SUNY ORANGE



Procedures Manual

(2023-24)

Table of Contents

Section 1: Board of Trustees.....5
BP1.1: Board of Trustees Bylaws
BP1.2: Board Budget and Expenditures
BP1.3: Open Board and Committee Meetings
BP1.4: Facility Use
BP1.5: Tuition Waiver
BP1.6: Presidential Evaluation and Review
BP1.7: Board of Trustees Self-Evaluation and Review
BP1.8: Emergency Appointment of Interim President

Section 2: General Administration 15
BP2.1: Visitors on Campus
BP2.2: Solicitation on Campus
BP2.3: Naming of College Spaces for Recognition Purposes
BP2.4: Protection/Care of Property and Documents
BP2.5: Use of College Equipment/Vehicles
BP2.6: Emergency Management Plan
BP2.7: New York State "Right to Know" Law
BP2.8: Internet, Email and Personal Computer Use Policy
BP2.9: Communicable Disease
BP2:10: Food and Beverages
BP2.11: Facility Use
BP2.12: Bloodborne Pathogens
BP2.13: College Branding, Use of Official Seal and Logos
BP2.14: Gift Solicitation and Acceptance
BP2.15: Administrative Oversight and Policy Implementation
BP2.16: Copyright Material
BP2.17: Alcoholic Beverages
BP2.18: Student Activities Fee
BP2.19: Conflict of Interest
BP2.20: Retention and Disposition of College Records
BP2.21: Campus Safety and Security
BP2.22: Freedom of Information Law (FOIL)
BP2.23: Minors on Campus; Prevention and Reporting of Child Sexual Abuse
BP2.24: Administrator in Charge
BP2.25: Whistleblower Policy
BP2.26: Code of Professional Ethics
BP2.27: Delays/Closing of the College
BP2.28: Red Flag (Identity Theft Prevention)
BP2.29: Community Use of Library Services
BP2.30: Sustainable Capital Construction
BP2.31: Service Animals
BP2.32: Sustainable Practices in College Operations
BP2.33: Campus Climate Assessment
BP2.34: Firearms and Weapons on College Property
BP2.35: Curatorial Statement at Art Exhibitions
BP2.36: Notification of Breach of Information
BP2.37: Personal, Private and Sensitive Information (PPSI)
BP2.38: College Usage of Preferred First Name

BP2.39: Password Security
BP2.40: Information Technology Equipment Inventory
BP2.41: Wireless Security
BP2.42: Mobile Computing and Storage Devices
BP2.43: Remote Access to College Computer/Network Resources
BP2.44: Free Speech and Public Assembly
BP2.45: All Gender Bathroom Facilities

Section 3: Human Resources 93
BP3.1: Equal Employment Opportunity/Affirmative Action
BP3.2: Sexual Harassment and Discrimination Prevention
BP3.3: Harassment and Discrimination
BP3.4: Disability Accommodations
BP3.5: Drug-Free Workplace
BP3.6: Tobacco Use in the Workplace
BP3.7: Employment of Relatives (Nepotism)
BP3.8: Personal Relationships in the Workplace
BP3.9: Domestic Violence
BP3.10: Notification of Certain Convictions
BP3.11: Notice of Privacy Practices
BP3.12: Campus and Workplace Violence Prevention
BP3.13: Immigration Law and Compliance
BP3.14: Appointment of Non-Classified Staff
BP3.15: Personnel Records
BP3.16: Payroll Deductions
BP3.17: Affirmative Consent

Section 4: Business Affairs 128
BP4.1: Fiscal Year
BP4.2: Financial Records and Accounting Standards
BP4.3: Insurance/Bonding
BP4.4: Authority for Contracts and Grants
BP4.5: Traffic Code
BP4.6: Investment
BP4.7: Petty Cash
BP4.8: Procurement
BP4.9: Treasurer
BP4.10: Campus Mailings
BP4.11: College Communication Systems
BP4.12: Debt Collection – Students
BP4.13: Energy-Efficient Purchasing Standards
BP4.14: Audit of Claims
BP4.15: Credit Card Use
BP4.16: Student Billing and Payment
BP4.17: Online Banking

Section 5: Academic Affairs 161
BP5.1: Degree Offerings and Requirements
BP5.2: Core Curriculum
BP5.3: Instruction Offered Externally
BP5.4: Off-Campus Learning Experiences
BP5.5: Approval, Deactivation and Termination of Academic Programs
BP5.6: Accreditation

BP5.7: Faculty Membership
BP5.8: Promotion and Tenure
BP5.9: Emeritus Status
BP5.10: Use of Human Participants in Research
BP5.11: Online Student Verification

Section 6: Student Services 174
BP6.1: Commencement
BP6.2: Financial Aid
BP6.3: Services for Persons with Disabilities
BP6.4: Admission Policy
BP6.5: Course Registration
BP6.6: Student Attendance
BP6.7: Academic Standing
BP6.8: Satisfactory Academic Progress Related to Financial Aid
BP6.9: Student Organizations
BP6.10: Course Substitution
BP6.11: Student Records
BP6.12: Student Code of Conduct
BP6.13: Admission of International Students
BP6.14: Posthumous Award of Degree or Certificate
BP6.15: Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

Appendices 193
Appendix A: Emergency Management Plan (BP2.6, BP2.21)
Appendix B: Safety and Security Department Manual (BP2.7)
Appendix C: Continuity of Operations (BP2.9)
Appendix D: Compliance Manual and Exposure Control Plan (BP2.9, BP2.12)
Appendix E: Branding Style Guide (BP2.13)
Appendix F: Copyright and Fair Use Guidelines (BP2.16)
Appendix G: Permits and Paperwork for Covered Activities (BP2.3)
Appendix H: College Closing Procedure Memo sample (BP2.27)
Appendix I: Sustainability Master Plan (BP2.32)
Appendix J: Affirmative Action Manual (BP3.1)
Appendix K: Student Accounts Office Policies and Procedures (BP4.12, BP4.16)
Appendix L: Club Resource Manual (BP5.4)
Appendix M: Curriculum Committee Policies and Procedures (BP5.5)
Appendix N: Institutional Review Board Policies and Procedures (BP5.10)
Appendix O: Academic Policies (BP6.5, BP6.7)
Appendix P: Payroll Deduction Procedures (BP3.16)
Appendix Q: Foundation Gift Acceptance Policy and Procedures (BP2.14)
Appendix R: Identity Theft Prevention Program (BP2.28)

SECTION 1

Board of Trustees

Policy Number	Policy Title
BP1.1	**Board of Trustees Bylaws**

Approval Date: July 27, 1950
Amended: Jan. 12, 2009
Amended: Oct. 9, 2012
Amended: Jan. 19, 2022

The Board of Trustees of Orange County Community College (Board) is established pursuant to the Education Law of the State of New York and a special act of the Orange County Board of Supervisors.

Article I: Board of Trustees

Powers: The Board shall govern the College and shall exercise all of its legal powers as described in the Education Law of the State of New York and any other applicable oversight.

Composition: The Board shall consist of nine appointed members and a student member. The student trustee shall be elected at large by the student body and have full voting rights. Five trustees shall be appointed by the Orange County Executive with the approval of the County Legislature, and four by the Governor of the State of New York. One trustee of the Board shall serve as Chairman and one as Vice-Chairman. The Board shall also name a Board Secretary.

Term: All trustees shall serve for seven years except for the student trustee who shall serve for one year. Vacancies in the membership of the Board shall be filled for the un-expired term in the same manner as original appointments. Trustees shall attend at least 80 percent of Board meetings each year.

Quorum: At all meetings of the Board, six trustees shall constitute a quorum for the transaction of business. The act of the majority of trustees present at any meeting at which a quorum is present shall be the act of the entire Board. Trustees shall attend board meetings in person. In the event of an emergency, a trustee may attend a meeting virtually using any of the College's audio/visual technologies.

Meetings: The Board shall hold regular meetings from September through June, at a time and place to be determined by the Board. Special meetings may be called at any time by the Chairman, Vice Chairman or by any three members by petition submitted to the Secretary of the Board. At the September meeting the Board shall elect a Chairman, a Vice-Chairman, a Secretary and any other officers as may seem desirable for the ensuing year. The Secretary shall give all trustees at least seven days' written notice of any meeting. Notice shall be emailed to each Trustee giving date, time and location of the meeting unless waived by the majority of the Board.

Officers: The Chairman of the Board shall be eligible to serve a maximum of three consecutive one-year terms or as extended by vote of the Board and shall exercise the usual functions of a presiding officer and shall have such other powers and duties as conferred by the Board. The Chairman shall be an ex-officio member of all standing and special committees of the Board. In the absence or disability of the Chairman, the Vice-Chairman shall perform the duties and exercise the powers of the Chairman. If there is a Secretary of the Board of Trustees, the

Secretary calls the roll and handles any special correspondence as requested by the Board or Chair. The Secretary may serve as Chair in the absence of both the Chair and Vice-Chair. The Secretary is rarely assigned the duties of actually taking minutes or preparing resolutions. These matters are more appropriate for a secretary to the Board

of Trustees or recording secretary, thus freeing the Secretary of the Trustees for full participation on the Board's deliberations.

Recording Secretary: The Chairman of the Board shall appoint a Recording Secretary. The Recording Secretary shall attend all meetings of the Board and shall keep a complete and accurate record of all business transacted at such meetings. The Recording Secretary shall give notice of all regular and special meetings and all committee meetings and shall publish any required legal notices and shall distribute to the Board, copies of minutes of all meetings.

Article II: Committees of the Board of Trustees

The Board may establish and constitute such standing committees and special committees as it may, from time to time, deem desirable. Committees shall function until discharged by the Board. Standing committees include:

- Committee of the Whole
- Audit and Finance Committee
- Academic and Student Services Committee
- President's Performance Review and Compensation Committee
- Governance and Nominating Committee
- Policy Committee

The Chairman of the Board shall appoint members to the committees, including the appointment of a chairman of the committee. Each committee will perform its duties as prescribed by its charter, which shall be approved by the Board. The Chairman of the Board shall appoint Trustees to serve as a member of the SUNY Orange Foundation Board and the College Association Board, as well as any other committees as the situation warrants. The Chairman shall serve as an ex officio member of each committee.

Article III: Amendments

These Bylaws may be amended at any meeting by the Board, but only by the concurrent vote of the majority of the total membership of the Board and provided that the members of the Board shall have been notified in advance of the meeting as to the substance of the amendments presented.

Amended: Jan. 19, 2022

Policy Number	Policy Title
BP1.2	Board Budget and Expenditures

At the September meeting of the Board, the Chairman shall review that year's Board budget and shall establish a table of maximum expenditures for professional development, travel, meals and any other activity in which a member might engage. The Chairman will also establish an attendance list for the members' attendance at major trustee conferences for the year.

Adopted: Jan. 12, 2009

PROCEDURE 1.2

No procedure required by the Policy.

Policy Number	Policy Title
BP1.3	**Open Board and Committee Meetings**

All meetings of the Orange County Community College Board of Trustees, including committee and subcommittee meetings, are open to the public. Advance notification will be provided to inform the general public of all scheduled meetings. The College will use the same public notification procedures for all Board-related meetings.

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

Adopted: Jan. 12, 2009

PROCEDURE 1.3

The approved agenda for each monthly Orange County Community College Board of Trustees meeting is posted to the College's website (www.sunyorange.edu/board/schedule.html) by the Board's executive secretary whenever practicable, and never less than 72 hours in advance of the scheduled meeting. Public notice of each scheduled meeting of the full Board of Trustees is also distributed electronically (via email) by the Communications Office to local internet and print news outlets no later than 72 hours in advance of the scheduled meeting time. To the best extent practicable, this same timing governs notice of special or emergency meetings of the full Board of Trustees, unless there is not sufficient lead time to follow this timeline, at which point as much advance notice will be given as is possible. At each meeting, a signup sheet will be available to allow members of the public to reserve time to speak before the Board. The amount of time allotted will be at the discretion of the Board Chair. In the event that there is a remote attendance option (Zoom, or other platform), that information will be shared with the agenda to allow the public to access the meeting via that format.

Responsibility for Procedure: Board of Trustees, Office of the President

Policy Number	Policy Title
BP1.4	Facility Use

Board members will be granted use of all College facilities during posted hours of operation. These facilities include, but are not limited to, the gymnasium, fitness center, locker rooms, swimming pool, racquetball/handball courts, library, student center and meeting rooms. All fees for such use will be waived. The College will also waive the facility use, security and insurance fees for Board members who wish to utilize Orange County Community College facilities for College-related meetings and events. The requesting Board member must be on-site to host the event and will be responsible for insuring that the event is conducted in accordance with all College policies and procedures.

Adopted: Jan. 12, 2009

PROCEDURE 1.4

No procedure required by the Policy.

Policy Number	Policy Title
BP1.5	Tuition Waiver

The College will waive tuition fees for Board members for up to two credit courses per academic year, or will credit up to $100 for each a maximum of two non-credit bearing courses taken by a Board member each academic year. Such enrollment by Board members will be on a space-available basis and will not be counted toward the minimum number of students necessary to offer a class, nor shall the enrollment (when causing class sizes to be exceeded) result in additional hiring.

Adopted: Jan. 12, 2009

PROCEDURE 1.5

No procedure required by the Policy.

Policy Number	Policy Title
BP1.6	Presidential Evaluation and Review

The Board of Trustees shall appraise the performance of the President of the College on a yearly basis. The Chairperson of the Board shall direct the President's Performance Review and Compensation Committee to commence its review in accordance with the Board calendar, and shall request each member to complete the President's Evaluation Form. Members should forward completed evaluation forms to the Chair of the President's Performance Review and Compensation Committee no later than the May meeting of the Board.

Adopted: Jan. 12, 2009

PROCEDURE 1.6

No procedure required by the Policy.

Policy Number	Policy Title
BP1.7	Board of Trustees Self-Evaluation and Review

The Board of Trustees shall conduct a self-evaluation and review of its performance once every two years. Such review will be directed by the Governance and Nominating Committee and will employ evaluation strategies recommended by the Association of Community College Trustees. The Chairperson of the Board is tasked with assuring the Board's self-evaluation is completed when required and shall direct the Governance and Nominating Committee to commence the review process in accordance with the Board calendar.

Adopted: Jan. 12, 2009

PROCEDURE 1.7

No procedure required by the Policy.

Policy Number	Policy Title
BP1.8	Emergency Appointment of Interim President

In the event that the President of Orange County Community College is incapacitated or unable to perform the duties of the president, the Chairman of the Board of Trustees may call an emergency meeting of the Board to discuss the appointment of an interim president, who would fulfill the duties of the president until such time that the president becomes able to resume his/her/their role. The Chairman may also, in conference with the other officers and in communication with other Trustees, choose to appoint an interim president to be approved at the next scheduled Board meeting.

Adopted: Oct. 9, 2012

PROCEDURE 1.8

No procedure required by the Policy.

SECTION 2

General Administration

Policy Number	Policy Title
BP2.1	Visitors on Campus

Orange County Community College welcomes visitors. In the interest of safety and to minimize disruption to classes and operations, the administration will implement procedures concerning visitors, minor children and solicitation on campus. Any person who violates campus procedures is subject to removal from campus, other disciplinary action, and/or criminal charges.

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

Cross-reference **BP2.2** (Solicitation on Campus) and **BP2.23** (Minors on Campus/Preventing and Reporting of Child Sexual Abuse).

Amended: Jan. 19, 2022

PROCEDURE 2.1

The campuses of Orange County Community College are open and visitors are encouraged to visit both campuses. In the event that visitors' behavior disrupts classes and/or the normal operations of the College, the College reserves the right to ask visitors to leave the campus. Unruly visitors who violate this policy, or refuse to depart a campus when requested, will be subject to disciplinary actions and/or criminal charges if those actions rise to the level of criminal behavior.

College employees or students who encounter unruly or disruptive visitors can call the Safety and Security office to report the problem. In the event that employees or students feel endangered or that their safety is compromised, they are advised to call 911 immediately.

Minors shall be accompanied by a legal guardian while visiting the College campuses. Preventing child abuse and promoting the safety and welfare of students and minors on SUNY Orange campuses is the responsibility of every member of the College community. Information regarding reporting incidents involving minors on campus is included in policy and procedures related to BP2.23 (Minors on Campus/Preventing and Reporting of Child Sexual Abuse).

Any third-party organization overseeing a program that involves minors on one of the College's campuses, or at a College-sponsored event, must provide proof of insurance, training at a level acceptable to the College, and background screening acceptable to the College for all individuals who will interact with minors in the context of such a program.

Responsibility for Procedure: Safety and Security, Human Resources

Policy Number	Policy Title
BP2.2	Solicitation on Campus

No off-campus individual or organization may distribute literature; advertise; solicit customers; recruit volunteers, employees or members; seek donations; or make sales without a sponsorship agreement between the individual or organization and the College. This sponsorship agreement must be written, reviewed and approved by the appropriate vice president.

Student clubs and other official College organizations (under the direction and supervision of an authorized faculty or staff member) may conduct fundraising activities (like bake sales or shirt orders) only if they receive advance permission from the Director of Student Activities as well as the appropriate vice president, and if this activity does not interfere with College Association activities or the student learning environment.

This policy does not pertain to the Orange County Community College Association, which is permitted to conduct official on-campus business as the College Bookstore and Food Services.

Amended: Jan. 19, 2022

PROCEDURE 2.2

No procedure required by the Policy.

Policy Number	Policy Title
BP2.3	**Naming of College Spaces for Recognition Purposes**

The naming of major buildings or major property operated by the College in honor of or dedicated to a person or entity will occur only following the considered review and written recommendation of the President, along with review and approval by the Orange County Community College Board of Trustees.

The naming, re-naming or designation of interior spaces of buildings, academic departments or organized education units, or College-related functions or entities, such as honorary chairs, academic programs, department and/or school names, colleges, scholarships, library collections, scientific collections, endowments, etc., will customarily follow the College's hierarchical line of review and approvals to the College President.

The Board of Trustees delegates the process of reviewing and recommending nominations for naming of major buildings or major property operated by the College to the College President and directs the President to develop such procedures as to fairly implement this policy.

Amended: April 9, 2013

PROCEDURE 2.3

Procedure pending.

Responsibility for Procedure: Office of the President (in collaboration with SUNY Orange Foundation)

Policy Number	Policy Title
BP2.4	**Protection/Care of Property and Documents**

All Orange County Community College employees have a responsibility to protect College buildings, grounds, documents and equipment. Any employee who willfully damages or destroys any College property will be subject to disciplinary action, including but not limited to removal from campus, possible criminal prosecution, and liability for the replacement or repair of such property.

Employees shall promptly report in writing to their supervisor damage to or loss of any College property, or loss or mutilation of any official College records or documents. The records and documents in the custody of College employees are for official purposes only. It is unlawful to remove, conceal, alter, mutilate, obliterate or destroy records and documents from files without approval from the proper College authority.

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

Amended: Jan. 19, 2022

PROCEDURE 2.4

Clean Desk Procedure

The purpose of this procedure is to promote a secure business atmosphere at SUNY Orange. An effective clean desk effort involves the participation and support of all faculty, staff, students, and vendors to protect physical documents and media that contain sensitive information about SUNY Orange information assets. This applies to all users of SUNY Orange information assets including, but not limited to, SUNY Orange employees and partners. It also supports SUNY Orange in its PCI compliance efforts.

Unsecured Access

- Users must be aware of sensitive information in the course of their daily work. Only sensitive information currently being used should be visible. When not being used, sensitive information will be protected by covering or securing it in a manner to prevent incidental disclosure
- Desks in open areas are to be cleared of sensitive information when unattended. During unattended periods, all sensitive information will be properly secured.
- Lock all desks and filing cabinets that contain sensitive information at the end of each working day.
- User must ensure that discarded materials are appropriately disposed of to avoid unwanted disclosure.

Secure Areas (Office and Onsite Storage Facilities)

- Lock door(s) when the office is unattended.
- Users must be aware of sensitive information in the course of their daily work. Only sensitive information currently being used should be visible. When not being used, sensitive information will be protected by covering or securing it in a manner to prevent incidental disclosure.
- Users must lock all room doors at the end of each working day. As appropriate, consider securing desks and filing cabinets containing sensitive information as well.
- Users must ensure that discarded materials are appropriately disposed of to avoid unwanted disclosure

Violations

Any violation of the ITS Clean Desk Policy may result in disciplinary action, up to and including termination of employment. SUNY Orange reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. SUNY Orange does not consider conduct in violation of this document to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by

law, SUNY Orange reserves the right not to defend or pay any damages awarded against employees or partners that result from a violation of this document.

Mobile Device Procedure
Mobile devices are valuable tools for fulfilling the mission of SUNY Orange. These devices also present security risks to the college if the proper safeguards are not put in place. They function like personal computers and bring the same risks associated with use. Proper securing of these devices helps protect the college community from Personally Identifiable Information disclosure (as defined in the Red Flag Policy), identity theft, viruses, hackers, and other threats.

These rules for the use of mobile devices as a method of accessing College information apply to all faculty, staff, or third-party vendors of SUNY Orange utilizing a College-owned or private electronic mobile device to access, store, or transmit College data.

Mobile Computing
- Mobile computing devices should be password protected.
- Mobile computing devices should be kept in the user's possession or a secure location at all times. The individual to whom the device is issued is responsible for its physical protection.
- Employees who utilize personal or college-owned electronic mobile devices to access, store, or transmit college data must ensure that a strong secret passcode, PIN, or pattern to unlock the device before accessing college applications and data.
- All College mobile devices particularly those that are used to store sensitive college data, must be encrypted
- Lost or misplaced mobile computing devices should be immediately reported to the ITS Department.

This procedure is a component of SUNY Orange's information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act, and other regulations.

Exceptions
Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this procedure. Any requests for exceptions shall be made using the "Request for Policy Exception" form and a copy maintained by the CIO.

Violations
Any user found to have violated the ITS Mobile Device Policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and cooperating in any investigation of such activity

Responsibility for Procedure: Human Resources, Information Technology Services, Maintenance and Facilities

Policy Number	Policy Title
BP2.5	**Use of College Equipment/Vehicles**

Orange County Community College equipment and personal property is intended to be used for College purposes as determined by the Board of Trustees, and not for personal use. Only the Board of Trustees and the President (or designee) are entrusted with determining appropriate usage of College equipment and personal property.

College-owned vehicles are to be used for official College business only. Unauthorized use of College vehicles by employees may result in disciplinary action up to and including termination. Faculty and staff operating a College vehicle must possess the appropriate valid driver's license. The operators of College vehicles must obey all vehicle and traffic laws, posted traffic instructions and other guidelines.

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

Amended: Jan. 19, 2022

PROCEDURE 2.5

Driving History Review. Orange County conducts a review of candidate's and current employee's driving record. A review is conducted prior to hire, transfer or promotion into a position that requires the frequent operation of a motor vehicle for College business. Persons applying for new employment will not be eligible for hire, and current SUNY Orange employees will not be eligible for transfer or promotion into positions requiring them to frequently operate a motor vehicle, if their driving history record reveals any of the following within the previous 24 months.

1. A revocation or suspension of driver's license in any state.
2. A major violation such as reckless driving, negligent driving, or driving under the influence of alcohol or other controlled substance.
3. Convictions for traffic offenses totaling six or more New York State Motor Vehicle points within the last two years.

The County will advise the College if there are any changes to the status of a current employee's driver license.

Driver's License. All College motor vehicle operators must be in possession of a valid driver's license from their state of residence. They must also sign the Vehicle Use Acknowledgment Form that allows the Risk Management Office to obtain state driving records. In the event that an employee's job description requires the operation of a "commercial vehicle," the employee will be required to obtain and maintain a valid New York commercial driver's license (CDL).

Vehicle Operator Responsibility. Motor vehicle operators must report all traffic citations received while conducting College business to their department head. They must also report the onset of any physical or mental condition that may impair their ability to drive.

Motor vehicle operators are required to conduct a vehicle safety inspection prior to the operation of the vehicle. Windows and mirrors must be scraped and defrosted during inclement weather. Deficiencies or any mechanical defect that would jeopardize the safe operation of the vehicle (such as a leaking gas line or overheating engine) must be corrected immediately. Vehicles found to be in unsafe condition are not to be operated until repairs are made.

It is the responsibility of all motor vehicle operators to drive in a safe manner and conform to all applicable laws and regulations.

- College vehicles shall be used for College business only.
- College administration is the sole source of authority for the assignment of College vehicles.
- Smoking is prohibited in College-owned vehicles.
- College-owned vehicles shall not be driven outside New York State without written approval from the College.
- No unauthorized passengers may be carried in a College-owned vehicle at any time.
- Drivers must drive in a proper and courteous manner and observe all applicable traffic regulations, including the New York State Seat Belt Law and the prohibition of cell phone usage and text messaging while driving.
- Drivers are responsible for traffic and parking violations should they incur.
- All employees are to maintain accurate records of their trips including origins and destinations, as well as odometer reading and mileage.
- The utilization of personal vehicles for College business may be warranted and approved by an employee's supervisor or department head on a case by case basis when it can be demonstrated that the use of a personal vehicle is the most expeditious, cost effective and logical means of travel to accomplish the required work or when a College vehicle is not readily available.

Computers and technical equipment
All technology equipment for accessing sensitive College business data, including student, faculty, and staff information, must be institution-approved vendor products and contain up-to-date security configurations managed and maintained by the Information Technology Services (ITS) department.

Users are prohibited from copying document files to non-college-owned equipment. College data should only reside on College-owned equipment. This includes student or business information stored on mobile computing devices. All such devices containing confidential information should be College-owned devices.

Users are required to comply with commercial software license agreements. Illegal modification, selling, or duplicating of commercial software packages is expressly prohibited.

Responsibility for Procedure: Maintenance and Facilities, Information Technology Services

Policy Number	Policy Title
BP2.6	**Emergency Management Plan**

The College will maintain a detailed Emergency Management Plan that will help govern the College's response to crises and emergencies that may threaten persons on campus and/or College operations. All College employees are directed to review the College's Emergency Management Plan and understand their roles in protecting people on campus and College property.

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

PROCEDURE 2.6

The College's Emergency Management Plan is attached as Appendix A. College employees are directed to review the Emergency Management Plan as part of their new employee orientation. It is also recommended that all College employees should review the Emergency Management Plan on a yearly basis. Questions about the contents of the Emergency Management Plan can be directed to a member of the Emergency Management Team or the Safety and Security Office.

The Emergency Management Plan is available for review in the "Institutional Plans and Reports" portlet within the Employee Tab of MySUNYOrange. Additionally, safety procedures contained within the Emergency Management Plan are also included on Red Flip Cards located in most offices and buildings across both campuses.

Responsibility for Procedure: Office of the President, Safety and Security

Policy Number	Policy Title
BP2.7	**New York State "Right to Know" Law**

The College is committed to providing students, faculty and staff a safe and healthy work environment. In compliance with New York State's "Right To Know" Law (Public Health Law, Article 48), employers must inform employees of the health effects and hazards of toxic substances at the worksite and provide manual training to any individuals exposed to such substances. Safety Data Sheets (SDS), as required by Federal and State law for each chemical product purchased, will be available in each department. A complete set of SDS's may be obtained from the Director of Facilities and Administrative Services. The SDS sheet details specific conditions and properties of chemical substances in a product. The purpose of the SDS is to inform the chemical product user of safe handling and storage methods, along with specific spill cleanup and disposal procedures.

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

Amended: Jan. 19, 2022

PROCEDURE 2.7

The College's Environmental Health and Safety Officer maintains a complete set of Safety Data Sheets as well as a Safety Manual. The EH&S Officer is tasked with updating SDS information and communicating the locations of the SDS's on both campuses. The Safety and Security Department Manual can be found in Appendix B.

Additionally, the College annually mandates training for all staff via an online interactive training system. The training, managed by the Human Resources Office, is comprehensive and provides general information regarding SDS's, as well as the proper care, storage and use of hazardous materials.

Responsibility for Procedure: Human Resources, Maintenance and Facilities

Policy Number	Policy Title
BP2.8	Internet, Email and Personal Computer Use Policy

The Orange County Community College data network and personal computers exist to enrich the learning environment and to enhance the effectiveness and efficiency of all College operations. Use of these resources is a privilege, not a right, and access is granted with restrictions and responsibilities for their use.

The College is responsible for the design, maintenance and good working order of the network and for providing ongoing user training on the appropriate uses of the network. Individuals using computer or network resources belonging to SUNY Orange must act in a responsible ethical, moral, and legal manner, in compliance with federal, state and local laws and College policies, and with respect for the rights of others. College policies BP3.2 (Sexual Harassment and Discrimination Prevention) and BP3.3 (Harassment and Discrimination), in their entirety, apply to the use of College computers and networks.

It is a mission of the College to promote diversity in values and perspectives, and thus the College is respectful of the freedom of expression. The right to freedom of expression and academic inquiry is tempered by the rights of others, including but not limited to, privacy, freedom from intimidation, harassment, discrimination, cyberbullying, sexual harassment, protection of intellectual property, ownership of data and security of information.

Any technological device provided to faculty, staff and students is College property. The College data network is also the property of SUNY Orange. The College reserves the right to access its computer systems and devices, including monitoring on-line activity and inspecting computer work areas. The College also reserves the right to restrict the use of e-mail in appropriate circumstances in which there may be violations of College policies, or state or federal laws.

This policy applies to all members of the College community, including all full- and part-time employees, faculty, students and their parents or guardians, and other individuals such as contractors, consultants, other agents of the community, alumni, and affiliates that are associated with the College or has access to the SUNY and/or SUNY Orange network.

Violations of this policy resulting in misuse of, unauthorized access to, College technology resources may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Amended: Jan. 19, 2022

PROCEDURE 2.8

This procedure applies to all SUNY Orange technology users (Faculty, Staff, and Student) and other third-party vendors that may be granted access to the College systems.

Internet Use
Unauthorized access to College Internet or network systems is highly prohibited.

College Internet is provided to facilitate student learning and to conduct college business. The College reserves the right to monitor its Internet traffic and block access to certain Internet websites that may be inappropriate or deemed unrelated to College business.

Users must not download, transmit, or access any material in violation of the United States, or State of New York laws and regulations.

Approved technology equipment and software
All Technology equipment for accessing the stive College business data including Student, Faculty, and Staff information must be institution-approved vendor products and contain up-to-date security configurations managed and maintained by the ITS department.

Users are prohibited from copying document files to non-college-owned equipment. College data should only reside on college-owned equipment. This includes student or business information stored on mobile computing devices. All such devices containing confidential information should be College-owned devices.

Users are required to comply with commercial software license agreements. Illegal modification, selling, or duplicating of commercial software packages is expressly prohibited.

Email use
The use of the college email system is provided for users to perform their assigned duties or to be more efficient on behalf of the College. Use of a College email address for non-College purposes is prohibited. This includes using a college email address on personal Internet accounts and blogs.

College technology users must not transmit any restricted and/or confidential customer or sensitive College-related information outside of the College e-mail system or secure data network.

When sensitive or confidential information must be emailed to a person or entity other than the customer, the email must be encrypted, and the recipient should have information security safeguards and policies in place. Contact the ITS Department for more information.

Security Incidents or Suspicious Activities
Users must immediately report all suspected information technology/security problems, vulnerabilities, and incidents to either their immediate supervisors, College contact in case of a vendor, or the ITS Department.

If a virus scan indicates that a file or workstation is infected, the event must be reported regardless of whether the file has been ‘cleaned’ by the anti-virus software. Messages for known events with signatures may only be suppressed at the discretion of the ITS Department.

Violations
Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and cooperating in any investigation of such activity

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.9	**Communicable Disease**

The College is guided in the control of reported communicable disease by New York State Department of Health regulations, NYCRR Title 10, Section 2, Communicable Disease. The State has defined those diseases that are reportable and directs that local healthcare providers report said diseases to the Orange County Department of Health. The Orange County Department of Health notifies the College Wellness Center when a reportable disease has direct impact on the students and employees of the College. The College will be guided by the Department of Health in initiating control measures to limit the spread of disease.

Persons who are ill or have reason to believe they may be infected with a communicable disease should seek medical attention from their primary healthcare provider. Those without a primary care doctor may consult the College Health Services Office for assessment and referral for medical evaluation.

Orange County Community College has developed its policy on HIV/AIDS and other Bloodborne Infectious Diseases to protect the rights and address the concerns of those individuals affiliated with the College who are or may become infected with one of these diseases.

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

Amended: Jan. 19, 2022

PROCEDURE 2.9

In the case of an outbreak of a communicable disease, SUNY Orange maintains a Continuity of Operations Plan (found in Appendix C) that includes information and procedures for reporting possible exposure to a communicable disease, as well as protocols for responding to a communicable disease. Additionally, the College's "Compliance Manual and Exposure Control Plan" outlines procedures and responses to bloodborne infections. The Compliance Manual and Exposure Control Plan can be found in Appendix D, by contacting the Wellness Center, or by visiting the Employee Tab of MySUNYOrange.

Responsibility for Procedure: Wellness Center

Policy Number	Policy Title
BP2.10	**Food and Beverages**

Food and beverages are normally prohibited in all classrooms and laboratories for all students and staff. Food and beverages are permitted only in offices, cafeterias, micro-markets, and designated break areas. In special circumstances, as deemed appropriate by the instructor, food and beverages may be permitted in classrooms.

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

Amended: Jan. 19, 2022

PROCEDURE 2.10

The consumption of food and beverages are permitted only in offices, cafeterias, micro-markets, and designated break areas.

There are exceptions when the College will allow food and beverages to be consumed on its campuses. The exceptions to this rule are as follows:

- In special circumstances, as deemed appropriate by an instructor.
- In approved College events or functions
- By outside groups that receive approval during the conference scheduling process

The serving of alcoholic beverages will fall under BP2.17 (Alcoholic Beverages)

Library Food and Beverage Guidelines

- Drinks are permitted in the library ONLY if they are in covered spill-proof containers.
- No OPEN containers allowed.
- Light dry snacks are permitted in the library. All other food items must be consumed in the Student Lounge located on the first floor.
- Patrons violating the policy will be asked to dispose of the food and may be asked to leave the library.
- Please clean up after yourself and report spills to the library staff.

Responsibility for Procedure: Maintenance and Facilities, Library

Policy Number	Policy Title
BP2.11	**Facility Use**

The facilities and grounds that comprise Orange County Community College are to be utilized to facilitate College programs. In addition, the College may make its buildings (excluding Morrison Hall) and grounds available upon reasonable condition for the periodic use of government agencies, organizations and individuals of the community, provided the activities involved in such use are in furtherance of the educational purposes of the College or are in the promotion of the cultural and educational welfare of the community, and provided that the activity does not compete with any portion of the educational mission of the College. Because of its historic value, the Morrison Hall mansion is not open for general use, but only for specific College events and events sponsored by the College President.

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

Amended: Jan. 19, 2022

PROCEDURE 2.11

College facilities and grounds are available for use by both internal (College) and external groups. Space scheduling with be managed by the Central Scheduling Office, which will ensure that spaces are available and will meet the needs of the requesting group.

Room Reservation Procedures for Inside (College) Organizations
Inside (College) organizations wishing to utilize College facilities must complete the following steps:

- **Log in to 25 Live** (in MySUNYOrange) to check room availability and reserve a space.
- **If additional help or information is needed,** contact the Central Scheduling Office at (845) 341-4720 and be sure to list special needs, such as the setting up of tables and chairs, etc.

Room Reservation Procedures for Outside Organizations
Outside organizations wishing to utilize College facilities must complete the following steps:

- **Contact the Central Scheduling Office at (845) 341-4720.**
- **Complete the APPLICATION FOR USE OF FACILITIES BY OUTSIDE ORGANIZATIONS.**
  a) Be sure to list special needs, such as scoreboard operator for athletic events, lighting technician for stage events, or slide projector, etc. This includes the setting up of tables and chairs.
  b) Insurance Certificates for Use of Facilities
  Each request by an outside organization for use of Orange County Community College facilities must provide an original certificate of insurance for $3 million naming the College as an additionally insured.

  Insurance certificates with ALL of the following information will be accepted:
  - An original copy from a recognized, state approved vendor. No photocopies or blanket coverage is accepted.
  - The certificate must clearly state name of event, the specific activities to take place, campus location, and hours of event, including set up and clean up time.
  - The certificate must be for three ($3) million dollars and the college named as an additionally insured.
- **Sign and return the formal written application to:**
  Orange County Community College
  Central Scheduling Office

115 South Street, Middletown, NY 10940

Once your application is approved:

- You will receive a telephone call to confirm your use of facilities.
- The Central Scheduling Office and/or Building Supervisor (or a designated College representative) will be your liaison for the event.
- After the facility application is processed, a cost estimate will be provided based on the information specified on the application submitted.
- The College will bill you after the event based on actual costs incurred, minus the 30% deposit previously made.
- Any additional requests regarding the setup of your event made within ten (10) days of the event date will be included in the invoice for the use of facilities.

Cost Estimate: If there is a cost associated with your event, you will receive a written estimate prior to the date of your event and an actual invoice with charges incurred after the event.

Board of Trustees Smoking Policy: Orange County Community College is a smoke free College, therefore, smoking is prohibited in all campus buildings. The no smoking policy applies to all instructional classrooms, hallways, doorways, lobbies, restrooms, locker rooms, offices, conference rooms, equipment rooms, meeting rooms, auditoriums, lounges and the cafeteria. Smoking is permitted in parking lots and selected other outdoor sites on both campuses.

Alcohol and Food Policy: No alcohol is permitted on campus without a certificate of approval from the Office of the President.

Recreational Facilities in the Physical Education Center

Our recreational facilities are located in the Physical Education building at the Middletown Campus. Facilities and grounds are available for evening and weekend use by the College community and the general public through the Public Recreation Club Program. Facilities are available on either a "first come, first served" basis or through group reservations. Outside groups are referred to Central Scheduling. All who use recreational facilities must adhere to the following:

- Proper attire required when using the facilities (pool, gym, courts, weight room).
- Please follow all directions/ instructions provided by the lifeguard or building supervisor.
- All individuals and groups should check in with the building supervisor upon arrival.
- Posted days and hours are subject to change.

For Information on the Use of Recreational Facilities:

Recreation: Edwin Sud 845-341-4225 edwin.sud@sunyorange.edu
Swimming Pool: Sheila Stepp 845-341-4245 sheila.stepp@sunyorange.edu

Responsibility for Procedure: Maintenance and Facilities, Athletics

Policy Number	Policy Title
BP2.12	**Bloodborne Pathogens**

Orange County Community College is committed to providing a safe and healthful environment for its employees, students, and visitors. In pursuit of this endeavor, the College complies with the Occupational Safety and Health Administration (OSHA) "Occupational Exposure to Bloodborne Pathogens" standard, Title 29, Code of Federal Regulations, Part 1910.1030. The College's Exposure Control Plan (ECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens and is the key document designed to assist the College in implementing and ensuring compliance with the standard, thereby protecting employees and students. This ECP includes:

- Employee exposure determination
- Methods of implementation and control
- Hepatitis B vaccination program
- Post-exposure evaluation and follow-up
- Information, training and recordkeeping
- Site-specific plans for implementation in academic and support services departments having unique exposure concerns, as well as specific and detailed methods of compliance (these areas are the Dental Hygiene Clinic; Health Services Office; and the academic departments of Medical Laboratory Technology, Nursing and Diagnostic Imaging)

A copy of the complete Exposure Control Plan is available in the Wellness Center.

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

Amended: Jan. 19, 2022

PROCEDURE 2.12

Preventing Infection in the Workplace
In 1992 OSHA created regulations to help protect employees from workplace exposure to diseases spread by blood. The College's "Compliance Manual and Exposure Control Plan" outlines procedures and responses to this policy. The Exposure Control Plan, including the information below, can be found in Appendix D or by contacting the Wellness Center.

Universal Precautions

- Treat all blood and body fluids as potentially infectious.
- Know where the first aid kit is in your area.
- First aid kits are equipped with disposable latex gloves.
- Call Health Services or Security if you have a medical emergency.
- Call Maintenance is there is a blood spill.

Category A and B employees

Category A Jobs
Job Classification

- Director of Wellness Center
- Registered Nurses in Wellness Center
- Clinical Faculty in Nursing, Dental Hygiene and Radiology
- Laboratory Technology/Phlebotomy Faculty

- Laboratory Technology Technical Assistant
- Laboratory Technology Student Work Study
- Lifeguards
- Custodial Personnel and Custodial Supervisors
- Director of Safety & Security
- Campus Security Guards

Category B Jobs
Job Classification

- Biological/Physical Sciences Lab Faculty
- Maintenance Personnel and Supervisors
- Physical Education Technical Assistant
- Stage Manager
- Athletic Coaches
- Physical Education Instructors
- Health Services Clerical Staff
- Lab School Staff
- Food Service Manager and Workers

Training and Hep B vaccine
Those employees in either Category A or Category B job classifications are to receive additional training, annual updates and are offered the Hepatitis B vaccine at no cost. All other employees are required to know the basics of how to avoid occupational exposure (if you see blood don't touch it) and know who to call to respond to an injury or blood spill.

Infection Control

Handwashing

- Wash your hands regularly throughout the day.
- Wash your hands before eating, drinking, smoking, applying lip balm, or handling contact lenses.

If handwashing facilities are not available use alcohol hand sanitizer.

When an Accident Happens

- Know where your first aid kit is and how to use it.
- Assess the situation – call for help.
  Wellness Center is 845-341-4870
  Security is 845-341-4710
  Maintenance is 845-341-4600
- If you must assist someone who is bleeding, wear gloves.
- Help injured person to control bleeding to limit extent of blood spill.
- Mark off area of extensive blood spill.
- Be sure an incident/accident report is filed in Wellness Center or Safety and Security.

If you are exposed

- Wash your hands and the exposed area immediately with soap and water.
- Report it immediately to Wellness Center and your supervisor.
- Wellness Center will file a report and advise you on post-exposure evaluation and follow up.

Review

- Treat all blood and body fluids as potentially infectious.
- Call Health Services or Security if there is an injury.

- If you must assist someone who is bleeding, wear gloves.
- File an incident/accident report for all injuries/exposures that occur on campus.

Responsibility for Procedure: Wellness Center

Policy Number	Policy Title
BP2.13	**College Branding, Use of Official Seal and Logos**

The use of the Orange County Community College seal and all SUNY Orange logos shall be at the discretion of the College president, who will designate an appropriate department to be responsible for determining and monitoring the appropriate implementation of the seal and logos.

The College will maintain, and distribute as necessary, a College branding and style guide that will outline for employees, students and external parties, appropriate uses of the seal, logos, colors, typography and images. The official College and athletic logos are symbols representing Orange County Community College and its departments, and function as visual identifiers equivalent to the written name of the College or its departments.

Official SUNY Orange logos may be used in a variety of applications (print, digital, signage, apparel, etc.) for official College business only. The Seal of the College represents the authority of the College, which is vested in the Board of Trustees. Only individuals authorized by the President may direct the use of the seal.

Design and creation of official College printed publications (catalogs, viewbooks, brochures, fact sheets, certificates, business cards, etc.), as well as the establishment and usage of official College digital platforms (website, social media, videos, photos, etc.) must be coordinated through such departments as designated by the President. Likewise, all official digital/social media accounts (including blogs, forums, and any social media presence created or used by employees of the College to promote and/or market the College, including accounts featuring or displaying the College's name, logos, seal or images) belong solely to the College.

Unauthorized use, or misuse, of the College name, logos and seal are strictly prohibited, as is the unauthorized creation of publications, digital platforms, logos or other items that utilize the College name, logos or seal without prior consent. External agencies, businesses, organizations and vendors will be expected to follow the College's branding guidelines as they relate to the use of the College name, seal, logos and images.

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

Amended: June 2, 2021

PROCEDURE 2.13

The Office of Communications is tasked with overseeing the proper use of the College's official seal and logos, as well as assuring adherence to branding standards established by the College. The Office of Communications produces and manages a branding Style Guide that can be found in Appendix E. The Style Guide includes the information below as well as other materials to assure employees and departments employ the proper colors and accurately use the logos and official seal.

Logo and Seal Usage
Either the SUNY Orange logo or the Orange County Community College seal must appear on every official College publication and document.

Larger publications may contain both the SUNY Orange logo and the Orange County Community College seal. They should not be used within close proximity to each other. Select one for the front of a document, and one for the back of a document. But not both on the same side. For flyers, templates that include the SUNY Orange logo have been or can be created for departmental and organizational use.

Please make sure to use the correct version of the College seal as minor modifications have been made over time. Discard all previous versions of the seal. You can download JPG, PDF and PNG versions of the seal from the shared public drive on the SUNY Orange network (P:\Logos_and_Templates). Please note that the PDF logo files have been created to serve as vector files which can be opened using Adobe Illustrator or a similar professional graphic design software. If you need a file format other than the current files, please contact the Office of Communications.

Both the College seal and the SUNY Orange logo may be re-sized to fit your document. However, all sizing and re-sizing must be done proportionally so that the College seal and logo retain their original shape. (to re-size artwork proportionally, click on the art, then hold the control key while dragging the corner of the box either in (to reduce the size) or out (to increase the size).

In all cases the logo and seal are to be used as drawn. Additions or modifications to the seal or the logo are not permitted. Remember also to use the proper logo for its intended final output (black & white logo or seal for single printing or color logo or seal for color printing).

SUNY Orange Logo
In addition to the traditional Orange County Community College seal, the College's more contemporary logo is also available for use.

Acceptable Alternative Logos
Every effort has been made to anticipate how the SUNY Orange logo may be used. As such, the College has created two alternative logos which may be utilized in place of the standard SUNY Orange logo in very specific circumstances. Those instances are...

- *White on Black Logo:* This logo may be used if the application calls for a single color logo on a black background. A white logo on any other color background MUST be approved by the Communications Department before the material may be printed.
- *Color on Blue Logo:* This logo should be used if the application calls for a color logo to be placed on a blue background. Please note: PMS 294 (blue) or its CMYK equivalent is the ONLY acceptable color background to be used behind the SUNY Orange logo.
- *SUNY Orange Athletics Logo:* This logo may be used with prior permission of either the Athletic Department or the College Communication Office. Please contact Wayne Smith, athletic director (wayne.smith@sunyorange.edu), or Mike Albright, executive director of communication (mike.albright@sunyorange.edu), for permission and specific details on using this logo.

SUNY Orange Secondary Logo Examples
SUNY Orange's secondary logos are those logos that identify College departments and organizations and link those areas with the College's primary logo. Departments will have two options for secondary logos – one that includes the department name and one that includes the department name accompanied by a third line of text (tag line) that includes a particular location, an explanation of an abbreviation or a College-approved slogan. Departments and organizations who wish to have a secondary logo MUST contact the Office of Communications. College personnel **ARE NOT** permitted to create their own department, organization or group logos.

College Logo and Seal Usage: What to Avoid
Making a good, lasting impression is vital in today's marketplace; and a large part of the initial impression that we make on prospective students, potential employees, vendors and the community-at-large is visual – specifically the College logo and seal. For that reason it is vital that we adhere to the following Do's and Don'ts of logo usage.

- ***DO*** - use your department-specific logo to reinforce your department's reputation through the tie-in to the College
- ***DON'T*** - use old department logos, or new create ones. If you do not have a SUNY Orange department logo, please contact the Office of Communications to have one created.

- ***DO*** - use the College Seal and SUNY Orange logos as drawn.
- ***DON'T*** - alter the logo. It must be re-sized proportionally. It should not be stretched, squeezed, elongated or manipulated in any other way.
- ***DON'T*** - re-position any part of the logo or seal
- ***DON'T*** - place photography, illustrations, text or other graphics across or within any part of the logo or seal.
- ***DON'T*** - reset the logo or seal in other typefaces
- ***DON'T*** - re-size any part of the logo or seal
- ***DON'T*** - alter the logo or seal colors
- ***DON'T*** - integrate the logo or seal into another logo
- ***DON'T*** - apply patterns or textures to the logo or seal
- ***DON'T*** - use the logo or seal at an angle
- ***DON'T*** - confine the logo or seal in a shaped background or decorative border.

Official College Colors
The official colors for SUNY Orange are Royal Blue and Orange. Whenever possible, the colors should be printed using 4-color process printing using the following CMYK color formulations.

- Royal Blue = C100, M58, Y0, K21
  Orange = C0, M63, Y91, K0

When 4-color printing is not available and spot color printing is employed, the college logo and seal should be printed using the following Pantone Matching System colors – **PMS 294 (blue), and PMS 1665 (orange).**

Digital College Letterhead
The College letterhead is available as a Microsoft Word template in both color and black & white. These files can be found on the shared public drive (P:\Institutional_Advancement\Logos_and_Templates). Please remember to use the appropriate version relative to your final output. If you will be printing and photocopying, you should use the black & white version.

Responsibility for Procedure: Office of Communications

Policy Number	Policy Title
BP2.14	**Gift Solicitation and Acceptance**

Orange County Community College assigns the responsibility for soliciting gifts on behalf of the College to the Educational Foundation of Orange County Community College (dba "SUNY Orange Foundation"). All other College departments, including student clubs and organizations, interested in seeking gifts from an individual or organization must have the prior written approval of the Executive Director of the Educational Foundation of Orange County Community College.

The Board of Trustees may accept gifts, grants, bequests and devices absolutely or in trust for such purposes as the Board of Trustees may deem appropriate or proper for carrying on the programs and objectives of the College. All such gifts or grants must be approved by resolution of the Board before acceptance. The Board of Trustees may also accept funds from a private organization, in trust, to be used for the purpose of student aid as determined by a committee formed by such organization with a College official as a member. Normally, however, such student aid/scholarship funds will be handled by the Educational Foundation of SUNY Orange, and the College will make every attempt to channel such gifts through the Foundation.

The College shall neither participate in the selection of nor accept contributions which may in any way distinguish among individuals or groups on the basis of sex, gender, age, race, color, religion, creed, national origin or any other characteristic protected by federal, state or local law.

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

Amended: Jan. 19, 2022

PROCEDURE 2.14

Gift acceptance procedures are outlined in the Foundation's Gift Acceptance Policy, attached as Appendix Q.

Responsibility for Procedure: Office of the President (in collaboration with the SUNY Orange Foundation)

Policy Number	Policy Title
BP2.15	**Administrative Oversight and Policy Implementation**

The Orange County Community College Board of Trustees assigns the responsibility for the application of College policies and procedures to the President. The President shall establish and direct an administrative leadership team comprised of vice presidents and other administrators who will be designated to oversee those administrative activities and departments as deemed necessary for the successful and efficient operations of the College.

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

Amended: Dec. 8, 2020

PROCEDURE 2.15

The Orange County Community College Board of Trustees is responsible for the creation and maintenance of all College policies. The Board assigns the College President the primary responsibility for the application of College policies. The President shall delegate those responsibilities to members of the administration as necessary. Management of the College flows from the College President to the Vice Presidents (as members of the Senior Leadership Team) and then to Associate Vice Presidents, Officers, Executive Directors, Officers and Directors as coordinated by the Vice Presidents and/or President.

At present, the Senior Leadership Team is comprised of a Vice President for Academic Affairs, a Vice President for Administration and Finance and a Vice President for Student Services. Areas of oversight and responsibility for all areas of SUNY Orange be found within the College's organizational charts (available online at https://sunyorange.edu/vpa/orgcharts.html). Responsibility for maintaining accurate and current organizational charts rests with the Office of the Vice President for Administration and Finance.

The Board of Trustees must consider and approve all changes to College-wide Board polices. Requests by members of the College community for new policies or revisions to existing Board policies shall be channeled to the Board Policy Committee through your administrative chain (director, Associate Vice President, Vice President to President). If deemed appropriate, the request will be moved to the Board Policy Committee and will undergo that committee's review process before moving to a full Board of Trustees meeting agenda for consideration.

Responsibility for Procedure: Office of the President

Policy Number	Policy Title
BP2.16	**Copyright Material**

The Board of Trustees, through the establishment of this policy, intends to follow the Copyright Law of the United States currently in force under Title 17 of the United States Code. The College shall also comply with SUNY regulations regarding copyright material. The Board of Trustees further requires all College employees to adhere to the same copyright law.

Any reproduction of copyrighted material, by College employees, for use in the course of their duties will be done in compliance with the Copyright Law. All reproduction of copyrighted material will either meet the criteria of fair use guidelines, or have a license agreement or the written permission of the copyright holder to make copies.

Failure to follow this policy could result in disciplinary action, up to and including termination.

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

Amended: Jan. 19, 2022

PROCEDURE 2.16

The Communications Office maintains guidelines that address copyright and fair use related to materials copied/used in the library as well as digital materials pulled from electronic sources (for use digitally or via print, audio or visual). The guidelines can be accessed via the P: drive and are included in Appendix F.

The Communications Office is happy to help with questions and concerns about copyright and can help with finding material appropriate for publishing publicly to the internet. Please contact the Digital Media Manager. In cases where there is disagreement on whether works posted are infringing on copyright, the Executive Director of Communications will make the final determination. If the works in question are determined to be infringing on copyright, these works should be removed from use as soon as possible.

Current case law for copyright issues is lacking across many areas and most copyright disputes do not end up in court. However, due to the potential for costly litigation from copyright violation, it is strongly recommended that organizations are pro-active in their copyright guidelines in creating a consistent interpretation across all departments.

The College's guidelines can apply to any media or content: text, music, video, photos, art, etc. They specifically apply to any publicly accessible, College-owned or operated website, social media site, or other online publicly accessible presence that is operating on behalf of the College, a College department or office, or in your role as a College employee.

College guidelines do NOT apply to personal accounts that are unrelated to your role or department at the College. Nor do they apply to any instructional materials operating solely within the classroom environment, either face-to-face or online, that are ONLY accessible by the instructor and students for a particular class or course.

Following are definitions of copyright and fair use.

Copyright

The copyright law of the United States (Title 17 of the United States Code. https://www.copyright.gov/title17) governs and protects ideas that have been expressed in a tangible medium of expression. An owner of copyright has the following exclusive rights:

1. The right to reproduce or copy the work;
2. The right to prepare derivative works;
3. The right to distribute copies of the work to the public;
4. In the case of audiovisual works, the right to perform the work publicly;
5. In the case of literary, musical, dramatic and choreographic works, pantomimes and pictorial, graphic or sculptured works; the right to display the work publicly.
6. In the case of sound recordings, to perform the work publicly through digital audio transmission.

Fair Use

Fair Use has been defined as the right to use copyrighted materials in a reasonable manner without consent of the author or copyright owner and without licensing or payment of royalties. Fair use permits teachers, librarians, researchers, scholars, and others to use copyrighted works without authorization from the copyright holder.

Unfortunately, there are no bright line tests or reliable rules for determining whether or not a particular use of another's copyrighted materials is a fair use, even if it is for scholarship or research purposes. The determination is highly fact-specific, and therefore must be made on a case-by-case basis. When determining whether the use of a work in any particular case is a fair use, four non-exclusive factors must be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Other factors may be considered when making a fair use determination, but at the minimum, these four factors carry weight in the decision-making process.

Responsibility for Procedure: Communications Office

Policy Number	Policy Title
BP2.17	**Alcoholic Beverages**

The serving or consumption of alcoholic beverages at any College-sponsored or College-related event at which students are present is prohibited.

At the discretion of the President, alcohol may be served at College-sponsored or College-related events at which students are not present.

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

Amended: Sept. 8, 2010

PROCEDURE 2.17

Those College departments or employees hosting an event at which they would like to serve alcoholic beverages must submit a request, in writing at least two full weeks (14 days) prior to the event date, to the office of the College President. Requests received after the deadline established above will be rejected automatically. At the discretion of the College President, a late request can be reviewed in the event that extenuating or special circumstances exist, but the College President is not obligated to do so.

In circumstances where outside organizations are requesting use of a College space and wish to serve alcohol, they will be made aware of the above procedure by Central Scheduling staff. Procedures for requesting/reserving College facilities, and the regulations related to rentals by outside groups, can be found in the procedures for BP2.11 (Facility Use). Additional procedures can be found with BP2.10 (Food and Beverages). Central Scheduling may "hold" a reservation request for an outside organization seeking to serve alcoholic beverages at an on-campus event, but no event shall be "approved" and formally booked until the College President has acted upon the written request submitted by the organization or its representatives.

Hosts of events where the serving of alcohol is approved will be required to follow all applicable state. county, and municipal liquor laws, including the acquisition of any and all permits as required by local municipalities or jurisdictions.

Responsibility for Procedure: Office of the President, Vice President for Administration and Finance, Maintenance and Facilities

Policy Number	Policy Title
BP2.18	**Student Activities Fee**

SUNY Orange will collect a mandatory Student Activity fee from students each semester. The amount of the fee shall be determined by the College President and approved by the College's Board of Trustees.

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

Amended: Jan. 19, 2022

PROCEDURE 2.18

The Board-approved Student Activity Fee is a mandatory fee charged to the student's account based on the number of credits the student is taking in a given semester.

The Student Activity Fee includes the Childcare Fee that at one time was billed separately. The College and the Orange County Community College Association have a Memorandum of Understanding (MOU) where the College is to pay the Association $37,500 each Fall and Spring semester because the Association manages the College's Lab School daycare programs. The Childcare Fee was developed to support this agreement.

Every first full month of the Fall and Spring semester the College takes the Student Activity Fee billed to date and reduces it by the $37,500. The net amount then is reduced by the estimated annual salary and benefits of two Student Activity employees. Then the revised net amount is divided 60/40 between Student Activities/Athletics. A check is issued to the Association for Student Activities portion and a journal entry is completed to the Athletic Fund.

For the Summer semester the College takes the Student Activity Fee billed in late August and reimburses itself for the actual wages and benefits of Student Activity employees. The net amount then is divided in 60/40 split between Student Activities/Athletics.

Responsibility for Procedure: Comptroller

Policy Number	Policy Title
BP2.19	**Conflict of Interest**

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

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

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

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

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

Amended: Jan. 19, 2022

PROCEDURE 2.19

Procedure pending.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP2.20	**Retention and Disposition of College Records**

The Records Retention and Disposition Schedule LGS-1, issued by the New York State Archives and Records Administration, and pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for public community College records, shall be used by all College officers in disposing of public community college records listed therein.

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

Amended: Jan. 19, 2022

PROCEDURE 2.20

Procedures related to the retention of employee records can be found with BP3.15 (Personnel Records).

The following information applies to all users of SUNY Orange information assets including but not limited to SUNY Orange employees and partners. It also supports SUNY Orange in its PCI compliance efforts.

Data Storage Restrictions

- SUNY Orange Personally Identifiable Information (PII) data where possible must be encrypted during storage in electronic media
- PII data encryption must follow standards established by the Chief Information Officer (CIO).
- PII data must always be encrypted during storage on removable electronic media.
- Users are accountable for all activity associated with their encryption Keys used for decrypting the information. Users must never share their keys with any other person.

Information Retention

- A retention period must be assigned to all PII information; regardless of the form it takes (paper documents, computer files, etc.).
- Information that is not specifically listed on the Information Retention Schedule must be retained only for as long as necessary, as designated by the Data Owner.
- User Employees must not destroy SUNY Orange PII information records unless these records appear on a list of records authorized for destruction.

Litigation Hold

If there is credible reason to believe that certain SUNY Orange internal documents may be needed as evidence in upcoming litigation, these documents must not be destroyed by the ongoing SUNY Orange document destruction process. They must instead be brought to the attention of internal legal counsel and then properly secured.

Violations

Any violation of this document may result in disciplinary action, up to and including termination of employment. SUNY Orange Community College reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. SUNY Orange does not consider conduct in violation of this document to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, SUNY Orange reserves the right not to defend or pay any damages awarded against employees or partners that result from a violation of this document.

The computer and data disposal guidelines below apply to all SUNY Orange employees (faculty and staff) computer/technology equipment or peripheral devices and those of work-study students and third parties performing work duties as staff at the College. This does not include external vendors that have contractual agreements about the proper storage of college data.

Computer and Data Disposal
When Technology assets have reached the end of their useful life, they must be sent to the ITS Department for proper disposal.

- The ITS Department shall securely erase all storage mediums by the College Computer and Data Disposal Guideline document.
- All data including, all files and licensed software must be removed from equipment using disk-sanitizing software that cleans the media overwriting every disk sector of the machine with zero-filled blocks meeting SUNY Orange.
- No computer or technology equipment may be sold to any individual out of compliance with the rules identified in this policy (Section 1.2 above).
- No computer equipment should be disposed of via skips, dumps, landfill, etc. Electronic recycling bins may be periodically placed in locations around SUNY Orange. These can be used to dispose of equipment. The ITS Department shall properly remove all data before final disposal.
- All electronic drives must be degaussed or overwritten with a commercially available disk-cleaning program. Hard drives may also be removed and rendered unreadable (drilling, crushing, or other demolition methods).
- The ITS Department shall place a sticker on the equipment case indicating the disk wipe has been performed. The sticker shall include the date and the initials of the technician who performed the disk wipe.
- Technology equipment with non-functioning memory or storage technology shall have the memory or storage device removed and physically destroyed.

Responsibility for Procedure: Information Technology Services, Human Resources

Policy Number	Policy Title
BP2.21	**Campus Safety and Security**

Orange County Community College shall comply with the Crime Awareness and Campus Security Act of 1990. The College will maintain a Campus Safety & Security Plan covering areas including~~:~~

- Procedures for students to report criminal activities and other emergencies on campus
- Developing, disclosing and implementing all campus security programs
- Security at campus facilities
- Availability and authority of campus law enforcement
- Programs available to inform students about security and the prevention of crime
- Recording of crime through local police agencies
- Reporting any crimes that pose an ongoing threat to students and employees
- Possession, use and sale of alcohol and drugs

The College will also maintain an Emergency Management Plan (**BP2.6**) and a Crisis Communication Plan as part of the Campus Safety & Security Plan.

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

Amended: Jan. 19, 2022

PROCEDURE 2.21

Procedures and directions for reporting crimes, emergencies and other matters to the SUNY Orange Safety and Security staff can be found in the College's Emergency Management Plan located in Appendix A, or by accessing the red flip cards located in most classrooms and offices across both campuses. The Emergency Management Plan also includes locations of on-campus emergency call boxes and red phones, as well as key phone numbers for the Safety and Security locations on both campuses.

Security personnel are assigned to both campuses, working 24 hours a day, seven days a week. Safety and Security Officers are employed solely as agents for the College and therefore have no sworn police powers or Peace Officer status.

All students have the right to report crimes including domestic violence, dating violence, stalking, sexual assault and others to the Safety and Security department, local law enforcement and/or state police. Once a crime is reported, it is the student's discretion on whether they want to report said crime to local law enforcement and state police for follow up investigation.

The Safety and Security website houses information on safety resources, emergency procedures, the College's crime statistics (Clery Report), and other helpful information for students, employees and visitors.

Responsibility for Procedure: Safety and Security

Policy Number	Policy Title
BP2.22	**Freedom of Information Law (FOIL)**

In accordance with the Freedom of Information Law (FOIL), Public Officers Law, Article 6, and applicable SUNY regulations, the College has established Rules and Regulations of Public Access to Records at the College, a copy of which is available in the Office of the Vice President for Administration. To provide continuity and consistency, the College President has designated the Vice President for Administration and Finance as the Records Access Officer. The disclosure of public records is only to be made by the Records Access Officer.

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

Amended: Jan. 19, 2022

PROCEDURE 2.22

Upon receipt of a FOIL request, a confirmation reply is sent within 5 business days by the Office of the Vice President for Administration and Finance. This message contains the date the College was in receipt of the request and outlines FOIL regulations that require us to reply within 20 business days with materials to satisfy the request. If materials are in fact, able to be shared under FOIL, they are sent to the requestor within that 20-business-day window. If materials are not able to be shared under FOIL (example - some student information is not able to be shared), then a response is sent within 20 business days indicating that the information cannot legally be shared. Reports do not have to be created to specifically satisfy a FOIL request. The College is only obligated to share documents, data and reports that currently exist.

Responsibility for Procedure: Vice President for Administration and Finance

Policy Number	Policy Title
BP2.23	**Minors on Campus; Prevention and Reporting of Child Sexual Abuse**

Orange County Community College's facilities and properties are primarily designed for an adult population of students, faculty and staff. However, the College is committed to protecting the safety and well-being of children who participate in College-related programs and activities.

With the exception of the Lab Schools (childcare centers), students enrolled in credit-bearing courses and, on special occasions, when minors visit a campus for a College-sponsored educational event or youth camp, visitors under the age of 18 years must be accompanied and supervised by a parent, guardian or another adult who has been so designated by a parent or guardian. At no time are minors allowed in classrooms or laboratories, except when attending an educational event intended specifically for minors and under the supervision of an appropriately trained and screened College employee. This policy is intended to protect the visiting child from harm and to prevent disruptions to classroom and laboratory activities. Under no circumstances, supervision notwithstanding, will a child be allowed to enter any campus space that the President deems unsafe.

All College faculty, staff, volunteers, interns and students who participate in or supervise College-sponsored events or programs involving minors or who interact with minors in such contexts will be required to receive training and pass appropriate background screenings and approvals. College employees who witness or have reasonable cause to suspect any sexual abuse of a child occurring on SUNY Orange property--or occurring off-campus during official College business or College-sponsored events--shall have an affirmative obligation to report such conduct to SUNY Orange Safety and Security or any relevant local police department immediately.

Any third-party organization overseeing a program that involves minors on one of the College's campuses or at a College-sponsored event must provide proof of insurance, training at a level acceptable to the College, and background screening acceptable to the College for all individuals who will interact with minors in the context of such a program.

This policy provides the minimum standard of conduct. All policies at a departmental or unit level that deal with interactions with minors must reference this policy and must provide for a standard of conduct at or above what is provided for here.

Definitions:
"Minor" - Any person who is under 18 years of age.

"Covered Activity" – Any event taking place on campus or at a College sponsored off-campus event. These activities include, but are not limited to conferences, academic workshops, camps and clinics, one-on-one tutoring programs, and research opportunities. "Covered Activities" do not include undergraduate academic programs in which minors are enrolled for academic credit; events on campus which are open to the general public and which minors attend at the sole discretion of their parents or guardians; campus tours or visits by minors considered to be prospective students, and occasions when faculty, staff and students voluntarily bring their own children to campus.

"Authorized Person" - Any individual paid or unpaid, who instructs, supervises, chaperones or otherwise oversees minors in connection with a Covered Activity. This includes, but is not limited to, faculty, staff, students, volunteers, interns, independent contractors, consultants, and staff of third-party entities who participate in a Covered Activity. Authorized Persons are subject to the training and background screening.

"Mandated Reporter" - Individuals required to report physical or sexual abuse to the New York Statewide Central Register of Child Abuse and Maltreatment. Such individuals include, but are not limited to social workers, nurses,

physicians, guidance counselors, teachers, college administrators, public safety officers, substance abuse counselors, and psychologists.

"Physical Abuse" - Physical abuse occurs when a caregiver inflicts serious physical injury upon a child, creates a substantial risk of serious physical injury. Evidence of physical abuse includes injuries to the eyes or both sides of the head or body (accidental injuries typically only affect one side of the body); frequent injuries of any kind (these may appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of other instruments); destructive, aggressive, or disruptive behavior; or passive, withdrawn, or emotionless behavior.

"Sexual Abuse" – Sexual abuse occurs when a caregiver engages in a sexual act with a minor and/or encourages or promotes sexual performance by a minor. Sexual abuse may also include non-contact abuse, such as taking or sharing obscene pictures or videos, exposing oneself, exposing youth to pornography, or sending obscene messages digitally. Indicators of sexual abuse include symptoms of sexually transmitted diseases; injury to the genital area; difficulty and/or pain when sitting or walking; sexually suggestive, inappropriate, or promiscuous behavior or verbalization; expression of age-inappropriate knowledge of sexual relations; and sexual victimization of other children.

"Third party entity" – Any organization or institution that is not directly affiliated with the College.

"Reasonable Cause" - Reasonable cause means that, based on your rational observations, professional training, and experience, you have a suspicion that a guardian or other person responsible for a minor harmed the minor or placed the minor in imminent danger of harm. Your suspicion can be as simple as distrusting an explanation for an injury.

Certain Prohibited Interactions with Minors

To ensure a safe environment for all those involved, one-on-one interactions with minors should kept to a minimum. In cases where one-on-one instruction is pedagogically necessary (e.g., tutoring, mentoring activities, etc.), the activity should be conducted whenever possible in a space that is open to the public or that provides adequate visibility. Doors should remain open and must be unlocked at all times.

The following actions are examples of conduct prohibited when engaging with a minor (this is not to be considered a complete list):

- Be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to of this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area or vehicle.
- Engage in abusive conduct of any kind, either verbal, sexual or physical, toward or in the presence of minors.
- Participate in bullying (including cyberbullying), hazing or initiations.
- Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
- Allow minors the use of, or provide minors with, alcohol, drugs or other illegal substances.
- Discipline minors in any manner involving isolation, humiliation or corporal punishment. Any form of discipline must be constructive and appropriate, given the age of the minor and the circumstances of the situation.
- Transporting Minors, except if (1) specifically authorized in writing by the minors' parents or legal guardians and (2) the terms of the transportation have been expressly pre-approved by the appropriate college office.
- Give gifts of any kind to minors outside of gifts expressly pre-approved by the College as part of the Covered Activity.

- Engage in sexual activity or other inappropriate deliberate physical contact or horseplay with, or in the presence of, minors.
- Make sexual materials or pornography in any form available to minors or assisting them in any way in gaining access to such materials.
- Photograph or make videos of minors for reasons other than program-related purposes. (For program-related purposes, photos or videos may be taken only after the minor's parent or guardian has signed an appropriate media release). Use of any device capable of recording or transferring visual images is forbidden in showers, restrooms, locker rooms, dressing rooms or other areas where privacy is reasonably expected.
- Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

Duty to Report
Any Authorized Person who has reasonable cause to believe that a minor participating in a Covered Activity has been physically or sexually abused must report his or her concerns to the Orange County Community College Safety and Security Office (845-341-4070) as soon as possible. Safety and Security will coordinate the institution's response to the report of suspected abuse. If the Authorized Person is a Mandated Reporter, he or she **must** also report suspected abuse to the Office of Child and Family Services for the State of New York by calling (800) 635-1522.

Where an allegation of physical or sexual abuse of a minor is made against an Authorized Person, the College will remove the accused individual from all Covered Activities until the allegation is investigated and resolved. The allegation, and all related information, will be kept confidential to the extent permitted by law.

No Retaliation
Retaliatory action against anyone acting in good faith, who has reported alleged physical or sexual abuse in accordance with this Policy, who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy, is strictly prohibited. Retaliatory acts may include, but are not limited to:

- employment actions affecting salary, promotion, job duties, work schedules and/or work locations
- actions negatively impacting a student's academic record or progress
- any action affecting the campus environment, including harassment and intimidation

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

Amended: Jan. 19, 2022

PROCEDURE 2.23

Preventing child abuse and promoting the safety and welfare of students and minors on the SUNY Orange campus is the responsibility of every member of the College community. Information regarding reporting is included in the policy above. The College will review existing policies and procedures periodically to ensure that effective controls are in place. This includes having reporting mechanisms in place should any person have reason to believe that a child participating in any of our programs, or visiting our campus, may be a victim of child abuse or other related inappropriate conduct.

Any employee or person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the NYS Office of Children and Family Services 1-800-342-3720. If the child is in immediate danger, call 911 or the local police department. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously. Useful information from the Office of Children and Family Services Child Protective Services is provided at the following link: https://ocfs.ny.gov/programs/cps/.

Any third-party organization overseeing a program that involves minors on one of the College's campuses or at a College-sponsored event must provide proof of insurance, training at a level acceptable to the College, and background screening acceptable to the College for all individuals who will interact with minors in the context of such a program. All organizers or hosts requesting to hold a Covered Activity on Orange County Community College campuses or College-controlled property must complete the permits and paperwork included in Appendix G.

Responsibility for Procedure: Safety and Security, Human Resources

Policy Number	Policy Title
BP2.24	**Administrator in Charge**

If the President is absent from campus for a full day or more, and not easily reachable, there shall be in place a chain of administrative responsibility at the College.

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

PROCEDURE 2.24

When expected to be away from the College for a full day or more, the President will assign one or more of the vice presidents to serve as administrator in charge on the affected day/days. The President will share the administrator in charge assignments with the vice presidents, who will be expected to convey that information to their areas of supervision as needed. All College operations should continue as usual.

During College holidays and breaks when there are no classes and generally only CSEA employees are reporting for work, an administrator in charge shall be assigned from among the Management Confidential employees for each affected day. The administrator in charge will be expected to report to one of the College's campuses and be available to respond to any significant events or issues that may impact the College that day. The list of administrators in charge is developed by the Office of Human Resources and shared, along with the administrator in charge's office phone number, with College personnel via the Campus Grapevine each October (prior to the Fall Holiday).

Responsibility for Procedure: Office of the President

Policy Number	Policy Title
BP2.25	**Whistleblower Policy**

It is the policy of Orange County Community College that all members of the College community shall comply with College's Code of Professional Ethics (BP2.26), policies, procedures and applicable law; practice honesty and integrity in fulfilling their responsibilities; observe high standards of business and personal ethics in the conduct of their duties and responsibilities; help ensure the prevention and detection of fraud and irregularities; be familiar with the types of fraud and irregularities that might occur in their area; be alert for any indication that fraud or irregularities might exist in their area; and promptly report any known or suspected fraud or irregularities involving the college or affiliated entity funds, resources, property, or employees.

Fraud and irregularities include activities that are: a misappropriation of assets; in violation of or non-compliant with any College policy or procedure or any New York State or federal law; economically wasteful; an indication of gross misconduct or incompetency; or an unethical, improper, or dishonest act.

The College maintains an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking a supervisor or is not satisfied with the supervisor's response, such employee is encouraged to speak with someone in the Human Resources Department or anyone in management with whom the employee feels comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code to the College's Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when the forthcoming employee is not satisfied or uncomfortable with the open-door policy, the College's Compliance Officer should be contacted directly.

The College's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at the Officer's discretion, shall advise the President and the audit committee. The Compliance Officer has direct access to the budget and audit committee of the Board of Trustees and is required to report to the budget and audit committee at least annually on compliance activity. The College's Compliance Officer is the Vice President for Administration and Finance. If the forthcoming employee is not comfortable speaking with the Compliance Officer or if the Officer is not available and the matter is urgent, the forthcoming employee may contact the Chair of the Board's Audit & Finance Committee, and can obtain the appropriate contact's phone number from the Office of the College President.

The Audit & Finance Committee of the Board of Trustees shall address all reported concerns or complaints regarding College accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit & Finance Committee of any such complaint and work with the committee until the matter is resolved.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

It is the responsibility of all officers and employees of the College to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy. Officers and employees who

lawfully report suspected fraud, waste, or abuse shall not suffer discharge, demotion, suspension, threats, harassment, discrimination, or other forms of retaliation for making such reports in good faith.

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

Amended: Jan. 19, 2022

PROCEDURE 2.25

A whistleblower as defined by this procedure is an employee of SUNY Orange, student of SUNY Orange, and/or an individual who reports an activity that they consider to be illegal or dishonest. The whistleblower is not responsible for investigating the activity nor for determining fault or corrective measures. Administration officials are charged with these responsibilities.

The whistleblower must exercise sound judgment to avoid baseless allegations. Whistleblowers must act in good faith. An employee and/or a student who intentionally files a false report of wrongdoing will be subject to discipline up to and including dismissal or termination. Whistleblower protections include confidentiality and protection against retaliation.

Acting in Good Faith
Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment.

Confidentially
The confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

Retaliation
The Whistleblower Policy is intended to encourage and enable all employees and students to raise serious concerns within the College for investigation and appropriate action. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees
All reports of illegal and dishonest activities will be promptly submitted to the Associate Vice President of Human Resources. All reports will be investigated and corrective action will be taken if warranted. Any whistleblower who believes they are being retaliated against must contact the Human Resources Department immediately. Employees with any questions regarding this procedure should contact the Human Resources Department.

Students
All reports of illegal and dishonest activities will be promptly submitted to the Vice President of Student Services. All reports will be investigated, and corrective action will be taken if warranted. Any whistleblower who believes they are being retaliated against must contact the Vice President of Student Services immediately. Students with any questions regarding this procedure should contact the Vice President of Student Services.
All other individuals

All reports of illegal and dishonest activities will be promptly submitted to the College. In all cases, all reports will be investigated, and corrective action will be taken if warranted. Any whistleblower who believes they are being retaliated against must contact the College President immediately. Individuals with any questions regarding this procedure should contact the College President.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP2.26	**Code of Professional Ethics**

The Board of Trustees of Orange County Community College believes it is important to establish an official Code of Professional Ethics for the College to promote professional management of its operations. To further this objective, all employees of the College are required to adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. Standards set forth in this Code are promulgated in order to enhance the performance of all persons engaged in College operations.

College employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all professional relationships to merit the respect, trust and confidence of all governing authorities, students, other employees and the public at large:

- They shall devote their time, skills and energies to their positions both independently and in cooperation with other professionals
- They shall abide by approved practices and recommended standards

College employees shall recognize and be accountable for their responsibilities as employees of a public community college:

- They shall be sensitive and responsive to the rights of the public and its changing needs
- They shall strive to provide the highest quality of performance
- They shall exercise prudence and integrity in the management of assets in their custody and in all activities
- They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities

College employees shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter into community college service. College employees shall promote excellence in community college service.

College employees shall demonstrate professional integrity in the provision and management of information:

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement, or which omits any material fact
- They shall prepare and present statements and information pursuant to applicable law and generally accepted practices and guidelines
- They shall respect and protect privileged information to which they have access by virtue of their position
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of existing policy
- They shall follow established College guidelines regarding the institutional and personal use of social media in order to protect the confidential and proprietary information of the College, safeguard Orange County Community College's institutional voice, and preserve the professional and personal reputations of those within the College community.

College employees shall act with honor, integrity and virtue in all professional relationships:

- They shall exhibit loyalty and trust in the affairs and interests of the College, within the confines of this Code of Ethics
- They shall not knowingly be a party to or condone any illegal or improper activity
- They shall respect the rights, responsibilities and integrity of their colleagues and others with whom they work and associate

- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions
- They shall promote equal employment opportunities, and in doing so, oppose any discrimination, harassment or other unfair practice

College employees shall actively avoid the appearance of or the fact of conflicting interests:

- They shall discharge their responsibilities without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their College responsibilities and duties
- They shall not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of their official responsibilities and duties
- They shall not use College property or resources for personal gain

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

Amended: April 9, 2013

PROCEDURE 2.26

Procedure pending.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP2.27	**Delays/Closing of the College**

The safety of students, faculty and staff is of the utmost importance to the College. When it is necessary to close the College due to inclement weather or other emergency conditions, the College will make every effort to report the cancellation, closing or delay in a timely and accurate manner. Hazardous weather, disasters, catastrophes, and other emergencies do not automatically cause the College to close. The decision to close or delay opening of the college rests solely with the President (or designee) and Vice President for Administration and Finance.

In the event of a campus closing or delay in opening, essential employees are expected to report for work in time for their scheduled shifts, unless directed otherwise, and to provide their own transportation. The College is not responsible for transporting essential employees to and/or from campus. Essential employees are defined as employees holding positions which perform job duties that include non-deferrable services that must be performed despite an emergency closure. A non-inclusive list of non-deferrable services that must be performed despite an emergency closure would include, but not limited to, safety/security and facilities/maintenance services.

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

Amended: Jan. 19, 2022

PROCEDURE 2.27

The College President, or designee, will oversee any discussions regarding closing the College or announcing a delayed opening due to inclement weather or other factors. Once a decision has been made, the President, or designee, will initiate communications to administrative personnel to assure facilities and security personnel are prepared to deal with the weather impacts in order to make the campuses safe for students, employees and visitors once campuses are re-opened. The President, or designee, will also initiate outreach to the Office of Communications so that notifications of the delay or closing can be sent to the College and general communities in a timely fashion.

Any decision by the College to cancel classes for the entire day, or to call for a delayed opening or early closing, will apply to all classes, whether those classes are meeting in-person or remotely. If the College is closed, employees not designated as CSEA essential employees will not be required to work, regardless of whether they were scheduled to work in person on a campus, or remotely, that day. Unless otherwise noted, the closing of the Newburgh campus will be consistent with the closing of the Middletown campus for inclement weather situations.

Unless otherwise indicated, morning announcements detailing closing of the College or canceling of classes during the day do not necessarily mean evening courses and activities have likewise been canceled. A separate decision, usually made prior to 2 p.m., will be announced concerning evening credit and non-credit classes.

In the event of a College closing or delayed opening, announcements will be shared with employees and students via email and text, as well as posted to the College website, MySUNYOrange, and selected social media platforms (Facebook, Twitter). A message will also be posted on the “closing and delays” websites of a selection of local radio and television stations. It will be the responsibility of the Office of Communications to distribute closing or delay announcements to the above locations.

Expanded information on the impacts of weather-related closings on day and evening classes, as well as instructions for employees, is shared with the College community each November by the Office of the Vice

President of Administration and Finance. That memo is shared via the Campus Grapevine and Student Grapevine. A sample College Closing Procedure Memo is included in Appendix H.

Responsibility for Procedure: Office of the President, Vice President for Administration and Finance

Policy Number	Policy Title
BP2.28	**Red Flag (Identity Theft Prevention)**

Orange County Community College is committed to preventing fraud associated with the misuse of identifying information (identity theft) of students, staff, faculty or others who have relationships with the College to obtain educational or financial services. In compliance with the Federal Trade Commission Red Flags Rule (16 CFR 681.2) under the Fair and Accurate Credit Transaction Act of 2003, the College will employ its Red Flag Identity Theft Prevention Program to identify accounts susceptible to fraud, recognize possible indications of identity theft associated with those accounts, devise methods to detect such activity and respond appropriately when such activity is detected.

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

Adopted: Nov. 14, 2009

PROCEDURE 2.28

Procedures can be found in the College's Identity Theft Prevention Program documentation in Appendix R.

Responsibility for Procedure: Comptroller, Vice President for Administration and Finance, Information Technology Services

Policy Number	Policy Title
BP2.29	**Community Use of Library Services**

Selected library services provided by Orange County Community College to students shall also be available for use by Orange County residents. For an annual fee, residents of Orange County may purchase a community card that provides them with access to such library privileges as borrowing books, on-site access to research databases, reference assistance and on-site access to non-circulating reference and periodical collections. Community card holders will be required to abide by usage regulations established and published by the College.

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

Amended: Jan. 19, 2022

PROCEDURE 2.29

Guest users of SUNY Orange libraries are defined as Orange County residents and other visitors who are not affiliated with SUNY Orange. Residents of Orange County and SUNY Orange alumni (without a degree) may purchase a community card for a $5 annual fee. The family rate is $10. Each family member age 16 or over should be issued their own card, and all family members must live at the same address.

Newburgh Library Cooperative patrons must provide identification that includes a current address and a library card or equivalent from their home institution.

Limited access to library computers and the wireless network is given as a courtesy to community members.

- Guest users must sign and present our Guest User Sign In Form.
- Guest users must present a valid form of Identification upon request. A picture ID is preferred.
- Guest users must be over 16 years of age. Persons under the age of 16 must be accompanied by a parent at all times.
- Computers are to be used for research purposes only.

A 90minute maximum per day time limit applies. If no students are waiting to use the computers the library staff is permitted to extend time limits for special circumstances if requested to do so. Failure to leave when requested will disqualify user from returning.

Guest users may print on the college's printers after setting up a PaperCut account and purchasing print credit to allow printing. Single sided prints cost 10 cents per page and double sided cost 14 cents per page (7 cents per side).

Students, faculty and staff of Orange County Community College and SUNY have priority. During periods of high student activity, guest users may be denied access or asked to vacate a computer.

Guest users must adhere to the Library Code of Conduct and all college rules and regulations (copies are available at the reference desk), including prohibition of the following. "...engaging in or disseminating illegal, obscene, threatening or unwelcome electronic communication, displaying or printing sexually explicit material in a public location, or damaging computer resources physically or electronically." (Campus Network Utilization Policy).

A limited number of computers are available for guest users at any one time and are assigned on a first come first serve basis. Computer use: is available at this
link: https://sunyorange.edu/library/docs/2016_guest_user_signin.pdf

Because of license restrictions, some materials may be unavailable to guests. Guest users may not alter the computer configuration or install personal copies of software on library computers.

The following individuals are eligible for free library privileges:

- Students, full-time, part-time, and non-credit
- Alumni, if granted a degree
- Faculty, full-time, part-time, and adjunct, including non-credit
- Retirees and Emeritus
- Staff
- SUNY Orange tutors
- SUNY Orange Board of Trustee members
- High school students enrolled in SUNY Orange courses
- ENCORE program participants
- City of Newburgh Library Cooperative Program users (see full policy below)

Students must use their validated SUNY Orange ID card as their library card, except summer school students, who will be issued a library card if they do not have an ID card.

If a student uses non-SUNY Orange ID, they may also be required to provide a copy of their schedule or other registration verification. Between semesters and during the summer, students with an active "A" number and no library or Student Accounts holds can borrow materials.

Faculty, staff, and administrators may use their SUNY Orange ID card or a Library issued card.

Traceable photo identification, such as a driver's license, must be presented by any patron upon request.

Additional regulations about library access, services and code of conduct can be found on the Library Policies web page.

Responsibility for Procedure: Library

Policy Number	Policy Title
BP2.30	**Sustainable Capital Construction**

On all new construction projects of 20,000 square feet or larger, Orange County Community College will employ all means possible to attain standards set forth by the United States Green Council for Leadership in Energy and Environmental Design (LEED) certification at the Silver Level or higher. This policy assures Orange County Community College adherence to New York State Executive Order 111 that requires all State University of New York construction projects meet minimum LEED certification standards.

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

Adopted: March 10, 2010

PROCEDURE 2.30

Procedure pending.

Responsibility for Procedure: Maintenance and Facilities

Policy Number	Policy Title
BP2.31	**Service Animals**

Individuals with disabilities may be accompanied by their service animals in those locations on the SUNY Orange campuses where members of the public or participants in services, programs or activities are permitted. As defined by The Americans with Disabilities Act (ADA) a service animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Pets, animals kept for ordinary companionship, and emotional support animals are not service animals and therefore are not permitted on College property. In addition, A service animal must be under the control of its handler. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

College employees should not question an individual about an accompanying service animal if the individual's disability is readily apparent, and the function of the accompanying animal is clear. In the unusual circumstance when an inquiry must be made to determine whether an animal is a service animal, a college employee may ask only two questions: (1) Whether the animal is required because of a disability, and (2) What work or task the animal is trained to perform. College employees shall not ask any questions about the individual's disability. Although a service animal may sometimes be identified by an identification card, harness, cape, or backpack, such identifiers are not required and should not be requested or demanded for any service animal on campus.

The College may ask an individual with a disability to remove a service animal from the premises if: (i) The animal is out of control and the animal's handler does not take effective action to control it; or (ii) The animal is not housebroken.

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

Amended: Jan. 19, 2022

PROCEDURE 2.31

Individuals with disabilities may be accompanied by their service animals in those locations on the SUNY Orange campuses where members of the public or participants in services, programs or activities are permitted.

As defined by the Americans with Disabilities Act (ADA) Section 36.302 (1), a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. In some cases, the College may permit other species of animals on campus on a case-by-case basis, consistent with applicable law. Other than service animals, pets are not permitted on campus.

Employees requesting to bring service animals on campus must complete an accommodation request form, available from the Human Resources office (or accessible via the forms portlet located on the Employee tab of MySUNYOrange).

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP2.32	**Sustainable Practices in College Operations**

The College supports and encourages the active involvement of all campus constituencies in the College's sustainability efforts. The College will, to the best extent practicable and in accordance with all local, state and federal statues, decrease its environmental impact at all SUNY Orange facilities by encouraging sound sustainable practices in all areas of College operations (including, but not limited to, such areas as energy and material conservation, waste minimization, recycling, water treatment and conservation, purchasing and grounds practices, food and transportation).

Additionally, SUNY Orange will discourage the prolonged idling of vehicles on College property and, where feasible, at the College's satellite locations. This policy will apply to all vehicles owned and operated by the College, as well as those of College students, employees, visitors, contractors and service providers.

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

Amended: February 21, 2018

PROCEDURE 2.32

The College's most recent Sustainability Master Plan (2015) outlines measures SUNY Orange can take to infuse sustainable practices into the College's routine operations. The latest Sustainability Master Plan, which can be found in Appendix I, is divided into three sections: (1) Planning, Administration and Engagement, (2) Operations, and (3) Education and Research. The overarching goals of the Plan, which transect all three areas, are to:

- infuse the Sustainability Master Plan into the College's Strategic Plan
- formulate and implement a Climate Action Plan to reduce significantly the College's greenhouse gas emissions
- Incorporate sustainability concepts & principles more deeply into academic curricula and extra-curricular activities and programs
- strengthen the campus "culture" of environmental stewardship
- involve the College more fully in community and regional matters pertaining to Sustainability
- hire employees who will implement sustainable initiatives and establish reward systems for those who do so.

The Purchasing Office has standards it applies to assist the College in buying energy efficient items, and the Facilities and Grounds crews use sustainable supplies to the best extent practicable.

SUNY Orange also discourage the prolonged idling of vehicles on College property and, where feasible, at the College's satellite locations. This policy will apply to all vehicles owned and operated by the College, as well as those of College students, employees, visitors, contractors and service providers. This policy will be enforced by both the Safety & Security and Facilities staffs.

Responsibility for Procedure: Maintenance and Facilities

Policy Number	Policy Title
BP2.33	**Campus Climate Assessment**

Climate assessments afford institutions the opportunity to better understand their campus and to make informed decisions when it comes to providing a safe educational environment. In accordance with New York State Education Law Article 129-B and the State University of New York's uniform sexual assault and prevention guidelines, SUNY Orange will conduct a uniform climate survey on an annual basis to ascertain general awareness and knowledge of the student experience with and knowledge of reporting and college adjudicatory processes, which shall be developed using standard and commonly recognized research methods. The survey will include questions covering, but not be limited to, the following:

- the Title IX Coordinator's role
- College policies and procedures addressing sexual assault
- how and where to report domestic violence, dating violence, stalking or sexual assault as a victim, survivor or witness
- the availability of resources on and off campus, such as counseling, health and academic assistance
- the prevalence of victimization and perpetration of domestic violence, dating violence, stalking, or sexual assault on and off campus during a set time period
- bystander attitudes and behavior
- whether reporting individuals disclosed to the institution and/or law enforcement, experiences with reporting and institution processes, and reasons why they did or did not report
- the general awareness of the difference, if any, between the institution's policies and the penal law
- general awareness of the definition of affirmative consent.

The College will take appropriate steps to ensure that responses to the survey remain anonymous and that no individual is identified. The College will publish results of the surveys on its website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.

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

Amended: Jan. 19, 2022

PROCEDURE 2.33

The SUNY Orange campus climate assessment is implemented by the Office of Institutional Assessment, Planning and Research (IPAR).

Individual student and employee participation in the Campus Climate Survey is voluntary and the responses to survey questions are not disclosed or used to make any judgments concerning individuals. The College will take appropriate steps to ensure that responses to the survey remain anonymous and that no individual is identified. The College will publish results of the surveys on its website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared.

SUNY Guidelines for Survey Administration
Campuses may select any administration period during the Spring semester, provided that the **survey is open for at least three weeks**, and that survey administration is completed before the end of classes.

Each campus can assign different open periods for each student and Faculty/Staff survey. Individual participation in the survey is voluntary. On the first page of the survey, participants are informed that their responses will be confidential and reported in terms of groups of students rather than as individuals.

Student Survey: Campuses will identify the population of students 18 years of age and older who are enrolled in at least one class for credit at their institution (excluding all high school students, regardless of age), and administer the survey to those students.

Faculty/Staff Survey: Campuses will identify and administer the survey to all current faculty and staff.

Survey Administration:
Campuses have latitude in determining when to administer the Campus Climate Awareness survey during the spring semester, although the project should be completed no later than four weeks before the end of the semester.

Campuses will first identify the student and faculty/staff pools for survey administration, and send a message to potential participants, alerting them that an email from SUNY is coming. Campuses then provide SUNY System the names and email addresses of students and faculty/staff, with select demographic information. SUNY will send a personalized email message to the students and employees with a link to the online survey. Students and employees can complete part of the survey, save their responses and return to complete the rest of the survey later. SUNY will track respondents and send up to three reminder messages to non-respondents.

SUNY System Administration will seek approval for both the faculty/staff and student surveys at the system level and will share with every campus after the survey is approved; the IRB application will be submitted as soon as the survey feedback is finalized. SUNY New Paltz's Human Research Ethics Board (HREB) functions as the IRB of record for both student and faculty/staff surveys. Campuses may elect to seek their own IRB approval, however, all survey language and administration is required to be uniform, so campus IRBs **cannot** change survey questions or protocol.

Survey Timeline:

Survey links and feedback form to campuses	November
Comment period open	December
Available to launch	February 1
All data collected	on/about April 30

Survey Data/Results:
SUNY will process the completed surveys for scoring and analysis. SUNY provides campuses a basic report summarizing the responses to each question and prepares various reports from the electronic files for internal use. The internal reports may highlight differences between campuses and sectors, as well as other relevant factors, such as institutional size, location, mission, and student selectivity. Any external disclosures by SUNY will always be in aggregate and include appropriate protections to ensure both respondent and institutional anonymity. SUNY's policy is to direct external requests for information about the campus climate survey to individual campuses.

Responsibility for Procedure: Institutional Planning, Assessment and Research

Policy Number	Policy Title
BP2.34	**Firearms and Weapons on College Property**

The rules of the State University Board of Trustees (8 NYCRR §535.3 (j)) prohibit the possession of air guns, firearms, rifles, shotguns or other weapons on an Orange County Community College campus by any person, regardless of whether such person possess a license to possess the same, without the written authorization of the College President. Absent such authorization, the possession or use of air guns, firearms, rifles, shotguns, or other weapons on campus is strictly prohibited.

This policy does not apply to authorized law enforcement officers accessing a College campus or property in the course of their official law enforcement duties. Such officers shall be expected to inform the College's Safety and Security Office of such activities as soon as is prudent upon arriving on an Orange County Community College campus or property.

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

Amended: Jan. 19, 2022

PROCEDURE 2.34

In accordance with State University of New York policy, the possession of air guns, firearms, rifles, shotguns or other weapons on an Orange County Community College campus, or at an off-campus College-sponsored event, by any person, regardless of whether such person possess a license to possess the same, is strictly prohibited without the written authorization of the College President.

To gain authorization, an initial request must be made to the Safety and Security Office. The Safety and Security staff will determine the reason for the weapons request and determine whether such possession would result in any danger or threat to the College community. Upon satisfactory review from the Safety and Security staff, a formal written request must be submitted by the interested party to the College President. Upon receipt of such request, the College President (or designee) will contact the Director of Safety and Security for input on the request. The College President may request a written report from the Director of Safety and Security.

Requests submitted to the College President without having first been circulated to the Safety and Security staff for review will be automatically rejected.

For the purposes of this procedure, the definition of a dangerous weapon is detailed in New York State Penal law 265.01(3).

Responsibility for Procedure: Safety and Security

Policy Number	Policy Title
BP2.35	**Curatorial Statement at Art Exhibitions**

Orange County Community College's galleries and display spaces throughout its campuses are integral to the academic mission, as well as the cultural and intellectual life of the College and the larger community.

The College, as a public institution dedicated to upholding those liberties set forth by the First Amendment to the U.S. Constitution, is committed to providing safe and accessible exhibition spaces that welcome free expression and offer free access to ideas representing all points of view.

All art exhibitions presented by the College on its own campuses or elsewhere at off-site locations, as well as those exhibitions that are hosted in College facilities in association with outside organizations, agencies or artists, must include a curatorial statement in a prominent location.

The purpose of the curatorial statement will be to offer visitors to the exhibition space a sense of what the exhibition contains so that the visitors may decide whether they wish to proceed into the space and view the designated exhibition; remind visitors that the works in the exhibition represent the views of the individual artists, not necessarily those of Orange County Community College; and provide contact information for the exhibition curator(s).

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

Amended: Jan. 19, 2022

PROCEDURE 2.35

All art exhibitions presented by the College on its own campuses or elsewhere at off-site locations, as well as those exhibitions that are hosted in College facilities in association with outside organizations, agencies or artists, must include a curatorial statement in a prominent location.

The curatorial statement will be posted at the main entrance to the exhibit, or at all entrances where visitors may enter the exhibit. If appropriate space is not available at the entrance(s), the statement will be posted in a conspicuous location in order to be plainly visible and accessible to all visitors. The statement will be posted prior to the opening of the show/exhibit, and will remain in place throughout the duration of the show/exhibit. In the event the statement is damaged, moved or removed from its location, a replacement statement will be posted as soon as possible.

The curatorial statement will be succinct and brief, and will be developed individually for each exhibit in order that it will be read and considered in its entirety by exhibition visitors and viewers. The curatorial statement welcomes the viewer to the specific art space in which the exhibit is displayed. It also gives the title of the show as well as the start and end dates timeframe. One line or sentence describes the exhibit objectively in art terms -- types (e.g.: still lifes, portraits, land and river scapes, genre paintings, sculptures) and medium/media (e.g.: transparent watercolor, pastels, oil, marble, steel) and style (e.g.: representational, semi-abstract, abstract). It will also include a sentence explaining "the works represent the views of the individual artists, not necessarily those of SUNY Orange." And finally, contact information of the exhibiting artist or group will be included at the bottom.

The curatorial statement can be formatted plainly or somewhat decoratively in a couple of fonts and colors for emphasis, and in easily readable point sizes.

Responsibility for Procedure: Cultural Affairs

Policy Number	Policy Title
BP2.36	**Notification of Breach of Information**

All members of the Orange County Community College community are obligated to report when they learn of instances of unauthorized acquisition, access, use, or disclosure of an individual's Personal, Private and Sensitive Information (as outlined in **BP2.37 (**Personal, Private and Sensitive Information).

If a member of the College community has a reasonable belief that a breach in the security of Private Information (PI) has occurred, he or she must notify the appropriate College personnel. The College shall investigate all such reports and provide appropriate notice to those affected by the breach. Notification will also be made to federal and New York State agencies in accordance with applicable federal and state requirements.

Violations of this policy may subject individuals to disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Adopted: February 21, 2018

PROCEDURE 2.36

These procedures and information apply to all employees and partner entities of SUNY Orange including, but not limited to, business units and subsidiaries.

Computer Emergency Response Plans – The CIO must prepare, periodically update, and regularly test emergency response plans that provide for the continued operation of critical computer and communication systems in the event of an information security incident.

Incident Response Plan Contents - The SUNY Orange incident response plan must include roles, responsibilities, and communication strategies in the event of a compromise including notification of relevant external partners. Specific areas covered in the plan include:

- Specific incident response procedures.
- Business recovery and continuity procedures.
- Data backup processes.
- Analysis of legal requirements for reporting compromises.
- Identification and coverage for all critical system components.
- Reference or inclusion of incident response procedures from relevant external partners, e.g., payment card issuers, and suppliers.

Computer Emergency Response Team (CERT)
Information Technology Services (ITS) must organize and maintain an in-house computer emergency response team (CERT) that will provide accelerated problem notification, damage control, and problem correction services in the event of computer-related emergencies such as virus infestations and hacker break-ins.

The SUNY Orange CERT must be always available to respond to alerts that include but are not limited to evidence of unauthorized activity, detection of unauthorized wireless access points, critical IDS alerts, and reports of unauthorized critical system or content file changes.

Responsibilities

- **Incident management responsibilities** - The individuals responsible for handling information systems security incidents must be clearly defined by the CIO. These individuals must be given the authority to define the procedures and methodologies that will be used to handle specific security incidents.
- **Designated contact person for all disasters and security events** - Unless expressly recognized as an authorized spokesperson for SUNY Orange, no employee may speak with the press or any other outside parties about the status of a disaster, an emergency, or a security event that has been recently experienced.
- **Providing information in legal proceedings** - Employees are prohibited from providing any SUNY Orange records, or any copies thereof, to third parties outside of SUNY Orange or to government officials, whether in answer to a subpoena or otherwise, unless the prior permission of the SUNY Orange Legal Counsel or their designate has first been obtained.
- Incident Response and Recovery
- **Intrusion response procedures** – ITS must document and periodically revise intrusion response procedures. These procedures must include the sequence of actions that staff must take in response to a suspected information system intrusion, who has the authority to perform what responses, and what resources are available to assist with responses.
- **Information security problem resolution** - All information security problems must be handled with the involvement and cooperation of in-house information security staff, the SUNY Orange CERT, or others who have been authorized by ITS.
- **Unauthorized access problems** - Whenever unauthorized system access is suspected or known to be occurring, SUNY Orange personnel must take immediate action to terminate the access or request assistance from the Help Desk.

Reporting Information Security Events

- **Incident reporting** - All suspected information security incidents must be reported as quickly as possible through the approved SUNY Orange internal channels.
- **Violation and problem reporting alternatives** - SUNY Orange employees must immediately report all suspected information security problems, vulnerabilities, and incidents to either their immediate manager or to ITS

Events to Report

- **Off-Site systems damage and loss** - Employees must promptly report to their manager any damage to or loss of SUNY Orange computer hardware, software, or information that has been entrusted to their care.
- **System alerts and warnings** - Users must promptly report all information security alerts, warnings, suspected vulnerabilities, and the like to the IT Service Desk. Users are prohibited from utilizing SUNY Orange systems to forward such information to other users, whether the other users are internal or external to SUNY Orange.
- **Unauthorized activity** - Users of SUNY Orange information systems must immediately report to the CIO any unauthorized loss of or changes to computerized production data. Any questionable usage of files, databases, or communications networks must likewise be immediately reported to the same manager.
- **Unexpected requests for login information** - Other than the regular and expected SUNY Orange log-in screens, users must be suspicious of all pop-up windows, websites, instant messages, and other requests for a SUNY Orange user ID and password. Users encountering these requests must refrain from providing their SUNY Orange user ID and password, as well as promptly report the circumstances to the Help Desk.
- **Unintended PII disclosures** - Unintended disclosures of SUNY Orange PII are a serious matter and must all be immediately reported to both the SUNY Orange Legal Counsel or their designate and the CIO. Such reporting must take place whenever such disclosure is known to have taken place, or whenever there is a reasonable basis to believe that such a disclosure has taken place.
- **Unauthorized wireless access points** - If an unauthorized wireless access point is detected on the SUNY Orange network, the CERT must be notified.
- Reporting to Third Parties

- **Loss or disclosure of PII** - If PII is lost, disclosed to unauthorized parties, or suspected of being lost or disclosed to unauthorized parties, both its Owner and the CIO must be notified immediately.
- **System vulnerability exploitation and victim data** - SUNY Orange staff must not publicly disclose information about the individuals, organizations, or specific systems that have been damaged by computer crimes and computer abuses. Likewise, the specific methods used to exploit certain system vulnerabilities must not be disclosed publicly.

Contact with Authorities

- **Criminal justice community contact** - Technical information systems staff must not contact the police or other members of the criminal justice community about any information systems problems unless they have received permission from the SUNY Orange Legal Counsel or their designate.
- **Law enforcement inquiries** - Even if the requesting party alleges to be a member of the law enforcement community, SUNY Orange employees must not reveal any internal SUNY Orange information through any communications mechanism unless they have established the authenticity of the individual's identity and the legitimacy of the inquiry.
- **Contacting law enforcement** - Every decision about the involvement of law enforcement with information security incidents or problems must be made by the SUNY Orange legal counsel or their designate. Likewise, every contact informing law enforcement about an information security incident or problem must be initiated by the CIO.
- **Requests to cooperate in investigations** - SUNY Orange employees must immediately report every request to participate in an information security investigation to the SUNY Orange Legal Counsel or their designate. Any sort of cooperation with the requesting party is prohibited until such time that the SUNY Orange Legal Counsel or their designate has determined that the participation is legal, is unlikely to cause problems for SUNY Orange, and is requested by an authorized party.

Collection of Evidence

- **Computer crime or abuse evidence** - To provide evidence for an investigation, prosecution, and disciplinary actions, certain information must be immediately captured whenever a computer crime or abuse is suspected. The information to be immediately collected includes the current system configuration as well as backup copies of all potentially involved files.
- **Evidence storage** -The relevant information for computer investigation must then be securely stored offline until official custody is given to another authorized person or the SUNY Orange Legal Counsel or their designate determines that SUNY Orange will no longer need the information.

Investigation and Forensics

- **Forensic analysis process** - Every analysis or investigation using data storage media that contains information that might at some point become important evidence to a computer crime or computer abuse trial, must be performed with a copy rather than the original version. This will help to prevent unexpected modifications to the original information.
- **Computer crime investigation information** - All evidence, ideas, and hypotheses about computer crimes experienced by SUNY Orange, including possible attack methods and perpetrator intentions, must be communicated to the SUNY Orange Legal Counsel or their designate and treated as restricted and legally privileged information.
- **Information security investigations** - All SUNY Orange internal investigations of information security incidents, violations, and problems, must be conducted by trained staff authorized by the CIO.

Violations

Any violation of this document may result in disciplinary action, up to and including termination of employment. SUNY Orange reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. SUNY Orange does not consider conduct in violation of this document to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, SUNY Orange

reserves the right not to defend or pay any damages awarded against employees or partners that result from a violation of this document.

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.37	**Personal, Private and Sensitive Information (PPSI)**

Orange County Community College has an ethical responsibility to its community members to protect their original scholarship, academic work, health, personal data, and other critical institutional information, the loss and damage of which could result in serious financial or reputational loss to the college. As a result, the College will adopt a number of specific policies and procedures that govern the classification, technical protection, information security awareness, and procedural protection of personal, private, and sensitive information in its custody and control.
Compliance with such policies will be required by all affected members of the College community, including faculty, staff, students, volunteers, and independent contractors. Violations of such policies will be subject to appropriate disciplinary action and or discontinuation of a contract with the College.

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

Amended: Jan. 19, 2022

PROCEDURE 2.37

This procedure applies to all SUNY Orange technology users (faculty, staff, and student) and other third-party vendors that may be granted access to the College systems.

Details
Protected Health Information (PHI) and Personal Identifying Information (PII) (as defined below) that is transmitted or received by the College's computer systems, including mobile devices, must be encrypted when transmitted over wireless or Public Networks, including when transmitted via FTP and electronic mail.
Examples of when encryption is required include, but are not limited to:

- A College employee, student, contractor, or vendor sending or receiving the College's PHI or PII using his/her home's Internet Service Provider (ISP) connection (e.g., cable company or DSL), unless both (a) using a VPN connection, and (b) transmitting only to a destination within the campus network.
- Any transmission of PHI or PII sent over any home, public, hotel, or unsecured campus wireless network, unless both (a) using a VPN connection, and (b) transmitting only to a destination within the campus network. Use of the campus wireless network does not require VPN if one is transmitting to a destination within the campus.
- A College employee, student, contractor, or vendor sending or receiving the College's PHI or PII to a destination address outside the campus network. (Encryption is required in this case, even if a VPN connection is used.)
- Any vendor transmissions of PHI or PII sent over the Internet.
- Use of a PDA to transmit PHI or PII over a Public Network.

Encryption is not required for a college employee who uses an on-campus workstation, with a wired connection to the College network, to transmit a document to another College User or to save a document containing PHI or PII to his/her College-managed network folder.
Encryption standards: Acceptable encryption algorithms include, but are not limited to:

- Secure Socket Layer (SSL) RC4 128-bit algorithms
- SSL Server Gated Cryptography (SGC) 128-bit algorithms
- TLS 1.2 or higher algorithms
- Algorithms that are accepted and certified by the National Institute of Standards and Technology (NIST).

The use of a VPN connection satisfies the requirement for encryption only when transmitting PHI or PII to a campus destination.

Violations
Due to possible financial risk and legal consequences associated with the loss of Protected Health Information (PHI) and Personal Identifying Information (PII), failure to adhere to this policy may have serious consequences for employees, up to and including termination of employment. Students who fail to adhere to this policy will be referred to the Honor System. Contractors and vendors who fail to adhere to this policy may face termination of their business relationships with the College. Violation of this policy can in some cases also carry the risk of civil or criminal penalties.

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.38	**College Usage of Preferred First Name**

Orange County Community College recognizes that students, faculty and staff may prefer to identify themselves by first names other than their legal name. As long as the use of this preferred name is not for the purpose of fraud, misrepresentation or to avoid legal obligation, and that the preferred first name meets community standards (i.e. is not profane, obscene or derived from hate speech), the College acknowledges that a "preferred name" can and should be used where possible in the course of college business and education.

This policy is consistent with current Title IX federal law protecting students against discrimination based on gender identity and expression and is a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming students and employees but is available to anyone who uses a preferred first name on a daily basis other than their legal/primary first name.

All official College correspondence will include legal names, while the use of preferred names will be limited solely to internal Orange County Community College systems.

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

Adopted: March 14, 2018

PROCEDURE 2.38

SUNY Orange recognizes that some community members wish to use a first name other than a legal/primary first name to identify themselves in daily use. SUNY Orange permits use of preferred names as long as the use of this different first name is not for the purpose of misrepresentation. The college extends this accommodation in order to help foster a more welcoming, supportive and respectful campus climate for all of its students and employees.

What is a preferred first name: A preferred first name is one that you choose to be called that is different from your legal/primary first name.

Who is Eligible?: The SUNY Orange Preferred First Name Process allows students and employees to officially notify the college of their preferred first names, and have these preferred names used in several communication systems like Blackboard and email. However, there are limits to where the college will use preferred first names.

The preferred name is used solely for SUNY Orange's internal systems, all systems may not show the preferred name. Legal names will always appear on all external use reports and documents, including, but not limited to, grades, hiring paperwork, paychecks, accounts payable checks, student billing, financial aid forms, tax forms, college transcripts, official diplomas, all external communications, such as hometown newspapers (dean's list announcements), and any other documents required by law.

This practice is consistent with current Title IX federal law protecting students and employees against discrimination based on gender identity and expression. It is currently recognized as a best practice for supporting transgender and gender non-conforming members of college communities. Any member of the college community wishing to use a preferred first name other than their legal/primary name on a daily basis may take advantage of the Preferred First Name Process.

