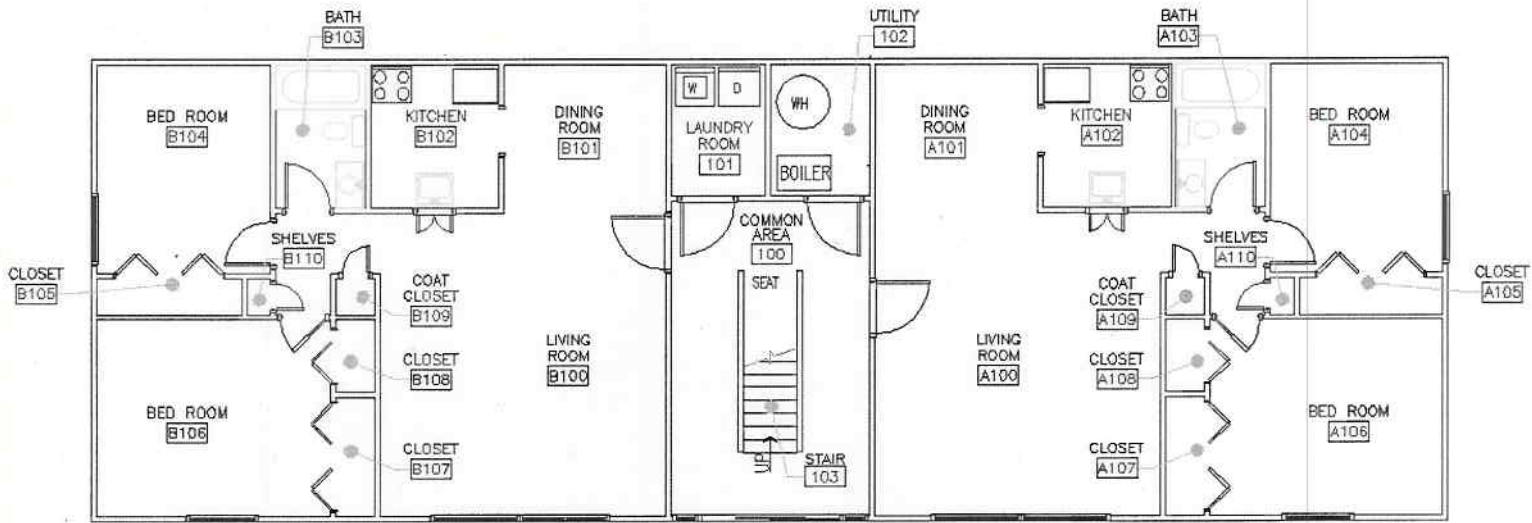
Clinton Street



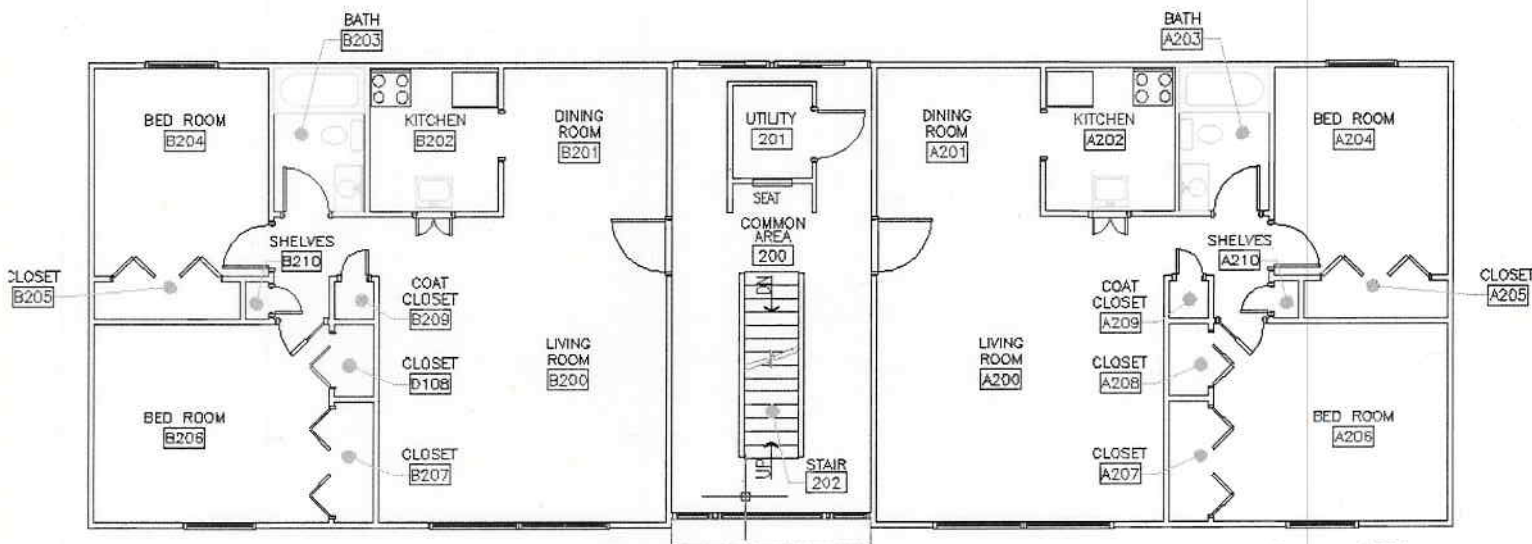
# Exhibit 3

SUNY Oneonta START-UP NY  
Campus-Owned Tax-Free Area  
Designations Overview

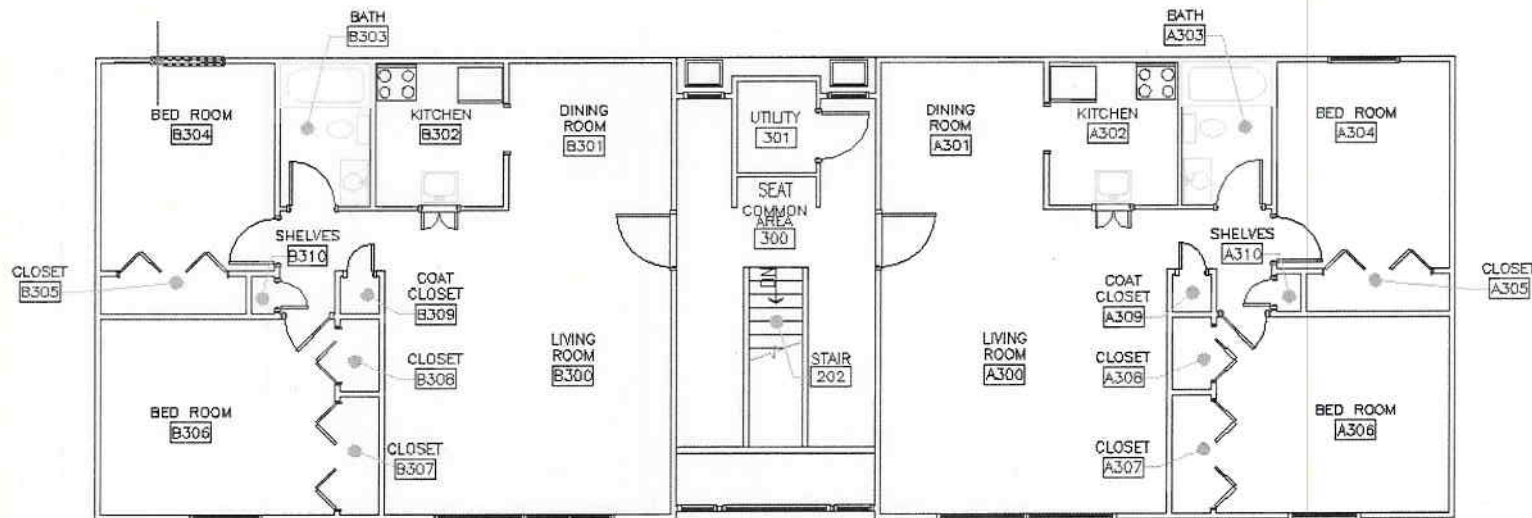
109 Clinton Street  
SU-109-1-B-1-000-a  
5,965 Square Feet