Submitting a request for the college to use a preferred first name:

Students:

Students wishing to add a preferred first name or change an existing first name must complete and submit a Preferred Name Request Form (paper copies are available at the Registrar's Office). The link to this form is Preferred Name Request Form

A student's preferred first name will appear on class rosters, grade rosters, advisee listings, MySUNYOrange, email display and BrightSpace. Students' legal/primary names will remain unchanged in all other college **related systems.**

The College will use students' legal first names on official transcripts, enrollment verifications, and in most third-party database systems.

The College reserves the right to reject or remove a preferred first name it deems inappropriate.
Students who wish to change their preferred name will need to complete and submit a new Preferred Name Request Form.

Employees:
Current employees wishing to use a preferred name must fill out the Personal Data Change Request form and send it to the Human Resources Office.

Employees' preferred first names will be listed on their email and in the college directory. Employees' legal/primary first names will appear on all other college records and documents (including employment records). New employees will be offered the opportunity to provide a preferred name upon hire. The College will use employees' legal first names with all documentation associated with official employment records.

The College reserves the right to reject or remove a preferred first name it deems inappropriate.

Employees who wish to change their preferred name will need to complete and submit a new Personal Data Change Request form and submit it to the Human Resources Office.

Submitting a request for the College to use your legally changed name: The College encourages **students** who have changed their legal name to update their college record to reflect that change by completing a Change of Information Form DF which can be found online through the Students Accounts web page. **Employees** must fill out the Personal Data Change Request and submit it along with required documentation to the Human Resources Office.

Can SUNY Orange employees who use lists of students/employees for external communications use preferred names instead of legal names?: Upon request, ITS may be able to provide preferred names to employees who use lists of students/employees, depending on how the information is to be shared. Legal names will otherwise continue to be used as the default.

How long does it take the college to begin using a preferred name?: The College typically will begin using a preferred name within two business days following the appropriate office's receipt and processing of the Preferred First Name Request form or the Personal Data Change Request Form.

Responsibility for Procedure: Human Resources, Student Services

Policy Number	Policy Title
BP2.39	**Password Security**

Orange County Community College is committed to protecting its information technology resources from unauthorized access or damage by establishing standards for the creation of strong passwords, the protection of those passwords, and the frequency of change. The requirement to safeguard information resources must be balanced with the need to support the pursuit of legitimate academic objectives.

The College relies upon the use of College-provided digital credentials to establish authentication for access to the College's online information technology resources and materials. These digital credentials are an important aspect of computer security. They are employed to ensure only authorized people can access those resources and data.

Passwords are the front line of protection for user accounts. Any compromise of authentication credentials used by the College community impacts the confidentiality and integrity of College technology, and potentially personal, private, and sensitive information. All users who have access to College resources are responsible for choosing strong passwords and protecting their login information from unauthorized people.

Individuals may be disciplined for intentional or negligent failure to comply with the password security expectations outlined herein, particularly when such failure results in the misuse of, unauthorized access to, or unauthorized disclosure or distribution of personal, private, or sensitive information.

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

Amended: Jan. 19, 2022

PROCEDURE 2.39

This procedure applies to all SUNY Orange employees (faculty and staff) who have or are responsible for an account or any form of access that supports or requires a password on any system that resides at any SUNY Orange facility, has access to the SUNY Orange network or stores any non-public SUNY Orange information.

Password Creation
All user-level and system-level passwords must conform to the Password Construction Guidelines.

Users must not use the same password for SUNY Orange Community College accounts as for other non-SUNY Orange Community College access (for example, personal account, social media, and so on).

Where possible, users must not use the same password for various SUNY Orange Community College access needs.
User accounts that have system-level privileges granted through group memberships or programs must have a unique password from all other accounts held by that user to access system-level privileges.

Where Simple Network Management Protocol (SNMP) is used, the community strings must be defined as something other than the standard defaults of public, private, and system and must be different from the passwords used to log in interactively. SNMP community strings must meet password construction guidelines.

Password change
All system-level passwords (for example, root, enable, NT admin, application administration accounts, and e.tc.) must be changed on at least a quarterly basis.All user-level passwords (for example, email, web, desktop computer) must be changed at least every six months.

Password cracking or guessing may be performed on a periodic or random basis by the ITS Security Team. If a password is guessed or cracked during one of these scans, the user will be required to change it to follow the Password Construction Guidelines.

Password Protection
Passwords must not be shared with anyone. All passwords are to be treated as sensitive and confidential information of Community College.

Passwords must not be inserted into email messages or any other forms of electronic communication.

Passwords must not be revealed over the phone to anyone.

Do not reveal a password on questionnaires or security forms.

Do not hint at the format of a password for example, "my family name", “Pet name”, Birthdays, etc.

Do not share SUNY Orange Community College passwords with anyone, including administrators and family members

Do not write passwords down and store them anywhere. Do not store passwords in a file on a computer system or mobile device (phone, tablet) without encryption.

Do not use the "Remember Password" feature of applications (for example, web browsers).

Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Application Development
Application developers must ensure that their programs contain the following security precautions:

- Applications must support the authentication of individual users, not groups.

Compliances Measures
The ITS Security team will verify compliance with this policy through various methods, including but not limited to, periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and feedback to the policy owner. Any exception to the policy must be approved by the ITS Security Team in Advance.

Non-Compliances Measures
An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.40	**Information Technology Equipment Inventory**

Orange County Community College information technology resources are utilized to enrich the learning environment and conduct the business of the College. SUNY Orange has a significant investment in information technology assets and is committed to the appropriate stewardship of these assets, the proper and timely reporting of equipment transactions and the processes to safeguard against loss.

An effective and efficient inventory control system enables the College to engage in good business practices, improve internal controls and establish accountability for property acquired through a purchase, lease, donation, transfer or other approved means. The College will establish procedures for the management and accountability of College owned and controlled technology assets to include the full life cycle of a technology asset; from acquisition to disposal.

SUNY Orange employees will be expected to safeguard College property and will be held responsible for all information technology equipment assigned to them or requisitioned by them as outlined in the associated College procedures. They will also be expected to comply with inventory control procedures enacted by the College to track and maintain IT equipment.

Violations of this policy by employees, students, visitors or vendors that results in misuse of, damage to, or loss of a College technology asset may subject those responsible to disciplinary action, up to and including the termination of employment for employees, or application of the appropriate punishments for students as outlined in the Student Code of Conduct.

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

Amended: Jan. 19, 2022

PROCEDURE 2.40

This procedure defines the requirements for establishing the framework and ongoing management of the SUNY Orange Information Technology (IT) Asset Management program. SUNY Orange has established policies and procedures that detail the standards for the lifecycle management of College information technology assets.

Responsibility for proper care of the IT Assets is shared between the faculty or staff member to which it has been assigned, the department, the College technical support partners, and Information Technology Services.

The main goals of the IT Asset Management Policy are to:

1. Serve as effective stewards of the College's IT equipment by tracking and managing the IT Assets.
2. Maintain an accurate IT Asset inventory to optimize usage and workplace productivity.
3. Standardize supported models and configurations to offer efficiency gains through simplified technical support and maintenance requirements.
4. Reduce waste and ensure that IT Assets are encrypted and properly wiped of College data prior to reallocation and disposal.

This governs the management and lifecycle of IT Assets owned by the College, with a unit cost or gift value equal to or greater than $500. Every department, or unit must adhere to the guidelines stated in this procedure to acquire, record, manage, and dispose of SUNY Orange IT Assets.

While the College may assign an IT Asset to a faculty, staff member, or public area for academic or administrative use, the IT Asset remains the property of the University throughout its lifecycle, from initial acquisition and provisioning to the end of its useful life.

Standard IT Assets
ITS offers new, used, and lifecycle replacement computers and accompanying peripherals to all full-time faculty and staff members to perform their job duties at the College. Each full-time member will be assigned a single workstation consisting of a laptop and peripherals such as additional monitors, docking station, mouse, keyboard, and USB headset as requested. Multiple workstations are not issued without proper justification and approval by the department head and CIO. ITS implements standard workstation configurations to provide the best possible support for its customers, while also being fiscally responsible.

Non-Standard IT Assets
A ticket in the ITS ticketing system should be opened for non-standard IT Asset requests by the department head or their designee. It is important to note that non-standard IT Asset requests will need to be approved by the CIO and the department's VP.

1. **Grant-Funded IT Assets**

Grant-funded IT Assets are required to be approved by the ITS department to ensure that they align with our security and support standards. It is important to note that grant-funded IT Assets will not become part of the regular IT Asset replacement plans and additional grants will need to be sought to provide for the long-term sustainability of these assets.

Used IT Assets
The College promotes sustainability and reduces costs by reusing IT Assets when appropriate. Used IT Assets may be requested in the following situations:

1. Shared-use workstation for presentations or basic office applications
2. Workstations for part-time staff to use off-site
3. Temporary loaner workstations

Asset Transfer & Offboarding
On or before their last day of employment, departing faculty and staff members must return all College-owned IT assets to their department head or their designee. their department head or their designee is responsible for ensuring that all College-owned IT Assets are collected from the departing faculty or staff member and returned to ITS for reallocation. (See the HR separation checklist for guidance.)

If College-owned IT assets are not returned prior to the last day of employment of the faculty or staff member, the faculty or staff member must either physically return or ship the IT Asset back to the department as soon as possible. Failure to return an IT Asset shall be deemed a conversion of College property. The College may charge the faculty or staff member for the replacement cost of the IT Asset. The College may also commence legal proceedings against the faculty or staff member to recover the property. When faculty or staff members transfer between College departments, all IT Assets must remain with the original department.

Workstation Configuration
All standard and non-standard workstations must be configured to comply with the Information Technology Security Policies.

Asset Tracking
The College's IT Assets are managed and tracked within a centralized inventory database, employing the following principles:

1. All IT Assets must have a College IT Asset number assigned and mapped to the device's serial number.
2. Prior to deployment, ITS staff shall enter the assigned IT Asset number into the IT Asset tracking database.

3. Each IT Asset record shall include purchase and device information including:
    i. Year of purchase
    ii. Make, model, and description
    iii. Asset Class
    iv. Serial number
    v. IT Asset number
    vi. Warranty information
    vii. Replacement eligibility
    viii. Physical Location
    ix. Department
    x. Assigned to
    xi. Purpose
    xii. Date assigned
4. All IT Assets maintained in the IT Asset tracking database inventory shall be in the central ITS stockroom or in the custody of the assigned faculty or staff member.
5. The assigned faculty or staff member must immediately notify its-security@sunyorange.edu of any lost or stolen College IT Assets.
6. All College faculty and staff members may review their assigned IT Assets by accessing the My Assets page via the ITS Service Desk Portal to ensure that all assigned IT Assets are in their possession.
7. Inventory corrections, such as missing IT Assets, reassigned IT Assets, or changes to the IT Asset's purpose or usage, should be reported to the ITS Service Desk by opening a ticket on the portal.

Lost, Stolen, or Damaged IT Assets
The College does not insure IT Assets for replacement if the IT Asset is lost, stolen, or damaged. If a College IT Asset is lost, stolen, or damaged, it is critical that it be reported to it-security@sunyorange.edu as soon as possible. A replacement IT Asset will be assigned upon request; however, the assigned faculty or staff member's department may be charged for the full cost of the replacement.

Asset Return, Recycling, & Disposal
Replaced or surplus IT Assets must be returned to ITS for reallocation or green recycling. To return an IT Asset, you must submit a Hardware Pick-up Request to arrange for a pickup.

At the end of their useful life, all IT Assets and peripherals are recycled through the College's contracted disposal vendor.

When disposing of any IT Asset, sensitive data must be removed prior to disposal. ITS shall determine the type of data destruction protocol that should be used for erasure. Minimally, data shall be removed using low-level formatting. For media storing confidential or personally identifiable information (PII) that is not being repurposed, such media shall be physically destroyed prior to disposal. The College's contracted disposal vendor assumes all responsibility for properly erasing any information contained within hard drives that cannot be erased by ITS. Procedures governing data security are adhered to for the secure disposal of IT Assets and peripherals prior to recycling or disposal.

Donation and Buyback
The College does not allow College IT Assets to be purchased by faculty, staff, or students. Neither faculty nor staff members may donate any IT Assets to outside organizations because such donations could affect software licensing restrictions and potentially risk data privacy.

Related Regulations
This policy is a component of SUNY Orange Community College's information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act, and other regulations.

Exceptions

Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy. Any requests for exceptions shall be made using the "Request for Policy Exception" form and a copy maintained by the CIO.

Violations
Any violation of the ITS Asset Management Policy may result in disciplinary action, up to and including termination of employment. SUNY Orange reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. SUNY Orange does not consider conduct in violation of this document to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, SUNY Orange reserves the right not to defend or pay any damages awarded against employees or partners that result from a violation of this document.

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.41	Wireless Security

Orange County Community College is committed to protecting its information technology resources from unauthorized access or damage by establishing standards for the security of resources and data with regards to connections to the College wireless network.

The College provides the wireless network as a convenient way of attaching mobile devices to the College network. All users who have access to the College wireless network are responsible for adhering to minimum hardware and software standards in order to protect the data and resources available.

All users of the wireless network are required to adhere all College policies, standards and procedures, in particular to BP2.8 (Internet, Email and Personal Computer Use) and BP2.39 (Password Security).

Violations of this policy resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of College resources and/or data may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Adopted: Sept. 12, 2018

PROCEDURE 2.41

This procedure covers all wireless data communication devices (e.g., personal computers, cellular phones, mobile devices, etc.) connected to any of SUNY Orange's internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to SUNY Orange's networks do not fall under the purview of this policy.

Register Access Points and Cards
All College wireless infrastructure access points must be configured with strong administrative passwords on all management and administrative interfaces enabled on the devices

Vendor-supplied passwords and SNMP community strings must be changed before college wireless access points are placed onto the network.

All wireless Access Points / Base Stations connected to the SUNY Orange network must be registered and approved by ITS. These Access Points / Base Stations shall be subject to periodic penetration tests and audits.

All wireless Network Interface Cards (i.e., PC cards) used in corporate laptops or desktop computers must be registered with ITS.

All wireless access points must maintain end-to-end encryption between the access points and client devices at all times.

Approved Wireless Technology
All wireless LAN access must use institution-approved vendor products and security configurations, and be managed and maintained by the ITS department.

Connecting wireless routers or modems that are not issued and configured by ITS is prohibited due to security implications.

The use of mobile hotspots is strongly discouraged due to the interference with SUNY Orange wireless devices.

Wireless network connections should be disabled when not in use to prevent unauthorized access.

Setting the SSID
The SSID shall be configured and treated as a password and set by ITS.

All wireless access points must be configured with Service Set Identifiers
(SSIDs) that do not contain any sensitive or confidential identifying information about the College, such as the IP address, or product identifier.

Exceptions
Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy. Any requests for exceptions shall be made using the "Request for Policy Exception" form and a copy maintained by the CIO.

Violations
Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and cooperating in any investigation of such activity

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.42	**Mobile Computing and Storage Devices**

Orange County Community College is committed to protecting its information technology resources from unauthorized access or damage by establishing standards for the security of resources and data with regards to mobile devices and mobile storage devices.

To ensure proper security of these devices, proper patch management should always be followed, as well as virus scanning, where appropriate. System connection of these devices will be subject to the conditions of Policy BP2.41 (Wireless Security) and Policy BP2.8 (Internet, Email and Personal Computer Use).

All users who utilize mobile computing devices and employ the use of removable storage devices should be advised of, and adhere to, minimum standards which lead to the proper security of any sensitive data contained in these types of devices. For information concerning applicable minimum security standards, users should consult the Information Technology Services (ITS) department. Users should also immediately report any lost or stolen device which may contain sensitive data to the College Security office and the Chief Information Officer.

Violations of this policy resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of College resources and/or data may subject individuals to disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Amended: Jan. 19, 2022

PROCEDURE 2.42

This procedure applies to all faculty, staff, or third-party vendors of SUNY Orange utilizing a College-owned or private electronic mobile device to access, store, or transmit College data.

Mobile Computing
Mobile computing devices should be password protected.

Mobile computing devices should be kept in the user's possession or a secure location at all times. The individual to whom the device is issued is responsible for its physical protection.

Employees who utilize personal or college-owned electronic mobile devices to access, store, or transmit college data must ensure that a strong secret passcode, PIN, or pattern to unlock the device before accessing college applications and data.

All College mobile devices particularly those that are used to store sensitive college data, must be encrypted

Lost or misplaced mobile computing devices should be immediately reported to the ITS Department.

Exceptions
Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this policy. Any requests for exceptions shall be made using the "Request for Policy Exception" form and a copy maintained by the CIO.

Violations
Any user found to have violated this policy may be subject to disciplinary action, up to and including notifying the appropriate law enforcement authorities of any unlawful activity and cooperating in any investigation of such activity

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.43	Remote Access to College Computer/Network Resources

The Orange County Community College data network and personal computers exist to enrich the learning environment and to enhance the effectiveness and efficiency of College operations. The College recognizes that its students, faculty and staff may need to access college data when they are not physically at one of the College's locations. Use of these resources is a privilege, not a right. Requirements have been established regarding remote access to computing resources delivered and/or hosted by SUNY Orange, and the College reserves the right to restrict the use of any College resources from off-campus locations.

This policy applies to all SUNY Orange faculty, staff, students, contractors, guest account holders, and any other agents who remotely connect to SUNY Orange computing resources not available on the public Internet. This policy also applies to all devices used by authorized individuals for remote access, whether personally-owned, College issued or otherwise obtained. These devices include but are not limited to workstations, laptops, tablets, smartphones, servers, consoles, controllers, and any other computing device which is capable of communicating on the IP-based network provided and maintained by SUNY Orange.

All individuals who use computer or network resources belonging to SUNY Orange remotely must act in a responsible manner, in compliance with federal, state and local laws and College policies, and with respect for the rights of others using a shared resource in an ethical, moral, and legal manner.

College policies BP3.2 (Sexual Harassment and Discrimination Prevention), BP3.3 (Harassment and Discrimination) and BP2.8 (Internet, Email and Personal Computer Use), in their entirety, apply to the use of college computers and networks.

The College is responsible for investigating any suspected abuse of this policy. Such investigation may include remote monitoring of all activities and inspection of a user's computer work areas. If an abuse becomes apparent, the College may invoke stricter supervision, limit or revoke the user's privileges, or take other appropriate action as needed.

Violations of this policy resulting in misuse of, or unauthorized access of, College technology resources may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

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

Adopted: Dec. 10, 2019

PROCEDURE 2.43

This procedure defines the requirements for establishing the framework and ongoing management of the SUNY Orange remote access infrastructure. It applies to all remote access systems, i.e., servers, devices, and all things related, that are configured and implemented to remotely access any SUNY Orange computer or communications system within all SUNY Orange entities including, but not limited to, business units and subsidiaries. The target audience is all SUNY Orange employees who have remote access management responsibilities or who have been given remote access to any SUNY Orange computer or communications system. This also supports SUNY Orange in HIPAA, FERPA, and PCI compliance efforts.

Approval for Access

- Approval – approval for remote access must be approved by a SUNY Orange Vice President before access is granted.
- College Laptops – Remote access will only be allowed on SUNY Orange owned and managed laptops, employing full-disk encryption.

Server Configuration

- Remote Access Server Isolation - SUNY Orange remote access servers must not be run on the same host as other services and applications.
- Remote Access Server Placement - Remote access servers must be placed at the network perimeter unless there are compelling reasons to do otherwise.

Authentication and Access

Remote Access Passwords - User IDs with blank or null passwords (passwords with no characters) must not be permitted to gain remote access to any SUNY Orange computer or network.

Data Integrity

Secret Data Transmission – All SUNY Orange PII data transmitted over any communications network must be encrypted.

Server and Device Management

Remote Access Server and Device Security - All SUNY Orange remote access servers and devices must be kept fully patched, operating using SUNY Orange defined security configuration guidelines.

Remote Access Devices

Remote Access Client Device Support – Help desk personnel must be properly trained to support remote access users and the devices that are used for remote connections.

Client Software

Personal Firewall – All computers that use remote access must have their own approved firewalls installed and continuously enabled.

Exceptions

Only the Chief Information Officer (CIO) or a designated appointee is authorized to make exceptions to this procedure. Any requests for exceptions shall be made using the "Request for Policy Exception" form and a copy maintained by the CIO.

Violations

Any violation of this document may result in disciplinary action, up to and including termination of employment. SUNY Orange reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. SUNY Orange does not consider conduct in violation of this document to be within an employee's or partner's course and scope of employment, or the direct consequence of the discharge of the employee's or partner's duties. Accordingly, to the extent permitted by law, SUNY Orange reserves the right not to defend or pay any damages awarded against employees or partners that result from a violation of this document.

Responsibility for Procedure: Information Technology Services

Policy Number	Policy Title
BP2.44	**Free Speech and Public Assembly**

Orange County Community College will protect the rights of freedom of speech, petition and peaceful assembly as set forth in the U.S. Constitution. The College maintains the right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the College including, but not limited to, classes and College business, or invade the rights of others, will not be tolerated and may result in termination of the assembly.

Faculty, staff, students, and all others engaging in disruptive activity outside the scope of constitutionally protected speech, petition, or assembly may be subject to disciplinary actions, and may face criminal charges.

Designated Public Forum
The Alumni Green on the Middletown campus and the Larkin Plaza on the Newburgh campus have been identified by the College as designated public forum spaces. Other areas may be designed by the Director of Campus Safety and Security as public forums to accommodate free speech in special circumstances.

Groups wishing to use the designated public forum space for public gatherings, demonstrations or marches should notify the Director of Campus Safety and Security of their intention. This is to allow an efficient and safe allocation of space, generally to the first group to request it for a particular time. College sponsored events have first priority on the use of campus grounds. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Guidelines for Speech and Public Assembly
No student, faculty, or other staff member or authorized visitor shall be subject to any limitation or punishment or penalty solely for the expression of their views, nor for having lawfully assembled with others for such purpose.

Speakers: In view of the desire of the College to promote free speech, the Designated Public Forum area is open to everyone who follows the provisions of this policy.

The right to dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. The speaker is entitled to communicate his/her/their message to the audience and the audience is entitled to hear the message and see the speaker. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting is acceptable, to the extent it is not a disruptive activity and does not impede access, including, but not limited to blocking the audience's view or preventing the audience from being able to pay attention.

Marches: Marches are acceptable on campus with the appropriate notification to Safety and Security to allow the College to prepare for the march and provide for the necessary safety of the participants and bystanders, as well as to assure adequate parking and maintain the flow of vehicle and pedestrian traffic. The notification should outline expected attendance, and the anticipated parade/march route.

Prohibited Conduct
The policies and procedures of the College, especially those related to the safety and security of persons and property, must be observed at all times. In addition, no person, either singly or in concert with others, shall:

- Threaten passers-by

- Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic
- Commit any act likely to create imminent safety or health hazards
- Interfere with or disrupt any other lawful or permitted activity by anyone in the same general location at the same time
- Post any materials on any buildings, walls, windows, doors, sidewalks, trees, light poles, or any other College owned equipment except in designated areas
- Carry signs or other transportable displays that are affixed to metal poles, wooden sticks or other items that could be deemed a dangerous weapon
- Conduct speech that includes words that by their very nature tend to incite an immediate breach of the peace
- Engage in any speech or action that is not allowed by law
- Engage in any speech that is likely to incite or produce immediate lawless action
- Incite others to commit any of the acts prohibited

Assembly Security
Orange County Community College reserves the right to charge individuals wishing to use the Designated Public Forum for additional security at a rate determined by the Director of Safety and Security. The Director of Safety and Security will determine the need for and the number of additional Safety and Security personnel to perform security functions during any public assembly event.

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

Amended: Jan. 19, 2022

PROCEDURE 2.44

As the policy indicates, groups wishing to use the designated public forum spaces for public gatherings, demonstrations or marches should notify the Office of Safety and Security. Timely notification should be made, where possible. On a case-by-case basis, and informed by the potential size and scope of the event, the Director of Safety and Security, or designee, will work with event organizers to assure an efficient and safe event, and to minimize the event's impact on the remainder of the campus or to the surrounding communities.

Allocation of space will generally be given to the first group to request it for a particular time. College-sponsored events have first priority on the use of campus grounds. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

The College maintains the right to regulate reasonable time, place and manner restrictions concerning acts of expression and dissent. Any acts that are disruptive to the normal operations of the College including, but not limited to, classes and College business, or invade the rights of others, will not be tolerated and may result in termination of the assembly.

Faculty, staff, students, and all others engaging in disruptive activity outside the scope of constitutionally protected speech, petition, or assembly may be subject to disciplinary actions, and may face criminal charges.

Responsibility for Procedure: Safety and Security

Policy Number	Policy Title
BP2.45	**All Gender Bathroom Facilities**

In order to comply New York State legislation (8 NYCRR Part 317) Orange County Community College will designate all publicly accessible single-occupancy bathroom facilities as all gender bathroom facilities on all properties owned or operated by the College.

Such designated bathroom facilities will be provided for use by no more than one occupant at a time, or for family or assisted use. Such all gender bathroom facilities shall be clearly marked by accompanying signage on or near the entry door of each facility. For purposes of this section, single-occupancy bathroom shall have the same meaning as paragraph (d) of subdivision one of section 145 of the public buildings law.

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

Approved: May 12, 2021

PROCEDURE 2.45

All-Gender Restrooms are available as a resource for students, faculty, staff, alumni and visitors. Restrooms are to be used by any community member, regardless of their gender identity/expression. While these restrooms are for use by all community members, they specifically create a safer restroom environment for members of the SUNY Orange community who identify as transgender, non-binary, and gender non-conforming.

Campus List
*This list is for the Middletown & Newburgh campuses (updated November 2022)

Middletown Campus

Building	Location [Floor]	Details
Bio Tech	1st Floor by elevator	Single Stall w/Changing Station
Bio Tech	2nd Floor by room 225	2 Single Stall bathrooms
Bio Tech	2nd Floor near Dental Office	Single Stall
Bio Tech	2nd Floor by room 233	Single Stall
Bio Tech	3rd Floor by room 325	Single Stall
Bio Tech	3rd Floor by room 357	2 Single Stall bathrooms
Harriman Hall	3rd Floor by room 305	Single Stall
Morrison Hall	1st Floor opposite Morrison Library	Single Stall
Orange Hall	Gallery 2nd floor by Room 207	Single Stall
Physical Education Ctr.	2nd Floor, Room 224	Single Stall
Rowley Center	Ground Floor by room 011	Single Stall
Shepard Center	1st Floor by rear entrance	2 Single Stall bathrooms
Shepard Center	3rd Floor by reception desk	Single Stall

Newburgh Campus

Building	Location [Floor]	Details
Kaplan Hall	1st floor left of main entrance	Single Stall
Kaplan Hall	2nd floor left of main staircase	Single Stall
Kaplan Hall	3rd floor left of main staircase	Single Stall

Responsibility for Procedure: Maintenance and Facilities

SECTION 3

Human Resources

Policy Number	Policy Title
BP3.1	Equal Employment Opportunity/Affirmative Action

The College is committed to providing equal educational and employment opportunities to all persons without regard to race, color, ancestry, citizenship status, national origin, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, marital status, familial status, religion, age, disability (physical or mental), gender identity, genetic information or characteristics, domestic violence victim status, service in the military, or any other protected classification under federal, state, or local law.

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

Amended: March 16, 2022
Amended: Feb. 18, 2015

PROCEDURE 3.1

Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to; recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff and termination. In addition, the College will make a reasonable accommodation to known physical or mental limitations of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of our business. All employment-related policies, procedures, and actions are designed to comply with applicable laws.

Complaints or concerns about the College's adherence to applicable equal opportunity and affirmative action laws should be directed to the Associate Vice President for Human Resources. More information can be found in the College's Affirmative Action Manual in Appendix J.

Violations of this policy by employees will be addressed as directed by the collective bargaining agreement of the employees' bargaining unit, as applicable. Violations by students will be addressed via the Student Code of Conduct. Visitors in violation of this policy should be reported to Safety and Security staff.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.2	**Sexual Harassment and Discrimination Prevention**

Sexual harassment is a form of sex discrimination, which is unlawful in the workplace under Title VII of the Civil Rights Act of 1964, as amended, and the New York State Human Rights Law. Under Title IX of the Educational Amendments of 1972, sexual harassment also is prohibited in the provision of educational services and protects students and employees from sexual harassment.

Sexual harassment is prohibited and will not be tolerated at SUNY Orange. The College has implemented measures to address and prevent sexual harassment and is taking additional affirmative steps to increase awareness of, and sensitivity to, all forms of sexual harassment in order to maintain a workplace and learning environment free of its harmful effects.

Sexual harassment is a form of workplace discrimination and employee misconduct, as well as a form of discrimination in the academic setting, and all employees and students are entitled to work and learn in a campus environment that prevents sexual harassment. All employees and students have a legal right to a workplace and a campus free from sexual harassment, and employees and students can enforce this right by filing a complaint internally with the College, or with a government agency, or in court under federal or state anti-discrimination laws, as detailed in the College's Discrimination and Sexual Harassment Complaint Procedure.

In accordance with applicable law, sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic benefit; or
- Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work or academic performance, or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment can include physical touching, verbal comments, non-verbal conduct such as leering or inappropriate written or electronic communications, or a combination of these things. Examples of sexual harassment may include, but are not limited to:

- Seeking sexual favors or a sexual relationship in return for the promise of a favorable grade or academic opportunity;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, or performance appraisal) on a sexual favor or relationship; or
- Intentional and undesired physical contact, sexually explicit language or writing, lewd pictures or notes, and other forms of sexually offensive conduct by individuals in positions of authority, co-workers or student peers, that unreasonably interferes with the ability of a person to perform their employment or academic responsibilities.
- Physical acts of a sexual nature, such as:
    - Touching, pinching, patting, kissing, hugging, grabbing, brushing against, or poking another person's body;
    - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions whether they involve physical touching or not, such as:
    - Requests for sexual favors accompanied by implied or overt threats concerning a target's job performance evaluation, a promotion or other job benefits or detriments, or an educational benefit or detriment;
    - Subtle or obvious pressure for unwelcome sexual activities.

    - Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience, which create a hostile environment.
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussion of one's sexual activities.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications, such as:
    - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on computers or cell phones and sharing such displays while in the workplace or classroom.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender, such as:
    - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform employment or academic duties;
    - Sabotaging an individual's work;
    - Bullying, yelling, name-calling

Such behavior can constitute sexual harassment regardless of the sex, gender, sexual orientation, self-identified or perceived sex, gender expression, status of being transgender, or gender identity of any of the persons involved. Sexual harassment is considered a form of employee and student misconduct, which may lead to disciplinary action. Further, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Employees and students who believe they have been subjected to sexual harassment may refer to the College's Discrimination and Sexual Harassment Complaint Procedure for more details on how to have their allegations reviewed, which includes a link to the College's complaint form.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure, is unlawful, is strictly prohibited and may result in disciplinary action. Retaliation is an adverse action taken against an individual as a result of complaining about or providing information regarding unlawful discrimination or harassment, exercising a legal right, and/or participating in a complaint investigation as a third-party witness. Adverse action includes being discharged, disciplined, discriminated against, or otherwise subject to adverse action because the individual reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Participants who experience retaliation should contact the College's Civil Rights Compliance Officer/Title IX Coordinator and may file a complaint pursuant to the procedures outlined in the College's Discrimination and Sexual Harassment Complaint Procedure.

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

Amended: March 16, 2022
Amended: Nov. 20, 2019

PROCEDURE 3.2

Employees, students, and visitors to the College are encouraged to bring any concerns regarding known or suspected instances of sexual harassment or discrimination to the attention of the Vice President for Student Services, Title IX Coordinator, Affirmative Action Officer or the Associate Vice President of Human Resources. Reports will be investigated and resolved in accordance with the College's Discrimination and Sexual Harassment Complaint Procedure.

Procedures for Processing Grievances

1. The Affirmative Action Officer shall receive any complaint of alleged illegal discrimination or sexual harassment, shall assist the grievant in defining the charge, and shall provide the grievant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.
2. If the grievant chooses to use the Orange County Community College Grievance Procedure for the Review of Allegations of Illegal Discrimination or Sexual Harassment, the Affirmative Action Office shall assist the grievant in preparing a written statement, signing and dating a copy of the completed statement for the grievant.
3. The Affirmative Action Officer shall seek to resolve the grievance informally and shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable. If a resolution satisfactory to both grievant and respondent is reached within ten (10) working days through the efforts of the Affirmative Action Officer, the Officer shall close the case, sending a written notice to that effect to the grievant and respondent. The written notice, a copy of which shall be attached to the original grievance in the Officer's file, shall indicate the agreement reached by grievant and respondent and shall be signed and dated by the grievant, the respondent, and the Affirmative Action Officer.
4. If the Affirmative Action Officer is unable to resolve the grievance to the mutual satisfaction of the grievant and respondent within ten (10) working days, the Officer shall so notify the grievant, advising grievant of his/her right to proceed to the next step internally and/or the right to file separately with appropriate external enforcement agencies.
5. If at any time the grievant chooses to use the employee grievance procedures established through negotiated contracts or to file a formal complaint with a state or federal agency or to start a court action, any internal investigation under way on the same complaint will be terminated without conclusion with the following exception: if internal investigation is prolonged to the point that the statute of limitation for filing with outside agencies may be exceeded (180 days for EEOC or OCR complaints; 365 days for Division of Human Rights complaints), a charge may be filed with the appropriate state or federal agency without interruption of the internal procedure.
6. If the grievant chooses to proceed through the internal grievance procedure, the grievant shall notify the Affirmative Action Officer in writing within seven (7) working days from the time of notification by the Affirmative Action Officer that the issue cannot be resolved informally.
7. Within five (5) working days of receipt, the Affirmative Action Officer shall notify the grievant and the President that a review of the matter shall take place by an ad hoc tripartite committee. The ad hoc tripartite committee is chosen from a panel of campus faculty, administrators, employees and students established each year by the President and the Affirmative Action Officer. The members of the ad hoc tripartite committee will be chosen as follows: one by the grievant, one by the respondent, and a third, who shall chair the committee, chosen by the two designees. Should either the grievant or respondent choose not to make a selection, the President will.
8. Selection of the ad hoc tripartite committee must be completed and the Affirmative Action Officer notified of the members chosen within seven (7) working days of the receipt of notification by the grievant and the President that a review of the matter shall take place by a tripartite committee.
9. The tripartite committee shall review the matter, as appropriate, and shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable. Both the grievant and respondent shall be given the opportunity to submit written statements that will become a part of the material compiled by the Committee. These written statements must be submitted to the Committee within (10) working days of the Committee's formation.
10. Within fifteen (15) working days from the formation of the tripartite committee, the Committee Chairperson shall submit an opinion to the campus President as to whether or not sexual harassment or illegal discrimination has occurred.
11. The President shall communicate the opinion of the tripartite committee in writing to the grievant, to the respondent, and to the campus Affirmative Action Officer within five (5) working days together with a statement indicating his/her acceptance or rejection of the Committee's opinion. The President will

indicate his/her decision either to dismiss the charge for lack of evidence that sexual harassment or illegal discrimination has occurred or to discuss appropriate redress with the grievant if sexual harassment or illegal discrimination has been found.

Violations of this policy by employees will be addressed as directed by the collective bargaining agreement of the employees' bargaining unit, as applicable. Violations by students will be addressed via the Student Code of Conduct. Visitors in violation of this policy should be reported to Safety and Security staff.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.3	Harassment and Discrimination

SUNY Orange is committed to fostering a diverse community of faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, ancestry, citizenship status, national origin, religion, creed, age, disability, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender expression and identity, marital status, familial status, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction or other characteristics protected by state or federal law. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely or retaliated against based upon a protected characteristic.

This policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Officials and supervisors must take immediate and appropriate corrective action when instances of prohibited discrimination and/or harassment come to their attention to assure compliance with this policy. Each employee and student is assured that retaliation against an individual who makes a complaint or report under this policy is absolutely prohibited and constitutes, in and of itself, a violation of this policy. Any questions regarding the scope or application of this policy by employees should be directed to the Associate Vice President of Human Resources. Students can contact the office of the Vice President for Student Services.

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

Amended: March 16, 2022
Amended: Oct. 16, 2019

PROCEDURE 3.3

In its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, Orange County Community College provides an internal grievance procedure for the prompt and equitable investigation and resolution of allegations of sexual harassment or illegal discrimination on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction or any other legally protected status.

This internal grievance procedure is outlined in Section 3 of the College's Affirmative Action Manual and is one of several options open to any SUNY Orange student or employee who believes that he or she has been the victim of illegal discrimination or sexual harassment. The grievance procedure is also outlined below:

Procedures for Processing Grievances

1. The Affirmative Action Officer shall receive any complaint of alleged illegal discrimination or sexual harassment, shall assist the grievant in defining the charge, and shall provide the grievant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.

2. If the grievant chooses to use the Orange County Community College Grievance Procedure for the Review of Allegations of Illegal Discrimination or Sexual Harassment, the Affirmative Action Office shall assist the grievant in preparing a written statement, signing and dating a copy of the completed statement for the grievant.
3. The Affirmative Action Officer shall seek to resolve the grievance informally and shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable. If a resolution satisfactory to both grievant and respondent is reached within ten (10) working days through the efforts of the Affirmative Action Officer, the Officer shall close the case, sending a written notice to that effect to the grievant and respondent. The written notice, a copy of which shall be attached to the original grievance in the Officer's file, shall indicate the agreement reached by grievant and respondent and shall be signed and dated by the grievant, the respondent, and the Affirmative Action Officer.
4. If the Affirmative Action Officer is unable to resolve the grievance to the mutual satisfaction of the grievant and respondent within ten (10) working days, the Officer shall so notify the grievant, advising grievant of his/her right to proceed to the next step internally and/or the right to file separately with appropriate external enforcement agencies.
5. If at any time the grievant chooses to use the employee grievance procedures established through negotiated contracts or to file a formal complaint with a state or federal agency or to start a court action, any internal investigation under way on the same complaint will be terminated without conclusion with the following exception: if internal investigation is prolonged to the point that the statute of limitation for filing with outside agencies may be exceeded (180 days for EEOC or OCR complaints; 365 days for Division of Human Rights complaints), a charge may be filed with the appropriate state or federal agency without interruption of the internal procedure.
6. If the grievant chooses to proceed through the internal grievance procedure, the grievant shall notify the Affirmative Action Officer in writing within seven (7) working days from the time of notification by the Affirmative Action Officer that the issue cannot be resolved informally.
7. Within five (5) working days of receipt, the Affirmative Action Officer shall notify the grievant and the President that a review of the matter shall take place by an ad hoc tripartite committee. The ad hoc tripartite committee is chosen from a panel of campus faculty, administrators, employees and students established each year by the President and the Affirmative Action Officer. The members of the ad hoc tripartite committee will be chosen as follows: one by the grievant, one by the respondent, and a third, who shall chair the committee, chosen by the two designees. Should either the grievant or respondent choose not to make a selection, the President will.
8. Selection of the ad hoc tripartite committee must be completed and the Affirmative Action Officer notified of the members chosen within seven (7) working days of the receipt of notification by the grievant and the President that a review of the matter shall take place by a tripartite committee.
9. The tripartite committee shall review the matter, as appropriate, and shall have the right to all relevant information and to interview witnesses, including the right to bring together grievant and respondent, if desirable. Both the grievant and respondent shall be given the opportunity to submit written statements that will become a part of the material compiled by the Committee. These written statements must be submitted to the Committee within (10) working days of the Committee's formation.
10. Within fifteen (15) working days from the formation of the tripartite committee, the Committee Chairperson shall submit an opinion to the campus President as to whether or not sexual harassment or illegal discrimination has occurred.
11. The President shall communicate the opinion of the tripartite committee in writing to the grievant, to the respondent, and to the campus Affirmative Action Officer within five (5) working days together with a statement indicating his/her acceptance or rejection of the Committee's opinion. The President will indicate his/her decision either to dismiss the charge for lack of evidence that sexual harassment or illegal discrimination has occurred or to discuss appropriate redress with the grievant if sexual harassment or illegal discrimination has been found.

Employees, students, and visitors to the College should report any instances of sexual harassment or discrimination to the Vice President for Student Services, Title IX Coordinator, Affirmative Action Officer or the Associate Vice President of Human Resources.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.4	**Disability Accommodations**

As part of its commitment to maintaining a highly qualified and diverse student population and work force, and in keeping with its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), the College offers qualified individuals with disabilities equal opportunity, participation, and access to College programs, services, and activities. Discrimination on the basis of disability as defined in Section 504 or under the ADA will not exist in any activity, area, or operation of the College, and retaliation against an individual for asserting rights under Section 504 or the ADA will not be tolerated.

The College will make reasonable accommodations for any known disability of an otherwise qualified individual, unless it would result in undue hardship on the College's operations. Employees seeking disability accommodations should consult with the Human Resources office while students should contact the Office of Accessibility Services.

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

Amended: March 16, 2022

PROCEDURE 3.4

Employees, students, and visitors to the College are encouraged to bring any concerns regarding known or suspected instances of disability-based discrimination to the attention of the Associate Vice President for Human Resources, who is designated as the person responsible for coordinating the College's compliance with Section 504 and the ADA. Student complaints can also be directed to the Vice President for Student Services. Complaints will be handled promptly, equitably, and in accordance with the College Discrimination Complaint Guidelines, copies of which are available and can be provided by from supervisors, the Office of Human Resources and the Office of Student Services.

Title I of the Americans with Disabilities Act (ADA) requires employers to provide reasonable accommodation to qualified applicants and employees with a disability unless the employer can demonstrate that doing so creates an undue hardship to the employer or poses a direct threat to the safety of the employee or others in the workplace. An accommodation may include a change to the work environment or to the way in which a job is usually performed.

The accommodation process involves an in-depth review of the job requirements and the limitations or performance problems the employee's disability creates to identify changes or modifications that will allow the employee to perform the essential duties of his or her job.

The process begins by reviewing the essential job duties of the position, engaging in an interactive process with the employee and conducting a careful analysis of the employee's requested accommodation. An employer may determine that providing the requested accommodation creates an undue hardship when the cost of providing the requested accommodation has a grave financial impact on the organization or is unduly disruptive.

The following is an overview of the various steps involved when handling a request for accommodation.

Step 1: Determine whether the Employee with a Disability is "Qualified"
The term "qualified" with respect to an individual with a disability means that the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position; such an individual

holds or desires and, with or without reasonable accommodation, can perform the essential functions of such a position.

Employers should determine if the employee's disability qualifies under the ADA. (See Step 3 for more information and the assessment process.)

Step 2: Initiate the Interactive Process
Upon learning of the possible need for reasonable accommodation under the ADA, Human Resource should engage in a process in which the employee, health care provider and employee's immediate supervisor each share information about the nature of the disability and the limitations that may affect the employee's ability to perform the essential job duties. This process is referred to as the interactive process and involves a good-faith effort by the employer and the employee to discuss the limitations or performance issues the employee's disability may pose. The purpose of this discussion is to determine what (if any) accommodations may be needed.

The interactive process involves a review of the accommodation request from the employee and/ or a health care provider. Although the ADA does not require the request to be put in writing, having documentation of the request is best practice.

The employee should be asked to provide appropriate documentation from a health care provider regarding the nature of any impairment(s), severity, duration, activities limited by the impairment(s) and the extent to which the impairment(s) limits the employee's ability to perform the job's essential duties/functions.

In the event that Human Resources needs to consult with an employee's health care provider, Human Resources must obtain a written medical release or permission from the employee. The employee's health care provider may not disclose information or answer questions about the employee's disability without the employee's permission.

Step 3: Assess if the Employee Has a Disability under the ADA
Human resources will use the definition of a "disability" and a "qualified individual with a disability" under provisions of the ADA, along with information from the employee's health care provider, to help make this determination.

The ADA defines a disability as one of the following: a) a physical or mental impairment that substantially limits a major life activity; b) a record of a physical or mental impairment that substantially limited a major life activity; or c) being regarded as having such an impairment.

The ADA Amendments Act (ADAAA) identifies medical conditions that would virtually always be considered a disability within the meaning of the law. They include deafness, blindness, intellectual disability, completely or partially missing limbs, mobility impairments that require the use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, HIV or AIDS, multiple sclerosis and muscular dystrophy, major depression, bipolar disorder, post-traumatic stress disorder, obsessive-compulsive disorder, and schizophrenia.

The definition of major life activities includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major bodily functions include functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

The definition of a disability also includes situations in which an employer takes an action prohibited by the ADA based on an actual or perceived impairment—for example, removing from customer contact a bank teller who has severe facial scars because customers may feel uncomfortable working with this employee or may perceive the employee as having an impairment when, in fact, the employee does not.

The ADAAA directs that if a "mitigating measure," such as medication, medical equipment, devices, prosthetic limbs or low vision devices eliminates or reduces the symptoms or impact of the impairment, that fact cannot be used in determining if a person meets the definition of having a disability. Instead, the determination of disability should focus on whether the individual would be substantially limited in performing a major life activity without the mitigating measure. This rule, however, does not apply to people who wear ordinary eye glasses or contact lenses.

Human Resources must consider whether the impairment substantially limits a person's ability to work or meet certain job-related requirements, even though the impairment may not impose substantial limitations outside the workplace. For example, the employee may still be able to operate a personal motor vehicle but may have limitations in performing the essential job duty of operating and driving a commercial truck, which is regulated by the U.S. Department of Transportation. In this case, the ADA recognizes this employee as having a disability.

Human Resources will review all factors to determine if there is a disability that needs to be accommodated.

Step 4: Determine Accommodations
An accommodation can be a change or modification to the workplace, allowing the employee with a disability to perform his or her essential job duties or enjoy the benefits and privileges of employment. Examples include job restructuring, reassignment or transfer to a vacant position, making existing facilities more readily accessible, modifying or using alternative work schedules, acquiring or changing equipment or devices, and adjusting training materials or using interpreters for people with hearing or visual impairments.

Reasonable accommodations can vary in price and scope. Some are free or low-cost, such as a change in work schedule, granting extended unpaid leave or telecommuting. Others may be more costly, such as installing an elevator or modifying restrooms.

The types of accommodations needed and provided will depend on the limitations of the disability and the individual employee's ability to perform the essential job duties of the position. One standardized type of accommodation may not meet the needs of employees who have similar disabilities but different impairments/limitations when performing their essential job functions. Accommodations are designed to meet the specific circumstances of the individual.

Human Resources will review the accommodation request from the employee or health care provider to determine whether the requested accommodation would create an undue hardship to SUNY Orange. Alternatives to the requested accommodations can be suggested if the initial request creates an undue burden but there is another cost-effective way to provide the needed accommodation.

Human Resources will continue the interactive process until an accommodation(s) is found that meets the needs of the employee and does not create an undue hardship on SUNY Orange.

Step 5: Determine if the Accommodation is "Reasonable" or Creates an "Undue Hardship"
Human Resources will carefully deliberate on the costs and effectiveness of an accommodation request.

Human Resources will seek input from the employee's supervisor, who has knowledge about the duties of the position and the worksite, to help determine the feasibility and what may be a "reasonable" accommodation.

Massive modifications/restructuring to the essential job duties so that the position no longer resembles its purpose are also not considered reasonable—for instance, removing driving duties from a truck driver position.

Human Resources will document the specific accommodations that will be made.

Step 6: Notify the Employee
The next step is for Human Resources to notify the employee in writing that his or her requested accommodation has been approved or denied. Details of the accommodation and the anticipated start date will be included.

Human Resources must maintain all copies of accommodation requests, supporting medical information and documentation, including denials, in a file separate from the employee personnel file, consistent with the confidentiality requirements of the ADA.

Step 7: Review and Modify
The accommodation process is not set in stone and may need to be reviewed, especially if an employee's disability changes or the needs of the business change.

Students who are requesting accommodations should refer to the procedures for BP6.3 (Services for Persons with Disabilities)

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.5	**Drug-Free Workplace**

Orange County Community College is committed to maintaining a drug free environment and will comply with "The Drug-Free Schools and Communities Amendments Of 1989" as mandated by Section 22 of Public Law 101-226, and the "Drug-Free Workplace Act of 1988."

From a safety perspective, those who use or possess drugs or alcohol may impair the well-being of students and employees, interfere with the College's educational and workplace environment, or cause damage to College property.

The unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol is prohibited in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from the College or College activities; and off-campus property at any College-sponsored or College-approved activity, event or function (such as a field trip or athletic event where students are under the jurisdiction of the College).

"Controlled substance" means any drug listed in Title 21 of the United States Code and other federal regulations, as well as those listed in Chapter 90 of the New York General Statutes.

Standards of Conduct for Employees and Visitors
The College has a vital interest in ensuring safe, healthful and efficient working conditions for employees and learning conditions for students. The College is also committed to offering visitors a safe environment in which to enjoy the College premises, programs and offerings. The unlawful presence of controlled substances on College premises conflicts with these vital interests and constitutes a violation of the public trust. For these reasons, the College has established, as a condition of employment and continued employment, the following:

- The unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at any College work location or premises is prohibited
- Employees who unlawfully manufacture, distribute, possess or use a controlled substance will be subject to disciplinary procedures consistent with applicable and collective sanctions
- Employees must notify the Human Resources Office of any criminal drug statute conviction for a violation occurring in the workplace, or at a work site, no later than five (5) days after such a conviction
- All employees are hereby advised that full compliance with the foregoing policies shall be a condition of employment at the College
- Advance written approval and authorization is required from the President of the College for the consumption of alcohol at College-sponsored functions

For the purposes of this policy, students are governed by the College's Student Code of Conduct.

Disciplinary Sanctions of the College
Local, state and federal laws stipulate mandatory fines and imprisonment of individuals convicted of possessing, using or distributing illicit drugs or alcohol on campus and at all College-sponsored events. The College will strictly enforce the Student Code of Conduct which specifies the disciplinary measures for students who have been found to have possessed, used or distributed drugs or alcohol on College property and at all College-sponsored events. Please refer to the Student Code of Conduct for disciplinary procedures and possible sanctions specified for students.

The disciplinary measures specified for employees include:

- Completion of an appropriate rehabilitation program
- Disciplinary sanctions will be applied pursuant to applicable law or, where appropriate, the individual's collective bargaining agreement. These sanctions may include a reprimand, a fine, and suspension without pay, demotion and dismissal

In addition to disciplinary action or College sanctions, students and employees found possessing, using or distributing illegal drugs and alcohol on College property may be referred to local authorities for prosecution.

In the case of a student, charges for violation of any of these rules shall be presented and shall be heard and a recommendation to the chief administrative officer shall be made under the "Code of Student Conduct" for the disposition of charges.

In the case of a faculty member, charges of misconduct in violation of these rules shall be made by the chief administrative officer, or designee, and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

In the case of a staff member, charges of misconduct in violation of these rules shall be made by the chief administrative officer, or designee, and thereafter heard and determined by the Board of Trustees of Orange County Community College within 30 days.

Drug-Free Awareness Program
In order to maintain a drug-free workplace, the College has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, its drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed for violations of our drug-free workplace policy. Such education may include:

- Distribution of the College's drug-free workplace policy at the employment interview
- Discussion of the policy at the new employee orientation session
- Distribution of a list of approved drug assistance agencies, organizations and clinics
- Distribution of published educational materials regarding the dangers of drug abuse
- Re-orientation of all involved employees in cases in which a drug-related accident or incident occurs
- Inclusion of the policy in employee handbooks and any other personnel policy publications
- Lectures or training by local drug abuse assistance experts
- Discussion by the College's safety experts on the hazards associated with drug abuse
- Video presentations on the hazards of drug abuse

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

Amended: March 16, 2022
Amended: Oct. 21, 2020

PROCEDURE 3.5

Under no circumstances shall an on-duty College employee operate a College vehicle or utilize College equipment while under the influence of alcoholic beverages or other substances that cause impairment. If a supervisor suspects that a College employee has consumed or is under the influence of alcohol or other impairment-inducing substance, that supervisor shall contact Human Resources. If the impaired or intoxicated employees is a danger to themselves or others, contact Safety and Security or dial 911 immediately.

SUNY Orange strives to maintain a drug free workplace by ensuring that:

1. The College's Drug-Free Workplace Policy aligns with federal, state, and local laws. The policy is also reviewed annually by an attorney.

2. The Drug-Free Workplace Policy is sent to all employees every year by the Vice President of Administration & Finance.
3. Supervisors are advised of their specific responsibilities in implementing the policy and ways to recognize employee performance issues that may be related to drug abuse.
4. The College offers an Employee Assistance Program that is designed to assist in the identification of problems that are associated with alcohol and drug abuse.
5. In the event of suspected drug or alcohol abuse the College may utilize Partners in Safety to administer a drug/alcohol test to identify if there is evidence of recent use of alcohol, prescription drugs, or illicit drugs.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.6	Tobacco Use in the Workplace

Orange County Community College bans the use of tobacco products, including e-cigarettes and vapor devices, on the College's campuses, except in those outdoor areas designated by the College President. Pursuant to the New York State Indoor Clean Air Act (Public Health Law, Article 13-E), smoking is prohibited inside all buildings owned and/or operated by SUNY Orange. In addition, the indoor use of all tobacco products is strictly prohibited.

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

Amended: Dec. 16, 2015

PROCEDURE 3.6

Employees, students, and visitors to the College should report any suspected tobacco use to the Vice President for Student Services, Title IX Coordinator, Affirmative Action Officer, Associate Vice President of Human Resources or Safety and Security, as appropriate.

Violations of this policy by employees will be addressed as directed by the collective bargaining agreement of the employees' bargaining unit, as applicable. Violations by students will be addressed via the Student Code of Conduct. Visitors in violation of this policy should be reported to Safety and Security staff.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.7	Employment of Relatives (Nepotism)

The College prohibits the employment of close relatives in the same department or administrative unit (or anywhere within the College) where the relatives participate in making recommendations or decisions affecting the appointment, evaluation, retention, work assignments, promotion, demotion or salary of other relatives.

All members of the Board of Trustees, at the outset of their appointed term and at each date of subsequent term renewals, will sign a Conflict of Interest form that requires the Trustee to disclose whenever a close relative is subject to any hiring, promotion or other College personnel action. The Trustee will be required to recuse himself/herself/themselves from any Board vote or action involving the Trustee's close relative.

"Close relative" refers to persons related consanguineously ("blood relatives") within the third degree of relationship (e.g., second cousin) and to persons related by affinity ("relatives by marriage") within the second degree of relationship (e.g., first cousin-in-law).

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

Amended: March 16, 2022

PROCEDURE 3.7

All external candidates for employment are asked about any familial relationships with current employees of the College during the screening process. This is reviewed by Human Resources.

Human Resources questions all internal candidates seeking new positions about any familial relationships with current employees of the College to ensure that closely related employees are not placed in supervisor/subordinate relationships.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.8	**Personal Relationships in the Workplace**

Orange County Community College employees, regardless of sex, gender or sexual orientation, are prohibited from entering into romantic, intimate, and/or sexual relationships with another member of the College community (student or employee) over whom they hold a position of direct, indirect or implied power. This includes, but is not limited to, persons whom one teaches, advises, coaches, counsels, mentors, evaluates or supervises in any way.

Faculty, staff, and students with pre-existing relationships with subordinates must also disclose such relationships in accordance with College procedures so that appropriate arrangements can be made, where necessary, to terminate the supervision, evaluation, or instruction power imbalance.

Entering into or continuing in a romantic, intimate, or sexual relationship with a student or subordinate absent appropriate disclosure and adherence to College procedures can subject the employee to discipline up to and including termination and a student to discipline in accord with the Student Code of Conduct.

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

Amended: March 16, 2022

PROCEDURE 3.8

Briefly stated, SUNY Orange employees are prohibited from entering into romantic, intimate, and/or sexual relationships with another member of the College Community (student or employee) over whom they hold a position of direct, indirect or implied power. This includes but is not limited to persons whom one teaches, advises, coaches, counsels, mentors, evaluates, or supervises in any way.

Faculty, staff, students, and newly hired employees with pre-existing relationships to subordinates must disclose these relationships to Human Resources so that appropriate arrangements can be made, where necessary to terminate the supervision, evaluation, or instruction power balance. Entering or continuing in a romantic, intimate, or sexual relationship with a student or subordinate without disclosure to Human Resources can lead to discipline up to and including termination.

Our workplace dating policy provides guidelines our employees should follow when they're romantically or sexually involved with a colleague.

A yearly reminder will be sent to employees linking them to BP3.8 (Personal Relationships in the Workplace).

Before you date a colleague or a student

Before you decide to date a colleague or a student, please consider any problems or conflicts of interest that may arise. For example, if you're working with a colleague on an important project, a relationship between the two of you (or a possible breakup) could affect your work. Make sure you've thought about all parameters before deciding.

We expect our employees to treat each other with respect and avoid hindering other people's work. If you want to express your romantic interest in a colleague, don't do anything that may embarrass or expose them and always respect their time and choices. [You're allowed to ask a colleague on a date only once. If they say 'no' or give an ambiguous answer, don't ask again.]

If a colleague is persistent in flirting with you and becomes annoying or disturbs your work, ask them to stop and if it continues, inform your supervisor. Please report them to HR if they make unwanted sexual advances. Sexual harassment is prohibited, including seemingly harmless actions. For example, an employee who keeps flirting when their colleague doesn't respond favorably is breaking our sexual harassment policy. In this case, they will face disciplinary action. For more details on what constitutes sexual harassment and how to report it, please refer to our sexual harassment prevention policy (BP3.2).

When you begin dating a colleague or a student
HR won't get involved in your private lives and will always be discreet. Should a romantic and/or sexual relationship develop between you and a colleague or a student, please reach out to HR for guidance. We should to be aware of these relationships so we can better handle gossip and/or conflicts of interest.

Also, make sure to:

- Keep your personal issues and discussions out of the workplace.
- Be productive and focused as always. If you find that your work is affected by dating a colleague, seek counseling from your manager, HR or Employee Assistance Program (EAP).

Acceptable behavior when dating a colleague
We expect you to always behave appropriately and follow the Professional Code of Conduct. This means you and your partner shouldn't behave in a way that:

- Hinders operations.
- Embarrasses your colleagues
- Distracts your colleagues from their duties

Examples of unacceptable behavior when dating in the workplace are:

- Arguing in the workplace.
- Kissing or touching inappropriately in front of colleagues or clients
- Exchanging an excessive number of instant messages or calls during working hours
- Boasting about or discussing your relationship in your colleagues' presence
- Employees who exhibit unacceptable behavior will face progressive discipline.

After you stop dating a colleague
If your relationship ends, maintain professionalism and ensure you won't disrupt the workplace. You should refrain from speaking negatively of your former partner, sabotaging their work or revealing any intimate details to anyone within the College. All these are violations of the code of professional conduct. If your former partner behaves this way, you should contact HR immediately.

If you're facing emotional or psychological issues you should contact EAP at this link:
Employee Assistance Program

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.9	**Domestic Violence**

The College will enforce the Orange County Government domestic violence employee awareness and assistance policy, which puts forth the following requirements[1]:

- Orange County will provide upon request information concerning referrals to any employee who is a victim of domestic violence. Such referrals may include, but are not limited to: Orange County Employees Assistance Program, Orange County Crime Victims Program, Safe Homes, Inc., New York State Office for the Prevention of Domestic Violence.
- Orange County will not tolerate domestic violence that includes harassment by any employee while in County Offices, facilities, worksites, vehicles, or while conducting County business. Any employee who is found to have threatened, harassed or abused a current or former partner at the workplace or from the workplace using any workplace resources such as work time, work vehicles, workplace phones, FAX machines, mail, e-mail, or other means, may be subject to corrective or disciplinary action in accordance with existing collective bargaining unit agreements.
- Employees who are perpetrators of domestic violence are also encouraged to seek assistance and contact their supervisor, EAP office or a batterer's intervention program.
- Orange County will make available and post in locations of high visibility, such as bulletin boards, break/restrooms a list of resources for victims and perpetrators of Domestic Violence, including, but not limited to: Orange County Assistance Program (EAP), Orange County Crime Victims Program, Safe Homes, Inc., New York State Domestic Violence Hotline Numbers (Spanish and English), Orange County Batterers Intervention Course.

[1] The provisions of this executive order/policy are not intended to alter collective bargaining unit agreements existing at the time of its adoption.

For the purpose of this policy, the following terms will be defined as:

- **Domestic violence**: actions or a pattern of coercive behavior, which can include stalking; harassment; physical or sexual violence or the threat of violence; psychological, economic, and emotional abuse, used against an intimate partner, with the goal of establishing and maintaining power and control over an intimate partner.
- **Abuser**: the person who directs coercive and violent acts against a victim.
- **Victim**: the person against whom an abuser directs coercive and violent acts.
- **Intimate Partner**: includes persons who are legally married to one another; were formerly married to one another; have a child in common regardless of whether they were ever married or lived together at any time; are unrelated but who have had intimate or continuous social contact with one another and who have access to one another's household; or who have or have had a dating or sexual relationship, including same sex couples.
- **Domestic Violence Service Provider**: agency or a staff member of an agency, that primarily or exclusively provides comprehensive services to victims of domestic violence.

Amended: Nov. 20, 2019

PROCEDURE 3.9

Procedure for speaking with a person who is a victim of domestic violence:
It is important to obtain as much information as possible. Assess with the person the risks they may be facing, including risks of injury, death or other dangers, especially those arising from disclosing abuse. Refer the person

to a qualified Domestic Violence Advocate/AVP of HR for safety planning assistance and a more in-depth risk assessment, as appropriate.

Remember that risk from domestic violence is never static, that it is difficult to predict, that it can fluctuate over time, and that it often escalates once it has been disclosed and/or the parties separate.

1. Make sure the victim knows that you are there to help them.
2. Find out if they have an order of protection, if so request a copy and provide a photo of the accused for the security team.
3. If there is no order of protection, ask if they are still living with the accused person.
4. Ask if the accused is calling and/or showing up in the workplace
5. If the victim needs to move out, suggest that they contact the National Domestic Violence Hotline: 1-800-799-SAFE (7233) or Fearless! Hudson Valley Inc. at 845-562-5430.
6. If they need mental health counseling, suggest our Employee Assistance Program: 1-800-962-7487.
7. If they need immediate help contact security (845-341-4710 Middletown Campus or 845-341-9510 Newburgh Campus), local police or 911.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.10	**Notification of Certain Convictions**

An employee of the College who has been convicted of a reportable crime during the course of the employee's employment is required to notify the College's Human Resources Office, in writing, on the first College work day following such conviction. For purposes of this policy reportable crimes include drug offenses as outlined in Policy BP3.5 and any offense that directly impedes or prevents the employee from completing the requirements and duties of his/her/their job. The College is not required to accommodate an employee's limitations if those limitations are created because of a criminal conviction. Failure to provide the College with timely notification of a reportable crime will result in termination of the employee's employment.

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

Amended: March 16, 2022

PROCEDURE 3.10

Employees should contact HR in the event that they are convicted of a reportable crime for further guidance. HR will determine if the offense directly impedes or prevents the employee from completing the requirements and duties of their job.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.11	Notice of Privacy Practices

The College is committed to protecting the privacy and security of the health and other personal and confidential information of employees and student employees. In general, the College will ensure that such personal and confidential information will not be used, disclosed or confirmed to anyone who is not specifically authorized to receive or have access to the information under applicable law or the applicable policies and procedures of the College.

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

Amended: March 16, 2022

PROCEDURE 3.11

Upon being hired by the College, each employee is required to acknowledge this policy.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.12	**Campus and Workplace Violence Prevention**

Pursuant to the Workplace Violence Protection Act, the College is committed to creating and maintaining a safe, violence-free community for toward any member of or visitors to the College.

The College prohibits violent acts and threats of violence. Students, employees and visitors to the campus who commit or threaten to commit acts of violence are subject to disciplinary action and/or civil or criminal prosecution as appropriate. For purposes of this policy, violence and threats of violence include, but are not limited to: any physical assault, any physical or verbal threat, or behavior or action which is interpreted by a reasonable person to carry the potential:

- To harm or endanger the safety of others
- To result in an act of aggression
- To willfully destroy or damage property

If an individual is subject to violent acts or threats of violence, or believes that a serious violation of the College's violence prevention policy exists, a supervisor or any member of College administration should be contacted. No retaliation shall be taken against any employee who reports an alleged serious violation of the College's workplace violence policy.

This policy is applicable to all College employees, students, vendors and their employees, campus visitors, volunteers and College-affiliated individuals.

Amended: March 16, 2022
Amended: Nov. 20, 2019

PROCEDURE 3.12

Orange County Community College is committed to ensuring a safe working environment for all faculty, staff, students, and visitors. The College will respond promptly to threats, acts of violence, and acts of aggression by employees or against employees by coworkers, members of the public or others.

As a form of prevention, the College will conduct:

- annual workplace violence site assessments and surveys
- a campus climate survey

At the time of hire and annually thereafter, the College will provide employees with the following information and training on the violence in the workplace:

- risk factors in the workplace
- the measures employees can take to protect themselves from such risks, including specific procedures the College has implemented to protect employees

If you are the victim of a sexual assault, witness a sexual assault or encounter a potential victim, contact Safety & Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) immediately. If immediate medical attention is needed, call 911 or contact the Wellness Center at 341-4870.

Reporting Procedures

Employees who believe they have been subject to or witnessed a workplace violence incident should report it to their supervisor, Department Head, HR, or Security, as soon as possible, so that the incident may be investigated,

corrected, and resolved in a timely manner. Upon receipt of a complaint, the supervisor, Department Head or Security with whom the complaint is filed shall notify HR.

An incident may be reported by submitting an Incident Report Form or by submitting a signed letter which includes as much of the following information as possible:

a) Workplace location where incident occurred;
b) Time of day/shift when incident occurred;
c) A detailed description of the incident, including events leading up to the
d) incident and how the incident ended;
e) Name and job title of employee(s) involved;
f) Name or other identifier of other individuals involved;
g) Nature and extent of injuries arising from the incident; and
h) Names of witnesses
i) Employees who do not feel comfortable reporting the incident to their supervisor or Department Head may report the incident, in writing, to HR.
j) Incidents may also be reported verbally, however this practice, along with unsigned or incomplete Incident Report Forms, may hinder an investigation and/or prevent the College from resolving employee concerns.

In the case of imminent danger to an employee or worksite, 911 should be called first and a written report submitted thereafter.

All incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the College community. Workplace violence should promptly be reported to the appropriate college official (see below). Additionally, all members of the College community are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment.

- Any person experiencing or witnessing imminent danger or personal injury or violence involving weapons or actual violence should call the Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) or 911 immediately.
- Any person who is aware of a suspected violation of the Workplace Violence Prevention Policy involving violence without weapons or personal injury, should report the incident to his or her supervisor, or in lieu thereof, to Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) or HR.
- Employees who commit a violent act or threaten to commit a violent act are subject to disciplinary action and/or civil prosecution as appropriate.
- Any individual who makes a substantial threat, exhibits threatening behavior or engages in violent acts on the College property shall be subject to removal from the premises as quickly as safety permits, pending the outcome of an investigation.

All employees are responsible for helping to maintain a safe work and educational environment and are urged to take reasonable precautions to prevent violence and other unsafe conditions in the workplace and report indications of increased risk of violent behavior including but not limited to the following examples:

Precautions:

- In response to telephone inquiries, do not release information about coworkers' schedules, home telephone numbers, or other personal information.
- Request the credentials of any stranger who enters your office to do repair or other service work. If necessary, verify the work request with the maintenance department.
- Never leave money, credit cards, travel documents or anything else of value in an unlocked desk or cabinet.

- If something is stolen, report it immediately to Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510).

Examples that may constitute workplace violence:

- Direct or veiled threats of harm;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts with supervisors and other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
- Drug/alcohol abuse and/or extreme changes in behavior.

Employees are expected to notify Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) whenever a protective restraining order is granted which mentions college property, or involves a college employee, or a person working at or attending the college, and provide a copy of the order. Appropriate efforts will be made to protect the privacy and sensitivity of the information provided. Employees should also notify their supervisor.

Victims of domestic violence who believe the violence may extend into the workplace, or employees who believe that domestic or other personal matters may result in their being subject to violence extending into the workplace, are encouraged to notify their supervisor, or the Safety and Security. Confidentiality will be maintained to the extent possible.

All employees have an obligation to report any incidents of violence and/or inappropriate conduct or behavior to their supervisor or Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) immediately.

Supervisors are required to contact the Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) immediately in the event of imminent or actual violence involving weapons or potential physical injuries. HR should be notified after Safety and Security has been contacted. Failure of a supervisor to report and initiate appropriate action may result in administrative action including possible discipline.

Safety and Security is responsible for:

- responding to;
- intervening; and
- documenting all incidents of violence in the workplace.

Safety and Security will keep a log of all incidents of workplace violence and will notify the respective supervisor of an incident with his/her employee, or notify the appropriate college official of an incident with a student.

Safety and Security will maintain an internal tracking system of all threats and incidents of violence. Annual reports will be submitted to the President detailing the number and description of workplace violence incidents, the disposition of the incidents, and recommend policy, training issues, or Security procedures that were or should be implemented to maintain a safe working and learning environment.

Safety and Security will be trained in workplace violence awareness and prevention, non-violent crisis intervention, conflict management, and dispute resolution.

When informed, Safety and Security will maintain a record of any Orders of Protection and will provide escort service to members of the college community within its geographical confines, when sufficient personnel are available. Such services are to be extended at the discretion of the Director of Security or designee.

The Office of Human Resources (HR) is responsible for:

- assisting the Director of Security and supervisors in responding to workplace violence;
- facilitating appropriate responses to reported incidents or workplace violence;
- notifying Safety and Security (Middletown Campus 845-341-4710 or Newburgh Campus 845-341-9510) of workplace violence incidents reported to HR; and
- consulting with, as necessary, counseling services to secure professional intervention.

The Office of Human Resources is responsible for providing new employees to the College with a copy of the Workplace Violence Policy and Procedure and insuring that employees receive appropriate training pursuant to NYS Labor Law 27b.

The Office of Human Resources will also be responsible for annually disseminating this policy to all employees, as well as posting the policy throughout the campus and on the college's website, as appropriate. Every employee must sign for receipt of this policy and procedure upon publication or at orientation. Signed receipt will be retained.

Responsibility for Procedure: Human Resources, Safety and Security

Policy Number	Policy Title
BP3.13	**Immigration Law and Compliance**

The College complies with the Immigration Reform and Control Act of 1986 and is committed to employing only persons who are legally authorized to work in the United States. The College does not unlawfully discriminate because of a person's citizenship or national origin.

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

Amended: March 16, 2022

PROCEDURE 3.13

In accordance with the Immigration Reform and Control Act of 1986 and its related regulations, the College is required to complete Employment Eligibility Verification (Form I-9) for every employee hired. Form I-9 allows the College to verify an employee's identity and employment authorization.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.14	**Appointment of Non-Classified Staff**

The Board of Trustees shall approve changes in the appointment status of members of the professional staff upon recommendation of the President and in accordance with the salary and benefit guideline package.

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

Amended: March 16, 2022

PROCEDURE 3.14

Prior to each scheduled Board of Trustees meeting, HR submits to the President's Office a BIO sheet listing all newly hired or promoted employees to be included in that meeting's Board packet. This sheet informs the Board of the new employee's name, title, department, highest level of education, salary and where they were most recently employed.

Newly hired or promoted employees are forwarded to the Board for approval only after the following steps have been completed:

- All new employees are sent an onboarding experience via ADP. This system allows the employees to complete the appropriate payroll and human resource paperwork online
- Once the onboarding experience is completed and assigned to payroll, HR completes the New Hire Checklist and uploads it to the shared HR/PR drive in the appropriate folder.
- After the top portion of the checklist is completed and uploaded to HR/PR, it is saved in the Holding folder while the rest of the checklist is being completed.
- A bi-weekly report is run for payroll by HR. This query represents all activity in a two-week period. This query is then sent to payroll as a backup to make sure that we have given them everything they need for the upcoming payroll. Instructions for this report are found in the Payroll folder on the S drive.

Responsibility for Procedure: Human Resources

Policy Number	Policy Title
BP3.15	**Personnel Records**

The College shall maintain employee personnel records for a period of at least three years in order to document employment related decisions, evaluate and assess policies and operations, and comply with government requirements for recordkeeping, reporting requirements, and employee information.

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

Amended: March 16, 2022

PROCEDURE 3.15

Human Resources and Payroll will retain employee records as follows unless an employee has retired from the College. Retired employee files will be maintained for one year after the retired employee's death.

Other Records:

- Recruitment/Hiring Records – 3 years; 1 year CSEA
- I-9 forms – 1 year after death
- Medical Records – 1 year after death
- Equal Pay – Any record relied upon to justify wage differentials between men and women — 2 years
- Records under Title VII – 1 year
- Payroll and Tax Records – Documents that include basic employee data such as; name, address, SSN, wage rate, number of hours worked daily or weekly deductions, allowances claimed and net wages – 1 year after death
- OSHA Logs – 7 years
- COBRA – 7 years
- Terminated/Separated Employees Personnel Records – 4 years

Responsibility for Procedure: Human Resources and Payroll

Policy Number	Policy Title
BP3.16	**Payroll Deductions**

The College's policy and practice is to accurately compensate employees and to do so in compliance with all applicable state and federal laws. The College does not make any deductions from the salaries of employees except for those:

(1) that are made in accordance with the provisions of any law or any rule or regulation issued by any governmental agency; or

(2) that are expressly authorized in writing by the employee and are for the benefit of the employee. Such authorized deductions are limited to payments for

(a) insurance premiums,
(b) pension or health and welfare benefits,
(c) contributions to charitable organizations,
(d) payments for United States bonds,
(e) payments for dues or assessments to a labor organization, and
(f) similar payments for the benefit of the employee.

If an employee believes that an improper deduction has been taken from a paycheck, the employee should immediately report the mistakes to a direct supervisor or the Payroll Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the College will reimburse the employee for the improper deduction. The College will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the College's investigation of such reports.

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

Amended: March 16, 2022

PROCEDURE 3.16

To ensure that employees are paid properly for all time worked and that no improper deductions are made, employees must record correctly all work time and review paychecks promptly to identify and to report all errors.

The College makes every effort to ensure employees are paid correctly. Occasionally, however, mistakes can happen. When mistakes are called to the College's attention, the College will promptly make any corrections necessary. Employees should review pay stubs when received to make sure they are correct.

Payroll Deduction Procedures can be found in Appendix P.

To Report Concerns or Obtain More Information
Employees with questions about deductions from pay should promptly contact the Payroll Department. Employees who believe they have been subject to any improper deductions or whose pay does not accurately reflect hours worked should immediately report the matter to their supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), the employee should promptly contact Payroll. If the employee has not received a satisfactory response within five business days after reporting the incident, please contact HR.

Following are procedures related to payroll deductions

ANNUITY- When an employee would like to set an annuity they first must create an account in retirement at work (www.retirementatwork.org/suny). Payroll or HR will email the employee step by step instructions that are provided by TIAA.

Payroll receives a feedback file from TIAA. Any changes entered/requested by the employee will be listed on this file.

Once payroll receives the file, the requested changes are entered in the employee's pay profile on ADP. Once the changes are complete they are confirmed by another payroll associate and a payroll change report is printed for each change and placed in the employee's payroll file.

Union Dues (Staff & Chair and Faculty) - Payroll receives a Payroll Deduction Authorization Form uploaded to the HR/PR folder. If they join after the new academic year, Payroll does a salary calculation for them to determine their prorated deduction and goal then enter it into ADP.

Civil Service Union Dues-Payroll will receive a document uploaded to the HR/PR folder notifying them that an employee has enrolled in the CSEA union. Payroll then determines the appropriate union dues rate, based on the employee's wages, and add the deduction to the employee's ADP profile. The payroll department will then run the change report from ADP. The deduction and change report will be filed in the employee's payroll file.

Annual Civil Service Dues-CSEA has an annual union due increase that falls during the first payroll of the year. Payroll receives the list of new union dues via mail. Payroll compares the new union due rates against the yearly salary increases to determine the new deductions for CSEA employees. The payroll department will then input the new deductions rates in time for the first payroll of the year.

Health, Dental, and Vision Payroll receives a form from HR, through the HR/PR folder, that states the date an employee's deductions should begin. Payroll enters the amount of the deduction in ADP according to the appropriate level and contract that an employee is categorized under. If an employee elects into dental and vision after the first pay date of the new year, payroll uses a form to calculate the appropriate deduction and ensure that by the end of the year, the employee will pay the full amount they owe for the dental and vision premium. Payroll enters the dental and vision deductions and goals on their ADP profile.

NYS RETIREMENT SYSTEM
Contributions-Payroll will receive documentation, uploaded to the HR/PR folder, of an employee's enrollment in the Retirement System and their retirement contribution rate. Payroll then adds the deduction the the employee's profile in ADP and prints a change report ADP. The form and change report will then be filed in the employee's payroll file.

Loans and service credits-Payroll will receive notification from the NYS Retirement System that a new deduction has been added. Payroll will then add the new deduction to the appropriate member/employee and run a change report from ADP. The deduction and change report will be filed in the employee's payroll file.

AFLAC- Deductions are made bi-weekly according to a PDF that comes directly from AFLAC. A monthly deduction report from ADP is reconciled with the AFLAC invoice and then submitted online with any changes needed. An employee change report is printed from ADP and placed in the employee's payroll file.

CSEA Insurance- A monthly bill is emailed to Payroll and reconciled with reports from Banner for the appropriate deductions for CSEA employees. Any new deductions are sent to Payroll via mail. If changes are made to an employee's pay profile, Payroll runs an employee change report in ADP and places in the employee's payroll file.

TRS Loan- Billing comes directly from TRS online. Changes are made after the Banner deduction report and the monthly billing summary are reconciled. Changes are only made if a new loan is in place or one is satisfied. An employee change report is printed from ADP and placed in the employee's payroll file.

NYS 45 Deferred Comp- Payroll receives documentation from NYS via mail. Once documentation is received it is process by the Payroll. Payroll will produce an employee change report and place in the employee's payroll file for any new deductions for an employee.

VOTE COPE- The Faculty union President sends the completed application/paperwork to Payroll to have the deduction processed.

Responsibility for Procedure: Payroll

Policy Number	Policy Title
BP3.17	Affirmative Consent

In accordance with the State University of New York, Orange County Community College adopts the following definition of affirmative consent: "Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression."

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Amended: March 16, 2022
Amended: Sept. 23, 2015

PROCEDURE 3.17

No procedure required by the Policy.

SECTION 4

Business Affairs

Policy Number	Policy Title
BP4.1	Fiscal Year

The fiscal year of Orange County Community College will be September 1 through August 31, in accordance with New York State Education Law § 6304 (5-a).

PROCEDURE 4.1

No procedure required by the Policy.

Policy Number	Policy Title
BP4.2	Financial Records and Accounting Standards

Orange County Community College maintains records and accounts in accordance with national accounting standards for budgeting and financial reporting. College records and accounts will be audited annually by an independent certified public accounting firm. Financial statements will be prepared on a monthly basis and presented to the Board of Trustees and the appropriate state and county agencies. The College will file annual financial reports with the State Comptroller.

Amended: May 11, 2022

PROCEDURE 4.2

No procedure required by the Policy.

Policy Number	Policy Title
BP4.3	Insurance/Bonding

The College shall secure and maintain adequate insurance coverage by reputable carriers. Policies shall provide for fire, theft, comprehensive, general liability and other such coverage that is required by applicable laws or regulations or that the President and Vice President for Administration and Finance may deem desirable. The College shall carry liability coverage for members of the Board and the College staff and employees. The President shall determine which employees should be properly bonded.

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

Amended: May 11, 2022

PROCEDURE 4.3

The College uses Marshall and Sterling to find the best policy and pricing from reputable insurance carriers for the College's insurance needs.

The College renews Property, General Liability, Business Auto, Umbrella and Active Insurance policies each year. The process of renewal starts during the summer months where the College provides requested information to Marshall and Sterling. Then Marshall and Sterling finds a reputable carrier at the best price for the requested policy. Upon completion, Marshall & Sterling then meets with the College to review the policies and sign the policy summary. This process should be completed prior to September 1.

Contractor Certificate of Insurance

The College requires hired contractors to list Orange County Community College on their Certificate of Liability Insurance Policy with a limit of $3,000,000. The insurance should include automobile liability for all vehicles owned by the contractor along with coverage for the use of hired or non-owned vehicles. Proof is necessary in case they are uninsured or they hit or collide with someone or another vehicle.

Proof of Workers Compensation is also very important showing that their employees are covered in case of accident or injury.

If a contractor does not carry workers compensation insurance, the College can accept a signed waiver form, provided by the College, from the contractor.

Responsibility for Procedure: Vice President for Administration and Finance

Policy Number	Policy Title
BP4.4	**Authority for Contracts and Grants**

The Board of Trustees is authorized by Education Law § 6306 (7) to enter into contracts and agreements it deems necessary and appropriate for the effective operation of the College. The size and complexity of the College is such that individual review by the Board of Trustees of every agreement is neither feasible nor in the best interest of the College.

The Board of Trustees delegates contracting authority to the President for any contract with a total value up to and including $1 million. Any potential contract with a total value of more than $1 million must be reviewed and approved by the Board of Trustees' Audit and Finance Committee. The President is hereby expressly authorized and empowered to enter into contracts on behalf of the College. To expedite efficient operations of the College, the President may also designate additional administrators or staff members to enter into and execute contracts. The Board requires that all contracts successfully pass through the College's established review processes prior to signing.

The President is also authorized to approve applications for, and acceptance of, grant awards.

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

Amended: May 11, 2022

PROCEDURE 4.4

The President designates that each of the vice presidents of Orange County Community College can enter into a contract on behalf of the College. Each signed contract is to be submitted to the Purchasing Department so the Comptroller can review each signed contract to assure that it is less than the $1 million threshold. If the Comptroller identifies an issue it will be brought to the President's attention.

Before the College enters into a contract that exceeds the $1 million threshold, the contract will be provided to the President and Vice President for Administration and Finance so that it may submitted to the Board of Trustees' Audit and Finance Committee for review. Final approval will rest with the full Board of Trustees or the Audit and Finance Committee if deemed appropriate by the full Board.

Prior to submission, grant applications shall be submitted to the College President, or designee, for review, approval and signature.

Responsibility for Procedure: Office of the President, Vice President for Administration and Finance

Policy Number	Policy Title
BP4.5	**Traffic Code**

The operator of any vehicle on the College campuses shall comply with the instructions of any campus security officer, all traffic signs in accordance with the provision of this policy, and all applicable vehicle and traffic laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of this policy.

The College shall ensure that information about operating a motor vehicle on the College's campuses is posted to the College website so that it is accessible to every new and continuing student. A copy of this Board Policy shall be included in the Student Handbook. Failure to be aware of campus traffic regulations is not, however, an excuse for violating local traffic laws and regulations

All vehicles to be operated on campus, including vehicles driven by students, faculty and staff, should be properly state registered and display a College-issued parking decal from the rear-view mirror. The parking decal is good for one academic year, beginning in the fall semester. Parking decals may be obtained normally during student registration, by contacting the Safety and Security Office during business hours.

Amended: May 11, 2022

PROCEDURE 4.5

Violators of campus parking regulations are subject to fines:

- Parking is restricted as follows: Monday to Friday (classes in session) Days - to vehicles registered at the College, authorized guests and visitors. All daytime students, faculty and Trustees' vehicles are to be registered. A numbered identification tag, provided free of charge, is to be prominently displayed on the corresponding vehicle while parked on College property. Replacement of lost or mutilated identification tags can be obtained for a nominal fee at the Safety and Security Office in Horton Hall in Middletown or the Security Desk in the Tower Building on the Newburgh campus.
- During the day, when College is in session, student parking is permitted in the following areas of the Middletown campus: Lot #1, Lot #3, Lot #5, Lot #7, Lot #7B, Lot #9, Lot #11, Lot #13, and Lot #14. In Newburgh, student parking is located on the lower levels of the Kaplan Hall Parking Garage.
- During the day when school is in session, the following Middletown campus lots are reserved for the use of faculty and staff only: Lot #2, Lot #4, Lot #6, Lot #8, Lot #10, Lot #12 and Lot #15. Faculty, staff and visitors will be directed to park on the main level of the Kaplan Hall Parking Garage on the Newburgh campus.
- In the evening, all Middletown campus lots, as well as the Kaplan Hall Parking Garage in Newburgh, are open to faculty, staff, registered students and authorized visitors on a first-come basis.
- Bicycles and motorcycles are restricted to spaces specifically designated for their use.
- "Be kind - park between the lines": Parking in the lots is permitted only within the stalls. Drivers should be careful to park within the painted lines. Parking is prohibited adjacent to curbing or lanes painted yellow.
- Overnight or weekend parking is not permitted. Parking lots and garages on both campuses are closed after the last evening class and/or College function.
- Inner Campus - No vehicles will be driven on the inner campus on the Middletown campus without proper authorization from College authorities. Driving on the Newburgh campus walkway between buildings is prohibited, with the exception of College-owned vehicles in the process of conducting official work.
- Off-Campus Parking - Off-campus parking on streets adjacent to and in the area of the Middletown campus is subject to regulations as established by the City of Middletown. Off-campus parking on streets

adjacent to and in the area of the Newburgh campus is subject to regulations as established by the City of Newburgh.

- Accessible Parking - Only those persons issued governmental disability identification, properly displayed, are eligible to park in spaces reserved for the disabled. Accessible parking spaces are reserved exclusively for disabled students, faculty, staff and visitors conducting legitimate business, study or recreation activities at the college. Only the person named on the Disability Parking Identification may avail themselves of such parking. Any other driver of that vehicle is subject to the parking requirements of the general population. Violators will be subject to fines.

Responsibility for Procedure: Vice President for Administration and Finance, Safety and Security

Policy Number	Policy Title
BP4.6	Investment

Pursuant to applicable SUNY regulations, the College's investment objective is to realize the highest earnings possible on all invested operating fund cash.

Operating fund cash may be deposited in any commercial bank in New York State in the form of certificates of deposit or such other forms of time deposits approved by county governments. Any operating fund cash in excess of current needs will be held in investments as authorized by SUNY regulations. Investments deposited shall be secured as provided in G.A.S.B. 34.

Amended: May 11, 2022

PROCEDURE 4.6

The College is allowed to invest in United States Treasures. Prior to making any investment, an investment plan will be devised by College administration and then reviewed and discussed with Board of Trustees' Audit and Finance Committee prior to approved by the Vice President for Administration and Finance. The Comptroller and Vice President for Administration and Finance have the authority to authorize/execute investments in treasuries that coincide to the approved plan. Results of the investments will be shared with the Audit and Finance Committee at its regular meetings.

Responsibility for Procedure: Vice President for Administration and Finance

Policy Number	Policy Title
BP4.7	**Petty Cash**

The Board of Trustees authorizes the Comptroller of the College to establish and maintain petty cash funds, in accordance with applicable SUNY regulations. Petty cash may be expended for College purposes for itemized and verified or certified bills for materials or services furnished to the College when payment of cash to the vendor is appropriate.

The Comptroller shall have the authority to direct reimbursements of such petty cash funds.

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

PROCEDURE 4.7

Petty Cash is only provided to Student Services Central in order to have enough cash when remitting change for a student payment. Currently there is $400 in Newburgh and another $200 in Middletown.

The Petty Cash is stored in each location's safe. When the safe is unlocked, an Enrollment Specialist counts and verifies that the correct amount of Petty Cash is available, then completes and signs a Petty Cash Audit Form. This same process is completed with the safe is locked for the day.

Responsibility for Procedure: Comptroller

Policy Number	Policy Title
BP4.8	**Procurement**

Orange County Community College is obligated to procure commodities and services in accordance with Article 5-A of the New York State General Municipal Law. This policy and associated procedures set forth the procurement requirements for Orange County Community College to ensure full compliance with the law.

Administrative responsibility for adherence to the College's procurement policy rests with the College's Purchasing Department. This department is charged with ensuring that the College complies with New York State General Municipal Law (GML), which governs the purchases of goods and services with public funds. The laws are designed to ensure the prudent and economical use of public monies as well as to protect against favoritism, improvidence, extravagance, fraud and corruption. New York State General Municipal Law further provides that colleges must adopt their own policies and procedures for procurement of goods and services that are not required by law to be competitively bid, such as professional services and insurance coverage.

The College can use the contracts of other government entities or cooperatives, thereby saving the costs associated with preparing and advertising its own bids, while ensuring the prudent and economical use of public monies.

All employees of the College are required to order materials, equipment and services through the Purchasing Department within the procurement guideline limits. Payment for unauthorized purchases or services may become the sole responsibility of the employee placing the order.

In the event of any material conflict between this policy and New York State General Municipal Law, GML shall control.

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

Amended: May 11, 2022

PROCEDURE 4.8

It is the intent of these procedures to set forth the procurement guidelines for Orange County Community College, and to ensure full compliance with the law. Article 5-A of the New York State General Municipal Law sets the framework for public contracts. Specifically, Sections 103 and 104b Article 5A address procurement by public entities in New York State.

- Section 103 governs the advertising of bids and offers and the awarding of contracts.
- Section 104b governs the process for procurement of goods and services in a prudent and economical manner.

General Municipal Law requires the College to publicly bid the procurement of single items (or groups of similar items) during the academic year that exceed $20,000 in cost. In addition, public bids must be held for public works contracts (projects governed by prevailing wage requirements) that exceed $35,000 in cost. There are exceptions to the public bidding requirement.

1. Exceptions to Public Bidding Requirements

The College is not required to competitively bid purchase contracts in excess of $20,000 or public works contracts in excess of $35,000 under the following specified circumstances, or as otherwise authorized by New York State:

- Preferred Sources: New York State has enacted legislation to advance "special social and economic goals," which accords certain providers with "preferred source" status. Procurements of commodities

and/or services when available in the "form, function and utility" desired by the College are required to be made from preferred sources and are not subject to competitive procurement requirements. Preferred sources include:

- New York State Department of Correctional Services Division of Industries (known as Corcraft), provides employment opportunities for inmates.
- New York State Preferred Source Program for People Who Are Blind (NYSPSP), provides employment opportunities for blind and visually impaired New Yorkers.
- New York State Industries for the Disabled, provides employment opportunities for both disabled New Yorkers and veterans.

- NYS Office of General Services**:** Purchases of materials, equipment, food products, supplies (except printed material), and contracts to obtain services may be made through contracts procured by the New York State Office of General Services (OGS).
- County Contracts: Purchases of commodities and contracts to obtain services (other than services which require the payment of prevailing wages, pursuant to the NYS Labor Law) may be made through competitively bid county contracts, where such contracts contain language specifically authorizing governmental entities covered by General Municipal Law Section 103 to do so.
- Emergencies: Commodities may be purchased and contracts for public works may be authorized without undergoing the competitive bidding process in the case of a public emergency arising out of an accident or other unforeseen occurrence or conditions whereby circumstances affecting public buildings, public property, or the life, health, or safety of persons require immediate action. An emergency can only be declared by the Vice President of Administration and Finance or by the Comptroller. To be considered an emergency, the project must be installed or service performed within a 24 to 48-hour period. Documentation as to the nature of emergency must accompany the request for the emergency purchase.
- Sole or Single Source Vendor: Sole Source procurement is when the College requires particular supplies, materials, equipment, or services, which uniquely serve its interests and for which there is no substantial equivalent. Single Source procurement is when there is more than one supplier but the department selects one vendor over the other based on specific rationale. The machform must be filled out. See the Technical Services tab on the 'MySUNYOrange' homepage. Procurement by this method must be supported by documentation that sets forth the following:
  - (i) the unique nature of the requirement;
  - (ii) the basis upon which it was determined that there is only one known vendor able to meet the need (i.e., the steps taken to identify potential providers); and
  - (iii) the basis upon which the cost was determined to be reasonable (i.e., a fair market price was inferred based upon the sole source provider's product catalogs, published price lists and the like).
- Surplus and Second-Hand Supplies: Purchases of surplus and second-hand supplies, materials or equipment may be made directly from the federal government, the State of New York or from any other political subdivision, district or public benefit corporation within the State of New York.
- Piggybacking on Certain Government Contracts: As an alternative to soliciting competition on your own or through cooperative purchasing arrangements, the College may "piggyback" on contracts that have been extended to local governments and school districts by certain other governments. Use of these contracts constitutes an exception to the competitive bidding and offering requirements of the law.
- Professional Services: Generally, "professional" services involve specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity. May include unique Institutional membership subscriptions (not individual) that provide a wide range of customize support and services; consulting, data analytics, benchmarking, customized research, facilitated team summits, and customized presentations on a wide range of topics.
- Economic Purchase. An economic justification relieves the College of additional expenses that would result from NOT making the purchasing; use of another supplier would result in incompatibility with existing conditions; and/or require considerable training, time and money; the goods or services are being used in ongoing long-term projects; the total cost of ownership is less than purchasing the item from the low bidder(s). This is not exempted for Bidding Thresholds.

2. When a Public Bid is Required

The College must administer a public bid in the following circumstances:

A. For the purchase of goods in excess of $20,000 which do not qualify under an exemption to bidding: All purchases which, on a College-wide basis, are reasonably anticipated to involve an expenditure of more than $20,000 over the course of a College academic year (September 1 – August 31) are to be awarded to the lowest responsible bidder after advertisements for sealed bids; or, alternatively, to the bidder whose bid represents the best value to the College. A determination of "best value" shall be based upon an objective and quantifiable analysis of a bidder's ability to optimize quality, cost and efficiency. The splitting of purchases in order to evade the monetary threshold of the New York State General Municipal Law constitutes a violation of this law and is strictly prohibited.

B. For public works (projects governed by prevailing wage requirements) contracts in excess of $35,000 which do not qualify under an exemption to bidding:

Contracts for public works encompass nonprofessional services, labor or construction, maintenance, painting, building construction and renovation.

All contracts for public works involving an expenditure of more than $35,000 are to be awarded to the lowest responsible bidder after advertisements for sealed bids.

3. The Public Bid Process

Once the Purchasing Department has determined the need for the issuance of a public bid, the following steps will be taken:

a. Obtain Bid Specifications**:** In consultation with the requesting College department, Purchasing will assist in drafting the bid specifications which will allow bidders to provide reasonably equivalent commodities (for purchase contracts) or nonprofessional labor or construction services (for public works contracts) to compete on an equal, common basis.

b. The specifications must ensure that bidders know exactly what is required. They should be as clear, inclusive and informative as possible. Specifications should be precise enough so that the College will receive the commodity or service needed, yet broad enough to encourage competition. Care must be taken so that requirements do not favor a particular vendor. However, the solicitation may incorporate any information obtained from research regarding the products and/or services available. Specifications establish the minimum level of acceptable requirements. The level of detail required in the specification depends upon the complexity of the commodities and/or services being procured

c. Occasionally, departments must obtain specifications from an outside source (a vendor, manufacturer etc.). In these instances, communicate to the outside source that the information is for a competitive bid. Departments need to take great care to advise external vendors and manufacturers that their assistance with preparing specifications does not provide them any advantage over their competitors.

Note: If the expenditure involves the use of Federal Funds, the following applies:
In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft grant applications, or contract specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements.

The College is obligated by law to fairly review equivalent products and/or services from all qualified vendors. Since many products and services are similar in form and function, specifications that are the most critical to meet College needs will be emphasized accordingly in the bid documents. A manufacturer's name and model number may be used in the specification only to establish the level of quality desired. This is not interpreted to mean that the make or model specified is the only one acceptable. The College must consider all items determined equivalent to those specified.

In some cases vendors may have to be prohibited from participation in the bid process if it is perceived they have an unfair advantage.

d. Advertisement of Bid**:** Purchasing will determine:
   - title of the bid & number of the bid
   - time/date/place the bid will be publicly opened & read aloud

   The legal ad announces the bid and invites prospective vendors to obtain the bid documents from the Purchasing Department.

   There must be a minimum of five (5) business days between the date of bid advertising and bid opening. If more than one bid is being opened on the same day, they can be included in one advertisement.

   In an effort to help ensure that the largest possible pool of potential vendors is made aware of College needs, the Purchasing Office may also send the bid announcement and/or the actual specifications directly to vendors they know may be interested.

e. Coordination of the Process**:** Purchasing shall coordinate all aspects of the public bid opening, including documenting all proposals submitted.
f. Determination Lowest Responsible Bidder**:** The mere fact that a particular bidder is the lowest price bidder does not establish an entitlement to the award or the contract. Purchasing must examine the low bidder's background and make a factual determination as to whether the bidder is a "responsible bidder". "Responsibility" generally involves a bidder's qualifications and ability to perform in accordance with the terms and conditions of the contract. "Responsibility" also encompasses such factors as financial ability to complete the contract, accountability, reliability, skill, past performance, judgment and integrity.
g. Award**:** Upon determination of the lowest responsible bidder, Purchasing will make a written recommendation of award for the ultimate approval by the Comptroller.

If a bid is recommended to be awarded to other than the lowest responsible bidder, the written recommendation referred to above will include the justification for such a determination, including why the award furthers the interests of the College. In these cases, the Comptroller will obtain the approval to award from the Vice President of Administration and Finance.

4. Procedures for Purchases of Goods $20,000 and Under and Public Works Contracts Under #35,000

If the monetary threshold for the purchase of commodities is not reasonably anticipated on a College- wide basis to exceed $20,000 over the course of an academic year, and the items are not available on a federal, state, county, piggyback, or cooperative contract, Purchasing will seek competitive price quotes from various vendors as appropriate. With respect to public works contracts, if the contract is anticipated not to exceed $35,000, Purchasing will seek competitive price quotes from various vendors as appropriate. The type and extent of competition required depends on the dollar amount of the purchase. Various state, SUNY and campus policies result in the following table (which serves as a general guide only and is not applicable to every purchase):

Purchase of Goods and Materials

Anticipated Cost	**Number of Quotes**
$5,000 to $19,999	Three written quotes to be provided with Purchase Requisition sent to Purchasing.

Public Works (Labor Oriented) Projects

Anticipated Cost	**Number of Quotes**
$20,000 to $34,999	Four written quotes to be provided with Purchase Requisition sent to Purchasing.

$5,000 to $19,999 Three written quotes to be provided with Purchase Requisition sent to Purchasing.

5. Procurement of Professional Services

Contracts for services that involve specialized skill, training, knowledge, expertise, technical skill and the use of professional judgment are considered "professional service" contracts which are excluded from the competitive bidding requirements of the General Municipal Law. These are services that cannot be competitively bid and awarded based on price, because the cost of services, although a factor, will not ensure that the College obtains the best services for the best value.

Some examples of professional services are contracts with physicians, attorneys, surveyors, engineers, architects, insurance brokers, consultants with specialized expertise, computer programmers, leases for personal property, contracts for customized software, and provision of software licenses.

The process of obtaining a professional service will depend on several factors including the monetary value of the contract, nature of the work, term of the contract, and the College's previous experience with similar contracts. Unlike a commodity or public works contract, which by law are subject to a formal competitive bidding process, professional services may be secured through negotiation or through solicitation of proposals, generally known as a Request for Proposal ("RFP").

The benefit of the RFP process is that it allows the College to explore the market of potential providers for creative approaches, specialized experience, quality of service, and cost differentials. Generally, an RFP should be prepared when any of the following criteria occur:

- the service will be for more than one year
- the compensation amount will be greater than $35,000
- 3-5 years have transpired since the last RFP for the service was issued
- a new service is being sought

Even when any or all of these criteria have been met, there may be unique situations when it is not in the College's best interest to secure professional services through the RFP process. The College must weigh the cost of preparing an RFP and undertaking the review process against the benefit to the College. When the contract amount is small and the College is knowledgeable about the market, an RFP may not be necessary if it is determined that the College can effectively negotiate a contract directly with professionals that have the required skills.

Regardless of the anticipated expenditure, whenever it is recommended that an RFP not be used, a written justification for this decision must be prepared and forwarded to Purchasing for review and approval. If in the judgment of Purchasing the rationale is sound, the justification will become part of the "procurement record" (attached to the Purchase Order).

Written justification for not using an RFP should include the following as appropriate:

- Description of the nature of the services being sought.
- Estimated dollar value of the requested service with an explanation of how pricing was determined to be reasonable while providing the best value to the College.
- Detailed evaluation of alternative potential vendors.
- Description of any prior history with the chosen vendor and an explanation of why the Department believes it is in the College's best interest to continue with that vendor.
- Description of any emergency or unique circumstances which the Department has determined would jeopardize a project or otherwise be detrimental to the College if an RFP process were administered.
- Description of the Department's needs for such vendor and the Department's knowledge of the market.

When an RFP is not required because none of the RFP criteria have been met, less formal letters seeking price quotes and service descriptions should be sent to multiple vendors. It is important the vendors all receive the same information.

If it is ultimately determined that an RFP should be prepared, Purchasing will work with the Department to assist with administration of the process. An RFP will generally include the following information:

- overview of the services to be procured
- detailed technical specifications
- proposed method of evaluation
- a model contract, which may be subject to negotiation prior to award of the contract

Purchasing shall guide the issuance of the RFP process. In an effort to help ensure that the largest possible pool of potential vendors is made aware of College needs, Purchasing may also send the RFP directly to vendors they know may be interested.

The following shall serve as a guide for acquiring professional services:

Anticipated Cost of Professional Service	**Process to Procure**
$35,000 or greater	Formal RFP process should be administrated.
$5,000 to $34,999	Three written quotes shall be pursued, or alternative procurement methods, including but not limited to, Preferred Source, Piggybacking, Sole/Single Source or Emergency Procurement. The Department seeking such services shall provide written documentation/rationale to Purchasing supporting the vendor award recommendation.
Less than $5,000	Department seeking such services shall provide written documentation/rationale to Purchasing supporting the vendor award recommendation.

In some situations, the College may desire to issue a Request for Qualifications (RFQ). The administration of an RFQ follows a similar path as an RFP. In an RFQ, vendors will be invited to submit a statement of qualifications to perform services on various projects such as College promotion/marketing or architectural design and engineering of College facilities. As a result of the administration of an RFQ, a College department or committee will evaluate the qualifications of each firm responding and may recommend a subgroup of those responding to actually submit a formal proposal.

6. Vendor Selection

The selection of a vendor by the Purchasing Department depends upon a number of factors including:

- existence of a relationship with the College
- vendor holds either a state, county, or College issued contract
- vendor's price
- vendor's location
- vendor's ability to provide the desired product/service
- recommendation of the requisitioning department
- prior experience with the vendor
- In an effort to support the local economy, the College makes every effort to do business with vendors that are located in the County of Orange or at the very least the State of New York.

The College encourages New York State certified Minority and Women Owned Business Enterprises (referred to hereafter as "MWBEs"), Service Disabled Veteran Owned Businesses (referred to hereafter as "SDVOBs") and small businesses to participate in contract opportunities with the College and to afford these businesses an equal opportunity to compete for work on College contracts. Purchasing shall take all reasonable measures to ensure

MWBEs, SDVOBs, and small businesses are made aware of contract opportunities for which they may be qualified.

7. Capital Projects

The College will use the County's procurement policy's monetary threshold for purchases of goods and materials, public works projects, and professional services, when Orange County is responsible to make payment directly to the vendor.

8. Resource

https://www.nysenate.gov/legislation/laws/GMU/A5-A

Responsibility for Procedure: Comptroller, Purchasing

Policy Number	Policy Title
BP4.9	Treasurer

The Board of Trustees designates the Vice President for Administration and Finance as treasurer of the College with full power and authority to carry out the duties assigned or assignable to a treasurer under Article 126 Education Law, including Education Law Section 6304, as amended.

No person may make a purchase or a commitment for services involving the use of College funds or resources unless authorized to do so.

Amended: May 11, 2022

PROCEDURE 4.9

No procedure required by the Policy.

Policy Number	Policy Title
BP4.10	**Campus Mailings**

Only items pertaining to College business may be sent through the campus mail system. Personal items should not be sent or received through the campus mail system. Employees should inform individual and entities to whom they send and receive mail of the College's policy prohibiting sending items not related to College business through the campus mail system.

Items sent through the campus mail must either be individually addressed, or bundled and labeled by each College department. Items sent by off-campus groups or businesses must be sent to the campus through the U.S. Postal Service or another authorized courier service.

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

Amended: May 11, 2022

PROCEDURE 4.10

1. Incoming Mail: If it appears that incoming mail is of a personal nature and not related to the College, the recipient of the mail is contacted by the Mailroom and reminded that employees are not to have personal mail sent to the College. In the event the violation continues, the Director of Facilities will contact the offender and reinforce College policy.
2. Outgoing mail from College personnel and departments: All outgoing mail is hand-checked when picked up from designated areas on both campuses. The check looks for department markings which are used to identify mail for billing purposes and return mail. In the case where envelopes are identified by the department or an employee, an immediate attempt is made by the person collecting the mail to gather identifiable information from the department or employee. Envelopes that are visibly not issued by the College are checked for postage. Mail that appears to have the appropriate amount of postage will be mailed, but if it appears to be of a personal nature, the sender (if the sender can be identified) is contacted and reminded that employees are not to send personal mail from the College. For envelopes or packages without postage, an effort will be made to locate the sender to inform them that postage is required or it cannot be mailed from the College. If an envelope has no return address to identify it as College mail, it is place into the mail without postage and the recipient will be responsible for postage.
3. All outgoing mail is handled at least twice, once when it is picked up and again when it is sorted to go **into the postage machine.**

Responsibility for Procedure: Maintenance and Facilities

Policy Number	Policy Title
BP4.11	College Communication Systems

The College electronic communications system, telephone system, and other College communication systems are to be used by employees for College business only.

PROCEDURE 4.11

All newly hired employees are provided an electronic form to complete during their onboarding experience with the Human Resources Office. This electronic form provides a link to review all College policies and each employee is required to electronically sign the form indicating they will abide by all College policies.

Employees are also referred to the Information Technology-related policies and procedures in Section 2 of the College Policy Manual.

Violations of this policy and others resulting in misuse of, unauthorized access to, or unauthorized disclosure or distribution of communications via the College's systems, may subject individuals to disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

Responsibility for Procedure: Information Technology Services, Human Resources

Policy Number	Policy Title
BP4.12	Debt Collection – Students

Students with an outstanding debt may not avail themselves of the following until the debt is cleared through the Business Office:

- Registration for classes
- Release of diploma
- Employment at Orange County Community College

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

Amended: May 11, 2022

PROCEDURE 4.12

Procedures for student debt collection can be found beginning on Page 41 of the Student Accounts Office Policies and Procedures Manual, which is attached as Appendix K.

Responsibility for Procedure: Student Accounts

Policy Number	Policy Title
BP4.13	Energy-Efficient Purchasing Standards

Orange County Community College will select products rated and labeled under the ENERGY STAR program when purchasing new energy-using products or replacing existing equipment. The College is committed to complying with New York State Executive Order 88 (issued Dec. 28, 2012 and superseding former Executive Order 111) which mandates that state agencies purchase such products when installing new equipment or replacing old equipment.

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

Adopted: March 18, 2010
Amended: May 11, 2022
Amended: Dec. 14, 2022

PROCEDURE 4.13

The Purchasing Department assures that all applicable equipment with a value of $5,000 or more meets Energy Star standards as part of the procurement process. Employees or departments must provide Energy Star data when submitting a purchase order. No requisitions will be processed or purchase orders approved and placed until the Purchasing Department verifies that the necessary paperwork has been provided.

Responsibility for Procedure: Purchasing

Policy Number	Policy Title
BP4.14	**Audit of Claims**

The College will maintain appropriate internal controls to ensure that funds are spent efficiently by conducting a thorough, deliberate, and independent audit of claims before payments are authorized. An effective audit of claims helps prevent unauthorized, improper or fraudulent claims from being paid.

The Business Office is responsible for adhering to audit of claims procedures. This office is responsible for assigning the audit of claims to a College employee who is independent of the purchasing and disbursement functions. The College will provide the selected person with written procedures, which outline how to effectively complete the audit of claims and to document the outcome of the audit of claims..

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

Adopted: May 11, 2022

PROCEDURE 4.14

It is the intent of these procedures to set forth the audit of claims process where an individual who is independent from the purchasing and disbursement functions reviews supporting documentation used to issue a payment to a vendor. The audit of claims needs to be completed prior to the issuing payment to a vendor. Audit of claims is often the last line of defense for preventing unauthorized, improper, or fraudulent claims from being paid.

1. Independent Individual
The Business Office has assigned the audit of claims process to the Assistant Comptroller, who is not part of the purchasing or accounts payable process.

2. Audit of Claims Review Process
When reviewing a payment request initiated by a Purchase Order the following items must be reviewed:

- Purchase Requisition
    - All Signatures of the requester, budget supervisor, and Comptroller are noted.
- Three quotes are provided for Purchase Reqs greater than $5k.
- If no quotes are provided then a purchasing exception must be documented on PO or Bid/RFP# entered on PO for amounts greater than $20,000.
    - Purchasing Exceptions
        - Preferred Source (Must be stated on PO)
        - State Contract (OGS Contract Number must be stated on PO)
        - County Contracts (Must be stated on PO)
        - Emergencies (Type of Emergency, Date, Location must be stated on PO)
            - Also documentation from dept. on the Emergency should be attached.
        - Single or Sole Source Vendor Form (Must be attached to the PO)
        - Piggyback on Certain Government Contracts (Specifics must be stated on PO)
        - Cooperative Contract (Specifics must be stated on PO)
        - Professional Services less than $35,000.

- Purchase Order
    - Equals Purchase Req
- Statement and/or Invoice (payments should be made on statement balance whenever possible)
    - Description and amount is reasonable to what is shown on the Purchase Order
    - Sign off by Department approving that services were received. (if applicable)

- Invoice amount matches payment request.
- Investigate prior balance

- Receiving Documentation of goods (if applicable)
  - Packing Slip
  - Acknowledgement that goods were received by college personnel.
    - Receiving Dept Date Stamp along with Receiving Personnel initials

Travel Authorization Form (if applicable)

- President or Vice President Signature
- Supporting documentation of trip purpose.
- Expenditure Description and Amount authorized is reasonable to what is being paid.

When reviewing a payment request initiated by a Voucher the following items must be reviewed:

- Voucher
  - All Signatures of the requester, budget supervisor, and Business Office are noted.
- Statement and/or Invoice (payments should be made on statement balance whenever possible)
  - Invoice amount matches payment request.
  - Investigate prior balance
- Assure Procurement policy (BP4.8) is being followed
  - Assure no NYS Sales Tax is being charged or paid.
- Campus Event Food Purchases
  - Authorization (for now Purchase Req is used) Form with supporting documentation completed prior to making purchase
    - Supporting documentation
      - Event printout with dates and times
      - Event duration (a function for only college employees should be 4 hrs. or more)
      - Event headcount
    - Reasonableness check is being done for food cost using http://www.gsa.gov/portal/category/21287 and tipping if done is at 15% to 18% rate.