First Floor



Second Floor

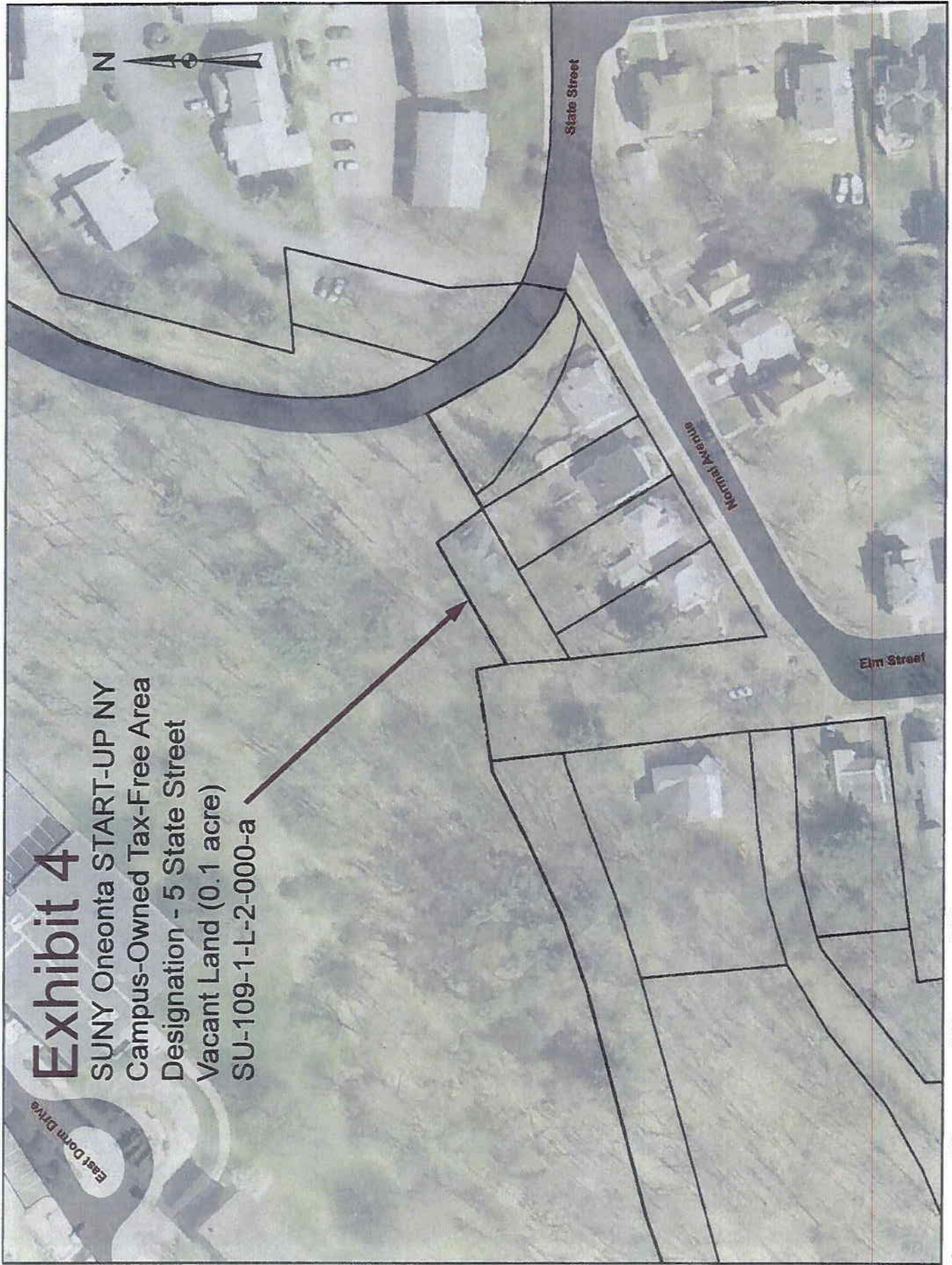


Third Floor



# Exhibit 4

SUNY Oneonta START-UP NY  
Campus-Owned Tax-Free Area  
Designation - 5 State Street  
Vacant Land (0.1 acre)  
SU-109-1-L-2-000-a





# Exhibit 5

N



SUNY Oneonta START-UP NY  
Campus-Owned Tax-Free Area  
Designations - 230 & 234 West Street  
Vacant Property (0.55 acre)  
SU-109-1-L-3-000-a  
SU-109-1-L-4-000-a



0 20 40 60 80 100 Feet



N



# Exhibit 6

SU-109-1-B-5-000-a

SUNY Oneonta START-UP NY

Campus-Owned Tax-Free

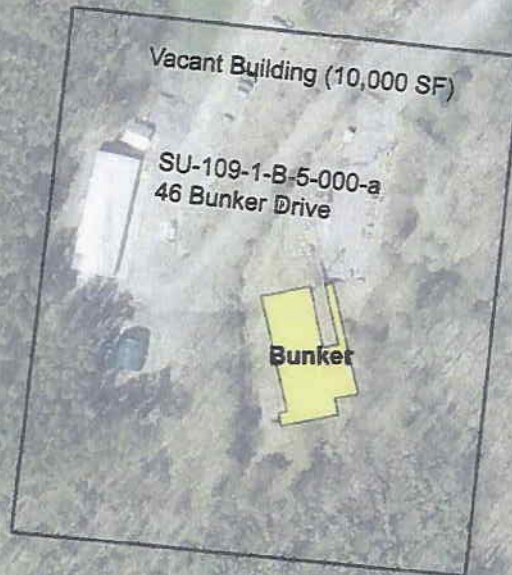
Area Designation

Former Civil Defense Shelter

Facility located within NYS

Office of General Services

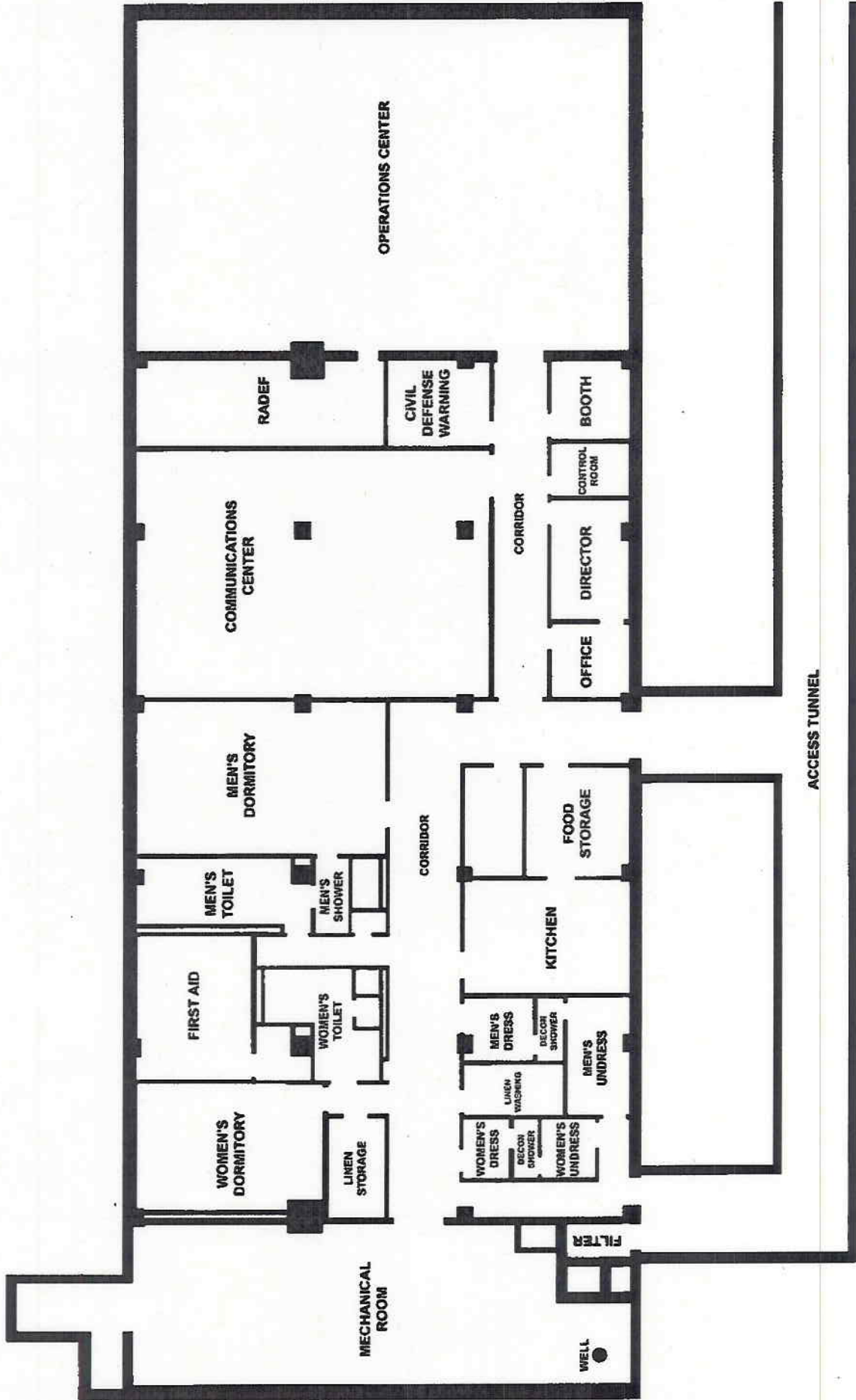
Vacant Building 10,000 square feet.