Travel Reimbursement Form and GPS Trip Mileage (if applicable)

- Assure proper mileage is being used as well as reimbursement rate.
- Payment is made for the lesser amount (either the rental or mileage reimbursement amount).
- This form is not needed for Standard Mileage Reimbursement
  - Refer to Business Office Portal for Standard Mileage Reimbursement miles

Travel Authorization Form when traveling on a Conference and provided with Conference Registration, Hotel, Transportation, and Food expenses.

- President or Vice President Signature
- Supporting documentation of trip purpose.
- Expenditure Description and Amount authorized by VP is reasonable to what is being paid.
- Reimbursement request is not over what was authorized.

Reimbursement of Food Purchases while attending a Conference

- Attendees marked on Original Receipt
- Reasonableness check is being done for food cost using http://www.gsa.gov/portal/category/21287 and tipping if done is at 15% to 18% rate.

3. Satisfactory Review

After a successful review, the claims auditor will initial and date the bottom right side of the first page of Purchase Order or Voucher packet used to initiate payment to the vendor.

4. Unsatisfactory Review

If the review is unsuccessful then the claims auditor will document the issue, try to remedy the issue, attach documentation to the packet and bring it to the Comptroller's attention.

5. **Completion of Claims Audit Process**
The Claims Audit Process should be completed prior to the scheduled accounts payable check run which normally is on Thursday at 9 a.m.

Responsibility for Procedure: Comptroller, Purchasing

Policy Number	Policy Title
BP4.15	**Credit Card Use**

Orange County Community College will provide eligible employees with a credit card to purchase job-related goods and materials and/or use for authorized College business travel expenses

The Business Office is responsible for adhering to the College's credit card policy. This Office is responsible for ensuring that cardholders comply with the policy and related procedures. Procedures address the specific circumstances under which credit cards may be used, including those employees authorized to use them, prior approvals needed, dollar limits, the types of expenditures for which they may be used and the documentation that must be presented to support the claim submitted for audit.

Cardholders must abide by all college policies and procedures. Cardholders will be responsible for reimbursing the College for any charges incurred as a result of misuse, loss or fraud.

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

Adopted: May 11, 2022

PROCEDURE 4.15

The purpose of these guidelines and procedures are to implement the College's Credit Card Policy, which was established to communicate eligibility, usage and payment of expenditure requirements for the Orange County Community College (OCCC) credit card.

The College issues two types of credit cards to employees for College-related use: one is for travel and the other is to allow Facilities staff to make emergency or small purchases in the normal execution of their day-to-day College responsibilities. The Credit Card Usage Guideline is signed by administrative employees before receiving a credit card for travel usage. The Purchasing Card guidelines are reviewed and signed by Facilities personnel who are provided a credit card for emergency or small purchases.

Credit Card Usage Guidelines

1. OCCC will issue a credit card to a limited number of full-time employees for job-related expenses.
2. Employees shall use their College issued credit cards to charge business-related expenses. Employees must follow the procurement policy and procedures as well as the Travel policy and procedures when incurring expenses on their College issued credit card.
3. Each purchase will have a limit of $500.00. The credit card should not be used for any purchase greater than $500.00, and the Purchase Requisition process should be used. An exception to this rule are purchases related to attending an authorized Conference, such as registration, lodging, and airfare.
4. **NYS Sales Tax: NO** New York State tax is to be charged on the College credit card. You must notify the vendor you are making a tax free purchase and provide them with the College's Tax Exempt Certificate. A pdf link of the College's Tax Exempt Certificate is located in the College's Portal by selecting Business Office and then Purchasing Department. If NYS Sales tax is charged, the cardholder assumes responsibility of this tax and must either contact the Vendor to have the tax refunded to the card, or pays the tax charged directly to the College.
5. **NO personal** charges are allowed on the College's credit card.
6. **NO** charges for **alcoholic beverages** are allowed.
7. **NO IT related item** charges are allowed on the College's credit card.
8. **NO college logo** charges are allowed.

9. **NO** charges to **Staples or Amazon.** Use the college account for these purchases by submitting a Purchase Requisition.
10. Employees may **NOT** take **cash advances** on their College issued credit card.
11. The employee is responsible for all charges made to their card. The employee will be held liable for unauthorized items appearing on the credit card statement.
12. Cardholders are required to sign the "cardholder agreement" indicating they accept these terms. Individuals who do not adhere to these guidelines and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. The Vice President of Administration and Finance is responsible for authorizing the use of College credit cards and assigning the card transaction limits. The Assistant Comptroller is responsible for obtaining said credit cards.
2. Upon receiving a College credit card, the employee shall call the number listed on the face of the credit card to activate the card and sign the back of the card.
3. Before any purchase is made, the employee should verify that the funds are available in their budget to cover the expense.
4. The employee must obtain a receipt for any credit card purchase. If the receipt is for a meal, the receipt should include the names of the parties present for the meal.
5. The receipt should be saved and presented with the voucher to pay the entire month's statement. The voucher for credit card statement should include all account numbers necessary to accurately allocate the credit card expenses.
6. The employee must notify the Assistant Comptroller immediately in the event that the card is lost or stolen.
7. If an employee uses a College credit card for personal purchases in violation of these guidelines and procedures, it may lead to possible termination, and these purchases are to be reimbursed to the college. The cost of such purchase(s) will be considered an advance of future wages payable to said employee, and will be recovered in full from the employee's next paycheck(s) until the wage advance is paid in full. If the employee is terminated and the future paycheck(s) will not cover cost of such purchase(s), then the employee is to reimburse the college the net amount using a bank check.
8. All credit card statements and receipts will be reviewed periodically by the Comptroller to ensure proper use of the credit card. The Comptroller will initial the statements as proof of their review.
9. The College credit card is the property of OCCC. An employee leaving the employment of OCCC must surrender the credit card to the Assistant Comptroller who will then cancel the employee's credit card.

Purchasing Card (P-Card) Guidelines

In association with M&T Bank, Orange County Community College has developed Purchasing Card (hereinafter referred to as P-Card) to Facilities Department to make purchases at the point-of-sale, over the telephone or Internet. The Card allows you to spend money directly out of your budget. From the College viewpoint, it works like a debit card. From a supplier's viewpoint, it is a Visa Card, and is processed like any other credit card. The Purchasing Card delegates purchasing authority to you. You can get exactly what you want, when you want it, faster, and with a minimum of paperwork. You can use the Purchasing Card to buy the things you would normally buy for your department. Naturally, the same restrictions that apply to other methods of purchasing also apply to the Purchasing Card.

In order to be delegated authority, you have to undertake some responsibility. Naturally, you have to protect the Purchasing Card, just as you protect your own credit cards. You have to agree to use the Purchasing Card responsibly. You must retain the transaction records for audit purposes. You must attach the transaction records to your monthly Credit Card Statement from M&T Bank and submit them to your department head/supervisor for review and approval. The department head indicates approval by signing your monthly Detail Credit Card sheet. Note: Always keep a copy of your Detail Credit Card sheet and backup records (transaction invoices).

Issuance:

1. Cards are issued after request is made to and approved by the Comptroller.
2. Requests for P-cards are made by the Facilities Director and include the following info
    - name and title
    - department
    - default account (this can be changed for individual transactions and should be noted on Detail Credit Card sheet)
    - telephone number
    - office location
    - P-card limits (the Facilities Director specifies limits to the card – card holder's department funding levels must be considered)
3. Maximum single card transaction is $300
4. It is possible to change P-card limits once the P-card is set up. The cardholder's reporting supervisor(s) and reporting officer are required to forward written authorization to the Comptroller for limit changes.
    a. **Temporary**.
    Temporary limit changes would be warranted, for example, when there would be an out of the ordinary charge for a cardholder in a particular billing period. The limit(s) would be changed to accommodate the special circumstances and revert back to the original limit(s) at the end of the billing period when the unique situation is completed. If a cardholder is constantly requesting temporary limit increases, he/she should consider requesting permanent increases. A temporary limit increase requires authorization of the cardholder's supervisor.

    b. **Permanent**.
    Permanent limit changes would be appropriate if the cardholder expects to spend at higher levels in greater than one billing period. A permanent limit increase requires authorization of the cardholder's supervisor and the reporting VP-level Officer.

Training and Card Holder Responsibilities:

1. Cardholders should be trained in card usage and given a copy of the P-card policies and procedures and they should sign an acknowledgement form regarding training and receipt of the policies and procedures.
2. The cardholder has to protect the Purchasing Card, just as they protect their own credit cards.
3. The cardholder has to **agree/attest,** *in writing***,** to use the Purchasing Card responsibly.
4. The cardholder must retain the transaction records (including copies of Detail Credit Card sheet and backup records) for audit purposes.
5. The cardholder must attach the transaction records to your monthly Credit Card Statement from M&T Bank and submit them to your department head/supervisor for review and approval.
6. The department head indicates approval by signing your monthly Detail Credit Card sheet.

Card Usage Requirements:

1. **Purchasing Card – Acceptable Use**

Goods from merchants that accept the credit card. Examples of allowable purchasing card purchases:

- Supplies to complete a work order
- maintenance/repairs of equipment

Required Vendors/Merchants to Consider:

- NYS Preferred Sources:
    - New York State Department of Correctional Services (Corcraft)
    - New York State Preferred Source Program for People who are Blind (NYSPSP)
    - NYS Industries for the Disabled (NYSID)
- New York State Office of General Services (OGS) contracts
- New York State Certified Minority Business Enterprises (MBE);
- New York State Certified Women Business Enterprises (WBE);
- New York State Certified Minority Women Business Enterprises (MWBE).

2. **Purchasing Card – Disallowed Use**
   There are some goods and/or services for which the purchasing card cannot be used either because
   1. There is an alternate payment method for such use or
   2. Because the use would not be permitted with New York State funds.

Purchasing any of the disallowed goods and could result in cardholder repayment to the College for the unauthorized purchase and the loss of purchasing card privileges. **The employee is also to reimburse the College for any unauthorized purchases.**

The purchasing card may *NOT* be used for the following:

- Airfare
- Alcoholic beverages
- Bus (including shuttles and charters carrying non-employees)
- Car Rental
- Cash advances and cash refunds
- Cash back on purchases
- Flowers
- Food items and/or beverages (including bottled water)
- Formal contracts approved by the Purchasing Department.
- Gasoline
- Gift certificates
- Gifts (retirement, birthday, award plaques/trophies, etc.)
- Hiring construction contractors to do repair work/alterations of any type
- Hotel
- Limousine
- Medical services (doctor visits, emergency dental work, prescriptions)
- Office/staff kitchen/break room supplies (including cups, utensils, plates, etc.)
- Personal use items
- Recreation
- Relocation expenses
- Rents
- Restaurants
- Savings bonds
- SUNY-wide contracts https://www.suny.edu/business/contractsearch/
- Taxi
- Tolls
- Train
- Travel & entertainment (**including travel for faculty/staff/students and non- employees**)
- Weapons, explosives
- No purchases may be made with the intent of later reimbursing the College

3. **Purchase of Equipment**

When Detail Credit Card sheets are submitted to the Accounts Payable Office, the **P-card reviewers** will (*be responsible to*) identify equipment purchases of $5,000 or more and attach a decal number to it.

4. **Sales Tax Exemption**

The cardholder should always use the "State of New York Employee Tax Exemption Certificate" when making official College purchases. In the event that New York State sales tax amounts are being charged on a cardholder's credit card, the cardholder is required to go back to the vendors/merchants for the return of the sales tax amount by crediting to the P- card.

For New York State sales tax NOT credited
Accounts Payable Office will post all sales tax paid by the college to a receivable account specifically for NYS sales tax, and sales tax credits will also post to the same account. This will allow the college to monitor what sales tax paid that was not credited.

5. **Split Charging**

Having a single purchase split into multiple invoices on one statement, multiple statement periods, multiple cardholders, or multiple fiscal years **is not acceptable**.
If a transaction does not fit within the cardholder's limits, the cardholder should:

1. Request an increase in the cardholder's limits, or
2. Submit the goods request on a purchase requisition for purchase order processing.

Monthly Reporting:

1) M&T Bank Statement (Monthly Reporting)
Access the M&T Bank Commercial Cards site for your Statement. When a purchasing card is issued, the cardholder sets up a user ID and password through this website. Only the cardholder and M&T Bank are privy to the cardholder's user id and password.

2) What the Detail Credit Card sheet is:
The Detail Credit Card sheet is a list of transactions. The cardholder is required to list the transactions for a billing cycle on the Detail Credit Card sheet and to attach the supporting documents (invoices, receipts, reasonableness of price form if applicable etc.) to the Detail Credit Card sheet.

3) Detail Credit Card sheet Due Date:
The completed Detail Credit Card sheet with all backup documentation is required to be received by the Accounts Payable Office by the beginning of the following month of the statement. For example, the January 2021 billing cycle (for the period 01/01/2021- 01/31/2021) Detail Credit Card sheet should be received by the Accounts Payable office by 02/05/2021.

4) Required Detail Credit Card sheet Information:

- Cardholder Name. This should be typed or printed clearly.
- Department Name. This is the department to which the cardholder belongs.
- Transaction Period. The transaction period is the period represented on the Detail Credit Card sheet. For example, 01/01/21-01/31/21 is the January 2021 billing period. Either representation is acceptable.
- Transaction Date. This is the transaction date showing on the monthly statement for a transaction(s).
- Vendor/Merchant. This is the vendor/merchant from whom goods or services were purchased. It should match the merchant name on the monthly statement.
- Merchandise Description (Detailed). The goods/services purchased must be described in detail. The intended use of the goods/services must be stated. If the goods/services were purchased for a particular event, meeting, publication or production, that must be identified by name and date. Car washes, auto repairs, and/or auto parts must identify by vehicle plate number the specific vehicle involved plus year, make, model, and vehicle ID (VIN) number. When a print job is paid by the P-card, an original print sample must be included with the Detail Credit Card sheet.
- Date Received. The goods/services must be received in order to allow payment to a merchant. If goods/services have not been received, the cardholder should 1-contact the merchant to determine where the goods are, and/or 2-dispute the charge. Prepayment of goods/services is not permitted.
- Purchase Cost. This is the credit card charge amount, and this should match the 'amount' on the credit card statement.

- Account Number. This is the account number where the item will be charged. If the transaction is charged to the cardholder's default, leave blank. If the transaction is being charged to other than the cardholder's default, indicate the account charged.
- Dispute (✓ if Yes).
- Additional Information. This field is available for useful information concerning a transaction to provide additional details.
- Cardholder signature.
- Supervisor Name printed
- Supervisor signature

5) What to attach to the Detail Credit Card sheet

- The Detail Credit Card sheet should be the cover page.
- A copy of the M&T Bank credit card statement. (See above (1) M&T Bank Statement)
- Vendor/Merchant invoices and receipts that show what was purchased and the amount. Invoice/receipt items should be itemized showing descriptions, quantities and unit costs.

6) Additional Information concerning attachments to the Detail Credit Card sheet

- 8-1/2 x 11" invoices/receipts should be stapled (single staple) to the Detail Credit Card sheet.
- For invoices/receipts smaller than 8-1/2 x 11", the invoices/receipts should be taped to an 8-1/2 x 11" sheet of paper.

7) Signatures on the Detail Credit Card sheet

- The cardholder and the cardholder's supervisor must sign the Detail Credit Card sheet when there are transactions.
- When there are no transactions for a billing period, only the cardholder is required to sign the Detail Credit Card sheet

Other Issues on Compliance:

1. **P-card Termination Policy**
   The P-card can be terminated for the following reasons:
   a. Employee separation It is the responsibility of each cardholder and cardholder supervisor to notify the Comptroller Office of his/her pending separation from Orange County Community College at least one full billing period prior to the employee's departure or immediately upon notice of separation. This will allow the cardholder sufficient time to complete all Detail Credit Card sheets and certifications before leaving.
   b. Intentional Misuse of P-card

Intentionally misusing the purchasing credit card is a serious violation of cardholder responsibilities:

1. 1st instance - written warning and p-card re-training;
2. 2nd instance - revocation of P-card privileges;

2. Safeguarding the P-card and related systems

1. Acceptable locations to keep the procurement purchasing card:
   - Cardholder's wallet
   - Locked desk drawer or safe accessible by the cardholder only
2. The cardholder should never give the P-card to someone else to make charges.
3. Do not post or write the card number in any place that is easily accessible.
4. Never photocopy the back of the p-card that contains the 3-digit security code and cardholder signature.
5. The cardholder's user id and password for each of the M&T Bank system (for statement retrieval) should not be shared.

3. Scams / Phishing

Email and telephone scams requesting cardholder information are commonplace.

1. A cardholder should never give the purchasing card account number to anyone who calls or emails asking for it. The cardholder should be the initiating party to a transaction.
2. A cardholder should ignore/delete emails that discuss the cardholder's account. The only emails concerning the purchasing card that should be considered are those from the Orange County Community College Purchasing & Accounts Payable Office. Even M&T Bank will not send emails concerning a cardholder's account; they will send a hardcopy letter through the mail.
3. If a cardholder believes his/her purchasing card account number has been compromised, contact the Assistant Comptroller by email to terminate the compromised account and set up a new account.

4. Excessive Use of a Single Vendor/Merchant – Procurement Rules, Regulations and Limits:

The P-card operates under the same procurement rules and regulations as all Orange County Community College purchases via Purchase Order. Generally, there is a limit on the total amount the College as a whole can spend with one vendor/merchant in a 12-month period after which price quotes and/or bids must be solicited.

The Purchasing Office monitors this spending. However, it is good practice for all cardholders to use:

1. NYS Preferred Sources
2. NYS OGS contracts
3. Certified MBE, WBE and M/WBE

The Purchasing Office will notify cardholders when purchases to specific vendors should be halted.

5. Dispute Process

When a transaction on the cardholder's statement is not recognized by the cardholder, the cardholder should do the following:

1. The cardholder should review his/her records. Perhaps the transaction is showing with an alternate merchant/vendor name.
2. Contact the merchant to find out who made the charge. The credit card statement usually has the telephone number for each merchant listed. It may be that you failed to keep a record of the particular charge in question.
3. When all avenues are exhausted for determining a valid charge, the merchant should be contacted and advised that the charge is not the cardholder's, and the cardholder should request a credit to the account.
4. If the merchant will not credit the account, the cardholder should:
    a. Advise the Accounts Payable Office of the situation.
    b. Contact M&T Bank at the telephone on the back of the credit card.
    c. Complete a Dispute Form and fax to M&T Bank as directed.
        - In situations of suspected fraud, M&T Bank will always terminate the violated account and issue a new card account.
        - The cardholder should always complete the Dispute Form and forward back to M&T Bank (with a copy to the Accounts Payable Office). M&T Bank's receipt of the Dispute Form will initiate the crediting of the improper charge to the cardholder's account.

Employees who receive P-Cards will sign an employee attestation that will be kept on file by the Business Office.

Responsibility for Procedure: Comptroller, Purchasing

Policy Number	Policy Title
BP4.16	Student Billing and Payment

The College's Office of Student Accounts is dedicated to assisting students with their financial account, including the billing of tuition and fees. The Office of Student Accounts is also responsible for reconciling payments, assisting with financial aid, issuing refunds and coordinating the tuition payment plan with a third-party provider.

Tuition payment deadlines for each semester are posted on the College's Student Accounts website and conveyed directly to the students through email, phone calls, and/or other means of communication. Payment arrangements must be in place by the posted deadlines or students will be dropped from their upcoming courses.

There are four payment arrangement options:

1. Complete Financial Aid requirements.
2. Enroll in a Payment Plan.
3. Pay in full (cash, check, money order, VISA, Mastercard, or Discover).
4. Agree to an approved third-party sponsor agreement.

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

Adopted: Sept. 12, 2018
Amended: May 11, 2022
Amended: Dec. 14, 2022

PROCEDURE 4.16

Procedures for student billing and payment can be found in the Student Accounts Office Policies and Procedures Manual, which is attached as Appendix K. Relevant sections include: creating tuition and fee charges (beginning on pages 36 and 170), payments (beginning on pages 36, 44, 72 and 99) and student refunds (beginning on page 69).

Responsibility for Procedure: Student Accounts

Policy Number	Policy Title
BP4.17	**Online Banking**

The College's Business Office engages in electronic banking in accordance with all applicable laws and regulations, including General Municipal law Section 5-a, which authorizes the use of electronic or wire transfers, and in conformity with the guidelines established by this policy.

Electronic banking activities may be used for, but not limited to, the following:

- Online banking services (i.e. reviewing account balances or banking activity)
- Check fraud prevention services (Positive Pay)
- Pre-authorized debit payments
- Automated Clearing House (ACH) vendor payments
- Electronic Funds Transfer (EFT) or wire transfers

The Business Office is responsible for adhering to this online banking policy.. The Business Office is responsible for implementing adequate internal controls, including but not limited to segregation of duties, proper authorization, and adequate supporting documentation, for each electronic banking method utilized and complying with those procedures developed in order to implement this policy.

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

Amended: May 11, 2022

PROCEDURE 4.17

The College completes an RFP when and if it changes Banking Institutions. Once a Banking Institution is selected, the College will utilize its electronic banking secured website to initiate electronic banking activities such as:

- Online banking services (i.e. reviewing account balances or banking activity)
- Check fraud prevention services (Positive Pay)
- Pre-authorized debt balances
- Automated Clearing House (ACH) vendor payments
- Electronic Funds Transfer (EFT) or wire transfers

The Comptroller is responsible to assure that appropriate people have the proper authorization with their online banking role and segregation of duties occur when an ACH or Wire is initiated and then approved. A period review will be done to assure if any person's online banking role needs to be deactivated or terminated.

Responsibility for Procedure: Comptroller

SECTION 5

Academic Affairs

Policy Number	Policy Title
BP5.1	Degree Offerings and Requirements

The Board of Trustees is committed to ensuring that the College offers programs leading to an Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as certificates. To qualify for a degree, students must meet the minimum requirements set forth by the New York State Education Law and meet the minimum CGPA requirements.

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

Amended: May 11, 2022

PROCEDURE 5.1

The Office of the Registrar will process and verify that students have met all academic requirements necessary for completion of a degree or certificate. Students who expect to graduate should inform the Registrar's Office of their intent to graduate by applying for graduation via an online "graduation application." Deadlines for graduation applications to be received by the Registrar's Office will be shared with students (via the Student Grapevine and email) and posted to the College website. Upon certification, diplomas will be mailed to graduates at the address provided on the Graduation Application.

Responsibility for Procedure: Vice President for Academic Affairs, Registrar

Policy Number	Policy Title
BP5.2	Core Curriculum

The College's core curriculum will meet all State University of New York guidelines and requirements, and follow a common set of values and framework that define and assess program learning outcomes. In order to comply with the SUNY academic mission, the College is committed to developing, adopting, and administering those academic methods and procedures deemed to be the most effective in promoting efficiency of operations and that are most appropriate to the advancement of learning.

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

Amended: May 11, 2022

PROCEDURE 5.2

Procedure pending.

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.3	Instruction Offered Externally

The College will provide educational opportunities sufficient to meet the needs of the citizens of Orange County and the state of New York. The State University of New York recognizes two categories of external offerings: off-campus (credit and non-credit) instruction, and distance education. Off-campus instruction is defined as traditional face-to-face classroom instruction that occurs at a location away from the home premises of the institution. Distance education is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are not in the same place and the instruction is delivered using technology.

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

PROCEDURE 5.3

Off-campus instruction shall comply with the standards and criteria set forth for all SUNY Orange courses. The Vice President for Academic Affairs will ensure that procedures are in place regarding off-campus instruction to meet accreditation requirements as well as state and federal statutes.

The Office of the Vice President for Administration and Finance, in collaboration with the Academic Associate Vice Presidents and academic departments, will ensure that all "clinical courses" (a health-care facility that provides learning experiences for students) will have reviewed and signed agreements with the College.

All distance education courses shall meet the quality standards applicable to on-campus courses. Students shall satisfy the same requirement for enrollment in an academic credit course as required of on-campus students. The instructor of record shall bear responsibility for the delivery of instruction and for evaluation of student progress.

The Center for Teaching and Learning shall coordinate training and support to enhance the added skills required of the faculty teaching courses through an online environment/means.

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.4	Off-Campus Learning Experiences

The College shall provide for and encourage participation in off-campus learning experiences, including study abroad opportunities, field trips and other non-classroom activities, which may include student government, clubs, organizations, intramural sports, intercollegiate sports, and attendance at cultural events within the limitations of the resources available. No such activities shall take place without prior written consent of the President or the President's designee. The President, or appropriate designee, will approve off-campus learning experiences, including those outside of the United States, provided that the learning experience is consistent with the academic mission of the College and meets all criteria established by the College.

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

Amended: May 11, 2022

PROCEDURE 5.4

The Center of Student Involvement manages the approvals and paperwork associated with student club-sponsored trips. The Office of the Vice President for Administration and Finance manages the approvals and paperwork associated with class-based trips. The Director of Athletics manages all approvals associated with participation and travel related to College-sponsored athletic participation.

Information, requirements and forms for student club travel can be found beginning on Page 12 of the Club Resource Manual located in Appendix L. Forms and requirements for class-based trips can be acquired from the Office of the Vice President for Administration and Finance.

Responsibility for Procedure: Vice President for Academic Affairs, Center for Student Involvement

Policy Number	Policy Title
BP5.5	**Approval, Deactivation and Termination of Academic Programs**

The Board of Trustees shall rely upon the President to recommend the approval, deactivation, and termination of academic programs based upon guidelines provided by the State University of New York and the State Department of Education.

PROCEDURE 5.5

Approval, deactivation, and termination of academic programs follow the procedures outlined in the Curriculum Committee Policies and Procedures found in Appendix M (also available on the P: drive, under "Governance Committee Folders/Curriculum/Policies and Procedures Manual and Various Forms."

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.6	Accreditation

The Board of Trustees directs the President to ensure that the College maintains its accreditation with the Middle States Commission on Higher Education and other appropriate accreditation agencies.

The Board authorizes the President to seek, as appropriate, accreditation for individual academic degree programs from appropriate specialized accreditation agencies. Such accreditation may be mandatory or voluntary based upon the degree program. Where considered mandatory, accreditation must be maintained for continued program operation. The Board encourages the President to consider accreditation of programs where accreditation is considered voluntary. Accrediting agencies that are not considered as mandatory are considered voluntary and the Board authorizes the President to evaluate the importance of those accreditations for students in those programs.

The President will inform the Board of Trustees of all initial accreditation initiatives. The Board will be made aware of all programs that seek, receive, and maintain mandatory and voluntary accreditation.
The President must obtain Board of Trustees approval to withdraw a program from required or voluntary accreditation.

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

Amended: Jan. 20, 2016

PROCEDURE 5.6

Institutional Accreditation
The President shall be responsible to ensure that the College maintains its accreditation with the Middle States Commission on Higher Education. The President shall be responsible for following the Middle States Commission on Higher Education Policies, Procedures and Guidelines for Accreditation activities (including but not limited to reviews, reports, visits).

Program Accreditation
Program accreditation procedures are typically set forth by the accrediting agency and differ by agency. The College will follow the required procedures as outlined by the respective agencies to assure program accreditation is acquired and/or maintained.

The program/department chair, appropriate Associate Vice President, and the Vice President for Academic Affairs shall be responsible to ensure that mandatory program accreditation is maintained in accordance with the requirements of the accrediting body's procedures and guidelines (including but not limited to reviews, reports, visits).

The program/department chair, appropriate Associate Vice President, and the Vice President for Academic Affairs shall be responsible to ensure that existing voluntary program accreditation is maintained in accordance with the requirements of the accrediting body's procedures and guidelines (including but not limited to reviews, reports, visits).

The program/department chair, appropriate Associate Vice President, and the Vice President for Academic Affairs shall be responsible to adhere to communication and reporting for accreditation and provide a copy of such with the AVP Office.

The program/department chair, appropriate Associate Vice President, and the Vice President for Academic Affairs shall be responsible for developing proposals for new voluntary program accreditation and submit it for review and approval, which shall proceed through the following parties: the appropriate Associate Vice President, Vice President for Academic Affairs, College President and Board of Trustees

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.7	Faculty Membership

The Board of Trustees shall approve, upon the recommendation of the President, appointment to the Corps of Instruction that includes full-time professors, associate professors, assistant professors, instructors, library staff and learning support personnel.

PROCEDURE 5.7

Full-time faculty staffing needs shall be established by the sponsoring department using the "Requests for Full-Time Tenure Track Faculty" form and process, approved by area Associate Vice President and Vice President for Academic Affairs for all full-time tenure track searches.

The Vice President for Academic Affairs collaborates with the Vice President for Administration and Finance, the Vice President for Student Services, and the President to approve any searches for full-time members of the faculty. The hiring of adjunct faculty is managed by the appropriate Associate Vice President, in accordance with staffing needs on a semesterly basis. Hiring will follow in accordance with Human Resources Hiring Policy and Procedures.

On a monthly basis, the Human Resources Office provides a New Employee Bios document to the Board of Trustees for review and approval as part of the Consent Agenda at its full Board meeting. The document provides the Board with the names of all new full-time employees hired since the most recent Board meeting.

Responsibility for Procedure: Vice President for Academic Affairs, Human Resources

Policy Number	Policy Title
BP5.8	**Promotion and Tenure**

Orange County Community College will grant promotions and tenure to approved faculty, based upon guidelines established by the President or appropriate designee. The Board of Trustees will consider and vote to approve or reject recommendations for promotion and tenure from the President.

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

Amended: May 11, 2022

PROCEDURE 5.8

Procedures for Promotion, Retention, and Tenure are outlined in the Faculty Association contract for full-time tenure-track faculty. After tenure, promotion procedures are determined by each academic department. These procedures are voted on and sent to the President's office at the beginning of each academic year. Each year the Promotion, Retention, and Tenure (PRT) Committee meets in the fall for tenure applicants and the spring for retention/promotion applicants to carry out the process.

The decisions are voted on by the PRT committee and the appropriate department chair. The Vice President for Academic Affairs then makes a recommendation to approve or deny candidates' promotion/retention/tenure to the President.

Upon conclusion of the process, the President then makes recommendations for candidates' promotion/tenure to the Board of Trustees in the form of a memo that is considered by the Board as part of the Consent Agenda at a full Board meeting.

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.9	Emeritus Status

The Board of Trustees may award the honorific “Faculty Emeritus” or “Faculty Emerita” to any retiring full-time faculty member who meets the following criteria: served at least 15 years in a faculty position; attained the minimum rank of associate professor; exhibited a sustained reputation for excellence in teaching; served an academic department in a distinguished manner; contributed to the betterment of the community at large; and significantly advanced the priorities of the College.

Special privileges, as established by the College, will be granted to those retiring faculty members awarded emeritus or emerita status.

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

Amended: May 11, 2022

PROCEDURE 5.9

Faculty who seek Emeritus status are to request the award of such status, in writing, to the President's Office. The President's Office will work with the Vice President of Academic Affairs to confirm the criteria outlined in the College policy have been met, and if so, recommend the awarding of Emeritus status by the Board of Trustees.

Upon conclusion of the process, the President will submit the recommendation for Emeritus status to the Board of Trustees in the form of a Retirement Memo that is considered by the Board as part of the Consent Agenda at a full Board meeting.

Responsibility for Procedure: Vice President for Academic Affairs, Office of the President

Policy Number	Policy Title
BP5.10	**Use of Human Participants in Research**

The College encourages and supports faculty members to develop and conduct scholarly research. The College is also committed to protecting the rights and privacy of all who participate as subjects in research conducted under the auspices of the College and to ensuring that such subjects are aware of the rights and protections available to them. For this reason, the President shall establish an Institutional Review Board (IRB) for ethical and regulatory oversight of all proposed research at the College which could involve the use of human subjects. Any faculty member who desires to conduct research, or will assign classroom projects to be completed by students, involving human subjects must obtain prior approval by the College's IRB and the Vice President for Academic Affairs before research may begin and before any grants to support such research may be submitted. All such research shall be guided by the College's mission, vision, and values.

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

Adopted: March 14, 2011

PROCEDURE 5.10

The Institutional Review Board process and procedures, including all information related to required documents and the submission of said documents can be found in the IRB Policy and Procedures located in Appendix N.

Researchers who wish to submit a proposal to the IRB for review must submit all proposals and other supporting documentation to the Institutional Planning, Assessment & Research Office. The Institutional Planning, Assessment & Research Office will submit all materials to the IRB Committee for Review. All appropriately documented requests will receive prompt review and a written response from the IRB Committee. Researchers will share all findings with the College and all documentation will be filed with the Office of Institutional Planning, Assessment & Research upon completion of the project. Participation by SUNY Orange students and/or employees in any research project is voluntary, and subjects of research may withdraw from participation at any time. Subjects are to be notified in writing and orally of this right.

Responsibility for Procedure: Vice President for Academic Affairs

Policy Number	Policy Title
BP5.11	Online Student Verification

In accordance with the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315, Orange County Community College has established procedures to ensure that a student who registers in an online course is the same student who participates in and completes the program, and receives academic credit for the courses. Students are required to use a secure login and password to participate in online courses. All policies, procedures and penalties set forth in the Student Code of Conduct shall apply to students participating in online courses.

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

Adopted: April 18, 2018

PROCEDURE 5.11

Procedure pending.

Responsibility for Procedure: Vice President for Academic Affairs, Vice President for Student Services

SECTION 6

Student Services

Policy Number	Policy Title
BP6.1	**Commencement**

Commencement exercises at Orange County Community College are held at the end of the Spring semester for students who have fully completed academic degree or certificate requirements for programs approved by the New York State Department of Education and the State University of New York. Participation in the Commencement exercise shall be open to all students who have completed their degree or certificate requirements in the academic sessions after the most recent Commencement exercise. Those students who expect to complete their academic requirements by the conclusion of the Summer Session (which ends in August) may apply to participate in the May Commencement exercise only if they are no more than eight credit hours short of completing their academic requirement in the Summer Session.

Students who have successfully completed the Orange County Community College BRIDGES program during any of the academic sessions after the most recent Commencement exercise, may also participate in the College's Commencement exercise. Any other individuals or groups, not covered by this policy, seeking to be included in Commencement must have their involvement approved by the Board of Trustees prior to their participation.

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

Amended: May 11, 2022

PROCEDURE 6.1

The Office of the Vice President for Student Services and the Office of the Registrar are responsible for:

a) planning and organizing the May Commencement Ceremony;
b) communicating Ceremony details to students and members of the College community; and
c) ensuring that every eligible student is notified of the timeline and criteria for participation in the Ceremony.

Applying for Graduation
Timeline for Graduating Students:

May Graduation

- February: Students get notified via email to apply for May Graduation by completing the Machform (https://machform.sunyorange.edu/view.php?id=672474)
- February 1-May 31: Students' records are reviewed as Graduation applications are received and the student is notified if there are issues or if the application is approved, pending the completion of in-progress coursework. If there are issues that we can resolve internally, we do reach out to department chairs and advisors to try to resolve issues before alarming the student. Students are told at this time if they cannot participate in Commencement based on the courses they are missing or GPA criteria.
- April 1: May graduation applications due
- April 1: August graduation applications, for people wishing to participate in Commencement, are due
- Every Monday in April: Registrar's Office sends the Commencement list to the Assistant to the Vice President for Student Services in the Office of the Vice President for Student Services

- 2 Days before Commencement: Grades are due. Once grades are finalized we run a report to notify students of 1) GPA too low to participate in Commencement 2) Student is eligible for Honors cord
- May 31: May conferral starts. Students are notified if they didn't meet the criteria for May Graduation and are either 1) moved to August 2) moved to December or 3) compliance failed (meaning they have to reapply when they are ready to graduate again because they aren't even close based on our review)
- June: May graduates' diplomas are mailed (graduates' names reported to campus offices/graduates' names reported to National Student Clearinghouse)

August Graduation

- June: Students are notified via email to apply for August Graduation by completing the Machform (https://machform.sunyorange.edu/view.php?id=672474)
- June 1 - August 31: Students' records are reviewed as Graduation applications are received and the student is notified if there are issues or if the application is approved, pending the completion of in-progress coursework. If there are issues that we can resolve internally, we do reach out to department chairs and advisors to try to resolve issues before alarming the student.
- August 1: August graduation applications due
- August 31: August conferral starts. Students are notified if they didn't meet the criteria for August Graduation and are either 1) moved to December or 2) compliance failed (meaning they have to reapply when they are ready to graduate again because they aren't even close based on our review)
- September: August diplomas mailed (graduates' names reported to campus offices/ graduates' names reported to National Student Clearinghouse)

December Graduation

- September: Students are notified via email to apply for December Graduation by completing the Machform (https://machform.sunyorange.edu/view.php?id=672474)
- September 1 - December 31: Students' records are reviewed as Graduation applications are received and the student is notified if there are issues or if the application is approved, pending the completion of in-progress coursework. If there are issues that we can resolve internally, we do reach out to department chairs and advisors to try to resolve issues before alarming the student.
- December 1: December graduation applications due
- December 31: December conferral starts. Students are notified if they didn't meet the criteria for December Graduation and are compliance failed (meaning they have to reapply when they are ready to graduate again because they aren't even close based on our review)
- January: December diplomas mailed (graduates' names reported to campus offices/ graduates' names reported to National Student Clearinghouse)

Commencement Timeline for Graduates

- **February 1:** The December graduation list is received from the Registrar's Office. Graduates are notified via email and by mail of Commencement day and times for the ceremony, deadlines to respond electronically on our website if they plan to participate and for pre-ordering caps and gowns. They are given links for the cap and gown pre-ordering site (www.sunyorange.edu/commencement) as well as the link for the electronic response. A link is provided to the Commencement website as well with information regarding instructions on how to participate in the Ceremony. Cap and gown website is operational by this time. December graduates are uploaded to website in order for them to begin placing their orders.
- **March 1 -30:** December graduates are sent updates and reminders via email for pre-ordering their caps and gowns and completing the electronic response on our website to indicate whether they plan to participate in the ceremony.
- **April 1:** The first approved list for May and August graduates is received from the Registrar's Office. Graduates are notified via email and by email. May and August graduates are uploaded to the cap and gown website in order for them to begin placing their orders. They are informed of deadlines and told to respond electronically if they plan to participate in the ceremony and for pre-ordering

caps and gowns. They are given the links for the cap and gown pre-order site as well as the link for the electronic response. The link is provided for the Commencement website (www.sunyorange.edu/commencement) which includes information regarding instructions on how to participate in the ceremony

Responsibility for Procedure: Vice President for Student Services, Registrar

Policy Number	Policy Title
BP6.2	Financial Aid

Orange County Community College is committed to the philosophy that no eligible student be denied access to higher education due to a lack of financial resources. To establish eligibility for financial aid, a student must have a certificate of graduation from a school providing secondary education, or the recognized equivalent of such certificate; or have achieved a passing score on a federally approved examination which demonstrates that the student can benefit from the education offered by the College.

PROCEDURE 6.2

No procedure required by the Policy.

Policy Number	Policy Title
BP6.3	Services for Persons with Disabilities

Orange County Community College is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Amendment Act of 2008 in providing equal access to education for persons with disabilities. The Department of Education has defined a person with disabilities as "any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such impairment" (Federal Register, Part IV 4 May 1977). Federal law prohibits the College from making pre-admission inquiries about disabilities and any information received regarding disabilities will not adversely affect an otherwise qualified student's admission to a program or course.

It is the responsibility of the student seeking accommodation to self-identify and provide appropriate documentation of their disability to the Office of Accessibility Services. The process for applying for assistance is located on the College's Office of Accessibility Services website. The Associate Vice President for Human Resources shall serve as the College's ADA/Section 504 coordinator.

All records kept by the Office of Accessibility Services will remain confidential. Except in those instances supported by FERPA, information will not be disclosed to a third party without written permission of the student or of the parent or guardian if the student is under the age of 18.

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

Amended: May 11, 2022

PROCEDURE 6.3

The Office of Accessibility Services is administratively responsible for monitoring adherence to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 2008 as it pertains to students who enroll at SUNY Orange. In accordance with Federal law, the College is prohibited from making any pre-admissions inquiries about disabilities. Further, it is the student's responsibility to self-disclose their disability and provide current medical documentation of same should they seek academic accommodations.

Procedure:

1. Student arranges an intake appointment with a Disability Specialist.
2. At the time of the intake interview, student must present appropriate medical or psychological documentation for the stated disability.
3. Documentation must be relevant and must establish a clear link between the disability and the need for specific accommodations.
4. Through an iterative process, the appropriate academic accommodations are determined.
5. Documentation remains confidential and is maintained by OAS. This information is shared within the institution on a need-to-know basis only.
6. For students with a suspected learning disability, referrals can be made for off-campus diagnostic testing and evaluation at the student's cost.
7. Disability records may be destroyed five years after the students last enrollment.

Grievance Procedure: A student who feels they have been denied accommodations or discriminated against because of a disability by a faculty member, a staff member or another student, may choose to have their concerns addressed through either an informal or formal grievance process.

Informal Process:

- Speak with the faculty or staff member, express your concerns and the outcome you are seeking and resolve the situation. If you are not satisfied then,
- Contact the Accessibility Services supervisor or the Director of the Wellness Center and arrange a meeting. At the meeting express your concerns and the outcome you are seeking. Bring any evidence to support your complaint.
- Work together to come to an amicable resolution.

Formal Process: If your complaint cannot be resolved through the informal process, you may file a formal grievance. The formal grievance must be filed within 30 days of the alleged violation. You may decide to begin with the formal process as outlined here:

- Put your complaint in writing. Complete and submit the Charge of Discrimination Form (https://sunyorange.edu/titleix/index.html).
- Submit your complaint to the Associate Vice President for Engagement and Completion, 115 South Street, Shepard Center 3rd floor, Middletown, NY 10940; 845-341-4407.
- A review of the complaint will be undertaken by the Deputy ADA Coordinator and may include interviews, meetings with staff and/or students and evidence gathering to determine the validity of the complaint.
- Upon completion of the review, within 30 days, a formal decision letter will be sent to the student.

Appeal Process: A student may appeal the decision of the Deputy ADA Coordinator within 15 days by writing to the AVP for Human Resources/ADA Coordinator.

Responsibility for Procedure: Vice President for Student Services, Accessibility Services

Policy Number	Policy Title
BP6.4	**Admission Policy**

Admission to Orange County Community College is open to all applicants who are high school, or General Equivalency Diploma (GED) or HSE (High School Equivalency) graduates. Non-high school graduates may begin their studies in the HSE program. Applicants are admitted without regard to race, color, national origin, religion, creed, age, disability, sex, gender identification, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. Students failing to attain the designated scores on the college course placement assessment will be required to successfully complete appropriate developmental coursework. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or documentation of GED/HSE scores.

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

Amended: May 11, 2022
Amended: Nov. 16, 2022

PROCEDURE 6.4

The Admissions Office staff is responsible for application review and decisions. Application deadlines are established for each academic term and regular outreach to applicants (phone, email, text) ensures that files are completed and admissions decisions are rendered in a timely way.

Procedure:

1. Applicants complete an online application
2. Applicants submit official high school transcripts or GED/HSE certificate and score report. Students who attended high school outside of the United States must submit a credential evaluation of their transcript completed by a member of the National Associate of Credential Evaluation Services (NACES).
3. Completed applications are reviewed by an Admissions counselor.
4. Assessment protocols/testing determine placement into appropriate English and/or Math developmental coursework.
5. The Admissions Office issues an admissions packet which includes information on registration and orientation.

Responsibility for Procedure: Admissions

Policy Number	Policy Title
BP6.5	Course Registration

The Orange County Community College Academic Calendar is available for viewing on the College website. Each semester, the Registrar's Office develops and publishes course registration procedures on the College website. Deadlines for registering for classes are set forth in the College's Academic Policy manual.

Amended: May 11, 2022

PROCEDURE 6.5

No procedure required by the Policy. The Academic Policies are included in Appendix O.

Policy Number	Policy Title
BP6.6	Student Attendance

All students are encouraged to regularly attend scheduled classes and labs. Individual instructor attendance policies are included in the course syllabus.

PROCEDURE 6.6

No procedure required by the Policy.

Policy Number	Policy Title
BP6.7	Academic Standing

Orange County Community College will establish categories of academic standing based upon students' academic performance. These categories and standards will be defined in the College's Academic Policy Manual. Each of these categories will have defined criteria related to academic progress that will provide guidance to students and College staff regarding a student's academic privileges.

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

Amended: May 11, 2022

PROCEDURE 6.7

For the criteria that establish a student's academic standing at SUNY Orange, please refer to the Academic Policies (AP 23: Academic Standing) located in Appendix O. Changes to AP 23 are managed by the Vice President for Academic Affairs in conjunction with the Academic Policy Committee.

The Office of the Registrar reviews academic standing for every matriculated student following the requirements as outlined in Academic Policy.

Procedure:

1. Academic Standing is programmed to run as one of the reports included in "Procedures for End of Term Processing" maintained by the Office of the Registrar.
2. Academic Standing is run at the end of each semester, Fall and Spring.
3. Once the report is run and reviewed, a notation is made on the student's academic transcript: Dean's List; Academic Probation; Academic Separation.
4. Students on Academic Probation or Academic Separation receive an email notification sent on behalf of the Vice President for Academic Affairs by the Office of the Registrar.
5. The names of Dean's List students are sent to the Communications Office to be announced publicly.

Responsibility for Procedure: Registrar, Academic Affairs

Policy Number	Policy Title
BP6.8	**Satisfactory Academic Progress Related to Financial Aid**

Students applying for federal or state financial aid are required to meet satisfactory academic progress standards for Title IV federal student aid programs and state aid. The College will abide by these standards.

Amended: May 11, 2022

PROCEDURE 6.8

No procedure required by the Policy.

Policy Number	Policy Title
BP6.9	Student Organizations

As a prerequisite to operating on campus, all clubs must be chartered by the College and must agree to abide by regulations of the Board of Trustees and club rules issued by the College administration. Clubs shall be established in accordance with the Student Government Association Constitution. Each club must have a faculty member or staff member currently employed by the College as its club advisor. No club will be established or allowed to operate which discriminates against students or employees in any manner, or violates state or federal law, or College policies.

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

Amended: May 11, 2022

PROCEDURE 6.9

Student clubs and organizations fall under the purview of the Director of Student Involvement and are recognized and funded through the Student Senate. The Student Senate Constitution outlines the steps necessary to establish a student club or organization and provides guidance on the expectations of club officers and members.

Procedure:

1. Any student interested in forming a club can review the "How to Start a Club" document available on the CSI website.
2. Steps include: a) an initial meeting with the CSI staff; b) recruiting members; c) finding a club advisor; d) writing a club constitution; e) meeting with Student Senate.
3. To maintain recognized club status club officers must complete annual Title IX training; the club must submit an annual budget for Senate approval; and must adhere to the Student Code of Conduct.
4. Recognized student clubs can access the "Club Resource Manual" (available on the Center for Student Involvement website) which includes information on scheduling meetings/events; planning trips; conference attendance; and the budget development process.
5. The Center for Student Involvement provides oversight and guidance for club offices through meetings and trainings conducted throughout the year.

Responsibility for Procedure: Center for Student Involvement

Policy Number	Policy Title
BP6.10	Course Substitution

Appropriate academic courses may be substituted for other courses when it is determined that the substituted course is in the best interest of the student's declared educational objective and for the student to fully complete academic degree or certificate requirements. The substituted course form is available from the Registrar's Office and must be approved by the department chair and the program Academic Associate Vice President.

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

Amended: May 11, 2022

PROCEDURE 6.10

For the student to fully complete academic degree or certificate requirements, a course substitution may be permitted.

Procedure:

1. Students who seek a waiver or substitution of a graduation course requirement must first discuss that request with their program department chairperson.
2. A graduation course substitution waiver form (downloadable from Registrar P Drive) must be approved and signed by both the department chair of the program which offers the course and the department chair of the program which offers the degree.
3. 4.The final signature is from the appropriate associate vice president.
4. The approved form is forwarded to the Office of the Registrar for processing.

Responsibility for Procedure: Registrar

Policy Number	Policy Title
BP6.11	**Student Records**

In accordance with existing state and federal laws, the College, shall provide students with the right to access their official educational records and to challenge the accuracy of such information. The College limits the release of personally identifiable information, other than directory information, without explicit student consent. These rights are extended to parents/guardians of students who are under the age of 18.

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

Amended: May 11, 2022

PROCEDURE 6.11

The Registrar and Associate Registrar are the College FERPA Officers and, as such, are responsible for properly maintaining and releasing student records in accordance with state and federal laws. FERPA (Family Educational Rights and Privacy Act) protects the privacy of a student's educational records and guarantees the student the right to inspect and review their records, amend those records if they believe they contain an error, and have some control over disclosure of information from their educational records. A student has the right to file a complaint with the Department of Education if they believe their FERPA rights have been violated.

Directory information is personally identifiable student information which the U.S. Department of Education has concluded is permissible for institutions to release without a student's consent.

Procedure:

1. The Registrar communicates information about FERPA to students annually through an email to the student listserv. In addition, complete information about FERPA is available on the College website and in the College catalog.
2. A student who wishes to review their student records may do so through written request to the Office of the Registrar.
3. Students may opt out of public disclosure of directory information by requesting what is known as a "FERPA Block" by completing the FERPA Directory Information Block Request Form.
4. A student's written consent is needed to release information to a third party. The student completes the FERPA Consent Form which specifies the record(s) to be disclosed; states the reason for disclosing the records; and identifies the person(s) to whom disclosure may be made. A FERPA Consent Form must be renewed annually.

Responsibility for Procedure: Registrar

Policy Number	Policy Title
BP6.12	Student Code of Conduct

In accordance with Education Law § 356(3) (g) and its implementing regulations 8 NYCRR § 500, the College will maintain and enforce a Student Code of Conduct. The College Code of Conduct is produced by the Office of Student Services and maintained for viewing on the College website. It is introduced to students as part of their orientation program at the College.

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

Amended: May 11, 2022

PROCEDURE 6.12

The Vice President for Student Services is responsible for overseeing the conduct process as it pertains to students who attend Orange County Community College. The Vice President for Student Services ensures that the Student Code of Conduct is revised as necessary and that all students are aware of their rights and responsibilities under the Code.

Procedure:

1. The Vice President for Student Services reviews/updates the Student Code of Conduct annually.
2. The Code is published in electronic form on the College website.
3. Students are informed of the Code of Conduct during Orientation and a link to the document is maintained on the student portal.
4. Each Fall a notification is sent to the student listserv informing every registered student of their rights and responsibilities under the Student Code of Conduct.

Responsibility for Procedure: Vice President for Student Services

Policy Number	Policy Title
BP6.13	Admission of International Students

Orange County Community College is authorized under federal law to enroll international students provided that all federal laws, regulations, and guidelines, are followed.

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

Amended: May 11, 2022

PROCEDURE 6.13

The admission of international students (those individuals who will study in the U.S. on a student visa) is handled by the Director of Admissions in accordance with all Federal laws, regulations and guidelines.

Procedure:

1. International students may be admitted to SUNY Orange in accordance with admissions requirements and deadlines as outlined on the Admissions website.
2. International students must submit educational documents translated into English and evaluated by one of the National Associate of Credential Evaluation Services providers; the SUNY English Proficiency Form, and the SUNY Financial Statement.
3. The Admissions Director acts as the DSO (Designated School Official) and is trained to collect and report student information through SEVIS (Student and Exchange Visitor Information System) on each international student attending SUNY Orange on a student (F-1) visa.
4. The DSO is responsible for ensuring that each student on an F-1 visa maintains full-time status and properly documents their travel and transfer plans from the term of admission through graduation.
5. The DSO participates in trainings and webinars offered by USCIS (US Citizenship and Immigration Service) to remain current with SEVIS policies and practices.

Responsibility for Procedure: Admissions

Policy Number	Policy Title
BP6.14	**Posthumous Award of Degree or Certificate**

The Trustees of Orange County Community College shall consider the posthumous award of a degree for a student who has met the following established criteria at the time of death:

1. the student passed away during the semester in which he or she would have graduated;
2. the student is deemed to be in good academic standing at the time of death;
3. either the chair of the department from which the degree will be awarded or the Vice President for Academic Affairs recommends the degree; and
4. the student would have otherwise met all other requirements for graduation.

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

Amended: May 11, 2022

PROCEDURE 6.14

The Registrar is responsible for conferral of degrees in accordance with Academic Policy. When a student dies during the semester in which they would have graduated, the Trustees may grant the degree or certificate posthumously.

Procedure:

1. A request to consider the student for a degree or certificate is brought forward by the department chair or Vice President for Academic Affairs.
2. The Registrar reviews the student's record to ensure a) that the student was in good academic standing and b) that all other degree or certificate requirements have been met.
3. The Registrar notifies the Vice President for Academic Affairs and the Office of the President that the criteria for awarding the degree have been met
4. The President, or designee, prepares a resolution for consideration and vote by the Board of Trustees at the next available meeting
5. Upon successful approval by the Board of Trustees of the resolution, the President, or designee, notifies the student's family.
6. The Registrar notates the student's transcript and diploma that the credential was awarded posthumously.

Responsibility for Procedure: Registrar

Policy Number	Policy Title
BP6.15	Alcohol and/or Drug Use Amnesty in Sexual and Interpersonal Violence Cases

The health and safety of every student at the State University of New York and its State-operated and community colleges is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, sexual assault, bullying, hazing, assault or harassment occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

However, the College strongly encourages students to report those incidents of domestic violence, dating violence, stalking, sexual assault, bullying, hazing, assault or harassment to Safety and Security or Student Services.. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of violence domestic violence, dating violence, stalking, sexual assault, bullying, hazing, assault or harassment to College officials or law enforcement will not be subject to the provisions of the College's Student Code of Conduct regarding violations of alcohol and/or drug use occurring at or near the time of the commission of the domestic violence, dating violence, stalking, sexual assault or bullying, hazing, assault or harassment.

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

Amended: May 11, 2022

PROCEDURE 6.15

The Student Code of Conduct has been amended to include a section on SUNY Orange Sexual Violence Policies, Prevention and Response. This section outlines the Code of Conduct Process for Sexual Misconduct Charges, provides an explanation of the investigative process, the timeframe, the due process rights of both the complainant and respondent, describes the make-up of the hearing panel, the possible sanctions and the appeals process. The policy on alcohol and drug use amnesty is also provided.

Every semester, the College provides students with an online tutorial to educate them about Title IX, the Student Bill of Rights, and sexual violence prevention. Further, a website maintained by the Title IX Deputy Coordinator for Students, houses all of the relevant materials and policies in an effort to educate students on this topic.

Responsibility for Procedure: Vice President for Student Services

APPENDICES

APPENDIX A

Table of Contents

Introduction 2

Section 1: Emergency Management Team
1.1 Organizational Chart 3
1.2 Emergency Management Team Roles and Responsibilities 3

Section 2: Operation Centers
2.1 Command Post 7
2.2 Family Assistance Center 7
2.3 Joint Information Center 8

Section 3: Specific Emergency Procedures
Emergency Phone List 9
3.1 Reporting General Emergencies 10
3.2 Reporting Medical Emergencies 10
3.3 Weather-Related Emergencies 11
3.4 Campus/Building Evacuation 12
3.5 "Shelter-in-Place" Procedure 14
3.6 Disorderly Behavior 15
3.7 Verbal/Physical Threats 15
3.8 Sexual Assault 15
3.9 Abduction or Missing Person 16
3.10 Fires 16
3.11 Explosive Devices/Threats 17
3.12 Hostage Situation 18
3.13 Chemical/Bio-Hazard Emergencies 19
3.14 Active Shooter 19
3.15 Public Demonstrations 20

Section 4: Post-Emergency Assessment
4.1 Assessment 21

Appendices
A Explosive Device Report Form A 22
B Safety Data Sheet (SDS) 23
C Middletown Campus Map 24
D Newburgh Campus Map 25

Introduction

SUNY Orange will remain a safe haven for education. The College provides campus security services and regularly reviews the qualities of those services to ensure students, staff and faculty are protected at all times, and that the College is prepared to handle any situation that may arise.

However, there may be incidents that occur that require a broader response involving a greater number of College personnel and resources. Since most emergencies and/or crises occur suddenly and without warning, the College has developed a flexible plan to address a wide array of potential incidents.

The basic emergency procedures outlined in this Emergency Management Plan (EMP) are to enhance the protection of lives and property through effective use of College and campus community resources. The College President, or her designee, may implement this ERP whenever an emergency affecting SUNY Orange reaches proportions that cannot be handled by routine measures. This plan will help organize faculty, staff members and students during an emergency and will serve as the foundation for emergency preparedness, as well as crisis management planning and training for the entire College community.

This Emergency Management Plan was modeled after the Incident Command System (ICS), a nationally recognized organizational structure that provides for role assignment and decision-making while planning for, and reacting to, critical incidents of all types. Implementing ICS will allow College personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role.

Because most emergency responders use some form of ICS to manage emergency events, SUNY Orange will be equipped to work more efficiently with responding police, fire or governmental agencies should a crisis or emergency occur.

Emergency Phone List

	Phone
Safety & Security Emergency (Middletown)	341-4710
Safety & Security Emergency (Newburgh)	341-9533
Safety & Security Cell Phone (Middletown)	239-9497 / 551-1139
Safety & Security Cell Phone (Newburgh)	248-6662 / 248-6676
City of Middletown Police Department	343-3151
City of Middletown Fire Department	343-4169
City of Newburgh Police Department	561-3131
City of Newburgh Fire Department	562-1212

Section 1: Emergency Management Team (EMT)

1.1 Organizational Chart

The College's Emergency Management Team (EMT) will consist of the following personnel:

	Office	Cell
Dr. Kristine M. Young (President)	341-4700	(217) 390-1374
Gerianne Brusati (Vice President for Student Services)	341-4020	(917) 538-4118
Paul Martland (Vice President for Administration & Finance)	341-4905	(401) 225-1269
Dr. Erika Hackman (Vice President for Academic Affairs)	341-4768	(217) 898-9006
Leland Hach Jr. (Chief Information Officer)	341-4742	(845) 649-9065
Iris Martinez-Davis (Assoc. V.P. for Human Resources)	341-4662	(917) 549-8725
Mike Albright (Executive Director for Communications)	341-4728	(845) 987-6927
Corey Dawkins (Director of Administrative Services/Facilities)	341-4901	(212) 234-9056
Joe O'Dea (Director of Safety & Security)	341-4924	(845) 500-2961
Likkia Moody (Director, Newburgh Campus)	341-9541	(845) 797-0912
Liz Carris-Swan (Governance President)	341-4234	(845) 239-3013

1.2 Emergency Management Team Roles and Responsibilities

Members of the SUNY Orange Emergency Management Team are assigned the following roles:

Dr. Kristine M. Young (President)
PRIMARY ROLES: INCIDENT COMMANDER/PRIMARY COLLEGE SPOKESMAN

The College President, or her designee, will determine when the Emergency Management Plan is to be implemented. Upon implementation, the President will convene the Emergency Management Team and serve as the **Incident Commander**, managing all aspects of the College's response to the crisis. The President will also serve as the primary College spokesman, conducting press conferences and meeting with media members when necessary. In the absence of the President, the Vice President for Administration will serve as Incident Commander and the Vice President for Institutional Advancement will serve as the primary college spokesman.

Paul Martland (Vice President for Administration and Finance)
PRIMARY ROLE: STAFF ASSIGNMENTS/COMMAND POST MANAGEMENT

The Vice President for Administration and Finance will organize the command post and direct all activities at that location. She will also manage all available personnel needed to respond to a crisis. Any faculty and staff not assigned students during an incident and any College personnel arriving at the incident should report directly to this person or her designee. Working closely with the Incident Commander, this person will direct staff and resources to the areas that need assistance. Those assigned to organize various areas during the response will coordinate with the Vice President for Administration in requesting manpower during the incident. She will keep a roster of assignments and manpower needs, making requests to administrative offices when needed. In the absence of the Vice President for Administration, the Associate Vice President for Human Resources will manage the staff assignments and the Vice President for Academic Affairs will organize and manage the command post.

Gerianne Brusatti (Vice President for Student Services)
PRIMARY ROLES: FAMILY ASSISTANCE CENTER/STUDENT CONTACT/COUNSELING AND HEALTH SERVICES

The Vice President for Student Services will organize the Family Assistance Center and oversee College staffing at all assistance locations. She will work with the Vice President for Administration to quickly assign available and/or trained staff members to response roles during a crisis. She will also establish phone hotlines and assign staff to handle inquiries from students, parents and the community. She will work with the Communications Officer to keep students informed and will collaborate with the Vice President for Academic Affairs in relocating students and classes, as necessary. In addition, she will coordinate College and community resources to provide counseling and health services during and after a crisis at the College. After an event, she will manage ongoing counseling and support programs as necessary.

Dr. Erika Hackman (Vice President for Academic Affairs)
PRIMARY ROLES: STUDENT AND FACULTY ACCOUNTABILITY/ACADEMIC CONTINUITY

The Vice President of Academic Affairs is responsible for gathering and maintaining an accurate accounting of students and faculty, and to coordinate efforts to account for missing or extra students. The Vice President for Academic Affairs will determine if classes are to be cancelled and will collaborate with the Vice President for Student Services in relocating students and classes, as necessary. Should a building be closed for an extensive period of time, the Vice President for Academic Affairs will coordinate the reassignment of faculty and students on a temporary basis, as needed.

Corey Dawkins (Director of Administrative Services/Facilities)
PRIMARY ROLE: ACCESS TO BUILDING PLANS

The Director of Administrative Services/Facilities will provide all necessary building plans, architectural drawings and other materials required by the Emergency Management Team and/or local police, fire and emergency personnel. He will also work closely with the Vice President for Academic Affairs, the Vice President for Student Services and the Director of Safety/Security to establish locations for support and response operations during and after a crisis. He will furnish and direct manpower and equipment for restoring buildings to functional use, perform damage assessment, and determine if buildings are structurally sound before being occupied. The Director of Administrative Services/Facilities will also furnish and direct manpower and equipment to initiate cleanup operations

Iris Martinez-Davis (Associate Vice President for Human Resources)
PRIMARY ROLE: PERSONNEL INFORMATION

The Associate Vice President for Human Resources will be responsible for providing necessary employee data and information to the Emergency Management Team: securing personnel files; providing employee-related information; helping to identify injured and missing employees involved in the emergency; supervising the collection of information about those involved in the emergency; communicating with injured employees and families; facilitating Worker's Compensation Reports; assisting with medical claims, insurance, etc.; assigning staff to assist injured or hospitalized employees; and consulting on internal and external communications with the Vice President for Institutional Advancement regarding employee status following a crisis situation. She will also be aware of the requirements of the Freedom of Information Act and consult the ERT when information is being released. In the absence of the Vice President for Administration, she will coordinate staff assignments for the EMT.

Leland Hach Jr. (Chief Information Officer)
PRIMARY ROLE: PROVIDE TECHNOLOGICAL SUPPORT

The Chief Information Officer will assist the Emergency Management Team by providing support, guidance, personnel and equipment as needed to help the College's response to a crisis. If necessary, he will direct IT staff to locations on or off campus to provide technological support of the College's efforts. He will also direct any necessary research, reporting or data accumulation that may be required during or after an emergency.

Joe O'Dea (Director of Safety & Security)
PRIMARY ROLE: LIAISON WITH LOCAL RESPONSE PERSONNEL/SECURITY/ RECORD OF EVENTS

The Director of Safety & Security, or a designee, will be the point of contact for local police, fire and EMT departments as they respond to a College incident. The Director of Safety & Security will maintain contact with all responding governmental agencies throughout the incident. He will assign College personnel to maintain security in the affected area, as well as other campus locations, including Family Assistance Centers. During the event, this person, or a designee, will

keep a detailed record of the events, decisions and actions, including annotation of time. The Director of Safety & Security will direct the preparation of SUNY Orange's incident report for documentation under the Campus Security Act.

Mike Albright (Executive Director for Communications)
PRIMARY ROLE: MEDIA LIAISON/COMMUNICATIONS COORDINATOR

The Communications Officer will serve as the media liaison during an incident and will implement the Crisis Communication Plan. He will initiate and manage operations in the Joint Information Center, maintain contact with media representatives and coordinate the gathering and dissemination of information for internal and external audiences. He will advise the Emergency Management Team and the Incident Commander on communication strategies and facilitate all press releases and/or press conferences, as necessary. In the absence of the President or other designees identified by the President, the Communications Officer will serve as the primary College spokesperson.

Likkia Moody (Director, Newburgh Campus)
PRIMARY ROLE: INTERIM INCIDENT COMMANDER

The Director of the Newburgh Campus will serve as Interim Incident Commander, assembling personnel as necessary to create an interim Emergency Management Team, and will coordinate response to any incident until the Incident Commander and members of the Emergency Management Team have arrived at the scene.

Liz Carris-Swan (President, College Governance)
PRIMARY ROLE: LIAISON WITH COLLEGE COMMUNTY AND GOVERNANCE EXECUTIVE COMMITTEE

The President of College Governance will serve as the liaison between the Emergency Management Team and the Executive Committee. When necessary, the Governance President will assist in providing reporting and information to the College community, and will provide guidance to the Emergency Management Team regarding potential impacts emergencies and responses may have upon faculty and staff.

1.3 College Response and Protocol

In preparation for an emergency situation, the Director of Facilities and the Director of Safety and Security will create and maintain an "Emergency Contacts" list of essential staff members—including, but not limited to, Emergency Management Team members—to be notified of any evening or after-hours crisis. This list will include members of the College community who hold expertise in a wide range of disciplines. As the situation warrants, the College President and other key administrators will coordinate the College's response and utilize the "Emergency Contacts" list to involve those campus "experts" in the response.

Section 2: Operation Centers

2.1 Command Post

During any incident in which the SUNY Orange President, or her designee, activates the Emergency Management Plan (EMP), the College will establish a command post. From the command post, the EMT will coordinate communication and response with outside responding agencies. The location of the command post will depend on the nature of the emergency and/or the physical condition of College structures. When possible, the Command Post will be located at the following locations:

Middletown campus: LIBRARY ROOM 103. Access to this area will be limited to the Emergency Management Team and local emergency responder leadership.

Secondary command post: LIBRARY ROOM 221 (Any SUNY Orange personnel arriving to assist with the incident should report to the Library for updates or assignments)

Offsite Command Post (if necessary): Basement Conference Room, College Association House

Newburgh Campus: KAPLAN HALL ROOM 210. Access to this area will be limited to the Emergency Management Team and local emergency responder leadership (as necessary).

Secondary command post: TOWER BUILDING ROOM 509 (Any SUNY Orange personnel arriving to assist with the incident should report to the Tower Building Security Station for updates or assignments)

Offsite Command Post (if necessary): TBA

2.2 Family Assistance Center

During any incident in which SUNY Orange employs its Emergency Management Plan (EMP), the College will establish a Family Assistance Center. Safety & Security Personnel will maintain order at these locations. The Family Assistance Center will be located at the following locations:

Middletown campus: GEORGE F. SHEPARD STUDENT CENTER FIREPLACE LOUNGE. Access to this area will be limited to students, parents, College personnel and representatives of agencies providing services (counseling, etc.). Media members will not be granted access to any Family Assistance Center.

Secondary location: DIANA EDUCATION CENTER GYMNASIUM.

Newburgh Campus: KAPLAN HALL ROOM 101 (GREAT ROOM). Access to this area will be limited to students, parents, College personnel and representatives of agencies providing services (counseling, etc.). Media members will not be granted access to any Family Assistance Center.

Secondary location: TOWER BUILDING STUDENT ACTIVITIES LOUNGE.

2.3 Joint Information Center

During any incident in which SUNY Orange employs its Emergency Management Plan (EMP), the College may establish the following Joint Information Centers to assist media members with their coverage of the incident.

Middletown campus: ROWLEY CENTER GERRY FORUM (ROOM 010). Access to this area will be limited to working media members and College personnel only.

Secondary location: GILMAN CENTER FOR INTERNATIONAL EDUCATION (LIBRARY ROOM 130).

Newburgh Campus: KAPLAN HALL ROOM 201. Access to this area will be limited to working media members and College personnel only.

Secondary location: TOWER BUILDING ROOM 220.

Section 3: Specific Emergency Procedures

Emergency Phone List

	Phone
Safety & Security Emergency (Middletown)	341-4710
Safety & Security Emergency (Newburgh)	341-9533
Safety & Security Cell Phone (Middletown)	239-9497 / 551-1139
Safety & Security Cell Phone (Newburgh)	248-6662 / 248-6676
City of Middletown Police Department	343-3151
City of Middletown Fire Department	343-4169
City of Newburgh Police Department	561-3131
City of Newburgh Fire Department	562-1212

Location of Emergency Call Boxes and Towers

All yellow emergency call boxes on the Middletown campus and the blue emergency call towers/wall units on the Middletown and Newburgh campuses will ring directly to that campus' Safety and Security office. All faculty, staff and students are encouraged to familiarize themselves with the locations of all available emergency communications options on both campuses.

Middletown campus Exterior Yellow call boxes:

- Parking Lot 2 (behind Harriman Hall)
- Lab School Drive (rear of Physical Education Building)
- Inner campus entrance to Bio-Tech (outside of doors near Mastodon)
- South Street entrance of Bio-Tech Building
- Shepard Student Center (Bennett Street entrance)

Middletown campus Blue call towers:

- Alumni Green
- Parking Lot #1 (Orange Hall)
- Parking Lot #5 (South Street)
- Parking Lot 6 (South Street)
- Parking Lot 11 (South Street)
- Front entrance to Morrison Lab School

Newburgh campus Blue call towers/centers:

- Kaplan Hall parking garage (wall units: four on Level 1, three on Level 2 and three on Level 3)
- Kaplan Hall street-side entrances (wall unit at Grand Street, wall unit at First Street, tower at garage entrance)
- Inner campus (tower by Grand Street lobby, tower by playground and wall unit along steps to lower promenade)
- Tower Building courtyard (one unit at both the north and south perimeters).

The following specific emergencies are addressed in this section:

- Reporting General Emergencies
- Reporting Medical Emergencies
- Weather-Related Emergencies
- Campus/Building Evacuations
- Shelter-in-Place Procedure
- Disorderly Behavior
- Verbal/Physical Threats
- Sexual Assault
- Abductions/Missing Person
- Fires
- Explosive Devices
- Chemical/Bio-Hazard Emergencies
- Hostage Situations
- Active Shooter
- Public Demonstrations

3.1 Reporting General Emergencies

To report an emergency, dial 911 or contact SUNY Orange Safety & Security at the numbers listed above. In order to assist the operator in processing the call quickly and efficiently, please be prepared to give the following information:

- What you saw, heard or found
- The exact location of the incident
- The phone number you are calling from
- Details of the situation
- Your name and address
- **Stay on the line** until you are told to hang up

REMAIN CALM . . . KEEP OTHERS CALM!

3.2 Reporting Medical Emergencies

In the event of a medical emergency, the College's Wellness Center is staffed by a Registered Nurse (RN). The Wellness Center hours of operation are 8:30 a.m. to 4:30 p.m. Monday through Friday.

In the event of any accident or medical emergency on campus:

- Dial 911 immediately and/or contact Safety & Security
- Provide the following information:
    - Immediately notify emergency personnel if the victim is unconscious or not breathing.
    - Describe the type of emergency and assistance needed to the best of your ability.
    - Give your name and extension from which you are calling.

- Give name of victim if known, and their exact location.
- Hang up last to insure that emergency personnel have no further questions.

- Be prepared to handle an emergency with the following advance planning:
  - Know the location of nearest first aid kit in your building.
  - Have someone meet the nurse or ambulance attendants at a specified location.
  - Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).
- Following are additional emergency phone numbers:
  - Wellness Center (341-4870)
  - Safety & Security (Middletown: 341-4710; Newburgh: 341-9533)
  - Mobile Life ambulance (Middletown: 343-1212; Newburgh: 562-4357)
- Please be aware that an incident report must be filled out by the campus nurse for insurance claims purposes on all accidents involving staff or students

3.3 Weather-Related Emergency

In the event of a tornado or severe storm, all faculty, staff and students should stay away from all windows and seek shelter in an interior hallway on the lowest floor of the building. Do not move to a gymnasium or auditorium with large, poorly supported roofs.

If people are injured, employ the following procedures to report a medical emergency:

- Dial 911 immediately and/or contact Safety & Security
- Provide the following information:
  - Immediately notify emergency personnel if the victim is unconscious or not breathing.
  - Describe the type of emergency and assistance needed to the best of your ability.
  - Give your name and extension from which you are calling.
  - Give name of victim if known, and their exact location.
  - Hang up last to insure that emergency personnel have no further questions.
- Be prepared to handle an emergency with the following advance planning:
  - Know the location of nearest first aid kit in your building.
  - Have someone meet the nurse or ambulance attendants at a specified location.
  - Be ready to give as much detail as possible regarding the situation (time of occurrence, potential injuries and possible causes).
- Following are additional emergency phone numbers:
  - Wellness Center (341-4870)
  - Safety & Security (Middletown: 341-4710; Newburgh: 341-9533)
  - Mobile Life ambulance (Middletown: 343-1212; Newburgh: 562-9357)
- Please be aware that an incident report must be filled out by the campus nurse for insurance claims purposes on all accidents involving staff or students

3.4 Campus/Building Evacuations

All building evacuations will occur when a building alarm (fire alarm) sounds and/or upon notification by SUNY Orange Safety & Security personnel, local police or local fire officers. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. Safety & Security personnel have studied and mapped out specific evacuation routes based upon many variables that may arise during an emergency. Safety & Security personnel will direct you along the safest evacuation route.

Once outside, proceed to a clear area that is at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, areas and walkways clear for emergency vehicles and personnel. DO NOT return to an evacuated building unless told to do so by the SUNY Orange Safety & Security personnel.

ASSIST THE HANDICAPPED IN EXITING THE BUILDING!

DO NOT USE THE ELEVATORS DURING ANY EVACUATION

3.4.1 Campus Evacuation

Evacuation of all or part of the campus grounds will be announced by the Safety & Security Office. All persons (students and staff) are to evacuate the area of campus in question immediately and relocate to an off-campus location or another part of the campus grounds as directed.

3.4.2 Procedure for Emergency Evacuation of Individuals with Disabilities

The following procedures are intended to assist disabled persons with an emergency evacuation from any building on the campus of SUNY Orange. College policies and procedures require all persons in a facility to evacuate that facility any time the fire alarm system is activated or in the case of any emergency that requires building evacuation. Persons with disabilities may not be able to evacuate unassisted. Therefore, they should inform another person that assistance may be necessary during an evacuation.

General Guidelines

- Remember that individuals with similar disabilities are unique. Listen to the individual; he/she is the expert regarding his/her own disability.
- Always ask the individual if there are any special considerations or items that need to come with him/her during the evacuation.
- There are “hidden” disabilities that may need assistance, including health, psychiatric disabilities (anxiety disorders, depression, personality disorders, etc.), and some vision or hearing impairments.
- Some individuals may utilize service animals such as guide dogs, hearing dogs or assistance animals. When possible, keep the team together.
- Persons with disabilities that limit mobility may be defined as anyone who uses assistive

devices such as canes, crutches, or wheelchairs or who has slower mobility due to illness or injury. Also, persons with limited vision and hearing may need assistance to evacuate. All of these individuals are encouraged to utilize a "Buddy" when evacuation is necessary.

- During the first week of class, persons with limited mobility are encouraged to make acquaintances with fellow students, class members, faculty, or staff, and to inform them of any special assistance that may be required in the event of a fire alarm.
- If conditions allow, the "Buddy" may choose to assist the person with the disability during the evacuation of the building.

ELEVATORS ARE NOT TO BE USED IN AN EMERGENCY EVACUATION

Elevators will stop in the event of a power outage and persons will become trapped inside.

Evacuation Options

The following evacuation options will help to assure the prompt evacuation of any person with a disability.

- **Horizontal Evacuation:** Move away from the area of imminent danger to a safe distance such as another wing, adjoining building, opposite end of the corridor, or outside if on ground level.
- **Vertical (Stairway) Evacuation:** Stairways can be used by those who are able to evacuate with or without assistance. Enclosed stairways are a safe refuge due to fire and smoke doors that enclose the area. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially when several flights of stairs are concerned.
- **Stay in Place:** Unless danger is imminent, remain in a room with an exterior window and a telephone, closing the door. Contact Safety & Security. Give your name, location and the reason you are calling. Phone lines normally remain in service during most building emergencies. If the phone lines do fail, you can signal from the window by waving a cloth, towel, sheet, or other object to attract attention.

Disability Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should stay in place or utilize some type of horizontal evacuation with their "Buddy" when the alarm sounds. The evacuation "Buddy" should immediately proceed to the evacuation assembly point outside the building and inform emergency personnel about the location of the person with disability. If the person with disability is alone, he/she should call 341-4710 in Middletown or 341-9533 in Newburgh and inform Safety & Security personnel of his/her location.
- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments who are able to walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, using the

other options, until emergency personnel arrive.

- **Hearing Impaired:** All SUNY Orange fire alarms are equipped with flashing strobe lights to notify hearing impaired people of an emergency. However, persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations. A "Buddy" should offer assistance to the individual in evacuating a building, including providing necessary information that will be of help to the hearing impaired person.
- **Visually Impaired:** Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since emergency evacuation routes could be different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating a building. A "Buddy" should offer assistance to the individual with visual impairment and guide him/her through the evacuation route.

3.5 "Shelter-in-Place" Procedure

An emergency situation may prevent the safe evacuation of a SUNY Orange building and require steps to isolate students, staff and faculty from danger. Depending on the situation, the College or specific areas of the College may need to be completely secured from the inside.

When necessary, personnel from Safety & Security will lock any open doors manually or by computer system. Communication via College portable radios is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner.

When the College requires a Shelter-in-Place procedure, the following announcements will be made and repeated several times using all available campus communication resources, including the SUNY Orange e-mail system, web site, interior building monitors, loudspeakers, telephone messaging and wireless technology.

SAMPLE ALERT MESSAGE
"Staff and instructors, please secure your students and or staff in your area immediately, until further notice by Supervisor or security designees."

During a Shelter-in-Place situation, special attention will also be given to the areas of the College where numerous students are gathered in an unsecured environment, such as the Shepard Center cafeteria, Orange Hall Theater and the Library. Arrangements will be made so those students in these areas can be moved to nearby secure locations, if necessary.

3.5.1 Faculty & Staff Response to a "Shelter-in-Place" Announcement

When an employee/instructor hears the "Shelter-in-Place" announcement, he or she should follow these directions:

- Secure the classroom/office door immediately, utilizing door locks, desks, chairs, etc.
- Advise students/employees that there is some type of emergency ongoing.
- Project a calm attitude to maintain student behavior.
- If necessary, keep all students/employees sitting on the floor, away from doors and

windows.

- Use caution and discretion in allowing entry into the classroom/office. Request College ID for safety measures.
- Take attendance and prepare a list of missing students/employees and extra students/employees in the room. Prepare to take this list with you when you are directed to leave the classroom/office.
- If there is a cell phone, you may call the following numbers (faculty and staff may also refer to the EMP flip cards posted within each classroom or office area):

	Middletown	**Newburgh**
Safety & Security	(845) 341-4710	(845) 341-9533

- Remain in the room until a police officer, a SUNY Orange Safety & Security officer or a member of the Emergency Management Team comes to the room with directions.
- When or if people are moved from the room, assist them in moving as quietly and quickly as possible to assigned areas.
- Fire alarm activation is not used normally to signal evacuation of a building during a Shelter-in-Place procedure. You should not evacuate unless directed by Safety & Security personnel or officials from local police or fire departments.

3.6 Disorderly Behavior

In the event that a person becomes disorderly on campus, contact Safety & Security immediately. Maintain a safe distance until help arrives. If a disorderly student refuses to leave the classroom upon request of the instructor, Safety & Security personnel will notify the local Police Department and proper legal procedures will be used.

NEVER TRY TO HANDLE A DANGEROUS SITUATION ON YOUR OWN

3.7 Verbal/Physical Threats

Employees who receive verbal threats or feel threatened physically will immediately notify the switchboard operator (dial 0) or Safety & Security Personnel (341-4710). If necessary, contact will be made to local police or fire agencies.

If the threatened complainant feels imminent danger, the Director of Safety & Security will assign a security officer to the complainant.

3.8 Sexual Assault

If you are the victim of a sexual assault, witness a sexual assault or encounter a potential victim, contact Safety & Security immediately. If immediate medical attention is needed, dial 911 or contact the Wellness Center (341-4870).

3.9 Abduction or Missing Person

If you become aware of a SUNY Orange employee or student who appears to be unaccounted for over a period of time, or witness an abduction, contact Safety & Security immediately. Be prepared to provide as much information as you can about the incident and/or person involved.

3.10 Fires

In the event that you see smoke or fire prior to hearing a fire alarm, following these prescribed R.A.C.E. procedures:

- **R**escue: Assist any injured or disabled persons in exiting the building or to a safe refuge.
- **A**larm: Pull nearest fire alarm (know its location nearest your workstation or classroom).
- **C**onfine: Confine the fire, and if possible, close all windows. Attempt to contain fire by use of proper fire extinguisher. Before leaving the room, take belongings and close doors.
- **E**vacuate: Leave the building by means of the closest safe stairway and exit in an orderly manner. DO NOT USE ELEVATORS.

3.10.1 Fire Evacuation

The sound of any fire alarm is to be taken seriously. The signal to evacuate a building for a fire drill or emergency is a series of rings on the building fire bells. Evacuation of the building is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. Safety & Security personnel have studied and mapped out specific evacuation routes based upon many variables that may arise during an emergency. Safety & Security personnel will direct you along the safest evacuation route. When evacuating:

- Proceed in a calm and orderly fashion, using your nearest available exit.
- Assist the handicapped in leaving the building.
- Do not use elevators.
- If your pathways are filled with smoke, stay near the floor where the air is less toxic. Smoke is the greatest danger in a fire.
- Once outside the building, remain clear of the doorways and at least 500 feet from the building. Remain clear of all roadways as well.
- Where appropriate, Kindercollege staff and students will be safely evacuated to a safe location.

3.10.2 Fire Emergency Pre-Plan

To ensure your safety in the event of a fire, plan ahead by researching the following:

- Know the location of the nearest fire alarm.
- Know the location of fire extinguishers and how to use them:
  - Pull the pin and aim the extinguisher at base of fire
  - Squeeze the handle
  - Sweep at the base of fire
- Know where your nearest exits are
- Know the College emergency numbers to call:

	Middletown	**Newburgh**
Safety & Security	(845) 341-4710	(845) 341-9533

3.11 Explosive Devices/Threats

Explosive device threats against SUNY Orange may be received by phone, mail or in person. Any staff member receiving a threat of this nature should make every effort to follow the outlined procedures.

- Most threats are directed to personnel over the telephone. (98% are usually unfounded). These calls are usually very brief. Every effort should be made to remain calm and collected in order to obtain all possible data from the caller (refer immediately, if possible, to the Explosive Device Report Form A to assist you in obtaining the pertinent details). Explosive Device Report Form A is Appendix "A" in this Emergency Management Plan.
- If call is received on a digital phone, make note of the phone number illustrated on phone.
- Upon hanging up with caller, secure the telephone and do not use. If possible, immediately contact Safety & Security or the Department of Administrative Services (341-4901) from another nearby telephone and provide all known information.
- If requested, adhere to the College's "Shelter-in-Place" procedures.
- If a suspicious package or explosive device is found, **do not touch, move or attempt to open**. Immediately evacuate that area. Once in a safe location, contact Safety & Security.
- The discovery or detonation of one explosive device does not remove the threat of additional devices. If evacuated, do not return to the area until given proper permission.
- In the event that a staff member receives an explosive device threat at their residence that could possibly be work related, they should: notify the Director of Safety & Security of the circumstances and contact their local police department to file an official complaint.

3.11.1 Mail Bombs/Suspicious Packages

If you suspect you are in receipt of a dangerous or suspicious package, contact Safety & Security immediately. **Do not touch, move or attempt to open**. Evacuate the area if possible.

Mail Bomb Characteristics:

- Package includes white powder or any other suspicious powder

- Letters feel rigid, appear lopsided or are bulkier than normal
- Oil stains may be present on the wrapper
- Use of an excessive amount of postage stamps
- The sender is not known by the individual or College personnel
- No return address
- Unusual restricted endorsements, such as personal or private
- Addressee does not normally receive personal mail at the College
- Name and title of addressee not accurate
- Address is prepared to insure anonymity of sender (home made labels, cut and paste lettering)
- Mailing appears to be dissembled or re-glued, or emits a peculiar odor
- Protruding wires, tinfoil or string is present
- Pressure or resistance is noted when removing the contents
- Several combinations of tape are used to secure the parcel
- Package makes a buzzing or ticking noise, or a sloshing sound

E-mail Bomb Threats

If you receive a threat of this kind, notify the Department of Safety & Security. **Do not turn off computer**.

3.12 Hostage Situation

In the event of a hostage situation on campus, College students and personnel should:

- Notify Safety & Security immediately.
- Follow directives and safety requirements as provided by Safety & Security personnel, the administrator in charge, the Middletown Police Department Hostage Unit or the Newburgh Police Department Hostage Unit.
- The Director of Safety & Security Services, or his designee, will assure the affected area is secured and will designate one mediator to establish communication with the individuals(s) by phone, if possible. If unable to establish communication by phone, the mediator is to act prudently until the police department hostage unit arrives.

What to Do if Taken Hostage

- Be patient. Time is on your side. Avoid drastic action.
- The initial 45 minutes are the most dangerous. Follow instructions, be alert and stay alive.
- The captor is emotionally imbalanced. Don't make mistakes that could endanger your life.
- Don't speak unless spoken to and then only when necessary. Don't talk down to the captor who may be in an agitated state. Avoid appearing hostile.
- Maintain eye contact with the captor at all times if possible, but do not stare. Treat the captor like royalty.
- Try to rest. Avoid speculating. Comply with instructions as best you can. Avoid arguments. Expect the unexpected.
- Be observant. You may be released or escape. The personal safety of others may depend on

your memory.

- Be prepared to answer the police on the phone. Be patient, wait. If the opportunity presents itself, attempt to establish rapport with the captor.
- If medications, First Aid, or rest room privileges are needed by anyone, say so. In all probability, the captors do not want to harm persons held by them. Such direct action further implicates the captor in additional offenses.

3.13 Chemical/Bio-Hazard Emergencies

In the event of a chemical spill or leak, hazardous waste contamination, or bio-hazard emergency, conduct the following:

- Evacuate the immediate area and notify the Office of Safety & Security and/or Facility Services (341-4600).
- Follow any directions given for assessing the hazard and guidance related to containment and cleanup.
- If applicable, review Safety Data Sheet (SDS) to determine the urgency of the situation. The SDS is Appendix "B" in this Emergency Management Plan
- Responding into a contaminated area to save a fellow worker or student my put you in danger. Emergency personnel with the Proper Protective Equipment (PPE) will handle any rescue.
- Arrange to meet responding emergency personnel to provide them with appropriate information.
- Alert occupants in adjacent area if hazard has the potential to spread.
- Involve building engineer or custodian for ventilation information. This may involve limiting exposure by containing the fumes in the isolated area or diluting the fumes by opening the area for fresh air ventilation.

3.14 Active Shooter

In the event that you witness someone brandishing a weapon or hear shots fired in your vicinity on campus, prepare to:

- If possible, safely exit the building and move away from the immediate path of danger
- Notify anyone you may encounter to exit the building immediately
- Evacuate to a safe area away from the danger and take protective cover
- If you are directly involved in an incident, or exiting the building is not possible, the following action is recommended:
  - Go to the nearest room or office
  - Close and lock the door
  - Turn off the lights
  - Seek protective cover
  - Keep quiet and act as if no one is in the room
  - Do not answer the door
- Call 911 or contact Safety & Security by phone or by utilizing the **yellow emergency call**

boxes or blue emergency call towers/units at the following locations:

Middletown campus

- **Exterior Yellow call boxes:** Parking Lot 2 (behind Harriman Hall), Tennis Court Drive (rear of Physical Education Building), inner campus entrance to Bio-Tech (outside of doors near Mastodon), South Street entrance of Bio-Tech Building, and Shepard Student Center (Bennett Street entrance).
- **Blue call towers:** Alumni Green, Parking Lot #1 (Orange Hall), Parking Lot #5 (South Street) and Parking Lot 6 (South Street), Parking Lot 11 (South Street), front entrance to Morrison Lab School.

Newburgh campus

- **Blue call towers/centers:** Kaplan Hall parking garage (wall units: four on Level 1, three on Level 2 and three on Level 3), Kaplan Hall street-side entrances (wall unit at Grand Street, wall unit at First Street, tower at garage entrance), inner campus (tower by Grand Street lobby, tower by playground and wall unit along steps to lower promenade), and Tower Building courtyard (one unit at both the north and south perimeters).

- When contacting authorities, provide the following information:
  - Your name
  - Location of the incident (be as specific as possible)
  - Number of shooters (if known)
  - Identification or description of shooter(s)
  - Number of persons who may be involved
  - Your exact location
  - Injuries to anyone, if known
- Wait for local police or security to assist you out of the building. Local police departments are trained and equipped to respond to an emergency incident of this nature.
- Individuals not immediately impacted by the situation are to take protective cover, staying away from windows and doors until notified otherwise.

3.15 Public Demonstrations

The College respects the rights of groups to gather for demonstrations. When groups from outside the College provide advance notification of a planned demonstration, Safety & Security will attempt to inform any departments that may be affected. College staff and faculty are urged not to attempt to halt a demonstration and are advised to continue with normal operations.

However, should a demonstration become disruptive to normal College operations, become violent in any fashion, or appear to be escalating toward violence, contact Safety & Security immediately.

Section 4: Post-Emergency Assessment

4.1 Assessment

Following any situation in which SUNY Orange is required to implement its Emergency Management Plan, the College will conduct a post-emergency assessment to evaluate how the incident was handled and what, if any, adjustments must be made to the Emergency Management Plan. The evaluation will investigate all aspects of the College's response and will include the following:

- Account for all personnel and resources following the crisis.
- Hold a non critical debriefing meeting of all College personnel involved in resolving the crisis
- Ensure there is proper follow up on all necessary areas of concern
- Identify and request any additional resources needed to have the College return to normal operation
- Document findings and implement changes in the Emergency Management Plan to facilitate improvements

Appendix A: SUNY Orange Explosive Device Report Form A

Instructions: Remain calm, be courteous, listen, do not interrupt the caller. Immediately press the TRAP/TRACE BUTTON (if on switchboard). If phone is equipped with Caller ID, note the internal or external number.

Caller's Identity: Male_____ Female_____ Adult_____ Juvenile_____

Caller's Message (exactly as stated):

Explosive Device Data (if caller will answer questions):

a. When will bomb go off?
b. Where is bomb located?
c. What does it look like?
d. Why did you place the bomb?
e. Did caller seem familiar with college area? Yes_____ No_____

Caller's Voice Impressions:

Accent:	American_____	Foreign_____	Other_____		
Manner:	Angry_____	Calm_____	Laughing_____	Emotional_____	Other_____
Speech:	Fast_____	Slow_____	Distinct_____	Stuttering_____	Slurred_____
	Other_____				

Background Noises:

Street Noises_____ Factory Machinery_____ Crockery_____
Animal Noises_____ Music_____ Quiet_____ Airplanes_____
Other_____

Additional Information:

Persons Contacted Following Call: Name

Administrative Officer
Police Department
Fire Department
Director of Safety & Security

Person Receiving Call: Time Date/Day

Appendix B: Guide to Safety Data Sheet (SDS)

GUIDE TO THE SAFETY DATA SHEET (SDS)

The Safety data Sheet (SDS) contains a vast amount of technical information about the chemicals on our campus. This user's guide to the SDS pinpoints the sections that give you the information you need to work safely.

SDS Sections 1-2
Learn the common names for the chemicals and the names of substances in the chemical that may be dangerous, including:

- What the substance is.
- Who makes it?
- What it is made of (composition)?

SDS Section 3
This section provides chemical information, including:

- What the chemical looks like.
- What kind of odor it has.
- How it reacts with water.
- Its specific gravity (whether it floats or sinks in water).
- Its vapor pressure (how easily it vaporizes).
- Its vapor density (If a chemical is heavier that air, will it accumulate in low places?).

SDS Sections 4-5
These sections tell you if the chemical is hazardous when mixed with other substances or exposed to air or water, along with information regarding:

- If the chemical is combustible, flammable or explosive.
- The flash point of the substance (The lowest temperature at which the chemical vapors will ignite in the presence of a spark or fire).
- The auto-ignition temperature (The temperature at which the chemical will ignite without spark).

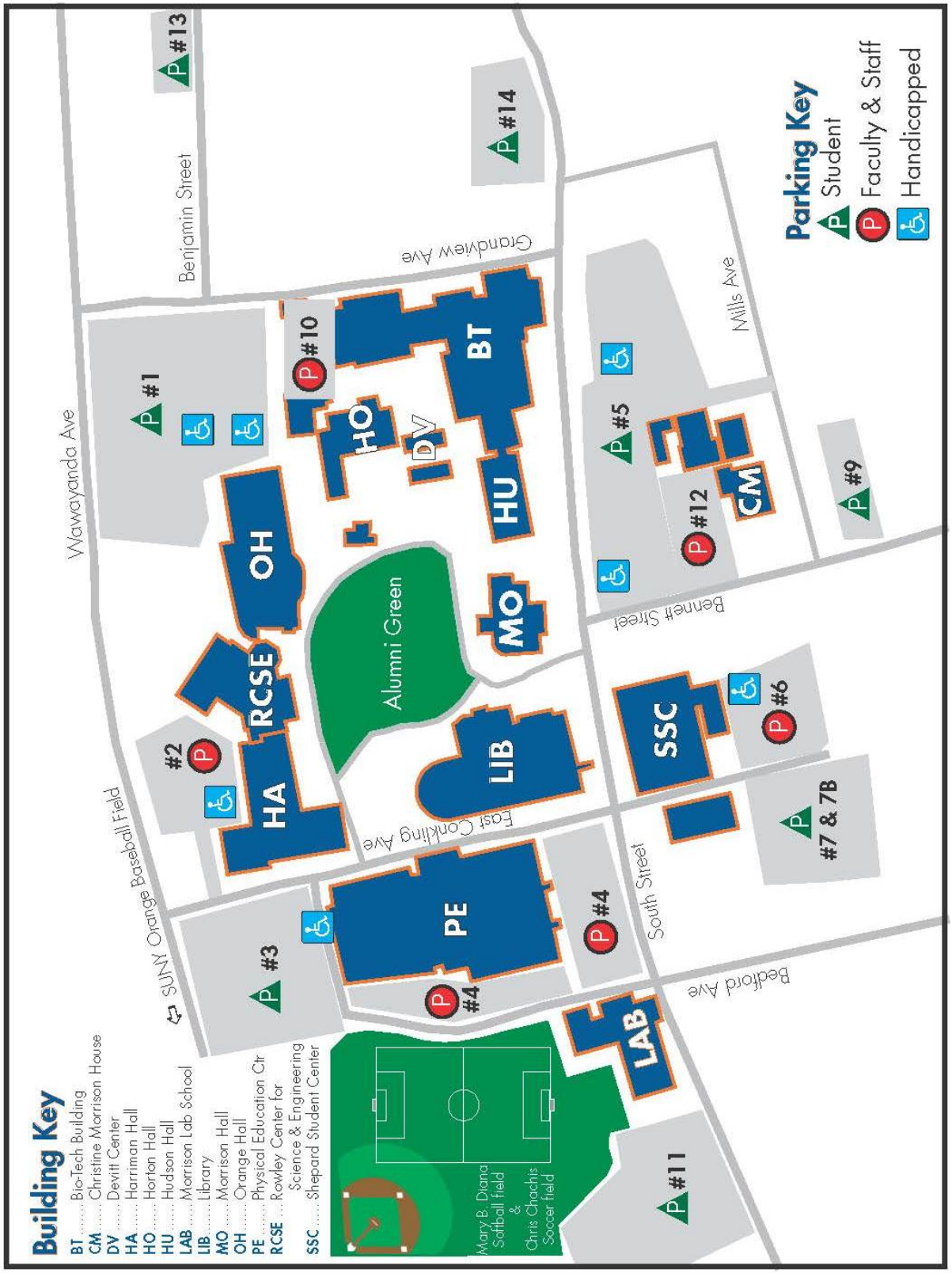
SDS Section 6
This section will explain the health hazards of the chemical, including:

- The symptoms of exposure.
- Emergency first aid and treatment for exposure.
- How the chemical enters your body.
- Whether the substance is carcinogenic or an irritant.

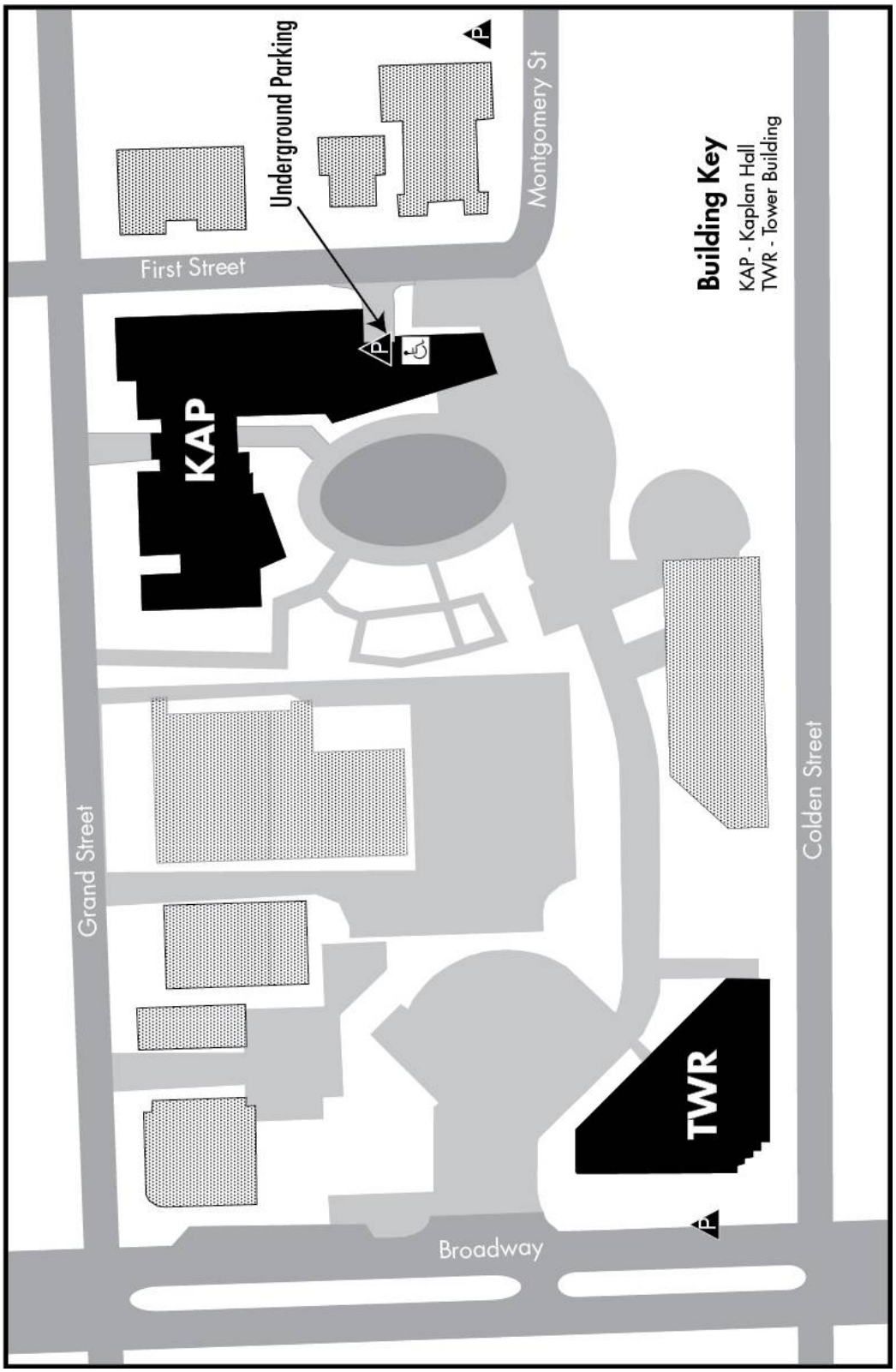
SDS Sections 7-8
This section offers methods for handling chemicals, including:

- The type of personal protective equipment (PPE) and clothing to wear when you handle this substance.
- Special precautions to take when you store or transport the substance.

Appendix C: Middletown Campus Map



Appendix D: Newburgh Campus Map



APPENDIX B

SUNY ORANGE

Safety and Security Department Manual

January 2023

Table of Contents

Executive Summary 2

Section 1: Command and Supervisory Responsibility/Authority 3

Section 2: Departmental Core Values 4

Section 3: Code of Ethics and Conduct 4

Section 4: Professional Duties and Responsibilities 5

Section 5: Department Property and Equipment 12

Section 6: Investigations of Department Personnel 13

Appendices

Appendix A: Glossary of Terms 14

Appendix B: Safety and Security Organizational Chart 15

Appendix C: Middletown Campus Map 16

Appendix D: Newburgh Campus Map 17

Executive Summary

A safe, welcoming and productive environment is critical to the educational mission of Orange County Community College. The purpose of the SUNY Orange Safety and Security Department is to provide security enforcement and safety services for the College. SUNY Orange Safety and Security officers play a significant role in the College's ability to establish a collegial environment and to maintain the well-being and personal safety of all who study at, are employed by or visit the College.

This Safety and Security Department Manual outlines the organizational structure of the department and establishes responsibilities for department members. This manual will be augmented by campus operational procedures that will include appropriate guidelines, policies and instructions applying to the unique circumstances existing at the College's campuses in Middletown and Newburgh.

Additionally, this manual outlines the core values of the department, establishes a code of conduct that is to be followed by all employees within the department, and formalizes the professional duties and responsibilities of those within the Safety and Security Department. Staff members are expected to follow specific procedures with respect to the handling of department property and equipment, as well as the completion of investigations of department personnel.

In keeping with the College's Emergency Management Plan, SUNY Orange's campus security services will be reviewed, assessed and augmented regularly to ensure that students, staff and faculty are afforded the best possible protection at all times, and that the College is prepared to handle any situation that may arise.

Section 1: Command and Supervisory Responsibility/Authority

This section outlines the chain of command within the SUNY Orange Safety and Security Department, and briefly outlines each person's authority and responsibilities.

College President
The President, as the chief executive officer of SUNY Orange, has the authority and responsibility for the operation and security at all College locations. Accordingly, the President has assigned oversight of daily Safety and Security Department operations to the Director of Safety and Security. Any changes in College procedures shall only be made with the prior approval of the President.

Director of Safety and Security
The director of Safety and Security is responsible for the planning, directing, coordinating, controlling, and staffing of all department activities. The director will work with the College President, and administrators in charge of various SUNY Orange campuses, to develop a program of general and site-specific procedures for department and College personnel. In addition the director is responsible for officer training and documentation, development and maintenance of positive relationships with all segments of the campus community, execution of a successful campus Safety and Security program, enforcement of rules and regulations within the department, and investigation of complaints made against College students or personnel. The director will also develop and maintain relationships with local, regional and national law enforcement agencies or officials.

Associate Director of Safety and Security /Assistant Directors of Safety and Security
The Associate Director and Assistant Directors will manage the activities of all members of the department, following guidelines and policies prescribed by the director.

Safety and Security Officers
The fundamental duties of a Safety and Security Officer include serving the campus; safeguarding lives and property; keeping the peace; and ensuring equal rights to all. Department personnel will be expected to meet the following broader responsibilities:

- **Campus Relations:** Officers will be assigned a wide variety of campus and people-oriented tasks that require good interpersonal skills. Officers will provide information and assistance upon request, and may question victims/complainants to obtain information necessary to complete investigations or to resolve disputes.

- **Enforcement of College Policies and Applicable Laws:** Officers will enforce campus rules and regulations, ensure compliance consistent with campus policies and procedures, regulate pedestrian and vehicle traffic, respond to calls for assistance and criminal complaints, and arrange for the care of injured persons.

- **Supervision/Direction:** during certain situations, including but not limited to crises and emergencies, Safety and Security Officers may be required to give definitive and authoritative orders to members of the campus community and visitors.

- **All Other Duties as Assigned:** Officers will work under the general supervision of the Director, Associate and or Assistant Directors.

Section 2: Departmental Core Values

Safety and Security personnel are integral to the successful execution of many SUNY Orange operations, and often serve as visible representatives of the College at activities and events. Therefore, it is important that members of the Safety and Security staff at SUNY Orange embrace and commit to the following departmental core values:

- providing quality Safety and Security services at all College locations
- maintaining a high standard of personal and professional ethics and behavior
- embracing the importance of consultation, teamwork and open discussion with campus constituencies on all security and safety-related matters
- appreciating and valuing diversity on campus

Section 3: Code of Ethics and Conduct

This section sets forth a code of ethics and conduct to which each member of SUNY Orange's Safety and Security Department shall adhere.

All Safety and Security officers must be fully aware of the ethical responsibilities of their position and must strive to maintain the highest possible standards of professionalism. Department personnel shall perform all duties impartially without favor, affection or ill will, and without regard to status, sex, race, religion, political belief, sexual orientation or aspiration. All individuals will be treated equally with courtesy, consideration and dignity.

Department personnel will never allow personal feelings, animosities or friendships to influence official conduct. Laws and College regulations will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such manner as to inspire confidence and respect for the position of public trust they hold.

Loyalty to the College, Safety and Security Department and associates is an important factor in departmental morale and efficiency. Officers are also urged to establish and maintain a high spirit of cooperation within the department and with all other offices and departments at the College.

All officers will use responsibly the discretion vested in the position. The principle of reasonableness will guide the officer's determinations and the officer will consider all surrounding circumstances in determining whether any official action shall be taken. Whatever an officer sees, hears or learns, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires

otherwise. Members of the public have a right to privacy and information obtained about them must not be improperly divulged.

All department personnel will employ minimum force necessary in the discharge of their duties in accordance with Article 35 of the New York Penal Law. Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Officers will not engage in acts of corruption or bribery, nor will an officer condone such acts by other College officers. The public demands that the integrity of Safety and Security Officers be above reproach. All must, therefore, avoid any conduct that might compromise integrity or undercut the public confidence in the Safety and Security Department and its personnel. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly.

Safety and Security Officers will cooperate with all legally authorized agencies and their representatives, and will take appropriate action toward aiding all fellow officers, whether they are employed by the College or an external agency, who may be exposed to danger or are in a situation where danger might be imminent.

Section 4: Professional Duties and Responsibilities

This section outlines the general duties and responsibilities for members of the Safety and Security Department.

Standard of Conduct
At all times, officers and employees will be expected to abide by the department's code of ethics and conduct, as written in Section 3 of this manual.

Performance of Duty
All officers and employees shall perform their duties as required or directed by law, College regulations, departmental rule, policy or order, or by order from a competent authority. Officers shall, at all times, respond to the lawful orders of superior officers and other proper authorities as well as calls for assistance from citizens within the campus community. Officers assigned to special duties are not relieved from taking proper action outside the scope of their specialized assignment when necessary.

Questions Regarding Assignment
Officers and employees in doubt as to the nature or detail of their assignment shall seek such information from their supervisors by going through the chain of command.

Obedience to Laws and Regulations
Officers and employees shall observe and obey all laws and ordinances, all rules and regulations of the College, as well as all general or special orders of the department. Internal orders from the Safety and Security Department will be categorized as:

- **General Orders:** issued to announce and implement departmental policies and procedures. They will dictate the daily operational policies and procedures which the department will be required to follow; General Orders may only be issued by the Director of Safety and Security
- **Special Orders:** issued to announce and implement policies and procedures concerning a specific event or condition and which are temporary in nature (i.e.: Commencement, Open House, etc.)
- **Personnel Orders:** issued to announce hiring, promotions, shift assignments, terminations, resignations, etc, which affect the personnel roster of the Safety and Security Department. Personnel orders can also include information on related College incidents or actions (suspensions, special attention situations, etc).
- **Memos/Bulletins:** issued to disseminate information or instructions which do not warrant a formal order (i.e. equipment changes, etc)

Knowledge of Laws and Regulations
Every officer is required to establish and maintain a working knowledge of laws, local ordinances, the rules and policies of the College. In the event of improper action or breach of discipline, it will be presumed that the member was familiar with the rules, regulations and laws, and will be subject to possible disciplinary action.

General Responsibilities
Officers shall at all times take appropriate action to:

- Protect life, state, and personal property;
- Preserve the peace
- Report safety and fire hazards
- Prevent and detect crimes
- Report violations of College regulations for appropriate actions
- Provide courteous and efficient service at all times

Responding to Calls
Members of the department shall respond without delay to all calls for assistance from the public or others officers. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer a call for assistance promptly, without justification, is misconduct. Except under the most extraordinary circumstance, or when otherwise directed by competent authority, no officers shall fail to answer any land wire or radio call directed to him or her.

Identification as a College Safety and Security Officer
Except when impractical or unfeasible, or where the identity is obvious, officers shall identify themselves by displaying the official College-approved authorized uniform and identification card before taking official action.

Patrol
Officers are likely to be routinely assigned areas of the College grounds for routine patrols. Officers will be reminded of the following when performing effective and professional patrol services:

P – Preparedness
A – Alertness
T – Thoroughness
R – Responsible reporting (5 w's & 1 h)
O – Observation skills
L – Language (communication skills)

Reports and Records
No officer or department employee shall knowingly falsify any official report or enter or cause to be entered any inaccurate, false or improper information on records of the department. No employee may alter, forge or tamper with any kind of police department records, reports or summonses. Safety and Security Department records shall not be removed from the office without the express approval of the Director.

Security of Departmental Business
Officers and employees shall not reveal departmental information outside the department except as provided elsewhere in this manual or as required by law or competent authority. Specifically, information contained in records, other information ordinarily accessible only to officers and employees, and names of informants, complainants, witnesses, and other persons known to the department are considered confidential. Silence shall be employed to safeguard confidential information. Violation of the security of this type of information reflects gross misconduct.

Direct Assistance from Local Police
When necessary, Safety and Security personnel will request assistance from local police agencies. Calls for direct police assistance from the Middletown and/or Newburgh police departments can be accomplished on the College's portable radios. Contact with other agencies, including but not limited to the State Police and Orange County Sheriff, will be accomplished by calling 911 or a direct outreach to the necessary agency.