0 100 200 300 400 500  
Feet

SUNY Oneonta Campus Owned Tax Free Area  
Civil Defense Bunker  
10,000 square feet

Exhibit 6  
SU-109-1-B-5-000-a





# Exhibit 7

SUNY Oneonta START-UP NY

Of-Campus Tax-Free Area

Designations

(0.65 miles from campus)

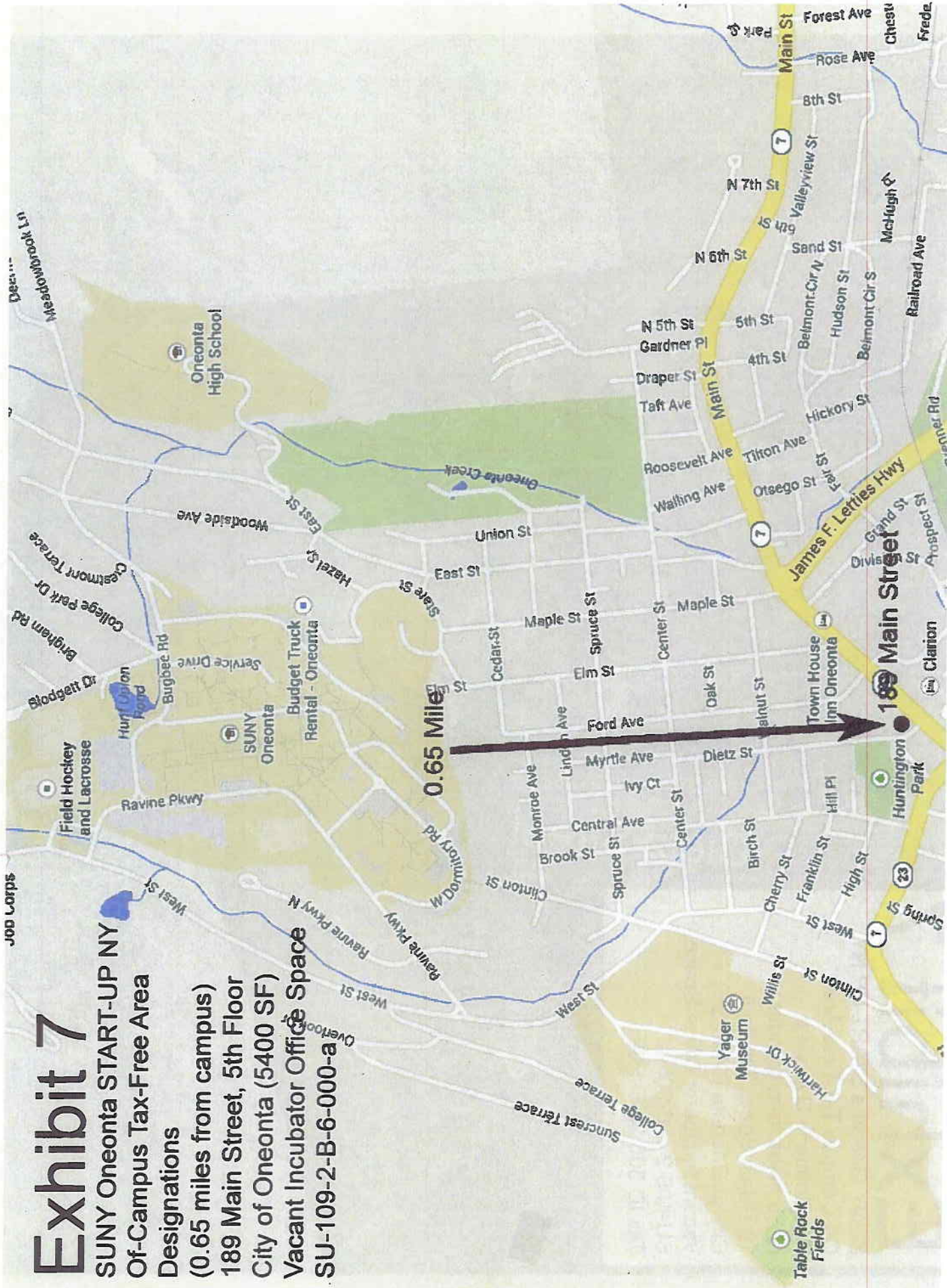
189 Main Street, 5th Floor

City of Oneonta (5400 SF)