Powers of Arrest
Safety and Security Officers at SUNY Orange are employed solely as agents for the College and therefore have no sworn police powers or Peace Officer status. Officers have no formal orders of arrest aside from those granted to private citizens as stated in the New York State Criminal Procedure Law, Section 140-30 and 140-35.

Emergency Vehicle Operation
All personnel operating campus vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance and no task shall be expedited with such emphasis that the

principles of safety become secondary. There are no tasks of such importance that justify the reckless disregard of the safety of innocent persons. All personnel will be held strictly accountable for the consequences of their actions.

Vehicle Pursuit
Pursuit is justified only when the necessity of immediate apprehension outweighs the level of danger created by the pursuit; when the suspect has committed or is attempting to commit a serious felony, or when the officer knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of others. Additionally, Safety and Security personnel must take into consideration the following: affected third parties; existing road and weather conditions; severity of the known offense; pursuit speed; and, the necessity of pursuit. It is the policy of the State University of New York to limit pursuits to violent forcible felony situations. For the purposes of this policy, an officer must be able to articulate specific facts which reasonably indicate that the suspect did commit or has attempted to commit a violent forcible felony.

Caring for Lost, Helpless, Injured or Ill Persons
Officers shall always be alert to assist lost, helpless, injured or ill persons. Every officer is required to maintain a proficiency in first aid and CPR.

Training
All officers shall attend the annual 8-hour in-service training as mandated by New York State. Such attendance is considered a duty assignment. Officers will be encouraged to seek additional career development and advanced training that will equip them to be better prepared to act decisively and correctly in a wide spectrum of situations; demonstrate greater productivity and effectiveness; improve cooperation, professionalism and teamwork; and possess enhanced qualifications that may aid their career advancement.

General Conduct on Duty
While on duty, officers will avoid:

- the appearance of sleeping, loafing, inattention on duty
- failing to respond promptly and courteously to radio calls or other requests for service, regardless of how received
- recreational reading (except at meals)
- failing to return to service promptly after finishing handling a radio call or assignment
- conducting private business
- reporting to work tardy
- drinking intoxicating beverages
- disruptive behavior or the use of obscene language
- rudeness to any member of the department or the public
- misuse of department equipment

Insubordination
Failure or deliberate refusal of any officer or employee to obey a directive given by a superior officer while on duty shall be considered insubordination. Officers or department personnel who exhibit insubordinate behavior will be subject to disciplinary action.

Media Relations
Safety and Security personnel shall not release any information regarding department matters or investigations to the news media. Refer all inquiries to the Director of Communications.

Command of Incident Scene
At the scene of any crime, accident, or other incident, the Safety and Security Officer shall assume command and direction of College personnel in such a manner as to assure the most effective accomplishment of that task. When it is necessary to assign several officers to investigate or coordinate an incident response, one officer will be appointed as "officer in charge." This provision is intended to provide for the coordination of the efforts of several officers, therefore, it is incumbent upon the officer in charge or investigator assuming such control to become acquainted with the facts and ensure appropriate action is being taken or initiated.

General Responsibilities of Officers at Crime Scenes
The first officer to arrive at a crime scene or incident site is responsible for the following actions as they may apply to the situation:

- summon medical assistance
- identify witnesses to the incident
- secure the scene
- provide Director, Assistant Director or Coordinator, and dispatcher with details
- maintain public order
- control the spread of false information or rumors
- determine if "crime alerts" to College community must be issued, or contact with Building Safety Volunteers is necessary

Responsibilities of Assigned Member at Crime Scene
Officers who are officially assigned to perform preliminary or extended investigations of an alleged crime or other incident are responsible for the completion of the investigation as directed. This shall include, but is not necessarily limited to, securing statements and other information which will aid in the successful completion of the investigation, and locating, collecting and preserving physical evidence.

Handling of Evidence/Property
The College has established standard operating procedures for handling evidence or other property which comes into possession of the Safety and Security Department. These procedures include methods for handling a suspected controlled dangerous substance, money, valuables and non-valuable property.

Press Relations at Crime Scenes
Officers who encounter members of the media at crime scenes should immediately contact the Communications Officer at 341-4728. Officers are prohibited from divulging details of any crime scene, investigation or other College matter, to members of the media. Officers who are contacted by the media are expected to contact the Director of Communications immediately.

Information for Public Release
In some extenuating circumstances, officers may be asked to provide details of ongoing emergencies, investigations or other College matters to the Communications Officer as part of the College's execution

of its Crisis Communication Plan or Emergency Response Plan. In general, however, the Communications Officer and/or other College administrators will acquire information from the Director, Associate Director or Assistant Directors when possible. In those instances, officers will be expected to funnel information upward via the chain of command.

Bias-related Offenses
Bias-related offenses occur when persons are harassed, annoyed, alarmed, struck, shoved, kicked or subjected to physical contact because of race, color, religion, national origin, disability, gender or sexual orientation. Bias-related offenses include damages done to the College or personal property.

In general, when an officer responds or comes upon an incident that may involve a bias-related offense, the officer will conduct a complete site investigation and, if possible, apprehend the suspect(s). The officer will aid and stabilize the victim. If applicable, the officer will protect the crime scene and take steps to prevent an incident from escalating. She or he will immediately notify a supervisor.

As directed, and in conjunction with other departmental personnel, the investigator will canvas the community to identify and review witnesses. If necessary, the investigator will coordinate the continuing investigation with other law enforcement agencies. It is the responsibility of the Director to have the campus policy disseminated to all department officers.

Sex Crimes
A thorough investigation of all reported/alleged rapes and sexual offenses shall be conducted, with maximum care and support provided to the victim(s), while at the same time ensuring that everything possible is done to bring the investigation to a successful conclusion. Accordingly, all investigations shall be comprehensive and department personnel will display the utmost regard for each victim's physical and emotional well being. *Total confidentiality is essential!*

Safety and Security personnel will assess the medical needs of the victim, gather essential information calm the victim, broadcast suspect description and, in general, fulfill all requirements of a complete preliminary investigation as soon as possible. Other actions might include: calling for emergency transportation; securing the crime scene (this includes noting condition of clothing, bruises, marks and apparent mental attitude); making notes of the victim's appearance; making notes of the crime scene; securing all evidence; and arranging for the notification of the appropriate supervisors. Arrangements should also be made to have a change of clothing brought to the hospital for the victim.

At the hospital the victim shall be escorted to a private examination room; no member of the Safety and Security Department shall ever be present while a victim of the opposite sex is examined. Due to the nature of the offense, the officer or investigator shall remain mindful of the trauma and emotional condition of the victim.

Response to Emergency Situations
SUNY Orange has developed an Emergency Management Plan that will govern the College's response to a crisis or emergency. The Safety and Security Director and Associate Director/ Assistant Directors are assigned roles within the Emergency Management Team and will delegate other duties to Coordinators and Officers as necessary.

Emergency Evacuation Plan
The Safety and Security Department maintains detailed evacuation plans for each of the College's buildings and campuses. Evacuations will be handled and processed on an individual basis for each event, crisis or emergency. The method and manner of evacuation will be determined based upon the situation so as to move members of the College community and visitors to safety in the most effective manner possible. Evacuation information is included in the College's Emergency Management Plan and posted in classrooms, offices and public spaces throughout the College.

Blood Spills
Safety and Security Officers are provided with guidelines for dealing with possible exposure to blood borne pathogens. Such guidelines will include the procedures officers are to follow in cases of blood spills, possible exposure to themselves and universal precautions. Each officer will be provided with vinyl gloves. All patrol cars shall be equipped with kits containing necessary equipment to protect officers from blood exposures under various circumstances.

Bomb or Bomb Threat
Safety and Security personnel will respond immediately to any explosive device situation received by person, phone, or email. Personnel will be trained in procedures related to handling bomb threats and responses to suspicious packages. These procedures will include responses to: receipt or notification of a bomb threat, response to a threat, evacuation of a building, bomb searches and bomb explosions.

Verbal or Written Threats
The Safety and Security Department will treat all threats, either verbal or written, as authentic. All threats will be investigated and handled thoroughly, and notifications will be made to College administrators, the campus community and local law enforcement agencies as necessary. If a threatened complainant feels eminent danger, the Safety and Security director, or designee, will assign a security officer to the complainant.

Hostage Situations
The College will seek to effectively deal with every hostage situation that may arise on College grounds in the safest manner possible. A hostage situation shall be defined as any situation in which a student, employee or visitor is unlawfully detained against their will with the possibility of imminent danger to life or personal safety. If the department is notified of a hostage situation, proper notifications will be made to local law enforcement agencies as well as the College Emergency Management Team and, if necessary, the campus and local communities. Safety and Security personnel will manage the situation until assistance from local agencies arrives.

Section 5: Department Property and Equipment

This section sets forth the policies and procedures regarding department property and equipment.

Department Property and Equipment
Officers and employees are responsible for the proper care of departmental property and equipment assigned to them.

Damaged/Inoperative Property or Equipment
Officers and employees shall immediately report to their supervisor, on designated forms, any loss or damage to departmental property assigned to or used by them. The immediate superior will be notified of any defects or hazardous conditions existing in any department equipment or property.

Manual Maintenance
All officers and employees who are issued manuals are responsible for their maintenance and will make appropriate changes or inserts as they arise.

Use of College Vehicles
Officers shall not use any College vehicle without the permission of a supervisor. College vehicles shall never be used for personal business or pleasure. Vehicles should be operated in accordance with traffic laws at all times, including laws prescribing emergency operation of official vehicles. Officers must use safety belts and shoulder belts provided in vehicles and shall require their passengers to use them also.

Transporting Persons
Persons will be transported via College vehicles only when necessary to accomplish a law enforcement or safety purpose. Such transportation will be done in conformance with departmental policy. Assistance and/or escorts for Bursar Office staff or other College personnel shall be ongoing throughout the year. Exceptions may only be granted by the Director, Associate Director or Assistant Directors.

Medical Emergencies
Officers responding to a medical emergency will call 911 and advise the College's Wellness Center (341-4870).

Reporting Accidents
Accidents involving personnel, property and/or equipment must be reported in accordance with adopted procedures, without undue delay.

Radio Discipline
All members of the department operating a radio either from a mobile unit, while on patrol or from the communications center shall strictly observe regulations for such operations as set forth in departmental orders and by the Federal Communications Commission.

Section 6: Investigations of Department Personnel

This section outlines guidelines for how the Safety and Security Department will handle investigations initiated by complaints against personnel from the department.

Due to the nature of law enforcement duties and responsibilities, the Safety and Security Department has the responsibility to conduct a full investigation of complaints received against department members. A personnel complaint is any allegation or complaint received by the department that accuses any member of the department of improper or illegal conduct while on duty. A member receiving notification of a personnel complaint shall notify a higher authority of the complaint in a timely fashion.

Officers shall cooperate fully in all internal and external personnel investigations conducted by, or on behalf of, the College.

The Safety and Security Department procedure for dealing with personnel complaints shall include the following:

- **Written Statement to Initiate a Complaint:** The statement must include the name of the complainant, the name of the accused, the time and place of the occurrence or incident, and a brief synopsis of the incident

- **Investigation:** Upon receipt of a personnel complaint, the Safety and Security Department, or a supervisor as directed, will initiate an investigation. Interviews will be undertaken in accordance with specifications set forth in the prevailing collective bargaining agreement.

- **Communication of Findings upon Completion of Investigation:** The Safety and Security Department will communicate the findings of the investigation to all appropriate parties, and may also suggest recommended actions as necessary

Sanctions may be imposed according to the disciplinary process presented in the collective bargaining agreement. Such sanctions may range from formal reprimand to termination.

Appendix A: Glossary of Terms

Following are definitions of commonly used terms in this manual:

Director: Director of the Safety and Security Department, responsible for the command of the department

Associate Director of Safety and Security: Serves directly under the command of the Director and supervises command, line and auxiliary staff in the department.

College Safety and Security Officer: A member holding the title of Safety and Security Officer, who serves as a member of the department's patrol personnel.

College Safety and Security Vehicle: Department vehicle, marked or unmarked, equipped as a campus emergency vehicle.

Assistant Director of Safety and Security: Serves directly under the command of the Director.

Department: The Safety and Security Department

Incident: An occurrence or incident requiring action or services by Safety and Security personnel.

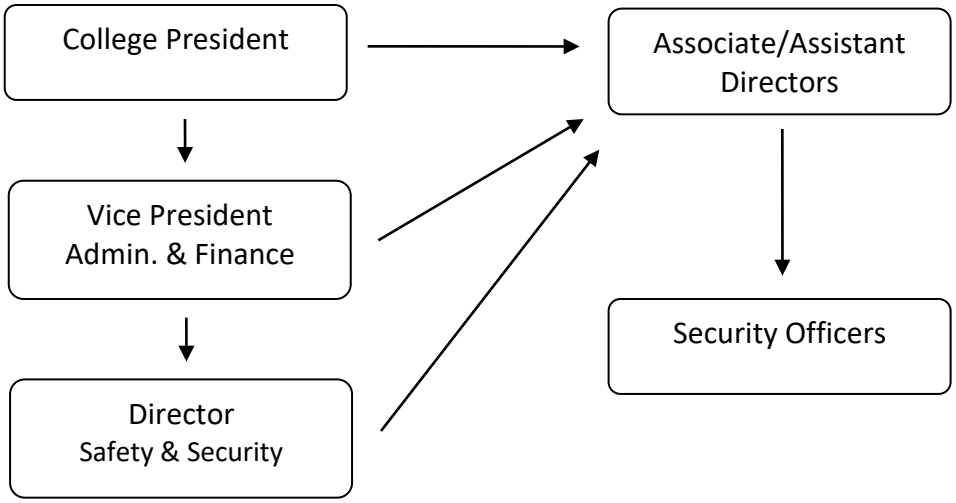
Orders: Commands or instructions, oral or written, given by competent authority.

Patrol: The act of routine canvassing of a geographic region owned by the College, or adjacent to College property, for the means of protecting buildings, grounds and citizens within that area.

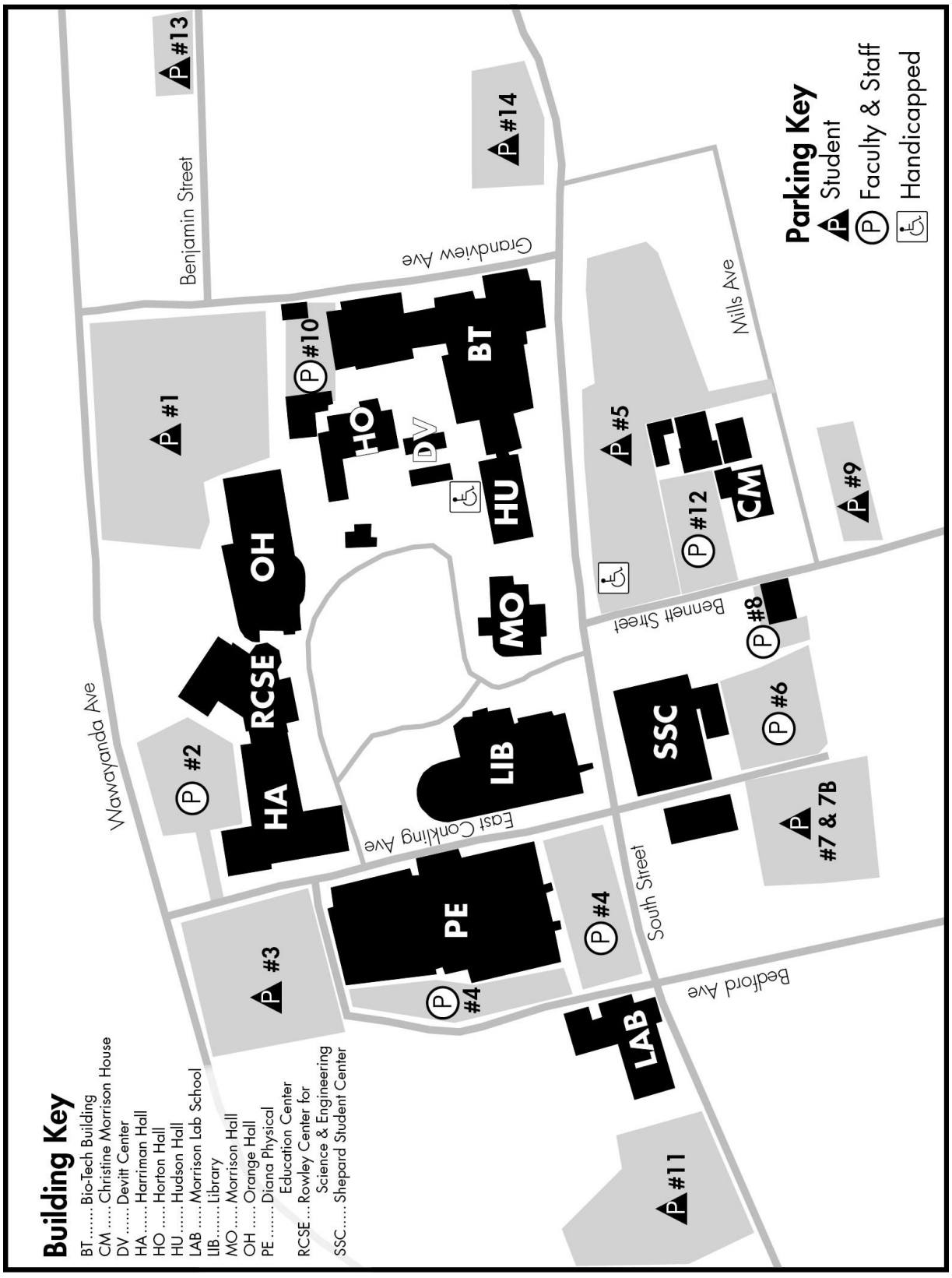
Report: A written record of departmental activity describing the nature of the incident or happening.

Shift: A daily tour of duty encompassing eight to ten hours to which an officer or employee is assigned.

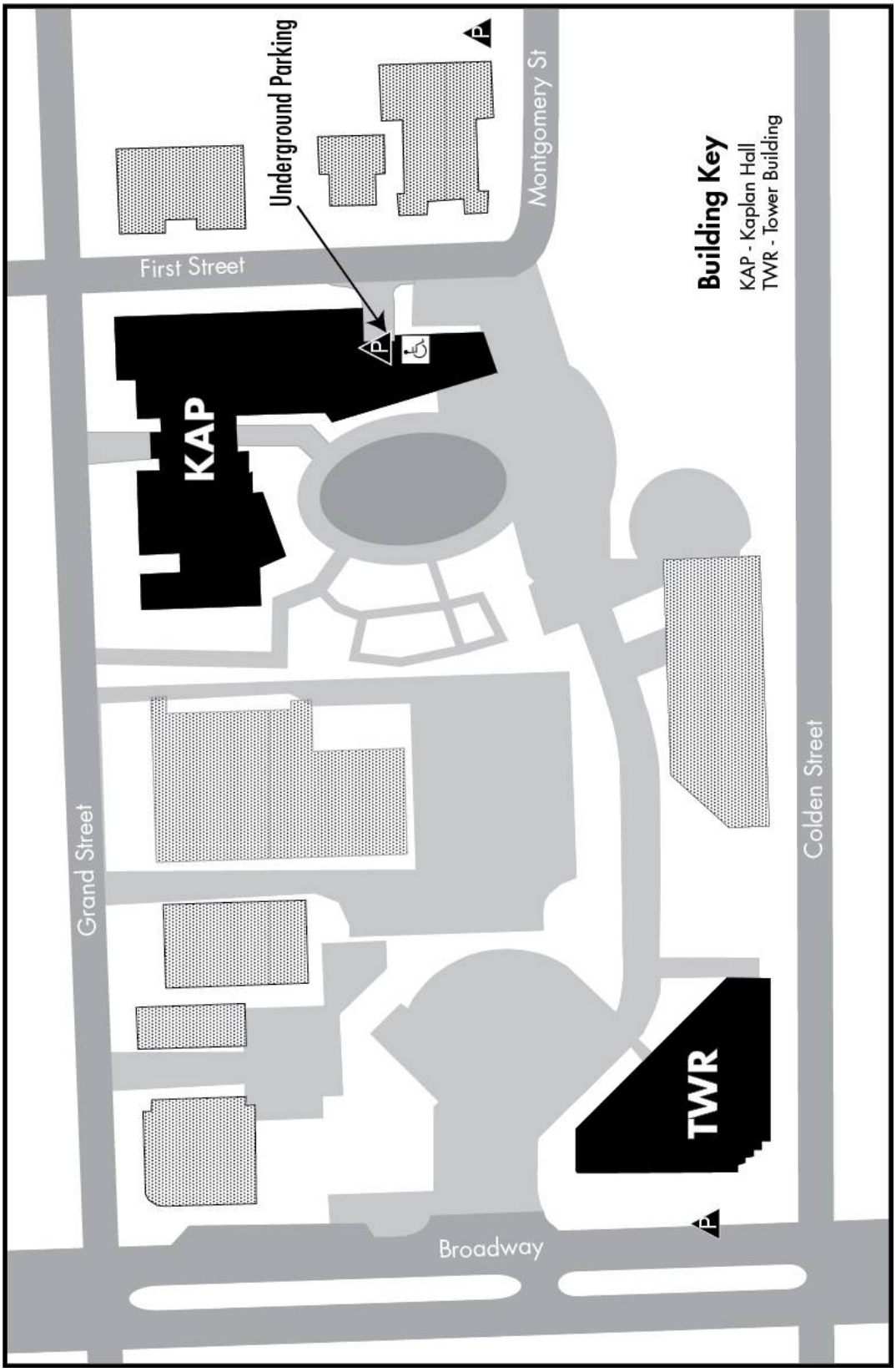
Appendix B: Safety and Security Organizational Chart



Appendix C: Middletown Campus Map



Appendix D: Newburgh Campus Map



APPENDIX C

Orange County Community College (SUNY Orange)
CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Purpose

To ensure the continuation of services provided by the State of New York and the health and safety of the public sector workforce, each New York State agency and authority must prepare a plan for the continuation of operations in the event that the Governor declares a state disaster emergency involving a communicable disease.

Applicable agencies and authorities must post finalized plans by April 1, 2021 in (1) a clear and conspicuous location (e.g., bulletin boards or other similar location where employees normally view information posted by the employer), (2) in their employee handbook if they have one, and (3) on either their intranet or internet website.

Continuity of Operations Plan for a Disaster Emergency Involving a Communicable Disease

Individual(s) Responsible for Maintaining this Plan:

Paul Martland, VP Administration & Finance, (845) 341-9401

Iris Martinez-Davis, AVP Human Resources (845) 341-4662

Date of Posting:

April 1, 2021

ORANGE COUNTY COMMUNITY COLLEGE (SUNY Orange) CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

A. Essential Personnel

In the event of a state-ordered reduction of in-person workforce the designation of essential and non-essential employees will be made. Essential employees are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the existing emergency response. Such designation may be changed at any time at the sole discretion of the employer. Employees will be notified by Human Resources of their essential designation via email and or telephone call.

Below is a list and description of the types of positions in SUNY Orange who may be deemed essential based on the above definition:

Mission Essential Position	Description
President	Executive Leadership
Vice President for Academic Affairs	Executive Leadership
Vice President of Administration & Finance	Executive Leadership
Vice President for Student Services	Executive Leadership
Director of Safety & Security **Associate Director of Safety & Security** **Assistant Director of Safety & Security** **Campus Security Guard**	Safety & Security
Chief Information Officer **Director of User Services** **IT Support Specialist** **IT Support Manager** **Electronics Repair Specialist**	Help desk staff Information Technology
Director of Facilities **Maintenance Manager** **Facilities Manager** **Assistant Maintenance Manager** **Mail Clerk** **HVAC Technician** **Supervising Groundsman** **Senior Groundskeeper** **Grounds Maintenance Worker** **Building Service Worker**	Facilities

Communications Officer	Communications
Mission Essential Position	**Description**
AVP Human Resources **Director of Newburgh**	Human Resources
Comptroller **Assistant Comptroller** **Senior Clerk** **Associate Account Clerk** **Account Clerk** **Coordinator of Grants and Accounting** **Coordinator of Procurement** **Director of Student Accounts**	Providing support and direction of all functions designated as essential; maintaining finances; emergency purchasing and processing.

Registrar **Associate Registrar** **Assistant Registrar** **Director of Admissions** **Associate Director of Admissions** **Assistant Director of Admissions** **Secretary/Admin. Asst. I** **Senior Secretary** **Principal Clerk** **Senior Clerk** **Clerk II**	Providing support and direction of all functions designated as essential; maintaining registration and admissions functions.

B. Telecommuting

SUNY Orange will work within the confines of current labor management structures to determine the appropriateness of employee presence on campus, to include the possibility of assigning alternate work locations. Until a decision is made by the College about the nature and extent of the emergency, or a closure by the Governor, all employees would report to work as usual. Thereafter, management will determine and communicate which functions are essential and if any essential personnel will be excused from reporting to work and/or a physical work location. SUNY Orange will periodically assess its

technology needs for telecommuting and work with ITS to ensure that appropriate information technology resources are available.

The outbreak of a communicable disease that leads to stringent governmental recommendations for social distancing, reducing population density and other mitigation techniques to limit spread would result in the following support being provided to employees who are deemed non-essential and assigned to work remotely. The decision to assign employees to work remotely will be based on the needs of the College, the status of the College's operations and on individual employee circumstances.

- Any employee who works from home or another suitable location, must use reasonable caution, procedures, and equipment that maintains data storage and security.
- The College cannot provide desks, chairs, file cabinets, or other office-related furniture.
- Employees in need of laptops must make a request with their supervisor.
- The use of the employee's personal computer may be dependent on the use of Virtual Private Network (VPN).
- Telecommuters are responsible for having a phone for all work-related calls. Telecommuters may also be required to forward their official work site phone to the phone that will be used while telecommuting. The College is able to offer employees the Avaya phone app, which allows them to answer their work phones via computer. This can be installed via a work order with the Information Technology Services staff.
- In order to telecommute, employees are required to have an internet connection with bandwidth that is appropriate for conducting official business without disruption. The College cannot reimburse for internet costs.
- Employees will be prohibited from conducting telecommuting activities from publicly accessible locations, such as libraries, cafes and any locations where a secure connection cannot be guaranteed.

C. Work Shifts/Schedules

SUNY Orange will ensure that essential employees can continue to fulfill their work responsibilities within the confines of what is advisable by the WHO, CDC and/or required by NYS or Orange County DOH. In a future communicable disease event, current procedures and guidelines for workplace safety protocols will be adjusted to fit the specific threat and be distributed to all employees. Considerations will be made, within the confines of collective bargaining agreements and civil service laws, rules or regulations, to modify working hours, shifts, and schedules in such a way that social distancing and other workplace safety protocols can be enforced. We will ensure that appropriate physical and social distancing is followed for those physically present at work. These guidance documents include the following key elements:

- Employees required to physically report to the office may work with their supervisor on an individualized work schedule that will meet specific operating requirements and their personal needs. Subject to operating needs, an individualized work schedule can include:
    - Permitting essential employees to flex their schedules around available childcare, working some or all of their hours on evening and/or weekend shifts when alternate care options are available, dependent on operational needs.
    - Adjusting building access (hours and security) to support flex schedules.
    - Office Social Distancing:
        - During the current emergency, SUNY Orange evaluated and adjusted its individual and community office space to comply with social distancing requirements. These measurements will be kept and will be available during the next contagious disease emergency, in accordance with the threat.
        - Supervisors will monitor work schedules and limit occupancy in any enclosed space as per CDC, NYSDOH, and/or OCDOH guidelines and maintain recommended distance between individuals.
        - Physical partitions or other barriers may be installed where social distancing between staff is not possible.

D. Personal Protective Equipment

SUNY Orange will follow CDC, State DOH, and local health department recommendations regarding the use of personal protective equipment. Updated regulations will be reviewed regularly to ensure that the College is compliant with the most recent guidance. Masks may be required (and additional PPE as needed) when on SUNY Orange campuses (except when alone in an office, or when outdoors and when social distancing can be maintained) and PPE will be provided by the College to students and employees who arrive without masks. Employees will be provided with training on the proper donning, doffing, cleaning (as appropriate) and disposal of PPE.

Distribution of PPE will be through a work order process developed specifically for this purpose. PPE will also be available via the Safety and Security Offices (for ad-hoc pickup by students and employees as needed). The College delivery van will also maintain a stockpile of PPE for response to emergent needs as it makes its rounds on campus. The College will maintain a relationship with the state's PPE vendor and maintain the financial wherewithal to order a six month supply of PPE. The facilities director will be responsible for ensuring that PPE is properly stored, inspected: rotated and protected from degradation.

Signage outlining protective measures, including the requirement that masks must be worn in all buildings will be posted in high visibility locations (e.g. building entrances, restrooms, and hallways). The

College maintains an inventory of soap, hand sanitizer, paper towels, disinfecting wipes, masks, gloves, aprons, face shields, and other commonly used PPE. The College will also maintain relationships with NYS approved PPE and cleaning supplies vendors who can respond to reorders of these items promptly.

E. Exposure Protocol

In a specific emergency event, the College will follow guidance related to that situation from the CDC, NYSDOH, and OCDOH.

Employees presenting communicable disease symptoms will be instructed not to report to the workplace. Employees will be directed to report illness to their supervisor and Human Resources department. Employees will be advised to immediately seek medical guidance. Returning to the worksite will only be possible once the symptoms have significantly improved and medical clearance has been provided.

SUNY Orange will implement a non-punitive leave policy for those impacted by a communicable disease.

Employees presenting symptoms of a communicable disease and having been tested, will be advised not to report to work. Return to on-site work will be possible as per CDC, NYSDOH, and OCDOH guidelines and the employee has received medical clearance to return to work. Human Resources will advise employees who have been in close proximity with an individual that exhibits symptoms to work remotely until test results are confirmed.
Employees who test positive for communicable disease will be required to self-isolate in accordance with Orange County Department of Health (OCDOH) guidelines or until their physician clears them to return to the workplace. Human Resources will immediately inform the supervisor that the employee will not be reporting to work.

Employees that are quarantined by the Orange County Department of Health (OCDOH) will not be permitted to report to work but will be allowed to work remotely if their work allows it. If quarantine is extended beyond the initial guidelines set forth by the Orange County Department of Health, the employee would be advised to contact Human Resources.

Human Resources will communicate with local health departments regarding positive communicable disease test results or suspected cases.

Human Resources will gather preliminary case investigation data, including possible contacts and provide this information to the public health department.

Employee Assistance Program (EAP) assistance information will be provided to all employees, and information will also be available via a link on the College's Emergency Response webpages.

ORANGE COUNTY COMMUNITY COLLEGE (SUNY Orange) CONTINUITY OF OPERATIONS PLAN FOR A STATE DISASTER EMERGENCY INVOLVING A COMMUNICABLE DISEASE

Human Resources will partner with public health officials to ensure that students and employees adhere to recommended quarantine timelines.

Human Resources will ensure compliance with Occupational Safety and Health Administration (OSHA) guidelines, record-keeping and reporting obligations.

Reports from employees and students, that have been on a campus, that they have been exposed, infected or presumed positive to communicable disease shall be reported immediately to the Orange County Department of Health (OCDOH) and necessary information from College records shared with OCDOH upon request.

The College will assist the local and state Health Departments with tracing, tracking and reporting of cases, and those notified through the contact tracing process will be asked to:

- Self-quarantine at home, in accordance with timelines established by the Orange County Department of Health (OCDOH), is required for any employee/student who has a confirmed exposure to a positive individual of a communicable disease per OCDOH protocols. They will be notified by the OCDOH. For instances where a student or employee resides outside of Orange County, the College will work with the health department in the home jurisdiction of that individual.

The SUNY Orange Wellness Center will be notified by the Orange County DOH of all confirmed student cases that have been on campus during their infectious period per contact tracing investigation.

SUNY Orange liaisons that are designated to maintain communication with OCDOH, contact tracing, and track the isolation of employees as follows:

- Employee Contact: Iris Martinez-Davis, AVP of Human Resources (845) 341-4662
- Employee Contact: Eileen Barrett, Associate Director of Human Resources (845) 341-4572
- Student Contact: Susan Corbett, RN, Wellness Center (845) 341-4870
- Student Contact: Madeline Torres-Diaz, AVP of Student Engagement and Completion (845) 341-4407
- Student Contact: Gerianne Brusati, Vice President of Student Services (845) 341-4020

During the COVID-19 emergency SUNY Orange has created a series of procedures to ensure that all employees physically reporting to work are screened for infectious disease and that the results of the screenings are collected and reviewed. These protocols follow all screening, testing, and tracing

procedures as outlined in the applicable NYSDOH guidance, including instructions to employees on when to return home and when to return to work. Protocols are updated as circumstances change, and will be updated to meet the requirements of new emergencies.

During the COVID 19 emergency SUNY Orange utilized testing protocols developed by SUNY Upstate Medical. The College recognizes that it may be required to implement testing protocols in future emergencies and is prepared to follow guidance from SUNY, NYSDOH, and OCDOH. SUNY Orange has developed a relationship with a third-party provider of testing services and will utilize this vendor as necessary in any future emergency.

Employees who are physically reporting to work will be required to complete daily pre-screening before physically reporting to the workplace. This includes employees coming into the building only for a brief period. The exact nature of the pre-screening and the tool used to enter the required information will be determined by the details of the future emergency. During the COVID-19 crisis the campus utilized Campus Clear for pre-screening

During the COVID-19 crisis procedures were developed to comply with directives from the State of New York which included testing, evaluation, cleaning and disinfecting protocols, as well as instructions to notify State and County health officials. Similar procedures will be developed in response to State directives in future emergencies. Cleaning and disinfecting protocols will address not only classrooms and the immediate work areas of employees but also common areas and shared surfaces such as:

- Building and elevator lobbies.
- Restrooms and drinking fountains.
- Hallway light switches, turnstiles, and waste receptacles.
- Building entrances, stairwell doors and handrails.

While the amount and types of leave available to an employee will be dependent on the particular communicable disease emergency that has been declared and any provisions of law that provide for leave under such circumstances, during a communicable disease emergency an employee's leave options include applicable State policy leave, leave provided under a Federal Act and an employee's own leave accruals. Collective Bargaining Agreements may also be applicable. Policy on available leaves will be established in accordance with applicable statutory leaves in accordance with state and federal law and leave approvals as contractually appropriate.

F. Protocol for Documenting Work Hours/Locations

To facilitate a safe return to campus during the COVID-19 pandemic SUNY Orange has utilized #CampusClear app for self-monitoring by all students, employees and essential visitors who have reason to physically access either of the College's campuses.

A similar tool and an internal tracking system administered by Human Resources will track the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis. Logs from these applications will be saved daily and be accessible by key personnel in the Human Resources Office who will use the information for the purposes of disease tracking, identifying potential exposures, and contact tracing.

G. Protocol for Identifying Emergency Housing for Essential Employees

SUNY Orange has not identified a circumstance where we would need to maintain operations and house employees overnight as we would no longer operate in an on-campus environment under these circumstances. Under these circumstances, because the organization would be fully remote, the limited number of essential employees would continue to reside at their homes and report to work as scheduled.

H. Other Requirements Determined by the NYS DOH

- Current DOH guidelines for COVID-19 are as follows and will be modified depending on the particular emergency declared.
    - Ensure a distance of at least 6 feet is maintained among employees at all times, unless safety of the core activity requires a shorter distance (e.g., moving and lifting equipment). Any time an employee must come within 6 feet of another person, the employee and person should wear acceptable face coverings.
    - When distancing is not feasible between workstations or areas, provide and require the use of face coverings or erect physical barriers, such as plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation.
    - Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, occupancy will be kept under 50% of maximum capacity.
    - Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g., clock in/out stations, health screening stations, break rooms, water coolers, etc.). Further, bi-directional foot traffic should be reduced by using tape or signs with arrows in narrow aisles, hallways or spaces.
    - Post signs, consistent with the DOH COVID-19 signage, to remind employees about social distancing, hand hygiene, PPE, and cleaning guidelines.
    - Limit employee travel for work to only essential travel.

- Hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and DOH must be followed, and cleaning logs that include the date, time, and scope of cleaning must be maintained.

- Hand hygiene stations, including handwashing with soap, water, and disposable paper towels, as well as NYS Clean hand sanitizer or a hand sanitizer containing 60% or more alcohol for areas where handwashing facilities may not be available or practical, must be provided and maintained for personnel.

- Appropriate cleaning/disinfection supplies for shared and frequently touched surfaces must be provided, and employees must use these supplies before and after use of these surfaces, followed by hand hygiene.

- Regular cleaning and disinfection of the office location must be undertaken. More frequent cleaning and disinfection must be undertaken for high risk areas used by many individuals and for frequently touched surfaces, at least after each shift, daily, or more frequently as needed, and align with DOH's "Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19".

- Exposed areas must be cleaned and disinfected in the event of an employee testing positive for COVID-19. Such cleaning should include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., vending machines, handrails, bathrooms, doorknobs, etc.).

- CDC guidelines on "Cleaning and Disinfecting Your Facility" should be complied with if someone in the facility is suspected or confirmed to have COVID-19.

- Agencies/authorities must have internally identified key points of contact including but not limited to site safety monitors, individuals responsible for monitoring compliance with this plan and central points of contact who will coordinate efforts to notify appropriate health authorities of positive cases and assist with required contact tracing.
- SUNY Orange will also comply with all executive orders and emergency regulations related to the state disaster emergency.

APPENDIX D

BLOODBORNE PATHOGENS

COMPLIANCE MANUAL & EXPOSURE CONTROL PLAN

JULY 1, 2019

ORANGE COUNTY COMMUNITY COLLEGE (SUNY ORANGE)
115 South Street, Middletown, NY 10940

SUNY ORANGE

TABLE OF CONTENTS

I. Introduction
- Purpose and Intent of the Regulation
- Application and Scope
- Purpose of the Plan

II. Policy

III. Program Administration

IV. Definitions

V. Employee Exposure Determination

VI. Methods of Implementation and Control
- A. Universal Precautions
- B. Exposure Control Plan
- C. Engineering and Work Practice controls
- D. Personal Protective Equipment
- E. Housekeeping
- F. Laundry
- G. Labels

VII. Hepatitis "B" Vaccination

VIII. Post Exposure Evaluation and Follow-up
- A. Administration of Post Exposure Evaluation and Follow-up
- B. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident

IX. Employee Training

X. Recordkeeping

XI. Hepatitis B vaccination Declination
- A. Hazard Communication Standard

XII. Model Hazard Communication Program
- A. Company Policy
- B. Container Labeling
- C. Material Safety Data Sheets (MSDSs)
- D. Employee Training and Information
- E. Hazardous Non-routine Tasks
- F. Informing Other Employers/Contractors
- G. List of Hazardous Chemicals
- H. Chemicals in Unlabeled Pipes
- I. Program Availability
  - a. Osha Assistance
  - b. Safety and Health Management System Guidelines
  - c. State Programs

d. **OSHA Consultation Services**
e. **The OSHA Voluntary Protection Program (VPP)**
f. **Strategic Partnership Programs**
g. **The OSHA Alliance Program**
h. **OSHA Training and Education**
i. **Information Available electronically**
j. **OSHA Publications**
k. **Contacting OSHA**
l. **OSHA Regional Offices**

ORANGE COUNTY COMMUNITY COLLEGE (SUNY ORANGE)

BLOODBORNE PATHOGENS

Exposure Control Plan

OSHA's bloodborne pathogens standard protects employees who work in occupations where they are at risk of exposure to blood or other potentially infectious materials.

The College is committed to providing a safe and healthful environment for its staff and student body. In pursuit of this endeavor, the College complies with the Occupational Safety and Health Administration (OSHA) "Occupational Exposure to Bloodborne Pathogens" standard, Title 29, Code of Federal Regulations, Part 1910.1030. The College's Exposure Control Plan (ECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens and is the key document designed to assist the College in implementing and ensuring compliance with the standard, thereby protecting employees and students. This ECP includes:

- Employee exposure determination
- Methods of implementation and control
- Hepatitis B vaccination program
- Post-exposure evaluation and follow-up
- Information, training and recordkeeping
- Site-specific plans for implementation in academic and support services departments having unique exposure concerns, as well as specific and detailed methods of compliance (these areas are the Dental Hygiene Clinic; Wellness Center Office; and the academic departments of Medical Laboratory Technology, Nursing and Diagnostic Imaging)

A copy of the complete Exposure Control Plan is available in the Wellness Center Office.

I. INTRODUCTION

The mission of the Occupational Health and Safety Administration (OSHA) is to save lives, prevent injuries, and protect the health of American's workers. As part of the Department of Labor, OSHA promotes worker safety and health in every workplace in the United States.

OSHA'S bloodborne pathogens standard protects employees who work in occupations where they are at risk of exposure to blood or other potentially infectious materials. OSHA's hazard communication stand protects employees who may be exposed to hazardous chemicals. Both standards require employers to develop written documents to explain how they will implement each standard, provide training to employees, and protect the health and safety of their workers.

Purpose and Intent of the Regulation

On December 6, 1991, The Occupational Safety and Health Administration (OSHA) published the "Occupational Exposure to Bloodborne Pathogens standard, Title 29, Code of Federal Regulations, part 1910.1030. (See Appendix A) The Bloodborne Pathogens Standard is intended "to reduce occupational exposure to Hepatitis B virus (HBV), Hepatitis C Virus (HCV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens".

Application and Scope

This standard applies to all employees who, while performing their normal occupational duties, may reasonably anticipate exposure to blood and other potentially infectious material containing organisms such as HIV, HBV, and HCV. This standard affects numerous industries including schools, hospitals, dental offices and labs, health care facilities, police, fire and rescue workers, and general industry.

Purpose of this Plan

SUNY Orange is committed to providing a safe and healthful environment for our entire staff and student body. In pursuit of this endeavor, the following Exposure control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens. The ECP is a key document to assist our college in implementing and ensuring compliance with the standard, thereby protecting our employees and students. This ECP includes:

- Employee Exposure Determination
- Methods of Implementation and Control
  - Universal Precautions
  - Engineering and Work Practice Controls
  - Personal Protective Equipment
  - Housekeeping
  - Labels and Signs
  - Training and communication of Hazards to Employees
- Hepatitis "B" Vaccination Program
- Post-exposure Evaluation and Follow-up
- Information, Training and Recordkeeping
- Site specific plans for implementation in departments having unique exposure concerns, as well as specific and detailed methods of compliance. These departments are the Dental Hygiene Clinic, Wellness Center, and the Medical Laboratory Technology, Nursing and Radiologic Technology departments.

II. SUNY ORANGE BLOODBORNE PATHOGENS POLICY

SUNY Orange is committed to providing a safe and healthful work environment for our staff. In pursuit of this goal, the following EXPOSURE CONTROL PLAN (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
  - Universal precautions
  - Engineering and work practice controls
  - Personal protective equipment
  - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in the subsequent pages of this ECP.

III. PROGRAM ADMINISTRATION

- *The Vice President for Administration* is responsible for implementation of the ECP. The *Director of Safety and Security* will maintain the ECP. He/she will meet with appropriate department Chairs and the Director of the Wellness Center to review and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.
  Contact location/phone number: VP for Administration – MO Hall, (845) 341-4905
  Director of Safety and Security – HO Hall, (845) 341-4934
  Director of Wellness Center – SSC, Room 237/ (845) 341-4871.

- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.

- *The Director of Safety and Security* will provide and maintain all necessary Personal Protective Equipment (PPE), engineering controls (e.g., sharps containers), labels, and red bags as required by the standard. *The Director of Safety and Security* will ensure that adequate supplies for the aforementioned equipment are available in the appropriate sizes. The *Chair* of each department affected by this standard, (*Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology*), and the *Director of the Wellness Center* shall maintain and provide within their respective departments all

necessary Personal Protective Equipment (PPE), engineering controls, housekeeping supplies, labels, and red bags as required by the standard for use within their specific departments.
Contact location/phone number: Director of Safety and Security – HO Hall, (845) 341-4934
Director of Wellness Center – SSC, Room 237/ (845) 341-4871

- *The Director of the Wellness Center* will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
Contact location/phone number: Shepard Student Center, Room 237/ (845) 341-4871.

- *The Director of Safety and Security* will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA, and NIOSH (National Institute for Occupational Safety and Health) representatives.
Contact location/phone number: Director of Safety and Security – HO Hall, (845) 341-4934

- The *Director of Administrative Services* or his/her designee will have the responsibility for maintaining written housekeeping protocols and will ensure that appropriate disinfectants are purchased and used.

- The *Director of Safety and Security* will make copies of this policy available to Human Resources and to all departments affected by this policy. Department heads will maintain copies of the policy in areas that are easily accessible to all employees. Additional copies shall also be available on reserve in the college library (LRC) and in the Wellness Center.

IV. DEFINITIONS

Before beginning a discussion of the standard, there are several definitions shat should be explained which specifically apply to this regulation. These definitions and others are included in paragraph (b) of the standard. (See Appendix A)

1. *Blood* – human blood, human blood components, and products made from human blood.
2. *Bloodborne Pathogens* – pathogenic microorganisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBC), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).
3. *Potentially Infectious Materials (PIM)* – the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, amniotic fluid, saliva in dental procedures, any body fluids visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids; as well as any unfixed tissue or organ (other than intact skin) from a human being living or dead.
4. *Contaminated* – the presence or reasonable anticipated presence of blood or other potentially infectious materials on an item or surface.
5. *Contaminated Sharps* – any contaminated object that can penetrate the skin including, but limited to needs, scalpels, broken glass, and broken capillary tubes.
6. *Decontamination* – the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface of an item to the point where they are no longer capable of transmitting infectious particles and the object is now safe for handling, use or disposal.
7. *Engineering Controls* – controls such as sharps containers that isolate or remove the bloodborne pathogens from the workplace.
8. *Personal Protective Equipment (PPE)* – specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g.) uniforms, pants, shirts or blouses are not considered personal protective equipment.

9. *Exposure Incident* – a specific incident involving a percutaneous injury (e.g. needlestick), or contact of the eyes, mouth, or other mucous membranes or non-intact skin with blood or other potentially infectious materials that result from the performance of any employee=s duties.
10. *Occupational Exposure* – reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee=s duties.
11. *Parenteral* –piercing of the skin or mucous membranes through such events as needlesticks, human bites, cuts or abrasions.

12. *Regulated Waste* – liquid or semi-liquid blood or other PIM; contaminated items that would release blood or other PIM in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other PPIM and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infections materials.
13. *Source Individual* – any individual whose blood or other potentially infectious materials may be the source of occupational exposure to an employee.

V. EMPLOYEE EXPOSURE DETERMINATION

The following is a list of all job classifications at our establishment in which **all** employees have occupational exposure:

JOB TITLE	*DEPARTMENT/LOCATION*	*TASK/PROCEDURES*
Director – Well. Ctr. R.N. – Well.Ctr.	Wellness Center Wellness Center	Wound care, blood glucose monitoring, catheterization, CPR, first aid
Clinical Faculty	Nursing Department Dental Hygiene Dept. Radiology Department	Demonstrating and supervising direct patient care, and/or skills and activities in the classroom and in the clinical Setting.
Laboratory Technology Phlebotomy Faculty		Teaching techniques in Hematology, Phlebotomy, Clinical Chemistry, Clinical Microbiology, Histology and Immunohematology
Laboratory Technology Technical Assistant		Disposal of hazardous waste, cleaning and decontamination of surfaces contaminated with blood and other PIM
Laboratory Technology Student Aid(s)		Decontamination of lab surfaces, Cleaning laboratory glassware, loading autoclave

Lifeguards	Movement Science	Performing CPR, First Aid
Custodial Personnel & Custodial Supervisors		When cleaning up blood or other PIM or working in an area where blood and other PIM are present
Director of Safety/ Security Services		First responder, HAZMAT, Exposure Control responsibilities

Safety/Security Service Officers		First responder, HAZMAT, Exposure Control responsibilities
Students in MLT, Nursing, Radiology Dental Hygiene and Phlebotomy ***		Patient care skills and activities including venipuncture, injections, wound care, oral explorations and treatment and techniques including Hematology, Clinical Chemistry, Urinalysis, and Immunohematology

*****NOTE:** Students shall be covered by all parts of this Exposure Control Plan for all aspects of training and implementation, as well as for post-exposure evaluation and follow-up. In regards to the Hepatitis B Vaccine, however, students will receive training and information regarding the efficacy of this vaccine protections, and will be advised of where to obtain the vaccine. However the SUNY Orange shall not bear the cost of vaccinating students. Information regarding dates of vaccination will be recorded on the student=s annual physical. Students who are not vaccinated will be asked to sign the Hepatitis B declination.

The following is a list of job classifications in which **some** employees at our SUNY Orange have occupational exposure. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

JOB TITLE	*DEPARTMENT/LOCATION*	*TASK/PROCEDURE*
Biological/Physical Sciences Lab Faculty		Experiments using human blood or other PIM; laboratory sharps accidents
Maintenance Personnel And Supervisors		When cleaning up blood or body fluids or working in an area where blood or body fluids are present
Physical Education Technical Assistant		Washing contaminated Physical Education laundry; assisting injured students
Stage Manager		Accidents related to supervising student set Construction crews using various power and hand tools.

Athletic Coaches Physical Education Instructors	Assisting injured players Assisting injured students
Wellness Center Clerical Staff	Assisting during emergency care of an ill and/or injured individual
Lab School Staff	Assisting ill or injured students

NOTE: Part-time, temporary, contract and per diem employees are covered by the bloodborne pathogens standard. The ECP should describe how the standard will be met for these employees.

VI. METHODS OF IMPLEMENTATION AND CONTROL

A. **Universal Precautions**: All employees will utilize universal precautions. As defined by the Center for Disease Control (CDC), Universal Precautions refers to a set of precautions designed to prevent the transmission of HIV, HBV, HCV and other bloodborne pathogens. Universal Precautions requires employees to assume that all human blood and specified body fluids and other PIM are infections for HIV, HBV, and other bloodborne pathogens regardless of the perceived status of the source individual, and must be treated accordingly. NOTE: Universal Precautions may be referred to as "Standard Precautions" in hospital settings.

B. **Exposure Control Plan**: Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting their *Supervisor, Department Chair, or the Director of Safety and Security*. If requested, we will provide an employee with a copy of the ECP *free of charge* and within 15 days of the request.

The Director of Safety and Security, the Director of the Wellness Center, the Department chairs and Supervisors in the affected areas, are responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

C. ENGINEERING CONTROLS AND WORK PRACTICES:

1. Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

   Non-glass capillary tubes, SESIPs, needleless systems

2. Engineering controls shall include the use of puncture resistant, leak proof, color-coded disposable containers for all contaminated sharps, dental wires, broken instruments and broken or disposable laboratory glass. It will be the responsibility of the administrator in charge (or his/her designee) in

each department where these sharps containers are located, to routinely inspect them to ensure they are not overfilled. Sharps disposal containers will be replaced by SUNY Orange Wellness Center every semester or whenever necessary to prevent overfilling.

3. Biohazardous materials shall be stored in appropriately marked biohazard containers and biohazard safety storage cabinets.

4. Autoclaves and sterilizers shall be used for the disinfection of reusable instruments and laboratory supplies. It shall be the responsibility of the administrator in charge (or his/her designee) of the department in which these items are located, to ensure that they are routinely examined and maintained, or replaced if no longer effective.

5. Handwashing facilities shall be readily accessible to employees in affected areas.

6. In emergency situations where handwashing facilities are not available, an appropriate antiseptic hand cleaner or antiseptic towelette will be provided. When antiseptic hand cleaners and/or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

7. Employees shall wash their hands and/or exposed skin with soap and water immediately (or as soon as feasible) following contact of exposed skin to blood or PIM.

8. Employees shall flush mucous membranes with water immediately (or as soon as feasible) after contact with blood or other PIM. Eye wash stations shall be available for this purpose.

9. Contaminated needles and other contaminated sharps shall not be bent, recapped or removed from the hub.

10. Immediately, or as soon as possible after use, contaminated reusable sharps shall be placed in appropriate containers as noted above. These containers shall not be stored or processed in a manner that requires employees to reach by hand into the container where the sharps have been placed.

11. Eating, drinking, smoking, applying cosmetics or lip balm, and handling of contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.

12. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other PIM are present. Any cabinet, refrigerator, freezer, or equipment containing blood or other PIM, shall be appropriately labeled as **Biohazardous.**

13. Mouth pipetting of blood or other PIM is strictly prohibited.

14. All procedures involving blood or other PIM shall be conducted in such a manner as to minimize splashing, spraying, spattering, or generation of droplets of these substances.

15. Specimens of blood or other PIM shall be placed in a container that prevents leakage during collection, handling, processing, storage, transport of shipping. If outside contamination of that primary container occurs, the primary container shall be placed within a second container that prevents leakage during handling, processing, storage, and transport.

16. Equipment that becomes contaminated with blood or other PIM shall be examined prior to servicing and shall be decontaminated as necessary, unless it can be demonstrated that decontamination of such equipment is not feasible. For non-decontaminated equipment:

    (a) A readily observable label in accordance with the standards for labels and signs shall be attached to the equipment stating which portions remain contaminated.
    (b) This information shall be conveyed to all affected employees, and as appropriate to the servicing representative and/or manufacturer prior to handling, servicing, or shipping so that the appropriate precautions will be taken.

17. This facility identifies the need for changes in engineering controls and work practices through: review of OSHA records, employee and "student interviews".

18. We evaluate new procedures and new products regularly by: literature review, supplier info, products considered.

19. Both front-line workers and management officials are involved in this process in the following manner: (Describe)

20. SUNY Orange Wellness Center is responsible for ensuring that these recommendations are implemented.

D. PERSONAL PROTECTIVE EQUIPMENT (PPE).

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by Human Resources.

The types of PPE available to employees are as follows:

Gloves, gowns, laboratory coats, face shields or masks, eye protection, resuscitation bags and mouthpieces, pocket masks or other ventilation devices.

PPE is located in _____and may be obtained through _____.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE

- Remove PPE after it becomes contaminated and before leaving the work area.

- Used PPE may be disposed of in _____

- Wear appropriate gloves when it is reasonable anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.

- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

- Never wash or decontaminate disposable gloves for reuse.

- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.

- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows: Clean, launder and/or dispose of PPE. (May refer to specific procedure by title or number and last date of review; include how and where to decontaminate face shields, eye protections, resuscitation equipment.

1. Personal protective equipment (PPE) must also be used if risk of occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. During the training sessions required for implementation of this standard, employees will receive training the appropriate selection and use of PPE for their specific job classifications and the tasks/procedures they will perform. The college shall provide, at no cost to the employee, appropriate personal protective equipment for specific job related tasks including, but not limited to: gloves, gowns, laboratory coats, face shields or masks, eye protection, resuscitation bags and mouthpieces, pocket masks or other ventilation devices. Personal protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employee=s work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes under normal conditions of use for the duration of time for which the protective equipment will be used.

2. It shall be the responsibility of the Director of Safety and Security and the administrator in charge of each affected department to ensure that all employees use appropriate personal protective equipment. An employee must use the appropriate PPE at all times, and failure to do so will result in disciplinary counseling. The only time PPE may not be used is under the rare and extraordinary circumstance when in the employee=s professional judgment the use of PPE could have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or others. When the employee makes this judgment, the circumstances shall be investigated and documented and verified by the appropriate college supervisory personnel in order to determine whether changes can be instituted to prevent such occurrences in the future.

3. SUNY Orange shall provide the appropriate personal protective equipment in the appropriate sizes, and it shall be readily accessible at the worksite or shall be issued to employees. Latex-free gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

4. SUNY Orange shall clean, launder and/or dispose of personal protective equipment at no cost to the employee.

5. SUNY Orange shall repair or replace personal protective equipment as needed to maintain it=s effectiveness, at no cost to the employee.

6. If a garment(s) becomes penetrated by blood or other PIM, the garment(s) shall be removed immediately or as soon as feasible.

   NOTE: An individualized copy of this ECP shall be maintained within each affective academic department, i.e. Nursing, Dental Hygiene, Radiologic Technology and Medical Laboratory Technology, and in the Wellness Center office. This individualized copy shall outline specific guidelines for the appropriate use and selection of task specific PPE, as well as Housekeeping and Engineering and Work Practice Controls as they pertain to each of these individual areas.

E. HOUSEKEEPING

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section “Labels”), and closed prior to removal to prevent spillage or protrusion of contents during handling.

The procedure for handling sharps disposal containers is _____

The procedure for handling other regulated waste is _____

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded. Sharps disposal containers are available at _____

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Each affected academic department as noted above, as well the Wellness Center Office, shall maintain a written schedule for cleaning and decontamination of work surfaces and equipment as indicated in the

standard. The Housekeeping portion of the ECP for each department shall include a schedule and method of decontamination.

In general the following housekeeping standards shall apply:

a. Decontaminate work surfaces after completion of any procedure during which the work surface becomes overtly contaminated, after any spill of blood or other potentially infectious materials, and at the end of the work shift when surfaces have become contaminated since the last cleaning. This decontamination shall be done with an EPA approved tuberculocidal commercial disinfectant solution or with a freshly constituted 1:10 solution of household bleach and water.
b. Remove and replace protective coverings when contaminated.
c. Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pains and cans that are likely to become contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.
d. Always use mechanical means such as tongs, forceps, or a brush and dustpan to pick up contaminated broken glassware. Never pick up broken glass with hands even if gloves are worn.
e. Store or process reusable sharps in such a way as to ensure safe handling.
f. Place regulated waste in closeable and labeled or color-coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.
g. When discarding contaminated sharps, place them in containers that are closeable, puncture-resistant, appropriately labeled or color-coded and leak-proof.
h. Ensure that sharps containers are easily accessible to personnel and located as close as feasible to the immediate area where sharps are used. Sharps containers also must be kept upright through use, replaced routinely, closed when moved and not allowed to overfill.

i. Never manually open, empty, or clean reusable contaminated sharps disposal containers.
j. Discard all regulated waste according to federal, state and local regulations, i.e., liquid or semi-liquid blood or other potentially infectious material; items contaminated with blood or other potentially infectious materials that would release these substances in a liquid or semi-liquid state if compressed; items caked with dried blood or other potentially infectious materials and capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infections materials.

F. LAUNDRY: The following contaminated articles will be laundered by this company:

Laundering will be performed by _____at time and/or location.

The following laundering requirements must be met:

- Handle contaminated laundry as little as possible, with minimal agitation.
- Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use (specify either red bags or bags marked with the biohazard symbol) for that purpose.
- Use appropriate personal protective equipment when handling contaminated laundry. Wear the following PPE when handling and/or sorting contaminated laundry: utility gloves, and other appropriate personal protective equipment (i.e., aprons, mask, eye protection)

- Bag contaminated laundry at its location of use.
- Never sort or rinse contaminated laundry in areas of its use.
- Use red laundry bags or those marked with the biohazard symbol unless universal precautions are in use at the facility and all employees recognize the bags as contaminated and have been trained in handling the bags.
- All generators of laundry must have determined if the receiving facility uses universal precautions. If universal precautions are not used, then clearly mark laundry set off-site with orange biohazard labels or use red bags. Leak-proof bags must be used when necessary to prevent soak-through or leakage.
- Linen soiled with blood or body fluids should be placed and transported in bags that prevent leakage. If hot water I used, linen should be washed with detergent in water at least 140 F – 160 F for 25 minutes. If low-temperature (<140 F) laundry cycles are used, chemicals suitable for low-temperature washing at proper use concentration should be used.

G. LABELS: The following labeling methods are used in this facility.

Equipment to be labeled:	Label type (size/color)
Specimens, contaminated laundry, etc.	red bag, biohazard label

SUNY Orange Wellness Center is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify SUNY Orange Wellness Center if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc. without proper labels.

VII. HEPATITIS B VACCINATIONS

Human Resources and the Wellness Center will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration, and availability.

The hepatitis B vaccination series is available at no cost after initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan (Section V). Vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that the vaccination is contraindicated. The Hepatitis vaccination program consists of a series of three immunizations given over a six-month period, followed by a serum titer two months after the third immunization to verify seroconversion. Our employees will receive information regarding the hepatitis vaccination including its safety, efficacy and method of administration, as part of their bloodborne pathogens training. All affected employees shall be encouraged to receive the vaccine unless they have previously received the series, have antibody testing that reveals they are immune, have documented medical reasons that prevent taking the vaccine or the employee chooses not to participate in the vaccination program.

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in Human Resources Office.

Vaccination for employees will be provided by **"Partners in Safety" at 800 Route 17M, Middletown, NY – (845) 341-0515, Monday through Friday from 8:00 am – 4:00 pm.** Cost of this vaccination will be funded by SUNY Orange.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered

Students in the Allied Health and Nursing programs **ARE NOT** covered by this free vaccination program. However, they will be advised of their increased risk of exposure to Hepatitis B and will be encouraged to obtain the vaccination at their own cost. The Wellness Center will refer those students seeking the vaccine to a healthcare provider.

VIII. POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact the SUNY Orange Wellness Center at (845) 341-4870.

An immediate available confidential medical evaluation and follow-up will be conducted by Registered Nurse in SUNY Orange Wellness Center. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed.

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.

- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

A. ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

SUNY Orange Wellness Center ensures that health care professional(s) responsible for employee's hepatitis "B" vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

SUNY Orange Wellness Center ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident
- Route(s) of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status

SUNY Orange Wellness Center provides the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

B. PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

_____will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at time
- Work practices followed
- A description of the device being used (including type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident (O.R., E.R., patient room, etc.)
- Procedure being performed when the incident occurred
- Employee's training

_____will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, _____will ensure that appropriate changes are made.

IX. EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training conducted by the SUNY Orange Human Resources Office. (Attach a brief description of their qualifications.)

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standards
- An explanation of our ECP and how to obtain a copy

- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes and exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccination, and that the vaccine will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session.

X. RECORDKEEPING

Training Records are completed for each employee upon completion of training. These documents will be kept for at least three years at SUNY Orange Human Resources Office.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualification of persons conducting the training
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee or the employees authorized representative within 15 working days. Such requests should be addressed to _____.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, “Access to Employee Exposure and Medical Records.”

SUNY Orange Wellness Center is responsible for maintenance of the required medical records. These confidential records are kept in the SUNY Orange Wellness Center for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to: _____.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recording activities are done by _____.

Sharps Injury Log

In addition to the 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- Date of the injury
- Type and brand of the device involved (syringe, suture needle).
- Department or work area where the incident occurred
- Explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least **five** years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

XI. HEPATITIS B VACCINE DECLINATION (MANDATORY)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitits "B" vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis "B", a serious disease. If in the future I continue to have occupational exposure to blood and other potentially infectious materials and I want to be vaccinated with Hepatitis "B" vaccine, I can receive the vaccination series at no charge to me.

Signed: _____ Date:_____

(Employee Name)

The hazard communication standard requires you to develop a written hazard communication program. The following is a sample hazard communication program that you may use as a guide in developing your program.

PART 2 HAZARD COMMUNICATION STANDARD

The following model Hazard Communication Program is based on the requirements of the OSHA Hazard Communications Standard, 29 CFR 1910.1200. The intent of this model is to provide an easy-to-use format to tailor to the specific requirements of your establishment.

XII. MODEL HAZARD COMMUNICATION PROGRAM

A. Company Policy

To ensure that information about the dangers of all hazardous chemicals used by SUNY Orange is known by all affected employees, the following hazardous information program has been established. Under this program, you will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals with which you work, safe handling procedures and measures to take to protect yourself from these chemicals.

This program applies to all work operations in our company where you may be exposed to hazardous chemicals under normal working conditions or during an emergency situation. All work units of this company will participate in the Hazard Communication Program. Copies of the Hazard Communication Program as available in the ( ) for review by any interested employee.

(Name of responsible person and/or position) is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.

B. Container Labeling

Department managers and coordinators shall be responsible for setting up and maintaining the program of biohazard labels in their respective departments. Assistance is available through the Director of Safety and Security.

a. Biohazard labels shall be fluorescent orange or orange-red predominantly, with lettering or biohazard symbol in a contrasting color.
b. Labels shall contain the word Biohazard as well as the concentric circle biohazard symbol.
c. Warning labels shall be affixed to all containers of regulated waste, refrigerators, freezers and cabinets containing blood or other potentially infectious materials.
d. Red bags or red containers may be substituted for labels.
e. Regulated waste that has been decontaminated need not be labeled or color-coded.
f. Labels required for contaminated equipment shall be in accordance with this paragraph and shall also state which portions of the equipment are contaminated.

(Name of responsible person and/or position) will verify that all containers received for use will be clearly labeled as to the contents, note the appropriate hazard warning, and list the manufacturer's name and address.

The (name of responsible person and/or position) in each section will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning. For help with labeling, see (name of responsible person and/or position).

On the following individual stationary process containers, we are using (description of labeling system used) rather than a label to convey the required information.

(List containers here)

We are using an in-house labeling system that relies on (describe any in-house system which uses numbers or graphics to convey hazard information).

The (name of responsible person and/or position) will review the company labeling procedures every (provide a time period) and will update labels as required.

C. Material Safety Data Sheets (MSDSs)

The (name of responsible person and/or position) is responsible for establishing and monitoring the company MSDS program. He/she will ensure that procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is communicated to affected employees. The procedure below will be followed when an MSDS is not received at the time of initial shipment:

(Describe procedure to be followed here)

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in (identify location).

MSDSs will be readily available to all employees during each work shift. If an MSDS is not available, contact (name of responsible person and/or position).

MSDSs will be readily available to employees in each work area using the following format:

(Describe company format here)

Note: If an alternative to paper copies of MSDSs is used, describe the format and how employees can access them.

When revised MSDSs are received, the following procedures will be followed to replace old MSDSs:

(Describe procedures)

D. Employee Training and Information

(Name of responsible person and/or position) is responsible for the Hazard Communication Program and will ensure that all program elements are carried out.

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the hazard communication standard and this plan before starting work. Each new employee will attend a health and safety orientation that includes the following information and training.

- An overview of the OSHA hazard communication standard
- The hazardous chemicals present at his/her work area

- The physical and health risks of the hazardous chemicals
- Symptoms of overexposure
- How to determine the presence or release of hazardous chemicals in the work area
- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment
- Steps the company has taken to reduce or prevent exposure to hazardous chemicals
- How to read labels and MSDSs to obtain hazard information
- Location of the MSDS file and written Hazard Communication program

Prior to introducing a new chemical hazard into any section off this company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows:

(Describe training format, such as audiovisuals, interactive computer programs, classroom instructions, etc.)

E. Hazardous Non-routine Tasks

Periodically, employees are required to perform on-routine tasks that are hazardous. Examples of non-routine tasks are: confined space entry, tank cleaning, and painting reactor vessels. Prior to starting work on such projects, each affected employee will be given information by (Name of responsible person and/or position) about the hazardous chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee should use, and steps the company is taking to reduce the hazards, including ventilation, respirators, the presence of another employee (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by employees of this company are:

TASK	Hazardous Chemical

F. Informing Other Employer/Contractors

It is the responsibility of (Name of responsible person and/or position) to provide other employers and contractors with information about hazardous chemicals that their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of (Name of responsible person and/or position) to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

Other employers and contractors will be provided with MSDSs for hazardous chemicals generated by this company's operations in the following manner:

(Describe company policy here)

In addition to providing a copy of an MSDS to other employers, other employers will be informed of necessary precautionary measures to protect employees exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the SUNY Orange. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

G. List of Hazardous Chemicals

A list of all know hazardous chemicals used by our employees is attached to this plan. This list includes the name of the chemical, the manufacturer, the work area in which the chemical is used, dates of use and quantity used. Further information on each chemical may be obtained from the MSDSs, located in (identify location).

When new chemicals are received, this list is updated (including date the chemicals were introduced) within 30 days. To ensure any new chemical is added in a timely manner, the following procedures shall be followed:

(Identify procedures to be followed)

The hazardous chemical inventory is compiled and maintained by (Name of responsible person and/or position and telephone number).

H. Chemicals in Unlabeled Pipes

Work activities are sometimes performed by employees in area where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall contact (Name of responsible person and/or position) for information regarding:

- The chemical in the pipes
- Potential hazards
- Required safety precautions

Include here the chemical list developed during the inventory. Arrange this list so that you are able to cross-reference it with your MSDS file and the labels on your containers. Additional useful information, such as the manufacturer's telephone number, an emergency number, scientific name, CAS number, the associated task, etc., can be included.

I. Program Availability

A copy of this program will be made available, upon request, to employees and their representatives.

- **OSHA assistance**

OSHA can provide extensive help through a variety of programs, including technical assistance about effective safety and health programs, state plans, workplace consultations, voluntary protection programs, strategic partnerships, and training and education, and more. An overall commitment to workplaces safety and health can add value to your business, to your workplace and to your life.

- **Safety and health management system guidelines**
  Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. In fact, an effective safety and health program forms the basis of good worker protection and can save time and money (about $4. For every dollar spent) and increase productivity and reduce worker injuries, illnesses, and related worker compensation costs.

  To assist employers and employees in developing effective safety and health programs, OSHA published recommended Safety and Health Program Management Guidelines (Federal Register 54 (16): 3904-3916, January 26, 1989). These voluntary guidelines can be applied to all places of employment covered by OSHA.

  The guidelines identify four general elements critical to the development of a successful safety and health management system:

  - Management leadership and employee involvement.
  - Workplace analysis
  - Hazard prevention and control.
  - Safety and health training.

  The guidelines recommend specific actions, under each of these general elements, to achieve an effective safety and health program. The Federal Register notice is available online at www.osha.gov.

- **State programs**
  There are 26 state plans and jurisdictions that operate their own occupational safety and health programs under plans approved by OSHA (23 cover both the private sector and state and local government employees, and three cover public employees only). These "state plan states" have standards which are identical to or at least as effective as federal OSHA standards, including the bloodborne pathogens and hazard communications standards. State plan states are required to extend their coverage to state and local government workers, including health care workers.

  Additional information about state plans, and a list of those programs including contact information are available on OSHA's website.

- **OSHA consultation services**

Consultation assistance is available on request to employers who want help in establishing and maintaining a safe and healthful workplace. Largely funded by OSHA, the service is provided at no cost to the employer. Primarily developed for smaller employers with more hazardous operations, the consultation service is delivered by state governments employing professional safety and health consultants. Comprehensive assistance includes an appraisal of all-mechanical systems, work practices, and occupational safety and health hazards of the workplace and all aspects of the employer's present job safety and health program. In addition, the service offers assistance to employers in developing and implementing an effective safety and health program. No penalties are proposed or citations issued for hazards identified by the consultant. OSHA provides consultation assistance to the employer with the assurance that his or her name and firm and any information about the workplace will not be routinely reported to OSHA enforcement staff.

Under the consultation program, certain exemplary employers may request participation in OSHA's Safety and Health Achievement Recognition Program (SHARP). Eligibility for participation in SHARP includes receiving a comprehensive consultation visit, demonstrating exemplary achievements in workplace safety and health by abating all identified hazards, and developing an excellent safety and health program.

Employers accepted into SHARP may receive an exemption from programmed inspections (not complaint or accident investigation inspections) for a period of one year. For more information concerning consultation assistance, see the list of consultation projects listed at the end of this publication.

- **The OSHA Voluntary Protection Program (VPP)**
  Voluntary Protection Programs and onside consultation services, when coupled with an effective enforcement program, expand worker protection to help meet the goals of the OSH Act. The three VPP program levels include Star, Merit, and Demonstration and are designed to recognize outstanding achievements by companies that have successfully incorporated comprehensive safety and health programs into their total management system. The VPP motivate others to achieve excellent safety and health results in the same outstanding way as they establish a cooperative relationship between employers, employees, and OSHA.

  For additional information on VPP and how to apply, contact the OSHA regional offices listed at the end of this publication.

- **Strategic Partnership Programs**
  OSHA's Strategic Partnership Program, the newest member of OSHA's cooperative programs, helps encourage, assist, and recognize the efforts of partners to eliminate serious workplace hazards and achieve a high level of worker safety and health. Whereas OSHA's Consultation Program and VPP entail one-on-one relationships between OSHA and individual work sits, most strategic partnerships seek to have a broader impact by building cooperative relationships with groups of employers and employees. These partnerships are voluntary, cooperative relationships between OSHA, employers, employee representatives, and others (e.g. trade unions, trade and professional associations, universities, and other government agencies).

  For more information on this and other cooperative programs, contact your nearest OSHA office, or visit www.osha.gov.

- **The OSHA Alliance Program**
  Alliances enable organizations committed to workplace safety and health to collaborate with OSHA to prevent injuries and illnesses in the workplace. OSHA and its allies work together to reach out to, educate, and lead the nation's employers and their employees in improving and advancing workplace safety and health.

  Alliances are open to all, including trade or professional organizations, businesses, labor organizations, educational institutions, and government agencies. In some cases, organizations may be building on existing relationships with OSHA through other cooperative programs.

  There are few formal program requirements for alliances, which are less structured than other cooperative agreements, and the agreements do not include an enforcement component. However, OSHA and the participating organizations must define, implement, and meet a set of short- and long-term goals that fall into three categories: training and education, outreach and communications; and promotion of the national dialogue on workplace safety and health.

- **OSHA training and education**

  OSHA area offices offer a variety of information services, such as compliance assistance, technical advice, publications, audiovisual aids and speakers for special engagements. OSHA's Training Institute in Des Plaines, IL, provides basic and advanced courses in safety and health for federal and state compliance officers, state consultants, federal agency personnel, and private sector employers, employees, and their representatives.

  The OSHA Training Institute also has established OSHA Training Institute Education Centers to address the increased demand for its courses from the private sector and from other federal agencies. These centers are nonprofit colleges, universities, and other organizations that have been selected after a competition for participation in the program.

  OSHA also provides funds to nonprofit organizations, through grants, to conduct workplace training and education in subjects where OSHA believes there is a lack of workplace training. Grants are awarded annually. Grant recipients are expected to contribute 20 percent of the total grant cost.

  For more information on grants, training, and education, contact the OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, Il. 60018, (845) 297-4810. For further information on any OSHA program, contact your nearest OSHA are or regional office listed at the end of this publication.

- **Information available electronically**

  OSHA has a variety of materials and tools available on its website at www.osha.gov. These include e-Tools such as Expert Advisors, Electronic Compliance Assistance Tools (e-cats), Technical Links; regulations, directives, publications; videos, and other information for employers and employees. OSHA's software programs and compliance assistance tools walk you through challenging safety and health issues and common problems to find the best solutions for your workplace.

- **OSHA Publications**

  OSHA has an extensive publications program. For a listing of free or sales items, visit OSHA's website at www.osha.gov or contact the OSHA Publications Office, U>S> Department of Labor, 200 Constitution Avenue, NW, N311, Washington, DC 20210. Telephone (202) 693-1888 or fax to (202) 693-2498.

- **Contacting OSHA**

  To report an emergency, file a complaint, or seek OSHA advice, assistance, or products, call (800) 321-OSHA or contact your nearest OSHA regional or area office listed at the end of this publication. The teletypewriter (TTY) number is (877) 889-5627.

  You can also file a complaint online and obtain more information on OSHA federal and state programs by visiting OSHA's website at www.osha.gov.

  For more information on grants, training, and education, contact the OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018. (845) 297-4810, or see Outreach on OSHA's website at www.osha.gov.

- **OSHA Regional Offices**

  Region I (CT*, ME, MA, NH, RI, VT*) – Boston, MA 02203 –
  (617) 565-9860

  Region II (NJ*, NY*, PR*, VI*) – 201 Varick St., Rm. 670, NY, NY 10014
  (212) 337-2378

  Region III (DE, DC, MD*, PA* VA*, WV)
  The Curtis Center, 170 S. Independence Mall West, Suite 740,
  West Philadelphia, PA 19106-3309
  (215) 861-4900

  Region IV (Al, Fl, GA, KY*, MS, NC*, SC*, TN*)
  Atlanta Federal Center, 61 Forsyth Street, SW – Room 6T50
  Atlanta, GA 30303
  (404) 562-2300

  Region V (IL, IN*, MI*, OH, WI)
  230 South Dearborn Street, Room 3244
  Chicago, IL 60604
  (312) 353-2220

  Region VI (AR, LA, NM*, OK, TX)
  525 Griffin Street, Room 602
  Dallax, TX 75202
  (214) 767-4731 or 4736 x 224

Region VII (IA*, KS, MO, NE)
City Center Square
1100 Main Street, Suite 800
Kansas City, MO 64105
(816) 426-5861

Region VIII (CO, MT, ND, SD, UT*, WY*)
1999 Broadway, Suite 1690
PO box 46550
Denver, CO 80202-5716

Region IX (American Samoa, AZ*, CA*, HI, NV*, Northern Mariana Islands)
71 Stevenson Street – Room 420
San Francisco, CA 94105
(4150 975-4310

Region X (AK*, ID, OR*, WA*)
1111Third Avenue, Suite 715
Seattle, WA 98101-3212
(206) 553-5930

***These states and territories operate their own OSHA-approved job safety and health programs (Connecticut, New Jersey, and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.

NOTE: To get contact information for OSHA Area Offices, OSHA-approved state plans, and OSHA Consultation Projects, please visit us online at www.oshal.gov or call us at (800) 321-OSHA)

U.S. Department of Labor - Occupational Safety and Health Administration
200 Constitution Avenue, NW, Washington, DC 20210
Phone: 800-321-OSHA (6742)/TTY www.OSHA.gov

NURSING STUDENTS – GUIDELINES ON STANDARD/UNIVERSAL PRECAUTIONS

Purpose

The following departmental guidelines serve as policies on infection control precautions. They should be used rigorously when caring for all clients in order to decrease risk for exposure to bloodborne pathogens.

Guidelines

1. Appropriate barrier precautions include the following:

   a. Gloves must be worn for touching blood and body fluids, mucous membranes or non-intact skin, for items soiled with blood or body fluids, and for any vascular access (IV) site.
   b. Gloves must be changed after contact with each client and handwashing must be implemented.
   c. Masks/protection goggles must be worn during procedures that may generate splashing of blood and body secretions to prevent exposure of mucous membranes of mouth/nose/eyes.
   d. Gowns must be worn during procedures that may produce splashes.

2. a. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood and body fluids.
   b. Hands must be washed immediately after gloves are removed.

3. a. Contaminated needles cannot be recapped, purposely bent or broken by hand.
   b. Contaminated disposable syringes and needles must be placed in puncture-resistant containers. If necessary, used needles and syringes should be placed in puncture-resistant container for transport to a disposal container. All syringes and needles must be handled cautiously to prevent sticks to self and others.

4. Students who attend vaginal or cesarean deliveries must use appropriate barrier precautions (e.g. gloves, gowns, and eye protection) when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin (first bath).

5. Students who have exudative lesions or weeping dermatitis should refrain from direct client care and from handling client care equipment until the condition resolves.

6. Pregnant health care workers: Students are not known to be at greater risk for bloodborne pathogen infection, but the infant is at risk of transmission from prenatal infection. Pregnant students must strictly adhere to guidelines.

INFORMATION FROM STATE EDUCATION DEPARTMENT, the University of State of New York (effective 3/92)

"It is considered unprofessional conduct for a health professional to fail to use infection prevention techniques appropriate to each profession for the cleaning and sterilization of instruments and devices, materials, and work surfaces, for utilization of protective garb, for use of covers for contamination prone equipment, and for handling of sharp instruments." (This could be interpreted to include handwashing).

RECOMMENDED PROTOCOLS FOR DOCUMENTATION AND MANAGEMENT OF CLINICAL PRACTICE BLOODBORNE PATHOGENS EXPOSURES

SUNY Orange POLICY

PURPOSE:

As a student in the Nursing Program, you have increased potential exposure to the bloodborne pathogens that cause Hepatitis and HIV. To protect yourself from these pathogens you have been instructed in the use of Standard/Universal Precautions. However, should these precautions fail and you suffer an exposure, certain protocols are to be followed. These protocols are recommended by the CDC and are codified in college and agency policy. For your protection, the faculty strongly urge you to review these protocols now. In this way you will be prepared to handle any bloodborne pathogen exposure that might occur.

As a student at orange County Community College, you are covered by a secondary accident insurance policy. This policy will cover medical expenses related to any documented accidental injury that occurs while in class or in the clinical setting, which is not covered by your own primary health insurance. However, to activate this coverage, you must file an accident report in the Wellness Center. The Director of the Wellness Center or one of the campus nurses will provide you with specific information about the policy, its limits and benefits, claim forms and instructions for filing a claim.

DEFINITION OF TERMS:

HBV – Hepatitis B Virus
HCV – Hepatitis C Virus
HIV - Human Immunodeficiency Virus
PEP – Post-exposure Prophylaxis
HCW – Healthcare Worker
OPIM – Other Potentially infectious material
Bloodborne Pathogens Exposure – exposure to blood or visibly bloody body fluid, or OPIM that results in a percutaneous injury, mucous membrane or non-intact skin exposure, and bites resulting in blood exposure.

The CDC recommends that **PEP** for **HI**V be initiated as soon as possible after an exposure, preferably within the first hour. This does not give one much time to consider options, therefore the faculty would like you to consider this information ahead of time. If you have personal health concerns that would limit the use of **PEP**, you may wish to discuss the use of and choice of **PEP** with your personal physician.

PROTOCOLS:

Any student who experiences a Bloodborne Pathogens exposure as defined above MUST:

1. Provide immediate care to the exposure site, flushing mucus membranes with water or washing wound with soap and water.

2. Immediately notify the clinical instructor and charge nurse/nurse manager at the assigned agency. The student must also meet with the Nursing Department Chairperson and the Director of the Wellness Center.

3. The student will complete an Agency Incident Report (with a copy to the college – if applicable), a Nursing Department Incident Report and a College Accident Report.

4. The student will follow agency policy for post-exposure evaluation and treatment. The student should expect to be seen either in the agency emergency department or employee health office for evaluation of the exposure to determine risk based on the type of exposure and the source individual. A baseline blood test may be drawn on the student for **HIV, HBV**, and **HCV**. This baseline along with source evaluation will help to determine treatment and follow-up options.

5. **PEP** for **HIV** will be either offered or recommended based on the medical evaluation of the student, the source and the type of exposure. Students should consult with the Director of the Wellness Center for assistance in obtaining PEP if they cannot obtain the prescribed medications beyond the initial doses through the agency or their own health insurance.

6. Latex Allergy Policy: Students who are known to have allergy to latex should self-report this information to the campus nurse and complete a Latex Allergy Response Plan. It is the students' responsibility to inform all nursing faculty of a latex allergy and your plan to handle a reaction. **See Appendix for Latex Allergy Response Policy and Plan.**

DENTAL HYGIENE STUDENTS –
GUIDELINES ON STANDARD/UNIVERSAL PRECAUTIONS

Pre-Admissions Information – Infectious Diseases

All applicants should be aware that the functions performed by the Dental Hygienist may involve infectious diseases such as Hepatitis, HIV, and Tuberculosis. The Dental Hygiene program has developed and implemented policies related to infection control, immunization, and clinical standards.

Students are expected to demonstrate professional ethics by abiding by departmental policy regarding the transmission of blood-borne or infectious diseases by following safety guidelines recommenced by the U>S> Public Health Service, the CDC and the New York State Department of Health. These infection control procedures will be followed by all students and continuously monitored for compliance.

All medical information shall be handled in a strictly confidential manner in accordance with the procedures and requirements in effect at Orange County Community College that have been established to ensure compliance with federal, state and local laws.

Protocol for Post-exposure Prophylaxis (PEP)

Following is the protocol for PEP as set forth by the Orange County Community College's Wellness Center regarding faculty or student exposure to Blood-borne Pathogens in the Dental Hygiene Clinic.

IMMEDIATELY following the incident (after having cleaned the wound), the student must inform a faculty member. If the student decides to follow-through with the process, both the student and the faculty member should approach the patient (the "source" individual) and inform them of the incident. Explain the PEP procedure to them. If they agree to be tested, both the patient and the student will go to the Wellness Center (call first! X4870). If they do not agree, then the student will go alone.

After 4 PM pm on a Friday, they will have to go to Orange Regional Medical Center's Emergency Room. Remember to file an incident report within 24 hours of the incident.

PREAMBLE

This protocol was developed following the guidelines of the American Dental Education Association (ADEA).

PURPOSE:

The purpose of infection control policies and procedures is to minimize the risk of transmission of bloodborne pathogens to patients and dental health workers (DHCW) in the dental care environment.

This goal will be achieved by:

A. Current immunization against hepatitis B and other appropriate diseases for clinical personnel.

B. Educating and training in the principles and practice of infection control in dentistry.

C. Preventing parental, mucous membrane, and non-intact skin exposures of patients and DHCW to blood and other body fluids containing visible blood. Saliva in a dental setting is predictably bloody.

D. Controlling contamination of items and personnel in clinic environments by consistent use of aseptic techniques, including the use of barrier techniques.

E. Using to the fullest extent feasible intrinsically safe substances, procedures, or devices as primary methods to reduce worker exposures to harmful substances.

I. IMPORTANT DEFINITIONS

Engineering Controls: Controls (e.g. Sharps Disposal Containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident: A specific eye, mouth, and other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Occupational Exposure: Anticipated skin, eye, mucous membrane, or parenteral contact with infectious materials.

Other Potentially Infectious Materials (in addition to blood): Semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluid that is visibly contaminated with blood.

Personal Protective Equipment: specialized clothing or equipment worn for protection against a hazard (in dentistry, generally gloves, masks, eye protection and gowns). General work clothes (e.g. uniforms, pants, shirts or blouses) not protective against a hazard are not "appropriate".

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials: contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other infectious materials capable of releasing these materials during handling; contaminated sharps: and pathological and microbiological wastes containing blood or other infectious materials.

Work Practice Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting two-handed needle capping).

DCW: DHCW is used through this protocol and refers to Dental Health Care Workers.

I. INFECTION CONTROL PLAN

A. Exposure Determination

1. Job classifications in which all employees and students have occupational exposure.

    a. Dental Hygiene clinical faculty
    b. All Dental Hygiene students

2. Job classifications in which some employees have occupational exposure

    a. Janitorial staff

3. Tasks/procedures performed by employees in the above #2 category in which occupational exposure
    a. cleaning the clinic
    b. picking up garbage

B. Implementation

1. Dissemination of information

a. Faculty

- Monthly department meetings
- Memos

b. Students

- Lecture – 4 hours – POHS I
- Visuals: tapes, CD, DVD, Webinar
- Memos

2. Observation of compliance successes and deficiencies in clinic

3. Cooperation in compliance is evaluated during each clinic session.

4. Faculty and students can, at any time, comment and/or make suggestions on any aspect of The infection control protocol. Anonymity will be respected.

At least yearly, the clinical coordinator will re-evaluate, review, and update the infection control/clinic protocol.

C. Procedures for Handling Exposure Incidents

1. Occupational Exposures

.

3.

4.

C. Procedures for Handling Exposure Incidents

1. Occupational Exposures

a. Contaminated needle stick

b. Puncture wound from contaminated sharp dental instrument

c. Contamination of an obviously open wound, non-intact skin, or the mucous membrane by saliva, blood or a mixture of both saliva and blood.

2. Exposure to patient's blood or saliva on the unbroken skin is not considered significant.

3. Protocol for Post Exposure Evaluation and Treatment

a. Immediately cleanse wound with soap and water, allowing wound to bleed freely into sink to wash away contaminants. Stop bleeding and cover wound. For mucous membrane exposure, flush with water.

b. Immediately report the injury to a clinical instructor and/or the clinical coordinator.

c. If exposure occurs in a clinical setting off-campus, the exposure should be reported and evaluated at that site by the agency's employee health services emergency department. A copy of the agency's report should be brought back to the College.

APPENDIX E

Style Guide



SUNY ORANGE

TOC table of contents

The SUNY Orange Brand 1
- Background
- The Logo
- The Name of the College
- Why It's Important

The College Logo & Seal 2-5
- Our Publics & Constituents
- Logo & Seal Usage
- College Seal Examples
- SUNY Orange Logo Examples
- Acceptable Alternate Logos
- SUNY Orange Secondary Logo Examples
- Templates for Promotional Flyers and Publications
- Digital College Letterhead
- College Logo & Seal Usage – What to Avoid

Getting Your Word Out 6-7
- Media Inquiry Policy
- Press Releases and Media Coverage
- Preparing Your Publicity
- Using Grapevine

Publications 8-9
- Getting Your Message Printed
- How Long Does It Take To Produce A Printed Piece?
- Starting The Publication Process
- Preparing Copy
- The Design Process
- Preparing An Electronic File For The Designer
- The Printing Process
- Distribution

Photography 9
- Photography Guidelines
- Photo Tips

The College Website & Social Media 10-11
- Using The Website
- Your Web Page Manager
- Plan Ahead
- Don't Submit Posters or Flyers to the Website or Social Media
- Copyright For Web of Social Media
- Using Social Media
- Preparing Your Publicity On-Line

Style Guide 11-16
- Common Words and Their Usage
- Capitalization
- Commas
- Dates and Time
- Hyphens
- Phone Numbers
- Quotations

Copyright Infringement 16

Our Buildings & Other Locations 17
- Middletown 8
- Newburgh
- Official Campus Addresses 9

Contact Information:

Name	Title	Morrison Hall ..... Phone
Vinnie Cazzetta	Vice President for Institutional Advancement	2nd floor 341-4726
Mike Albright	Communications Officer	1st floor.....341-4728
Steve Hedderton	Assistant Director of Communications for Publications	2nd floor 341-4727
Chris Thurtle	Assistant Director of Communications for New Media	2nd floor 341-4402

The SUNY Orange Brand

BACKGROUND

Recognizing that Orange County Community College and the State University of New York are both powerful brands with long-standing reputations for delivering high-quality educational experiences, College leadership made the decision to blend the two brands together to create one academic brand of exponential value and importance.

And while the College has, for a number of years, referred to itself as SUNY Orange in text and spoken references, and has recently developed a visual to support that position!

The College logo combines the power of SUNY and Orange County Community College to support the SUNY Orange name. The intent of the logo is not to replace the Orange County Community College seal, but to use the two in tandem to build brand and name recognition.

SUNY System recently undertook their own brand identity audit with a particular focus on both how the System, as well as individual campuses presented and supported the overall SUNY brand. As a result, they determined that public facing communication from all of the individual campuses should contain both the SUNY brand as well as the sponsoring agency. As a result, we have developed a variation of the official College logo that satisfies that mandate *(see left)*. Please confer with the Communications Office to determine whether use of this logo is appropriate and necessary for your particular application.

In addition to strengthening the usage and recognition of the SUNY Orange brand on both of our campuses and within the community, the logo has been developed in such a manner that individual department names may be incorporated, allowing academic and administrative departments to more closely align themselves with the College. Hi-resolution JPEG logo files have been created for many departments and distributed to department heads. Additionally, copies of department logos may be found on the College's public drive (P:\Logos_and_Templates). If your department has not received a SUNY Orange logo incorporating your department name, please contact Steve Hedderton, Assistant Director of Communications for Publications, and one will be created for you.

Please do NOT create your own department logo, or use previously created department logos.

THE LOGO

The contemporary logo, designed to reinforce our identity within the community, features the words "SUNY Orange" in classic blue text with an orange script "O" rising above and behind the SUNY Orange text.

The logo, as well as the supplemental secondary logos for departments and organizations, will be primarily used for internal and external marketing purposes and are intended to support the College seal, which will remain as SUNY Orange's "official" graphic identifier. Because the College seal will remain our "official" graphic identifier, it will continue to be used on letterhead, envelopes, business cards, and other stationary.

THE NAME OF THE COLLEGE

The official name of the college is ***Orange County Community College***.

If a formal reference is not required, the institution should be referred to as ***SUNY Orange.***

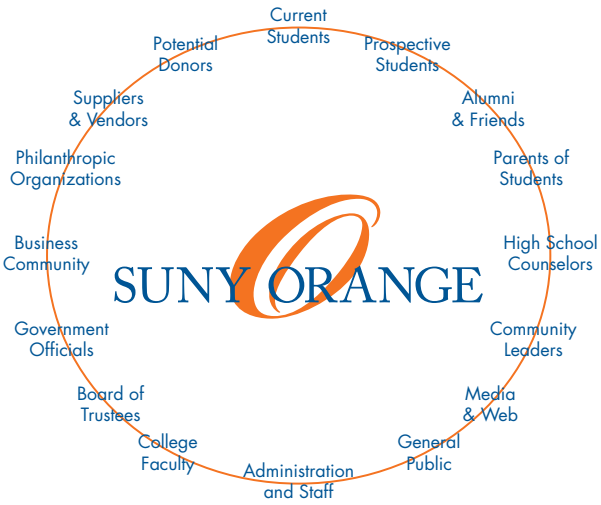
On second and subsequent references, you may use *the College*.

SUNY Orange County Community College, or the acronym OCCC are NOT acceptable references!

WHY IT'S IMPORTANT

In these highly competitive times, it's essential that the College present itself in a polished, professional, ***consistent*** manner. Our many constituents and publics should all see SUNY Orange as a top-tier institution of higher learning. Therefore, it is essential that collectively we produce materials that support that positioning – and this guide is the foundation to accomplish that goal.

College Logo & Seal



OUR PUBLICS & CONSTITUENTS

The College serves many segments of the community. Each is important. And each needs to view the College in a positive light. The chart at right shows the many publics and constituents that SUNY Orange serves.

LOGO & SEAL USAGE

The SUNY Orange logo or the Orange County Community College seal must appear on every official College publication and document.

Whenever possible, larger publications should contain both the SUNY Orange logo and the Orange County Community College seal. They should not be used within close proximity to each other. Select one for the front of a document, and one for the back of a document. But not both on the same side. For flyers, templates that include the SUNY Orange logo have been created for your use.

Please make sure to use the correct version of the College seal as minor modifications have been made over time. Discard all previous versions of the seal. You can download JPG, PDF and PNG versions of the seal from the SUNY Orange Public drive (P:\Logos_and_Templates). Please note that the PDF logo files have been created to serve as vector files which can be opened using Adobe Illustrator or a similar professional graphic design software. If you need a file format other than the current files, please contact Steve Hedderton.

Both the College seal and the SUNY Orange logo may be re-sized to fit your document. However, **all sizing and re-sizing must be done proportionally** so that the College seal and logo retain their original shape. (to re-size artwork proportionally, click on the art, then hold the control key while dragging the corner of the box either in (to reduce the size) or out (to increase the size).

In all cases the logo and seal are to be used as drawn. Additions or modifications to the seal or the logo are not permitted. Remember also to use the proper logo for its intended final output (black/white logo or seal for black/white printing or color logo or seal for color printing).

Illustrative examples in this publication are NOT for reproduction!

COLLEGE SEAL EXAMPLES

While the color specifications below may seem foreign to you, professional printers and designers are quite familiar with them. Printers will be happy to receive this information. In fact, providing it is essential to the success of your printed material. The College seal is NOT to be modified or altered in any way.



2 PMS Color Option
(uncoated paper)
Pantone 294 U (blue)
Pantone 1665 U (orange)

(coated/glossy paper)
Pantone 294 C (blue)
Pantone 1665 C (orange)



1 PMS Color Option
(uncoated paper)
Pantone 294 U (blue)

(coated/glossy paper)
Pantone 294 C (blue)



4-color Process Color Option

Blue	Orange
C=100	C=0
M=58	M=63
Y=0	Y=91
K=21	K=0



B&W Option
Black = 100

SUNY ORANGE LOGO EXAMPLES

In addition to the traditional Orange County Community College seal, the College's more contemporary logo is also available for use.





2 PMS Color Option
(uncoated paper)
Pantone 294 U (blue)
Pantone 1665 U (orange)

(coated/glossy paper)
Pantone 294 C (blue)
Pantone 1665 C (orange)

4-color Process Color Option

Blue	Orange
C=100	C=0
M=58	M=63
Y=0	Y=91
K=21	K=0

B&W Option
Black = 100

ACCEPTABLE ALTERNATE LOGOS

Every effort has been made to anticipate how the SUNY Orange logo may be used. As such, the College has created two alternative logos which may be utilized in place of the standard SUNY Orange logo in **very specific** circumstances. Those instances are...



White on Black Logo

This logo may be used if the application calls for a single color logo on a black background. A white logo on any other color background MUST be approved by the Communications Department before the material my be printed.



Color on Blue Logo

This logo should be used if the application calls for a color logo to be placed on a PMS 294 (blue) background. Please note: PMS 294 (blue) is the ONLY acceptable color background to be used behind the SUNY Orange logo.



SUNY Orange Athletics Logo

This logo may be used with prior permission of either the Athletic Department or the College Communication Office. Please contact Wayne Smith, Athletic Director, or Steve Hedderton, Asst. Director of Communication, for permission and specific details on using this logo.

SUNY ORANGE SECONDARY LOGO EXAMPLES

SUNY Orange's secondary logos are those logos that identify College departments and organizations and link those areas with the College's primary logo. As you see in the examples below, departments will have two options for secondary logos ... one that includes the department name and one that includes the department name accompanied by a third line of text (tag line) that includes a particular location, an explanation of an abbreviation or a College-approved slogan. Departments and organizations who wish to have a secondary logo **MUST** contact Steve Hedderton. College personnel **ARE NOT** permitted to create their own department, organization or group logos.

Secondary Logo





Secondary Logo with Tag Line





2 PMS Color Option
(uncoated paper)
Pantone 294 U (blue)
Pantone 1665 U (orange)

(coated paper)
Pantone 294 C (blue)
Pantone 1665 C (orange)

4-color Process Color Option

Blue	Orange
C=100	C=0
M=58	M=63
Y=0	Y=91
K=21	K=0

B&W Option
Black = 100

TEMPLATES FOR PROMOTIONAL FLYERS AND PUBLICATIONS

To further add uniformity to the SUNY Orange brand for both internal and external audiences, the College has established a series of templates for publication covers, flyers, posters and newsletters. Flyer templates, available in both color and black/white formats, offer several variations for selection. At minimum, the College logo and accompanying "swoosh" must be anchored at the bottom of the piece. The logo appears in the lower left section of the footer. The lower right section of the swoosh can ONLY be overlayed with the following items: department/organization name, contact phone number, College mailing address and/or College web site address. However, it is suggested that only one or two of these items be included in that space, and the department name does not need to be added here if the template you are using already includes your department logo. No logos from other institutions, organizations or businesses should be placed upon the "swoosh."

If you are designing a publication (event program, etc.) without the help of the Communications Office, you are still expected to utilize a standardized template. Promotional flyer templates (designed at 8 1/2 x 11 inches) may not necessarily be able to be re-sized appropriately if your finished publication will be a different size. If you need to have a specialized publication template created (5 1/2 x 8 1/2, 6 x 9, etc.), contact Steve Hedderton.

REMEMBER: Use the appropriate templates for the appropriate applications (black/white for black/white printing and color for color printing ... color logos and templates will not always translate well when printed in black/white).

DIGITAL COLLEGE LETTERHEAD

The College letterhead is available as a Microsoft Word template in both color and black & white. These files can be found on the shared public drive (P:\Institutional_Advancement\Logos_and_Templates). Please remember to use the appropriate version relative to your final output. If you will be printing and photocopying, you should use the black & white version.

COLLEGE LOGO & SEAL USAGE – WHAT TO AVOID

Making a good, lasting impression is vital in today's marketplace; and a large part of the initial impression that we make on prospective students, potential employees, vendors and the community-at-large is visual – specifically the College logo and seal. For that reason it is vital that we adhere to the following do's and don'ts of logo usage.

DO - use your department-specific logo to reinforce your department's reputation through the tie-in to the College

DON'T - use old department logos, or new create ones. If you do not have a SUNY Orange department logo, please contact Steve Hedderton, Assistant Director of Communications for Publications at 341-4727 to have one created.



DO - use the College Seal and SUNY Orange logos as drawn.

DON'T - alter the logo. It must be re-sized proportionally. It should not be stretched, squeezed, elongated or manipulated in any other way.





DON'T - re-position any part of the logo or seal



DON'T - place photography, illustrations, text or other graphics across or within any part of the logo or seal.



DON'T - reset the logo or seal in other typefaces



DON'T - re-size any part of the logo or seal



DON'T - alter the logo or seal colors



DON'T - integrate the logo or seal into another logo



DON'T - apply patterns or textures to the logo or seal



DON'T - use the logo or seal at an angle



DON'T - confine the logo or seal in a shaped background or decorative border.

Getting Your Word Out

MEDIA INQUIRY POLICY

In order to best facilitate consistent, clear and effective media communication, only authorized spokespeople for SUNY Orange are permitted to speak on behalf of the organization. Should a member of the media contact an employee and ask to speak about SUNY Orange or anything pertaining to the manner in which SUNY Orange has, plans to, or currently conducts its business, the employee shall refer him/her to an authorized spokesperson for SUNY Orange.

The authorized spokespersons for SUNY Orange are:

Mike Albright, communications officer
(845) 341-4728
mike.albright@sunyorange.edu

Dr. Kristine M. Young, president
(845) 341-4701

Communicating with the media is an important responsibility for SUNY Orange and all of its stakeholders. Employees are to assist those charged with the responsibility of communicating with the media by ensuring that all inquiries from the media are directed to the appropriate people.

When appropriate, the Communications Office will work to make employees who may be suitable "sources" of information available to the media for interviews, and will offer training and/or assistance as necessary.

PRESS RELEASES AND MEDIA COVERAGE

The Communications Office is responsible for promoting the College, its people and events.

The Communications Office plans a coordinated institutional public relations strategy and offers media outlets stories or ideas that will be of interest. This is done by targeting stories to each medium's styles or needs and by developing and maintaining good working relationships with reporters and editors.

Channeling all contact with the media through the Communications Office is essential and helps to assure that correct and institutionally approved information is released and made available to the proper outlets.

Please DO NOT contact the media on your own.

PREPARING YOUR PUBLICITY

For your publicity to be successful, you will need to follow a few simple guidelines...

Plan Ahead! The earlier you provide your materials to the Communications Office, the more likely you are to get media coverage. Keep in mind that media deadlines may be weeks prior to publication – depending on the publication. That – coupled with the time to write and edit your press release, schedule photography (if necessary) – means that you may need to be working on promoting your event more than a month ahead of time.

What's Unique? Whether you goal is to promote an event, increase awareness of an issue, or recap a recently completed project, you want to attract attention. Therefore, you will need to think about a "hook" or an "angle" that will set your information apart and attract interest.

Matching the Message to the Medium. Once the Communications Office has crafted your press release, staff will work to ensure that your story is placed in the appropriate media vehicle. The Communications Office has relationships with print and broadcast media representatives, and may pitch your story ideas to those outlets that it deems appropriate for your message.

It will be the decision of the communications officer regarding how and when, and by what method (press release, photo, pitch, etc.) that your information will be conveyed to the media outlet.

USING GRAPEVINE

The Grapevine is the College's primary internal communications tool. It is distributed twice weekly (Tuesday and Thursday mornings) via e-mail to all faculty and staff (Campus Grapevine) and students (Student Grapevine) with an @sunyorange.edu e-mail address. The Grapevine is also posted on the College web site with public announcements retained in an archive section for later reference.

Grapevine content will be restricted to official College-related business only. It can be used for such things as: announcing an official policy or procedure; delivering news of broad importance (inclement weather, security, etc.); announcing an official College event; delivering messages that must be communicated to the entire college community (required safety training, etc.).

Deadlines for submitting items for Grapevine consideration are Noon on Monday (for Tuesday's issue) and Noon on Wednesday (for Thursday's issue). Items that are submitted following the established deadlines can/will be considered for the next available Campus Grapevine distribution.

The only method for submitting information to the Campus Grapevine is through the online form available at www.sunyorange.edu/wea/posting/new. The form accommodates submissions of events (for the online College calendar), announcements or an event/announcement combination.

As a security measure (to confirm the poster's identity and relationship to the College), an e-mail confirmation notice will be generated for each submission request to the Grapevine. When users receive this notice, they will be required to access the included "confirmation link." Submitters can then edit their submission, or simply confirm. Upon confirmation, the items will enter the system, where they will await approval.

Submitted items for the Grapevine will be reviewed for approval by Mike Albright, Communications Officer, or Steve Hedderton, Assistant Director of Communications for Publications, utilizing the criteria above. Employees who have submissions that are denied or suspended (pending further review, information or editing) will be notified via e-mail of the reason for the denial or suspension.

When using the Grapevine submission form, you will be given a range of dates for when your item may be included in the Grapevine. If you are submitting an announcement ONLY, your range of dates will include all available Tuesdays and Thursdays within the three weeks following the date of your submission. If you are submitting an event/announcement combination, you will be given a range of dates that includes all available Tuesdays and Thursdays within the three weeks preceding your event date. The rationale is that "announcements only" are items that will need to be distributed soon, while event/announcement combinations may be entered into the system early — to take advantage of exposure on the College calendar — but submitters will want to hold the announcement until closer to the event. If you post an "event only," the information goes directly to the online calendar and you will not be presented with a series of dates on the form.

On those rare instances when items of importance must be delivered to the campus community outside of the framework of the Grapevine, information will be distributed campus-wide via an "urgent@sunyorange.edu" listserv. Items that must be sent via this method will be distributed via a Cabinet member, who has authorization to enforce the criteria above when determining the urgency of the message. Items that can be held for a future Grapevine issue will be rejected by Cabinet members and submitters will be asked to utilize the submission form.

Faculty and staff have the option of including their announcements and events only in the Campus Grapevine, only in the Student Grapevine, or in both areas simultaneously. Items intended for the Student Grapevine should have some relevance to students. Any announcements for student clubs or organizations will be processed through the Student Activities Office.

Submitters may occasionally have an announcement that is intended only for the campus community and is not suitable for viewing by students or external community members. In these instances, the submission form has a "Show on Public Website" check box that, when left unchecked, will allow the notice to be included in the e-mail version of the Grapevine, but not in the online version of the Grapevine.

Students are encouraged to submit announcements for clubs and organizations, however, all submissions must have the confirmation routed to the club advisor or sponsor so that the College is assured that the event/announcement meets all College and Grapevine criteria.

Crafting Your Message

WHAT IS ASSOCIATED PRESS STYLE?

The College follows Associated Press style, or AP style, in its message composition. AP style is a standardized way of writing everything from dates to street addresses to job titles. AP style was developed and is maintained by The Associated Press, the world's oldest news service.

WHY USE AP STYLE?

AP style is the gold standard for print journalism. It's used by the vast majority of newspapers in the U.S.

Since the goal of press release distribution is to get your message published, using AP style greatly increases our chances of getting published because we are actually making the editor's job easier. In fact, because our press release adhere so stridently to AP style, it is not uncommon for local weekly newspapers to include our press releases *verbatim*.

SHOULD I USE AP STYLE FOR ALL OF MY PUBLICATIONS?

Yes! By following AP style in crafting messages for ALL communication and publications, we add a level of standardization and consistency to ALL of our messaging.

WHAT SHOULD I INCLUDE IN MY MESSAGE?

Whether you are crafting text for a promotional flyer, a Grapevine posting, or information to be the core of a press release, it is important to include the ***"Four Ws + H."*** Simply put, your message should tell the audience...

WHO – the article is about, or is performing

WHAT – is or has taken place

WHEN – the event will or has taken place

WHERE – give the location

WHY – the event is taking place; the audience should be interested in the event

HOW – the audience can get involved

WORKING THE INFORMATION INTO YOUR MESSAGE

Media writers and editors often talk about "the lead," essential information that the story or article is trying to convey. Like a good thesis statement in a term paper, the lead should be delivered in the first paragraph. Your message should be crafted as an inverted pyramid with the most important information at the top of the message. The information should then be "ranked" in order of importance from most important to least important. It's a pretty poorly kept secret that in order to "fit" stories into the allotted space, media editors start cutting paragraphs from the bottom of a press release to the top. Therefore, if you save the most important info for the last paragraph, there is a good chance that it won't make it into publication.

GRAPEVINE MESSAGES

Crafting your message for Grapevine is essentially the same as for print, except that your lead should be in the first 150 characters in order capture the audience's attention. By delivering the ***"Four Ws + H"*** in the first 150 characters, you ensure that the key elements of your message are delivered whether the reader clicks on that particular post.

Publications

GETTING YOUR MESSAGE PRINTED

To ensure consistency of image, accuracy and quality of presentation, all brochures, official Web pages, flyers, handbooks, posters, printed schedules, programs, invitations, promotional videos or other communications distributed to the public or general student body must be approved and/or produced by the Communications Office.

Producing a publication involves many interrelated steps, and the Communications Office is prepared to work closely with you through the process. We request that before you move forward with the design and printing process, you complete a Publication & Graphics request form (located in the Frequently Requested Forms and Information on the Employee tab in MySUNY Orange) and work with the Communications Office to plan the best strategy for execution.

HOW LONG DOES IT TAKE TO PRODUCE A PRINTED PIECE?

Publications produced in-house can take four to six weeks. Large or complex projects that require off-campus printing or bindery may take longer. Outside mailing services such as stuffing, labeling and stamping, and postal bulk-rate handling time are not included in this timeline and will require an additional two to three weeks. Generally, the following timetable applies. This timetable includes editorial and graphic services, two proofs, blueline review and printing:

Invitation: at least four weeks before distribution date

Brochure/newsletter: at least six weeks before distribution date

Full-color booklets: at least 10 weeks before distribution date

STARTING THE PUBLICATIONS PROCESS

After submitting the online Publications & Graphics Request form, set up a meeting with Steve Hedderton (ext. 4727) in the Communications Office to discuss the following questions:

- Who is your audience?
- What is the best way to communicate your idea to that audience?
- When do you need the information to reach your audience?
- What is the appropriate budget?
- How many copies of the publication do you need?
- Will the publication be mailed in volume?
- What other services do you need? (A mailing service? Special printing services?)
- Who is responsible for overseeing the project? The Communications Office will work with that person.
- Is there a current SUNY Orange publication that covers some or all of this topic?
- Does our competition have a similar brochure?

The Communications staff will help you answer all of these questions and select the most cost-effective options for your specific needs.

PREPARING COPY

The Communications Office will review and edit your initial copy. Where appropriate, we will make suggestions for improvement or rewrite to fit the College's Editorial Style Guide. Copy will be returned to you for review and approval. Please review the Editorial Style Guide, which is designed to help you prepare the copy for your publication. Final copy must be reviewed very carefully. Every word, number and piece of information should be exactly as you wish it to appear on the printed piece. Copy changes can be made later, but it can lead to unnecessary expense and delay the completion of your project.