Vacant Incubator Office Space

SU-109-2-B-6-000-a

0.65 Miles





# Exhibit 7

SUNY Oneonta START-UP NY  
Off-Campus Tax-Free Area  
Designations Overview  
(0.65 miles from campus)  
189 Main Street, 5th floor  
City of Oneonta (5400 SF)  
Vacant Incubator Office Space  
SU-109-2-B-6-000-a  
Tax ID 300.23-5-1.00

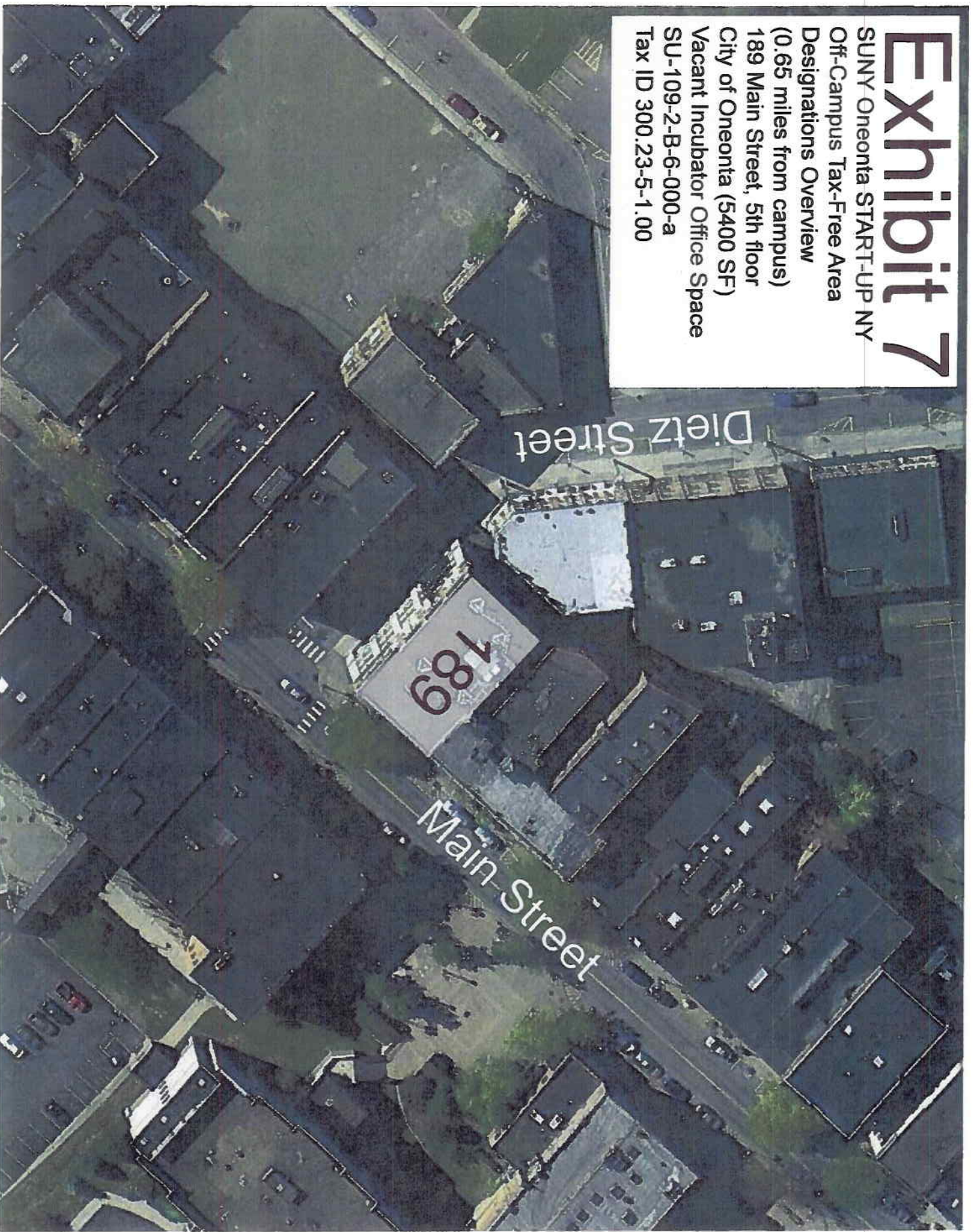
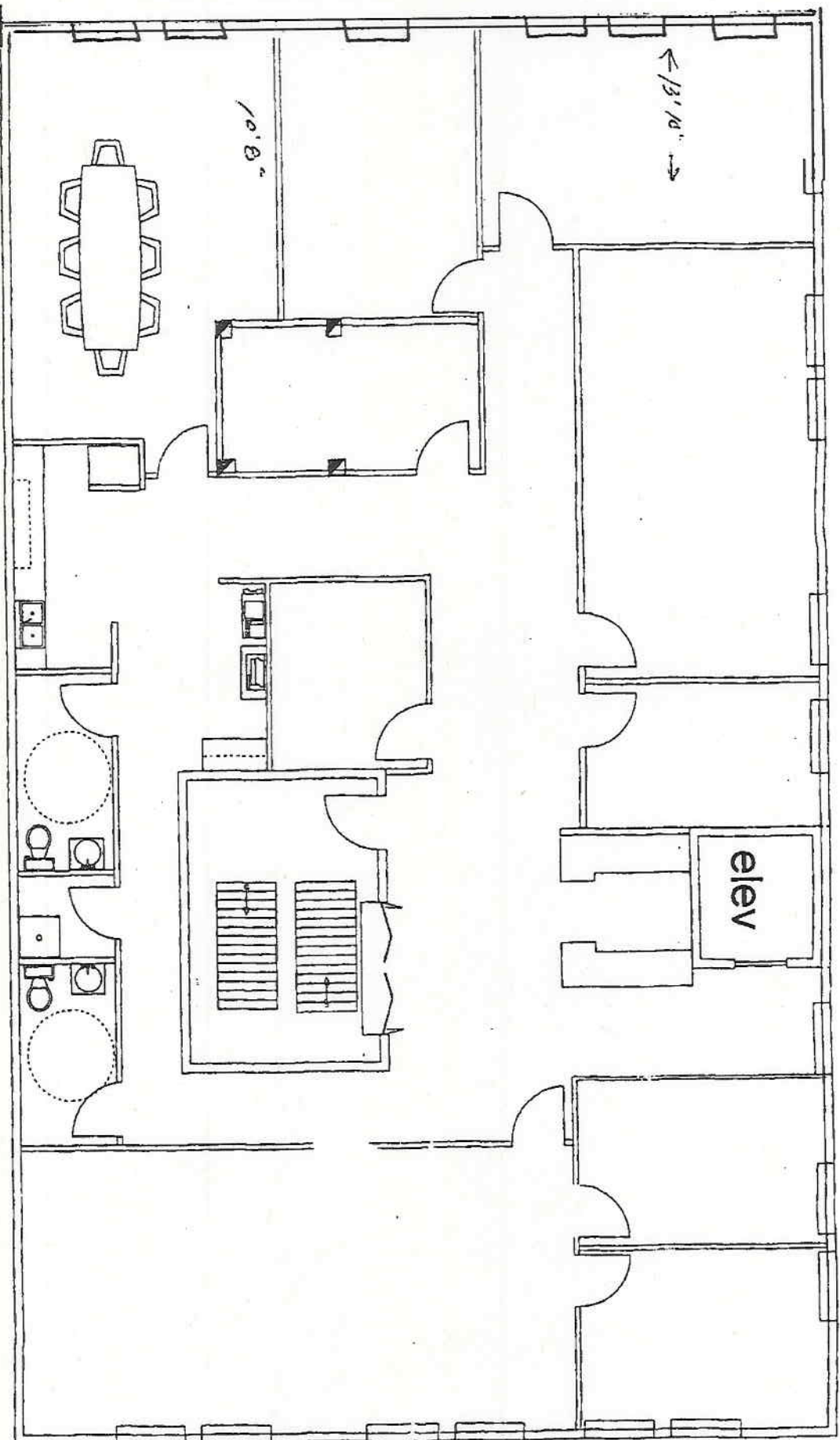