THE DESIGN PROCESS

The Communications Office will help you determine the size, shape and design for your project. It is important to communicate publication options and requirements with accuracy. A short meeting may help ensure meeting your goals.

PREPARING AN ELECTRONIC FILE FOR THE DESIGNER

To expedite the design process, here are a few tips on preparing electronic copy for submission. The electronic file needs to be as simple and clean as possible. Follow these steps for preparation:

- Make all text one font.
- Keep text in one page column.
- Change capitalized words to lower case. Capitalized letters at beginning of sentences, titles, names, course descriptions (i.e. BIO) and acronyms are correct.
- Leave only one space after periods.
- Tab only once (it does not need to line up on the screen or hardcopy at this point).
- Delete extra hard returns. Typically only one or two are needed.
- Remove any boxes around type.
- Left align all text.
- Tables included in a text document will not import with any degree of logic. Call for details on how to set up that type of data.
- Remove graphic images from copy.
- Remove any headers or footers.
- Call for details required for photographic images.

THE PRINTING PROCESS

The designer submits your complete project to the printer. Depending on the project, it may take two to three weeks for a publication to be printed, dried, folded and delivered. Changes can be made on preliminary press proofs, but are expensive and discouraged unless absolutely necessary. Changes will delay the production of your piece and can be cost prohibitive.

NOTE: Your timely response in approving each stage of the process will ensure that the project will be completed on time.

DISTRIBUTION

When the publication is completed and delivered, be sure that you have a distribution plan, as well as a plan for mailing samples to key staff and any external audiences you wish to reach.

Please submit photography requests at least one week in advance of an event. Submit your photography request via e-mail to Steve Hedderton, Assistant Director of Communications for Publications. Not every event is suitable for photography. We will help you evaluate your need and arrange for appropriate coverage. We also will help you select the best photos for your purposes. In instances where the College photographer is not available, a high-quality camera may be borrowed from the Communications Office.

Photography

PHOTOGRAPHY GUIDELINES

- All requests for photography must be submitted in writing at least one week prior to the event.
- All requests for photographs must be considered legitimate official college business for institutional publicity purposes.
- All faculty/staff/visitors to be photographed by the College photographer must complete a Release/Consent agreement form. Students are covered by the blanket student photography policy published in the College Catalog and Student Handbook.

PHOTO TIPS

If you are taking the photos:

- Remember, line-ups of people are usually dull. Action photos are always best.
- Photos of students are of interest to newspapers. The students' hometown should always be identified.
- Try for sharp, high contrast pictures that will reproduce well in print.

College Website & Social Media

USING THE WEBSITE

The primary function of the College website is as a recruiting tool for prospective students. It also serves as another avenue for publicizing College events. While internal documents and documents for current students still reside on public areas of the website, these will eventually be moved behind single sign-on.

YOUR WEB PAGE MANAGER

Each department should have a Web Page Manager. This individual will have received training in "Contribute" software from the IT department. This person should submit all webpage updates from their department and is considered the liaison between the department and the Communications department. If you do not know who your web page manager is, please contact the Chair or Supervisor of your department, or contact Chris Thurtle, Assistant Director of Communications for New Media at (845) 341-4402.

PLAN AHEAD

For all webpage updates, please plan ahead and submit web changes at least one week before they need to be "live" on the website. Please note as per the training received by the web page manager, some web page submissions may be edited according to accessibility requirements, best practices for web coding, or best practices for the style of the website.

DON'T SUBMIT POSTERS OR FLYERS TO WEBSITE OR SOCIAL MEDIA

Because a website's strength is the combination of text and images, it is NOT recommended that you simply post an image of the poster or flyer of an event on your webpage (for example a JPG or PDF). This is not a best practice for several reasons: large images can take longer to load for people with slower connections, an image will not provide text for browsers that "read" the website for blind or partially sighted visitors, an image will not re-size itself as successfully on a mobile device as text, and a search engine (such as Google) cannot pull information from an image like it can from text.

COPYRIGHT FOR WEB OR SOCIAL MEDIA

Images/video/text or other media that you wish to place on the website or on a social media site should be either owned or produced by your department, or the College, or specifically be available in the public domain. (See COPYRIGHT at the end of this document).

USING SOCIAL MEDIA

The College has established an official presence on Facebook, Twitter, YouTube and Flickr. These can be used to promote your College events either before an event, or post information, images and video from an event. Feel free to utilize these social media sites to promote or recap College events. Contact the Communications Department staff to coordinate the posting of items to these accounts.

Facebook provides followers with news, photos and video updates from the College.

Twitter provides short news items and links from the College.

YouTube provides promotional College videos and videos of College events.

Flickr provides promotional photos from the College and photos of College events.

These four accounts are updated on a regular basis by the Communications Department.

PREPARING YOUR PUBLICITY ONLINE

Plan Ahead! The Communications Department publishes information and news to the College's official social media sites. For social media promotion, you will normally want to promote your event between 2 days to a week ahead of the event. If you wish to promote an event through one of these channels, it is recommended that you prepare a short promotional paragraph, and provide a photo to go with the update.

Short Description on Social Media, Longer Description in the Grapevine/Website Keep your social media information to the bare minimum to inform the reader what the event it about and where and when the event will be held. Any additional information should be linked from the social media posts to more detailed listings on the College Grapevines or College website.

Your Own Social Media site? The College is preparing policies and guidelines for departments, staff and faculty regarding the creation of their own social media sites. It is recommended that you do not start your own social media presence until these have been issued. The very basic rule of thumb when using social media is that you should not post anything to a social media site that you wouldn't be comfortable with if it was made public or displayed on TV or a large sign in Times Square.

Video Monitor System

Recently the College installed large-screen video monitors in the common areas of Kaplan Hall and the George F. Shepard Student Center. The monitors are networked to a computer, and run a PowerPoint presentation loop containing promotional slides for various campus events and activities. In order to maximize your success while using this communication system, please adhere to the following guidelines.

MESSAGE GUIDELINES

All communication from individual departments or divisions of the College...

- MUST use College or Department logo (or current College seal), but use of SUNY Orange branding elements (blue swooshes) is also ENCOURAGED
- should use an attractive, easy-to-read font. Do not use fonts such as comic sans or other overly decorative fonts.
- should use an appropriate font size that can be easily read from at least 10 feet away.
- should use appropriate colors.
- should minimize the use of clip art.
- should adhere to all guidelines set forth elsewhere in this publication.

NOTE: Student organizations have a bit more latitude, and do not have to incorporate the approved SUNY Orange branding elements. However, they MUST adhere to all other guidelines set forth elsewhere in this publication!



Style Guide

For most publications and press releases, the Communications staff will utilize Associated Press style. Fell free to refer to a printed AP Style Manual or access the style guide online for a more comprehensive understanding of the style and its application

COMMON WORDS AND THEIR USAGE

Academic Degrees – the specific title of degrees issued by SUNY Orange should be capitalized followed by the uncapitalized word degree. i.e., the Associate of Applied Science degree, Associate in Arts degree, Associate in Science degree. After using the full descriptive degree title, A.A.S., A.S. and A.A. may be used for second and additional reference.

Use an apostrophe in associate's, bachelor's degree, a master's etc.

If mention of a degree is necessary to establish someone's credentials, the preferred form is to avoid an abbreviation and use instead a phrase such as: *John Jones, who has a doctorate in psychology*.

When used after a name, an academic abbreviation is set off by commas: *James Smith, Ph.D., spoke*.

Do not precede and follow a name with a courtesy title for an academic degree. Correct: *Dr. Sam Jones, a chemist* Incorrect: *Dr. Sam Jones, Ph.D*.

Academic Departments – use lowercase except for words that are proper nouns or adjectives: *the department of history, the history department, the department of English, the English department*

Academic Honors – lowercase and italicized *cum laude*, *magna cum laude*, and *summa cum laude*.

Academic Titles – capitalize and spell out formal titles such as *professor, dean, president, chancellor, chairman*, etc., when they precede a name. Lowercase elsewhere. *Kristine Young, president of SUNY Orange*; *President Kristine Young*.

Lowercase modifiers such as *history* in *history Professor Edward Sullivan* or *department* in *department Chairperson Diane Dayne*.

Alumnus/Alumna/Alumni/Alumnae – Use *alumnus* (alumni is the plural) when referring to a man who has attended a school. Use *alumna* (alumnae is the plural) for similar references to a woman. Use *alumni* when referring to a group of men and women.

ANGEL – when used for ANGEL Content Management Software should be all capital letters. It is an acronym for *A New Global Environment for Learning*.

Board (committee) – Capitalize the formal names of boards, committees, councils and so forth: *SUNY Orange Board of Trustees, SUNY Orange Foundation Board of Directors, the Governance Committee on Academic Policy, the College Association*. But use lowercase when used alone: *The foundation board appointed its representatives to the council and to the committee debating parking fees*.

Class of … – When used with a specific year, capitalize: *He belonged to the Class of 1967*. When used with many class years, use lower case: *The reunion is for the classes of '70, '75 and '80.*

College – capitalize when used as a specific reference to SUNY Orange. i.e. the College. (note the use of a lower case *"t"* in the word *"the"*). All other references (i.e. college students, college classes, college experience) should not be capitalized.

Curriculum – capitalize the name of a course, but not a generic field of study: *He is taking Real World Mathematics. A student needs a strong background in mathematics to become a physician.*

Days (months, years) – Abbreviate the months of *Jan., Feb., Aug., Sept., Oct., Nov.* and *Dec.*, if you include a date: *Classes begin Aug. 28, 1991*. Do not abbreviate if the month is used alone: *Classes begin in August*.

Also do not abbreviate if the month is used only with a year: *She will graduate in December 1992*.

And do not use a comma between month and year or season and year: *January 1991* or *summer 1992*.

E-commerce – the word e-commerce should be hyphenated.

Emeritus/Emeriti – often added to formal titles to denote that individuals who have retired retain their rank or title. When used, place emeritus after the formal title: *Professor Emeritus James Smith*, *Dean Emeritus Erin O'Malley*. Or: *James Smith, professor emeritus of mass media*; *Erin O'Malley, dean emeritus of the faculty of business.* The word *emeriti* is the plural of *emeritus.*

E-mail – the word e-mail should be hyphenated.

Ensure/insure – The former means guarantee: *Buy your tickets in advance to ensure admission*. The latter refers to insurance: *The policy insures her life*.

George F. Shepard Student Center – The Shepard Center is the headquarters of all student services on the Middletown campus. This building should NOT be referred to as the College Commons.

Grade Point Average – GPA (without periods) is acceptable on second and subsequent references.

His/her – Try to avoid using *his/her* in constructing a sentence. Usage like the following is awkward at best: *Each student is responsible for his/her own homework*. Often, the best choice is to revise the sentence: *Students are responsible for their own homework*.

The use of *they* as a non-gender-specific alternative is also acceptable.

Honors – capitalize the word Honors when referring to the title of the *SUNY Orange Honors* program. When referring to advanced level courses and seminars the lowercase *honors* should be used. *He took an honors English course*.

Internet – always capitalize the word *Internet*.

It's/its/it is – It's is a contraction for *it is*: *It's a fine day for golf.*

The word *its* is the possessive form of the neuter pronoun: *The foursome took its time*.

Avoid using it is to begin a sentence. *"Canadian studies is a strong program,"* is better than *"It is clear that Canadian studies is a strong program."*

Kaplan Hall – the primary classroom building and cornerstone of the Newburgh campus. This building should be referred to as Kaplan Hall, NOT as the Kaplan *Building*.

Lab School – refers to the child care and learning program and facilities for children of SUNY Orange students, children of faculty and staff members. Do not refer to the program or facilities as Kindercollege.

Newburgh Campus – a branch campus located in the eastern Orange County city, Newburgh. Students may earn seven degrees in their entirety at this campus.

The "c" in campus is always lower case, unless used in a headline.

The campus designation should not be used to describe a faculty or staff's department assignment. Correct: *Florence Nightingale, Professor, Nursing Department*. Incorrect: *Florence Nightingale, Professor, Newburgh campus.*

Noon/Midnight – Use the lowercase *a.m.* or *p.m.* For 12 a.m. and 12 p.m., respectively, use *noon* and *midnight.*

Online – One word. Do not hyphenate.

Over/more than – Use *more than* when referring to numbers: *More than 1,000 will graduate this spring*. Use *over* in reference to spatial relationships: *The water flows over the dam*.

Percent – One word. Do not use *%* alone or with numbers in text. It may be used in a headline or in a table but only with a number.

Semesters/sessions – During the summer months, the College has "sessions," not "semesters."

Shared Governance – Capitalize the formal name, but lowercase *governance* in subsequent references



States – When a state name stands alone, spell out the name. State names may be abbreviated in tables or graphs.

Eight states are not abbreviated, except in postal listings with full addresses, including ZIP codes: *Alaska (AK), Hawaii (HI), Idaho (ID), Iowa (IA), Maine (ME), Ohio (OH), Texas (TX)* and *Utah (UT)*. (Note: These states are the ones that have five letters or fewer or that are not part of the contiguous United States.)

Abbreviate the other states as follows, using the first abbreviation, when they are used in datelines; in conjunction with a city, town or military base; or when used in short form listings of party affiliation (i.e. *D-Ala.*, *R-Minn.*):

Ala. (AL)	Md. (MD)	N.D. (ND)
Ariz. (AZ)	Mass. (MA)	Okla. (OK)
Ark. (AR)	Mich. (MI)	Ore. (OR)
Calif. (CA)	Minn. (MN)	Pa. (PA)
Colo. (CO)	Miss. (MS)	R.I. (RI)
Conn. (CT)	Mo. (MO)	S.C. (SC)
Del. (DE)	Mont. (MT)	S.D. (SD)
Fla. (FL)	Neb. (NE)	Tenn. (TN)
Ga. (GA)	Nev. (NV)	Vt. (VT)
Ill. (IL)	N.H. (NH)	Va. (VA)
Ind. (IN)	N.J. (NJ)	Wash. (WA)
Kan. (KS)	N.M. (NM)	W. Va. (WV)
Ky. (KY)	N.Y. (NY)	Wis. (WI)
La. (LA)	N.C. (NC)	Wyo. (WY)

Use the postal abbreviations, which are in parenthesis, only when writing out mailing addresses and including the ZIP code.

Do not capitalize the word state when writing out New York state

SUNY Orange Foundation – The fundraising arm of the College. All written references should be made as The SUNY Orange Foundation. Acceptable second and subsequent reference is the Foundation.

Theatre – use *"re"* for *Orange Hall Theatre* and *SummerStar Theatre*. Also for *Paramount Theatre*.

Titles (for publications) – For the titles of books, computer games, movies, operas, plays, poems, albums, songs, TV and radio programs, lectures, speeches, articles, short stories, chapter titles and works of art, follow these guidelines:

Do not italicize. (Please note that postings to the Web may differ as the HTML code used to tag titles may italicize the font.)

Capitalize the principal words.

Capitalize prepositions and conjunctions of four or more letters.

Capitalize words of four or fewer letters when they are at the beginning or end of a title.

Put quotation marks around the names of all such works except the Bible, catalogs and reference books. Do not put quotes around journals, newspapers, magazines and such software titles as WordPerfect or Windows.

Translate foreign titles into English unless the work is famous under its foreign name.

Visit/go to/click on – use the term "visit" as the action verb. *Visit www.sunyorange.edu for more information*. Also, to guide a reader through a web site's navigation structure, use the following technique. *From the home page, select Course & Schedules > Course Information > Availability*.

CAPITALIZATION

In general, **avoid unnecessary capitals**. Use a capital letter only if you can justify it by one of the principles listed here. When in doubt, consult *Webster*.

Proper Names: *John, Mary, Boston, General Electric*.

Proper Nouns: Capitalize common nouns such as party, river, street when they are an integral part of the full name for a person, place or thing: *Delaware River, Main Street, the Democratic Party*.

Lowercase the common noun elements of names in all plural uses: *the Democratic and Republican parties, the Hudson and Delaware rivers, Mulberry and Grand streets, Orange and Ulster counties.*

Derivatives: Capitalize words that are derived from a proper noun and still depend on it for their meaning: *American, English,.*

Lowercase words that are derived from a proper noun but no longer depend on it for their meaning: *french fries, herculean, venetian blind.*

Do not capitalize the words *association, building, center, club, conference, college, department, division, office, hall, board, trustees, etc.* when used alone to refer to a specific place or group.

Capitalize seasons only when referring to specific academic semesters. *Spring 2012 Semester, Summer 2013, Fall 2010, the course is not offered in the fall semester*.

COMMAS

In a series: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series: *The flag is red, white and blue. He would nominate Tom, Dick or Harry.*

Use a comma also before the concluding conjunction in a complex series of phrases: *The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.*

With equal adjectives: Use commas to separate a series of adjectives equal in rank. If the commas could be replaced by the word *and* without changing the sense, the adjectives are equal: *a thoughtful, precise manner; a dark, dangerous street.*

Use no comma when the last adjective before a noun outranks its predecessors because it is an integral element of a noun phrase, which is the equivalent of a single noun: *a cheap fur coat* (the noun phrase is fur coat); *the old oaken bucket; a new, blue spring bonnet.*

With introductory clauses and phrases: A comma normally is used to separate an introductory clause or phrase from a main clause: *When he grew tired of the mad pace of New York, he moved to Philadelphia.*

The comma may be omitted after short introductory phrases if no ambiguity would result: *During the night he heard many noises.* But use the comma if its omission would slow comprehension: *On the street below, the curious gathered.*

Introducing direct quotes: Use a comma to introduce a complete, one-sentence quotation within a paragraph. *Catherine said, "She spent six weeks in Italy and came back speaking English with an Italian accent."*

Do not use a comma at the start of an indirect or partial quotation: *He said his victory put him "firmly on the road to a new season record."*

With hometowns and ages: Use a comma to set off an individual's hometown when it is placed in apposition to a name: *Robert Hartley, Chicago, and Maxwell Klinger, Toledo, were there.* However, the use of the word "of" without a comma between the individual's name and the city name generally is preferred: *Robert Hartley of Chicago and Maxwell Klinger of Toledo were there.*

If an individual's age is used, set it off by commas: *Murphy Brown, 48, Washington, DC, was present.* Again, the use of the word "of" will eliminate the need for some of these commas.

With Yes and No: *Yes, I will be there.*

Confused? Consult the Guide to Pronunciation section in the back of Webster's New World Dictionary



DATES AND TIME

Always use Arabic figures for dates, without st, nd, rd or th: *November 1, 1998.*

Use figures for times except for noon and midnight. Use a colon to separate hours from minutes. It isn't necessary to indicate a time "on the hour" by typing :00. Avoid redundancies like 12 noon; 10 p.m. tonight.

If the current year is implied, it isn't necessary to write it out. Use the year in text if it refers to past or future years. *Our January 2000 meeting. Our December 20 party.*

Lowercase a.m. and p.m., with periods: *9:30 a.m., 1 p.m., noon.*

Spaces between the hyphens with times: *9:30 a.m. – 3 p.m.*

HYPHENS

Use hyphens to join words together when they are needed to avoid ambiguity or to form a single idea from two or more words and modify a noun: *First-Year Experience, a well-known person, a full-time employee*.

Do not hyphenate when they come after a noun: *That experience happened in his first year. He is well known. She works full time*. In some cases hyphens are used with prefixes or suffixes.

Do not use a hyphen between adverbs ending in *-ly* and the adjectives they modify: *highly qualified faculty, fully informed student body, warmly receptive audience.*

If in doubt over whether or not a hyphen should be used in a particular word, please refer to Webster's New World Dictionary or the Associated Press Stylebook.

PHONE NUMBERS

In general, the college will be looking to achieve consistency with the following format: (845) 346-6222.

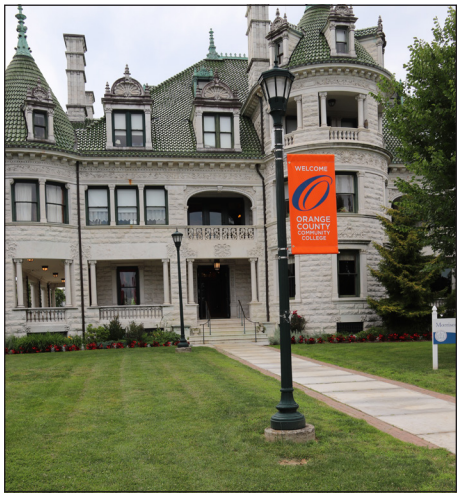
QUOTATIONS

Commas and periods always go inside quotation marks, while semicolons and colons always go outside quotation marks or parentheses.

Exclamation points and question marks go inside the quotation marks when they are part of the quoted matter. Otherwise, they go outside. All of the following are correct:

> *"Our five-year plan will require some modification," said the president, "but on the whole I feel it is sound."*
>
> *The president said the five-year plan needs "a few minor adjustments"; however, he did not call for wholesale changes.*
>
> *The five-year plan mandates "quality first!"*
>
> *The five-year plan asks, "Where do we want to go and how shall we proceed?"*
>
> *What did the dean mean when he said, "Your portion of the plan is incomplete"?*

Use single quotes inside of double quotes when dealing with layered quotations. *The student asked, "Are we going to hear the 'you need to arrive to class on time' speech again today?"*



Copyright Infringement

With the sheer volume of information and data available through the Internet, it is quite easy to run afoul of copyright laws. The opportunity to "borrow" artwork for use in your own communication is tempting, but should be avoided as SUNY Orange does not condone this practice.

Artwork (photos, clip art, music, etc.) intended for use in your publication or presentation, or on your web page, MUST be original, or have he rights to use it purchased by YOU for the expressed purpose of using in promotion material. Simply put, if you did not shoot the photo, or draw the clip art, you must be able to produce the necessary documentation indicating that you have appropriate permissions to use the art.

Complete copyright usage guidelines can be found on the public P: drive in the Social Media folder. If you have any questions, or doubts, or need additional clarification on whether a photo or art may be used, please contact Chris Thurtle, Assistant Director of Communications for New Media at ext. 4402 or email chris.thurtle@sunyorange.edu.



Our Physical Locations

OFFICIAL CAMPUS ADDRESSES

Each of the campuses of SUNY Orange has a single address. The U.S. Postal Service recognizes the campuses by these addresses. Please do not attempt to identify individual buildings with a unique address.

The official address of the MIDDLETOWN CAMPUS is...

115 South Street
Middletown, NY 10940

The official address of the NEWBURGH CAMPUS is...

One Washington Center
Newburgh, NY 12550

Our Buildings & Other Locations

MIDDLETOWN CAMPUS

Building Names	Acceptable Alternate References	Abbreviation
Bio-Medical Arts-Technology Building	Bio-Tech	BT
Christine Morrison House		CM
Devitt Center for Botany & Horticulture	Devitt Center, Devitt	DV
Edward A. Diana Physical Education Center	Diana Center	
George F. Shepard Student Center	Shepard Student Center, Shepard Center, Shepard	SSC
Gilman Center for International Education	Gilman Center, Gilman	
Harriman Hall	Harriman	HA
Horton Hall	Horton	HU
Hudson Hall	Hudson	
Library		LIB
Morrison Hall	Morrison, The Mansion	MO
Morrison Lab School	Lab School	LAB
Edward A. Diana Physical Education Center	Diana Center	PE
Orange Hall		OH
Rowley Center for Science and Engineering	Rowley Center, Rowley	RCSE
Named Outdoor Spaces		
Alumni Green		
Educational Garden		
Dedicated Rooms		
Frommer–Spagnoli Lecture Hall		
Fusco Engineering Mechanical Lab		
Sandra & Alan Gerry Forum	Gerry Forum	
JMZ Architects Studio		
Judelson, Giordano & Siegel Conf. Room		
Eugene & Jean Morrison Tutoring Center		
Orange & Rockland Utilities Electrical Lab		
James H. Ottaway, Jr. Center for Teaching & Learning		
Walden Savings Bank Information Commons		
William and Helen Richards Theatre		
Athletic Facilities		
Edward A. Diana Physical Education Center	Diana Center	
Mary B. Diana Softball Field		
Christopher Schmid Gymnasium	Schmid Gym	
Paul Rickard Basketball Court		

NEWBURGH CAMPUS

Building Names	Acceptable Alternative Reference	Room Reference
Kaplan Hall	Kaplan	KAP
Tower Building	Tower	TWR
Maple Building	Maple	MPL
Other Named Spaces		
Lab School at the Newburgh Campus	Newburgh Lab School, Lab School	
M. William Lahey Library	Lahey Library	
William J. Larkin Jr. Plaza	Larkin Plaza	
Orange Bank and Trust Great Room	The Great Room	

SUNY ORANGE

115 South Street
Middletown, NY 10940
(845) 341-6222

One Washington Center
Newburgh, NY 12550
(845) 562-2454

APPENDIX F

SUNY Orange Employee Guidelines for Using Copyrighted Material on the Internet

The Communications Office is happy to help with questions and concerns about copyright and can help with finding material appropriate for publishing publicly to the internet. Please contact Chris Thurtle (x4402) or Mike Albright (x4728).

Current case law for copyright issues is lacking across many areas and most copyright disputes do not end up in court. However, due to the potential for costly litigation from copyright violation, it is strongly recommended that organizations are proactive in their copyright guidelines in creating a consistent interpretation across all departments.

This document was created to provide consistent, college-wide guidelines for using copyrighted material on the internet. The guidelines can apply to any media or content: text, music, video, photos, art, etc.

These guidelines specifically apply to any publicly accessible, College-owned or operated website, social media site, or other online publicly accessible presence that is operating on behalf of the College, a College department or office, or in your role as a College employee.

These guidelines do NOT apply to personal accounts that are unrelated to your role or department at the College. Nor do they apply to any instructional materials operating solely within the classroom environment, either face-to-face or online, that are ONLY accessible by the instructor and students for a particular class or course.

Based upon current copyright laws and the many facets of ownership, exemptions, fair-use and licensing, the College has developed the following guidelines:

TEACH Act:

The Technology, Education and Copyright Harmonization Act (TEACH Act) was passed into law in November 2002. The TEACH Act allows faculty to use copyrighted works in digital teaching materials both for students enrolled in traditional classroom settings as well as for distance learning courses. In order to use materials that qualify under the TEACH Act, the following conditions must be satisfied:

- The material must be provided at the direction of or under the supervision of a faculty member and must be an integral part of the curriculum.
- The amount of material provided must be comparable to that allowed under the *fair use* doctrine for live classroom session (e.g., short poems or essays, or photographic images).
- Notice must be provided to students that the use of materials may be subject to copyright protection.

- The materials available to students can only be available for a "limited duration" (no longer than a class session).

The TEACH Act does not apply to the following:

- The use of works specifically created for use as distance learning products.
- The use of works that you know or have reason to believe are not lawfully made (i.e. copyrighted films and music downloaded from the Internet).
- The conversion of print or other analog versions of works into digital formats unless no digital version of the work is available.

NOT PERMITTED

Posting on a College-owned website or social media account any work that is either a direct re-posting of copyrighted material (such as a music track, or photos, or video, etc.), or contains copyrighted materials, without permission or a license. In cases where there is disagreement on whether works posted online are infringing on copyright, the Vice President of Institutional Advancement, or his/her designee, will make the final determination. If the works in question are determined to be infringing on copyright, these works should be removed as soon as possible. The Vice President of Academic Affairs, or his/her designee, will preside over infringement questions and/or violations related to library and academic copyright guidelines.

PERMITTED

YOUR OWN/YOUR STUDENT'S OWN CREATED-IN-CLASS *ORIGINAL* MATERIAL: It is always permitted to post your own, **completely** original material and it is recommended that this be used where at all possible.

> **CAUTION:** "Completely original" means the **WHOLE** work is original, and contains no other images, music, text or other media taken from another work by another content creator.

LINKING TO OTHER MATERIAL: Linking to other appropriate, legal, and relevant material hosted on other sites is permitted.

> **CAUTION:** Reposting material is **NOT** the same as linking. Reposting should be considered under the same guidelines as creating a new post.
>
> **CAUTION:** Linking to material which itself infringes another's copyright may subject you to liability for contributory copyright infringement. Do not link to pirated or otherwise infringing material.

PUBLIC DOMAIN MATERIAL: Posting material clearly marked as public domain is permitted.

> **CAUTION:** You need to verify the material is public domain. You **CANNOT** assume something is public domain just because it is on the internet. Images found using Google Images or other websites are not automatically "free to use" and many, if not most, are copyright protected.

CREATIVE COMMONS MATERIAL: Posting material clearly marked as under a creative commons license is permitted.

> **CAUTION:** You must read the details of the creative commons license and follow any requirements, such as making an attribution credit, within your work. Failure to follow the license may subject you to liability.

COPYRIGHTED MATERIAL WITH PERMISSION: Posting copyrighted material with the owner's written permission is permitted.

> **CAUTION:** You **MUST** have the permission from the copyright owner in writing or as an electronic document (such as an email). If you receive permission from the copyright owner, it is your responsibility to keep this permission on file and to provide it to the College Communications Department upon request.

COPYRIGHTED MATERIAL WITH A LICENSE: Posting copyrighted material for which you have a license for distribution on social media is permitted.

> **CAUTION:** Make sure your license **specifically** permits usage on social media/websites before you post! If you purchase a content license, it is your responsibility to keep this license information on file and to provide it to the College Communications Department upon request.

FAIR USE: Posting criticism, commentary, critique, substantial transformation, or parody of an original work is permitted to a certain extent.

> **CAUTION:** Make sure the content does not contain a larger portion of the original work that is necessary for that purpose.

CONSIDERATIONS:

NOTE ON PERMISSION AND LICENSES GUIDELINES: The copyright owner may give you specific permissions to post their work on social media or online. Licenses to use copyrighted works are also available in many cases, however, make sure these licenses **specifically give permissions to use online/in social media, or provide an "any use" permission before posting.**

If you receive permission from the copyright owner, it is your responsibility to keep this permission on file and to provide it to the College Communications Department upon request.

If you purchase a content license, it is your responsibility to keep this license information on file and to provide it to the College Communications Department upon request.

THE NATURE OF THE CONTENT POSTED ONLINE IS IMPORTANT: "PROMOTION OF THE COLLEGE" VERSUS "EDUCATIONAL USE"

Although we are a non-profit organization, the public website and any publicly accessible online presence or social media site on behalf of the College may be considered promotional in nature, rather than educational, and therefore not subject to educational copyright exemptions.

For example, a video of a lecture given by a SUNY Orange professor made available online would be considered educational. A video of the Holiday Open House with "White Christmas" playing in the background would be considered promotional, and it would infringe on the copyright of "White Christmas".

The College purchases licenses from BMI, ASCAP and SESAC (Public Performance Organizations, or PROs) to permit the College to use copyrighted music for College events and performances.

These licenses do **NOT** extend to public internet usage, especially when music is included in videos (which require additional master and sync licenses). The College does have an internet radio station (Colt Rock Radio) which requires an additional SoundExchange license for non-interactive digital transmissions (such as an internet radio station). These licenses do not cover music on social media or websites.

POSTING CONTENT PUBLICLY ONLINE IS DIFFERENT THAN USING CONTENT IN THE CLASSROOM

Within the classroom setting, use of segments of copyrighted materials is permitted when used as part of the class session and when the copyrighted material is directly related to the course itself. However, this material should be restricted to **ONLY** the students enrolled in that course and no further copies should be made available.

When you post publicly online (website or on social media) that content is now available to millions of people. It is no longer just available to enrolled students and is no longer part of the class setting. Even though the material may have been created in an educational setting, posting the material online may make it promotional in nature.

Therefore, what is permitted in the classroom is not the same as what is permitted to be posted publicly online.

FAIR USE GUIDELINES

The Fair use defense to copyright infringement permits copying of works protected by copyright for limited purposes. The fair use provision of the Copyright Act allows reproduction and other uses of copyrighted works under certain conditions for purposes such as criticism, comment, news reports, teaching, scholarship, and/or research. The guidelines that follow provide principles for all members of the College community who wish to use and/or digitize copyrighted works under fair use rather than by seeking authorization from the copyright owners for noncommercial educational purposes.

There are four factors to consider when determining whether the fair use doctrine applies.

1. **Purpose & Nature of Fair-Use:** Is use Transformative? Has it been turned into a completely new original work? Is it criticism/commentary/critique or parody of the original work? Is the use primarily for commercial gain?

   CONSIDERATION: If you are just adding the content to your work to make your work "cooler" or more appealing, this would **NOT** be Fair-Use.

   CONSIDERATION: Uses in nonprofit educational institutions are more likely to be fair use than works used for commercial purposes, but not all educational uses are fair use.

2. **Nature of Work:** Is it someone's creative work? Or is it a factual work?

   CONSIDERATION: If it is an easily available, creative work, this would more likely **NOT** be considered Fair-Use.

   CONSIDERATION: Reproducing a factual work is more likely to be fair use than a creative, artistic work such as a musical composition.

3. **Amount of the Portion Used:** Has a substantial portion or the "essence" of the original work been used?

   CONSIDERATION: Although the smaller the amount used, the more likely it is to fall on the side of "Fair-Use", there is **no minimum amount or time limit** written in case law. In some cases, a few notes from a musical work have been considered the "essence" of the work by courts. While not automatic, reproducing smaller portions of a work is more likely to be fair use than larger portions.

4. **Effect of Use Upon Market or Value:** Will use diminish or prejudice the potential sale of the work or the marketability or demand for a work?

CONSIDERATION: Are you using something that would normally cost money to obtain, view or listen to? If so, this would more likely **NOT** be considered Fair-Use.

CONSIDERATION: Uses which have no or little market impact on the copyrighted work are more likely to be fair than those that interfere with potential markets.

2019

ORANGE COUNTY COMMUNITY COLLEGE
LIBRARY
C O P Y R I G H T G U I D E L I N E S

I. Definition of Copyright

The copyright law of the United States (Title 17 of the United States Code,https://www.copyright.gov/title17) governs and protects ideas that have been expressed in a tangible medium of expression. An owner of copyright has the following exclusive rights:

1. The right to reproduce or copy the work;
2. The right to prepare derivative works;
3. The right to distribute copies of the work to the public;
4. In the case of audiovisual works, the right to perform the work publicly;
5. In the case of literary, musical, dramatic and choreographic works, pantomimes and pictorial, graphic or sculptured works; the right to display the work publicly.
6. In the case of sound recordings, to perform the work publicly through digital audio transmission.

II. Fair Use

Fair Use has been defined as the right to use copyrighted materials in a reasonable manner without consent of the author or copyright owner and without licensing or payment of royalties. Fair use permits teachers, librarians, researchers, scholars, and others to use copyrighted works without authorization from the copyright holder.

Unfortunately, there are no bright line tests or reliable rules for determining whether or not a particular use of another's copyrighted materials is a fair use, even if it is for scholarship or research purposes. The determination is highly fact-specific, and therefore must be made on a case-by-case basis. When determining whether the use of a work in any particular case is a fair use, four non-exclusive factors must be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Other factors may be considered when making a fair use determination, but at the minimum, these four factors carry weight in the decision-making process. The Vice President of Academic Affairs, or his/her designee, will preside over infringement questions and/or violations related to library and academic copyright guidelines. In cases where there is disagreement on whether works, posted to online digital

platforms operated by the College, are infringing on copyright, the Vice President of Institutional Advancement, or his/her designee, will make the final determination. If the works in question are determined to be infringing on copyright, these works should be removed as soon as possible.

III. Copying in the Library

1. **Making copies for patrons**. Section 108 authorizes libraries to make copies requested by patrons. The law is neutral regarding the medium of reproduction; one may make a photocopy, a digital copy or send a fax.

    a. Articles or small parts of works.

    If a patron requests part of a book or an article the library has in its collection, the library can make the copy so long as it complies with the provisions of Section 108(d) as follows:

    - The copy must become the property of the patron;
    - The copy will not be used for a purpose other than private study, scholarship or research;
    - The copy must include the actual copyright notice from the material being copied if available;
    - The library should display and have on its order form a standard "Warning of Copyright."

    b. Whole works:

    If a patron requests a copy of an entire work, the library can make the copy so long as it complies with the provisions of Section 108 (e) as follows:

    - Determine that a copy (even a used copy) cannot be obtained at a "fair price" (i.e. the work is out of print and the price of a used copy is unreasonable);
    - If a copy is made, it must become the property of the patron;
    - The copy will not be used for a purpose other than private study, scholarship or research;
    - The copy must include the actual copyright notice from the material being copied if available;
    - The library should display and include a "Warning of Copyright" on its order form.

    c. Audiovisual news programs

    Section 108(f)(3) permits libraries to make a limited number of copies of audiovisual news programs. Section (f)(3) does not require that the copy become the property of the patron, so the library can retain and lend its copies. Audiovisual news programs include local, regional and national network newscasts, interviews

concerning current events and on-the-spot news coverage of news events. The provision does not apply to news-magazines and/or documentaries.

d. Warning of Copyright

The Contents of the "Warning of Copyright" must state as follows:

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (title 17, United States Code) 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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

2. **Patron use of photocopy machines and computers in the library**. Section 108(f)(1) allows for unsupervised patron use of copying equipment located in the library as long as the library displays a notice that making copies will be subject to copyright law. The following notice should suffice:

Copyright Notice

Copying, displaying and distributing copyrighted works, may infringe the owner's copyright. The University's policy statement on fair use can help you determine whether your use of a copyrighted work may be an infringement. Any use of computer or duplicating facilities by students, faculty or staff for infringing use of copyrighted works is subject to appropriate disciplinary action as well as those civil remedies and criminal penalties provided by federal law.

IV. Course Reserves

The SUNY Orange Library Course Reserves Guidelines are designed to comply with the legal requirements of Title 17 of the United States Code and prohibit copying not allowed by the law, Fair Use Guidelines, license agreements or the permission of the copyright holder.

When faculty submit items to be reserved, they should provide the author's name, title of the work, and copyright statement, if there is one. Reserve materials are available only for the semester in which the class is taught. Any uses beyond the semester require copyright permission. The total amount of material on reserve for a class should be a small proportion of the total assigned reading for that class when invoking fair use.

The following items may be placed on reserve for one semester only:

- One chapter of a book (or less than 10% if there are 9 or fewer chapters)
- One article from a periodical or newspaper
- One short story, short essay or short poem, provided that it is not the heart of the workOne chart, graph, diagram, cartoon or picture from a book, periodical or newspaper
- For the academic year, only two copies of photocopied material for every 25 students enrolled in a class, or any fraction thereof, but no more than 5 copies per class.

Permission is needed for the following, which generally do not fall within Fair Use Guidelines:

- Material described above kept on reserve for more than one semester
- More than one chapter or article from a book, or more than one selection from a collection of essays or poems
- Anthologies created by photocopying copyrighted materials.

The above parameters may be exceeded if a purpose of use argument can be made that does not impinge on the heart of the work limitation. A copyright challenge form needs to be completed in this instance.

1. **Textbooks**

   Required textbooks cannot be assumed to fall within the guidelines of Fair Use when being placed on reserve. The following will be applied to textbooks:

   - Courtesy, complimentary or promotional copies of textbooks will not be placed on reserve unless accompanied by specific written permission from the copyright holder. This document should include the time period covered, the

ISBN, title, author, and edition, and state the nature of permitted in-library use.

- Textbook copies owned by the instructor or textbooks whose copyright permission falls under the provisions of Fair Use may be placed on reserve for one semester. If needed longer, copyright permission must be obtained by the instructor. Purchased textbooks may be donated to the library.

The following types of textbooks may be refused unless permission is obtained:

- Those clearly marked as not for sale/resale, complementary or review copies.
- Those with copyright statements on the title page verso that prohibit further dissemination.

2. **Original material**:
   Original material such as exams or study guides may be placed on reserve without restriction.

3. **Other materials:**
   Personal copies except videos, CDs, and software, may be placed on reserve for one semester.
   Library copies will be reviewed each semester and returned to the collection annually.

   a. **Personal Copies of Recordings:**
      - Personal copies of commercially made recordings may be used for one semester without obtaining permission. One backup copy may be made and circulated.
      - Recordings of original broadcasts (e.g. ABC News) may be used for 10 days after broadcast without obtaining permission. They must be viewed in their original format. Website use, licensing agreements and/or terms of use may restrict this privilege as well as copying.
      - Videotapes Recordings of instructional television programs may be used for one semester without obtaining permission. Website use, licensing agreements and/or terms of use may restrict this privilege.

   b. **Personal Copies of other Audio-Visual material**

One duplicate of an original purchased copy may be made and placed on reserve. Software license terms and instructions must be included.

4. **Other General Guidelines**:
    - Library staff may remove and return any non-compliant course reserve material at any time.
    - Library staff will remove old editions of textbooks between semesters. If a department or instructor wishes to have an old edition remain available, a label must be affixed to the previous edition that describes the utility of the item.
    - Faculty who wish to challenge any aspect of these guidelines may complete a Copyright Challenge Form for each disputed item. The signer of this form will be accepting responsibility for any violation of copyright law.
    - All reserve material will be labeled as follows: Copyright Law of the United States (Title 17, United States Code) governs the photocopying or reproduction of copyrighted material. The user of this work is responsible for determining the lawful use of this material and liable for any copyright infringement.

V. Interlibrary Loan

The SUNY Orange ILL service is governed by the conditions set by the U.S. Copyright Law, the ALA Interlibrary Loan Code, CONTU (The National Commission on New Technological Uses of Copyrighted Works), regional Interlibrary Loan agreements, and the regulations set by individual lending libraries.

The library may be either a requestor or responder in the interlibrary loan context. Requestors are responsible for compliance with copyright law and, where applicable, the CONTU Guidelines. Responders need only to ask whether the requestor has complied.

1. **CONTU guidelines**

Under CONTU, the library can request five copies of an article, book chapter or other portion of a work or five articles from a periodical published in the last five years per calendar year. This does not include items owned by the library that are currently unavailable or items from which the library has an active print subscription.

Suggestion of Five

Under CONTU, the library can request five copies of an article, book chapter or other portion of a work or five articles from a periodical published in the last five years per calendar year. If more than five recent articles have been ordered in a given year,

copyright fees will need to be paid for additional item(s). SUNY Orange Libraries require that the user pay these charges. A requestor will be contacted prior to fulfillment in this instance.

Rule of Two

Multiple requests from a single-issue periodical or monograph by the same individual may require payment of copyright fees. SUNY Orange Libraries require that the user pay these charges. A requestor will be contacted prior to fulfillment in this instance.

VI. Lending

The "First Sale Doctrine" allows libraries to lend materials. Once a library has purchased any print item, recording, or piece of computer software, the library may lend the legally obtained copy without the permission of the copyright owner. The First Sale Doctrine applies to materials purchased for the library or by the library. For books and other print materials, the library may lend the original as many times as needed.

VII. Computers and Software

Copying computer software without permission is a violation of the Copyright Act of 1976. Under the Act, computer programs are protected like other literary works. Section 117 of the Copyright Act clearly prohibits the unauthorized duplication of a computer program for use by anyone other than the owner of a master copy or license.

In addition, these guidelines are to be followed:

1. **Loaning Software**
   - Copyright notice placed on a software label should not be obscured.
   - Licensing terms, if any, should be circulated with the software package.
   - The Library will not be liable for infringement committed by borrowers.
2. **Archival Copies**
   - Libraries may lawfully make an archival copy of a copyrighted program under the following conditions:
     (1) One copy is made;
     (2) The archival copy is stored
     (3) If possession of the original ceases to be lawful, the archival copy must be destroyed or transferred along with the original program;
     (4) Copyright notice appears on the copy.
   - The original may be kept for archival purposes and the "archival copy" circulated.

- Only one copy – either the original or the archival – may be used or circulated at any given time.
- If the circulating copy is destroyed, another "archival" copy may be made.
- If the circulating copy is stolen, the copyright owner should be consulted before circulating or using the "archival" copy.

3. Library and Classroom Use

- Licensing restrictions, if any, should be observed.
- If only one program is owned under license, ordinarily it may be used on only one machine at a time.
- Most licenses do not permit a single program to be loaded into a computer that can be accessed by several different computers for simultaneous use.
- If the machine is capable of being used by a patron to make a copy of a program, a warning should be posted on the machine, such as, "Many computer programs are protected by copyright, 17 U.S.C. 101. Unauthorized copying may be prohibited by law."

VIII. How to Obtain Permission

When a use of photocopied material requires that you request permission, you should communicate complete and accurate information to the copyright owner. The American Association of Publishers suggests that the following information be included in a permission request letter to the publisher in order to expedite the process:

1. Title, author and/or editor, and edition of materials to be duplicated.
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material.
3. Number of copies to be made.
4. Use to be made of duplicated materials.
5. Form of distribution (classroom, newsletter, etc.).
6. Whether or not the material is to be sold.
7. Type of reprint (ditto, photography, offset, typeset).

The request should be sent, together with a self-addressed return envelope, to the permissions department of the publisher in question.

The process of granting permission requires time for the publisher to review the status of the copyright and to evaluate the nature of the request. It is advisable, therefore, to allow enough lead time to obtain permission before the materials are needed. In some instances, the publisher may assess a fee for the permission. It is not appropriate to pass this fee on to the students who receive copies of the photocopied material.

Obtaining copyright permission or a licensing agreement can be a long and complicated process. The resources listed below may help**.**

- Copyright Clearance Center
  The CCC acts on behalf of copyright holders to grant permissions and collect fees.
  21 Congress Street
  Salem, MA 01970
  www.copyright.com

- Creative Commons Search
  http://search.creativecommons.org/
  This search engine offers information on permitted use of materials.

- Library subscription databases have licensing agreements that can be reviewed upon request. Terms or conditions of use often outline permitted uses and are usually universal to all users of a site or service.

Sites that include searchable, but not comprehensive, databases

- U.S. Copyright Office
  www.copyright.gov

- Stanford University Copyright Renewal Database
  http://collections.stanford.edu/copyrightrenewals/
  US Class A book renewals requested from 1950 and 1992 for books published in the US between 1923 and 1963.

- WATCH
  http://tyler.hrc.utexas.edu/
  Look here for copyright holder contact information. The WATCH copyright file is a joint project of the Harry Ransom Humanities Research Center at The University of Texas at Austin and the University of Reading Library, Reading, England.

Songs

- ASCAP
  www.ascap.com
  Click on ACE Repertory Search for songs licensed by ASCAP in the U.S.

- BMI
  http://repertoire.bmi.com

- SESAC
  https://www.sesac.com/#/repertory/search
  Search the SESAC repertory database.

APPENDIX G

Exhibit A

Orange County Community College

Revocable Permit – Use of College Facilities for Covered Activities under the Orange County Community College Child Protection Policy

THIS AGREEMENT, made this _____ day of _____ **20__**, by and between ORANGE COUNTY COMMUNITY COLLEGE, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at 115 South Street, Middletown, New York, 10940, by and on behalf of Orange County Community College, (hereinafter referred to as "Orange County Community College" and [Permittee name] a [**commercial / non-commercial**] organization having its principal place of business located at [address] , hereinafter referred to as "the Permittee," and collectively as "the Parties."

W I T N E S S E T H:

WHEREAS, the Permittee will be conducting a non-Orange County Community College activity which requires certain facilities; for a Covered Activity, defined herein as an activity conducted by the Permittee occurring on [Orange County Community College], for the duration of which the responsibility for custody, control and supervision of children is vested in Permittee; and

WHEREAS, Orange County Community College has such facilities; and

WHEREAS, the parties desire to enter into an agreement whereby Orange County Community College will make such facilities available to the Permittee for the Covered Activity.

NOW, THEREFORE, be it known that a revocable permit is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services designated in *Exhibit B*, attached hereto and made a part hereof, on the date(s) and at the times specified thereon.

1. Orange County Community College shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the premises. Unless specifically indicated otherwise in *Exhibit B*, no telephone service shall be provided by Orange County Community College to Permittee hereunder.

2. The Permittee shall take good care of the premises, fixtures and appurtenances to preserve the premises in good order and condition. Upon removal from said premises, the Permittee shall, at its sole cost and expense, restore the premises as nearly as possible to the condition in which these premises were in when the use by the Permittee began, other than ordinary wear and tear to the premises.

3. Upon the prior written approval by Orange County Community College, the Permittee may use other areas of the Orange County Community College upon the same terms and conditions as provided herein.

4. The Permittee agrees to provide Orange County Community College with a copy of its [Incorporation Papers or Receipt of Filing as a nonprofit agency or a commercial entity filed with the Secretary of State, or Papers Filed with the appropriate County Clerk for Conducting Business in its Name].

5. In consideration of the facilities and services to be provided by Orange County Community College as enumerated herein, the Permittee agrees to reimburse Orange County Community College in accordance with the costs or services stipulated on *Exhibit C*, attached hereto and made a part hereof, and any other extraordinary costs incurred by Orange County Community College to meet the requirements of the Permittee. Payment shall be made by the Permittee payable upon receipt of an official billing statement from Orange County Community College. The form and manner of presentation of the statement shall be mutually agreed upon by the Parties.

6. The Permittee shall be responsible for any and all damages or loss by theft or otherwise of property whether such property shall belong to Orange County Community College or to others, and for injury to persons (including death) which may in any way result from the operation or conducting of the Covered Activity, or may be caused by any of the persons involved in the Covered Activity, whether or not directly caused by the Permittee.

7. The Permittee shall be responsible for and shall maintain good discipline and proper behavior on the part of all persons in any way involved with the Covered Activity and agrees to remove any personnel involved in the Covered Activity whose actions, or failure to act, shall in the sole judgment of Orange County Community College, after consulting with the Permittee, be deemed to be detrimental to Orange County Community College.

8. If in the judgment of Orange County Community College the activities of any personnel in any way involved in the Covered Activity should be such that Orange County Community College, after consultation with the Permittee, shall determine that the continuation of the Covered Activity for the then remaining period covered by this Agreement shall be contrary to the best interest of Orange County Community College, Orange County Community College may terminate this Agreement without liability of any kind whatsoever therefore, and the Permittee and all personnel so involved shall be thereupon removed from Orange County Community College premises.

9. This Agreement shall be interpreted according to the laws of the State of New York. The Permittee shall comply with established Orange County Community College and Orange County Community College regulations and policies and with all laws, rules, orders, regulations, and requirements of Federal, State and municipal governments applicable thereto including the provisions contained in the rider attached hereto and made a part hereof as *Exhibit A*. If necessary, Permittee shall obtain and keep in force at its sole cost and expense, any permits or licenses which may be required by any local, State or Federal Governmental body.

10. The Permittee agrees that the issuance of this permit shall in no way diminish the statutory authority of Orange County Community College to possession, pursuant to the Education Law, of the State controlled property to which this permit relates; nor shall the dominion and control by Orange County Community College over the said State property be in any way diminished.

11. The Permittee specifically agrees that this permit does not create the relationship of landlord and tenant between Orange County Community College and the Permittee regarding the use of the College controlled property to which this permit relates.

12. The Permittee specifically agrees that this permit shall be void and of no further force and effect upon any use of the College controlled property to which this permit relates which is inconsistent with State

Law or which in any way conflicts with the purposes or objectives of Orange County Community College.

13. The Permittee shall have the right, so long as this permit shall remain in force, to enter upon said State lands for the purpose of maintaining, operating and using facilities designated in *Exhibit B*.

14. The Permittee specifically agrees not to hold itself out as representing the State of New York or Orange County Community College in connection with the use of the College-owned property to which this permit relates, nor shall the name of the State of New York, Orange County Community College, be used by Permittee for any purpose without prior approval of Orange County Community College.

15. The Permittee assumes all risk incidental to the use of said facilities and shall be solely responsible for any and all accidents and injuries to persons and property (including death) arising out of or in connection with the Covered Activity, use of facilities, its appurtenances and the surrounding grounds and hereby covenants and agrees to indemnify and hold harmless the State of New York and Orange County Community College from any and all claims, suits, actions, damages and costs of every nature and description arising out of or relating to the use of the facilities, its appurtenances and the surrounding grounds or the violation by said Permittee, its agents, employees or contractors of any law, code, order, ordinance, rule or regulation in connection therewith. The Permittee further agrees, on being requested to do so, to assume the defense and to defend, at its own cost and expense, any action brought at any time against the State of New York and/or Orange County Community College in connection with the claims, suits and losses, as aforesaid. Subject to the availability of lawful appropriations and consistent with Section 8 of the State Court of Claims Act, Orange County Community College shall hold Permittee harmless from and indemnify it for any final judgment of a court a competent jurisdiction to the extent attributable to the negligence of the Orange County Community College or of its officers or employees when acting within the course and scope of their employment.

16. The Permittee agrees to provide Orange County Community College with the insurance coverage listed below, naming Orange County Community College, as an additional insured covering property damage, personal injury or death arising out of the use of Orange County Community College facilities. The Permittee further agrees to provide Orange County Community College designee cited in paragraph 20 of this Permit evidence of such coverage within five (5) business days of execution of this permit or at minimum two weeks (14 days) prior to the Covered Activity. Permittee agrees to provide notice to Orange County Community College of any cancellation of such policies, renewal policies, or new policies.

    (a) General Liability insurance three million dollars ($3,000,000) each occurrence and three million dollars ($3,000,000) in the aggregate;

    (b) New York State Workers' Compensation and disability insurance during the term of the revocable permit for the benefit of Permittee's employees required to be covered under the NYS Workers' Compensation Law and the NYS Disability Benefits Law.

If required:

    (c) Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars ($1,000,000). Any

insurance coverage for sexual abuse and molestation insurance written on claims made basis shall remain in effect for a minimum of six (6) months following the use of College facilities.

17. If the Covered Activity for which this permit issues is a children's camp as defined by New York Public Health Law § 1392, Permittee agrees to provide Orange County Community College with a copy of its camp operator permit issued by the New York State Commissioner of Health upon execution of the Permit, and not later than two weeks (14 days) before the scheduled use of College facilities.

18. The Permittee represents and warrants that for all of its employees, volunteers, subcontractors and agents who shall enter upon College facilities for purposes related to the Covered Activity, Permittee has conducted within the ninety (90) day period preceding the use of College facilities (i) a search of the NY Sex Offender Registry; and (ii) a search of the National Sex Offender Public Registry.

a. A search of the NY Sex Offender Registry means:

(i) a search of the file of persons required to register pursuant to Article 6-C of the Correction Law maintained by the NY Division of Criminal Justice Services pursuant to NY Correction Law § 168-b for every level of sex offender (Level 1 through Level 3), which requires an email, CD or hard copy submission of names and identifiers to DCJS as described on the DCJS website (http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm); and

(ii) Retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.

b. A search of the National Sex Offender Public Registry means:

(i) a search by first and last name of the National Sex Offender Public Website maintained by the United States Department of Justice at this link: http://www.nsopw.gov/; and

(ii) Retention of the records of the results of such search.

19. The Permittee represents and warrants that for all facets of the Covered Activity:

(a) it shall adhere to the following minimum staff-to-child supervision ratios by age of child:

5 years and younger:	1 staff for each 6 children;
6-8 years:	1 staff for each 8 children;
9-14 years:	1 staff for each 10 children;
15-16 years:	1 staff for each 12 children

(b) at least 80% of its staff are eighteen (18) years of age or older and that all staff are at least sixteen (16) years of age and at least two (2) years older than the children with whom they are working;

(c) Its staff has training specific to the program or activity; and

(d) the overall supervisor for each program and activity is an adult with certification or documented training and/or experience in that program or activity.

20. The Permittee represents and warrants that any time it provides transportation for participating minors to and from Orange County Community College grounds, in addition to the driver of the vehicle, there shall be at least one other staff member in the vehicle at all times.

21. The Permittee acknowledges that it has received a copy of the Orange County Community College Mandatory Reporting and Prevention of Child Sexual Abuse Policy and agrees to abide by all of their terms, including its requirement that any suspected physical abuse or sexual abuse of a child be reported immediately to College Security. The Permittee's written acknowledgement is attached hereto as *Exhibit D*. Permittee represents and warrants that it has caused each of its employees, agents and volunteers, and those of its sub-permittees, who is responsible for custody, control or supervision of children participating in the covered Activity, to complete the Acknowledgement of review of the above-referenced policies and their agreement to abide by their terms, available at these links:

- Exhibit D, Permittee Acknowledgement of Receipt of SUNY Child Protection Policies

22. The Permittee specifically agrees that if this permit is cancelled or terminated for any reason, the Permittee shall have no claim against Orange County Community College, its officers and employees, nor any claim against the State of New York, its officers and employees, and both Orange County Community College and the State of New York and their officers and employees shall be relieved from any and all liability.

23. Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or be registered mail addressed as follows:

TO Orange County Community College:
Orange County Community College
Joseph O'Dea
115 South Street, Middletown, NY 10940
845-341-4934

TO THE PERMITTEE:
[Company/Organization Name]
[Representative Name]
[Address]
[Telephone]

Or to such other addressee as may be hereafter designated by notice. All notices become effective only when received by the addressee.

24. This Agreement constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the subject matter of this contract are hereby superseded. In the event of any inconsistency or conflict among the documents comprising this Agreement, such inconsistency or conflict shall be resolved by giving precedence to the documents in the following order:

1. Exhibit A, Orange County Community College Standard Contract Clauses
2. This Agreement
3. Exhibit B, Designated Facilities and Services

4. Exhibit C, Costs and Services
5. Exhibit D, Permittee Acknowledgement of SUNY Child Protection Policies

25. The relationship of the Permittee to Orange County Community College and the State of New York arising out of this agreement shall be that of independent contractor.

26. The permission hereby granted shall be effective [DATE and TIME] and may be revoked at any time without cause. Upon revocation of the permission hereby granted and notice thereof served either in person or by certified mail, return receipt requested, said Permittee shall and will promptly discontinue the use of the premises and shall thereupon remove all of its property from the premises and shall restore the premises to the same condition it was in before use by the Permittee commenced, except that this permit shall terminate [DATE and TIME] in any event, if not sooner revoked. Under no circumstances shall Orange County Community College be held liable for damages of any kind, either direct or indirect, for termination of this permit.

IN WITNESS WHEREOF, the Permittee has caused this instrument to be sealed and signed by its duly authorized officer, and Orange County Community College has caused this instrument to be executed by its duly authorized officer.

ORANGE COUNTY COMMUNITY COLLEGE	PERMITTEE
Sign: _____	Sign: _____
Print: Joseph O'Dea	Print:

The remainder of this page intentionally left blank.

Exhibit B

Designated Facilities and Services
Orange County Community College

[Permittee Name]

The following facilities and services at Orange County Community College are provided by the State College to the above-named Permittee in accordance with the terms and conditions of this Agreement.

[Identify specific facilities to which Permittee is being given access, including ancillary supporting facilities such as specific parking lots, accessory structures, rest rooms, locker rooms, hallway access, cafeterias, etc.]

[Specify dates of use]

[Specify start time and end time]

Exhibit C

Costs and Services

Orange County Community College

[Permittee Name]

The Permittee agrees to pay Orange County Community College the amount of **$** _____ [Amount in Words] for the use of facilities described in Exhibit B. Payment is determined on the following basis:

DATE(S): _____

USE OF FACILITIES: Described on Exhibit B **$**_____

START TIME / END TIME: _____

OVERTIME SURCHARGE: _____**[Identify overtime hours]**_____ **$**_____

TOTAL: $_____]

BALANCE DUE: $_____

Payable to: Orange County Community College

EXHIBIT D [Revised 5/8/15]
Permittee Acknowledgement of Receipt of SUNY Child Protection Policies

State University of New York Orange County Community College
Revocable Permit Issued to [ ]

[Permittee] acknowledges that on [date] it has received copies of the Orange County Community College policies entitled: Child Protection and Mandatory Reporting and Prevention of Child Sexual Abuse. [Permittee] represents that it has reviewed said policies and agrees to abide by their terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the College's Security Department at: **(845) 341- 4710 at Middletown Campus or (845)341-9533 at the Newburgh Campus.**

[Permittee] acknowledges that for all of its employees and volunteers, and employees and volunteers of its sub-permittees who shall enter upon College facilities for purposes related to Covered Activity, permittee has (i) required said Covered Persons to review the above-named policies and to complete an Acknowledgement of their agreement to abide by their terms; (ii) conducted a search of the NY Sex Offender Registry; and (iii) conducted a search of the National Sex Offender Public website within the ninety (90) day period preceding its use of University facilities and has retained the records of such search.

PERMITTEE NAME

Signature: _____ Print Name:_____

Title:_____

Address:_____

Date signed:_____

Exhibit E

Orange County Community College
Notary Acknowledgement

ACKNOWLEDGEMENT BY INDIVIDUAL

STATE OF NEW YORK)
COUNTY OF) ss.:

On this_____ day of _____, 20___, before me personally came

_____, to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged to me that he/she executed the same.

_____
Notary Public

Exhibit F

ACKNOWLEDGEMENT BY UNINCORPORATED ASSOCIATION

STATE OF NEW YORK)
COUNTY OF) ss.:

On this _____day of _____ 20____, before me personally came _____ to me known and known to me to be the person who executed the above instrument, who, being duly sworn by me, did for himself/herself depose and say that he/she is a member of the firm of _____

and that he/she executed the foregoing instrument in the firm name of _____, and that he/she had authority to sign same, and he/she did acknowledge to me that he/she executed the same as the act and deed of said firm of _____, for the uses and purposes mentioned therein.

_____
Notary Public

Exhibit G

ACKNOWLEDGEMENT BY CORPORATION

STATE OF NEW YORK)
COUNTY OF) ss.:

On this ____ day of _____ 20___, before me personally came _____ to me known, who duly being sworn, did depose and say that he/she resides in _____; that he/she is the _____ of _____, the corporation described in and which executed the foregoing instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal, that was so affixed by the order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

_____
Notary Public

APPENDIX H

Office of the Vice President for Administration & Finance
Paul Martland ● 845.341.4905 ● paul.martland@sunyorange.edu

MEMO

To: College Community

From: Paul Martland, Vice President for Administration & Finance

Date: December 6, 2022

Re: College Closing Procedure

The President is responsible for making the decision to cancel classes, or to close the College and its campuses, during periods of adverse weather conditions or other emergencies. Every effort will be made to reach such a decision in time to inform the Executive Director for Communications, maintenance, and security personnel as early as possible. The decision will be based on the best information possible from weather forecasts, conditions on campus and in parking lots, and the status of roads over which students, faculty and staff must travel.

Please note that a decision to cancel classes will apply to all classes, whether in-person or remote. Likewise, if the College is closed, employees not designated as CSEA essential employees will not be required to work regardless of whether they were scheduled to work on campus or remotely that day. In essence we have returned to a traditional "snow day".

Orange County Community College's weather closings are separate from those of the rest of Orange County government. The College does not close automatically if the County Executive orders government offices closed. Similarly, the College's weather closings are separate from those of area K-12 school districts. The College will close **only** on the order of the President. All personnel should be alert to these distinctions when listening to storm closing announcements. The closing of the Newburgh Campus will be consistent with the closing of the Middletown Campus for inclement weather situations.

An announcement in the morning detailing closing of the College or canceling of classes during the day does not necessarily mean evening courses and activities have likewise been canceled. A separate decision, usually made prior to 2:00 p.m., will be announced concerning evening credit and non-credit classes.

In the event of a College closing, announcements will be shared with employees and students via email and text, as well as posted to the College website, MySUNYOrange, and selected social media platforms (Facebook, Twitter). A message will be placed on the main College voicemail and distributed to the following local radio and televisions stations:

Beacon	**WBNR**	**920/1260/1420**	**Poughkeepsie**	**WEOK**	**1390**
pamal.com/stormcenter/whud.php	**WSKP**	**104.7**	www.hudsonvalleyclosings.com	**WRRV**	**92.7/96.9**
	WHUD	**100.7**		**WPDH**	**101.5/106.1**
	WBPM	**92.9**		**WKXP**	**94.3/97.3**
	WXPX	**107.1**		**WCZX**	**97.7**
Monticello/	**WSUL**	**98.3**	**Poughkeepsie**	**WPKF**	**96.1**
Sullivan	**WVOS**	**95.9**	http://bit.ly/viewclosings	**WRNQ**	**92.1**
County	**WDNH**	**95.3**		**WKIP**	**98.5/1370/1450**
	WYCY	**105.3**		**WRWD**	**99.3/106.9/**
	WDNB	**94.9/102.1**			**107.3/1230**
	WWRR	**104.9**		**WBWZ**	**93.3**
Newburgh	**WJGK**	**94.5/103.1**	**Woodstock**	**WDST**	**1001.1**
www.wgny.us	**WGNY**	**98.9/105.3/1220**			
Television	**Hudson Valley News 12**				

For updated information, visit the College website at **www.sunyorange.edu**.

DAY

If inclement weather or other conditions force the closing of SUNY Orange before 8:00 a.m., all professional, clerical, maintenance and part-time personnel whose work hours are between 8:00 a.m. and 5:00 p.m. will not report to the College. Exceptions to this rule are CSEA employees designated as essential employees, who may be required to report to work.

If the College is ordered closed by the President during a working shift (for example, at 11:00 a.m. or 2:30 p.m.), all professional and clerical personnel should leave the campus at the designated time. Maintenance personnel should await instructions from their supervisors. CSEA employees designated as essential employees may be required to remain on the job.

If a delayed opening time falls during a class period, the class will be held for an abbreviated session, beginning at the College opening time and ending at the regular end time. For

example, if a class is regularly held from 8:00 a.m. to 10:50 a.m. and the College opening time is set for 10:00 a.m., the abbreviated session would be from 10:00 a.m. – 10:50 a.m.

Conversely, should the College close prior to the end of a class, the class would continue until the announced closing time. For example, if the College announces a 4:00 p.m. closing and a class is scheduled from 2:00 p.m. to 5:00 p.m., the class would meet for two hours.

EVENING

If, because of weather conditions during the day, evening classes and activities are canceled via an announcement prior to 2:00 p.m., all classes meeting at 3:45 p.m. or later will not be held that night. Such an announcement applies to all activities meeting on a campus. Classes at off-campus locations will be cancelled if on-campus classes do not meet; if SUNY Orange does not cancel evening classes as a result of inclement weather, evening classes held at off-campus locations will follow that high school's inclement weather closing announcement. Evening credit classes canceled because of bad weather must be made up. Such make-up classes will be scheduled on the second Friday night after the missed class, or as otherwise announced by the Vice President for Academic Affairs.

REMINDER

Faculty members are not authorized to cancel either day or evening classes because of weather conditions.

INFORMATION REGARDING CIVIL SERVICE EMPLOYEE PAY FOR THE ABOVE CONDITIONS

1. When the College is officially closed, all full-time and part-time Civil Service employees' regularly scheduled to work the day the College is officially closed will get paid their regular pay regardless of whether they work or not. (Note: Only CSEA employees designated as essential employees may be required to work when the College is officially closed.)

2. When the College is officially closed early or opens late during a portion of a regular shift, the following policy applies:

- An employee who does not report to work during any portion of the "open" period will be charged with personal leave or vacation time for the time during the open period that they are absent from work.

-OR-

- An employee who leaves prior to the College closing must be charged with either personal leave or vacation leave time for the absence prior to the College closing.

3. When the College is officially closed, employees who are required to work while the College is closed will be paid per Article Twelve, Section 4 of the current CSEA contract.

4. Anyone reporting to work on a regular shift on a "closed" day that has not been called to come in by a supervisor will not receive any additional pay beyond his/her regular hours for the closing day.

5. CSEA employees designated as essential employees may be required to work during a weather closing.

INFORMATION REGARDING PART TIME (NON-CSEA) EMPLOYEE PAY FOR THE ABOVE CONDITIONS

1. When the College is officially closed, all part-time (non-CSEA) employees scheduled to work the day the College is officially closed will not get paid because they will not be reporting to work.

2. When the College officially closes early or opens late during a portion of a regular shift, part-time (non-CSEA) employees will only be paid for the hours they actually worked up until the time of the official close.

3. Any part-time (non-CSEA) employee reporting to work on a "closed" day that has not been called to come in by a supervisor will not be paid.

Regardless of the time of opening or closing, all employees' lunch hours remain in effect. For example, if the College opens at 12:00 and your lunch hour is from 12:00 – 1:00, you would come in at 1:00. If the College opens at 11:00, you would take your lunch hour at your regular designated time. The same would apply if the College closes after your specified lunch hour. For example, if the College is closing at 2:00 and your lunch hour is from 12:00 – 1:00, you would still take your lunch hour and leave at 2:00. If your lunch hour is from 1:00 – 2:00, you would take your lunch hour at 1:00 and not return to the College.

APPENDIX I

SUNY Orange Sustainability Master Plan 2015

Executive Summary

When SUNY Orange crafted its inaugural Sustainability Master Plan in 2009, its goal was quite clear: formulate a vision and accompanying action plan that would guide the College in the implementation and expansion of sustainability-related initiatives.

The College's 2009 Strategic Plan included sustainability as one of five strategic priorities, and it was imperative that SUNY Orange have a framework by which it could advance the ideals, awareness and growth of sustainability both internally and externally.

The initial Sustainability Master Plan was intended to guide the creation and implementation of overarching policies that would govern the College's future decision-making, target potential campus operations that could be modified or instituted, and create methods for promoting awareness of general sustainability practices alongside the College's progress toward becoming more sustainable.

Today, more than five years after the College's initial sustainability plan was crafted, the College can demonstrate great progress in areas of policy creation, showcase operational changes that have reduced the College's environmental footprint, highlight examples of sustainable design and construction, and boast a more aware and informed populace. (A listing of the College's accomplishments related to the initial Sustainability Master Plan can be found in the appendix to this document.)

Yet, issues related to environmental preservation, stewardship and sustainability continue to be examined and discussed on local, regional and global levels by a wide array of businesses, industries, organizations and groups. As a community catalyst, SUNY Orange remains uniquely positioned to expand its leadership of those discussions, while at the same time demonstrating its own commitment to sound environmental stewardship and implementation of sustainable practices.

This 2015 edition of the SUNY Orange Sustainability Master Plan, like its predecessor, will ensure that the College remains a responsible caretaker of the environment with a refined focus on areas of Planning, Administration and Engagement, Operations, and Education and Research. This plan is also aligned with the Sustainability Tracking, Assessment & Rating System (STARS) rubric as developed by the Association for the Advancement of Sustainability in Higher Education (AASHE). This connection offers SUNY Orange not only a method for evaluating its progress relative to sustainability over the years, but also assures that the College is connected with like-minded institutions who are all committed to bringing environmental issues to the attention of higher education administrators nationwide.

The Plan is divided into three sections: (1) Planning, Administration and Engagement, (2) Operations, and (3) Education and Research. The overarching goals of the Plan, which transect all three areas, are to:

- infuse the Sustainability Master Plan into the College's Strategic Plan
- formulate and implement a Climate Action Plan to reduce significantly the College's greenhouse gas emissions
- incorporate sustainability concepts & principles more deeply into academic curricula and extra-curricular activities and programs
- strengthen the campus "culture" of environmental stewardship
- involve the College more fully in community and regional matters pertaining to sustainability
- hire employees who will implement sustainable initiatives and establish reward systems for those who do so

(1) Planning, Administration and Engagement

Coordination and Planning: Develop policies and procedures to promote sustainability principles in College-wide decision making.

- Frame revisions to the Facilities Master Plan within a context of sustainability that is supported by results of energy audits, STARS reports and input related to the Climate Action Plan.

- Conduct periodical reviews of the Sustainability Master Plan in accordance with the College's three-year STARS evaluation cycle; revise/update as necessary.

- Support the efforts of the Sustainability Coordinator, along with the Sustainability Committee and volunteers, by effectively managing current projects and new initiatives. (ongoing)

- Establish a regular cycle for the completion of energy audits and use the results to identify and target long-range goals and improvements to College operations.

- Develop a process for the Sustainability Coordinator to regularly advise senior College leadership on emerging sustainability trends to help the College pursue available "green" methods related to operations, purchasing and curriculum.

Human Resources: Create programs that enhance the campus "culture" of environmental stewardship.

- Orient new employees and students to the College's sustainability policies and procedures, and commit to ongoing awareness and promotion programs for all employees and students that stress current trends, the College's sustainability policies and procedures, and ways that the College community can become involved.

- Work with the Center for Teaching and Learning (CTL) to offer more sustainability related trainings and programs for faculty and staff.

- Encourage appropriate personnel/offices to record sustainability information (number of parking passes issued, amount of electricity purchased, amount of material recycled, etc.) and make this information more available to the Sustainability Coordinator upon request.

- Work with the Sustainability Coordinator to include a "sustainability report card" as part of the coordinator's annual report in order to bring awareness to the College's sustainability efforts and progress.

Public Engagement: Expand the College's community outreach related to sustainability awareness and programming.

- Collaborate with external agencies and organizations to assist the College in employing sound sustainability practices and advancing sustainability initiatives. (ongoing)

- Partner with sister colleges within the Hudson Valley Education Consortium to share best practices related to operations, education, planning and engagement, and advance sustainability initiatives on the institutions' respective campuses as well as throughout the region. (ongoing)

- Work with Continuing and Professional Education (CAPE) to develop sustainability courses and certifications that prepare area residents for green careers, allow existing professionals to advance careers in sustainability, and help businesses and organizations become more environmentally conscious. (ongoing)

- Track community service ("volunteer") hours of students and employees and promote the College's impact upon the community.

- Provide sustainability-related community service opportunities for students and employees and partner with local organizations in need of community volunteers.

- Support the College's creation of a "co-curricular" transcript that includes community service hours and involvement with College clubs and organizations.

- Partner with local/regional/statewide governmental agencies and elected officials to advocate for policies that advance sustainability in general and at the College.

- Collaborate with the SUNY Orange Foundation on methods for building relationships with community partners/donors who share the College's commitment to environmental stewardship and sustainable practices. (ongoing)

(2) Operations

Operate and maintain buildings using sound sustainable practices.

- Operate and maintain existing buildings (including indoor air quality) according to the College's Sustainability Policy. (ongoing)

- Install permanent signage in buildings that have sustainable features and include temporary signage where reminders are needed to conserve energy (turning off lights, shutting down computers, etc.). (ongoing)

Construct and renovate buildings according to LEED specifications. (ongoing)

Reduce greenhouse gas emissions.

- Submit greenhouse gas emissions reports inventory of greenhouse gas emissions according to the American College and University Presidents Climate Commitment requirements. (ongoing)

- Expand the Greenhouse Gas Inventory to include all Scope 3 emissions (e.g., travel, solid waste).

- Include the establishment of a local offsets program in formulating and implementing a Climate Action Plan.

Develop a culture that supports the local food economy, provides nutritious, responsibly produced food, and minimizes food and recycling waste generated by food services.

- Provide food that is produced and processed within 250 miles of the institution and grown locally, organically, or via fair trade. (ongoing)

- Incorporate composting in food preparation and disposal. (ongoing)

- Utilize recycled content napkins, re-usable containers and renewable products in food presentation/delivery. (ongoing)

- Post signage in the cafeteria that educates employees and students about local food, composting, and recycling at SUNY Orange.

Serve as a partner in strengthening community consciousness of environmental issues and enhance social equity within the community, as it pertains to food procurement.

- Donate non-perishable products to public service organizations. (ongoing)
- Utilize vendors who act in a socially responsible manner. (ongoing)
- Purchase products from underutilized and local businesses. (ongoing)

Reduce energy usage.

- Install occupancy sensors and timers, for both lighting and temperature. (ongoing)
- Replace lighting with more energy efficient designs. (ongoing)
- Install motion sensors in vending machines.
- Utilize a campus-wide energy management system to track energy consumption and performance in multiple buildings in a central location.
- Improve the energy efficiency of operating equipment (including heating & cooling of buildings, landscaping, and electronics). (ongoing)
- Consolidate summer classes into those buildings that are most energy-efficient. (ongoing)

Obtain 100% of all energy (electricity, heating & cooling, transportation fuels) on site from clean, renewable sources that have low environmental impact (e.g., solar, wind, geothermal).

Use landscaping practices that minimize runoff and other environmental impacts.

- Reduce the use of toxic chemicals and synthetic fertilizers. (ongoing)
- Compost or mulch grounds-keeping waste (e.g., grass trimmings, woody debris).
- Use alternatives to salt for snow and ice removal that are less environmentally damaging.
- Use native, drought-tolerant plant species instead of exotics. (ongoing)
- Reduce nonpoint source pollution into nearby waterways by using green infrastructure practices (e.g., rain gardens, porous pavement, green roofs). (ongoing)
- Restore and maintain a healthy vegetative buffer along the banks of the campus stream. (ongoing)

Adopt purchasing practices and strategies that minimize the environmental impacts associated with the production, distribution, use, and disposal of paper products, technology hardware, office supplies, furniture, equipment and energy resources.

- Purchase electricity generated from renewable sources (as an intermediate step to obtaining renewable energy on site).
- Purchase EPEAT Gold or Silver computers, monitors and laptops. (ongoing)
- Purchase New York State approved green cleaning products (OGS Memorandum CL-700).
- Reduce the indoor use of toxic cleaning products. (ongoing)

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- Purchase 100% recycled content office paper. (ongoing)
- Purchase items with minimal packaging. (ongoing)

Encourage the adoption of alternative transportation methods by employees and students through education and partnerships.

- Reduce commuting via single occupancy vehicles through education, ride share programs, public transit opportunities, promotion of bicycling, etc. (ongoing)
- Reduce emissions from commuting faculty, staff and students through awareness programs. (ongoing)
- Reduce emissions from campus vehicles and equipment by converting to more sustainable fuels.

Reduce the amount of total waste generated (all forms-- garbage, recyclables, compost).

- Conduct a waste audit periodically and implement its recommendations.
- Reduce the amount of paper used by employees and students. (ongoing)
- Encourage the use of refillable containers for beverages. (ongoing)
- Initiate a college wide exchange program for equipment, furniture and supplies.
- Use paper-free document storage. (ongoing)

Decrease the proportion of waste disposed of via landfill/incinerator (i.e., by recycling, composting, reusing, donating, or re-selling).

- Expand the number of locations for recycling receptacles. (ongoing)
- Expand the types and varieties of items that are recycled by the College. (ongoing)
- Encourage students and employees to use proper recycling receptacles. (ongoing)
- Ensure the transport of recyclables from major campus recycling receptacles to off-campus recycling centers. (ongoing)

- Compost appropriate waste materials generated by campus activities. (ongoing)
- Use recycled material in all relevant maintenance projects.
- Divert all non-hazardous construction and demolition waste from the landfill and/or incinerator. (ongoing)
- Institute a program to recycle/reuse/refurbish electronic waste generated by employees and students; ensure such e-waste is recycled responsibly. (ongoing)
- Safely dispose of all chemical waste (hazardous, universal, and non-regulated) and reduce the use of these materials. (ongoing)

Reduce water usage.

- Install waterless urinals and toilets and/or low-flow fixtures on bathroom and laboratory sinks. (ongoing)
- Capture and use rain water (e.g., use of rain barrels at rooftop downspouts, installation of ”green” roofing). (ongoing)
- Conduct a water audit and implement recommendations.
- Use weather data/sensors to adjust irrigation practices.

(3) Education and Research

Incorporate sustainability topics and issues across the curriculum by:
Providing students with sustainability learning experiences in both credit and non-credit courses.

- Draft sustainability learning objectives that will apply to all students and integrate them into current curricular and co-curricular objectives.

- Establish a sustainability certificate to award to students upon graduation who meet specified sustainability learning objectives.

- Offer an interdisciplinary course on sustainability that fulfills a SUNY General Education requirement and is part of the Learning Community Program.

- Develop a more technical/applied sustainability 200 level elective for architecture or engineering majors and others pursuing careers related to sustainability.

- Emphasize the already existing sustainability component in any course that is "sustainability-focused" or "sustainability-related" by denoting it as such in the course catalog and updating the course descriptions to include sustainability wording.

- Market new sustainability courses to students through collaboration and communication with departments and student services to ensure that they will become regular offerings.

- Meet and collaborate with academic departments to discuss how they can adopt at least one sustainability learning outcome (SLO) for their program(s).

- Hire new faculty and staff that have taught sustainability courses, have past experience promoting sustainable initiatives, have served on sustainability committees, and/or are members of environmental organizations.

- Require a section or question relating to promoting sustainability initiatives in departmental plans, annual reports, and/or PBIE initiatives**.**

Incorporate sustainability topics and issues across the curriculum by: Providing faculty with incentives to conduct sustainability-related research and/or develop sustainability lesson plans and courses.

- Provide support, release time, sabbaticals, funding for professional development, training, and other incentives for faculty who show interest in developing sustainability units or courses.

- Create an application process for faculty interested in undertaking projects relating to sustainability inclusion.

- Provide support, funding, leave or incentives for faculty members to take groups of students on outdoor, educational and fun trips.

Incorporate sustainability topics and issues across the curriculum by: Providing faculty with the resources and the programming they need to learn how sustainability principles can be integrated into all areas of the curriculum.

- Provide a budget, grant money, and support to have regular and relevant professional development opportunities to help faculty learn how sustainability principles can be integrated into all areas of the curriculum. (ongoing)

- Create and update an online resource pool with cross-disciplinary lesson models and project templates. (ongoing)

- Collaborate with the librarians to add and update into the Sustainability Resources Library Research Guide resources for infusing sustainability topics. (ongoing)

- Update the Sustainability Website with a current list of "Get Involved' projects. (ongoing)

Integrate sustainability into campus culture by: Providing students with sustainability learning experiences outside of the formal curriculum.

- Include in potential building plans of future residence halls a designated model room that has visiting hours and demonstrates sustainable living.

- Include in potential building plans of future residence halls sustainability-themed housing (residence hall, floor, or theme house) where residents learn about sustainability together and to which residents must apply.

- Improve student orientation by making it a mandatory one- or two-day event with sustainability activities and tours.

- Provide a budget or grant money to have regular, relevant programming and/or campus activities that educate students about sustainable living and practices. (ongoing)

- Plan, schedule, and market innovative workshops with educational speakers who appeal to students' needs. (ongoing)

- Schedule, market, and garner student support for one major sustainability event each semester around a national/global environmental awareness program such as *America Recycles Day* in November and *Earth Day* in April; involve student clubs, all areas of the college, and area businesses and non-profits.

- Meet and collaborate with faculty to garner support for and curriculum ties with *America Recycles Day* and *Earth Day* events so that related student projects can be presented on these days.

- Institute a Club or Student Activities program that organizes hiking, camping, kayaking, backpacking, skiing, and other outings and follows "Leave No Trace" principles.

- Encourage interested students to establish a sustainability club, or ask existing clubs to become more involved in the College's sustainability efforts, or both.

- Use the College's existing internship program to create student learning opportunities relating to sustainability.

- Create a garden and utilize the Newburgh campus greenhouse where students, faculty, staff, and community members can gain organic farming and gardening experience.

- Find creative ways to market sustainability awareness programs and the work of the Sustainability Committee (Facebook, Twitter, SUNY Orange website, the library, and other social media).

- Educate all campus stakeholders and the community about SUNY Orange's commitment to sustainable practices and education by marketing the college's support of sustainability initiatives, goals, and accomplishments.

Implement sustainable practices in all educational endeavors by: Using technology and other campus resources wisely to reduce our carbon footprint.

- Strongly encourage all faculty to provide classroom materials in electronic formats using course management software.

- Strongly encourage all areas of the college to share handouts, flyers, memos and any other forms of information and communication in electronic formats or via the new portal.

- Strongly encourage and teach students to share handouts, flyers, memos, educational projects, and any other forms of information and communication in electronic formats.

- Strongly encourage Admissions to accept all registering students' paperwork via email and online applications.

- Improve the College's Information Technology infrastructure to support more distance learning and hybrid courses to reduce commuter traffic.

- Update and improve the Sustainability Website and find a prominent place for this resource on the new web portal. (ongoing)

- Provide technical training for students, faculty and staff in reducing paper/toner use (i.e. cutting and pasting into Word and knowing how to print double-sided or multiple slides per page in different programs/Adobe, PowerPoint/Word, etc.).

- Encourage collaboration with College Library and Center for Teaching and Learning (CTL) to store and index all sustainability projects.

- Encourage collaboration between Information Technology (IT), the CTL, the library director and librarians, and the Academic Technology Committee to monitor technological changes in information delivery methods and adopt current, sustainable technology tools including, but not limited to, e-books, standards for electronic materials, and compatible delivery systems.

- Create an online document with specific guidelines for campus event organizers in order to make all campus activities sustainable (e.g.: which brand of cups are made of corn, rather

than petroleum products, whom to contact for recycling bins, and where to buy local food products).

Demonstrate SUNY Orange's commitment to sustainable practices to the community by: Participating in reputable environmental rankings and highlighting its achievements.

- Participate in the American College and University Presidents Climate Commitment. (ongoing)

- Evaluate sustainability initiatives using the Association for the Advancement of Sustainability in Higher Education's (AASHE's) Sustainability Tracking, Assessment, & Rating System (STARS).

- Place signage in new buildings and at retrofitted sites to describe sustainable features. (ongoing)

- Create sustainability education signage and offer sustainability tours to the public. (ongoing)

Illustrate SUNY Orange's commitment to sustainable practices by: Collaborating with outside organizations to solve local sustainability issues.

- Partner with the cities of Middletown and Newburgh to create a framework for student internships and other collaborations.

- Partner with area businesses and nonprofit organizations to create hands-on learning and service learning experiences for students to see the value in sustainable practices. (ongoing)

- Partner with outside groups to hold a sustainability summit to bring together county stakeholders. (ongoing)

- Coordinate with appropriate municipal and county bodies to strengthen public transit systems.

APPENDIX

Accomplishments since 2009 Sustainability Master Plan

(1) Planning, Administration and Engagement

Coordination and Planning

- Secured approval to establish and hire a part-time Sustainability Coordinator.
- Developed a College-wide Sustainability Master Plan.
- Updated College's original Sustainability Master Plan in order to align it with the Sustainability Tracking, Assessment & Rating System (STARS) and to provide the College with a way to effectively assess and measure its sustainability progress.
- Became a member of the Association for the Advancement of Sustainability in Higher Education (AASHE)
- Developed in-house grant program to help fund sustainability innovation and curriculum expansion.

Administration

- Worked with the College's Board of Trustees to raise sustainability to the level of an institutional priority that was among five strategic priorities included in SUNY Orange's 2009-2014 Strategic Plan.
- Elevated the status of the Sustainability Committee from an ad hoc committee to a standing committee (and thus is now part of SUNY Orange's College-wide shared governance system).
- Incorporated sustainability questions into the Student Opinion Survey and Faculty & Staff Opinion Survey in order to learn more from faculty, staff and students about their attitudes and perceptions about diversity and respect at the College.
- Developed a College policy (BP2.31) entitled "Sustainable Capital Construction" that requires the College to employ all means possible to ensure that all new construction projects of 20,000 square feet or larger will be certified LEED Silver or higher.
- Developed a College policy (BP2.33) entitled "Sustainable Practices in College Operations" that directs the College "to the best extent practicable" employ sound sustainable practices in all areas of College operations.

- Acquired $1.88 million Title III grant that will allow the College to more directly communicate with students via the MySUNYOrange portal. Additionally, the College can create student support materials (online print and video) to support completion and retention.
- Created a "Welcome to SUNY Orange Sustainability" bookmark that highlights information about the College's sustainability commitment. This bookmark is provided to all new employees as part of their "new employee package."
- Incorporated sustainability awareness information and presentations into College's I-Connect Week, a weeklong orientation program for new and current students that is directed by the Student Activities Office each September.

Public Engagement

- Expanded partnerships with Cornell Cooperative Extension and Cornell Master Gardeners to broaden campus sustainability efforts and outreach, including development of wetland gardens, rain gardens on both campuses and the Educational Gardens.
- Collaborated with New York State Association for Reduction, Reuse and Recycling, Inc., for access to recycling support, grants and information.
- Partnered with 511NYRideShare to provide access for students and faculty to ride-sharing.
- Forged ongoing partnerships between the Biology Department and local organizations such as: Orange County Soil and Water Conservation District, Orange County Water Authority, Wallkill River National Wildlife Refuge, Orange County Audubon and CUNY Institute for Sustainable Cities. Via courses in Environmental Conservation (BIO148) and Avian Biology (BIO146), students have collaborated with these organizations in conducting projects relating to water quality, impacts of climate change and wildlife surveys.
- Membership in the Hudson Valley Educational Consortium allows the College to provide students the opportunity to enroll in SUNY Sullivan's Green Building Maintenance and Management degree program.
- As a member of the Clean Energy Technology Training (CETT) Consortium, SUNY Orange has helped develop a standardized curriculum that is utilized by the Colleges for the 40-hour, non-credit Photovoltaic Installer course.
- Joined Environmental Consortium of Hudson Valley Colleges and Universities.
- Hosted a weekly farmer's market, open to all students, employees, and community members, and also supports a Workplace CSA that serves college employees and students who elect to register.

- Collaborated with Orange County to provide students access to a shuttle bus that runs from Port Jervis to Middletown several times daily.

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(2) Operations

Buildings

- Installed signage in rain garden and educational gardens on Middletown campus (AY 11/12 through AY 13/14).

Greenhouse Gas Emissions

- Conducted Greenhouse Gas Inventory annually or as required by ACUPCC since 2005.
- Hired a consultant to assist the College in formulating a Climate Action Plan (2015).

Food

- Much of the food and beverages purchased by the College's food services is either (or both): (1) grown and processed within 250 miles of the College; or (2) third-party certified (USDA Certified Organic, Food Alliance, Fair Trade, etc.).
- Established a farmer's market / community-supported agriculture (CSA) at the Middletown campus.
- Expanded the Community Supported Agriculture (CSA) Program to the Newburgh campus (Spring 2014).
- Uses two composters to decompose pre-consumer food waste generated by the College's cafeteria.
- Food services offer reduced price refills when a mug is supplied.
- Initiated Eco-to-Go program, where reusable takeout containers are sold in the cafeteria and given out as prizes at the College's sustainability events.

Energy

- Installed occupancy sensors for lighting in bathrooms.
- Replaced all indoor incandescent bulbs with compact fluorescent bulbs.

Landscaping

- Has contracted with Ehrlich Pest Control (since 2009) which uses integrated pest management approaches (e.g., non-chemical methods adopted first, and only when control judged necessary) to control pests in all major buildings and grounds.
- Developed several areas showcasing native plants (Educational Woodland Garden, Xeriscape Garden, and Rain Garden).
- Mulches grounds keeping waste (wood refuse, grass clippings).

Purchasing

- Purchases only EPEAT Gold computers/monitors (Energy Star 5.2 Cat.D).
- Uses Kaivac green products to steam clean bathrooms.
- Purchases GreenSeal paper towels.
- Purchases 50% recycled content office paper.
- Purchases campus vehicles from a company with a strong sustainability record.

Transportation

- Reduced work week in June and July to four days.
- Launched rideshare program (AY10/11).

Waste

- Recycles waste from all electronics owned by the College.
- Provides for recycling of personal electronic waste from College employees.
- Implemented a single sign-on and print management system to limit student printing in libraries on both campuses. (Oct 2011)
- Offers several publications in electronic form only (limited number of print copies). Print copies of numerous publications are printed on partially-recycled paper through the Forest Stewardship Council program.
- Placed additional outdoor recycling receptacles on premises and added and paired them with trash containers (Summer 2012).
- Participated in the TerraCycle program, where various types of packaging are sent for recycling/upcycling (since 2009).
- Sends CDs, DVDs, and floppy disks for recycling (since May 2014).

- Participates in America Recycles Day.
- Use paper-free document storage.

Water

- Adopted a comprehensive green infrastructure initiative that incorporates stormwater management principles into strategic planning, plans for new buildings, parking and site work, budgets and capital project planning, and other longer-term frameworks.
- Installed rain gardens on Middletown and Newburgh campuses.
- Installed rain-capture cisterns on Middletown Campus.
- Incorporated a "green roof" into the design of the parking garage near Kaplan Hall on Newburgh Campus (Jan 2011).
- Uses captured rain water for all outside irrigation on Newburgh Campus.
- Equipped the Educational Garden's irrigation system with weather sensors to control the amount of irrigation cycles.

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(3) Research & Education

- Participates in the American College and University Presidents' Climate Commitment.
- Evaluates its sustainability initiatives using the Association for the Advancement of Sustainability in Higher Education's (AASHE's) Sustainability Tracking, Assessment, & Rating System (STARS).

Curriculum

- Conducted a sustainability course inventory and made it available via the sustainability website.
- Identified courses as either "sustainability-focused" or "sustainability-related" as per the STARS criteria.
- Added courses on sustainability topics to non-credit programs (CAPE) (put under curriculum because this is integral to the mission of a community college).
- Offer more distance learning and hybrid courses to reduce commuter traffic.
- Improved providing Angel shells to faculty so that more student coursework is available in electronic rather than print format (IT/CTL).

Co-Curriculum Education

- Chose sustainability as the 2009 Global Initiative theme and hosted numerous sustainability themed speakers and events.
- Held Earth Day Fairs at both Middletown and Newburgh campuses with student/club supported tables and appropriate speakers.
- Created the Sustainability Grant which was used to fund several faculty-driven sustainability initiatives.
- Offered quality programming to teach faculty about technology (via CTL).
- Created an informational sustainability website, available via the SUNY Orange homepage.
- Provided resources on sustainability and highlighted sustainability lesson plans and projects for use by faculty, staff and administration on the website.
- Created a "Get Involved" link on the college's sustainability website.
- Created community awareness of SUNY Orange events relating to sustainability (e.g., Global Initiative activities, films and lectures) by advertising events to the public.
- Encourages administration to distribute all flyers, memos and other forms of information electronically rather than in paper format.

APPENDIX J

SUNY Orange Affirmative Action Manual 2021 – 2026

SUNY ORANGE

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

Table of Contents

		Page
Section 1	Foreword	1
Section 2	Equal Opportunity/Affirmative Action Policy	2
Section 3	Discrimination/Harassment Grievance Procedure	3 – 6
Section 4	Program Goals and Objectives	7
Section 5	Committee for Institutional Diversity & Equity	8
Section 6	President and Vice Presidents of College	9
Section 7	Description of College Work Force	10
Section 8	OCCC Demographic Profile (Male/Female/Age/Vet Status)	11
Section 9	OCCC Demographic Profile (Race/Ethnicity)	12
Section 10	Analysis of College New Hires	13
Section 11	IPEDS Grouping	14
Section 12	Recruitment Process	15 – 20
Section 13	General Guidelines	21 – 23
Section 14	Professional Vacancy Notice	24 – 25
Section 15	Advertisements	26
Section 16	Building an Applicant Pool	27
Section 17	Search Committees	28
Section 18	Evaluation of Candidates	29
Section 19	Responding to Applicants	30
Section 20	Confidentiality and Access to Applicant Files	31
Section 21	References	32 – 33
Section 22	The Interview	34
Section 23	Prior to the Interview	35
Section 24	Essential Functions	36
Section 25	Documentation	37
Section 26	Appointments Without Searches (Emergency Hires)	38
Section 27	Waivers	39 – 40
Section 28	Process for PT Faculty Positions	41

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

Appendix

		Page
A.	Definitions	42
Sample Forms		
B.	Self-Identifying Questions Asked by Online Application Program	43
C.	Interview Inquiries	44 - 47
D.	Background Check Release Form	48 - 49
E.	Authorization to Release Information	50
F.	Pre-Employment Telephone Reference Check Form	51
G.	Application Instructions	52
H.	Email Confirmation of Application from Online Application Program	53
I.	Applicants Not Meeting Required Criteria – First Cut Email	54
J.	Applicants Confirmation Email for Interview	55
K.	Applicant Meets Required, But Not Chosen for Interview Second Cut	56

Section 1	**Foreword**

Orange County Community College affirms its commitment to provide educational and employment opportunities to persons of diverse cultural and linguistic heritages and backgrounds. Three principles guide the College in this commitment. First, it is an objective of Orange County Community College to be a model and a leader in creating a campus environment, which values and respects diverse employees and students. Second, it is an objective of Orange County Community College to provide students an educational experience that reflects the pluralistic nature of our society. Third, Orange County Community College strives to proactively recruit people who are typically underrepresented.

Section 2	**Equal Opportunity/Affirmative Action Policy**

Orange County Community College (SUNY Orange) affirms its commitment to provide educational and employment opportunities to persons of diverse cultural heritages and backgrounds. It is the College's policy and belief that all persons are entitled to equal employment opportunities. The College does not discriminate against its employees or applicants because of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction or any other legally protected status.

Equal employment opportunity will be extended in all aspects of the employer-employee relationship, including, but not limited to, recruitment, hiring, training, promotion, transfer, demotion, compensation, benefits, layoff and termination. In addition, the College will make a reasonable accommodation to known physical or mental limitations of an otherwise qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of our business. All employment-related policies, procedures, and actions are designed to comply with applicable laws.

Section 3	**Discrimination/Harassment Grievance Procedures**

Grievance Procedure for the Review of Allegation of Illegal Discrimination or Sexual Harassment

Introduction

In its continuing effort to seek equity in education and employment, and in support of federal and state anti-discrimination legislation, Orange County Community College provides an internal grievance procedure for the prompt and equitable investigation and resolution of allegations of sexual harassment or illegal discrimination on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction or any other legally protected status.

This internal grievance procedure is one of several options open to any SUNY Orange student or employee who believes that he or she has been the victim of illegal discrimination or sexual harassment. If the grievant is an employee of SUNY Orange, he/she may choose to use any relevant employee grievance procedures established through negotiated contracts. Also, the grievant – either student or employee – may choose to file a grievance with an outside enforcement agency, such as the New York State Division of Human Rights, the Equal Employment Opportunity Commission, the Office of Civil Rights of the Department of Education, and the Office of Federal Contract Compliance of the Department of Labor. Solely, the grievant may choose which of these grievance procedures to use.

The Orange County Community College grievance procedure for the review of allegations of illegal discrimination or sexual harassment provides a mechanism through which the College may identify and eliminate incidents of illegal discrimination or sexual harassment. The College recognizes and accepts its responsibility in this regard and believes that the establishment of this internal grievance process will benefit students, faculty, staff, and administration alike, permitting the investigation and resolution of problems without resorting to the frequently expensive, time-consuming procedures of state and federal enforcement agencies or courts.

The initial step in the grievance procedure will be an informal process. The Affirmative Action Officer has been designated to meet with the grievant for an informal hearing of an alleged violation.

At this informal level, every effort will be made by the Affirmative Action Officer to determine the validity of the complaint presented. If the matter is not resolved to the satisfaction of the grievant within ten (10) working days of its presentation, the Affirmative Action Officer will assist the grievant in the preparation of a written statement which will set forth the basis of the alleged violation with reasonable specificity and the remedy sought by the grievant.

Requirements For Filing Grievances

- A grievance must be submitted in writing on the form provided by the Affirmative Action Officer.
- Employees must file a grievance within thirty (30) working days following the date of the alleged discriminatory act or the date on which the grievant first knew or reasonably should have known of such act, if that date is later. Students must file a grievance within thirty (30) business days following the alleged discriminatory act or thirty (30) business days after a final grade is received, if that date is later.
- Grievances must be filed with the campus Affirmative Action Hearing Officer at: (845) 341-4662.

Procedures For Processing Grievances

- The Affirmative Action Officer shall receive any complaint of alleged illegal discrimination or sexual harassment and shall assist the grievant in defining the charge, in addition to, providing the grievant with information about the various internal and external mechanisms through which the complaint may be filed, including applicable time limits for filing with each agency.
- If the grievant chooses to use the Orange County Community College grievance procedure for the review of allegations of illegal discrimination or sexual harassment, the Affirmative Action Officer shall assist the grievant in preparing a written statement, and sign and date a copy of the completed statement for the grievant.

- The Affirmative Action Officer shall seek to resolve the grievance informally and shall have the right to all relevant information and to interview witnesses, including the right to bring together the grievant and respondent, if desirable. If a resolution satisfactory to both the grievant and respondent is reached within ten (10) working days through the efforts of the Affirmative Action Officer, the Officer shall close the case, and send a written notice to inform the grievant and respondent. The written notice, a copy of which shall be attached to the original grievance in the Officer's file, shall indicate the agreement reached by the grievant and respondent and shall be signed and dated by the grievant, the respondent, and the Affirmative Action Officer.

- If the Affirmative Action Officer is unable to resolve the grievance to the mutual satisfaction of the grievant and respondent within ten (10) working days, the Officer shall notify the grievant, advising the grievant of his/her right to proceed to the next step internally and/or the right to file separately with the appropriate external enforcement agencies.
- If at any time the grievant chooses to use the employee grievance procedures established through negotiated contracts, or to file a formal complaint with a state or federal agency, or to start a court action, any internal investigation under way on the same complaint will be terminated without conclusion with the following exception: if the internal investigation is prolonged to the point that the statute of limitations for filing with outside agencies may be exceeded (180 days for EEOC or OCR complaints); 365 days (or 3 years for sexual harassment cases) for Division of Human Rights complaints), a charge may be filed with the appropriate state or federal agency without interruption of the internal procedure.
- If the grievant chooses to proceed through the internal grievance procedure, the grievant shall notify the Affirmative Action Officer in writing within seven (7) working days from the time of notification by the Affirmative Action Officer that the issue cannot be resolved informally.
- Within five (5) working days of receipt, the Affirmative Action Officer shall notify the grievant and the President that a review of the matter shall take place by an ad hoc tripartite committee. The ad hoc tripartite committee is chosen from a panel of campus faculty, administrators, employees and students established each year by the President and the Affirmative Action Officer. The members of the ad hoc tripartite committee will be chosen as follows: one by the grievant, one by the respondent, and a third, who shall chair the committee, chosen by the two designees. Should either the grievant or respondent choose not to make a selection, the President will.

- Selection of the ad hoc tripartite committee must be completed and the Affirmative Action Officer shall be notified of the members chosen within seven (7) working days of the receipt of notification by the grievant and the President that a review of the matter shall take place by a tripartite committee.
- The tripartite committee shall review the matter, as appropriate, and shall have the right to all relevant information and to interview witnesses, including the right to bring together the grievant and respondent, if desirable. Both the grievant and respondent shall be given the opportunity to submit written statements that will become a part of the material compiled by the Committee. These written statements must be submitted to the Committee within (10) working days of the Committee's formation.
- Within fifteen (15) working days from the formation of the tripartite committee, the Committee Chairperson shall submit an opinion to the campus President as to whether or not sexual harassment or illegal discrimination has occurred.
- The President shall communicate the opinion of the tripartite committee in writing to the grievant, the respondent, and the campus Affirmative Action Officer within five (5) working days with a statement indicating his/her acceptance or rejection of the Committee's opinion. The President will indicate his/her decision either to dismiss the charge for lack of evidence that sexual harassment or illegal discrimination has occurred or to discuss appropriate redress with the grievant if sexual harassment or illegal discrimination has been founded.

Off-Campus Resolution Of Grievances

If the grievant is dissatisfied with the President's response, the grievant may file a formal complaint with the appropriate state or federal agency. The campus Affirmative Action Officer will provide information on state or federal guidelines and laws and names and addresses of enforcement agencies.

Section 4	**PROGRAM GOALS AND OBJECTIVES FOR ORANGE COUNTY COMMUNITY COLLEGE WORK FORCE FOR JANUARY 2021 THROUGH DECEMBER 2024**

The purpose of the Orange County Community College Affirmative Action Plan is to provide a framework for guidance in the College's hiring and recruitment procedures, which prevent discrimination in any aspect of the hiring process. This Affirmative Action Plan has been revised to help the College specifically address the above purpose.

Recruitment of traditionally underrepresented employees demands more creative efforts. Under the guidance of the College's President, the College will continue to emphasize strong community partnerships, which will advance the recruitment process.

Over the three-year period, the President, the Committee for Institutional Diversity & Equity, the Affirmative Action Officer and the Chief Diversity Officer will:

- Strengthen links with traditionally underrepresented organizations within the community to further contact and promote interest in the College's efforts. This aligns with the partnership initiatives on campus and goals of the President.
- Strengthen links with corporate efforts to recruit traditionally unrepresented, women, and other protected groups into the available labor pool.
- Advertise openings in national publications, including but not limited to The Chronicle of Higher Education, professional publications and regional media, that target qualified traditionally unrepresented persons, women and other protected classes. Included are efforts to better utilize online advertising resources.
- Utilize direct higher education contacts to target potential traditionally underrepresented applicants.
- Use job-listing resources such as SUNY's multi-institutional job bank to further tap into traditionally underrepresented labor pools.
- Strengthen and define the proactive stance of the Committee for Institutional Diversity & Equity with the guidance of the President of the College to address equity concerns.
- Research, on an annual basis, the best practices in college recruiting.

Section 5	**THE COMMITTEE FOR INSTITUTIONAL DIVERSITY & EQUITY**

The Committee for Institutional Diversity & Equity is a governance committee which has the following charge:

Charge: The committee reviews and updates Affirmative Action plans, policies, and procedures; recommends to the President the creation of new policies and procedures or the amendment of existing ones; anticipates issues pertinent to institutional diversity or equity; serves as a forum to discuss and act upon such issues; and participates in the development and implementation of strategies and activities to achieve the goals of the committee.

Membership of the Committee is as follows:

Membership	Two from each Academic Division Two Support Staff One Professional Staff Two Students
Ex Officio:	Chief Diversity Officer Affirmative Action Officer Director of Newburgh Campus Disability Specialist from Accessibility Services Director of Student Activities (or designee)

Section 6	**THE PRESIDENT AND VICE PRESIDENTS OF THE COLLEGE**

The President and Vice Presidents of the College have a primary responsibility for the application of the College's policies, including equal employment opportunities. This is consistent with their responsibilities as managers and appointing officers. Accordingly, the President and each Vice President has the following responsibilities to:

1. Ensure that recruitment, appointments, promotions, assignments, tenure, opportunities for in-service training, and all personnel actions meet the College's "Equal Employment and Educational Opportunity" policy.

2. Ensure that the entire college community receives equal opportunity under the College's Affirmative Action Plan.

3. Review and evaluate the institutional Affirmative Action Plan as it pertains to each area of employment.

4. Keep the Committee for Institutional Diversity & Equity informed of the Affirmative Action progress in their areas and recommend changes in college policy or practices.

5. Inform staff about college policy and government regulations, particularly in regard to Equal Employment Opportunity and about Affirmative Action objectives.

Section 7	**DESCRIPTION OF COLLEGE WORKPLACE**

As of Fall 2021, Orange County Community College had 452 employees in the following areas: 106 instructional professionals, 21 management confidential, 103 Staff & Chair Professionals including Chairs; 150 civil service (part and full-time); and 72 (part and full-time) grant employees. Of the College staff, 19 (19%) percent are traditionally underrepresented, while more than half of the College employees are female. This represents a 1% increase in traditionally underrepresented persons over 2016.

The distribution of traditionally underrepresented, male, and female employees by classification as of Fall 2021 is as follows:

Fall 2021

Classification	**Traditionally Under-Represented**	**Female**	**Male**	**Total**
Faculty	18 17%	60 57%	46 43%	106
Administrative	4 19%	15 71%	6 29%	21
S&C Professional Staff Inc. Chairs	17 17%	57 56%	44 44%	101
Civil Service Inc. College Aux	33 22%	67 45%	82 55%	149
Grants (FT & PT)	27 42%	43 68%	20 32%	63
TOTALS:	99 23%	242 55%	198 45%	440

Section 8	**OCCC DEMOGRAPHIC PROFILE (Male/Female/Age/Vet Status)**

Orange County Community College
Demographic Profile as of Fall 2021 (based on Section 7)

	Employees			**Students***	
Gender					
	Total #	**% of**		**Total #**	**% of**
Male	198	45%		1,454	37.9 %
Female	242	%		2,375	61.8 %
Did not report				12	0.3%
Total	440			3,841	
Age	**Total #**	**% of**		**Total #**	**% of**
0-19	0	1%		1,522	39.6 %
20-34	49	19%		1,929	50.2 %
35-64	331	63%		385	10%
65+	60	16%		5	0.1%
Total	440			3,841	

** Student demographics include ONLY college students as of Freeze (Sept. 19, 2021)*

	Employees	**Students**
	# of	**# of**
Veterans Status	32	187

Section 9	**OCCC DEMOGRAPHIC PROFILE (Race/Ethnicity)**

Orange County Community College Demographic Profile

	Employees August 31, 2021		Students* Fall 2021		Orange County July 1, 2021 (Estimates)	
Race/Ethnicity	**Number**	**Percent**	**Number**	**Percent**	**Number**	**Percent**
Hispanic/Latino	149	12.6%	821	21.4%	69,173	21.6%
Non-Hispanic/Latino	1034	87.5%	3,020	78.6%	253,638	62.7%
American Indian or Alaska Native (non-Hispanic/Latino)	13	1.1%	10	0.3%	3,641	0.9%
Asian (non-Hispanic/Latino)	31	2.6%	91	2.4%	12,136	3.0%
Black or African American (non-Hispanic/Latino)	95	8%	543	14.1%	53,398	13.2%
Native Hawaiian or other Pacific Islander	2	0.2%	10	0.3%	405	0.1%
White	862	72.9%	1713	44.6%	322,811	79.8%
Unknown	27	2.3%	552	14.4%	-	-
Two or more races	-	-	101	2.6%	12,136	3.0%

** Student demographics include ONLY college students as of Freeze (September 16, 2021)*

Section 10	ANALYSIS OF COLLEGE NEW HIRES

Section 10

Orange County Community College
Analysis of New Hires/ Total # of Employees 2017-2020

	2017						2018						2019						2020					
Unit	Total #			Total NEW Hires			Total #			Total NEW Hires			Total #			Total NEW Hires			Total #			Total NEW Hires		
	2017	# Minority	% Minority	2017	# Minority	% Minority	2018	# Minority	% Minority	2018	# Minority	% Minority	2019	# Minority	% Minority	2019	# Minority	% Minority	2020	# Minority	% Minority	2020	# Minority	% Minority
Civil Servic	203	20	10%	2	1	50%	197	22	11%	7	2	29%	184	25	14%	13	5	38%	167	30	18%	3	1	33%
Faculty	134	14	10%	0	0	0%	130	15	12%	4	1	25%	110	15	14%	3	1	33%	108	15	14%	0	0	0%
Grant	65	13	20%	4	4	100%	64	17	27%	47	27	57%	64	20	31%	19	10	53%	49	25	51%	4	1	25%
MC	18	2	11%	3	1	0%	20	3	15%	0	0	0%	17	3	18%	1	1	0%	24	5	21%	1	0	0%
Staff Chair	109	8	7%	2	1	50%	109	11	10%	6	3	50%	108	16	15%	5	2	40%	111	12	11%	3	1	33%
Total	529	57	11%	11	7	64%	520	68	13%	64	33	52%	483	79	16%	41	19	46%	459	87	19%	11	3	27%

Data Collected from Human Resources
Report does not include Adjuncts

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

Section 11 | IPEDS GROUPING

IPEDS Grouping	# of employees		IPEDS Grouping	# of empoyees
Business and Financial Operations Occupations	37		Natural Resources, and Maintenance Occupations	14
Hispanic	4		Hispanic	0
American Indian	0		American Indian	0
Asian	0		Asian	0
Black	1		Black	1
Native Hawaiian	0		Native Hawaiian	0
White	23		White	13
Two or more	9		Two or more	0
Unknown	0		Unknown	0
Community Service, Legal, Arts, and Media Occupations	61		Office and Administrative Support Occupations	127
Hispanic	12		Hispanic	12
American Indian	0		American Indian	0
Asian	0		Asian	3
Black	8		Black	10
Native Hawaiian	0		Native Hawaiian	0
White	28		White	88
Two or more	10		Two or more	9
Unknown	3		Unknown	5
Computer, Engineering, and Science Occupations	19		Postsecondary	363
Hispanic	1		Hispanic	22
American Indian	0		American Indian	1
Asian	2		Asian	6
Black	0		Black	23
Native Hawaiian	0		Native Hawaiian	0
White	12		White	288
Two or more	4		Two or more	18
Unknown	0		Unknown	5
Healthcare Pracitioners and Technical Occupations	3		Production	0
Hispanic	0		Hispanic	0
American Indian	0		American Indian	0
Asian	0		Asian	0
Black	0		Black	0
Native Hawaiian	0		Native Hawaiian	0
White	3		White	0
Two or more	0		Two or more	0
Unknown	0		Unknown	0
Librarians and Other Teaching	270		Service Occupations	93
Hispanic	24		Hispanic	17
American Indian	2		American Indian	2
Asian	7		Asian	2
Black	15		Black	5
Native Hawaiian	1		Native Hawaiian	0
White	143		White	56
Two or more	60		Two or more	9
Unknown	18		Unknown	2
Management Occupations	32			
Hispanic	2			
American Indian	0			
Asian	0			
Black	1			
Native Hawaiian	0			
White	22			
Two or more	6			
Unknown	1		**Grand Total**	**1019**

Section 12	**RECRUITMENT PROCESS**

The following steps are listed chronologically and are intended to help search committees and their chairs during the search process.

When a position becomes vacant through retirement, resignation, or termination the following process is in place. See Section **27** for the process of creating a new position and filling a position on an emergency basis:

Step 1

The Department Head, Associate Vice President, or Vice President sends an email to the Affirmative Action Officer (AAO) asking for a vacant position to be filled. The AAO will place this position on the agenda for the next Vice President and President meeting. At the VP meeting, positions will be presented by the appropriate VP for consideration. After approval, the position moves onto step two of this process.

Step 2

Upon approval, a Vacancy Notice for the position is created by the Human Resources Department. The Hiring Manager for the position is given an opportunity to review the Vacancy Notice and make changes, if necessary.

1. The Human Resources (HR) Department posts the Professional Vacancy Notice on our online application site (currently Interview Exchange). www.interviewexchange.com
2. The position is also advertised in the media selected for the position.
3. All postings will include a required response to the following diversity questions:

    - How has diversity and inclusion played a part in your career?
    - How would you bring that insight into your position at the college?

4. All applicants interested in the position are required to respond via the Applicant Tracking System and upload all related documentation (i.e., resume, cover letter, and application).

    a. At the time of application, all applicants are asked to self-identify.
    b. The statistical data of candidates that have self-identified is retained within the ATS.

Step 3

A. The AAO officer/HR schedules an orientation with the Search Committee to discuss the Committee charge and guidelines. During this time, the Committee will also be reminded to not discuss the search outside of the Committee. The AAO officer/HR will distribute the following search committee materials via an email:

a. **SEARCH COMMITTEE CHAIR FOLDER (Electronic)**

i. Search Chair Checklist
ii. Search Chair and Committee Introduction
iii. President's Message
iv. College's Equal Employment Opportunity and Affirmative Action Statement
v. Interview Inquiries
vi. Art of Interviewing information
vii. Diversity Questions for Interviewing
viii. Key Concepts of Implicit Bias
ix. Link to website with the following forms: http://www.sunyorange.edu/human_resources/recruiting_page.shtml
- SUNY Orange Employment Application
- Reference Release forms
- Directions to campus
- College Mission, Vision and Values
- Local accommodations
- About SUNY Orange Flyer
- Middletown Campus Map

b. SEARCH COMMITTEE FOLDER (Electronic)

i. Search Chair and Committee Introduction
ii. President's Message
iii. College's Equal Employment Opportunity and Affirmative Action Statement
iv. Interview Inquiries
v. Art of Interviewing information
vi. Diversity Questions for Interviewing
vii. Key Concepts of Implicit Bias

Screening and Evaluation of Semi-Finalists

Step 1

Prior to the review of resumes, the Search Chair and Search Committee meet to formulate the following:

1. The Committee develops the criteria by which resumes will be screened.
2. The Committee reviews the applicants.
3. After a review of the applicants has been conducted, the Committee compiles a list of job-related questions to ask all applicants that are selected for an interview. The compiled list of interview questions are then sent to Human Resources for review and approval to ensure that they are fair and relevant. (The final list of questions will need to include 2 diversity questions that are to be selected from the "Diversity Questions for Interviewing" document provided.)

Step 2

Upon the completion of an evaluation of qualified candidates, an initial interview list is developed and applicants selected for interview are then placed in the "First Interview" folder in the online application program.

1. The Search Chair informs the AAO/HR that the interview candidates have been moved to the "First Interview" folder.
2. The AAO/HR uses the Applicant Tracking System (ATS) to check for self-identified applicants. (At least one qualified self-identified applicant should be interviewed.) If there is not a self-identified applicant on the initial interview list, the AAO/HR will notify the Search Chair and identify possible candidates. If there is not a self-identified applicant who has met the minimum requirements of the position the AAO/HR will contact the Search Chair to confirm whether or not the initial interviews can be conducted.
3. The AAO/HR will review and confirm with the Search Chair that the candidates selected for a first interview have met the minimum position qualifications and requirements.

On campus Interview or Interview via a video conference application:

Step 1

Search Chair and committee members select interview dates.

1. The applicants selected to be interviewed are called to:
    a. Ascertain continued interest in the position
    b. Inform them of their status in the search
    c. Invite them for an interview
    d. Applicants are then sent a confirmation email via the online application program (Appendix H), confirming the date, time, location, and committee members that will be present. This email will also contain a link to a website page that provides the interviewee access to the SUNY Orange Application and a Reference Release form. Candidates are instructed to forward these completed forms to HR prior to the interview.
    e. All candidates must be advised of their right to request an accommodation at the time they are formally invited to interview.

Step 2

Interviews:

1. Candidates are interviewed and evaluated.
2. The Search Committee members should not talk to finalists about salary, rank or other conditions of employment.
3. Candidates are informed that their transcripts will be required and that they should initiate the process necessary to have their official transcripts sent to the HR office.

Screening and Selection of Finalists:

Step 1

The Search Chair and Committee should select a minimum of three (3) unranked finalists.

1. The Search Chair and the Committee write a paragraph on each candidate, placed in alphabetical order by last name, explaining why each was chosen as a finalist.
2. The Search Chair and Committee then write a paragraph on each candidate, placed in alphabetical order by last name, that was selected for a first interview, but was not selected to move forward as a finalist. The Search Chair places the finalists in the Final Recommendation folder in the online application program.

Step 2

The Search Chair forwards related items to the AAO/HR.

1. The cover letter, resume, completed reference check forms, application, written paragraphs and transcripts of the finalists.
2. Upon review of the received items, the AAO/HR forwards the selected finalists information to the appropriate Associate Vice President or Vice President with a cover memo advising if the selection process has met the AA requirements.

Step 3

1. The appropriate VP informs the finalists of their status in the search and will invite them for a second interview.
2. Finalists must be advised of their right to request reasonable accommodation of a disability at the time they are formally invited to a second interview.

Selection and Appointment

Step 1

The appropriate VP selects the finalist chosen for the position.

1. Salary and other conditions of employment are negotiated by the appropriate VP or AVP of Human Resources.

Step 2

The appropriate VP completes a recommendation email for the finalist to be appointed.
.

1. The recommendation email is forwarded to the President of the college for approval.
2. After the President approves, the AAO/HR initiates a background and reference check, including a verification of employment.
3. Upon favorable completion of the background and reference check, including a verification of employment, HR completes and sends an appointment letter to the finalist on behalf of the President of the college.
4. HR will arrange a new employee orientation with the new hire.

Step 3

Upon the finalist's acceptance of the appointment, the Search Chair sends out second cut letters (via ATS - Appendix I) to the finalists not selected for the appointment and other candidates that were not chosen for second interview (Second and Final Cut – Appendix I).

Post Search Activities

HR obtains all search materials from the appropriate VP and retains all appropriate information for three (3) years.

Section 13	**GENERAL GUIDELINES**

1. An acknowledgement email is automatically sent to all applicants upon receipt of their application via the online application program. (Appendix F)

2. An email link is sent that contains pertinent college information when candidates are requested to interview.

3. Applicants should be kept informed about the progress of the search; all correspondences to applicants should be done through our online application program.

4. If there is not an appropriate representation of people from underrepresented groups in the applicant pool, the Affirmative Action Officer/Human Resources may examine other options. Options available include, but are not limited to, terminating the search and filling the position for a fixed term on an emergency basis, extending the search while a special effort is made to add underrepresented populations or people with disabilities to the applicant pool, or ascertaining that a thorough recruitment process was completed and there is no reasonable alternative but to proceed to select a candidate from the existing applicant pool.

5. If qualified applicants from an underrepresented group are not selected to interview, justification must be provided which indicates why such applicant(s) from an underrepresented group(s) do/does not meet the criteria of the job. If it is determined that there is a reasonable basis for believing that members of underrepresented groups in the applicant pool that meet the requirements of the job but were not selected for interview, the Affirmative Action Officer/Human Resources may request that/those candidate(s) to be added to the list of those selected to interview.

6. Title I of the Americans with Disabilities Act (ADA) requires employers to make accommodations for qualified job applicants during the interview process. Candidates must be advised of their right to request an accommodation at the time they are formally invited to interview. The Affirmative Action/Human Resources Office is the office from which candidates are to request an accommodation. Language similar to the following is suggested:

   > Should you require an accommodation for a disability throughout the interview process, please contact our Affirmative Action Officer/Human Resources. The Affirmative Action Officer/Human Resources may be reached by calling 845-341-4662 or by writing to Orange County Community College, 115 South Street, Middletown, NY 10940, ATTN: AAO/HR.

7. Inquiries as to the nature of an accommodation or of a disability should not be made to applicants All candidates must be advised of this right regardless of whether their disability status is known or not.

8. The process of appointing a selected candidate includes a review, by the Affirmative Action Officer/Human Resources, of the selection procedures used by the Search Committee. Approval of the appointment may be withheld, if it is determined there is a reasonable basis for believing that qualified members of underrepresented groups were interviewed and found to be a good fit for the position but not selected for appointment.

9. All materials and procedures will be reviewed in the Affirmative Action/Human Resources Office before a formal offer of employment is tendered by the College.

10. Conditions of employment, e.g., rank, job responsibilities, type of contract, etc., may not be changed from those advertised on the Professional Vacancy unless approved by the Affirmative Action Officer/Human Resources.

11. The names of the applicants and application materials are private and confidential data. If the finalists are going to be presented to the campus, their name and a brief outline of the finalists' education and work experience may be developed for public distribution.

12. Pictures are not to be requested nor taken of applicants for a position. If pictures are necessary, they may be requested only after an offer of employment has been extended and accepted.

13. A change in the title of a position to one that recognizes the current scope and responsibilities of the position, as developed by the incumbent over a number of years, may be made without a search. Such title changes will be monitored by the Affirmative Action Officer/Human Resources to determine if there has been a discriminatory effect on members of underrepresented groups, or if the position changed in such a way as to necessitate a search.

Section 14	**PROFESSIONAL VACANY NOTICE**

1. The search for new faculty and staff is an exercise in public relations. Poorly worded, misleading, or imprecisely written vacancy notices are factors that may reflect adversely on the applicant's perception of the college and the department seeking to fill a position.

2. The Notice of Vacancy shall include the department, title of position, type of appointment (permanent or temporary), collective bargaining unit affiliation (if any), beginning date, rank, salary range (or salary commensurate with experience), duties, qualifications (required and preferred), and the application response deadline. The URL address of the online application must be included.

3. The credentials the applicants are to submit must be indicated, e.g., curriculum vitae, transcripts, statement of teaching philosophy, etc. as well as the names, and contact information for three references.

4. All applicants will be asked to respond to two (2) questions about their knowledge and experiences with Diversity and Inclusivity and how they will use their knowledge and experiences in their employment here at the college.

5. A vacant or new position is an opportunity for the appropriate Vice President and/or Administrative Unit Director to review staffing needs in relation to future goals. Depending on the future goals of a unit, the responsibilities of the vacant position may be different from its historical function. The position description/duties must be sufficiently descriptive so that prospective applicants will understand the purpose and functions of the job for which they are considering applying. There are two elements in a position description: (1) general functions of the position; and (2) specific position responsibilities. A well-conceived and well-written job description has several beneficial effects: the Search Committee will be able to focus on exactly what is desired in the successful applicant; it provides specific guidelines to determine qualifications criteria; it enables potential applicants to better determine if they wish to apply for the position. It serves as a performance guideline for the future as well.

   Consistent with the Americans with Disabilities Act (ADA), the position description should indicate which specific responsibilities of the job are essential functions.

6. The educational and experiential qualifications section on the Professional Vacancy Notice describes the education, experience, and skills that are required of individuals seeking to hold the position. A clearly defined educational and experiential qualifications section will help reduce the number of applications from candidates who are not qualified for the position. The qualifications criteria must correlate with job-related activities. Carefully thought out educational and experiential qualifications are tools for the recruitment and selection process; they are the basis for matching potential staff members and administrators to the needs of the position.

7. Qualifications must be professionally relevant. At a minimum, they must include formal education, professional or employment experience, professional accomplishment, and/or demonstrated competencies. It is important to think through why certain qualifications are required; for example, why are five years of previous experience better than two years of previous experience? The qualifications should be sufficiently rigorous to assure the candidate appointed will be successful in the position, but not so rigorous that the applicant pool is exclusively small.

Section 15	**ADVERTISEMENTS**

1. The search for new faculty and staff is an exercise in public relations. As in the case with Vacancy Notices, poorly worded, misleading, or imprecisely written advertisements are factors that may reflect adversely on the applicant's perception of the college and the department seeking to fill a position.

2. Advertisements for the position are similar to the Professional Vacancy Notice. The description of the position, qualifications criteria and other information regarding the position may not deviate from what is on the Vacancy Notice. Additional information may be provided about the college, the community, geographic location, etc.

3. Advertisements should be placed where they are likely to be seen by a wide variety of applicants, including people from underrepresented groups, and people with disabilities.

4. All advertisements must end with "Orange County Community College does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identification, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. Inquiries regarding this non-discrimination policy may be directed to: Iris Martinez-Davis, Civil Rights Compliance Officer, 115 South Street, Middletown NY 10940, (845) 341-4662, iris.martinezdavis@sunyorange.edu."

Section 16	**BUILDING AN APPLICANT POOL**

1. Orange County Community College is committed to the goal of having an ethnically and culturally diverse faculty and staff. In order to increase the number of American Indian/Alaskan Native, Asian, Black/African American, Hispanic and Native Hawaiian/Pacific Islander faculty and staff, special recruiting efforts and strategies must be developed.

2. The key to successful recruitment is personal contact. The most effective way to locate prospective faculty and staff applicants, especially underrepresented populations, and people with disabilities, is to call your colleagues at other colleges/universities. It is important to keep a log of recruitment calls in order to document recruitment activities. Outstanding applicants often do not apply for advertised positions, but may do so if contacted by a member of the hiring unit.

3. The process of recruiting qualified applicants to the applicant pool is an endeavor to enhance the choices available to the College in selecting the successful candidate.

4. Extreme care must be taken during the recruitment process to ensure an implied commitment to the position is not made to the individual being recruited. Applicants personally recruited to the pool will receive the same consideration that individuals who applied on their own initiative will receive.

5. Use professional association placement services, or send a vacancy notice to committee chairs or association presidents of organizations affiliated with your discipline. There are publications with specialized readership that take employment advertisements.

Section 17	**SEARCH COMMITTEES**

1. Staff & Chair, Grade 10 positions do not require a formal Search Committee, however, in cases where a Search Committee is not used, all procedures except those related to the composition of the committee must be followed.

2. Search Committees established for vacant or new positions in the SUNY Orange Faculty or SUNY Orange Staff & Chairman's Association must be composed of the appropriate individuals as stated in the respective bargaining unit contracts.

3. When possible, all search committees should be composed of a diverse selection of members, with an inclusion of underrepresented members.

4. No one with a conflict of interest or an obvious bias, that may jeopardize the fairness of the committee's work, should serve on a search committee.

5. As part of a search committee, each member must keep all information that pertains to the search confidential.

6. The role of Search Committee members includes: assisting in recruiting applicants to the pool, participating in screening of all applicants, participating in observing demonstration of class presentation and formal interview, completion of evaluation forms for candidates interviewed, participating in the final evaluation and formulation of reports to the Affirmative Action Officer/Human Resources, and attending all meetings and maintaining appropriate confidentiality.

7. At the beginning of each search, the Committee should establish a meeting schedule so its task can be completed in a timely manner. Searches that drag on are frustrating to Committee members and have a negative effect on applicants.

8. Search Committee members should not talk with candidates about salary, rank, and credit toward tenure/permanent status. Conditions of employment should be left for discussion with the President, appropriate Vice President, or Associate Vice President of Human Resources.

Section 18	**EVALUATION OF CANDIDATES**

1. Most selection processes involve several screenings. Subsequent screenings become increasingly qualitative and increasingly difficult. It is important that Search Committee members guard against stereotypical prejudices that may unconsciously bias their evaluation of an applicant, especially applicants from traditionally underrepresented groups of people.

2. All completed documents are to be collected by the Search Chair who will forward them to the Affirmative Action/Human Resources Office, with all other search materials, upon completion of the search process. This is useful in answering questions about the fairness of the search should questions arise at a later date.

Section 19	**RESPONDING TO APPLICANTS**

1. An acknowledgement email is automatically sent to all applicants upon the receipt of their application via the online application program. (Appendix F)

2. Additional materials informing the applicants about Orange County, the College and/or the program unit may also be sent in order to maintain the applicant's interest in the position.

3. Applicants should be kept informed about the progress of the search; all correspondence should be done through our online application program.

4. Applicants should be informed via email utilizing the online application program promptly when they are no longer being considered for the position (model letter, Appendix G). Similarly, unsuccessful finalists should be promptly notified when another finalist has been offered and accepted the position (model letter, Appendix I).

5. A communication should be made to all approved finalists for designated executive positions to inform them that their candidacy now becomes "public".

6. Just as the college judges applicants on the basis of the materials they submit, so do the applicants judge the College on the basis of our communication with them.

Section 20	**CONFIDENTIALITY AND ACCESS TO APPLICANT FILES**

1. Names of applicants and application materials are private information. The names of finalists for designated executive searches become public information only after they have been informed that they are a finalist; all application materials remain private. A brief outline of education and work experience may be developed for distribution to people participating in open interviews.

2. Access to applicant files is limited to the search committee members and the hiring officials. Others may not review applicant files.

Section 21	**REFERENCES**

Written References

1. As with other application materials, letters of reference are private and are to be kept in a secure area. Access to them is limited to search committee members and hiring officials.

Telephone References

1. If an applicant asks that her/his application initially be kept confidential and references not be contacted, that request for confidentiality must be respected until a final interview is completed.

2. A telephone interview is conducted by using a standard reference review form (see Appendix E). The questions should be asked consistently of all references. Orange County Community College does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identification, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

3. The Search Committee Chair will call references for a given candidate. Human Resources will assist in this process as needed.

4. When it is appropriate to contact the (primary references) named by the candidate, a Reference/Background Waiver form (Appendix D) must be obtained prior to contacting references.

5. After the short list of applicants has been determined, the Search Committee should confirm the candidate's continued interest in the job and whether their references may now be contacted. It is preferable to avoid the word "finalist" or "semifinalist" when calling the candidates; emphasize that further information is being solicited at this time to facilitate the committee's task of determining those to receive further consideration.

6. During the phone call with the applicant's reference, follow the prepared list of questions. Responses should be documented at the time of the call.

7. Keep careful notes of the conversation. Review your notes immediately after finishing the call, fill in gaps and prepare them for typing. (Appendix E)

Section 22	**THE INTERVIEW**

The interview must be free of bias and sensitive to prospective employees. These caveats are not intended to restrict the college's ability to employ an individual qualified to do the job. They are intended to ensure that non-discriminatory criteria are used and that the criteria relates to successful job performance.

Section 23	**PRIOR TO THE INTERVIEW**

1. Review the job description and qualifications criteria. Familiarize yourself with the requirements of the job being filled and the specific qualifications criteria that were advertised to prospective applicants.

2. The Search Committee should prepare a list of questions to be asked of interviewees. Questions should be formulated to elicit ideas and information from the candidate that help assess those attributes required for a new employee to be successful on the job. Remember that the same questions must be asked of all candidates being interviewed for the job. (See appendix C)

3. Review the interviewee's resume and application. Learn the correct pronunciation of the interviewee's name. Familiarize yourself with the candidate's background and thereby avoid duplication during the interview of what already is a matter of written record.

4. Search committee members should develop a schedule for "hosting" the candidate on campus or virtually for the interview. This should include a department and campus tour (if the interview will be conducted on campus). This can provide important information for the candidate who is deciding whether this is a college and community in which she/he wishes to work and live.

5. Allow adequate time at the end of the interview for the candidate to address questions to the interviewers. This is the candidate's opportunity to elicit information that may be useful for her/him to make a suitable decision if offered the job and also, to make a point she/he did not have an opportunity to make earlier in the interview.

6. Close the interview by thanking the candidate and outlining the anticipated timetable in bringing the employment process to an end. As necessary, arrange for someone who is not part of the search committee to give a brief campus tour.

Section 24	**ESSENTIAL FUNCTIONS**

It is important for job descriptions to be analyzed and carefully written before a search process is implemented. The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, and introduced a new phrase into the concept of employment law. This law draws a distinction between the "essential" and the "marginal" functions of a job. In essence, determining which functions of a job are "essential" prior to screening applicants will help determine whether or not an individual with a disability is qualified.

Section 25	**DOCUMENTATION**

1. The material forwarded to the Affirmative Action/Human Resources Office at the conclusion of a search should include the following:

   Search Chair and Search Committee folders; listing of places to which mailings announcing the position were sent; listing of the places/persons contacted soliciting nominations or names of potential applicants; a record of efforts made to solicit applications from people of underrepresented groups.

2. All searches must be documented; all documentation, including applicant files, are kept for a period of three years.

Section 26	**APPOINTMENTS WITHOUT SEARCHES (Emergency Hire)**

Appointments without searches may be made only when the need is imminent. The hiring unit should contact the appropriate Vice President, and the Affirmative Action Officer/Human Resources justifying the urgency of the appointment. The appointment may be made upon approval of the appropriate Vice President and Affirmative Action Officer/Human Resources. Only with written permission from the Affirmative Action Officer/Human Resources may the appointment be extended beyond one year. This is considered an emergency hire.

Staff & Chair, Grade 10 positions do not have to be searched; they may be a direct appointment or be appointed after the position is advertised and qualified candidates are interviewed by the appointing person. These positions must still meet the minimum requirements as described in the job description for the position.

Creating A New Position:

If a department head wants to create a new position for the next academic year they will put the information in their budget for the following year. The position is then reviewed by their appropriate AVP and VP. If these individuals agree to this new position it will then be reviewed with all of the other new positions requested by other departments. A final discussion and decision will be made on each individual position after review by the President and all Vice Presidents of the College. Once approved, the process for filling the position is the same as outlined in the recruitment process.

Section 27	**WAIVERS**

Waivers to search requirements may be requested in the following instances:

1. In emergency situations (an emergency situation occurs when there is insufficient time, or because someone must be performing the necessary functions within days or where there are no backup personnel), where a pool of candidates cannot be developed immediately. (The pool shall include internal as well as external candidates in existing pools, or, if such a pool does not exist, one may also be generated through local advertising.)

2. In situations where a person may be appointed temporarily to fill a position while a search is being conducted.

3. In situations where a person may be appointed temporarily for at least a year and has been favorably evaluated.

All waivers must be approved by the President of the College and the Vice President of the area.

Procedure for filling positions in an emergency, interim capacity:

Failed Job Search Procedure:

- A failed job search occurs when the candidates presented for recommendation to hire by the search committee are not accepted by the area Vice President or President.

- The area Vice President or President may (1) request that the Search Committee go back to the applicant pool to review additional candidates, or (2) review the applicant pool and request that additional interviews be conducted, or (3) make an interim appointment for up to one year, or (4) cancel the current search and request that the position be re-advertised.

- Re-advertised positions follow the same procedure outlined in the Hiring Procedure.

Exception:

The President in consultation with the Executive Leadership Team (Vice Presidents) reserves the right to appoint an employee to a position temporarily, based on the strategic needs of the College. The placement of such a person shall be for one year. After one year the position must be searched or reevaluated.

Search after position is an interim position:

After one year, the decision to search the position may either be conducted as an internal or external search. The decision to conduct an internal search will be based on the number of qualified possible candidates within the college. The final decision on how a position will be searched will be decided by the VP of the area and the AVP of Human Resources.

An internal search will be conducted within a ten calendar day period of time and the committee will consist of at least three (3) or more members. If there is one candidate or less in the applicant pool, the VP of the area may interview and recommend that person for hire.

Section 28	**SEARCH PROCESS FOR PT FACULTY POSITIONS**

Part-time adjunct positions do not follow the College's formal search process as outlined in the aforementioned sections. The process for hiring adjuncts will be as follows:

1. The Department Chair will request the HR department to advertise for the position.

2. The Department Chair will meet with the candidates that they feel are qualified (based on the requirements in the posting).

3. When feasible, at least one other member of the department will be in the interview with the Department Chair and the candidate.

4. The Department Chair will make a final decision on the hiring of the candidate and will follow the hiring process as outlined in the SUNY Orange Hiring Process.

APPENDIX A

DEFINITIONS

1. **Affirmative Action** is making a positive, extraordinary effort in employment practices to achieve an increase in the number of people of protected groups in all areas where they are underrepresented. It is a proactive concept involving aggressive and systematic activities to achieve equality and equity for all individuals; it is not passive compliance with regulations.

2. An **individual with a disability** is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all of the impairments that are covered.

3. An **emergency appointment** is an interim appointment of limited duration until the position incumbent returns or a search is completed for a permanent replacement.

4. **Equal Opportunity** is the elimination of illegal discriminatory factors in employment practices, whether purposeful or inadvertent.

5. **Essential functions** are those job functions that the incumbent of a position must be able to perform unaided or with the assistance of a reasonable accommodation of a disability. Removal of the function from the job would fundamentally alter the position.

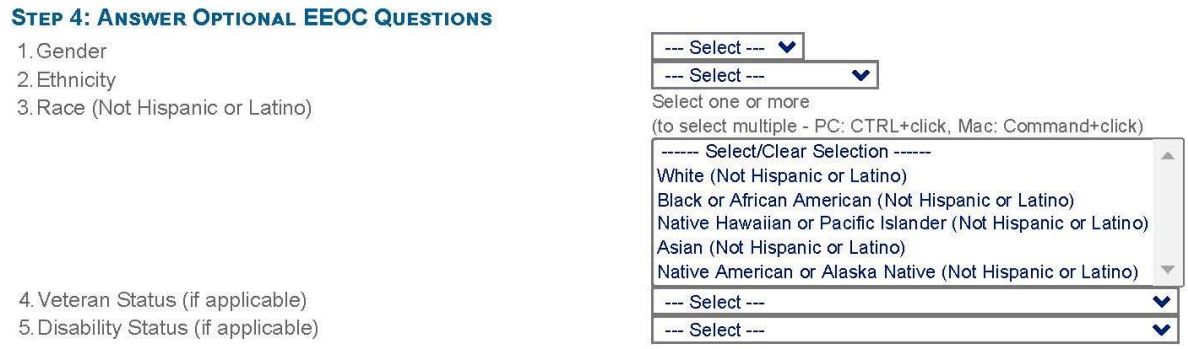
6. **Hiring official** includes Administrative Unit Directors, Affirmative Action Officer, Department Chairs, Associate Vice President, Vice Presidents and President.

7. Traditionally **underrepresented status** includes those who are American Indian/Alaskan Native, Asian, Black, Hispanic/Latino and Native Hawaiian/Pacific Islander.

8. **Underrepresentation** is found when members of a targeted population are found employed in positions lower than their ability in the relevant labor market.

APPENDIX B

Self-Identifying questions asked by online application program



Selections for Gender: Male, Female
Selections for Ethnicity: Hispanic or Latino, Not Hispanic or Latino
Selections for Veteran Status: Qualified Disabled Veteran, Recently Separated Veteran, Active Duty Wartime or Campaign Badge Veteran, Armed Forces Service Medal Veteran, one or more classifications of protected Veteran, Not a Veteran
Selections for Disability Status: Yes, I have a disability, or have a history/records of having a disability, No, I do not have a disability, or a record of having a disability, I do not wish to answer

Appendix C

Interview Inquiries

Guidelines for Pre-Employment Inquiries

The New York State Human Rights Law prohibits pre-employment and certain other inquiries as to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status sex, disability, predisposing genetic characteristics, familial status, marital status or arrest records unless based upon a bona fide occupational qualification or other exception. From time to time in the course of processing complaints and conducting investigations under the Law, the Division has ruled certain inquiries to be lawful and others to be unlawful.

1 DIRECTLY REVELATORY INQUIRIES

The Law expressly prohibits employers from asking certain questions either in an application form or in a personal interview before selecting an employee, apprentice or tenant or making a real estate sale or lease, or extending credit. The following are examples of different types of inquiries that are recommended or not recommended:

Subject	RECOMMENDED	NOT RECOMMENDED
Race or Color	None	Complexion or color of applicant's skin, eyes, hair, and so forth.
Religion or Creed:	Are there specific times that you cannot work?	Inquiry into applicant's religious denomination, religious affiliations, church, parish, pastor, or religious holidays observed. Applicant may not be told "This is a (Catholic, Protestant, or Jewish) organization.
National Origin:	None	Inquiry into applicant's lineage, ancestry, national origin, name, native/first language, descent, parentage or nationality. Nationality of applicant's parents or spouse.

*Inquiries which would otherwise be deemed lawful may in certain circumstances be deemed as evidence of unlawful discrimination when the inquiry seeks to elicit information about a selection criterion which is not job-related and which has a disproportionately burdensome effect upon the members of a traditionally underrepresented group and cannot be justified by business necessity.

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SUBJECT	RECOMMENDED	NOT RECOMMENDED
Sex:	None	Inquiry as to gender, gender identity, or sexual orientation.
Marital, Pregnancy, and Familial Status:	Is your spouse employed by this employer?	Do you wish to be addressed as Mr.? Mrs.? Miss? or Ms.? Are you married? Are your single? Divorced? Separated? Name or other information about spouse. Are you pregnant or plan to get pregnant?
Parental Status:	Are you able to work the job's schedule?	What are the ages of your children, if any? Do you have child care?
Birth Control:	None	Inquiry as to capacity to reproduce, Advocacy or any form of birth Control of family planning.
Age:	Are you 18 years of age or older?	How old are you? What is your date of birth? When did you graduate/attend high school? How long do you plan to work before you retire?
Disability:	Are you able to perform the duties of this job with or without reasonable accommodation?	Do you have disability? Have you ever been treated for any of the following diseases...? Do you now, or Have you ever had, a drug or alcohol problems? Do you have any pre-existing health conditions?
Arrest Record:	Have you ever been Convicted of a criminal Offense? (Give details.) ** Do you have any pending? arrests?	Have you ever been arrested?

** An applicant may not be denied employment because of conviction record unless there is a direct relationship between the offense and the job or unless hiring would be an unreasonable risk. An ex-offender denied employment is entitled to a statement of the reasons for such denial. Correction Law, Article 23-A, "754.

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

2. INDIRECTLY REVELATORY INQUIRIES

It is unlawful to ask questions the answers to which will indirectly reveal information as to Race, creed, color, national origin, sex, marital status, disability, age or arrest record in cases Where such information may not be asked directly. The same exceptions apply (bona fide Occupation qualification, approved traditionally underrepresented group employment Plans, requirements of courts and other governmental agencies, research by civil service departments, inquiries made after research by civil service departments, inquiries made After selection). In making such rulings, the Division has applied a rule of reason, taking Into account the need for the information asked as well as the danger that is will reveal Other information that should not be considered in selection.

The following are Division rulings on inquiries indirectly revelatory of race, creed, color National origin, sex, marital status, disability, age or arrest record:

Subject	RECOMMENDED*	NOT RECOMMENDED
Name:	Have you ever worked for this company under a different name?	Original name of an applicant whose name has been changed by Court order or otherwise.
	Is additional information relative to change of name, use of an assumed name or nickname necessary to enable a Check on your work records? If yes, explain.	Maiden name of a married woman.
		If you have ever worked Under another name, state Name and state.
Address or Duration of Residence:	What is your current address?	What is your permanent address?
	How long a resident of this sate or city?	
Birthday:	None	Requirements that applicant Submit birth certificate, Naturalization or baptismal Record. Requirement that Applicant produce proof of Age in form of birth Certificate or baptismal record.

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

Subject	RECOMMENDED	NOT RECOMMENDED
Birthplace:	None	Birthplace of applicant. Birthplace of applicant's parents Spouse or other close relatives. Were you born in the United States? What nationality are you? Where were you born?
Citizenship:	Are you legally authorized to Work in the United States? Do you have a spouse or relative That is already employed here? Would you be able to work (the job's schedule)? What days/ shifts can you work?	Of what country are you a citizen of? Are you a United States Citizen? When did you become a citizen? Whether and applicant is naturalized or a native-born citizen; the date when the applicant acquired citizenship. Requirement that applicant produce naturalization papers or first papers. Whether applicant's parents or Spouse are naturalized or native-born citizens of the United States; the date when such parents or spouse acquired such citizenship.
Driver's License:	Do you possess a valid Driver's License (If a Driver's License is necessary for the position an applicant is seeking)?	Requirement that applicant produce a Driver's License.
Education:	Inquiry into applicant's academic, vocational or professional Education.	Year (S) of attendance; Date (s) of graduation.
Experience Language:	Inquiry into work experience if the duties of the position the applicant is seeking require fluency in a particular language.	What is your native language? Inquiry into how applicant acquired ability to read, write or speak a foreign language.

ORANGE COUNTY COMMUNITY COLLEGE
AFFIRMATIVE ACTION MANUAL

APPENDIX D

Orange County Community College

Background Check Release Form

In connection with my application for employment at Orange County Community College, hereafter "employer", I hereby authorize the employer to conduct a background investigation pursuant to the Fair Credit Reporting Act and in accordance with the provision of Article 23-A of New York State corrections law which may include, but not limited to, a Social Security Number verification and Criminal Conviction verification. I authorize and request all courts and law enforcement agencies to release such information without restriction or qualification.

I am aware that I have the right under the Fair Credit Reporting Act to request from the College's vendor performing the background check, the nature and scope of any report they have prepared in conjunction with the verifications conducted related to my application of employment.

I hereby release Orange County Community College, their respective campuses, officers, employees and agents, from any liability and responsibility arising from preparation of the above described background check, investigation or report and any resulting outcome or consequences, as well as any liability and responsibility arising from obtaining, reviewing, discussing any information gathered in connection with a review of my application, and any resulting consequences.

Signature _____ Date _____

First Name _____Last Name _____Middle _____ ☐ Check if no middle name

Social Security Number _____ Date of Birth _____

Home Telephone Number _____

Current Address _____

How long have you lived at this address? _____ Years _____ Months

If less than 7 years, please list all your addresses, states, counties and periods of residency for the past ten years.

Address: _____ from: _____ to:_____

Address: _____ from: _____ to:_____

Address: _____ from: _____ to:_____

Disclosure of relevant convictions and arrests:

Answering "YES" to the question about whether there is a prior felony conviction may or may not preclude employment, depending on the nature of the criminal offense, its relationship to the position sought, and other factors that must be considered before employment may be lawfully denied based on a prior conviction.

Failure to disclose a prior conviction may result in denial of employment or subsequent termination of employment based on falsification of the employment application.

NOTE: You should answer "NO" if:

- *Your conviction (felony, misdemeanor, or violation) was sealed by a court,* **OR**
- *The criminal action or proceeding was terminated in your favor (for example: the action was dismissed either at the initial stage or on appeal; you received an Adjournment in Contemplation of Dismissal and the adjournment period has elapsed; you were acquitted),* **OR**
- *The proceeding on the criminal offense resulted in a youthful offender adjudication or juvenile delinquency finding which has been sealed/expunged pursuant to the Family Court Act,* **OR**
- *After completing a treatment program, your plea to a felony or a misdemeanor was withdrawn and you were resentenced to a violation which was sealed by the court, or the completion of the program resulted in a dismissal of all charges by the court.*

Any questions you may have about your status may be directed to the Office of Human Resources.

Do you have an arrest or criminal accusation currently pending against you? ☐ Yes ☐ No

If "YES," please describe. (If a prior arrest or criminal accusation resulted in a conviction, you may need to disclose this information in response to the next question.)

_____

_____

Have you even been convicted of a criminal offense (felony, misdemeanor, or violation)? ☐ Yes ☐ No

If "YES," please describe.

_____

_____

APPENDIX E

ORANGE COUNTY COMMUNITY COLLEGE
115 South Street
Middletown, NY 10940
845-341-4662

AUTHORIZATION TO RELEASE INFORMATION

TO:_____

_____
(Name of Company, Supervisor and Telephone No. to be Contacted)

As an applicant for a position with Orange County Community College, I have been asked to furnish information for use in reviewing my background and qualifications. In this connection, I hereby authorize the investigation of my past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to my employment qualifications.

The release in any manner of any and all information by you is authorized whether such information is of record or not, and I do hereby release all persons, firms, agencies or companies, whomsoever, from any damages resulting from furnishing such information.

This authorization shall be valid for three months from the date of my signature below. You may retain this copy of my release for your files. Thank you for your assistance.

Signature_____
Date_____
(Type or print name below this line.)

_____

09AUTHORIZATION TO RELEASE INFO.FOR SEARCH.DOC

Appendix F

Reference Check

Applicant:

Position Applied For:

Company Contacted:

Telephone:

Person Contacted/Title:

What was/is your relationship with the applicant (supervisor, co-worker)? How long have you been acquainted with this person?

What were the applicant's job title and duties? How long did they hold this title?

How effective was the applicant in their position?

How would you compare this applicant to others performing similar work?

What were the applicant's strong points?

What areas of the applicant's performance could be improved?

Appendix G

SUNY Orange Careers

Note: In order for your application to be considered complete you MUST upload all the documents as per the position's **Application Instructions** (displayed below). Please login to your Careers account to review and upload these documents.

Create a SUNY Orange Employment Account by clicking on the APPLY NOW button. Upload the following documents, which are required for consideration:

- Cover Letter
- Resume
- References: Include three (3) professional references (including names, phone numbers and e-mail addresses). References will not be contacted without prior permission of the candidate.
- Orange County Community College values a diverse and inclusive community. Please include in your cover letter an answer to the following questions:
    1. How has diversity and inclusion played a part in your career?
    2. How would you bring that insight into your position at the college?

Official transcripts will be required upon employment. Foreign transcripts which are not accompanied by an evaluation from an approved agency may not be reviewed. Applicants may contact NACES (National Association of Credential Evaluating Service) at www.naces.org to obtain a list of members providing this service. Any expenses incurred for this service must be borne by the applicant. Foreign transcript translations by applicant or educational institution are not acceptable.

All applicants must have the legal right to accept employment in the United States. SUNY Orange does not support visa applications.

Employment at the College may be subject to the favorable result of a background investigation.

Returning Applicants - Login to your SUNY Orange Employment Account to check your completed application.

Appendix H

From: SUNY Orange
To: mailertester_cand@interviewexchange.com
Subject: [Do Not Reply] Your application to Mailer Tester Job has been processed

Dear Mailer Tester,

Your application for Mailer Tester Job at SUNY Orange has been processed.

Thank you for considering employment at SUNY Orange. If your qualifications match the requirements of the position, you will be contacted shortly.

I would like to give you a brief explanation of our search procedure so that you will have some idea of what is happening to your application. After the deadline date for applications, I will be meeting with the Search Committee to orient them and turn over the applications. They will select the candidates who are to be interviewed. When they do, you will either be asked for an interview or notified that you are no longer being considered for the position.

As you can imagine, the size of the candidate pool varies greatly from position to position. Also, the professionals who comprise the Search Committee have many other demands upon their time. Please be aware that it can be a rather lengthy process to give each candidate due consideration.

Please be assured that you will hear from the Search Committee when they have made their decisions. Your understanding and patience is greatly appreciated.

Please click here to view this posting again. If your email system does not support links, please cut and paste the following text in a web browser:

http://occc.interviewexchange.com/jobofferdetails.jsp?JOBID=16698&type=7

Please continue to check this e-mail address for updates on your application. You can modify your e-mail address or contact information at any time by logging on to your SUNY Orange Careers account.

Thank you for considering SUNY Orange in your job search.

APPENDIX I

MODEL Email via online application program

TO APPLICANTS NOT MEETING REQUIRED CRITERIA "FIRST CUT"

Thank you for your interest in SUNY Orange. Your application for the position of _____ has been carefully reviewed by the Search Committee. However, I regret to inform you that you are no longer being considered for this position.

We wish you the best of luck in the future.

Sincerely,

Human Resources
SUNY Orange

APPENDIX J

MODEL Email via online application program

CONFIRMATION OF INTERVIEW LETTER

Thank you for accepting our invitation to interview for the _____ position. The search committee and I look forward to meeting with you.

Your interview will take place at **TIME** in **BUILDING**, **ROOM** with the search committee. The members of the committee are: **NAME1 NAME2 NAME3**.

Before you join us for the interview, please copy and paste this URL: http://www.sunyorange.edu/human_resources/recruiting_page.html in a web browser to visit our webpage to find our application and reference release forms. We currently do not have electronic signature capabilities, so you will need to print out the forms for signature and forward them to me at: **PUT YOUR EMAIL HERE** or send to occchr@sunyorange.edu.

An official college transcript of your highest degree earned is also required either at the time of the interview or prior to an offer being made. Please have these transcripts sent to the attention of the Human Resource Office.

Should you require an accommodation for a disability throughout the interview process, please contact our Affirmative Action Officer/Human Resources. The Affirmative Action Officer/Human Resources may be reached by calling 845-341-4662 or by writing to Orange County Community College, 115 South Street, Middletown, N.Y. 10940, ATTN: AAO/HR.

We look forward to your interview and please feel free to contact me with any questions.

Sincerely,
Committee Chair
SUNY Orange

APPENDIX K

MODEL email via online application program

SECOND AND FINAL CUT

The Search Committee for the position of _____ was most pleased to interview you recently. After considerable review and discussion of your fine qualifications, we have reached a final decision.

Though you are not the candidate chosen to fill this position, we appreciate your professionalism and wish you the best of luck in your future endeavors.

Sincerely,
Search Committee Chair

SUNY Orange Careers

Thank you for considering SUNY Orange in your job search.

APPENDIX K

SUNY

Orange County Community College

Student Accounts Office

Policies and Procedures

Revised 2/4/2023

Table of Contents

Student Accounts Personnel	4
Introduction	5
Bursar Quick Flow	6
Residency Instructions	12
Posting a residency on a student's account	14
Residency Instructions for Undocumented Students	16
Residency Machform	18
Chargeback Billing	19
Posting a charge on a student's account	37
Posting a payment on a student's account	38
Promissory Notes	39
Letters of Credit	41
Student Accounts sent to Collections	42
Written Off Accounts	50
Posting a miscellaneous payment	51
Cashier Session Review	54
Cashier Detail Report	57
Morning Daily Reconcile	59
Journal Entry Procedure	63
Printing a Student Bill	66
Instructions for Daily Deposit (Newburgh)	70
Petty Cash Procedures (Newburgh)	71
Stop Payment/Reissue of Refunds	72
Bookstore Credit Procedure	73

Tap Certification 75

Credit Balances 76

Student Refund Process 76

Epayments (Self-serve Banner payment cashier session) 79

Webpayments through Cashnet Other payments cashier session) 106

Third Party Billing 112

Third Party Billing-GI Bill 122

Scanning Documents to ONBASE 124

Student Accounts Forms 182

Index 190

Administrative Applications

Creating a Detail Code 126

Stop Tuition and Fees on Student Accounts 133

Payment Arrangement Due Date and Deletion Set up 135

Monthly Payment Plan 142

BankMobile Refunds Disbursement 148

BankMobile Stale Dated Checks 155

Mass Hold Removal 156

Editing the Website 159

Machforms 163

Deletion Process 164

Tuition and Fees-Rolling 177

Exception to Policy Adjustments 181

Student Accounts Personnel

Middletown

Stacy Salvagin, Director of Student Accounts
stacy.salvagin@sunyorange.edu
341-4834

Elsie Kloczkowski, Associate Account Clerk I
elsie.klowczkowski@sunyorange.edu
341-4832

Lisa Melody, Account Clerk
lisa.melody@sunyorange.edu
341-4831

Robin Knosp, Account Clerk
robin.knosp@sunyorange.edu
341-4947

Karen Rubio, Account Clerk
karen.rubio@sunyorange.edu
341-4911

Antoinette (Annie) Kubie, Account Clerk P/T
antoinette.kubie@sunyorange.edu
341-4912

Introduction

The mission of the Student Accounts Office is to perform the fiduciary responsibilities of the college and to professionally serve the financial needs of SUNY Orange students. This includes accurately disbursing and collecting student funds, administering the financial programs of the college in compliance with county, state, and federal government regulations, and responding to student and parent inquiries about these financial issues in a helpful, informed and courteous manner.

Services

The Student Accounts Office provides the following services:

Collecting Tuition and Fee Payments

Collecting residence information (to ensure students are properly charged)

Change of address information

Certification of TAP & Excelsior awards

Tuition and Financial Aid refunds

Hope Scholarship and Tax information

Billing

Student Accounts Quick Flow

The Student Accounts quick flow will take you through forms to use to get a complete picture of a student's account, including address, residence information and charges and payment information.

Use this work flow to review all screens that have student information that will enable you to provide complete answers to students, charge them correctly and limit follow up work. By typing **Student Accounts**, in the Banner Go-to-Box you will be led through seven forms just by clicking **Go** to review the data, and then click on the **X** in the upper left corner to go on to the next form.

When you are in each form, you may need to click on "**next section**" ▼ in the lower left corner to see the data.

The Student Accounts quick flow takes you through the following screens:

SPAIDEN- confirm address, check county code to see if it corresponds to address for NY students

SOAHOLD-to check stop holds

TGACOMC-to post internal comments regarding a specific student

SGASTDN-displays general student information and military status

SFAYCOR-to check if a student needs to provide residence information

RPAAWRD-to see if a student has any financial aid for a term

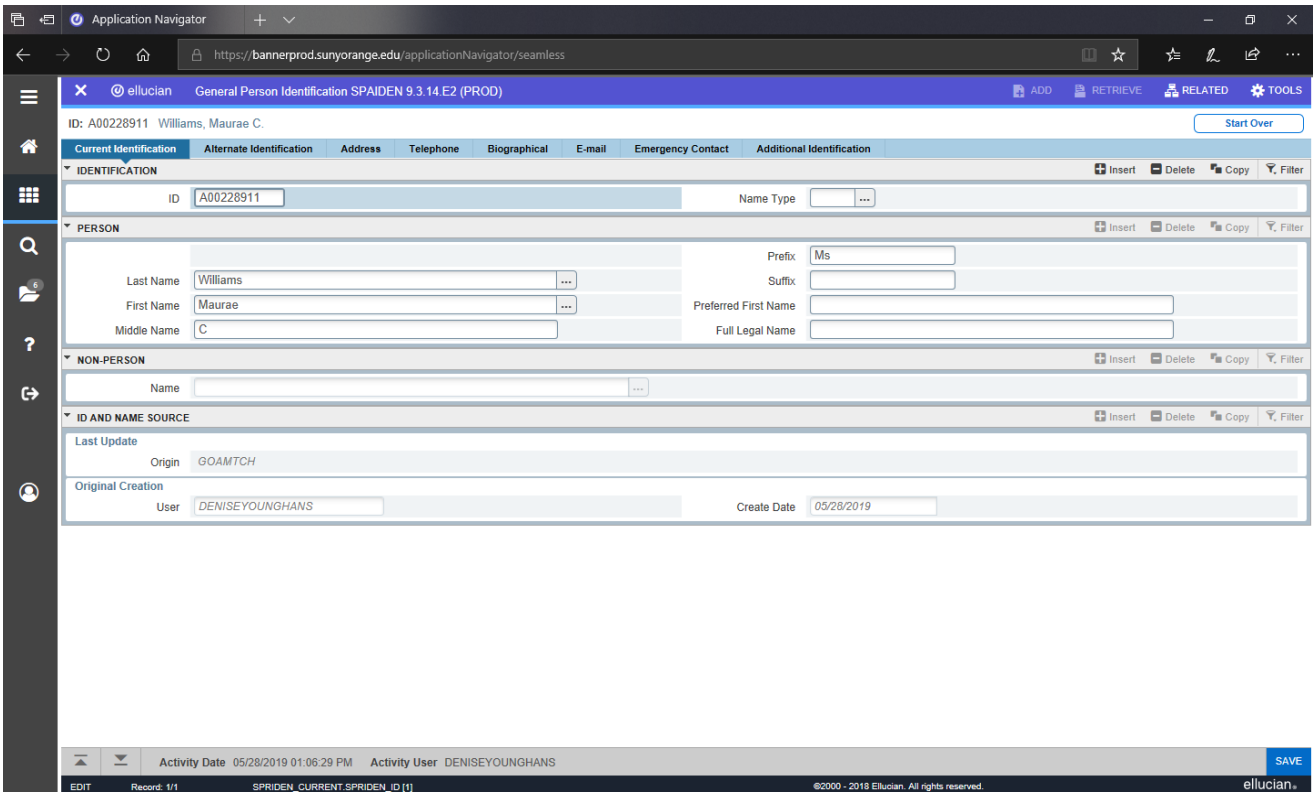
RHACOMM- to review student financial aid information posted by the financial aid office.

TOIYBIL-a quick summary of the students account to determine the balance due (after reviewing all of the above)

TSAAREV-to post any charges or payments using specific detail codes

SPAIDEN-General Person Identification

The Student Accounts uses SPAIDEN as a general person identification screen to verify name, address, county, telephone numbers, social security number and other general student information.



SOAHOLD- Hold information

Student Account Holds are placed in SOAHOLD when a student has outstanding residence, financial or other requirements. Student Account hold codes are as follows:

BA – Delinquent Payment Plan

BB- Stud Acct Bad Check Rec'd

BC-Out of County Cert of Res

BD- TAP Reduction

BF- Stu Acct Balance Due

BI- Residence Info Required

BK- Lab School Balance Due

BN- Stu Acct Prom Note

BO – Written Off Balance Still Due

BP-Parking Fine Due

BR-Orange Co Verification of Res

BU – Student Account Hold

BX- Acct in Collections (1st)

BY – Acct in Collections (2nd)

BZ – Acct in Collections (3rd)

DZ-Administrative Course Drop

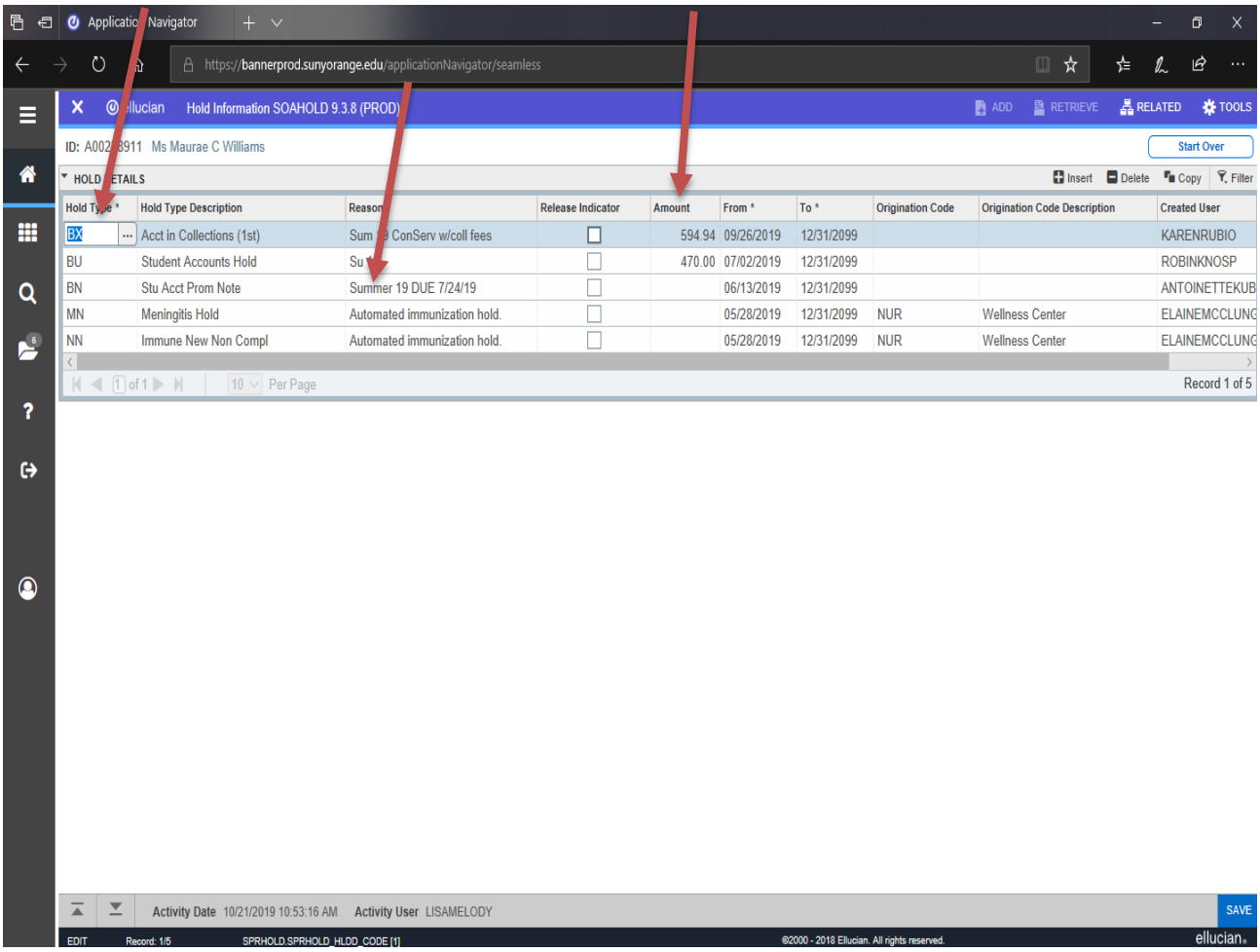
Insert to add a Hold. Enter the hold code in Hold Type. **Tab**. Type the semester and year. A reason can be typed if more clarity is needed . **Tab** twice. Enter the amount owed. *Caution*: Use discretion in entering a reason since students will be able to view it on self service. **Save**.To remove a hold: Arrow down to the hold to be removed. **–Delete** SAVE

SOAHOLD (continued)

Enter hold code

Enter description

Enter amount



TGACOMC- Comment Central

TGACOMC is primarily used to post a comment to a student's account that may give clarity to a number of issues, i.e. resident requirements, collections information, previous conversations with student, special instructions pertaining to a particular student etc.

Entering a comment:

Enter ID #, Name or SS#

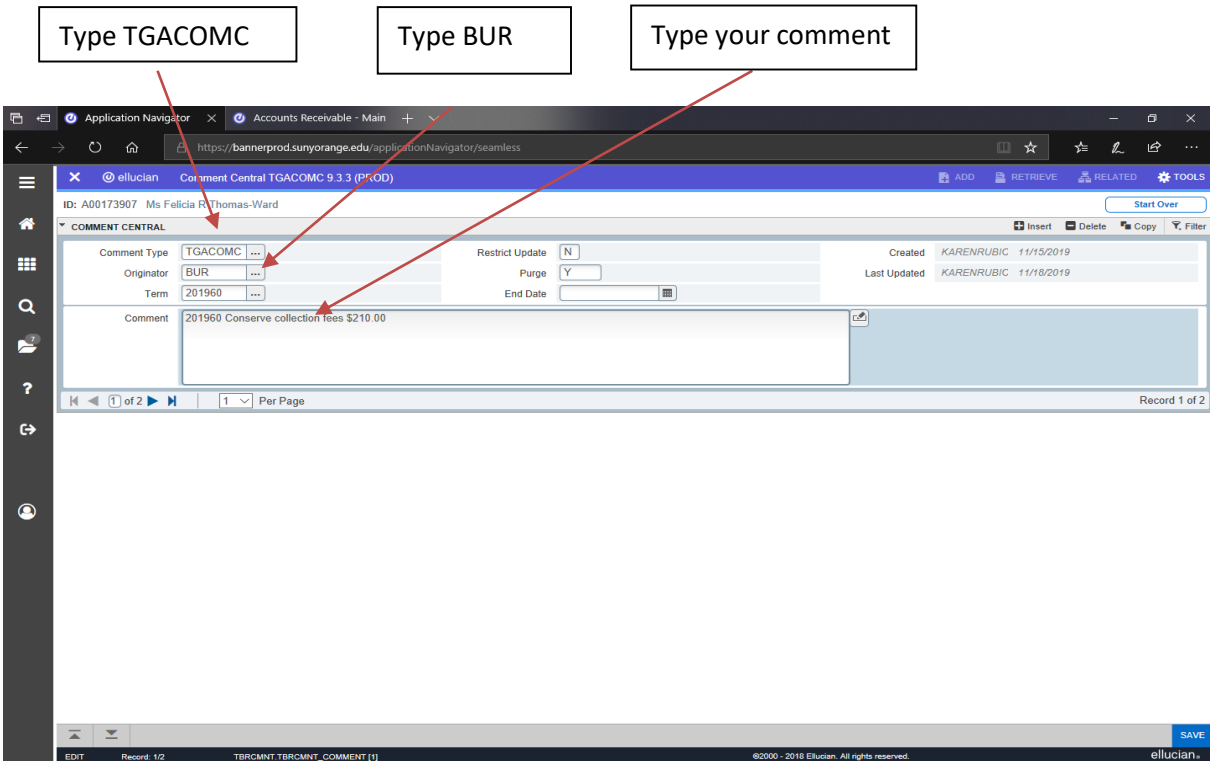
Click "Go"

Type **TGACOMC** in Comment Type, tab

Type **BUR** in Originator, tab

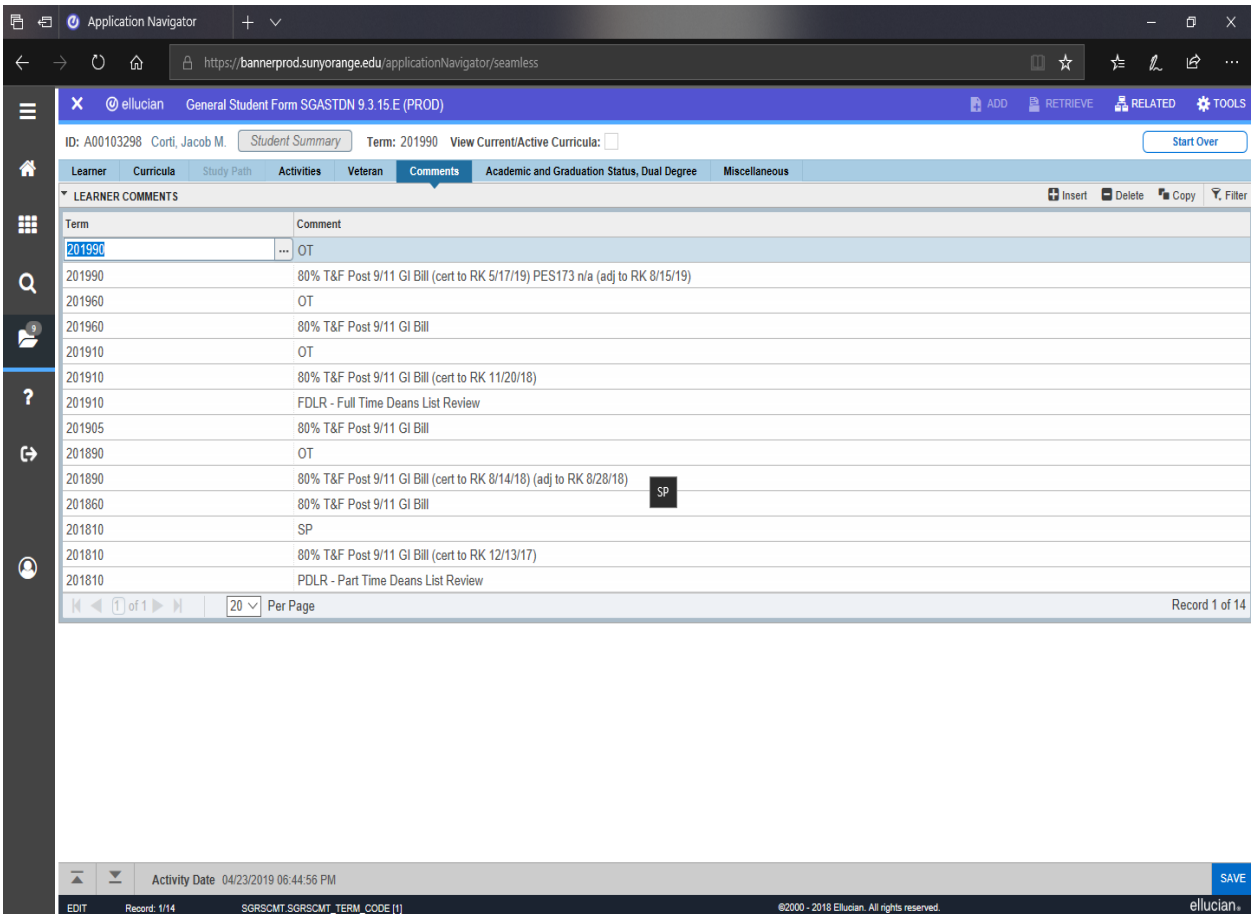
Type the Term Code ex. (**201960**) associated with the comment

Type the comment in the **Comment** box in comment and **SAVE**



SGASTDN- General Student Form

SGASTDN is a general student form that displays the student's academic major and is used by the student accounts to verify a student's military status and is posted in the COMMENTS tab by the VA certifying official.



SFAYCOR- Verification/Certificate of Residence Form

Residency

To qualify for resident tuition rates, students must provide either a Verification of Residence for Orange County students or a Certificate of Residence for out of county students.

1. If the county or address indicated on the verification of residence form is not Orange County, refer student to their county treasurer's office to obtain a Certificate of Residence.

   Out of county students must bring in a long form certificate of residence within 30 days after the beginning of the semester. If it is turned in after the 30 days it is up to the individual counties as to whether the certificate will be honored.
   Holds cannot be removed until we receive the payment from the county, otherwise student is responsible for non-resident tuition on their account.

2. Orange County Verification of Residence forms are reviewed for:
   - Term and Year
   - Information on form matches information in SPAIDEN
   - Address history for the past two years
   - Student has been a resident of Orange County for six months and New York for one year
   - Citizenship status
   - Student signature and date

Required Proper Proof of Residence Must be submitted to prove student's residency if:

- Student moved from another county to Orange County
- Student moved from another state to New York

Students that live in another state and attended a NYS high school for four years and graduate, have five years to attend a SUNY school and be considered a resident. In such cases we would need a copy of the student's official high school transcripts.

If a student is coded Foreign in SGASTDN they must provide us with a Permanent Resident Alien card.

SFAYCOR- (Continued)

SUNY ORANGE

Required Documentation for Proof of Residency in NYS and/or Orange County

To qualify for NY resident tuition rates a student must have maintained a legal residence in NY State for one year and in the county for six months immediately preceding the first day of the semester. All NY State residents, who do not complete the residency requirement, will be charged as a non-resident. Proof of residence must be submitted annually.

☐ **PROOF OF ORANGE COUNTY – 6 MONTHS PRIOR**

Proof of legal Orange County residence for six months prior to the semester is required.

☐ **PROOF OF NYS RESIDENCY – 1 YEAR PRIOR**

Proof of legal New York State residence for one year prior to the semester is required.

Required Proper Proof of Residence

Must be submitted to prove student's residency, whether in person or by mail

☐ A copy of student's New York State driver's license, permit, Non-Driver ID card or other Government issued Identification.

AND

THREE of the following separate forms of PROOF OF RESIDENCY must be submitted and the documentation **must be in the student's name and dated six months prior to the semester to prove Orange County and one year prior to the semester to prove NYS**:

☐ Mortgage, bank or credit statement

☐ Residential property tax bill or fully executed apartment lease in student's name for preceding year

☐ Utility bill

☐ Copy of student's signed NYS income tax return for preceding year.

☐ NYS vehicle registration or insurance ID card

☐ Orange County Voter registration card

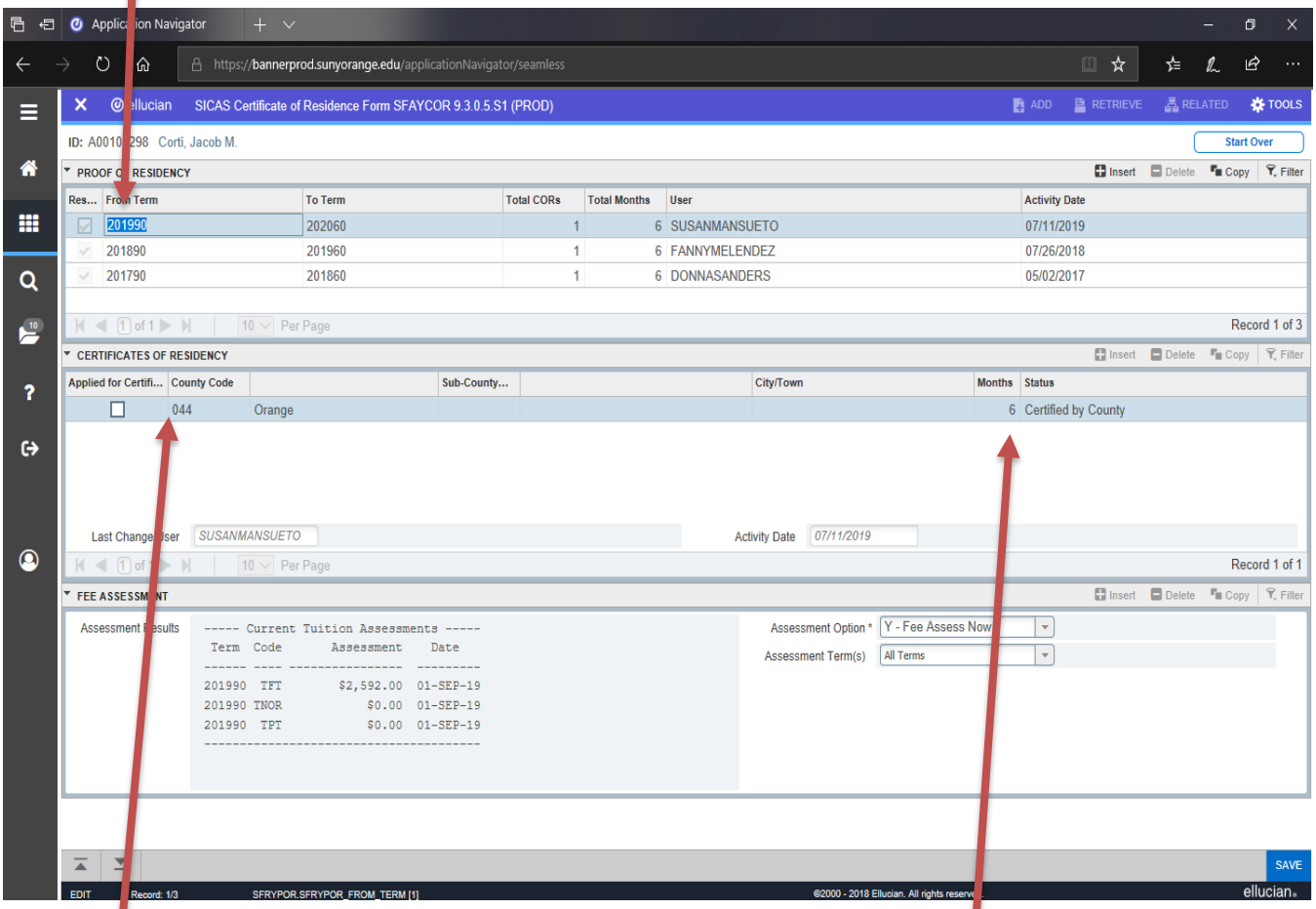
Proof must show street address; Post Office boxes are NOT acceptable proof for determining residency.

If the above documentation is in a parent/guardian's name, please provide a copy of their signed NYS Tax Returns for the preceding year, evidencing you are the dependent of the parent/guardian.

The burden of proof lies with the student, not SUNY Orange County Community College. It is the student's responsibility that the proper proof be provided. If proper proof is not provided the non-resident tuition charge then remains the student's responsibility.

SFAYCOR- (Continued)

Enter start term for certificate



Enter county code

Enter # of months for each certificate

Enter ID number or Name (Last, First)

Go

PROOF of RESIDENCE

FROM TERM ex 201890
The term that the certificate (for out of county students) or application for certificate (for in-county students) represents.
TO TERM will fill in automatically ex 201965

SFAYCOR- (Continued)

The system will count out internally the number of semesters that represent one full year:
Ex: student enrolls for the first time 201890 (one full year for residence includes: 201890, 201895, 201905,201910, 201915, 201960 and 201965). The student will need to complete the residence requirement again for fall 201990.

Next Section

CERTIFICATES OF RESIDENCE

Enter the three digit County Code
Ex: 044 = Orange County, 059 = Sullivan County, 062 = Ulster County

TAB THREE TIMES

ENTER THE NUMBER OF MONTHS THAT THE CERTIFICTE REPRESENTS
The number of months for certificates must always total to six months.
If a student has lived in more than one county in the past six months, each county code must be entered along with the number of months that each certificate represents.

STATUS should be **"certified by county"** for all students who meet the residence requirement.

Next Section

SAVE

Once saved, the Assessment Results box will appear in the upper right hand corner of the form and show the adjustment made to TNOR on the student's account.

Recording residence information

* student does not need to be registered to enter residence information on SFAYCOR

Residency-(continued)

A. <u>Orange county residents</u>

Orange County residents have the option of completing and submitting Verification of Residence on-line. Residence information is recorded on the SFAYCOR form after it is reviewed for accuracy. Items to be reviewed on Verification of Residence application are:

1. Signature of applicant
2. Two complete years of residence information prior to the semester start date, to include one year New York State and six months Orange County.
3. Semester and year residence is required

<u>Multiple counties</u>

New York state residents who have lived in more than one county during the past six months prior to the semester start date must complete an application for certificate of residence for each county in which they have resided and obtain a long certificate from each county.

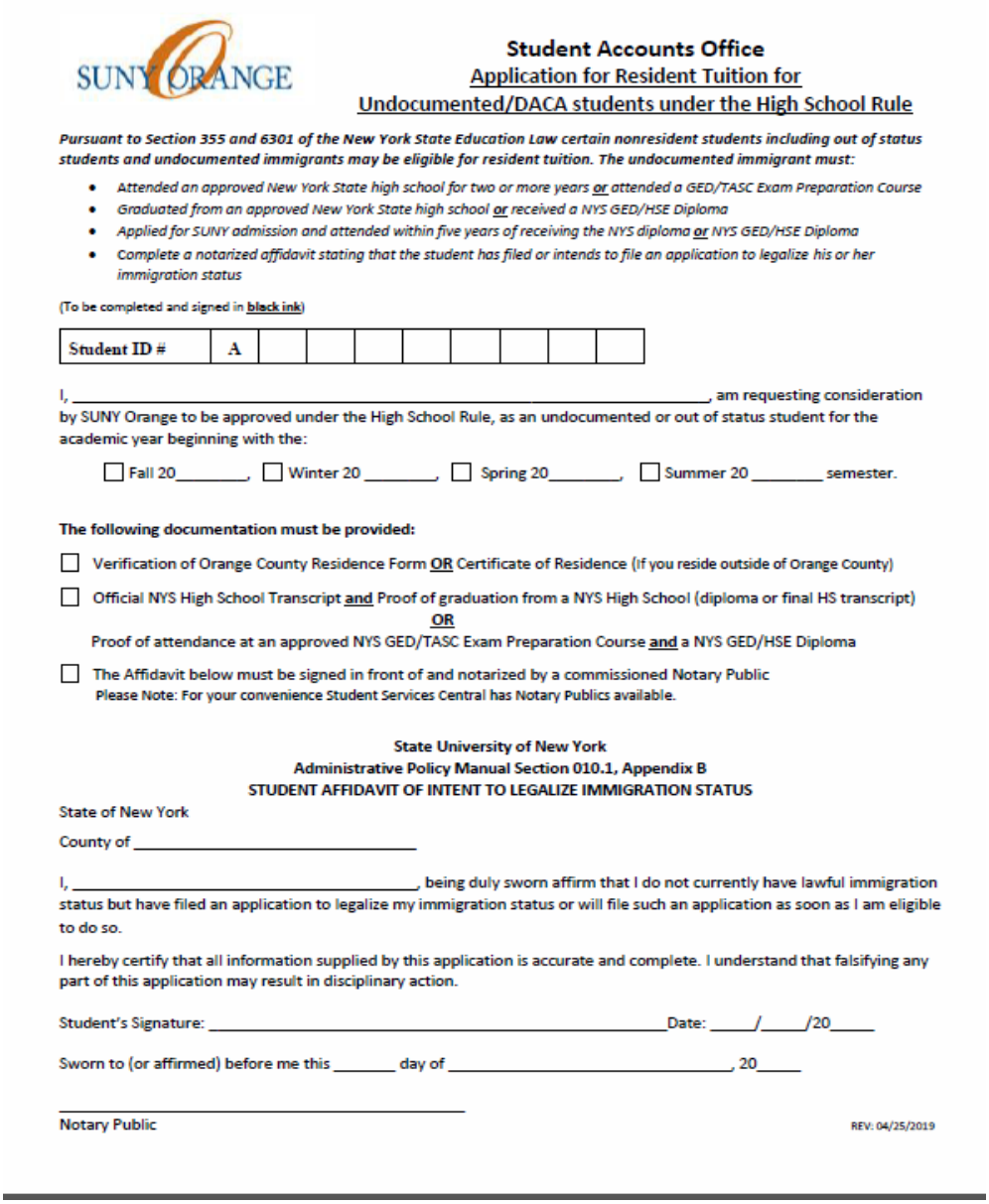
Residence information for these students is entered on **SFAYCOR** form by posting both residence forms with appropriate number of months for each. Total months must be equivalent to six months in order for non-resident tuition to be removed. Assessment results are shown in upper right hand corner of SFAYCOR form once cert(s) are posted and saved

Instructions for Undocumented Students

<u>Certain Nonresident, Out-of-Status and Undocumented Students</u>

* A bill signed by the governor amending section 355 and 6301 of the New York State Education Law allows certain nonresident students, including out-of-status students and students who are undocumented aliens eligibility for resident tuition....

8) **<u>Undocumented/DACA Students</u>**
Student must complete Application for Resident Tuition for Undocumented/DACA students under the High School Rule:



Student Accounts Office
Application for Resident Tuition for
Undocumented/DACA students under the High School Rule

Pursuant to Section 355 and 6301 of the New York State Education Law certain nonresident students including out of status students and undocumented immigrants may be eligible for resident tuition. The undocumented immigrant must:

- *Attended an approved New York State high school for two or more years **or** attended a GED/TASC Exam Preparation Course*
- *Graduated from an approved New York State high school **or** received a NYS GED/HSE Diploma*
- *Applied for SUNY admission and attended within five years of receiving the NYS diploma **or** NYS GED/HSE Diploma*
- *Complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status*

(To be completed and signed in **black ink**)

Student ID #	A								

I, _____, am requesting consideration by SUNY Orange to be approved under the High School Rule, as an undocumented or out of status student for the academic year beginning with the:

☐ Fall 20_____, ☐ Winter 20 _____, ☐ Spring 20_____, ☐ Summer 20 _____ semester.

The following documentation must be provided:

☐ Verification of Orange County Residence Form **OR** Certificate of Residence (If you reside outside of Orange County)

☐ Official NYS High School Transcript **and** Proof of graduation from a NYS High School (diploma or final HS transcript)
OR
Proof of attendance at an approved NYS GED/TASC Exam Preparation Course **and** a NYS GED/HSE Diploma

☐ The Affidavit below must be signed in front of and notarized by a commissioned Notary Public
Please Note: For your convenience Student Services Central has Notary Publics available.

State University of New York
Administrative Policy Manual Section 010.1, Appendix B
STUDENT AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS

State of New York

County of _____

I, _____, being duly sworn affirm that I do not currently have lawful immigration status but have filed an application to legalize my immigration status or will file such an application as soon as I am eligible to do so.

I hereby certify that all information supplied by this application is accurate and complete. I understand that falsifying any part of this application may result in disciplinary action.

Student's Signature: _____Date: _____/_____/20_____

Sworn to (or affirmed) before me this _____ day of _____, 20_____

_____
Notary Public

REV: 04/25/2019

Information is required annually from students. High school transcripts do not need to be collected again.

Residency- Undocumented (continued)

Once reviewed and approved for resident tuition, submit change of information to Registrar's Office. Attach documents and indicate changes as follows:

1) County Code on SPAIDEN Address form to be filled in with appropriate county of residence
2) Citizenship Code on SPAIDEN Biographical form to be entered as U (undocumented)
3) Residence Code to be entered as F (foreign)

On GOAINTL form:

1) Under Visa **Tab** – Enter **UF** in Visa Type
2) Under Nationality **Tab** – Enter Country of Citizenship Code (if known) in Nation of Citizen. If Country not known – enter 995 here

*With regards to the 1098T form for Undocumented Students, we have been instructed by the IRS **not** to change an Individual Tax Identification number if an undocumented student has previously provided us with an IRS Individual Tax Identification number and then presents a Social Security Card stating "Valid for work only with DHS Authorization (usually begins with a 7) requesting us to change it to the work authorization number.

Residency Machform

- Request access from IT for Machform
- Sign into MySUNYOrange
    - Click "more apps"
    - Letter M
    - Machform
- Click on semester
    - Click entries

To Print: Click on specific residency you want to print, Click PDF, Printer icon & print

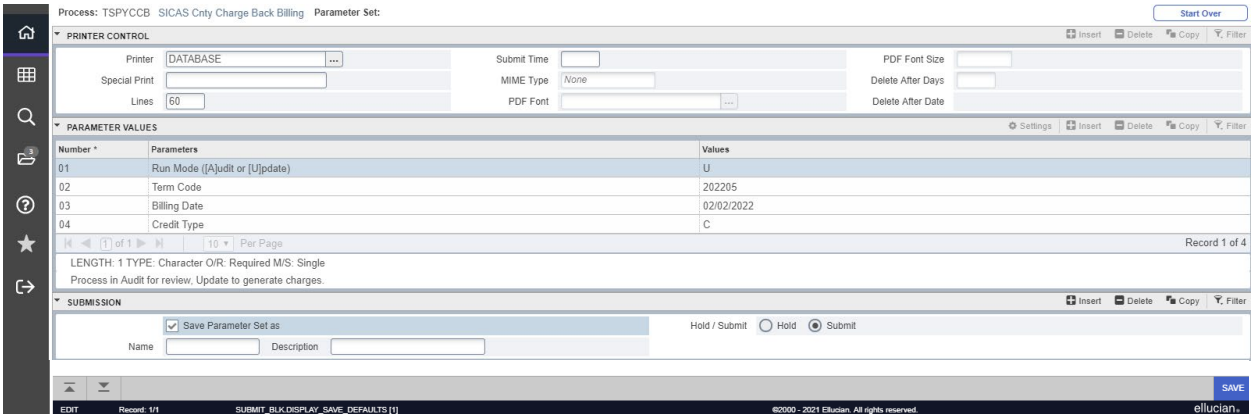
Chargeback Billing

Required on days 35-45 into the semester, must be mailed by day 45.

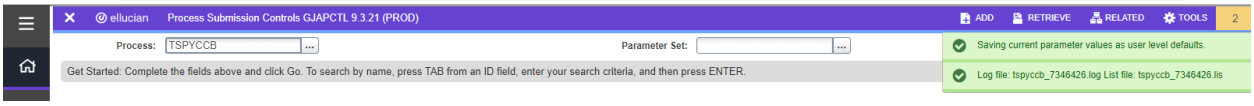
Step 1 – Summary Report

TSPYCCB - can be run in A- for Audit, or U – for update. Update will update the billing in the counties Banner accounts, which can be viewed in each individual county's TSAAREV.

- Printer: Database
- 01 – A/Audit or U/Update
- 02 – Term you are running the bill for
- 03- today's date
- 04 – C/Credit
- Click – Save Parameter Set As
- **SAVE** (Bottom right)

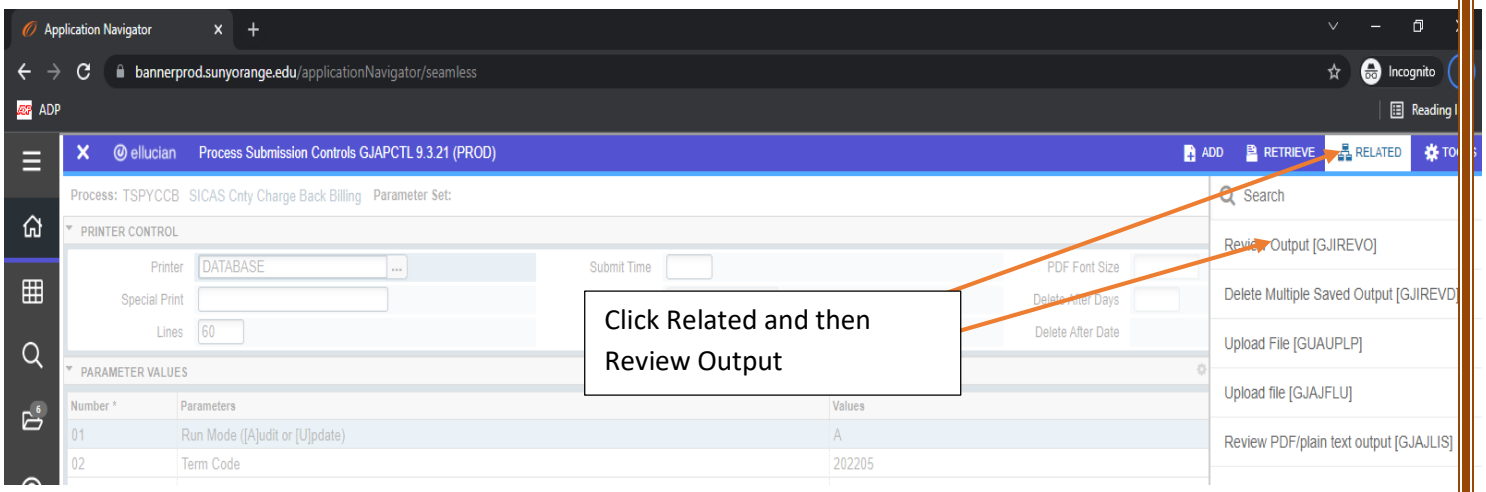


- Green messages, should appear in the top right corner, click the 2 to dismiss and click "Go"



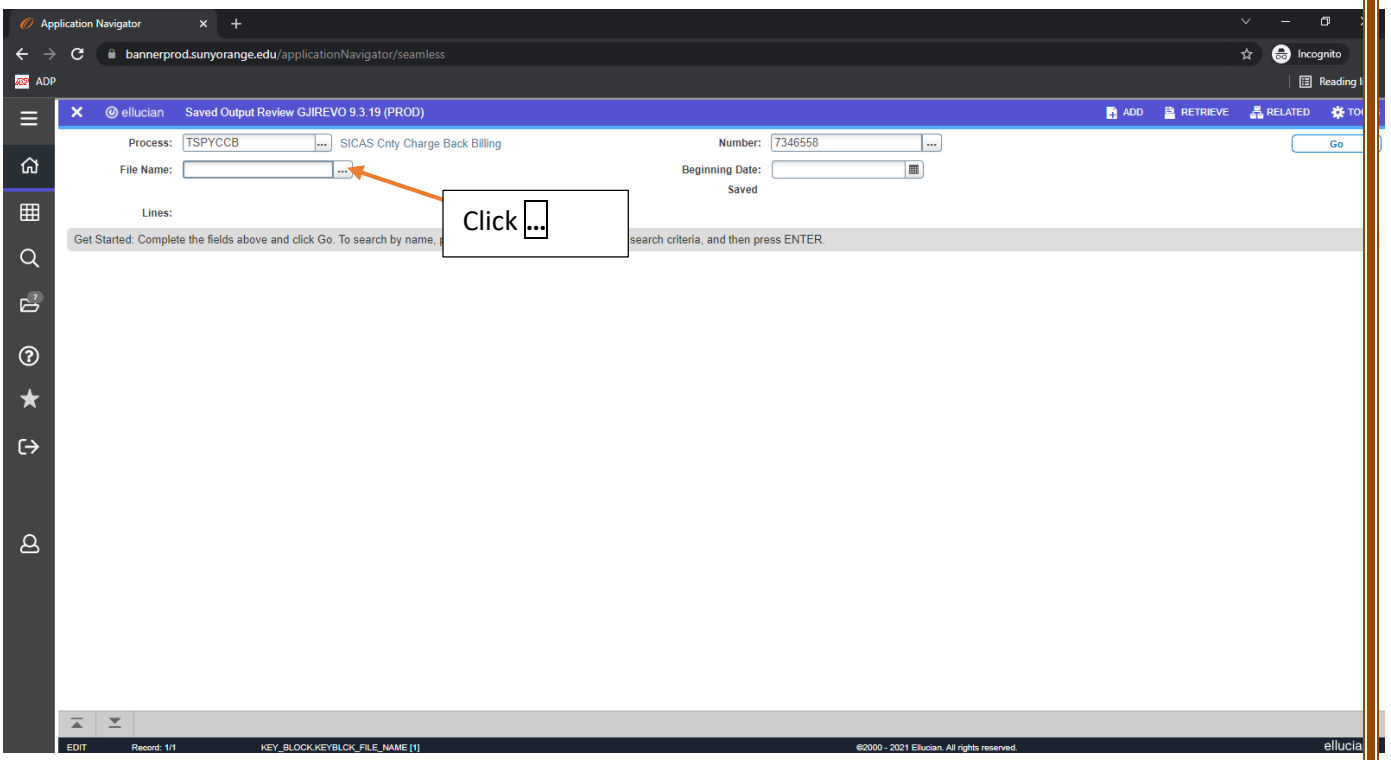
Chargeback Billing-continued

- Wait a few minutes for the report to run
- Click "Related" (top, menu)



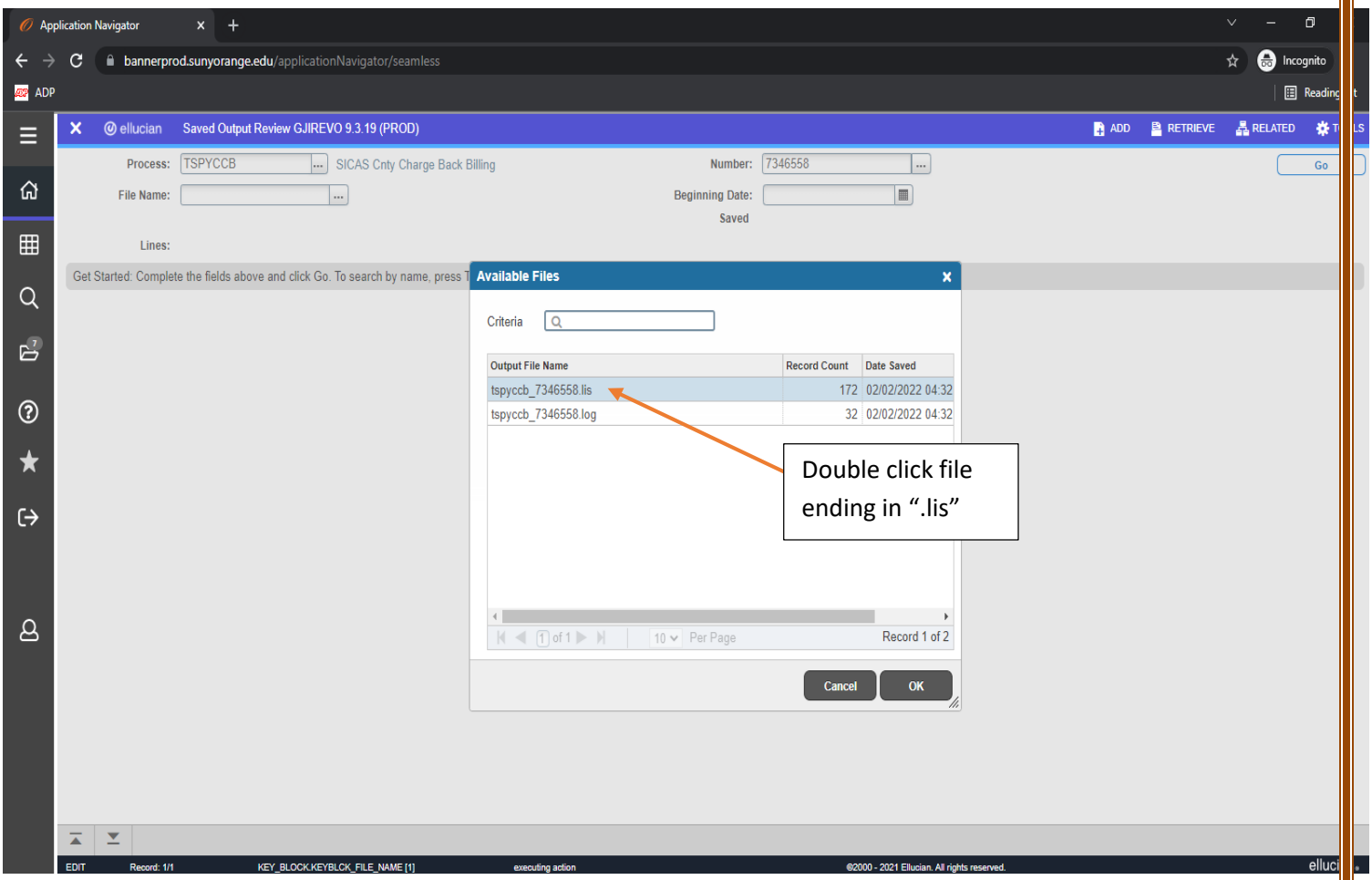
- Click "Review Output,"

The Next window will open. o the right of "File Name", click [...] search bar.



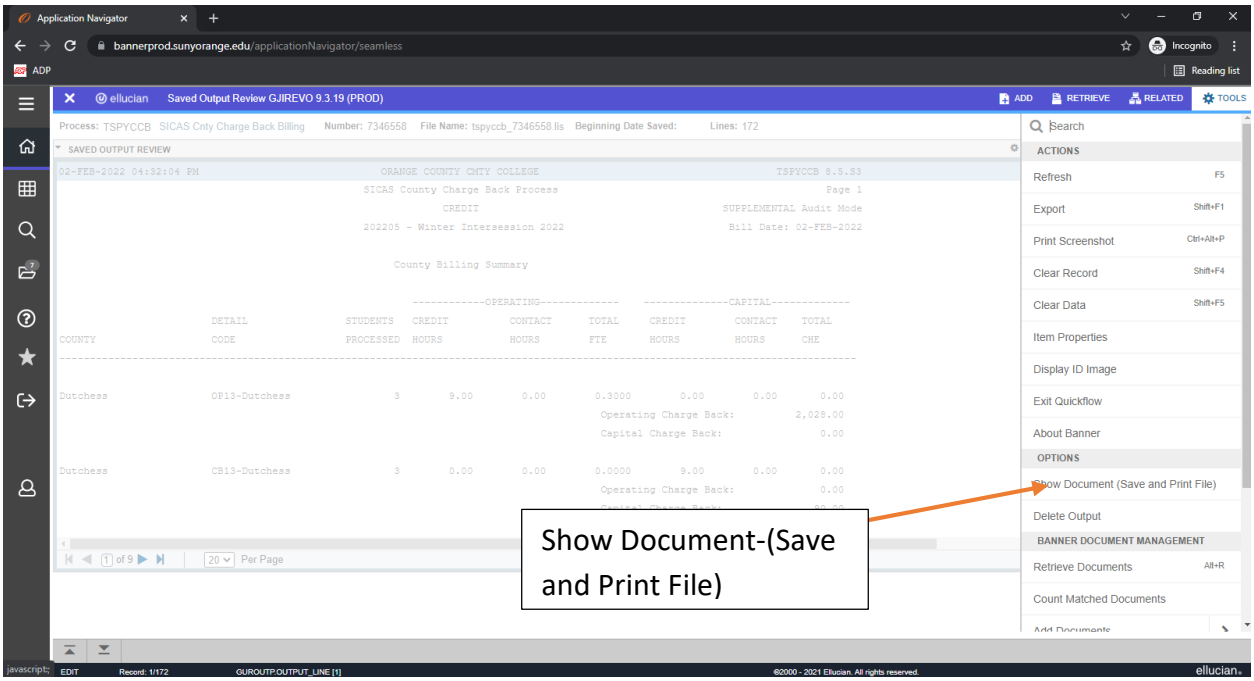
Chargeback Billing-continued

Double click the file ending with".lis"

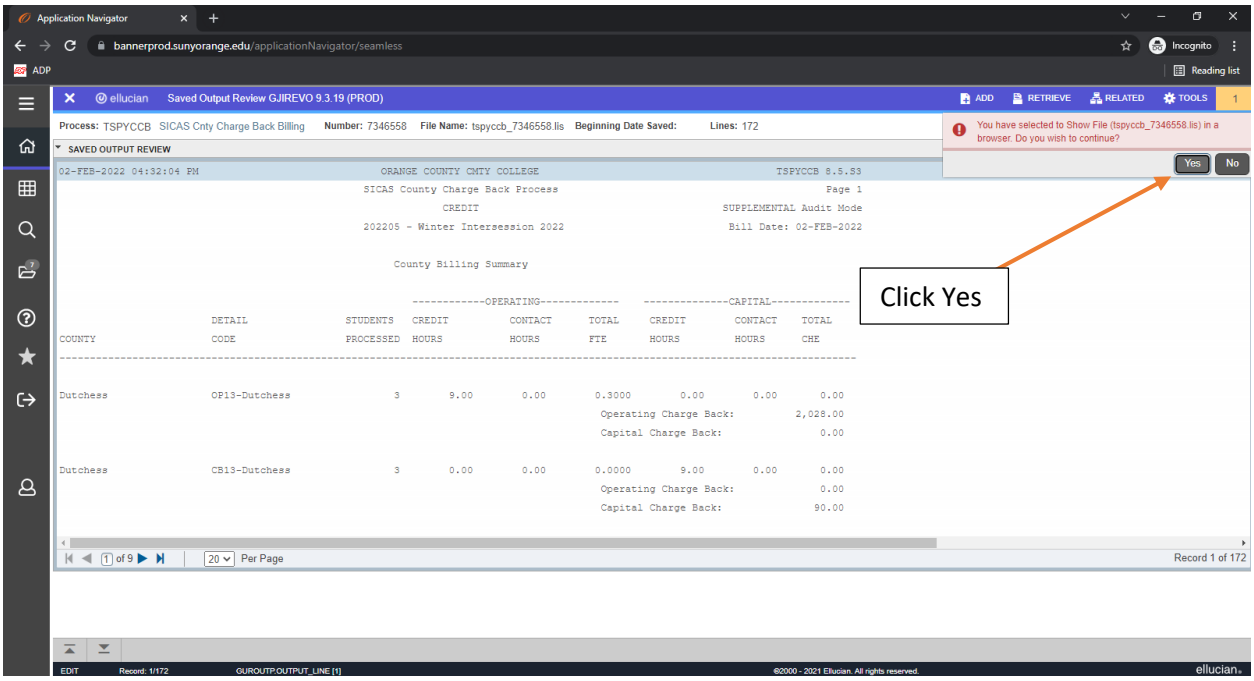


Chargeback Billing-continued

To save the report – click "✱**TOOLS**" and "Show Document-(Save and Print File)"

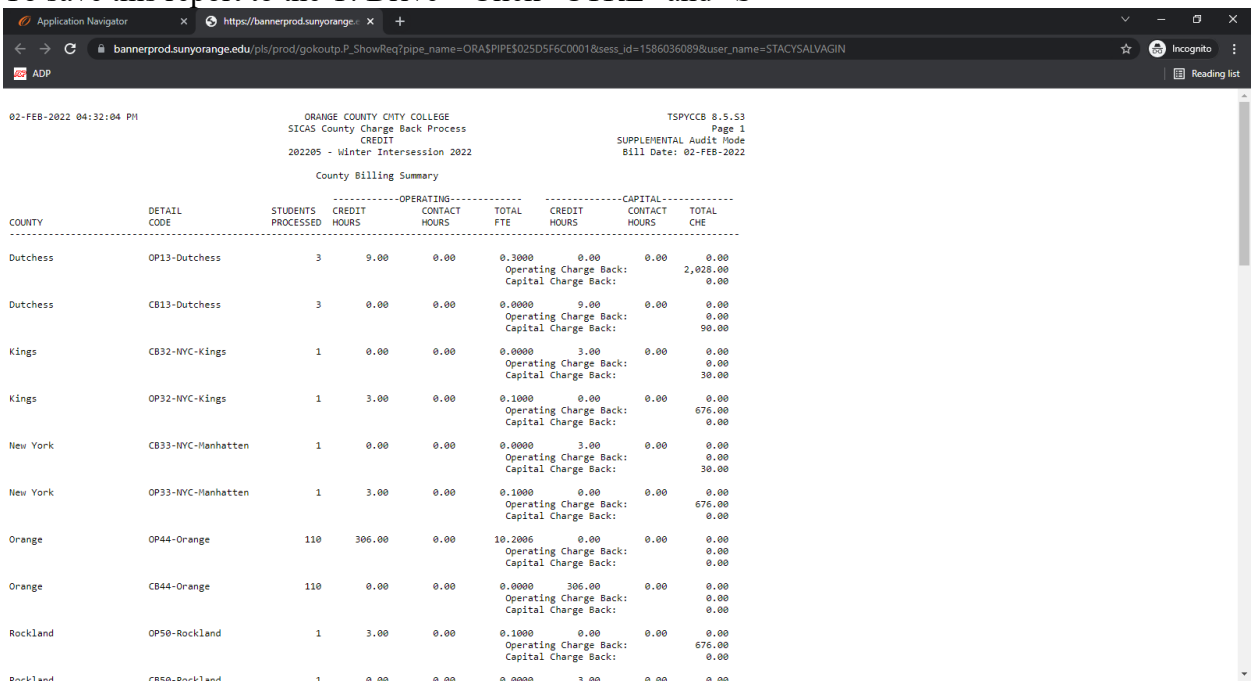


A red box will appear in the top right corner – click " yes"


Application Navigator
bannerprod.sunyorange.edu/applicationNavigator/seamless
Incognito
ADP
Reading list
ellucian
Saved Output Review GJIREVO 9.3.19 (PROD)
ADD
RETRIEVE
RELATED
TOOLS
Process: TSPYCCB SICAS Cnty Charge Back Billing Number: 7346558 File Name: tspyccb_7346558.lis Beginning Date Saved: Lines: 172
You have selected to Show File (tspyccb_7346558.lis) in a browser. Do you wish to continue?
Yes
No
SAVED OUTPUT REVIEW
02-FEB-2022 04:32:04 PM ORANGE COUNTY CMTY COLLEGE TSPYCCB 8.5.S3
SICAS County Charge Back Process Page 1
CREDIT SUPPLEMENTAL Audit Mode
202205 - Winter Intersession 2022 Bill Date: 02-FEB-2022
County Billing Summary
Click Yes
COUNTY DETAIL CODE STUDENTS PROCESSED CREDIT HOURS CONTACT HOURS TOTAL FTE CREDIT HOURS CONTACT HOURS TOTAL CHE
Dutchess OP13-Dutchess 3 9.00 0.00 0.3000 0.00 0.00 0.00
Operating Charge Back: 2,028.00
Capital Charge Back: 0.00
Dutchess CB13-Dutchess 3 0.00 0.00 0.0000 9.00 0.00 0.00
Operating Charge Back: 0.00
Capital Charge Back: 90.00
1 of 9
20 Per Page
Record 1 of 172
EDIT
Record: 1/172
GUROUTP.OUTPUT_LINE [1]
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ellucian.