EXHIBIT 7

SUNY Oneonta Off-Campus Tax Free Area  
SU-109-2-B-6-000-a

189 Main Street – 5th Floor  
Oneonta, NY  
5,400 SF



# Exhibit 8

SUNY Oneonta START-UP NY

Of-Campus Tax-Free Area  
Designation

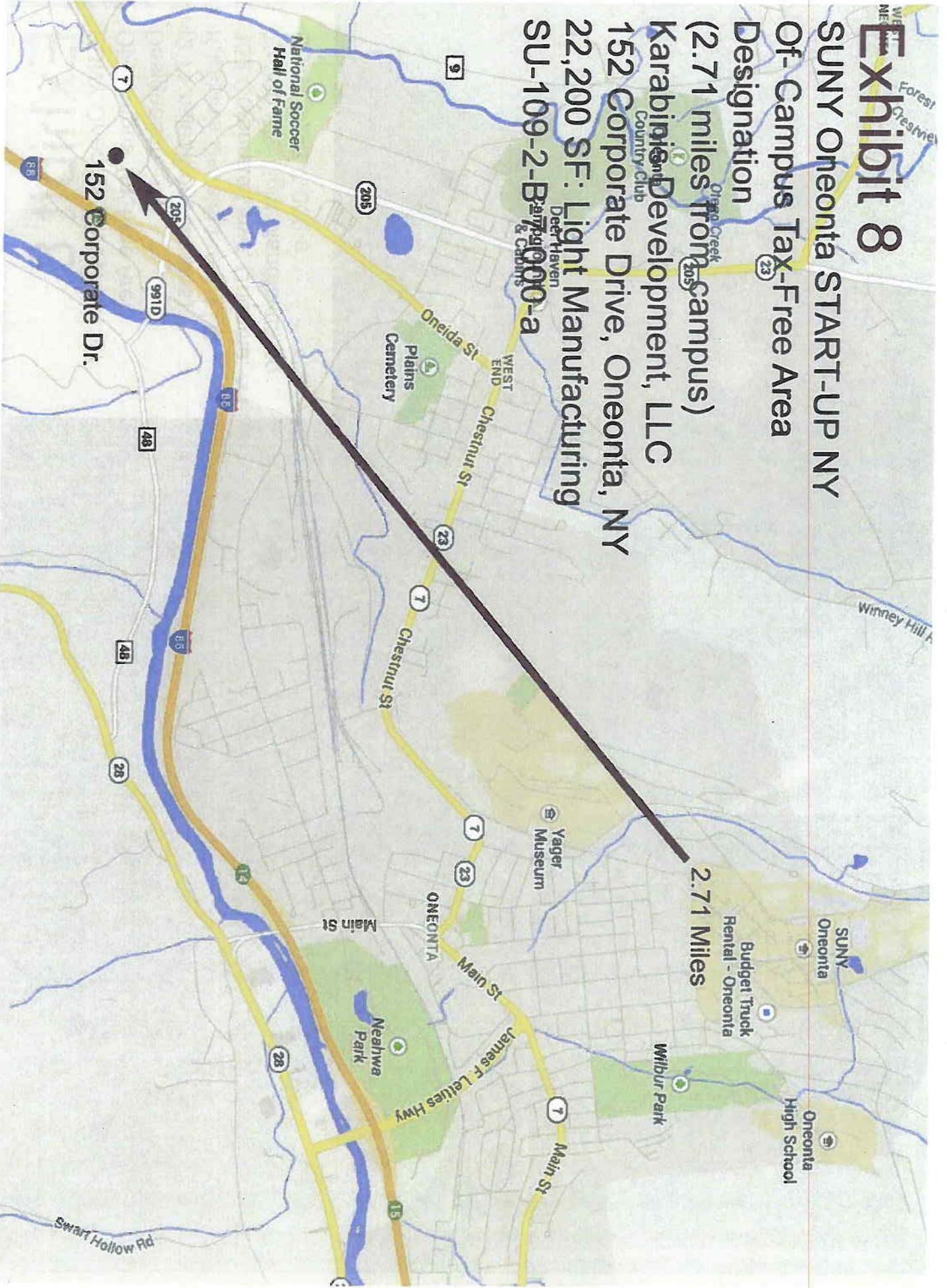
(2.71 miles from campus)

Karabian Development, LLC

152 Corporate Drive, Oneonta, NY

22,200 SF: Light Manufacturing

SU-109-2-B-000-a





# Exhibit 8

SUNY Oneonta START-UP NY  
Of-Campus Tax-Free Area  
Designation  
(2.71 miles from campus)  
Karabinis Development, LLC  
152 Corporate Drive, Oneonta, NY  
22,200 SF: Light Manufacturing  
SU-109-2-B-7-000-a





EXHIBIT 8 - SUNY Oneonta Off Campus Tax Free Area - 152 Corporate Drive, Oneonta, NY - 22,200 SF - SU-109-2-B-7-000-a