Chargeback Billing-continued

To save this report to the T: Drive – Click “CTRL” and “S”



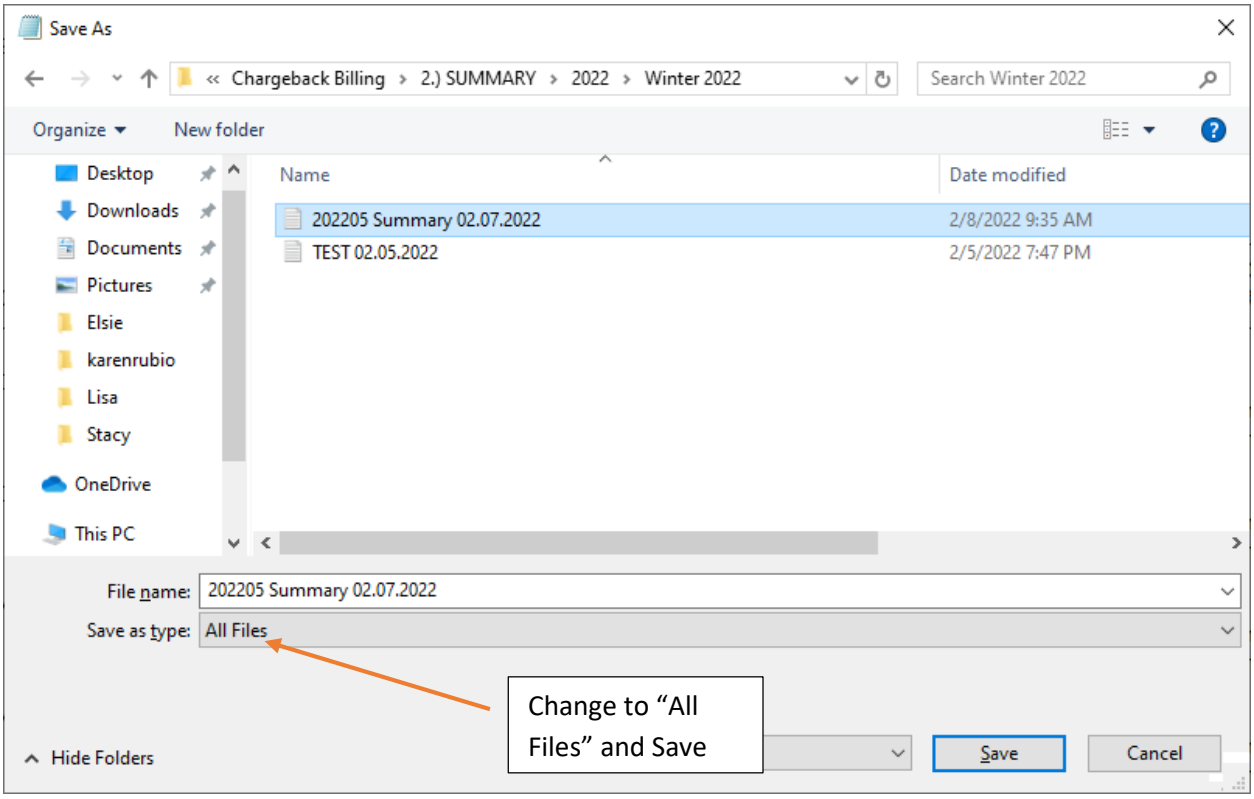
02-FEB-2022 04:32:04 PM ORANGE COUNTY CMTY COLLEGE TSPYCCB 8.5.S3
SICAS County Charge Back Process Page 1
CREDIT SUPPLEMENTAL Audit Mode
202205 - Winter Intersession 2022 Bill Date: 02-FEB-2022

County Billing Summary

COUNTY	DETAIL CODE	STUDENTS PROCESSED	OPERATING CREDIT HOURS	OPERATING CONTACT HOURS	OPERATING TOTAL FTE	CAPITAL CREDIT HOURS	CAPITAL CONTACT HOURS	CAPITAL TOTAL CHE
Dutchess	OP13-Dutchess	3	9.00	0.00	0.3000	0.00	0.00	0.00
					Operating Charge Back:			2,028.00
					Capital Charge Back:			0.00
Dutchess	CB13-Dutchess	3	0.00	0.00	0.0000	9.00	0.00	0.00
					Operating Charge Back:			0.00
					Capital Charge Back:			90.00
Kings	CB32-NYC-Kings	1	0.00	0.00	0.0000	3.00	0.00	0.00
					Operating Charge Back:			0.00
					Capital Charge Back:			30.00
Kings	OP32-NYC-Kings	1	3.00	0.00	0.1000	0.00	0.00	0.00
					Operating Charge Back:			676.00
					Capital Charge Back:			0.00
New York	CB33-NYC-Manhatten	1	0.00	0.00	0.0000	3.00	0.00	0.00
					Operating Charge Back:			0.00
					Capital Charge Back:			30.00
New York	OP33-NYC-Manhatten	1	3.00	0.00	0.1000	0.00	0.00	0.00
					Operating Charge Back:			676.00
					Capital Charge Back:			0.00
Orange	OP44-Orange	110	306.00	0.00	10.2006	0.00	0.00	0.00
					Operating Charge Back:			0.00
					Capital Charge Back:			0.00
Orange	CB44-Orange	110	0.00	0.00	0.0000	306.00	0.00	0.00
					Operating Charge Back:			0.00
					Capital Charge Back:			0.00
Rockland	OP50-Rockland	1	3.00	0.00	0.1000	0.00	0.00	0.00
					Operating Charge Back:			676.00
					Capital Charge Back:			0.00

Chargeback Billing-continued

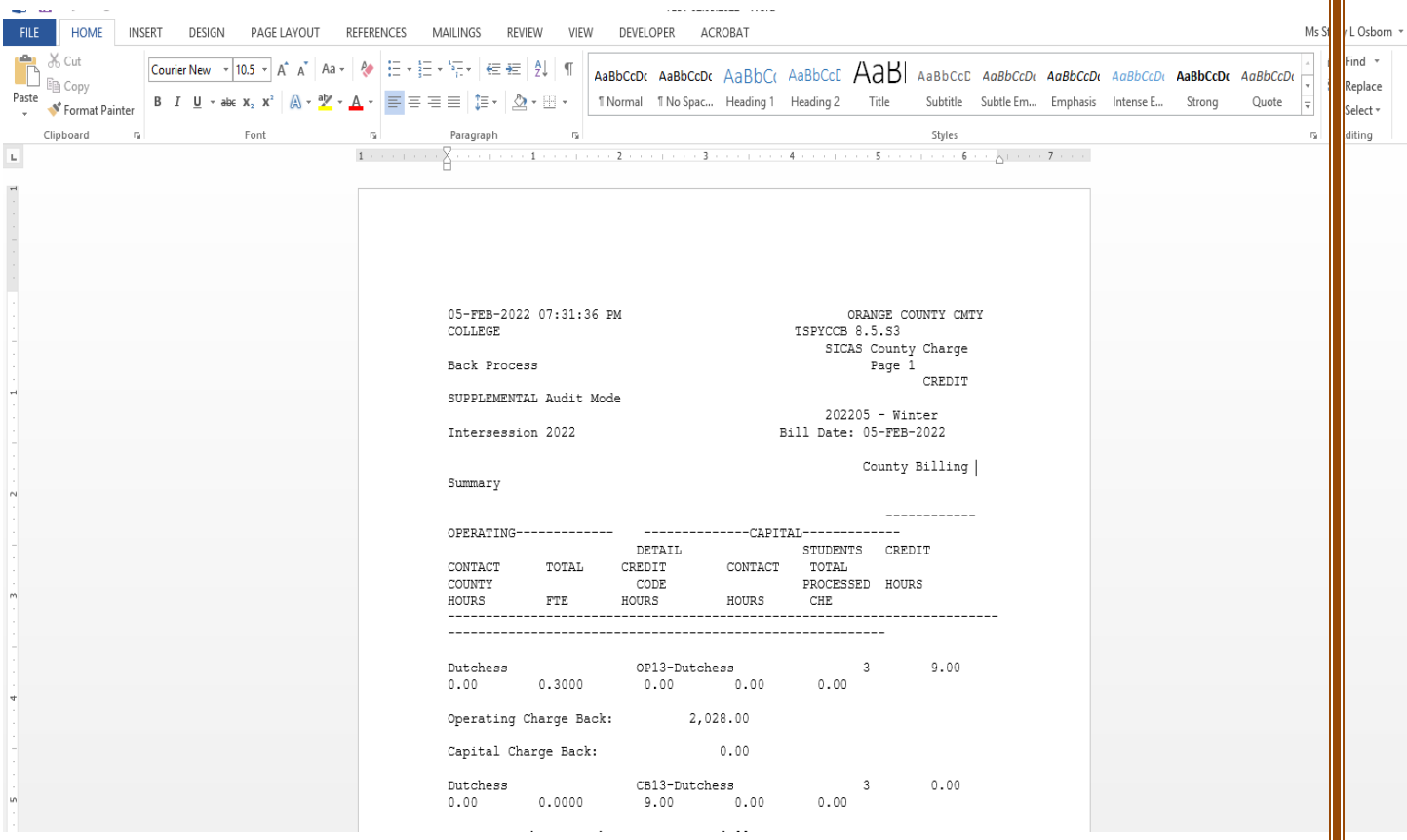
- Save the file to: T:drive, chargeback billing, summary and then select the appropriate year, name the file the semester and today's date
- **Change the "Save as Type" to "All Files"
- Click **SAVE**



Chargeback Billing-continued

- Go to the folder you just saved the form and it will need to be re-format the form.
- If a prompt comes up – "How do you want to save this type of file?" – Select – More options and Word
- When you open the document it will look like the below.
- Click –"Page Layout" – "Orientation" – "Landscape"
- Click "Margins" – "Narrow"
- Click "Home,", CTRL A – change the Font size to 8, click in the document
- Click "File," "Save As," "Computer," then the same folder as before, click "Save," at the bottom
- A "File Conversion" window will pop up – click "OK," – close the doc

Go back into the folder, delete the "old file,", open the new file and print



05-FEB-2022 07:31:36 PM ORANGE COUNTY CMTY
COLLEGE TSPYCCB 8.5.S3
SICAS County Charge
Back Process Page 1
CREDIT
SUPPLEMENTAL Audit Mode
202205 - Winter
Intersession 2022 Bill Date: 05-FEB-2022

County Billing |
Summary

OPERATING---------- ----------CAPITAL----------

CONTACT COUNTY HOURS	TOTAL FTE	DETAIL CREDIT HOURS	CODE	CONTACT HOURS	STUDENTS TOTAL PROCESSED CHE	CREDIT HOURS
Dutchess		OP13-Dutchess			3	9.00
0.00	0.3000	0.00		0.00	0.00	

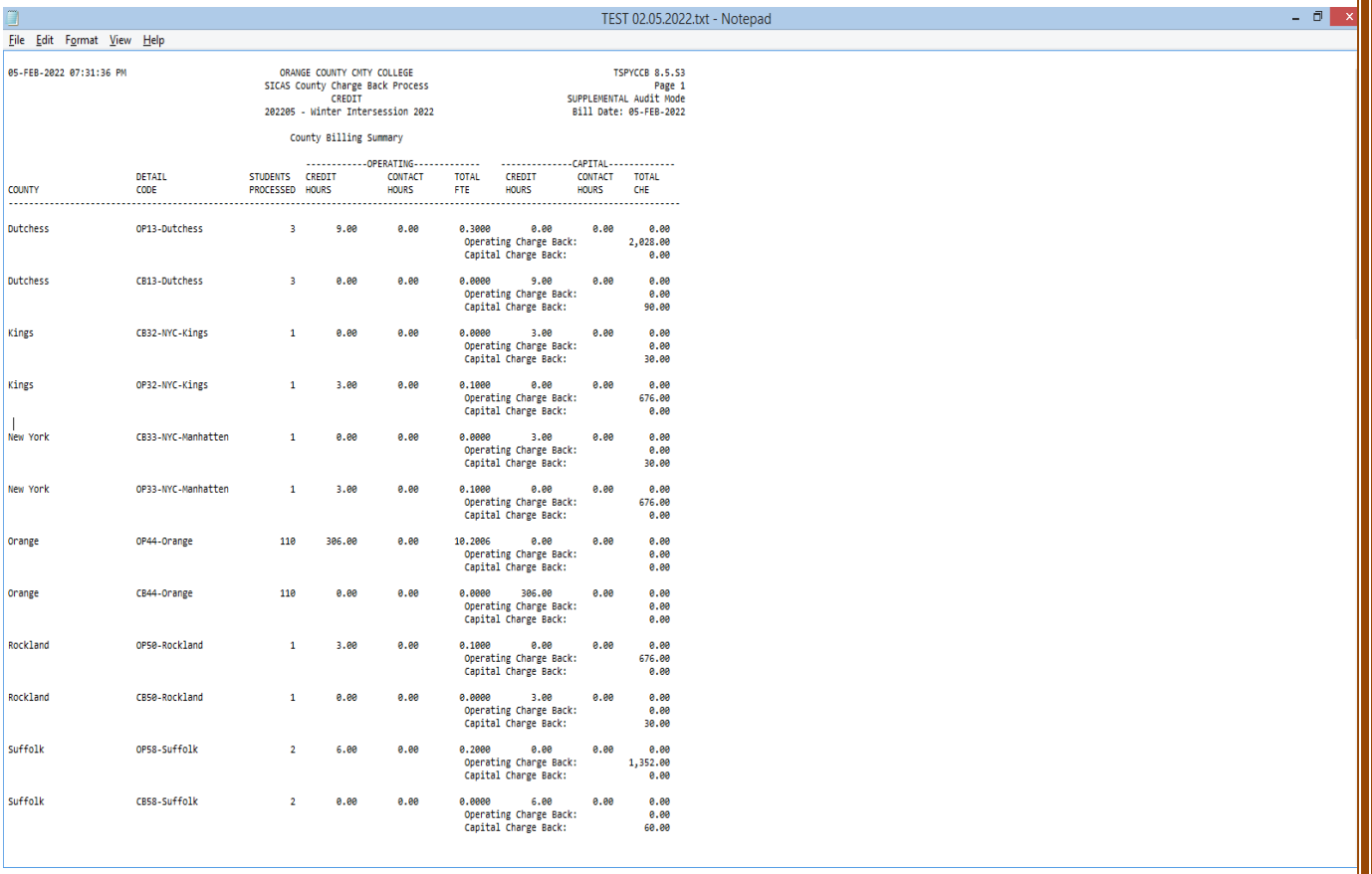
Operating Charge Back: 2,028.00

Capital Charge Back: 0.00

Dutchess		CB13-Dutchess			3	0.00
0.00	0.0000	9.00		0.00	0.00	

Chargeback Billing-continued

- Go to the T:Drive and open the file.
- For the next step you will be running report for each county listed on the Summary Report (Excluding OC)



TEST 02.05.2022.txt - Notepad

File Edit Format View Help

```
05-FEB-2022 07:31:36 PM                    ORANGE COUNTY CMTY COLLEGE                              TSPYCCB 8.5.53
                                          SICAS County Charge Back Process                            Page 1
                                                    CREDIT                                  SUPPLEMENTAL Audit Mode
                                          202205 - Winter Intersession 2022                  Bill Date: 05-FEB-2022

                                                County Billing Summary

                                                    ----------OPERATING----------    ----------CAPITAL----------
                        DETAIL                STUDENTS  CREDIT        CONTACT    TOTAL   CREDIT       CONTACT   TOTAL
COUNTY                  CODE                  PROCESSED HOURS         HOURS      FTE     HOURS        HOURS     CHE
-------------------------------------------------------------------------------------------------------------------

Dutchess                OP13-Dutchess                3      9.00       0.00      0.3000      0.00       0.00      0.00
                                                                                Operating Charge Back:          2,028.00
                                                                                Capital Charge Back:                0.00

Dutchess                CB13-Dutchess                3      0.00       0.00      0.0000      9.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:               90.00

Kings                   CB32-NYC-Kings               1      0.00       0.00      0.0000      3.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:               30.00

Kings                   OP32-NYC-Kings               1      3.00       0.00      0.1000      0.00       0.00      0.00
                                                                                Operating Charge Back:            676.00
                                                                                Capital Charge Back:                0.00

New York                CB33-NYC-Manhatten           1      0.00       0.00      0.0000      3.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:               30.00

New York                OP33-NYC-Manhatten           1      3.00       0.00      0.1000      0.00       0.00      0.00
                                                                                Operating Charge Back:            676.00
                                                                                Capital Charge Back:                0.00

Orange                  OP44-Orange                110    306.00       0.00     10.2006      0.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:                0.00

Orange                  CB44-Orange                110      0.00       0.00      0.0000    306.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:                0.00

Rockland                OP50-Rockland                1      3.00       0.00      0.1000      0.00       0.00      0.00
                                                                                Operating Charge Back:            676.00
                                                                                Capital Charge Back:                0.00

Rockland                CB50-Rockland                1      0.00       0.00      0.0000      3.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:               30.00

Suffolk                 OP58-Suffolk                 2      6.00       0.00      0.2000      0.00       0.00      0.00
                                                                                Operating Charge Back:          1,352.00
                                                                                Capital Charge Back:                0.00

Suffolk                 CB58-Suffolk                 2      0.00       0.00      0.0000      6.00       0.00      0.00
                                                                                Operating Charge Back:              0.00
                                                                                Capital Charge Back:               60.00
```

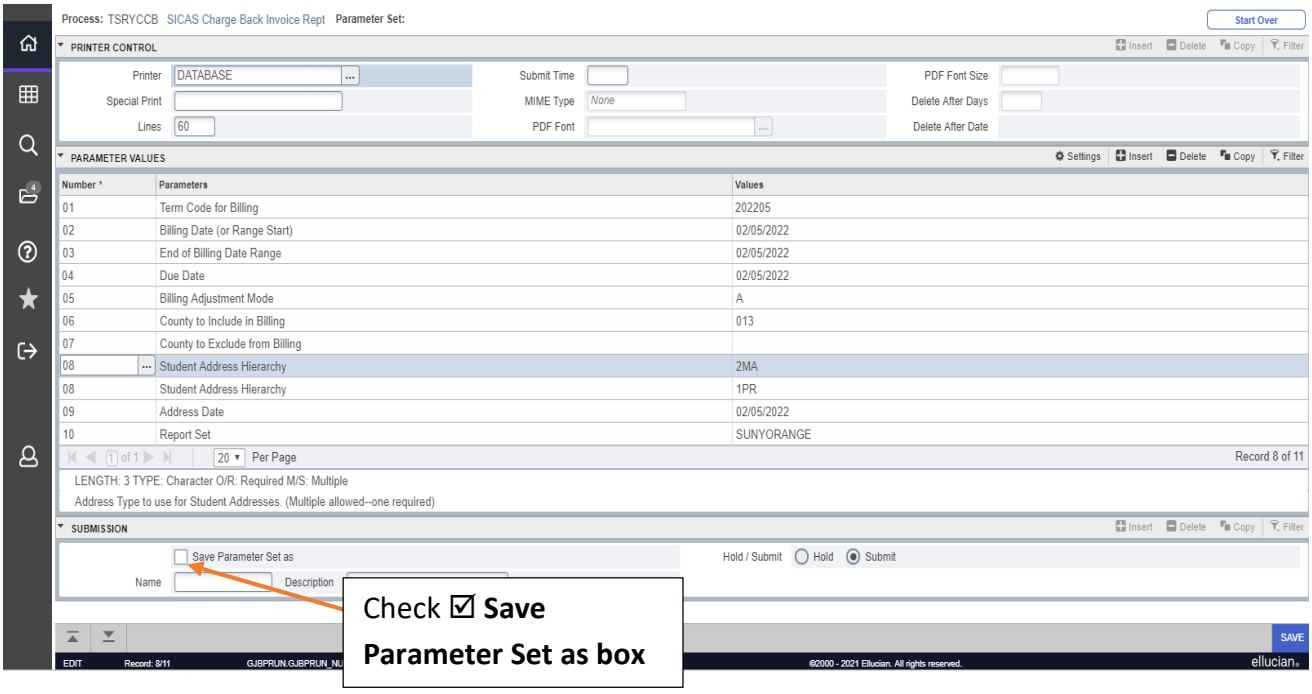
Chargeback Billing-continued

To run the individual County Reports:

Go to: **TSRYCCB**

Printer: Database

Parameter #	Value:
01	Term (202205)
02	Today's date "T"
03	Today's date "T"
04	Today's date "T"
05	A
06	Specific County Dutchess - 013
07	Blank
08	2MA
09	Today's Date "T"
10	SUNYORANGE

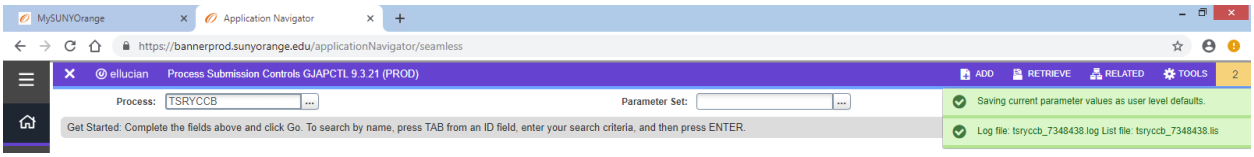


Check ☑ **Save Parameter Set as box**

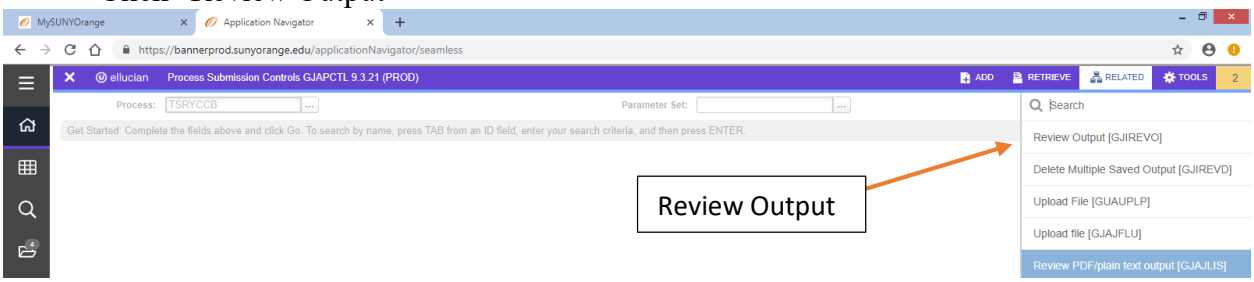
Click **SAVE**

Chargeback Billing-continued

- Green messages, should appear in the top right corner, click 2 to dismiss and click "Go"



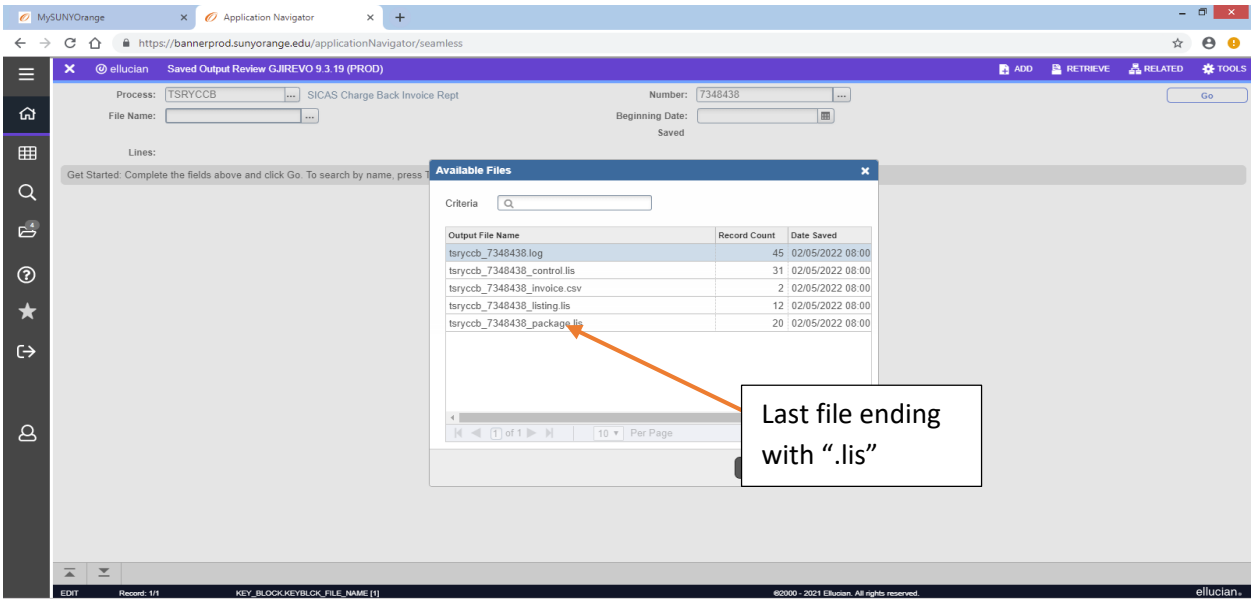
- Wait a few minutes for the report to run
- Click "Related," (top, menu)
- Click "Review Output"



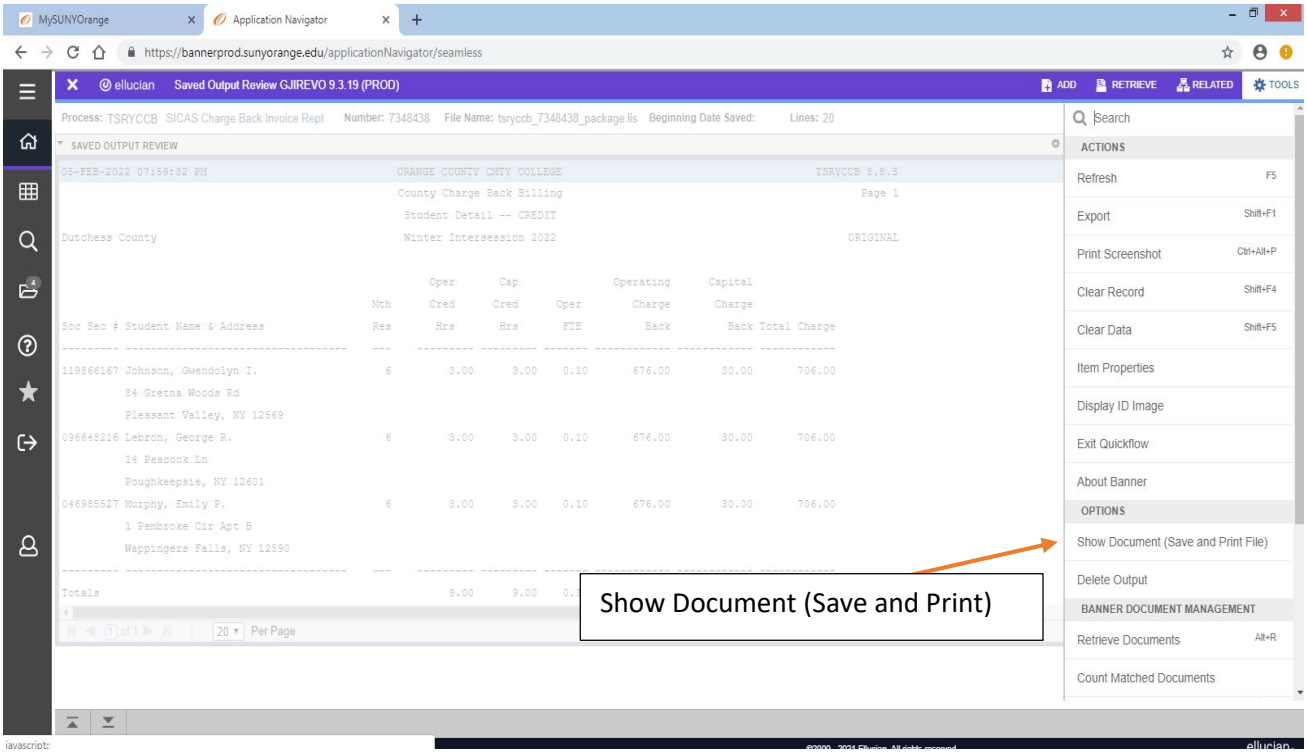
The Next window will open to the right of "File Name", click the [...] search bar.



Chargeback Billing-continued Click the last file ending with ".lis: and OK

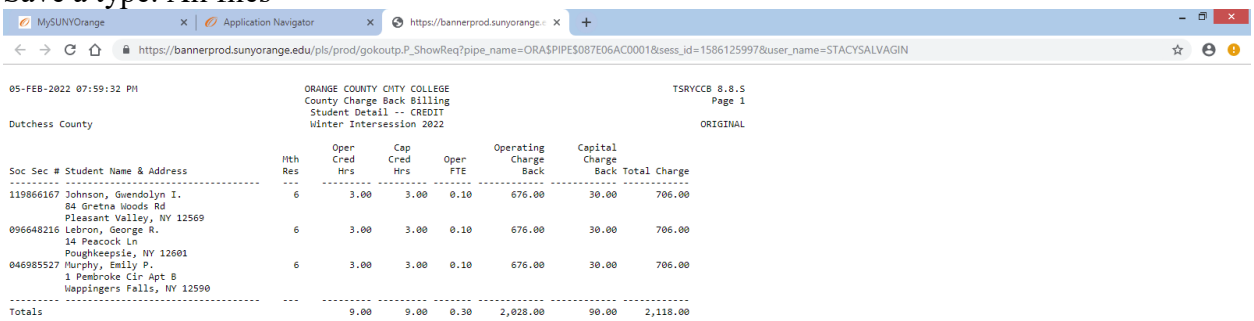


The report will open. To save the report – click ""✱**TOOLS**"" and "Show Document-Save and Print File"



Chargeback Billing-continued

A red box will appear in the top right corner – click “
To save this report to the T: Drive – Click “CTRL” and “S”
To: T:drive, Bursar, Chargeback Billing, Summary,
File Name: Appropriate semester, County and Report/Billing Date (202205 Dutchess 02.05.2022)
Save a type: All files

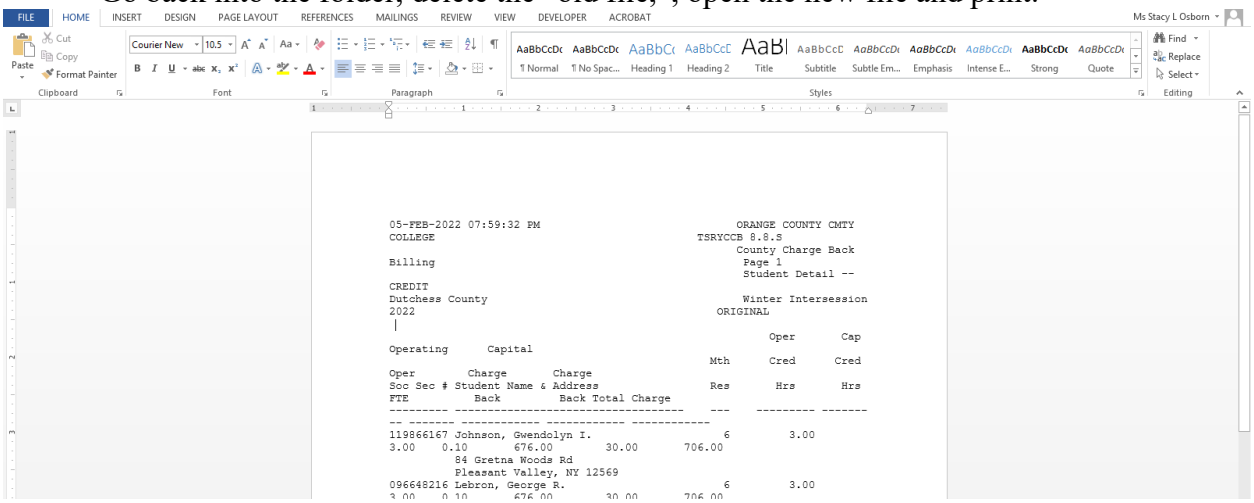


05-FEB-2022 07:59:32 PM ORANGE COUNTY CMTY COLLEGE TSRYCCB 8.8.S
County Charge Back Billing Page 1
Student Detail -- CREDIT
Dutchess County Winter Intersession 2022 ORIGINAL

Soc Sec # Student Name & Address	Mth Res	Oper Cred Hrs	Cap Cred Hrs	Oper FTE	Operating Charge Back	Capital Charge Back	Total Charge
119866167 Johnson, Gwendolyn I. 84 Gretna Woods Rd Pleasant Valley, NY 12569	6	3.00	3.00	0.10	676.00	30.00	706.00
096648216 Lebron, George R. 14 Peacock Ln Poughkeepsie, NY 12601	6	3.00	3.00	0.10	676.00	30.00	706.00
046985527 Murphy, Emily P. 1 Pembroke Cir Apt B Wappingers Falls, NY 12590	6	3.00	3.00	0.10	676.00	30.00	706.00
Totals		9.00	9.00	0.30	2,028.00	90.00	2,118.00

Go to the folder you just saved the form and it will need to be re-format the form.
If a prompt comes up – “How do you want to save this type of file?” – Select – More options and Word

- When you open the document it will look like the below.
- Click –“Page Layout” – “Orientation” – “Landscape”
- Click “Margins” – “Narrow”
- Click “Home,”, CTRL A – change the Font size to 8, click in the document
- Click “File,” “Save As,” “Computer,” then the same folder as before, click “Save,” at the bottom
- A “File Conversion” window will pop up – click “OK,” – close the doc
- Go back into the folder, delete the “old file,”, open the new file and print.



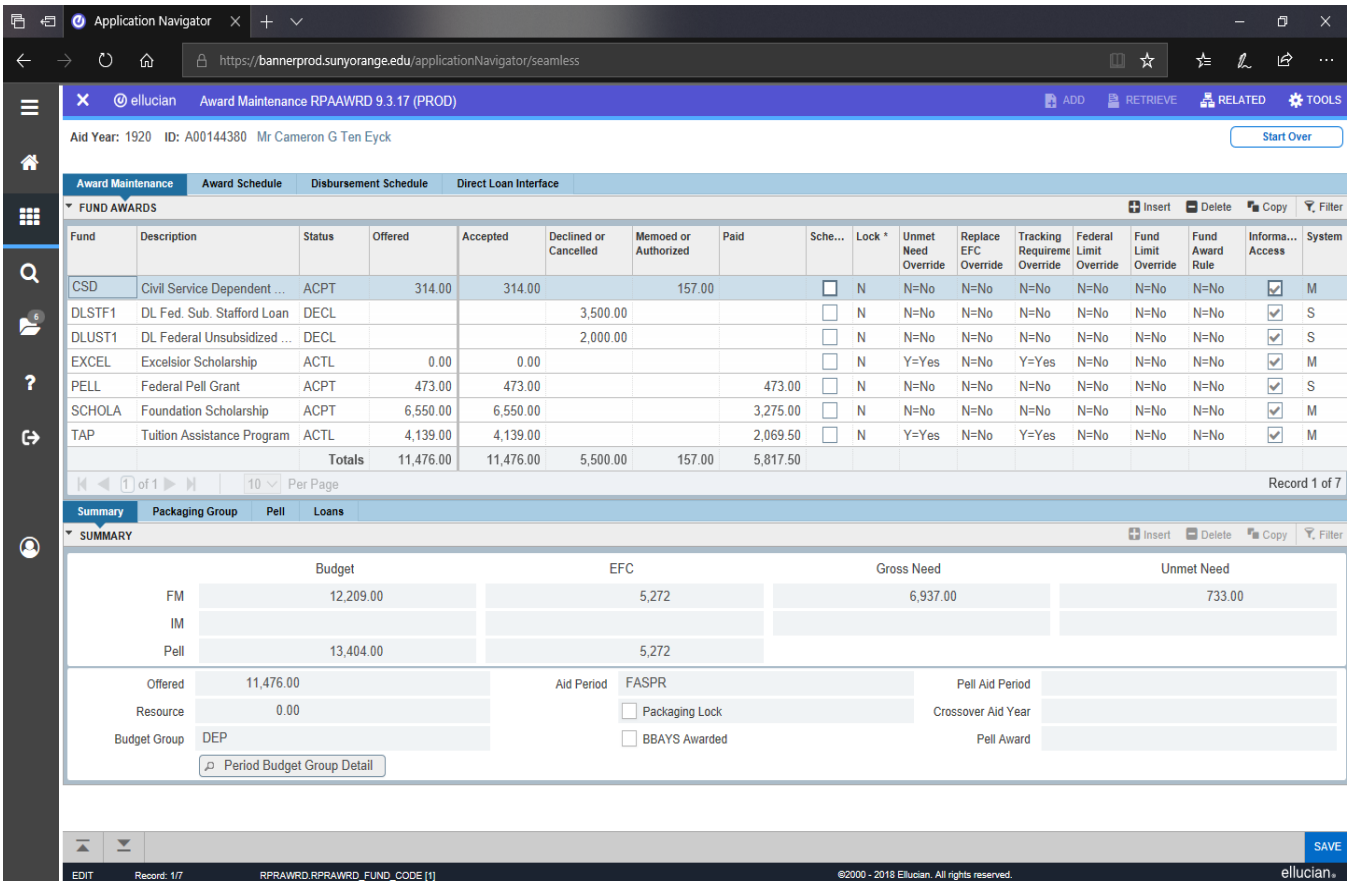
05-FEB-2022 07:59:32 PM ORANGE COUNTY CMTY
COLLEGE TSRYCCB 8.8.S
County Charge Back
Billing Page 1
Student Detail --
CREDIT
Dutchess County Winter Intersession
2022 ORIGINAL
Oper Cap
Operating Capital Mth Cred Cred
Oper Charge Charge Soc Sec # Student Name & Address Res Hrs Hrs
FTE Back Back Total Charge
119866167 Johnson, Gwendolyn I. 6 3.00
3.00 0.10 676.00 30.00 706.00
84 Gretna Woods Rd
Pleasant Valley, NY 12569
096648216 Lebron, George R. 6 3.00

Chargeback Billing-continued

Clean up reporting removing the work “Credit” from the 3rd line of the heading and any info listed under the totals.
For NYC report – replace first 5 digits of the social security number with “x”es

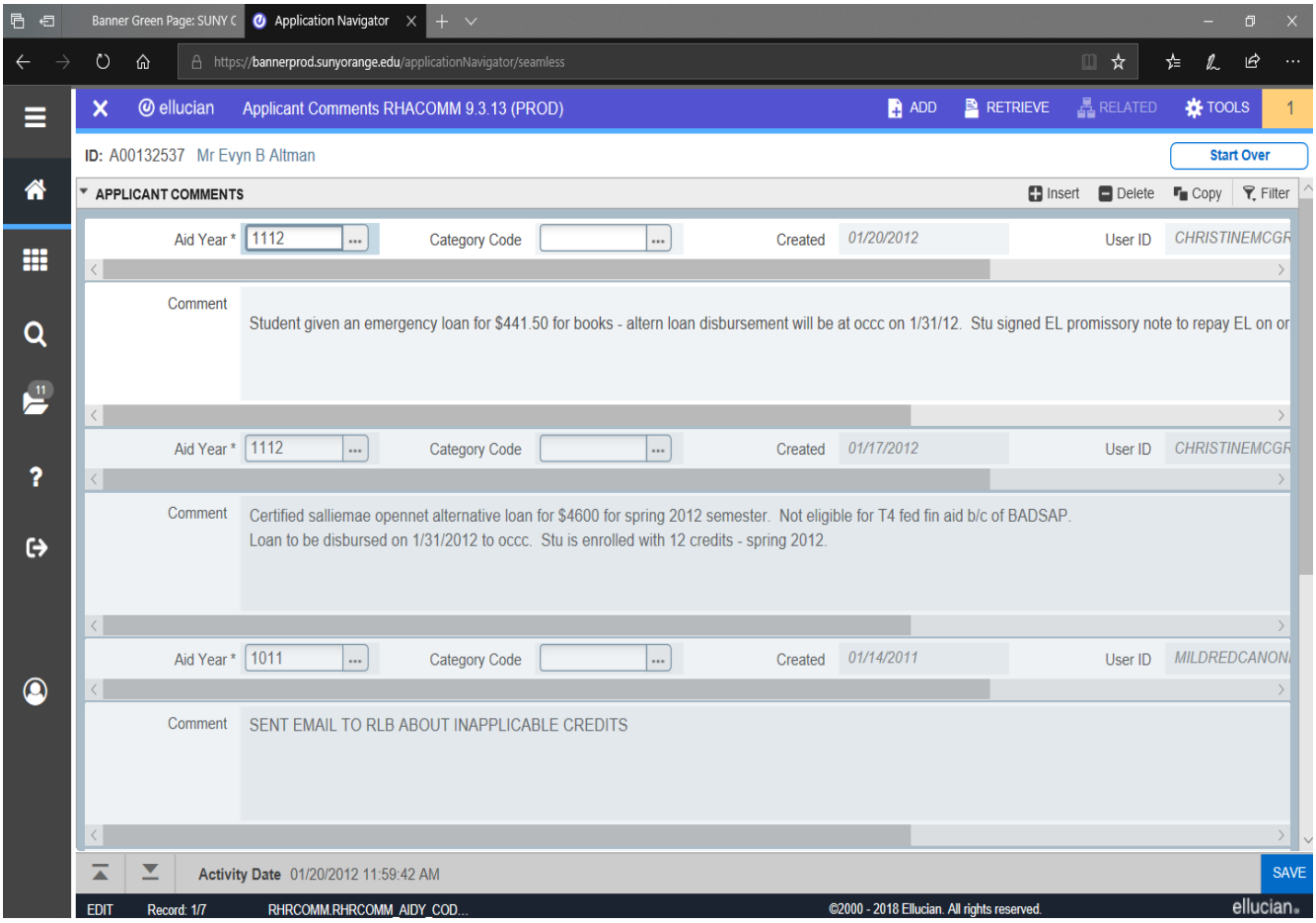
RPAAWRD- Award Maintenance

Use the RPAAWRD screen to view financial aid awards for a student.



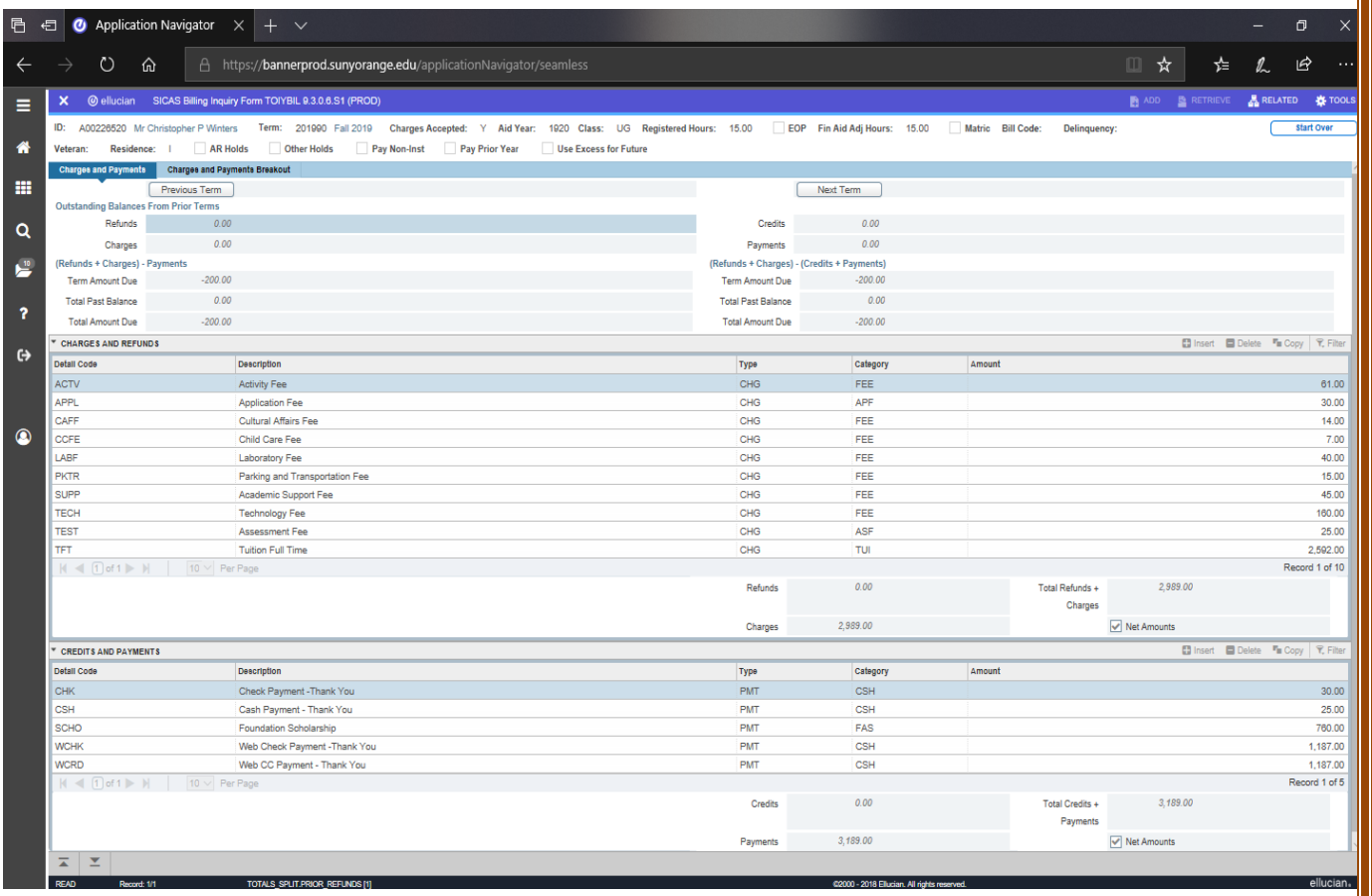
RHACOMM- Applicant Comments

Use the RHACOMM applicant comment form to review any student financial aid information posted by the financial aid office.



TOIYBIL-Billing Inquiry

This is a billing inquiry form that summarizes transactions by term. It separates charges and payments and displays billed credit hours and financial aid credit hours.



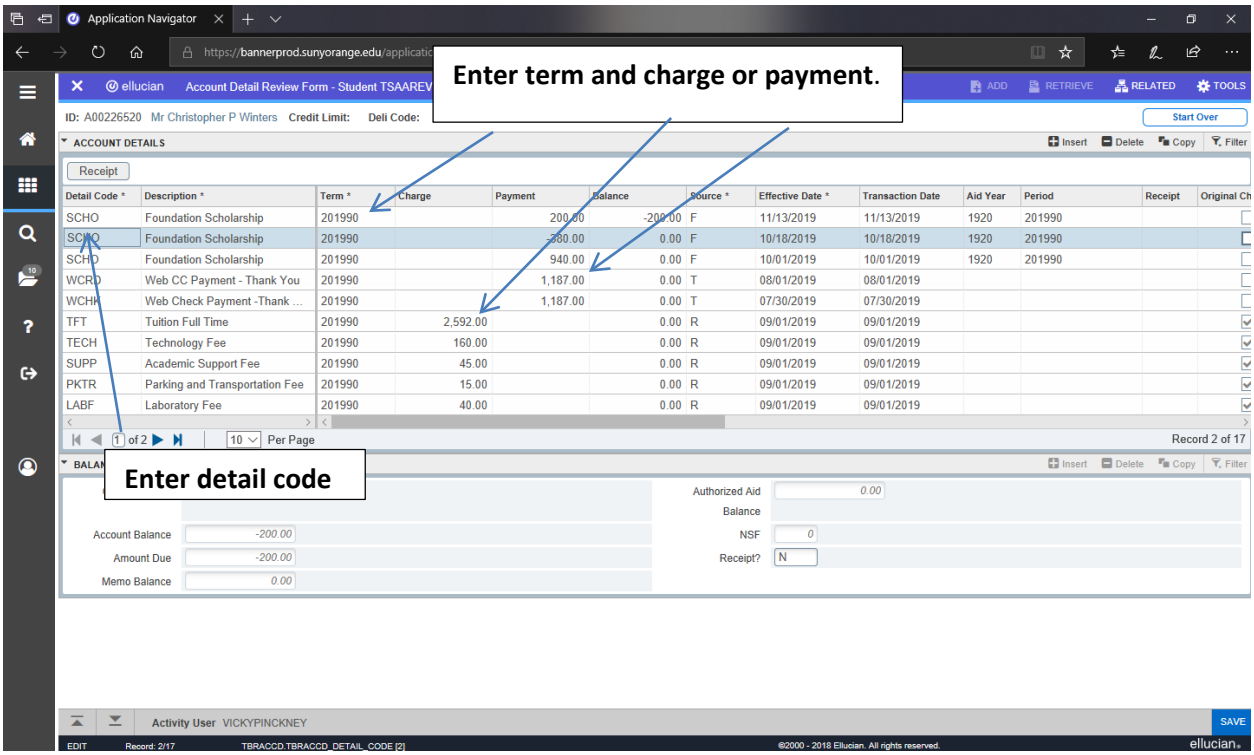
Financial Aid that is "authorized" appears on **TOIYBIL** coded **FAA** or **TFM**. When the aid is actually disbursed (paid) to the student's account on **TSAAREV**, it appears on **TOIYBIL** coded **PMT**.

Contracts for which payment has not been received are coded **TCN** on **TOIYBIL**. When funds are received from the sponsor, **TSACONP** is "authorized" and contracts will be coded **PMT** on **TOIYBIL** and also appear on **TSAAREV**.

TSAAREV-Account Detail Review

This screen lists all tuition and fees generated through the registration process, charges and payments posted through accounts receivable and financial aid disbursed to the students account.

- Registration charges have a source code of "R".
- Payments and charges posted in accounts receivable have a source code of "T".
- Financial Aid has a source code of "F".
- Holds are viewable in the key block from this screen.
- Financial aid memos appear at the bottom of the screen.



TSAAREV (continued)

To post a charge to a student's account:

Name search: Enter the student's ID number (A#), or name (Last, First).

Click Go

Click- **Insert**. A blank row of fields will be shown in grey.

Enter detail code for charge, example: TRAN- transcript, PARK- parking fine, APPL – application fee

TAB key will fill in detail code description.

TAB again to Term field.

Enter term, example **202090**-Fall term, **202110**-Spring term, **202160**-Summer term.

TAB to charge field.

Enter the charge amount. Example: 5.00.

Scroll to the document field by using the scroll bar beneath the account detail.

Enter the document number if appropriate to the charge. Example: for a parking fine enter the parking ticket, summons number.

SAVE

Detail Codes for Charges

APPL- Application fee
TEST- Assessment fee
GRD- Graduation fee
TRAN- Transcript fee
PARK- Parking fee
LPAY- Late payment fee
NLF- Nursing late fee
POS- Postage
PROM Service fee
REA- Readmit fee

TSAAREV (Continued)

To post a payment to a student's account:

1. Collect the form of payment from the student. Cash, check, money order or credit/debit card.
2. Confirm the amount and the semester the funds are going to be posted to.
3. Credit/debit cards must be posted at the credit card terminal.

Name search: Enter the student's ID number or name (Last, First).

Click **Go** icon.

Insert. A blank row of fields will be shown in grey.

Enter detail code for a payment. Example: **CSH**- for cash, **CHK**- for check, **CRD**- for credit card or **LOC**- for letter of credit.

Processing Credit Card Payments without a credit card.

The procedure for processing payments with written credit card information is as follows:

1. Process credit card payment through the credit card machine with the information and for the amount indicated on student bill or registration form.
2. If payment is accepted, post the payment in Banner (In TSAAREV, enter student ID# or name search if one is not provided on the registration form) with detail code **CRD** and the amount as indicated on the form.
3. Indicate on the student bill or registration form if payment was processed, declined, missing info, etc.
4. Forward the original bill or form to Bursar Office where it is kept on file.

TSAAREV (Continued)

Promissory Notes

Students who have a past due balance and are having difficulty paying their balance in full can set up an in-house promissory note where they can make up to 12 monthly payments to pay their balance in full prior to being referred to an outside collection agency.

Inform the student that:

- There is a $40 service fee which is to be paid upon signing the promissory note along with the first monthly payment plus late payment fee.
- Balance must be paid in full within 12 months.

- All records will remain on hold and registration will not be permitted until the balance is paid in full.
- If two regular monthly payments are missed, they will be sent to collections and will owe the full balance plus an additional collection contingency fee.
- Every effort will be made to provide a monthly reminder via mail, but payments are expected to be paid on time regardless of receiving a bill.

Check **SOAHOLD** for the semester and balance information then go to TOIYBIL to verify the information before filling out the Promissory note.

Fill out top portion of Promissory note with student and payment information.

Then have the student sign and fill out the lower half of the form with their personal information.

Sign and date the bottom as a witness at the bottom of Promissory note.

In **TSAAREV**, enter **PROM** for the service fee in the detail code, enter the semester and $35.00 for the amount.
Process the payment as **CSH**, **CHK** or **CRD**. (service fee + monthly payment + late fee)

Make a copy of the Promissory note for the student to keep and send original to the Middletown Bursar office.

Place a **BF** and a **BN** Hold in **SOAHOLD.**
In the description type:
The semester, the words-Promissory note, the amount of monthly payment and the date of the month the payment is due.
Example: Spring 13 Prom note $50/mo. 15th
Tab to enter the total owed.

TSAAREV (continued)

Graduation Fees

1. The student **must** have the graduation form from Records and Registration.
2. Go to **TSAAREV** and post the charge GRA and the payment.
3. On the top right corner of the graduation form, write: paid, the amount, the date and your initials.

Parking Summons

When the Student Accounts receives parking summonses issued to students from Security:

1. Find the student in Banner.
2. On the front of the Parking Summons, in red ink, write the student ID#, name, the semester and circle the amount of the fine(s). If you are unable to locate the student in banner or are unsure which student the summons belongs to, please give to Stacy.
3. Go to **TSAAREV**, check to see if the summons was previously posted and paid. If paid, mark paid on the back of the summons, along with your initials and the date paid. If the summons was not paid, post the summons: **PKG**, in the description add the summons # and date, **Tab** to enter the semester and **Tab** to enter the dollar amount of all the charges associate with summons and **Save**.
4. Go to **SOAHOLD** to place the student on hold. Record insert, **BP**, **Tab-** Reason- Type the semester, summons# and date and time of summons. Example: Sp 12 #12345 4/12/2012 9:50am. **Tab** twice then enter the dollar amount and **SAVE.**
5. File the summons in the parking summons file.

When student comes to pay summons:

1. Locate the summons.
2. Post the payment in **TSAAREV**. Remove hold in **SOAHOLD**.
3. Mark "Paid" on the back of the summons, along with your initials and the date paid.
4. Put the paid summons in the designated basket to go back to the Security Office

TSAAREV (continued)

Letter of Credit

When you receive a Letter of Credit from a student:

1. Make sure it is the ORIGINAL letter of credit. If the student does not have the original, it cannot be replaced. The letter of credit specifically states that the student must present the original and that it cannot be replaced if lost.
2. Once the letter of credit is submitted, it is considered used in its entirety. In other words, if the student's balance is less that the amount of the letter of credit, the student does **NOT** get a refund. Example:
    - Student has a balance due of $1081.00 for Summer 2012 and the letter of credit is for $ 1200.00-LOC will be posted for the balance due ($1081.00) and the credit balance of $119.00 is forfeited.
    - Student has a balance due of $ 549.00 for Summer 2012 and $ 1121.00 for Fall 2012, if the LOC is $ 1950.00, it will be posted for $ 549.00 for Summer 2012 and $ 1121.00 for Fall 2012. The credit balance of $ 280.00 is forfeited.
    - Student has a balance due of $ 978.00 for Summer 2012 and $ 1349.00 for Fall 2012 and the Letter of Credit is $1950.00, the LOC will be posted for $ 978.00 for Summer 2012 and $972.00 for the Fall 2012 (the balance of LOC 1950.00-978.00). The student will owe a balance of $ 377.00.

The student is not able to return on a different day and use any balance that may have been available. Once the LOC is submitted, it is no longer active and/ or valid for further use.

3. The employee who accepts the Letter of Credit is the person who should post the LOC to the student's account. It is posted in **TSAAREV** with the detail code of **LOC**. Make sure it is posted under the semester it is being used for. If the dollar amount in the Letter of Credit is more than the amount owed, enter the dollar amount owed, not the amount of the LOC. (see above examples)
4. Initial the Letter of Credit, indicate the amount posted, the semester(s) posted to, and the date the credit was posted.
5. Scan a copy into OnBase, keep the Original Letter of Credit and submit it at the end of the day with your session.

Collections

I. Collection Procedure

Any student with a past due balance will have a hold placed on his/her account. This hold prevents students from registering for future classes or obtaining an official transcript. Any account with a balance that is 90 days past due may be turned over to an independent outside collection agency. These accounts are subject to late charges, litigation fees, and collection costs.

Collection Placement Timeframes

All accounts with outstanding balances will be sent the following bills/notifications and be placed with a collection agency in accordance with the following schedules:

	Fall	Winter	Spring	Summer
1st Past Due Bill:	Dec 1st	n/a	May 1st	July 25
Final Past Due Bill:	Jan 5th	Jan 5th	Aug 15th	Aug 25th
Final P/D Bill Due Date:	Feb 15th	Feb 15th	Sept 15th	Sept 25th
Send to Collections:	Feb 16th	Feb 16th	Sept 16th	Sept 26th

	Time Frames for accounts to remain and be reassigned to the Collection Agencies:					
	1st placement 21 month		2nd placement 30 months		3rd placement To the end of the statute of limitations	
	Placement Date:	Return Date:	Placement Date:	Return Date:	Placement Date:	Return Date:
Fall	Feb	Nov	Nov	May	May	Nov
Winter	Feb	Nov	Nov	May	May	Nov
Spring	Sept	June	June	Jan/Feb	Jan/Feb	July
Summer	Sept	June	June	Jan/Feb	Jan/Feb	July

Collections (Continued)

Beginning September 1, 2019 all placements follow the below guidelines:

1st placements will be at 21% (26.5823% - make whole rate) and will remain for 21 months before being returned.

2nd placements will be at 24% (31.5789% - make whole rate) and will remain for 30 months before being returned.

3rd placements will be at 24.5% (32.4503% - make whole rate) and will remain until the statute of limitations runs out.

II. Accepting Payment for an Account in Collections

When a student comes in to pay an account that has a BX, BY, BZ (collection) hold:

1. Verify the balance of the account through the appropriate collection agency website. This is very important, because there may be collection fees that the student is also responsible to pay to satisfy the account.
2. We will only accept payment in full on the account (including collection fees), if the student would like to make a partial payment, they must contact the collection agency to do so.
3. Payment in full can only be made with Cash or Credit Card. NO CHECKS.
4. Post the payment to the correct term as specified on SOAHOLD. If the account is for a semester prior to Fall 2012, and the holds include a late payment fee (LPF), you will need to manually add the LPF to that semester. If there are collection fees the student is required to pay, the account will show a credit balance. Please let Stacy know as she will make the appropriate adjustments.
5. Notify the collection agency of the amount of the payment and the form of the payment. If it is after hours, please call or email Karen or Robin and they will contact the agency the following morning.

Collections (Continued)

Collection Accounts that have been returned:

1. Go into **SOAHOLD**, confirm there is a **BF** hold for the correct semester and amount.
2. Remove **BX** hold.
3. Go to **TGACOMC** and add in the comment section, the semester, that is was returned from collection, and the reason. Example: Spring 03-Acct returned from SCS-all efforts exhausted or Fall 04-Acct returned from CBHV-statute of limitation.

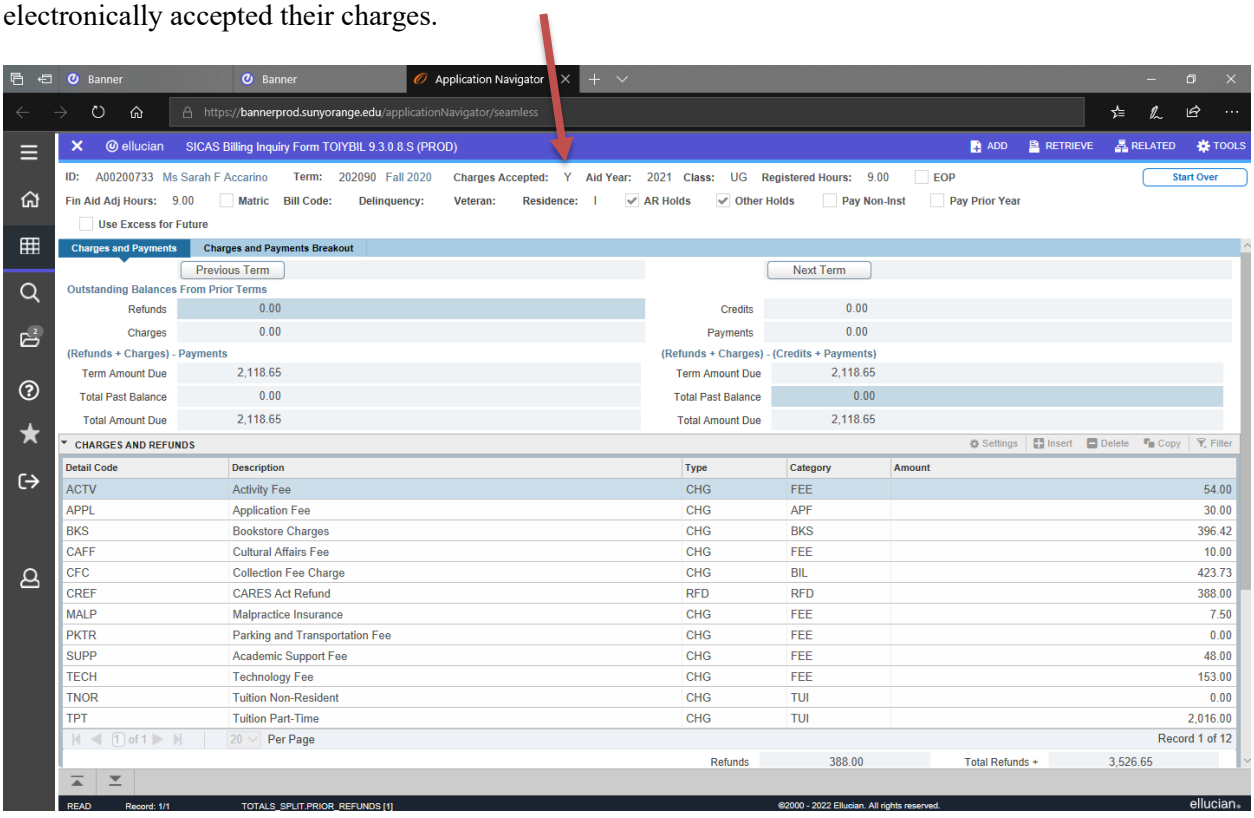
Collections-continued

Proof of Debt Verification

When Student Accounts is contacted (via email) by a collection agency requesting proof of debt, documentation pertaining to the debt will need to be gathered.

1. Check SOAHOLD for the semester the debt is for. Please pay careful attention as some students may have multiple accounts with different agencies.
2. Confirm in TOIYBIL the dollar amount is the same as the dollar amount on the request. If there are discrepancies identify them and adjust the account appropriately if necessary.
3. Print electronic accept charges if applicable. (see below)
4. Print any supporting documents from OnBase i.e. registration forms, zf forms, email communications that confirm registration for the semester in question.
5. Print a student bill.
    - If the collection fee has not been posted on the account do so prior to printing the bill.
    - Use the appropriate collection agency message (Line #12 Schedule/Bill Rules Code: select either GRC or WMF)
    - The due date will be: Past Due (Line #18 Due Date: 12/31/2099)

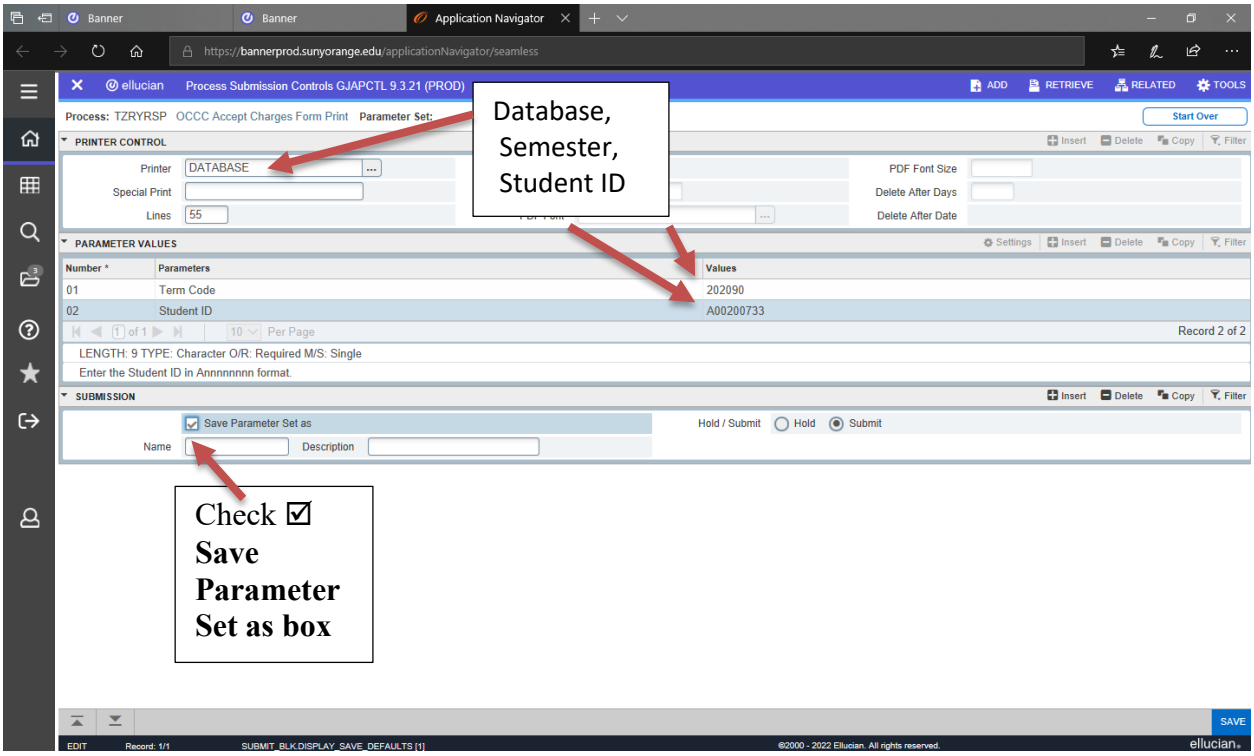
Electronic Accept Charges-
In TOIYBIL it will be indicated with a Y at the top of the form next to Charges Accepted: if the student electronically accepted their charges.



Collections-continued

To print the electronic accept charges:

- TZRYRSP
  - Data Base
  - Semester
  - Student ID#

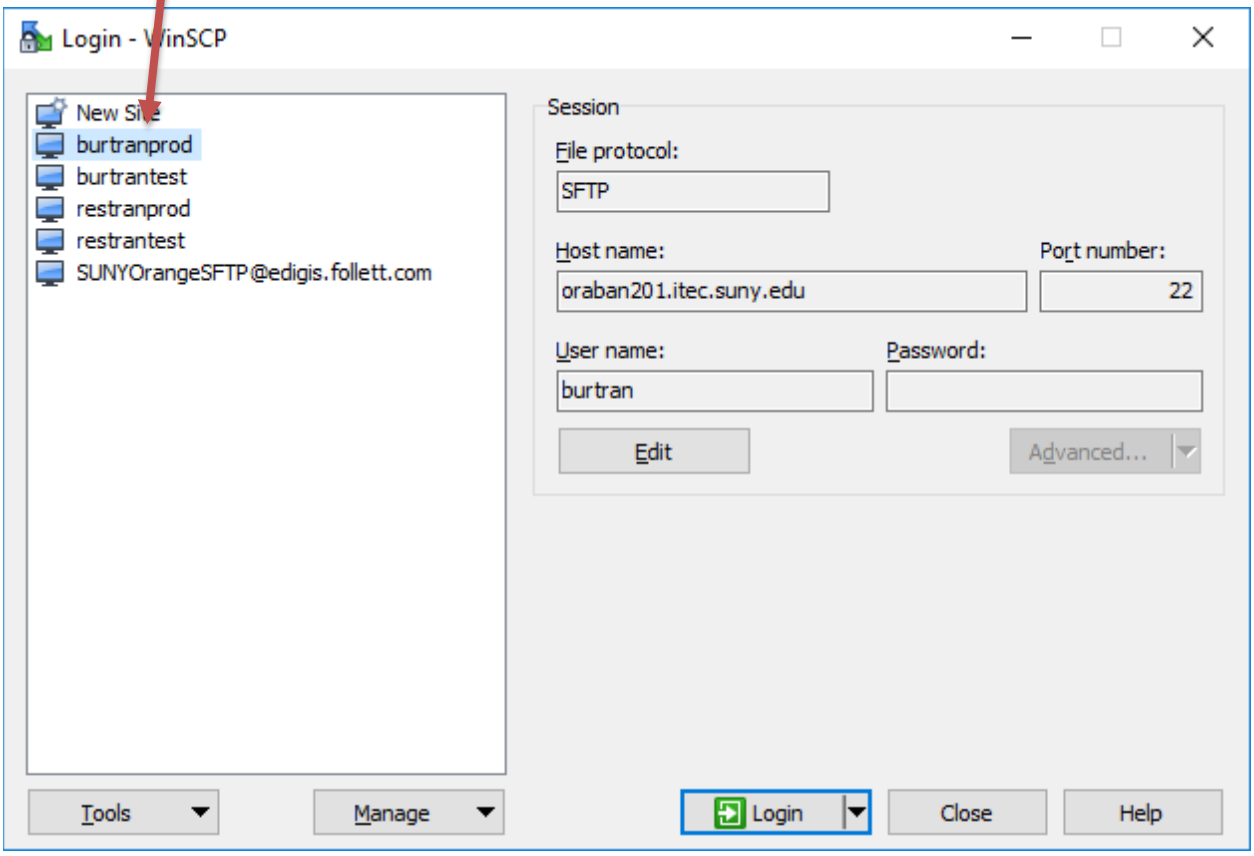


Check ☑ **Save Parameter Set as box**

Click **SAVE**

Collections-continued

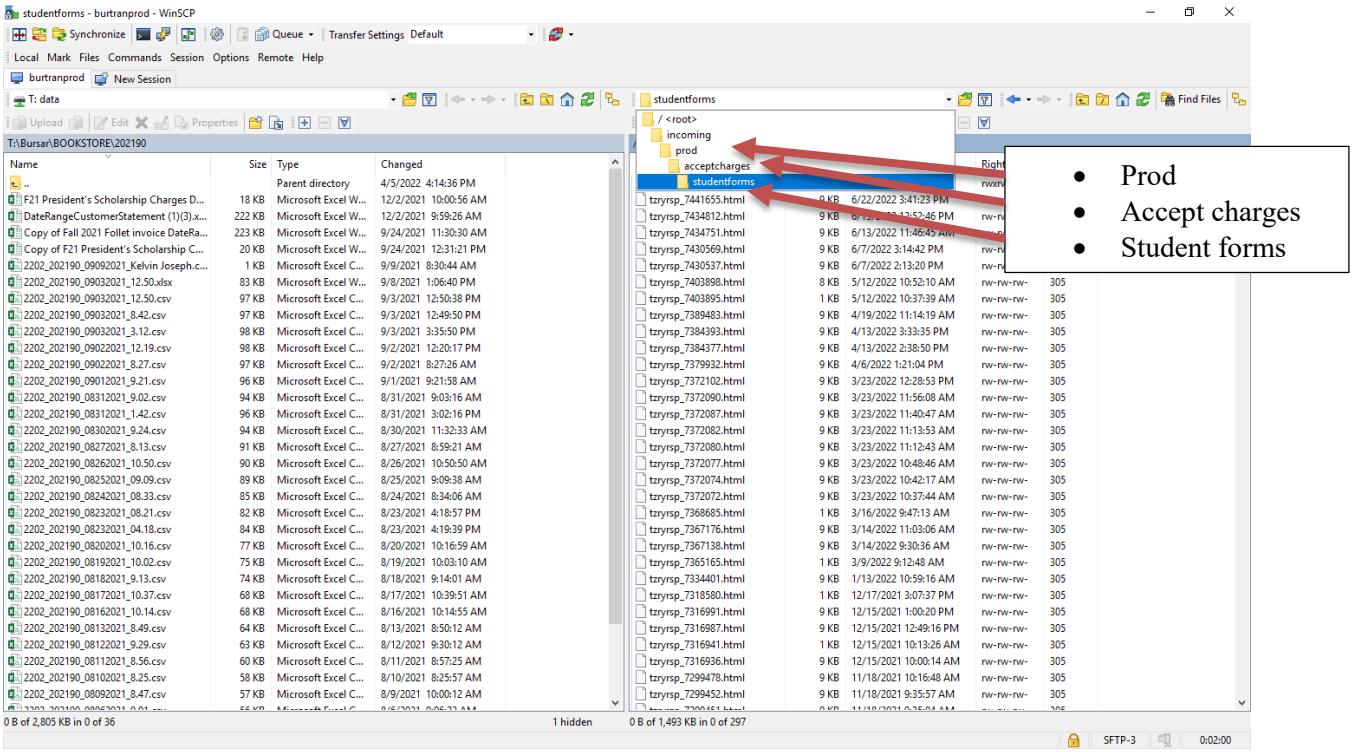
To view and print the document-Go to WIN/SCP and login with credentials.
Select “burtranprod”



Collections-continued

The document will be found on the right column under:

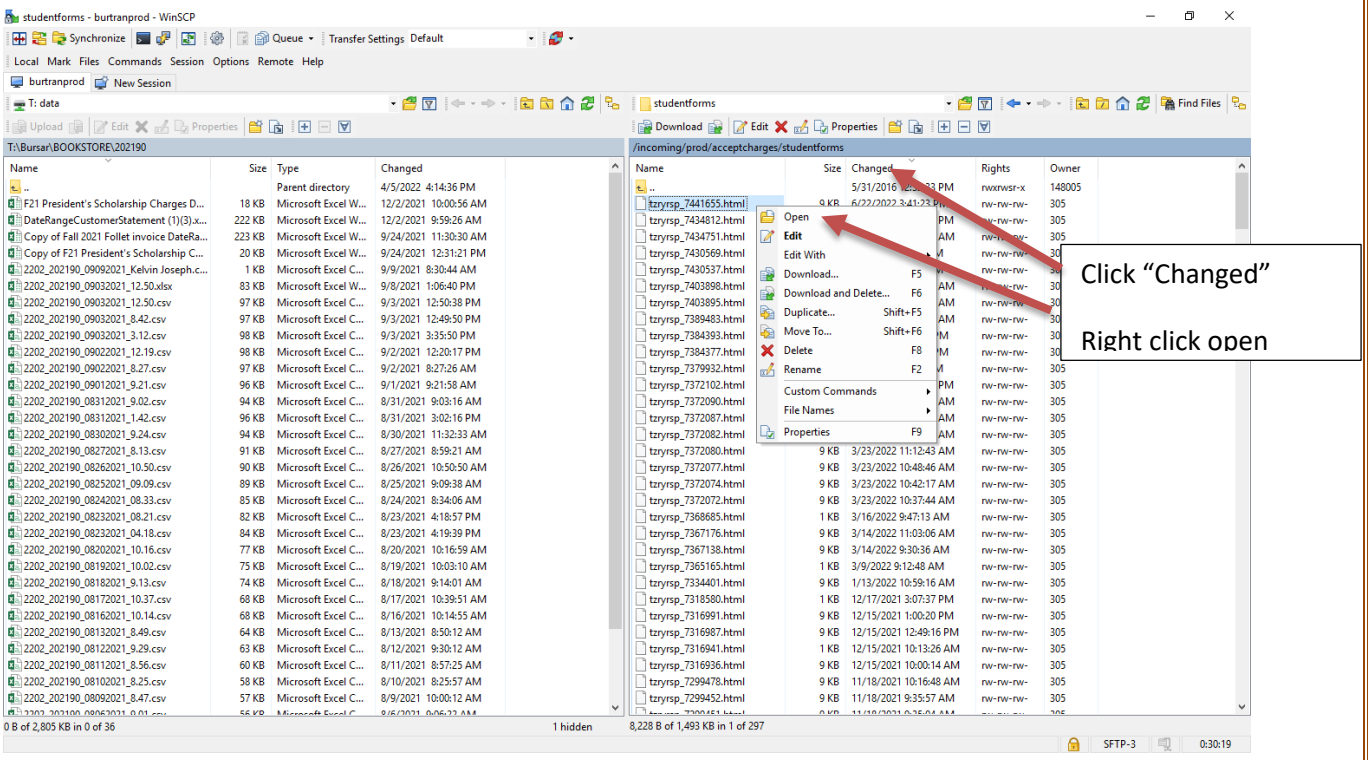
- Prod
- Accept charges
- Student forms



Collections-continued

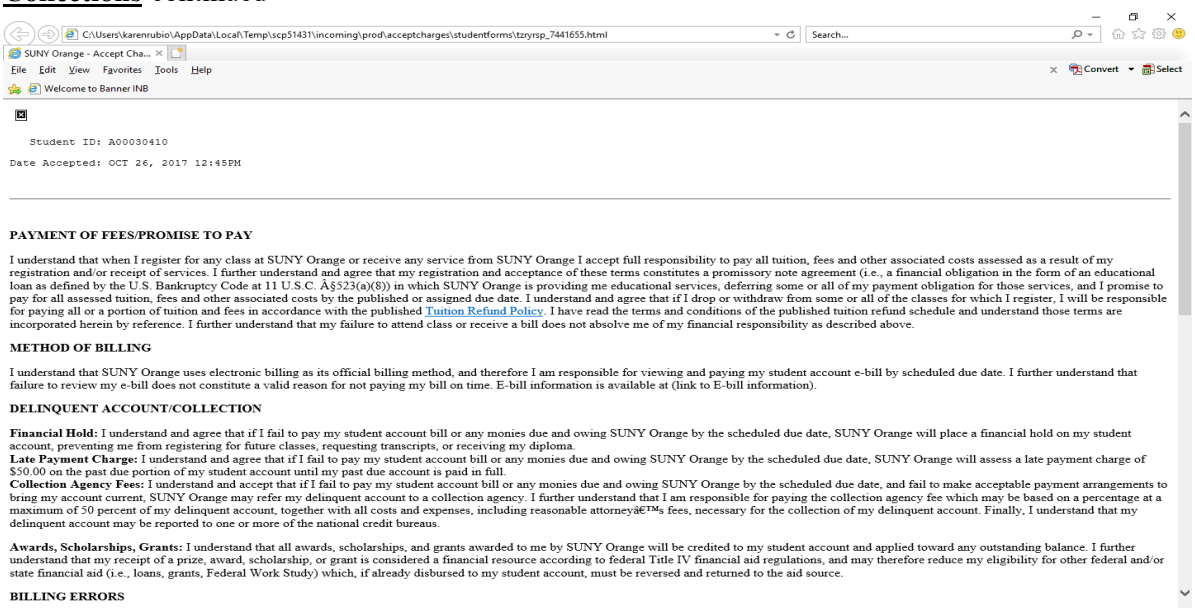
- Click “Changed (date) at the top, the bring the most recent file to the top.
- Right click on the file with today’s date, open

.



The document will open in a separate window to be printed

Collections-continued



C:\Users\karenrubio\AppData\Local\Temp\scp51431\incoming\prod\acceptcharges\studentforms\tzryrsp_7441655.html

SUNY Orange - Accept Cha...

File Edit View Favorites Tools Help

Welcome to Banner INB

Student ID: A00030410

Date Accepted: OCT 26, 2017 12:45PM

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at SUNY Orange or receive any service from SUNY Orange I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. Â§523(a)(8)) in which SUNY Orange is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published Tuition Refund Policy. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

METHOD OF BILLING

I understand that SUNY Orange uses electronic billing as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at (link to E-bill information).

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing SUNY Orange by the scheduled due date, SUNY Orange will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.
Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing SUNY Orange by the scheduled due date, SUNY Orange will assess a late payment charge of $50.00 on the past due portion of my student account until my past due account is paid in full.
Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing SUNY Orange by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, SUNY Orange may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 50 percent of my delinquent account, together with all costs and expenses, including reasonable attorneyâ€™s fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Awards, Scholarships, Grants: I understand that all awards, scholarships, and grants awarded to me by SUNY Orange will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

BILLING ERRORS

Once all documentation is gathered:
Scan all documentation to your email.
Password protect the document, name the document with the student's name and Save in the T-drive➔Bursar➔Collections➔All Collection Accts➔Collection Agency(Williams & Fudge, General Revenue)➔**Proof of Debt documents for upload**.

The file will be ready for upload to the collection agencies website or emailed as specified in the request sent by the collection agency.

Written Off Accounts

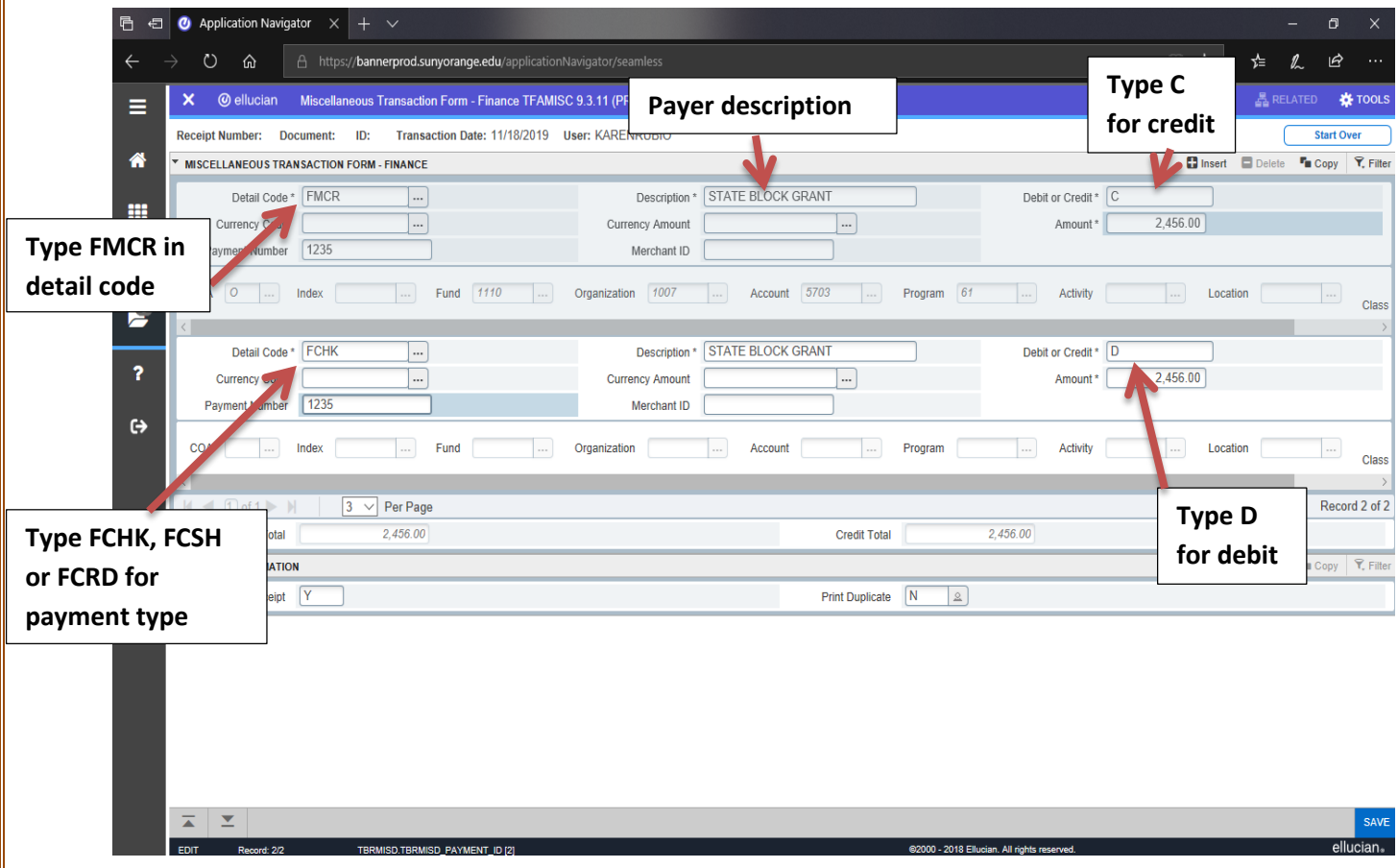
Outstanding accounts that have exceeded the statute of limitations (7 years) with an outside collection agency are written off the students account. The outstanding amount will be removed from the student's account with a detail code of WOAB in TSAAREV with the semester and the amount that is owed as a payment. This will create a zero balance on the student's account. **A hold will remain on the students' record to alert student and staff that a balance remains due**. If the student is making a payment, credit the WOAB and then post the payment by the student.

In addition to the screens in the Student Accounts Flow, Student Accounts utilizes the following cashier screens. They are listed below along with their description:

TFAMISC-Miscellaneous Transaction Form

The miscellaneous transaction form is used to enter miscellaneous charges and payments for accounts that do not have permanent records in Accounts Receivable. This form is useful for entering transactions for entities or individuals with whom the institution deals only on an occasional basis.

Multiple credits and debits may be entered; however, the total debits must equal the total credits. **No changes may be made to the transactions after they have been saved**.



TFAMISC (Continued)

To post a miscellaneous payment:

▼Next Section

Enter Detail Code **FMCR** (Finance Miscellaneous Cash Receipts)

Type the description: Overwrite this field with the payer description or the payment source. Example: State Aid Block Grant

Tab to **Debit or Credit** and enter the letter **C** for Credit

Enter the amount. **Tab**. Enter the payment number if applicable.

Tab twice and enter the COA (Chart of Accounts) letter **O**.

IMPORTANT

The accounting structure is:	FUND	ORGANIZATION	ACCOUNT	PROGRAM
Example: Grant Fund	862600	8626	5704	90
Revenue account	1110	1007	5703	61
Asset/Liability account	1110		1496	

How to enter account numbers:

1. If the account number is a GRANT number with a six digit number in the fund, enter the fund number first: the Organization and Program codes will fill automatically. Then enter the Account number.
2. If the fund number is a four digit number and it also has an organization number enter the Organization number first: the Program code will fill in automatically. Then enter the Account number.
3. If the account number does not have a six digit fund number or an Organization number, enter the Fund and account number leaving the Organization and program fields blank.

Example: The account number has an organization number 1110 1007 5401. Tab over to Organization and enter 1007. The Fund code and Program code will default in automatically

TFAMISC- (continued)

1110 for Fund and 61 for the Program code in this example. The Program code is linked to the Organization code. Then enter the Account number 5401.

Use the down arrow key to get to the next field

Enter the payment code of **FCSH**, **FCHK**, **FCRD** or **FEFT.**

In the description, overwrite this field the same as in the credit description.

Example: State Aid Block Grant

Tab to Debit or Credit and enter the letter **D** for debit.

Tab. Enter the amount. **Tab**. Enter the payment number if applicable.

An Account number will not be entered.

Debits and Credits must be equal before the transaction can be saved.

(Check at the bottom of the screen)

SAVE

To look up a miscellaneous cash receipt: To review a miscellaneous cash receipt either look up the receipt number in TGIRCPT by selecting the radio button for miscellaneous cash receipts or if you know the receipt number, go directly to TFAMISC and enter the receipt number at the top of the form and then Next Section.

TGACREV-Cashier Session Review

This form is used to review payments and charges posted by the cashier. Use this form to do a quick review to determine if the cash transactions posted match the cash in your drawer. This form should be used to close a session before running the TGRCSHR detail report.

ENTER Sessions Users Name: example: SUSANMANSUETO

ENTER the Session Number: **0** (the number zero) is your current "open" session.
Use the search light [...] to select a prior closed session for review.

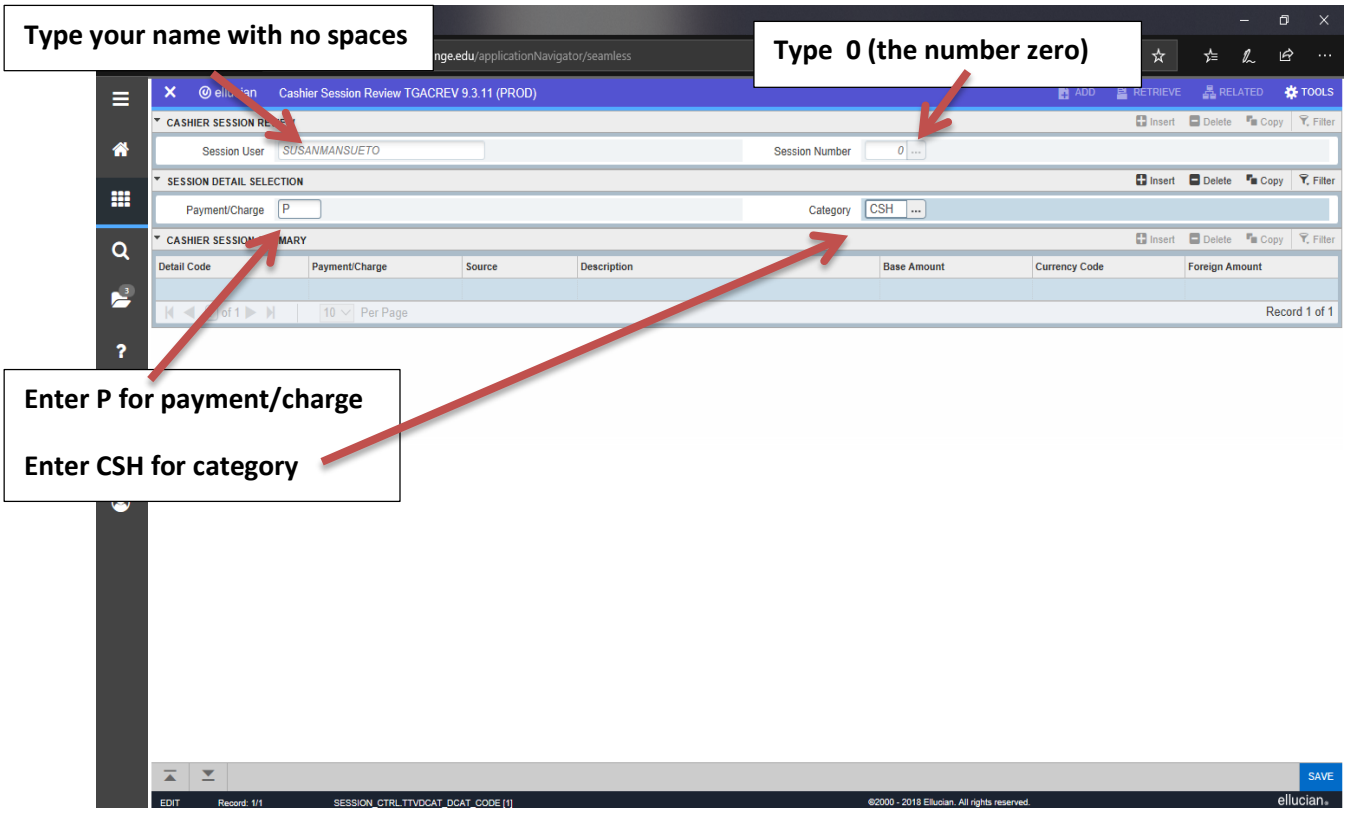
SAVE

▼NEXT SECTION

Session Detail Selection

ENTER "**P**" for Payment/Charge

ENTER "**CSH**" for Category



TGACREV (Continued)

▼NEXT SECTION

Detail Code, Payment/Charge, Source, Description and Base Amount will populate with information from the days' work

Detail Code will display method of payments received – CSH, CHK, Miscellaneous transactions will have an "F" preceding the CSH and CHK

Payment/Charge should be "P"

Description will be a further description of payment methods

Base Amount indicates dollar amount for each type

After adding all of your cash and checks, make sure your tape balances match each type of payment method in each detail code. Example: If CSH code total is $25.00, you should have $25.00 cash in your drawer, if CHK code total is $520.00, your checks must total $520.00.

If the amounts do not match-

▼NEXT SECTION

All payment transactions will be displayed

Verify Detail Code, Amount, ID# and Name

Once all totals have been verified, rollback to beginning and re-enter Cashier User and Session # **0**.

SAVE

▼NEXT SECTION

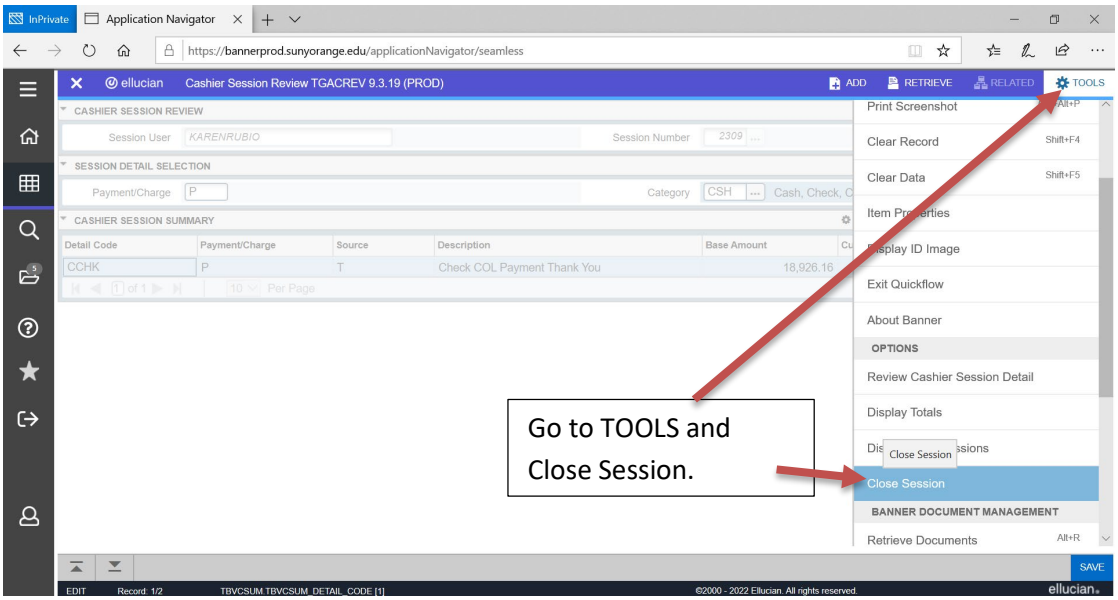
Retype "**P**" in Payment/Charge

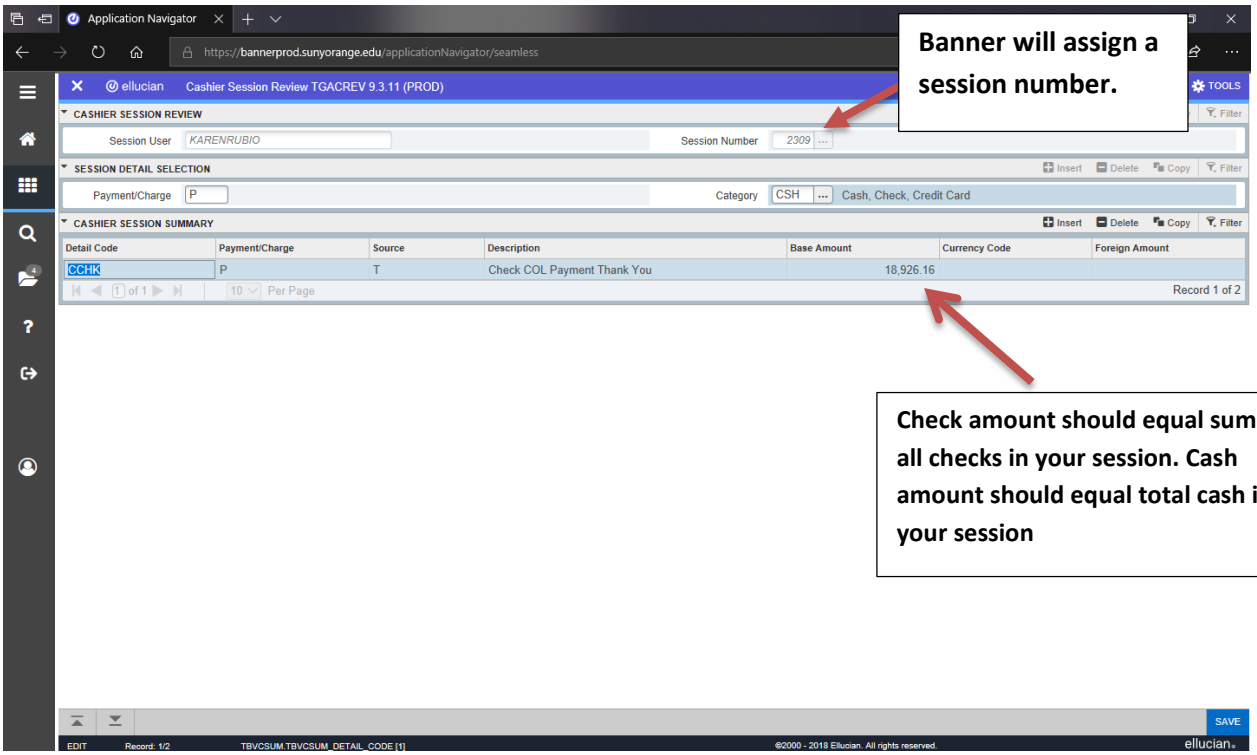
"**CSH**" in Category

▼NEXT SECTION

TGACREV- (Continued)

Once the balances match Go to ✱**TOOLS**- choose **CLOSE SESSION** Banner will assign a session number. You will use this number in TGRCSHR- your Cashier Detail Report





TGRCSHR-Cashier Detail Report

The cashier detail report will provide detail for all cashiering sessions and also provide summary data by category transaction. It also serves as a hard copy for audit and bank deposit purposes.

Click **GO**

Printer Control

Printer: Select printer from drop down box (do not select printer identified as "evisions")

▼NEXT SECTION

Parameter Values

Numbers	Parameters	Values
01	Session	C (Closed)
02	Category	CSH
03	Specific Cashier	Your name: One Word Capitalized
04	Print All Cashier Sessions	N
05	From Cashier Number	Session # for current date (from TGACREV)
06	To Cashier Number	Same Session # as 05
07	Detail and or Summary	B for both
08	Update Finalized Session to R	N
09	Enter Report Begin Date	leave blank
10	Enter Report End Date	leave blank

Arrow down to the next blank field

TGRCSHR- (Continued)

▼NEXT SECTION

Submission Area

Check Save Parameter Set as box☑

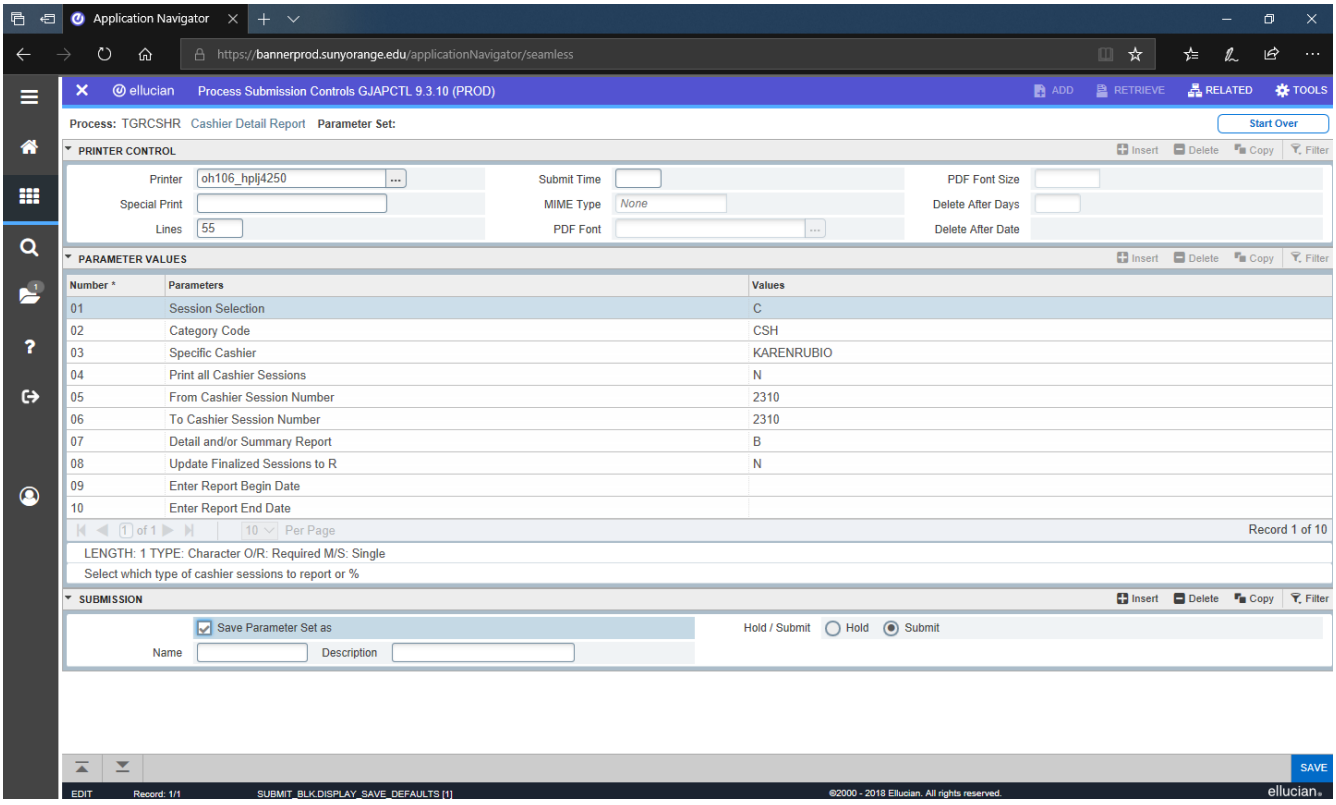
Click SAVE

The Report will print out

Check ☑ Save Parameter Set as box again

Forms box will appear in center. Click SAVE

Print a second report. Submit with your work at the end of your shift.



Morning Reconciliation

Receive TGRFEED and TGRCLOS reports out of correlating folders in Production in Winscp. The file path is prod/incoming/prod/nightly transfeed (right hand side). Copy needed daily TGRFEED and TGRCLOS reports to the Daily reports folder on the lefthand side, Directory: T Drive/BURSAR/Files From Art/Daily reports. Open T-Drive, Bursar, Files from Art Folder, Daily reports and print Page 2 from the TGRCLOS report. Open the TGRFEED report in Wordpad, Page set-up as Landscape, select all text, format to size 8 text and print the Accounting Feed Record Statistics pages.

Use the 2nd Page of TGRCLOS to identify any missing sessions.

Use the TGRFEED report to reconcile the 9900 1203, 9900 1251, and 9900 1252 accounts at the end.

**Also look at the TGRFEED Accounting Feed Record Statistics Report for any credit/debits to the 9999 9999 9999 account. If not zeroed out this will indicate that something has been mis posted and a journal entry will be necessary.

Receive any sessions from the Newburgh Campus off of the printer. Separate into 2 complete sets of each session. Check each session. On the cashier sessions, if there are card charges, subtract the total CRD charges from the grand total, thus leaving you with a total amount of what should have been deposited into the bank. Check mark and initial each line.

Grand total	$500.00	initial
	CRD - 100.00	initial
	$400.00	initial

Print 2 copies of each LUMENS, EPAYMENT, IDCCRON2, and IDCTBURNS or any other misc sessions if they appear on the 2nd Page of the TGR CLOS report. Print all back-ups from the coordinating folders within the T Drive as follows:

1. Epayment - File Directory T-Drive/Bursar/Payment Plan-Web Payments/Daily EOD Reports
   **Note any IDCCRONS or IDCT backups are also found here.

2. ALTPAYS – File Directory T-Drive/Bursar/Payment Plan – Web Payment/ALTPAYS
3. LUMENS – File Directory S-Drive/Bursar/CAPE

Check each item to ensure back-up matches that of session, including specific student ID number, dollar amount and detail code. Check and initial final total ensuring that it matches session totals. Create Tapes with dates for each of these sessions. Please note you must use carbon tapes. Each tape must reflect a total breakdown of each payment type. In addition on the session, after the grand total you must breakdown each payment type with the Total and initial the grand total and all of the other separated totals:

Morning Reconciliation-continued

For example: For epayment:

Grand total-$2000.00
PCHK - 500.00 Initial
PCRD - 500.00 Initial
WCHK - 500.00 Initial
WCRD - 500.00 Initial

Place check mark and Initial total on machine tape and write the name of the session and session number on the tape. Check to ensure totals match that of the session. Separate tapes, staple one to each of the sessions. The original front tape with ink and original initials will go to the session that goes to the business office. The copy will be attached to the sessions that goes in the Student Accounts Files. Attach a copy of all session related backup to each session. (Ultimately both sessions should be exactly alike except that the copy going to the business office will have original initials and tapes).

Retrieve sessions from safe in Middletown and collect all other sessions from Orange Hall and Students Accounts in Middletown. Ensure there are 2 copies of each session and that each session per cashier has copies of the exact same backup. Make copies as needed. Back-up is required of all misc. postings as available. Pay close attention that each sessions has copies of all MISC Posting checks.

For each session, run Tape with Date, Count cash, marking each bill with counterfeit pen and adding each broken down denomination on tape from lowest to highest denominations, total. Then check each check for acceptable dates, pay to the order of, signatures, that both the written and numerical amounts match, and Student ID numbers match that of those on the session and the proper detail code has been used. Place a check mark next to each payment on one of the sessions indicating it has been checked. Add to machine Tape individually, total. Then total on the tape the cash and checks tendered. This tape will reflect the total amount that goes to the bank for deposit. Reminder EFT's have been deducted first and do not appear on the tape are not funds that are being taken to the bank. On the session subtract any EFT payments from the grand total, then subtract the total CRD payments as aforementioned with the Newburgh sessions. This final total on the session itself should match the total on the tape. If it does not, go back and double check and identify error. This tape is the deposit tape (only one copy is needed, discard carbon if there is one). Stamp the back of each check with For deposit only stamp. Get deposit slip, enter date of session, Cashier Initials and Session number on deposit ticket. Breakdown cash and checks on slip and total. Make sure this total matches the last final number on the session, the amount of deposit.

Start a new separate carbon Tape with date for the credit card portion of the session. Check each slip amount and ID with Student ID and amount on the session to ensure slips match session, placing check mark next to each payment on the same session indicating it has been checked. Add up slip amounts on tape and total. This total should match the Credit card amount on the session. If not, go back and double check to locate any errors. This is the CC Tape for that session. It should contain the Cashiers Initials and Session number on the top. ***If it is for the Newburgh or Middletown Machines, then MIDCC1, MIDCC2 or NEWBURGH M/V should be used along with the session number.

Morning Reconciliation-continued

After writing on the top of the tapes the cashier and session number and checking and initialing the totals, attach with stapler the original deposit and CC tapes to the session going to the Business Office. Please note this session should be the one that includes all of the original back-up and the one without the check marks next to each payment. Take CC slips and carbon of CC tape along with top summary portion of the credit card batchout with Cashier and session number written at the top and total amount checked and initialed at the bottom after checking it matches tape and session and attach it to the top of Business office copy with a paperclip.

Check and Initial the Detail and Summary Credit card batch reports and staple along with Cashiers tape (Initial total on that as well ensuring that it matches the session) to the check marked copy of session. This is the set that will be kept in the student accounts book.

Ensure that all totals are checked and initialed on each session and that everything matches. Ensure proper Detail codes are used.

Repeat this for all sessions.

Please note to specify type of payments on sessions if anything other than cash or checks, or regular CRD such as WCRD appear in session. This will make it easier when performing final reconciliation,

When complete with all sessions, separate into originals going to business office and copies going into Student Accounts Book. Make sure each pile is exactly the same.

Add up all Deposits, double checking all checks have been stamped as you go, then total, this will tell how many sessions that are going to the bank. Place in bank bag and lock bag. Take this total from the sessions and add all other bank deposit amounts (the bottom line) from other sessions including newburgh sessions and add any efts, PCHK, and WCHK pmts as they were not included in the deposits going to the bank. This will provide you with a total amount which should equal the total of the 9900 1203 and 9900 1251 accounts from the Accounting Feed Record Statistics. And should include all misc cash and check transactions and reg cash and check transactions.

The 1203 account is all misc cash and checks (all FCHK and FCSH PMTS)

The 1251 account is all CSH and CHK pmts.

The 1252 account is all Credit Card pmts.

Please be careful to insure that proper detail codes are used when checking sessions. If there is a posting of detail code error, a journal entry will be required to adjust the accounts.

Add up all CRD, PCRD, WCRD, DCRD, FCRD totals and ensure that it totals the amount of the 1252 account of the Accounting feed record Statistics report.

If everything balances, Initial all three accounts on the Accounting Feed Record Statistics Report, make a copy. Original goes to pile going to the business office, copy goes to the pile going to the Student

Morning Reconciliation-continued

Accounts Book. Go to the bank, get duplicate receipts for each transaction, checking receipts while at the bank.

Match up receipts with copies of deposit slips. Yellow copies get original receipt and go to the business office pile, duplicate receipts gets attached to student account copies of correlating cashier sessions.

Send Business office their pile in interoffice envelope that is picked up each morning.

If you do not balance, look for any missing sessions utilizing the 2nd page of the TGRCLOS report. Print and process them adding in the totals.

If you still do not balance, triple check each tape to its sessions, (sometimes, it can be as small as a transposition when adding sessions.

If you still cannot identify the issue, please contact your supervisor.

Journal Entry Procedure

When reconciling morning accounts, should a discrepancy be discovered that requires a journal entry, if collection monies have been posted, or if there is a 9999 9999 9999 requiring a journal entry, please do the following:

Utilizing a journal entry form, please indicate your name and date at the top of the form. Please fill in the date that the journal entry is affecting (that day's work)

Next you will need to indicate which account is being affected and whether it is a debit or credit to the account. If you are cash short, it will be a debit to the actual account that the funds were posted to and a credit to one of the three accounts you are reconciling. (Either the 9900 1203, 1251, 1252). If you are cash over, it will be the opposite. Please type in the description of why the entry is needed, the cashier's initial and session number that the error occurred and date

I.E. to correct incorrect misc posting of FCHK as FCSH, EK, Sess#44, 1/5/22

I.E. cash short, Collection bureau of Hudson Valley, Inc. Fees, EK Sess#44 1/5/22

Print 5 copies.

On session that contains the error or collection posting, please adjust by either adding or subtracting from the total, the amount of the journal entry to arrive at the total that is being deposited. Indicate that it is a journal entry and write on the session the reason for the Journal Entry:

Grand total	$1000.00 Initial
*JE	- 100.00 Initial
	$ 900.00 Initial

*JE – Cash Short $100.00, Collection Bureau of Hudson Valley, Inc. Fees, EK, Sess#44, 1/5/18

Make 5 copies of backup supporting need for journal entry, attach one copy of backup to one copy of journal entry and attach one set to the original session going to business office, one set to the copy session that Student Accounts retains, mark one set for Stacy Salvagin and send to her in separate interoffice envelope, one set for student account records, and an additional set goes with all of the day's work going to Business office.

Adjust the account(s) on the summary page that need adjusting the same as above and write the description of Journal entry on the accounting summary page as well, same as above. You will need to do this to balance.

Lastly, let cashier whose session the error occurred in know so the posting can be corrected.

TGIRCPT- Receipt Query

This form is used to display receipts. In the Key block, the user can choose to display receipts based on one of the following four categories:

Transaction Receipts
Deposit Receipts
Miscellaneous Receipts or
All Receipts

Choose a category by selecting the corresponding radio button. Perform a Next Section function to view associated receipt information.

The Receipt bloc is divided by a vertical scroll bar. Receipt information is displayed on the left of the scroll bar; detail transactions associated with the receipt are displayed on the right. Use the **Tab** key or the horizontal scroll bar beneath the columns to move among the columns on the left side of the scroll bar.

An arrow displayed to the left of the receipt number indicates which line you are currently viewing on the form.

Receipts can be printed by selecting **Print Receipt** from the options menu.

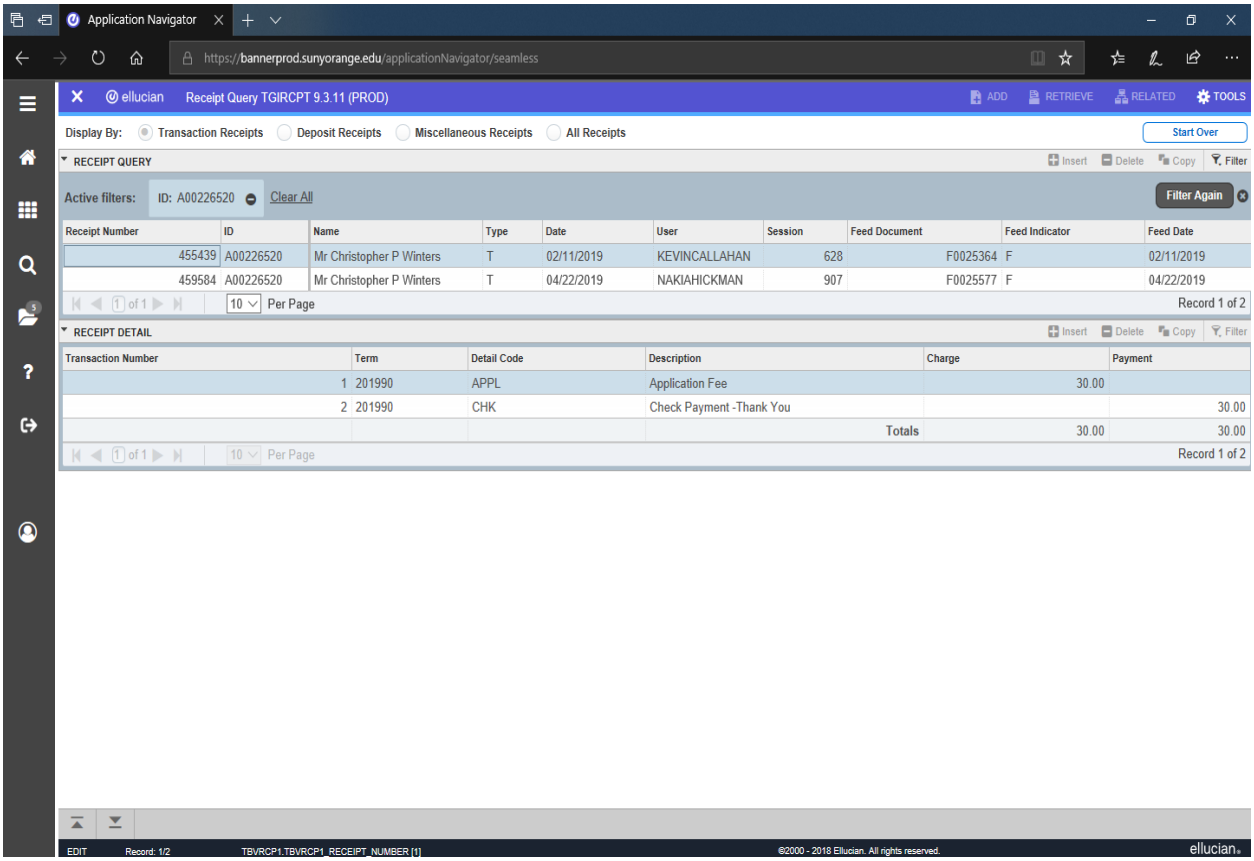
This form can also be accessed through the Miscellaneous Transactions Forms (TFAMISC and TSAMISC) and the Receipt Form (TGARCPT).

Selection Search Criteria:

- Individual transactions- require a receipt number
- All receipts- search by the Student ID #
- Transaction- search by individual receipt #
- Deposits- search by individual receipt number if known or student ID number

When searching "all receipts", the arrow key on the left next to the receipt number and the information on the right side of the screen correspond to the indicated receipt.

TGIRCPT- (Continued)

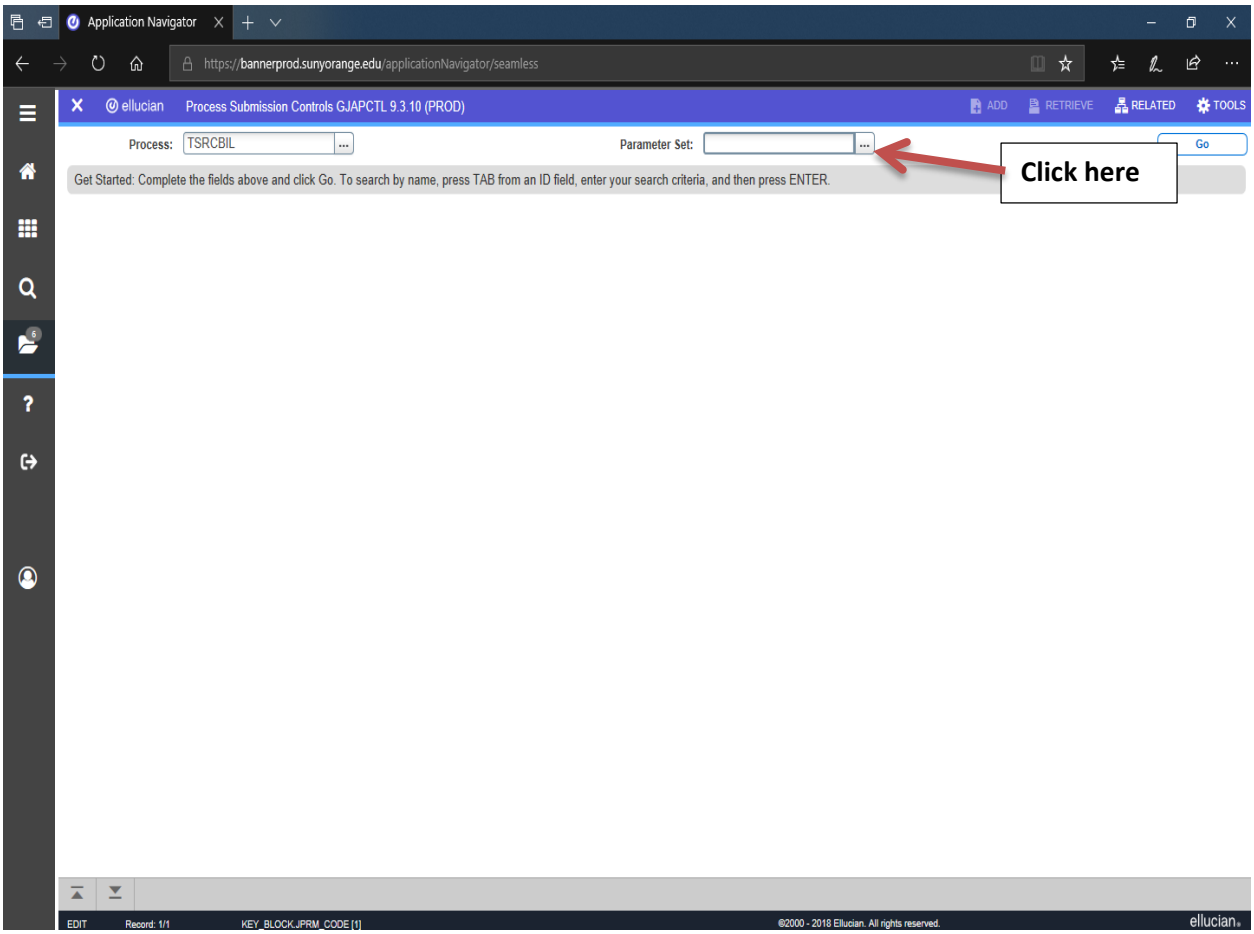


Printing A Student Bill

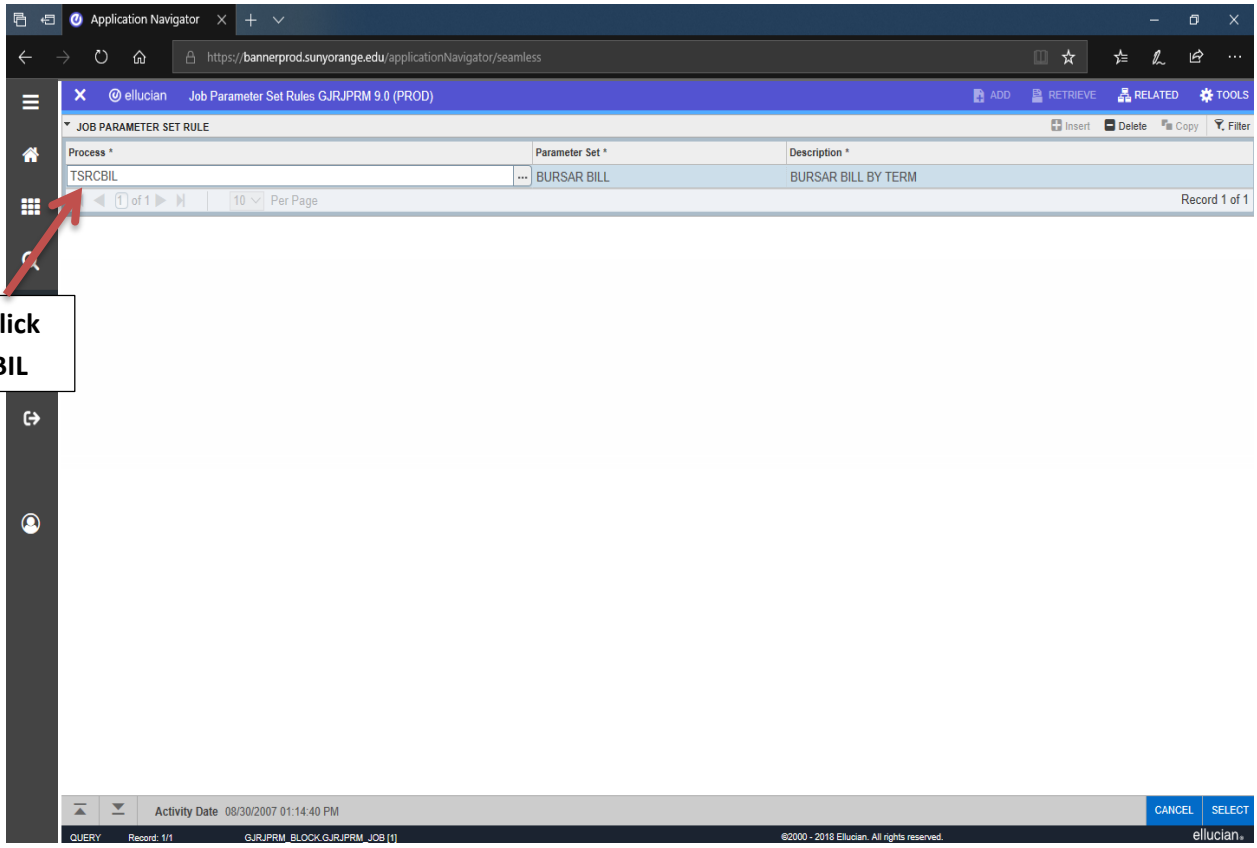
The Banner program “Student Billing Statement” (TSRCBIL) is used to print a student bill. At the GO TO input box on the Banner Main Menu type in “TSRCBIL”.

You will be presented with the Parameter Input screen for TSRCBIL:

Click the area next to Parameter Set and double click TSRCBIL under Process



TSRCBIL- (Continued)



Double click on TSRCBIL

TSRCBIL- (Continued)

Next Section to enter the Printer Control block and choose your printer and click **OK**.

Make sure OCCC is in Special Print.

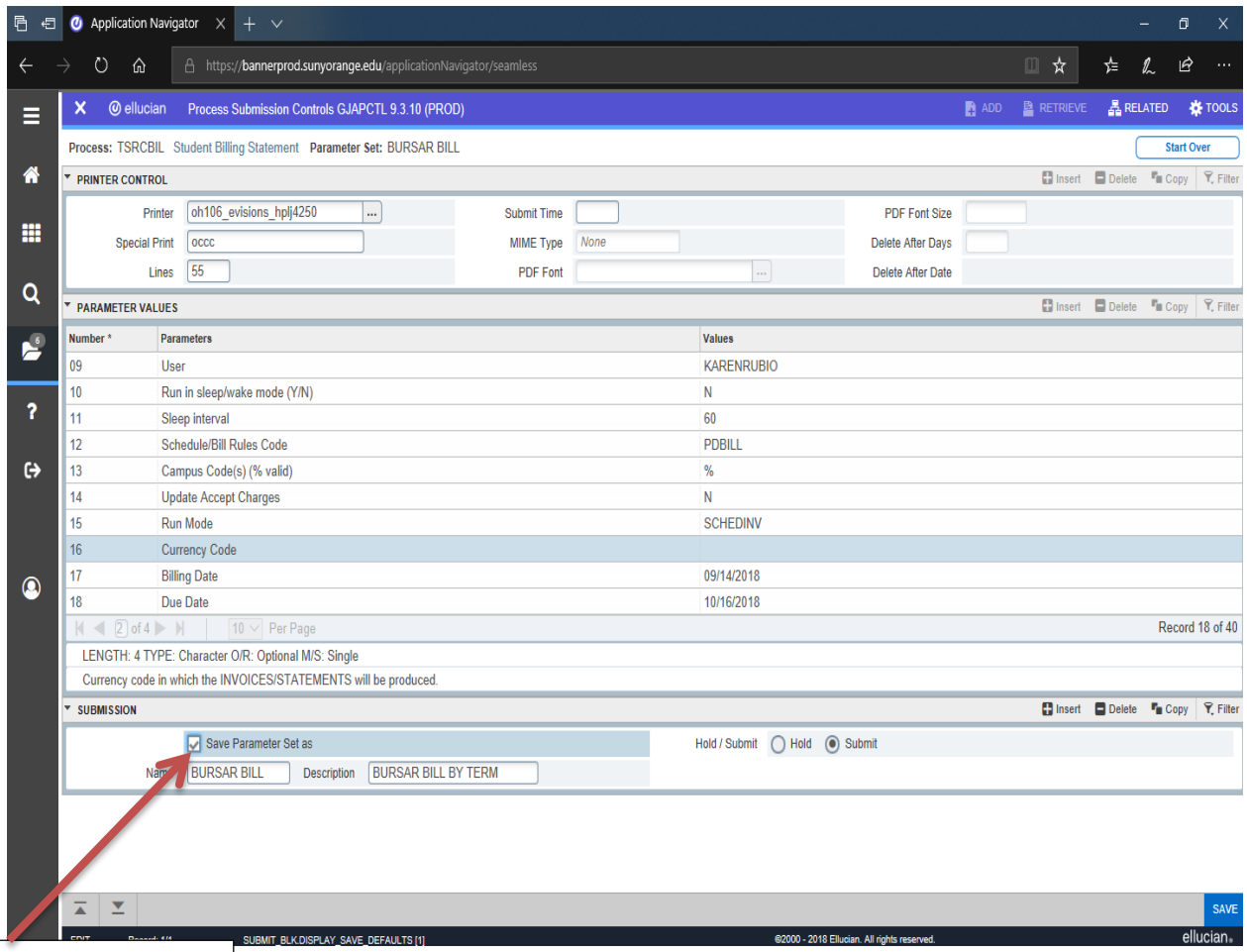
Click **Next Section** to enter the Parameter Values.
The Values column should have the following information:

01- Enter term code: Example 201390
02- Enter latest date to consider for address selection "T" for Today
03- Enter 2PR, 1MA and 3BI
04- Enter a student ID # to print an individual student
05- Blank
06- Enter BILLS_POPSEL
07- Enter AR_STUDENT
08- Enter FAISUSR
09- Enter User name (one word)
10- Enter N
11- Enter 60
12- Enter DEPBIL
13- Enter %
14- Enter N
15- Enter SCHEDINV
16- Leave Blank
17- Enter the billing date "T" for Today
18- Enter the Due date in DD-MON-YYYY format
19- Enter N
20- Leave Blank
21- Enter N
22- Enter Y
23- Enter Y
24- Enter -9999999.99
25- Enter %
26- Enter %
27- Enter Y
28- Enter Y
29- Enter N
30- Enter Y
31- Enter N

TSRCBIL- (Continued)

Check the ☑ "Save Parameter Set as" box on bottom left
Then Click SAVE
And **OK** to save parameter values as BURSAR BILL to print the Student Bill.

*The Authorized Aid area shows Financial Aid that has been authorized but not transmitted to the student's account. Once aid is transmitted the amount will appear in the Payments Section of the bill.



Check Save Parameter Set as

Instructions for Daily Deposit- (Newburgh)

Fax a copy of the deposit slip (s) daily to **845-344-2254** to the Business Office,
Attention: Danielle DeLuca

The bank keeps the **original** (white) copy of the deposit slip.

Ask the bank teller for a duplicate receipt- keep one with a copy of deposit slip for the Business Office (Danielle DeLuca) and attach others to the copies kept in Newburgh with copies of cashier cash outs by date.

If upon taking deposit to bank, a check is not accepted, notify the Business Office (Elsie Kloczkowski ext. 4832) and fax a copy of the check to the Business Office for her to do a journal entry. Use a copy of the check as backup.

Have the ES reverse the check and indicate the reason for the reversal in cash out. The ES's cash out will be short that day. Enclose a copy of the check with the session.

*Date deposit slips the previous day to indicate the date the work was posted.

Credit card slips with cash outs are sent to Middletown, via interoffice mail daily to:
Elsie Kloczkowski- Student Accounts.

To be secure, money will be taken to the bank and not left in the safe overnight. All money is taken to the bank at the close of business and locked in "M" bag. The "M" bag is picked up from the bank every morning. The bank and the person doing the deposit will each have a key to this bag.

Petty Cash Audit Procedures- (Newburgh)

- The opening ES will take out the petty cash folder from storage, verify the dollar amount in the envelope and fill out the petty cash audit form.
- The opening ES will hold the petty cash locked in their drawer until it is handed off to the closing ES, who will verify the amount and fill out the petty cash audit form as receiving the money.
- The closing ES will hold the petty cash locked in their drawer for the remainder of the day.
- During closing procedures, the closing ES will verify one last time the petty cash amount and fill out the petty cash audit form.
- Upon final verification, the closing ES will lock up the petty cash in the back cabinet for the opening ES the following day.
- If, for any reason, the petty cash is off, make note of the difference on the audit sheet, lock up the petty cash and immediately and contact Likkia.
- There should be a minimum of three counts for the petty cash each day.
- When handing off the petty cash form (open to close, open to mid, etc.), both ES' should initial the form after verifying the dollar amount.

Stop Payment/Reissue of Refunds

If a student claims that he/she did not receive a check/refund, the procedure for requesting a stop payment is as follows:

Begin by checking Banner to see how and where the refund was issued. Most, but not all, credit refunds will be handled by BankMobile.

In TSAAREV, if a refund was issued with a detail code **EREF**, refer the student to BankMobile.

If the refund was issued with a detail code **REFD:**

1. Verify the address in Banner is correct.
2. Make sure the student is not on hold. (If the student is on hold, call the Business Office at 341-4900 to see if the check is being held for an unfulfilled requirement or if the check has been returned)
3. Make sure it has been more than 2 weeks since the check was issued.
4. Look in FAIVNDH (Banner) for the specific check information (check date, check # and check amount)
5. Send request to Stacy Salvagin (Director of Student Accounts) who upon verification that the check has not been cashed will complete process for a reissue.

Do not refer the student directly to Danielle (the Business Office).

Bookstore Credit

Book vouchers are only available to qualifying students for the **Fall and Spring** semesters for 4 weeks, beginning with the week prior to the start of classes.

Students will be notified via their SUNY Orange e-mail account from Follett with information regarding bookstore credit availability.

Follett stores the approved amount in their database, so students can return multiple times to purchase books and supplies, until the credit is used up. The purchases made with the credit will be billed to the student account by the 6th week of the semester.

Purchases made with a financial aid book credit must be for educationally related materials. This includes: textbooks, supplies, and other items needed for your program of study.
*Please Note: Students should purchase their required textbooks prior to purchasing any electronic devices.

The maximum financial aid book credit awarded is $1,000. The notification e-mail will contain the amount that is available to spend. The amount will be equal to the student's financial aid credit, up to a maximum of $1,000. No exceptions are made to this limit.

TOIYBIL

Use the TOIYBIL form to review the student's account.
Review total charges on this form versus total payments including financial aid awards to determine if the student has a sufficient credit balance available for book store credit.

Financial aid includes TAP designated for **tuition only** and PELL, SEOG, or Federal Loan awards for bookstore credit. Students who request Federal subsidized and unsubsidized loans for bookstore use will be eligible if they have met all the loan requirements. If a student has met all the eligibility requirements for loans, their **loan will appear on TOIYBIL coded "TFM"**. ***If the loan does not appear on TOIYBIL, the student has outstanding loan requirements and cannot use the loan for books or tuition and fees until all requirements have been met. Refer the student to the Financial Aid Office***.

Review the total credits enrolled at the bottom of TOIYBIL form. Students must be enrolled full-time 12 or more credits to be eligible for their TAP award. If a student is enrolled for less than 12 credits and has a TAP award appearing on TOIYBIL, the student must contact financial aid. The award cannot be included in determining bookstore credit unless the FAO office states that the student is eligible.
SEOG awards are incremental based on enrollment: $250 for full-time (12+ credits), $200.for three quarter time enrollment (9-11.5 credits) and $150. for part-time enrollment (6-8.5 credits).

Bookstore Credit Criteria

SFAYRCP

Use this form to determine applicability for State and Federal Aid.

State aid is TAP, CVP, MER and WTC must be 12 or more credits and all applicable. If a student is enrolled for less than 12 credits and has a TAP award appearing on TOIYBIL, the student must contact financial aid. The award cannot be included in determining bookstore credit unless the FAO office states that the student is eligible. Other aid that comes from the State include APTS which must be 6 or more credits and VTA must be 3 or more credits.
Federal aid is PELL with any number of applicable credits and LOANS with at least 6 credits applicable.

RPAAWRD

Awards with a status of **OFRD** (offered) or **ESTI (**estimated) **cannot** be used for tuition, fees or books. **This aid is not in a complete status.** Refer the student to the financial aid office. If PELL grant does not appear on TOIYBIL but is posted as accepted on RPAAWRD, the student must contact financial aid. The student may have outstanding requirements.

TOIYBIL

Use the TOIYBIL form to review the student's account.
Review total charges on this form versus total payments including memoed financial aid awards to determine if the student has a sufficient credit balance available for book store credit. Also verify if the student has any AR holds. If the balance is within the same academic year and have enough authorized aid to cover you CAN issue bookstore credit. If it is a prior academic year and less than $200.00 or a non-institutional fee, they can sign the TIV authorization form and you CAN issue bookstore credit. If the hold is more than $200.00 from a prior year credit CANNOT be issued, the student must pay the balance owed (less $200.00 if necessary).

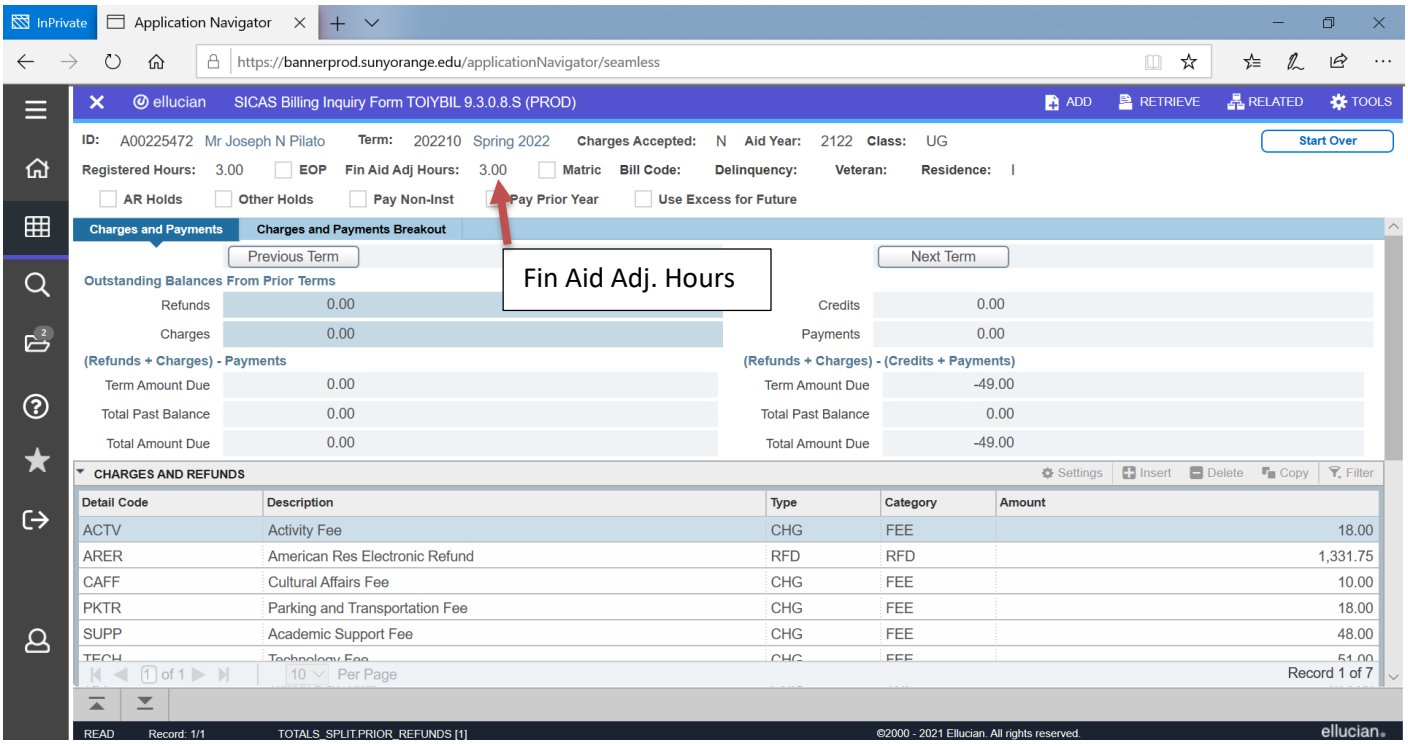
RHACOMM

Use the **RHACOMM** applicant comment form to check for student financial aid **deferment** information posted by the financial aid office.

Bookstore Credit Criteria- (Continued)

If the student has a both a loan and a Pell grant, use the loan for tuition and fees and issue the bookstore credit from the Pell grant.

If a student has changed enrollment since they were packaged, their financial aid may be incorrect. Check the student's enrollment. It appears at the top of TOIYBIL as **Fin Aid Adj. Hours**:



A reminder: TAP and APTS can only be used to defer tuition. Pell, SEOG, and Federal Loans can be used for tuition, fees and books. OVR (Acces VR) **cannot** be deferred against when issuing bookstore credit.

- Bookstore credit is for books and educational supplies only.
- Bookstore credit cannot exceed a student's financial aid.
- Estimated aid **cannot** be used for bookstore

TAP Certification click to open document

Credit Balances- Student Refund Process

An aged report (TZRAGED) is ran bi-annually to identify any students with a credit balance on their account for past and current terms. Staff member responsible for issuing refunds will review each account to verify if dollar amount is a true credit. If student is due refund, a refund will be processed accordingly. If funds need to be transferred to different term, staff member will send the Director of Student Accounts an email with information to be reviewed and processed.

Student Refund Process

Print a trial balance:

TZPBALD for each semester separately for credit balances.

TZRSDTB second step for each semester separately.

Go through and circle all credit balances on each student's account in red.

Go to TSAAREV to view the credit balance in the student's account.

Go to TOIYBIL to view the student's tuition and fees.

If the student has full-time charges and fees, you don't need to go to SFAREGF.

If the student has part-time charges and fees, you need to go to SFAREGF to verify the accuracy of the tuition.

Example: The student is registered for 6 credits – tuition should be $224.00 x 6 = $1344.00.

Example: The student was registered for 9 credits and dropped 3 credits in the first week of the semester – $224.00 x 3 = $672.00 x 25% = $168.00

$224.00 x 6 = $1344.00

Total tuition due $1512.00

All the student's fees will remain the same for 9 credits.

First week – 25% due per credit dropped plus all fees.

Second week – 50% due per credit dropped plus all fees.

Third week – 75% due per credit dropped plus all fees.

After the third week, the total tuition and fees are due.

Student Refunds Process-continued

After verifying accuracy of the student's tuition and fees, view any financial aid or payment on the account for any duplicative aid.

Example: Chapter 33 Post 911 – if the student is covered by 100%, they are not eligible for TAP.

Chapter 33 Post 911 – if the student is only covered by 50%, they would possibly be eligible for 50% TAP.

Chapter 33 Post 911 – the student is eligible for PELL regardless of what percentage their tuition is covered. Regardless of the percentage, the coverage is for both tuition and fees.

Check the amount of the refund and verify it is the same as the amount on the trial balance. Go back to TSAAREV and enter the amount of the refund listed on the trial balance with the detail code of EREF for most refunds.

Any refund for a high school student should be entered as REFD.

When entering the refund, the Effective Date should be Wednesday's date of the week you are refunding.

Before running the tape, enter the date at the top.

Example: 4/19/2022 enter 4192022 then press the #key on the left of your calculator.

It will look like this #4192022. Or

Or enter 4.19.2022 #/◇ (number/diamond)key

When finished entering, run a tape of all REFD's and total. On the same tape, enter a total of all the EREF's. Add the two together for a total of all the refunds.

Go to TGACREV, enter your name under Session User. Session Number is 0 to begin. Click the SAVE button, bottom right.

Student Refunds Process-continued

Under Payment/Charge, leave blank. Under Category, enter RFD.

Click the arrow down on bottom left.

Verify the CASHIER SESSION SUMMARY that the RFD and EREF totals agree with the tape you ran from the trial balance.

Go to TOOLS – Close Session – Enter the session number on the top of your tape with your initials.

Go to TGRCSHR and close your session.

Epayments

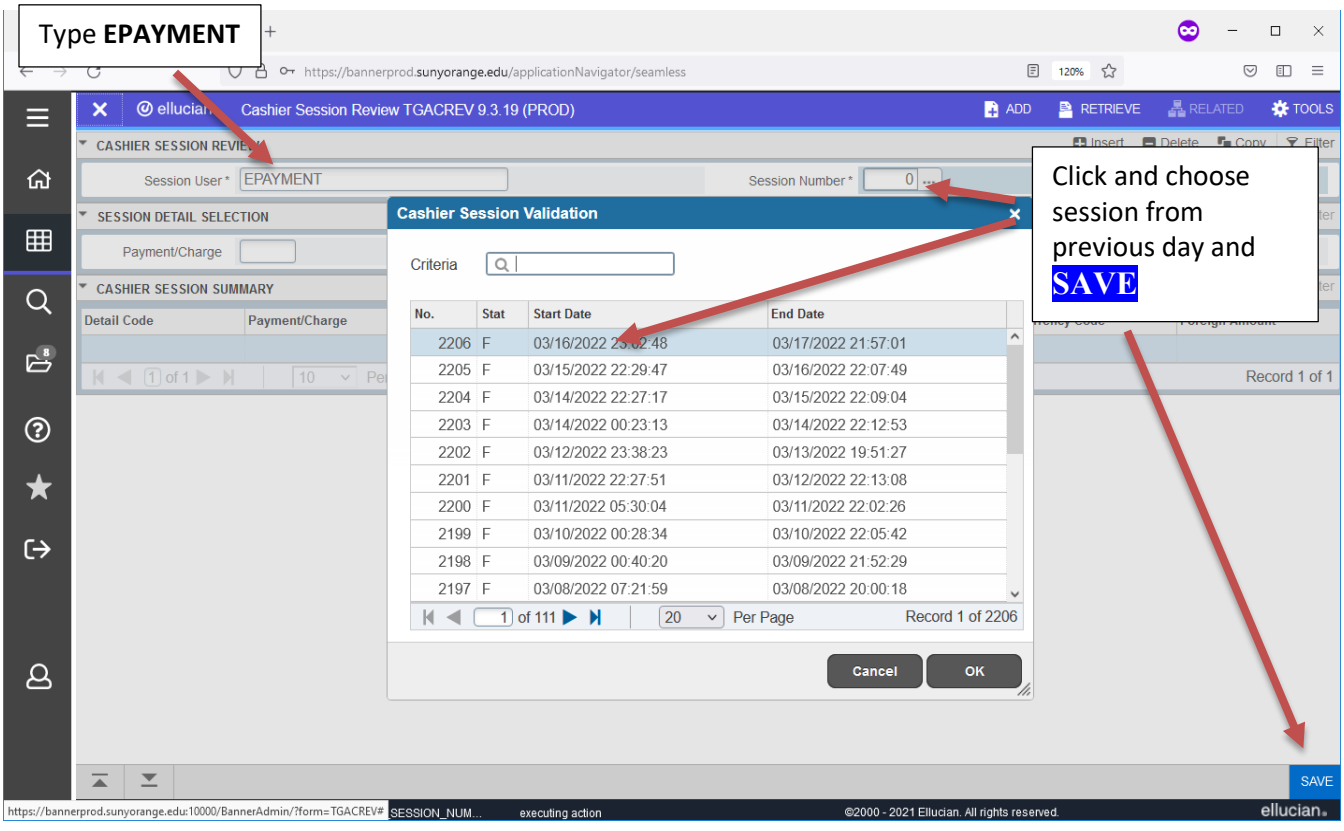
Students have the ability to make payments directly to their student self-service Banner account in real time through our third party vendor, Cashnet/Transact. We then prepare a report of these payments made to Cashnet for submission with daily deposit as an **EPAYMENT** session in Banner.

Open **TGACREV-**Cashier Session Review

ENTER Sessions User Name: **EPAYMENT**

Click the Session Number: Use the search light to select the prior days closed session for review.

SAVE



▼ **NEXT SECTION**

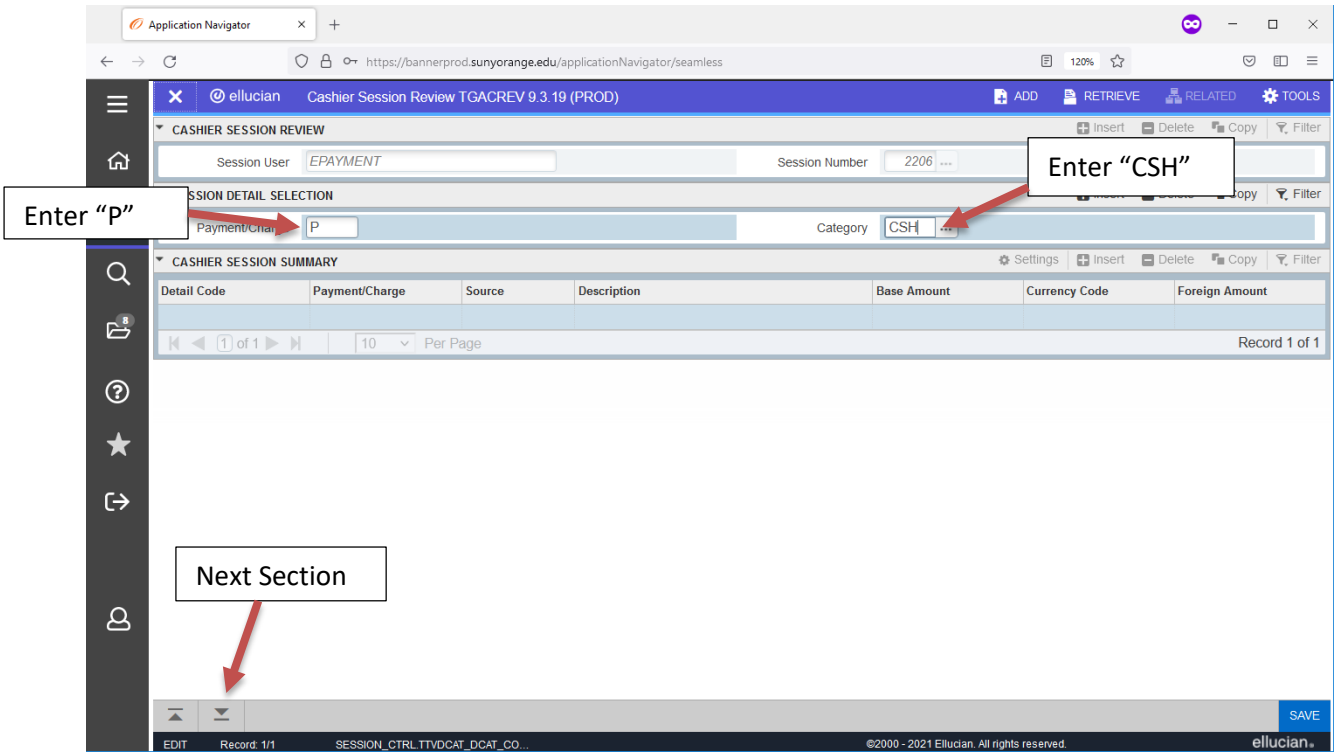
Epayments (Continued)

Session Detail Selection

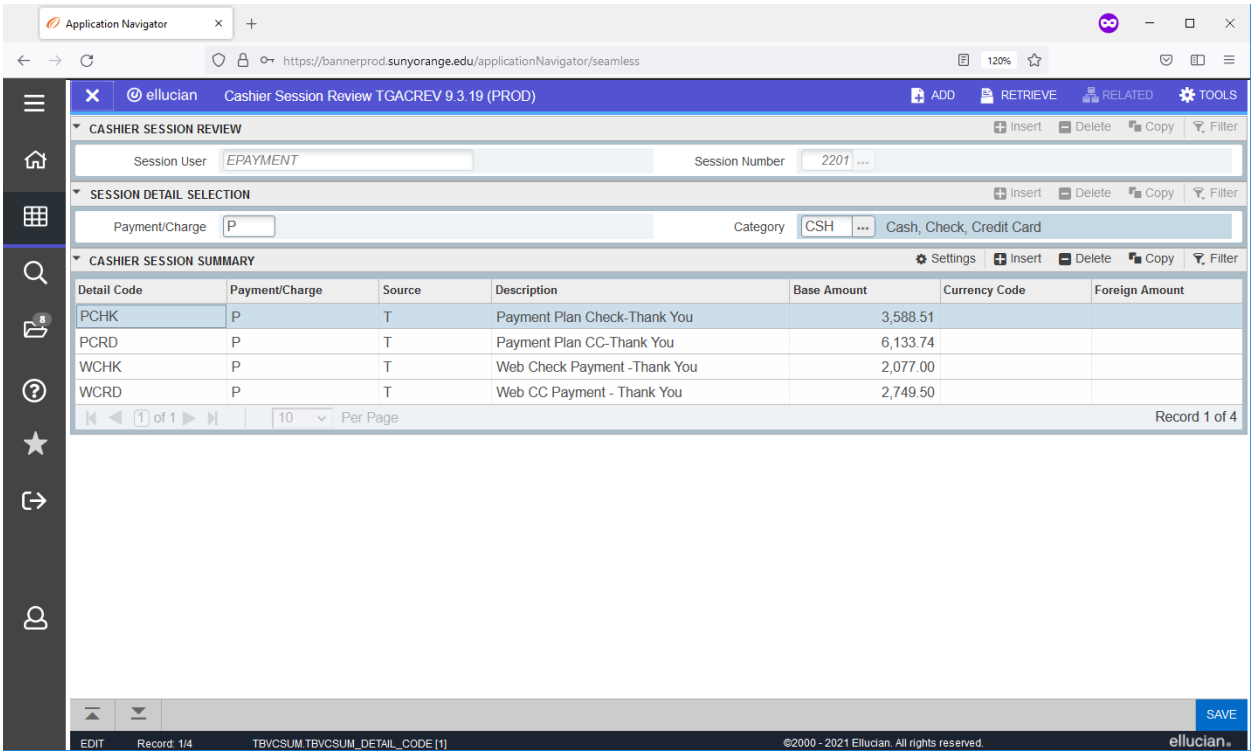
ENTER "**P**" for Payment/Charge

ENTER "**CSH**" for Category

▼NEXT SECTION



Epayment- (Continued)



Detail Code, Payment/Charge, Source, Description and Base Amount will populate with information from the days' work

Detail Code will display method of payments received- PCHK, PCRD, WCHK and/or WCRD

Payment/Charge should be "P"

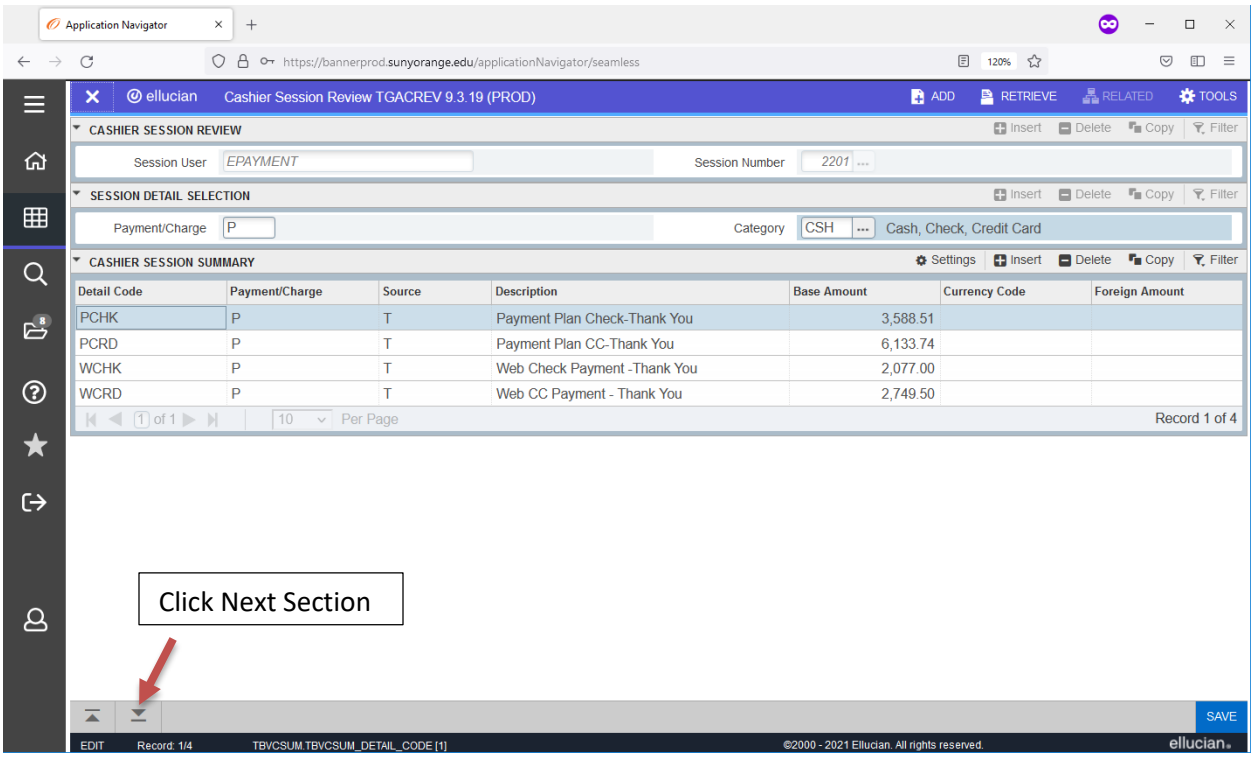
Description will be a further description of payment methods

Base Amount indicates dollar amount for each type

Add all of the payment methods to get a grand total (in this example the total of PCHK, PCRD, WCHK and WCRD is $ 14,548.75)

Epayments- (Continued)

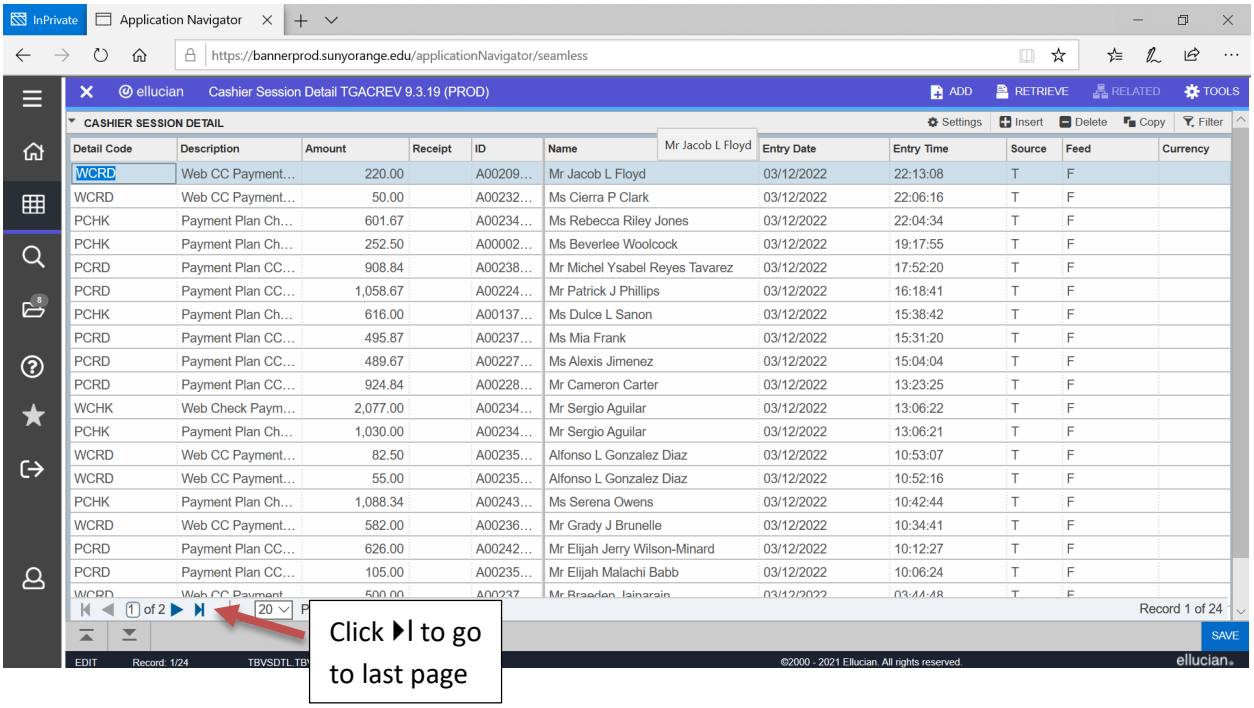
Click **▼NEXT SECTION**

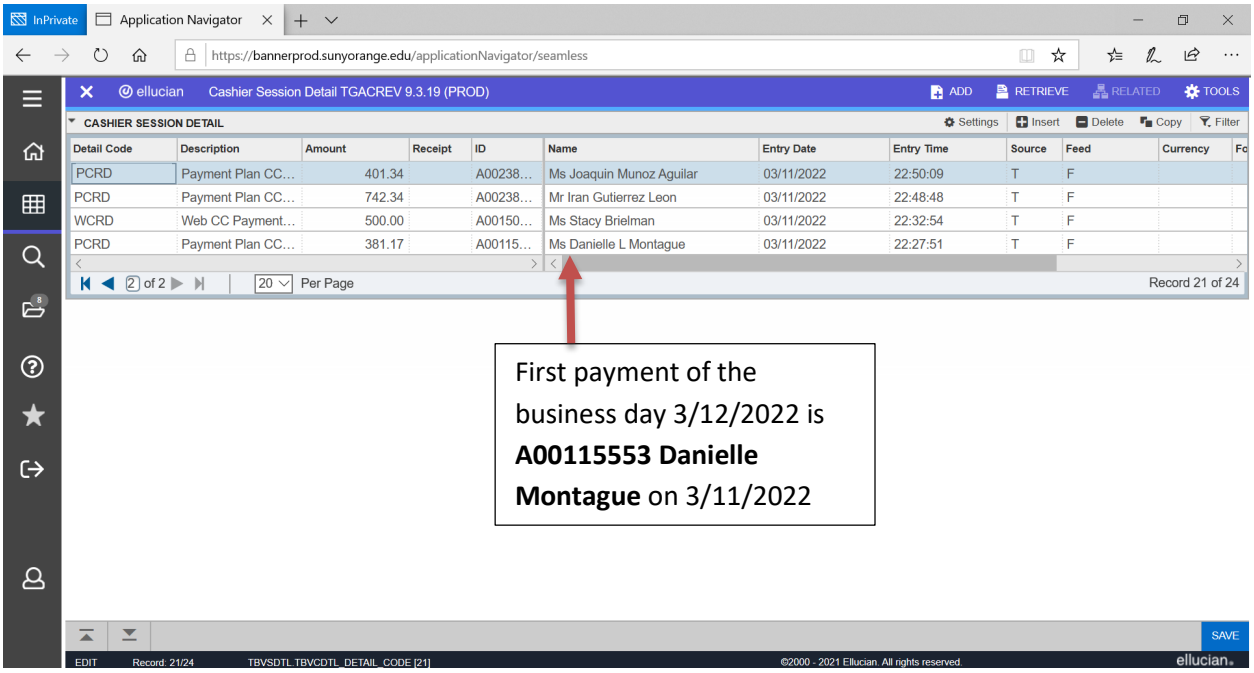


This will show a breakdown of each individual student payment posted in this Banner session in time order of when the transaction took place from last to first post of the day.

Epayments (Continued)

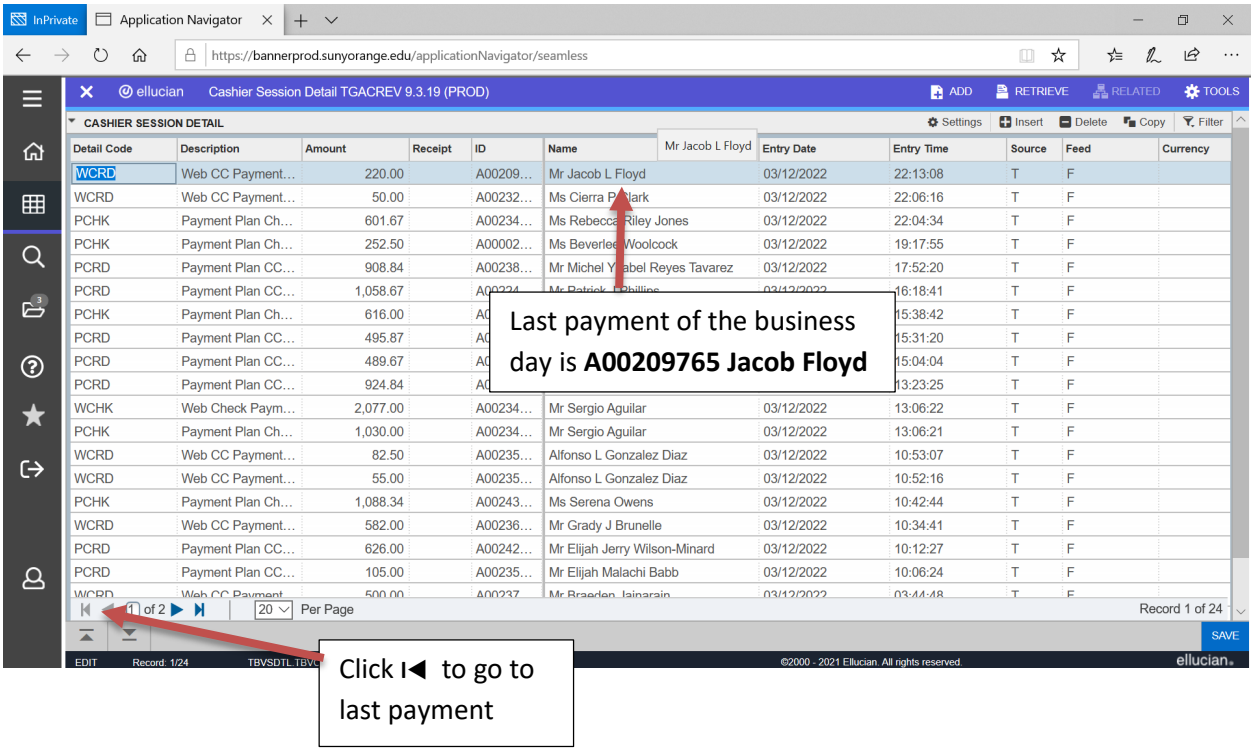
Click on ⏭ to go to the last page to see the first payments of the day. (this session is for business date 3/12/2022)





Epayments-continued

Then click on I◀ to see the last payment of the session.

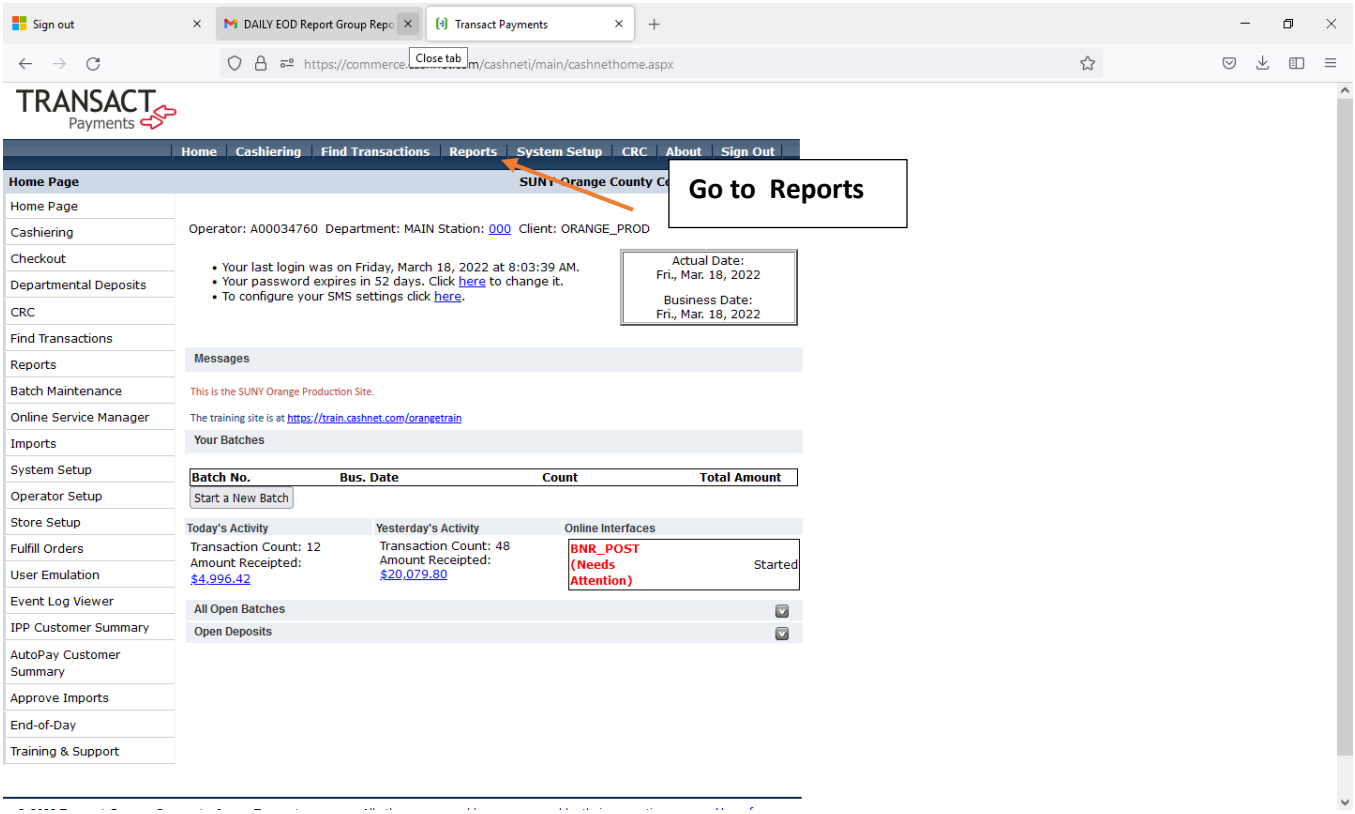


The first payment is A00115553, Danielle Montague and the last payment is A00209765 Jacob Floyd.

Epayments- (Continued)

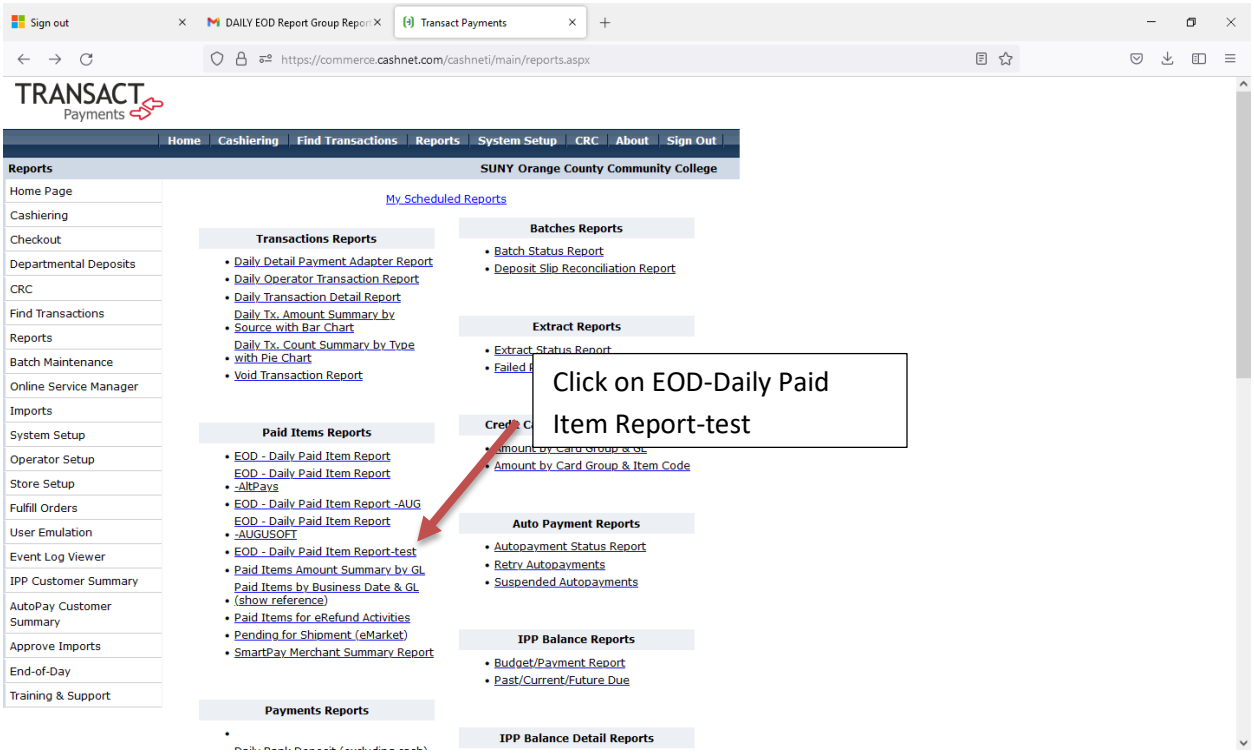
Open Cashnet. and log in with credentials.

Click on **Reports**



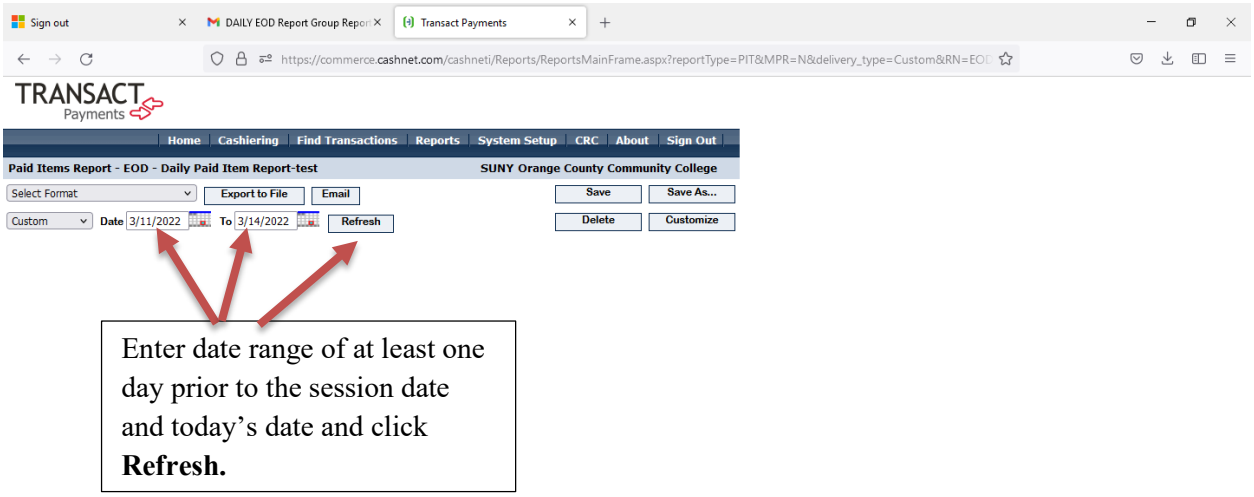
Epayments-(continued)

Then under **Paid Items Report** click on **EOD-Daily Paid Item Report-test**



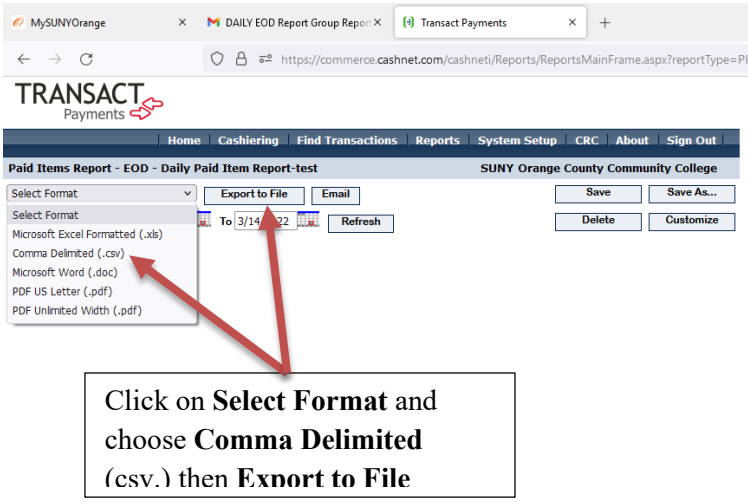
Epayments- (Continued)

Enter date range of at least one day prior to the session date and today's date. Then click **Refresh.**



Epayments-(continued)

Then click on Select Format and choose Comma Delimited (csv.) then Export to File



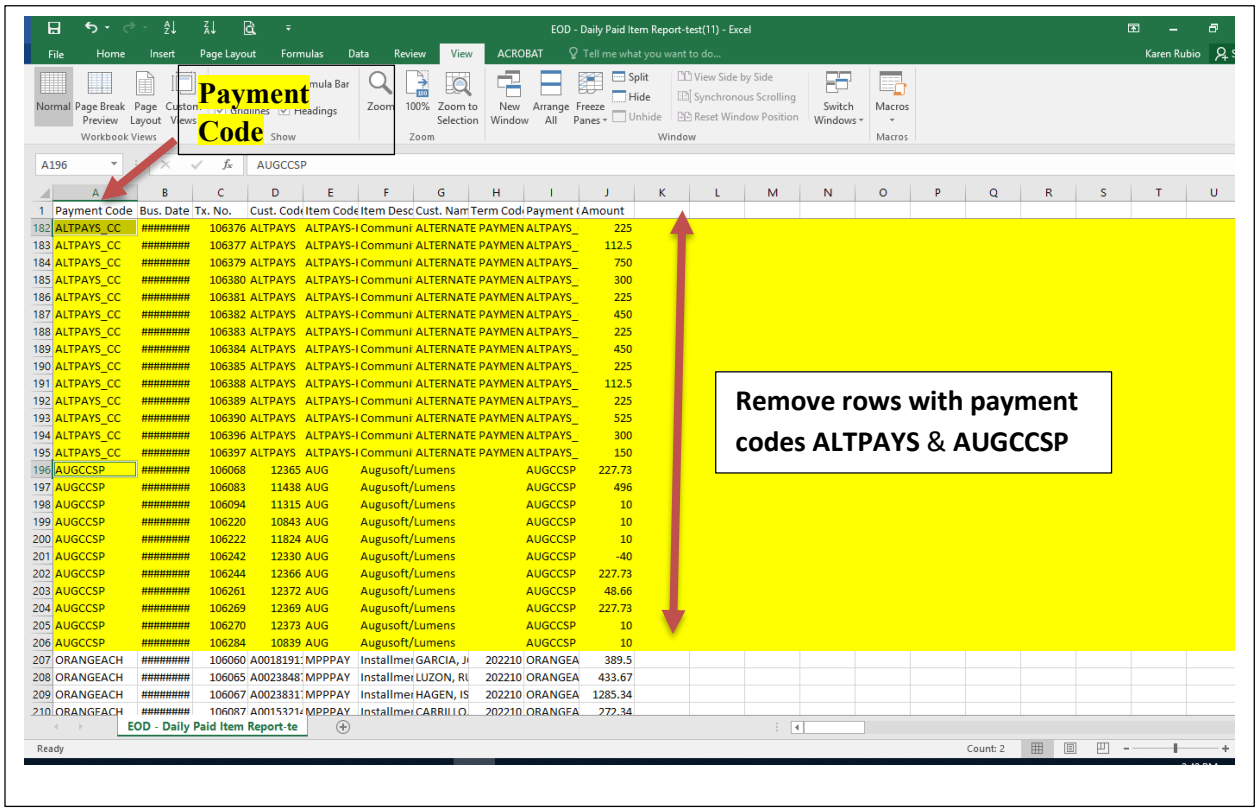
Click on **Select Format** and choose **Comma Delimited** (csv.) then **Export to File**

Epayment- (Continued)

This will open an excel spreadsheet.

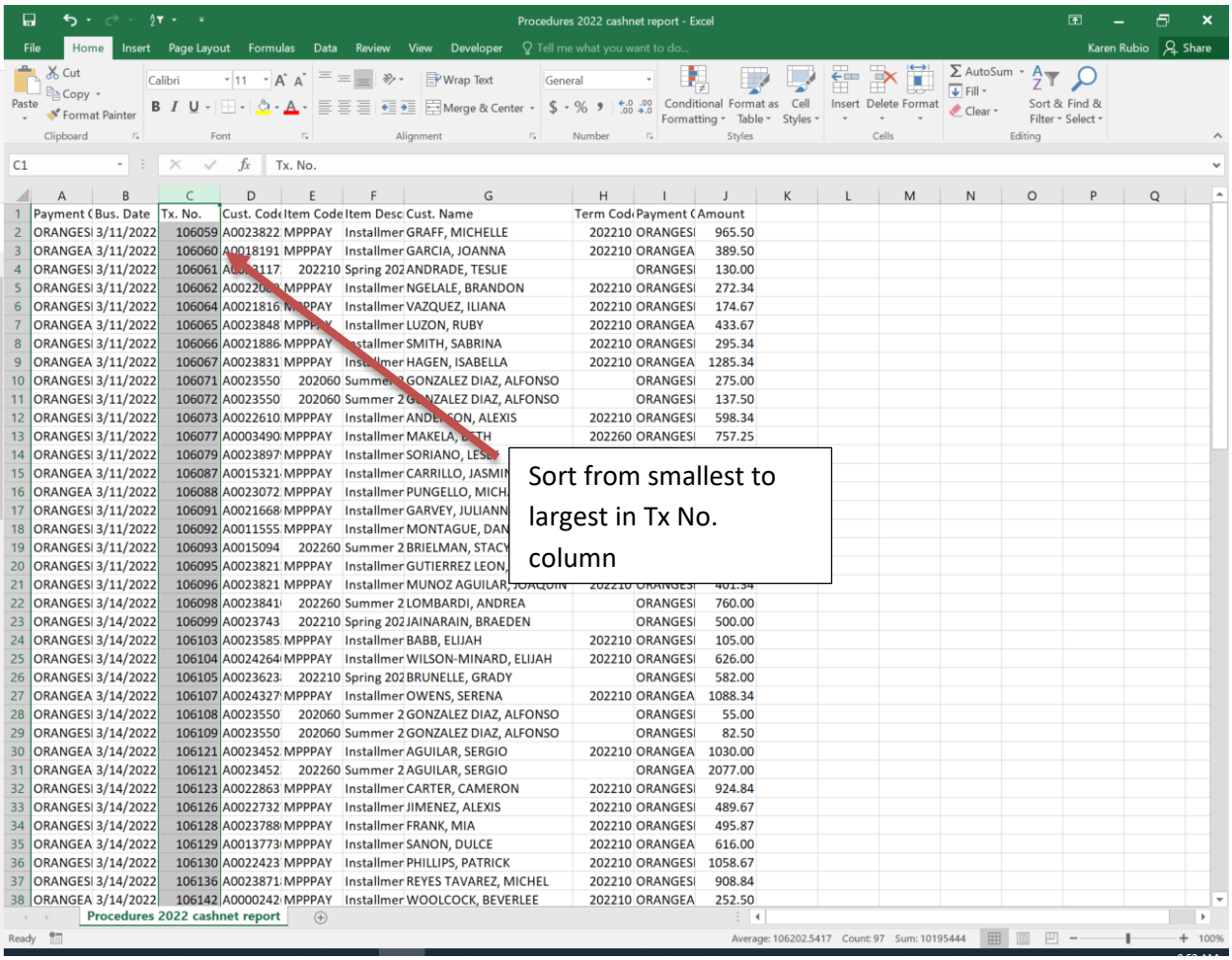
1. Remove rows that have **ALTPAYS** and **AUGCCSP** in the Payment Codes column.

(You should only have payment codes **ORANGEACH** and **ORANGESP** on the spreadsheet.)



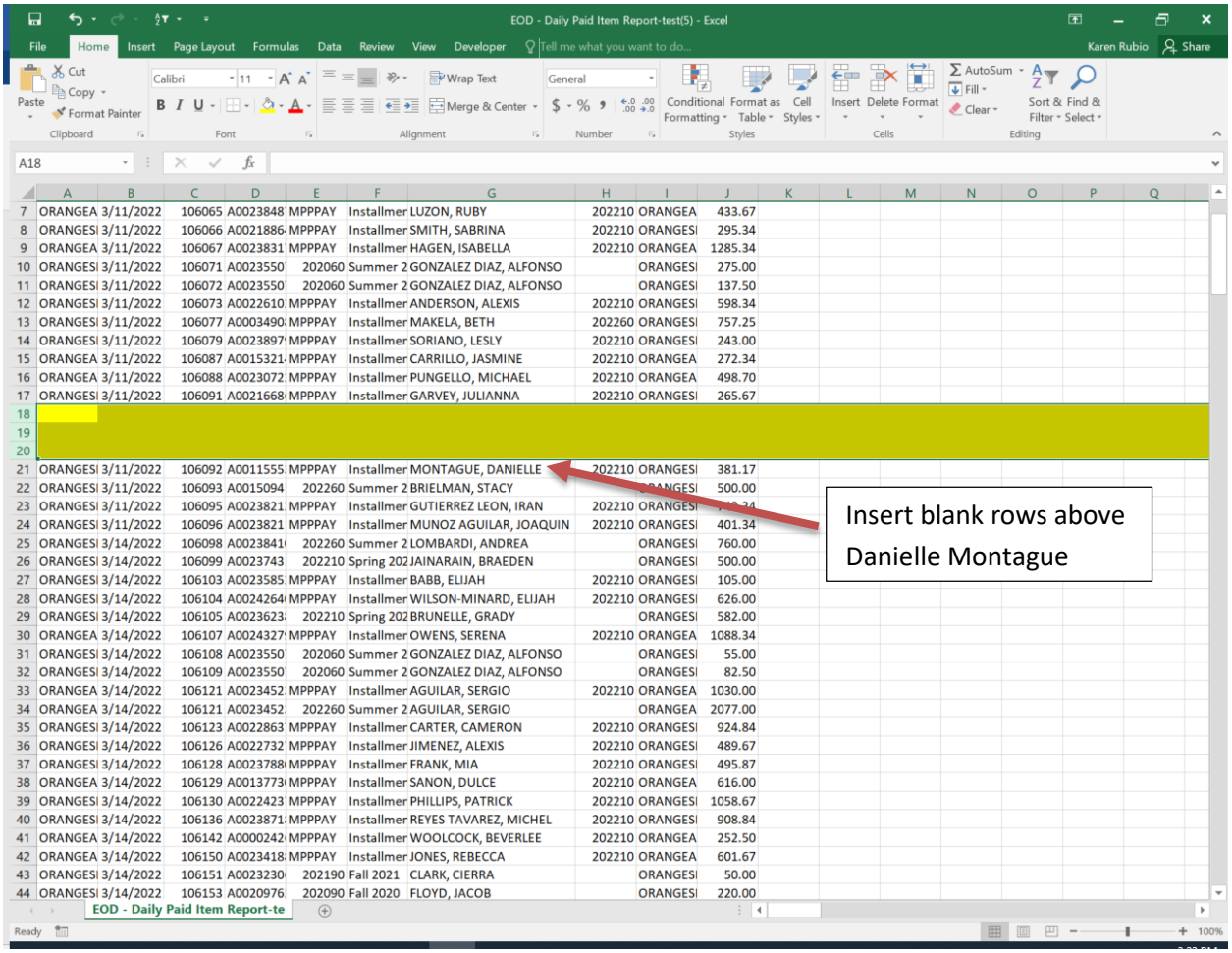
Epayments-(continued)

Then sort the report from smallest to largest in the Tx. No. column (transaction number).



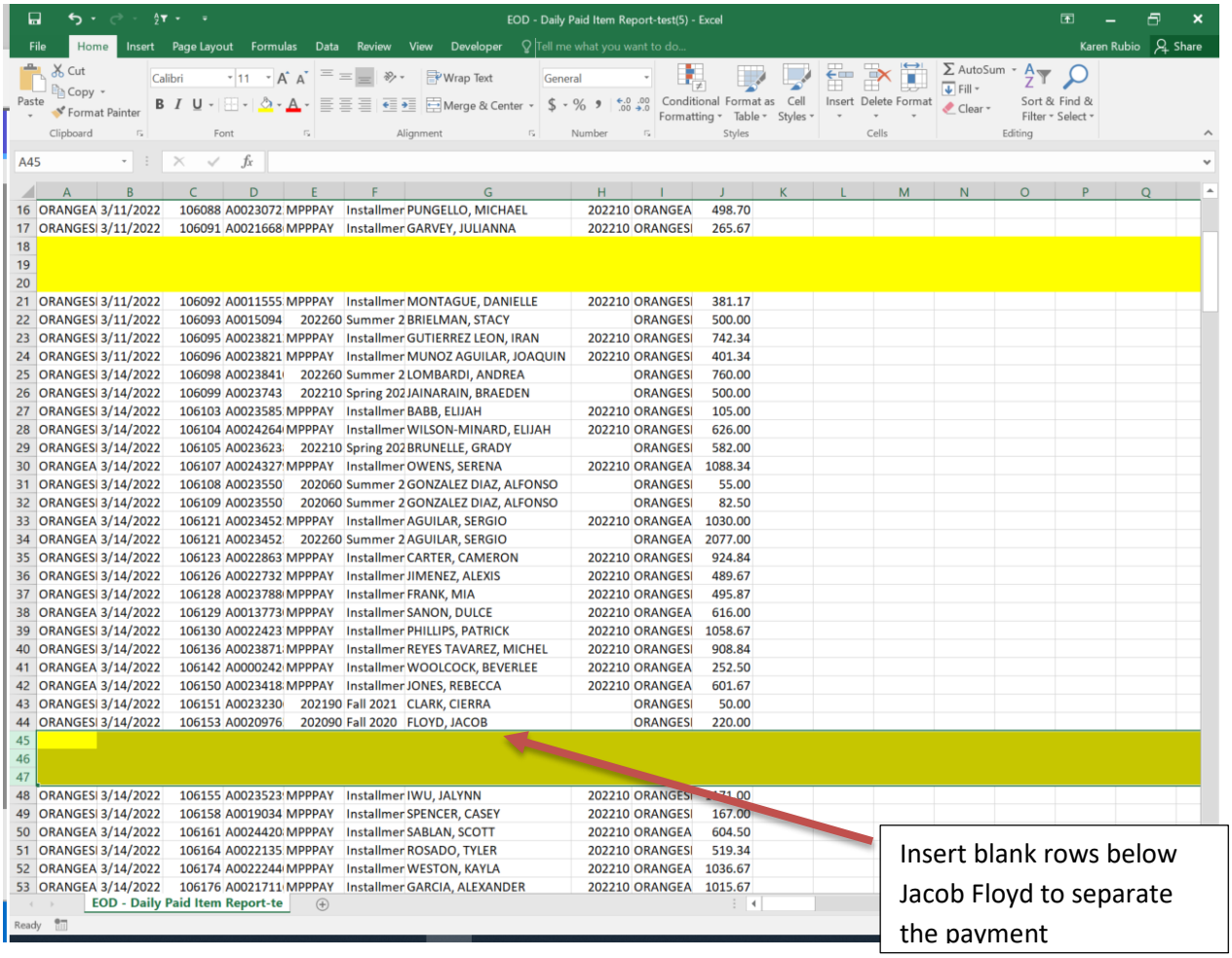
Epayments-(Continued)

Find the first payment, Danielle Montague, and insert a few blank rows above to separate the payment.



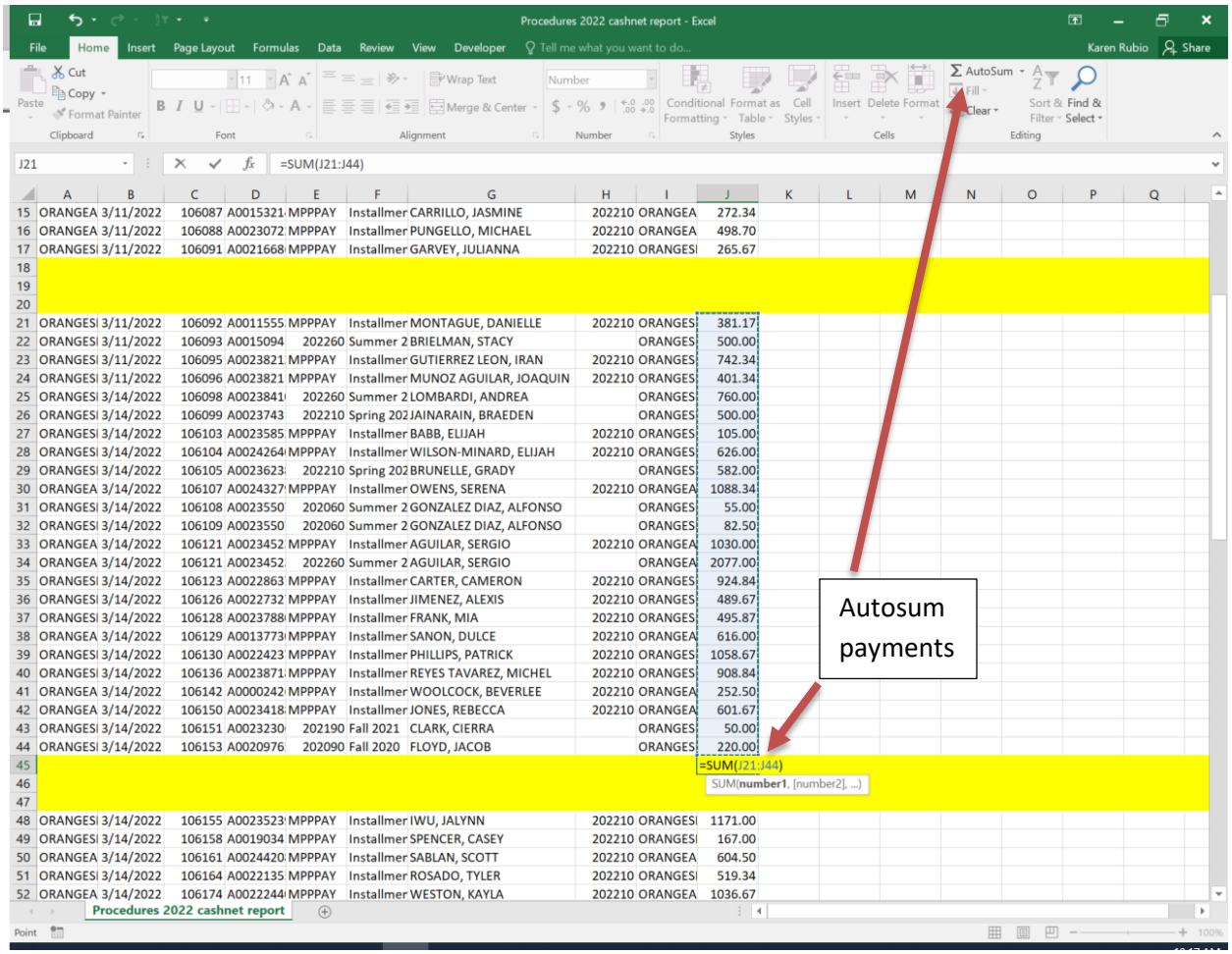
Epayments-(Continued)

Then look for the last payment in the session ,Jacob Floyd ,and insert blank rows below to separate the payments.



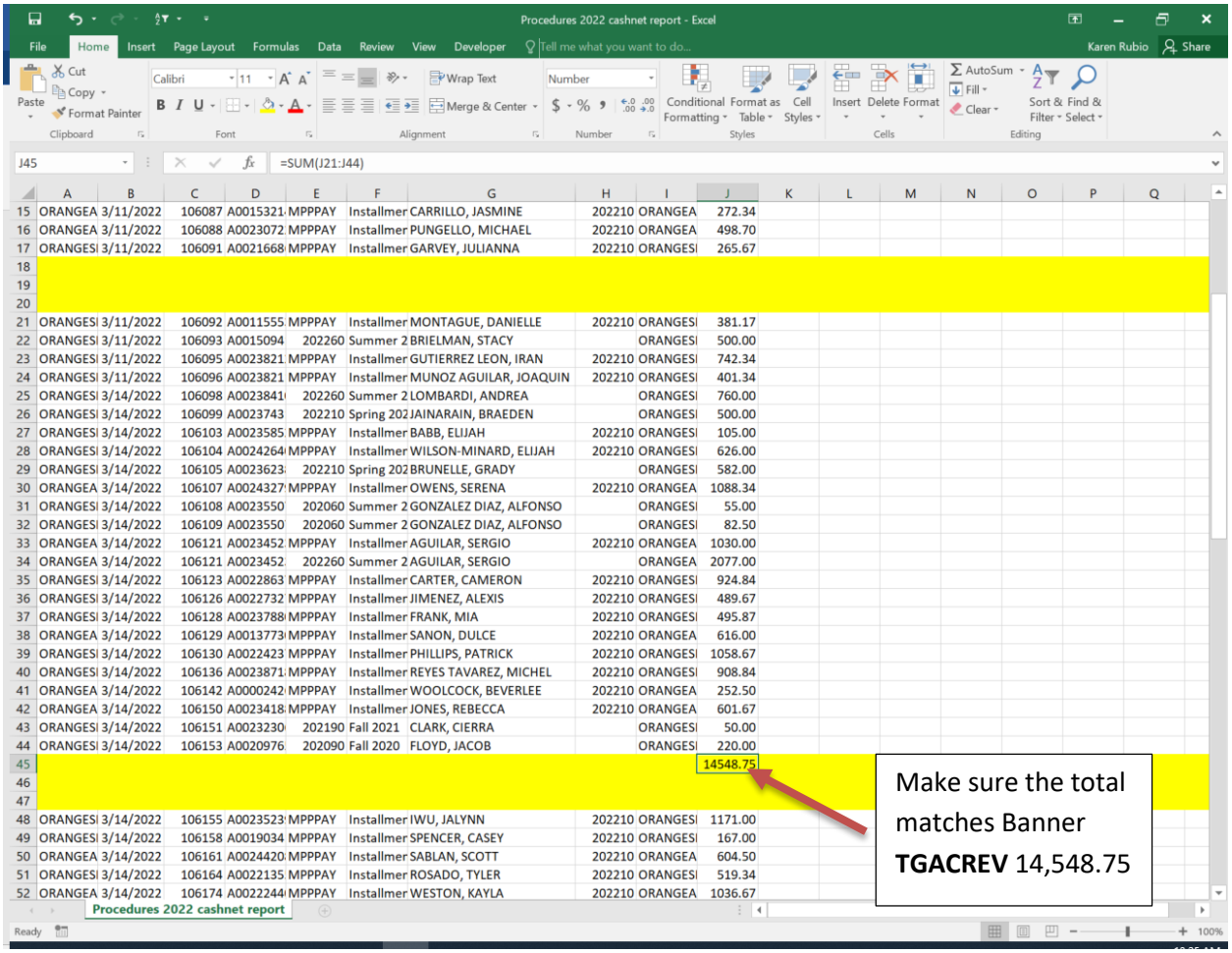
Epayments-(Continued)

Using the Auto sum feature add the payment amounts. The total should equal the total for the Banner session.



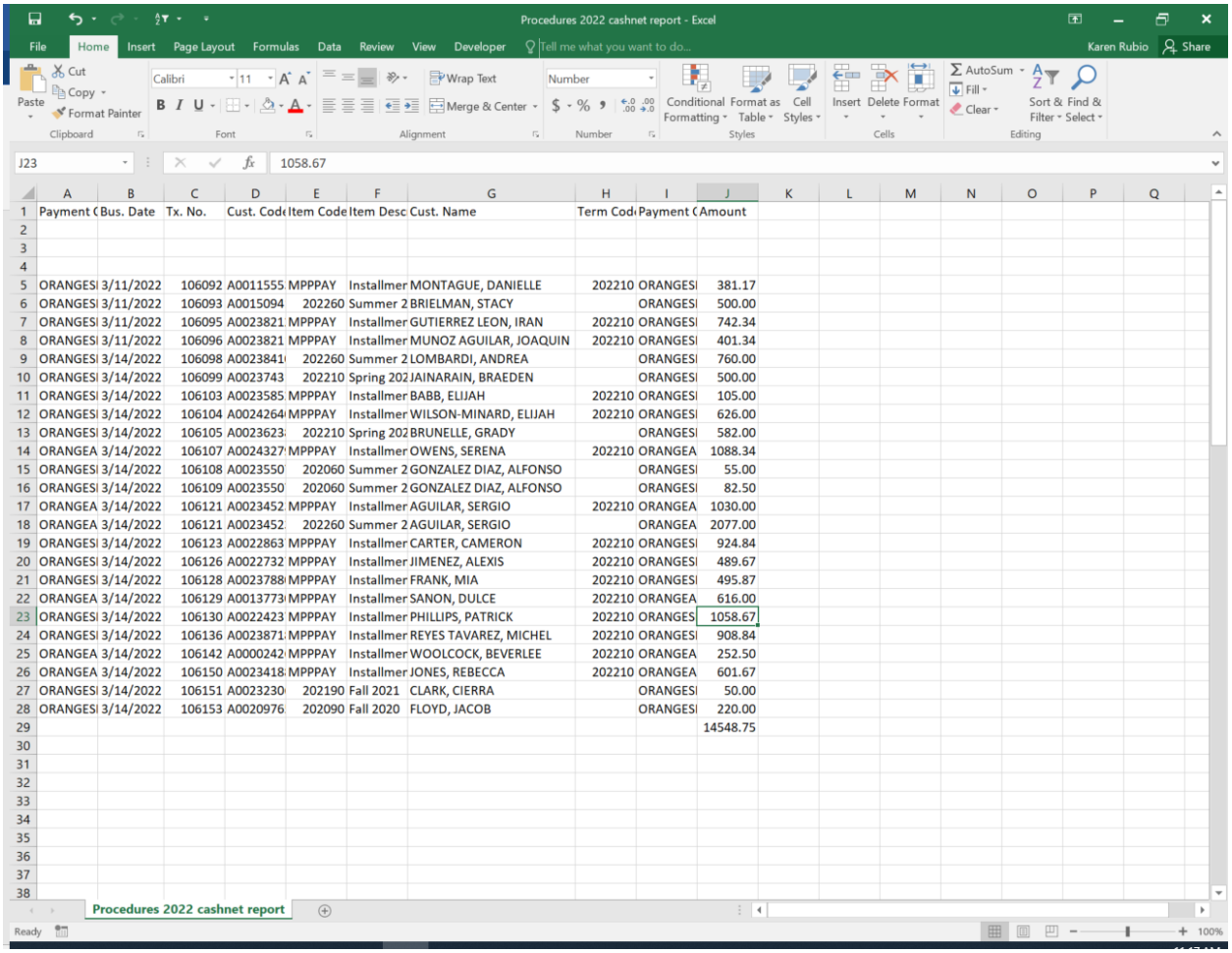
Epayments-(Continued)

Make sure the total payments on the Cashnet report match the total of all of the payment methods on the TGACREV session in Banner.



Epayments-(Continued)

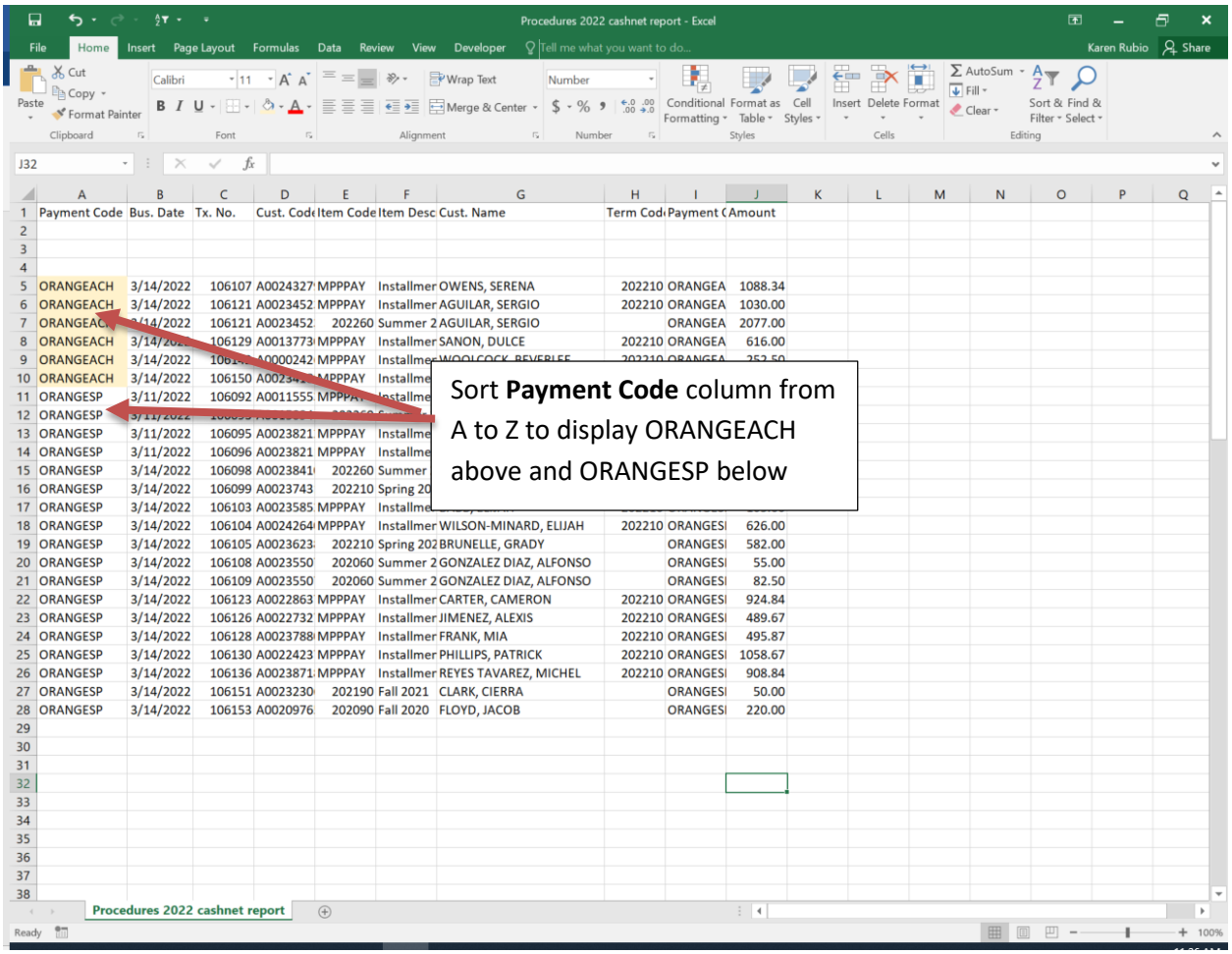
If the total match delete the rows above and below the matching payments in the Cashnet report so that only the header of the report and matching payments are remaining.



Payment C	Bus. Date	Tx. No.	Cust. Cod	Item Code	Item Desc	Cust. Name	Term Cod	Payment C	Amount
ORANGES	3/11/2022	106092	A0011555	MPPPAY	Installmer	MONTAGUE, DANIELLE	202210	ORANGES	381.17
ORANGES	3/11/2022	106093	A0015094	202260	Summer 2	BRIELMAN, STACY		ORANGES	500.00
ORANGES	3/11/2022	106095	A0023821	MPPPAY	Installmer	GUTIERREZ LEON, IRAN	202210	ORANGES	742.34
ORANGES	3/11/2022	106096	A0023821	MPPPAY	Installmer	MUNOZ AGUILAR, JOAQUIN	202210	ORANGES	401.34
ORANGES	3/14/2022	106098	A0023841	202260	Summer 2	LOMBARDI, ANDREA		ORANGES	760.00
ORANGES	3/14/2022	106099	A0023743	202210	Spring 202	JAINARAIN, BRAEDEN		ORANGES	500.00
ORANGES	3/14/2022	106103	A0023585	MPPPAY	Installmer	BABB, ELIJAH	202210	ORANGES	105.00
ORANGES	3/14/2022	106104	A0024264	MPPPAY	Installmer	WILSON-MINARD, ELIJAH	202210	ORANGES	626.00
ORANGES	3/14/2022	106105	A0023623	202210	Spring 202	BRUNELLE, GRADY		ORANGES	582.00
ORANGEA	3/14/2022	106107	A0024327	MPPPAY	Installmer	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGES	3/14/2022	106108	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGES	55.00
ORANGES	3/14/2022	106109	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGES	82.50
ORANGEA	3/14/2022	106121	A0023452	MPPPAY	Installmer	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEA	3/14/2022	106121	A0023452	202260	Summer 2	AGUILAR, SERGIO		ORANGEA	2077.00
ORANGES	3/14/2022	106123	A0022863	MPPPAY	Installmer	CARTER, CAMERON	202210	ORANGES	924.84
ORANGES	3/14/2022	106126	A0022732	MPPPAY	Installmer	JIMENEZ, ALEXIS	202210	ORANGES	489.67
ORANGES	3/14/2022	106128	A0023788	MPPPAY	Installmer	FRANK, MIA	202210	ORANGES	495.87
ORANGEA	3/14/2022	106129	A0013773	MPPPAY	Installmer	SANON, DULCE	202210	ORANGEA	616.00
ORANGES	3/14/2022	106130	A0022423	MPPPAY	Installmer	PHILLIPS, PATRICK	202210	ORANGES	1058.67
ORANGES	3/14/2022	106136	A0023871	MPPPAY	Installmer	REYES TAVAREZ, MICHEL	202210	ORANGES	908.84
ORANGEA	3/14/2022	106142	A0000242	MPPPAY	Installmer	WOOLCOCK, BEVERLEE	202210	ORANGEA	252.50
ORANGEA	3/14/2022	106150	A0023418	MPPPAY	Installmer	JONES, REBECCA	202210	ORANGEA	601.67
ORANGES	3/14/2022	106151	A0023230	202190	Fall 2021	CLARK, CIERRA		ORANGES	50.00
ORANGES	3/14/2022	106153	A0020976	202090	Fall 2020	FLOYD, JACOB		ORANGES	220.00
									14548.75

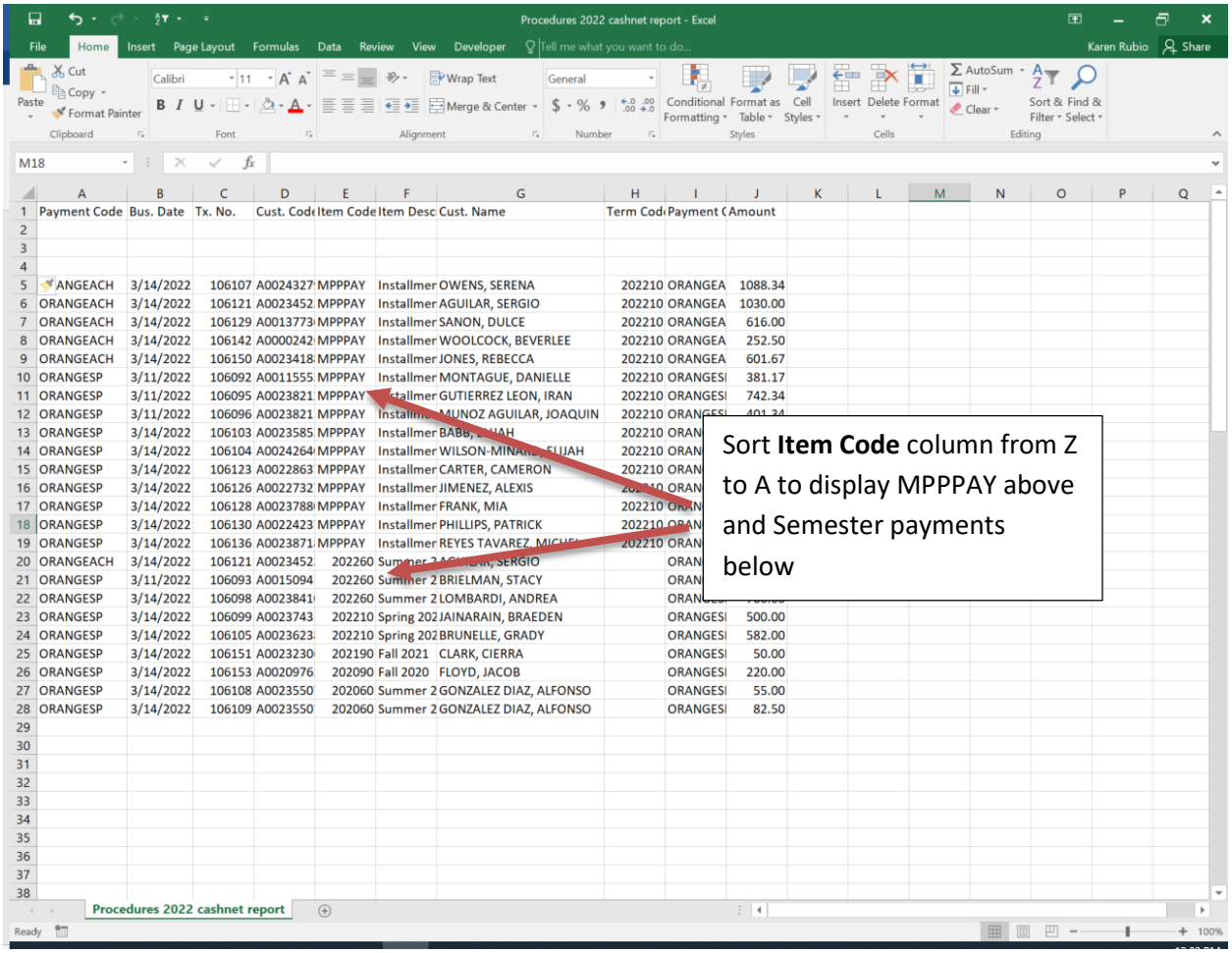
Epayments-(Continued)

Sort the **Payment Code** column A to Z to display ORANGEACH (ACH payments) at the top and the ORANGESP (Card payments) below.



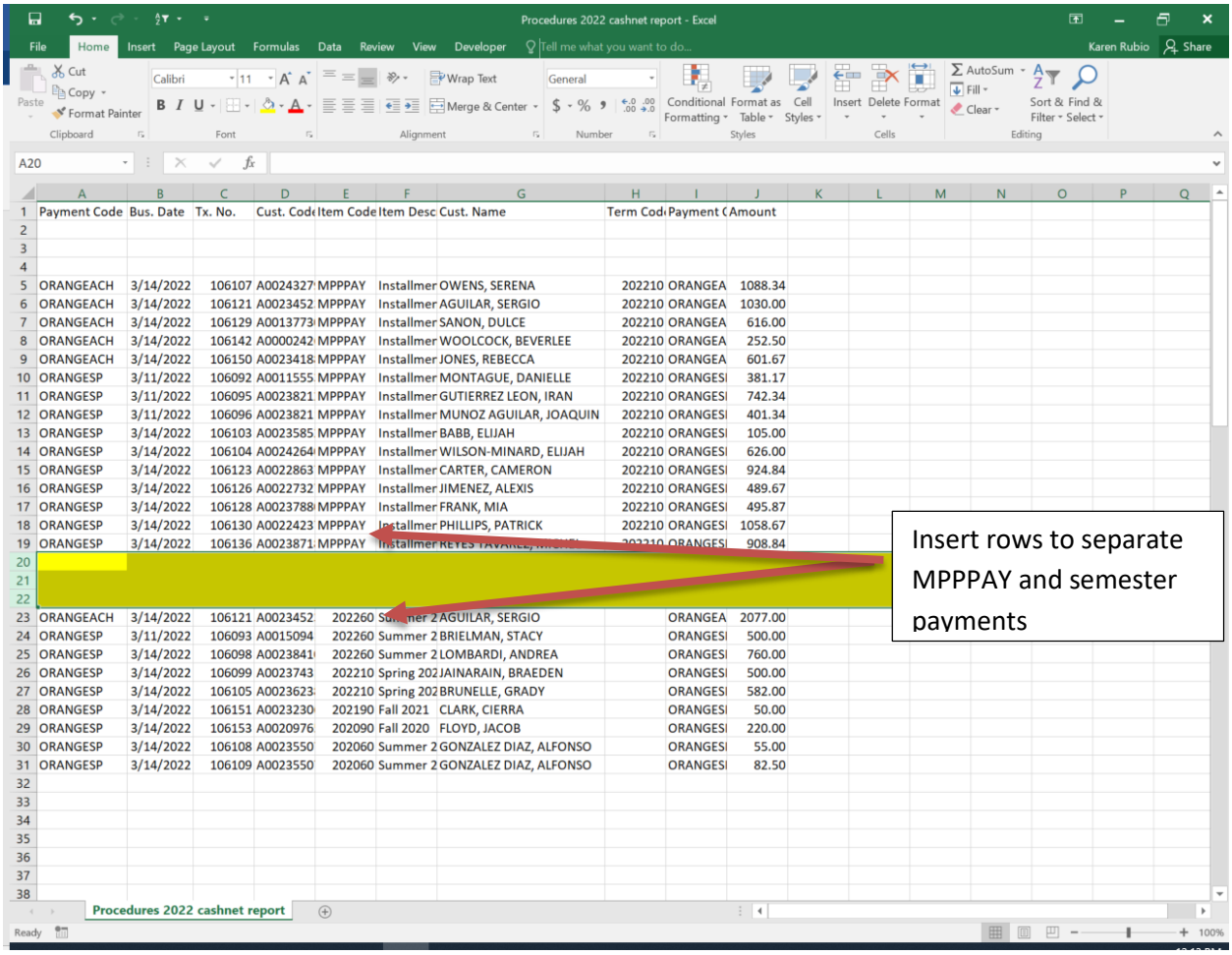
Epayments-(Continued)

Sort the **Item Code** column from Z to A which will display the MPPPAY (payment plan payments) at the top and semester payments on accounts below.



Epayments-(Continued)

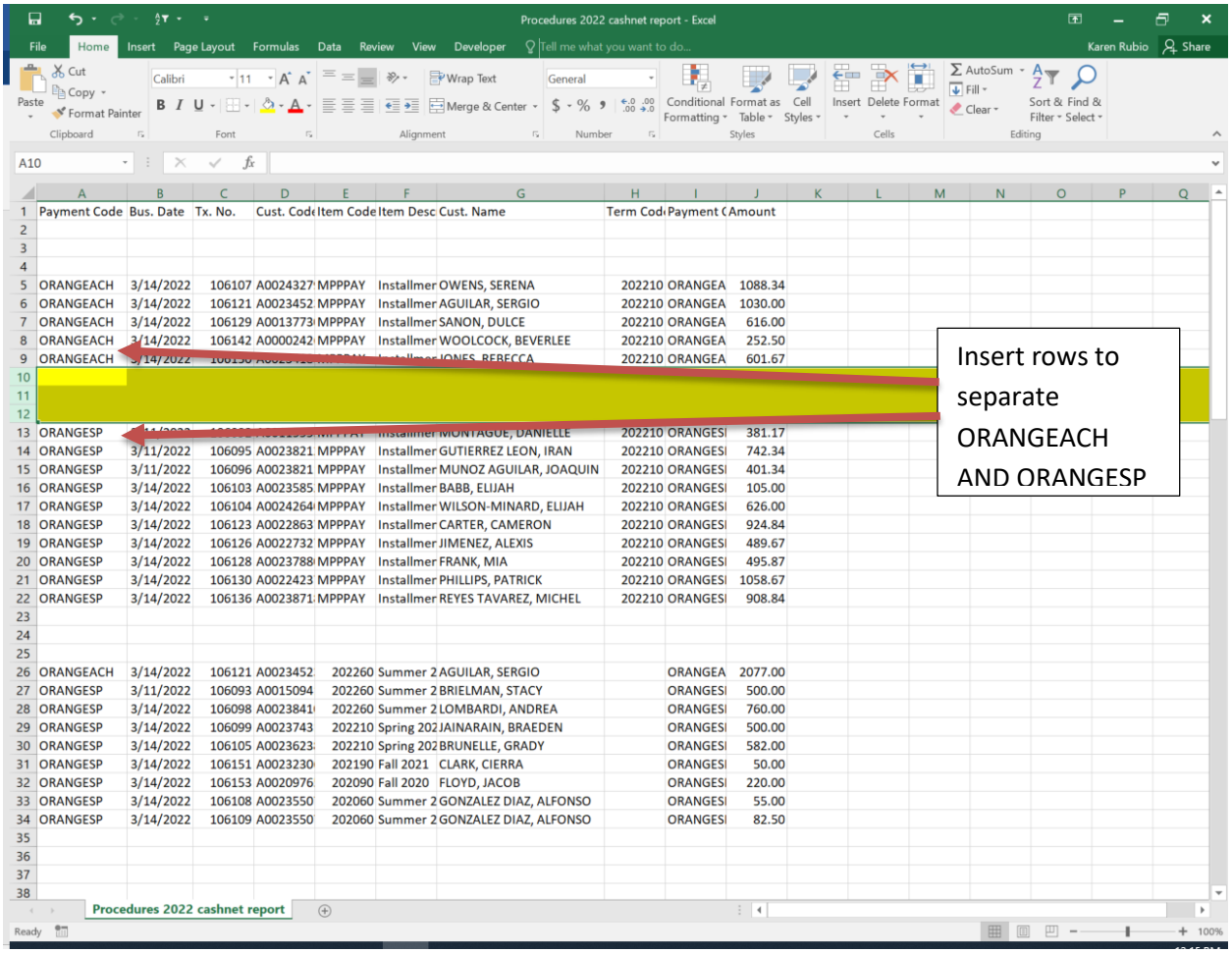
Insert rows to separate the MPPPAY payments and Semester Payments



Payment Code	Bus. Date	Tx. No.	Cust. Code	Item Code	Item Desc	Cust. Name	Term Code	Payment C	Amount
ORANGEACH	3/14/2022	106107	A0024327	MPPPAY	Installmer	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGEACH	3/14/2022	106121	A0023452	MPPPAY	Installmer	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEACH	3/14/2022	106129	A0013773	MPPPAY	Installmer	SANON, DULCE	202210	ORANGEA	616.00
ORANGEACH	3/14/2022	106142	A0000242	MPPPAY	Installmer	WOOLCOCK, BEVERLEE	202210	ORANGEA	252.50
ORANGEACH	3/14/2022	106150	A0023418	MPPPAY	Installmer	JONES, REBECCA	202210	ORANGEA	601.67
ORANGESP	3/11/2022	106092	A0011555	MPPPAY	Installmer	MONTAGUE, DANIELLE	202210	ORANGESI	381.17
ORANGESP	3/11/2022	106095	A0023821	MPPPAY	Installmer	GUTIERREZ LEON, IRAN	202210	ORANGESI	742.34
ORANGESP	3/11/2022	106096	A0023821	MPPPAY	Installmer	MUNOZ AGUILAR, JOAQUIN	202210	ORANGESI	401.34
ORANGESP	3/14/2022	106103	A0023585	MPPPAY	Installmer	BABB, ELIJAH	202210	ORANGESI	105.00
ORANGESP	3/14/2022	106104	A0024264	MPPPAY	Installmer	WILSON-MINARD, ELIJAH	202210	ORANGESI	626.00
ORANGESP	3/14/2022	106123	A0022863	MPPPAY	Installmer	CARTER, CAMERON	202210	ORANGESI	924.84
ORANGESP	3/14/2022	106126	A0022732	MPPPAY	Installmer	JIMENEZ, ALEXIS	202210	ORANGESI	489.67
ORANGESP	3/14/2022	106128	A0023788	MPPPAY	Installmer	FRANK, MIA	202210	ORANGESI	495.87
ORANGESP	3/14/2022	106130	A0022423	MPPPAY	Installmer	PHILLIPS, PATRICK	202210	ORANGESI	1058.67
ORANGESP	3/14/2022	106136	A0023871	MPPPAY	Installmer	REYES TAVAREZ, MICHEL	202210	ORANGESI	908.84
ORANGEACH	3/14/2022	106121	A0023452	202260	Summer 2	AGUILAR, SERGIO		ORANGEA	2077.00
ORANGESP	3/11/2022	106093	A0015094	202260	Summer 2	BRIELMAN, STACY		ORANGESI	500.00
ORANGESP	3/14/2022	106098	A0023841	202260	Summer 2	LOMBARDI, ANDREA		ORANGESI	760.00
ORANGESP	3/14/2022	106099	A0023743	202210	Spring 202	JAINARAIN, BRAEDEN		ORANGESI	500.00
ORANGESP	3/14/2022	106105	A0023623	202210	Spring 202	BRUNELLE, GRADY		ORANGESI	582.00
ORANGESP	3/14/2022	106151	A0023230	202190	Fall 2021	CLARK, CIERRA		ORANGESI	50.00
ORANGESP	3/14/2022	106153	A0020976	202090	Fall 2020	FLOYD, JACOB		ORANGESI	220.00
ORANGESP	3/14/2022	106108	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	55.00
ORANGESP	3/14/2022	106109	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	82.50

Epayments-(Continued)

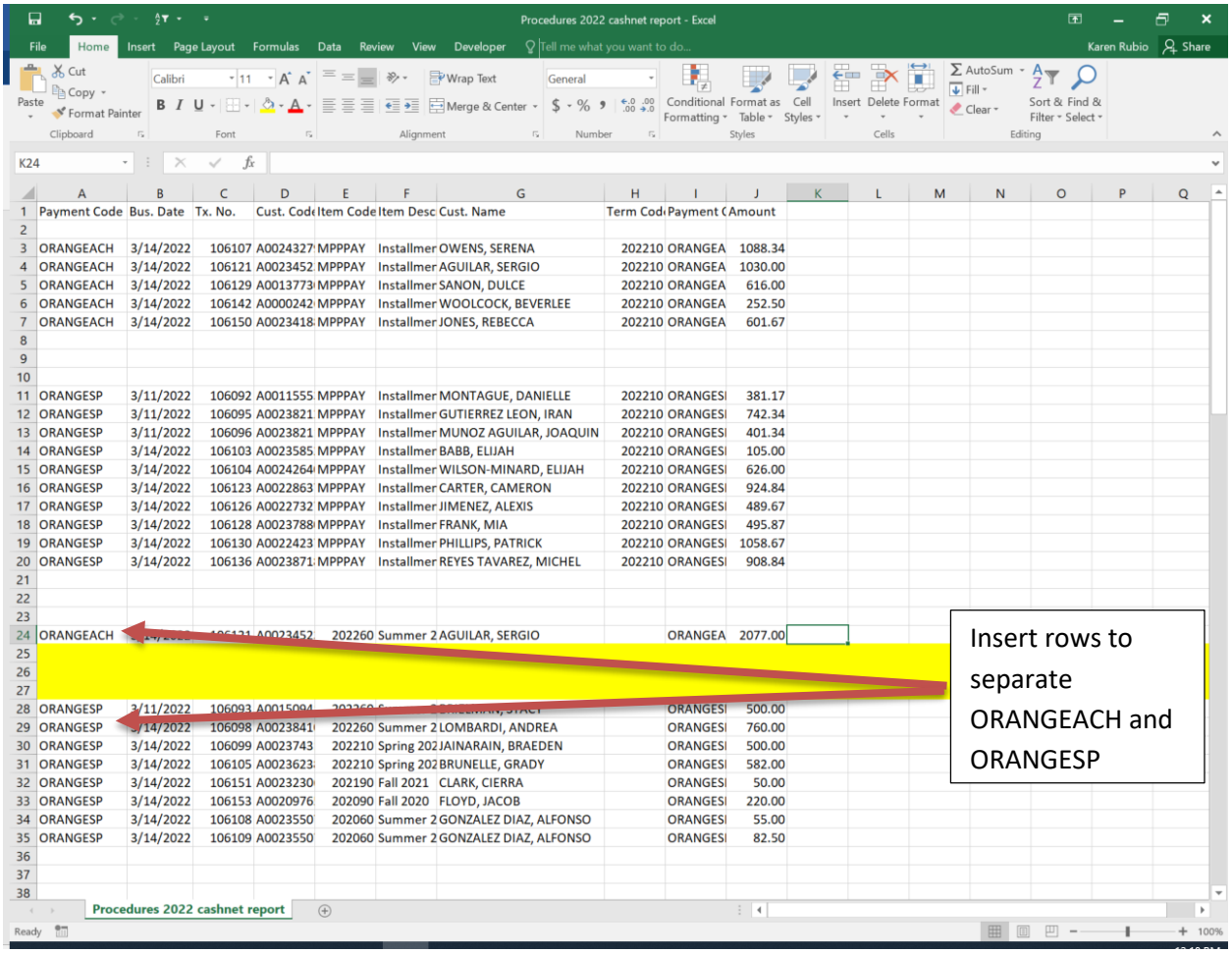
Insert rows to separate each type of payment code **ORANGEACH** and **ORANGESP** for Payment Plans (MPPPAY)



Payment Code	Bus. Date	Tx. No.	Cust. Code	Item Code	Item Desc	Cust. Name	Term Code	Payment C	Amount
ORANGEACH	3/14/2022	106107	A0024327	MPPPAY	Installmer	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGEACH	3/14/2022	106121	A0023452	MPPPAY	Installmer	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEACH	3/14/2022	106129	A0013773	MPPPAY	Installmer	SANON, DULCE	202210	ORANGEA	616.00
ORANGEACH	3/14/2022	106142	A0000242	MPPPAY	Installmer	WOOLCOCK, BEVERLEE	202210	ORANGEA	252.50
ORANGEACH	3/14/2022	106150	A0023412	MPPPAY	Installmer	JONES, REBECCA	202210	ORANGEA	601.67
ORANGESP	3/11/2022	106095	A0023821	MPPPAY	Installmer	GUTIERREZ LEON, IRAN	202210	ORANGESI	742.34
ORANGESP	3/11/2022	106096	A0023821	MPPPAY	Installmer	MUNOZ AGUILAR, JOAQUIN	202210	ORANGESI	401.34
ORANGESP	3/14/2022	106103	A0023585	MPPPAY	Installmer	BABB, ELIJAH	202210	ORANGESI	105.00
ORANGESP	3/14/2022	106104	A0024264	MPPPAY	Installmer	WILSON-MINARD, ELIJAH	202210	ORANGESI	626.00
ORANGESP	3/14/2022	106123	A0022863	MPPPAY	Installmer	CARTER, CAMERON	202210	ORANGESI	924.84
ORANGESP	3/14/2022	106126	A0022732	MPPPAY	Installmer	JIMENEZ, ALEXIS	202210	ORANGESI	489.67
ORANGESP	3/14/2022	106128	A0023788	MPPPAY	Installmer	FRANK, MIA	202210	ORANGESI	495.87
ORANGESP	3/14/2022	106130	A0022423	MPPPAY	Installmer	PHILLIPS, PATRICK	202210	ORANGESI	1058.67
ORANGESP	3/14/2022	106136	A0023871	MPPPAY	Installmer	REYES TAVAREZ, MICHEL	202210	ORANGESI	908.84
ORANGEACH	3/14/2022	106121	A0023452	202260	Summer 2	AGUILAR, SERGIO		ORANGEA	2077.00
ORANGESP	3/11/2022	106093	A0015094	202260	Summer 2	BRIELMAN, STACY		ORANGESI	500.00
ORANGESP	3/14/2022	106098	A0023841	202260	Summer 2	LOMBARDI, ANDREA		ORANGESI	760.00
ORANGESP	3/14/2022	106099	A0023743	202210	Spring 202	JAINARAIN, BRAEDEN		ORANGESI	500.00
ORANGESP	3/14/2022	106105	A0023623	202210	Spring 202	BRUNELLE, GRADY		ORANGESI	582.00
ORANGESP	3/14/2022	106151	A0023230	202190	Fall 2021	CLARK, CIERRA		ORANGESI	50.00
ORANGESP	3/14/2022	106153	A0020976	202090	Fall 2020	FLOYD, JACOB		ORANGESI	220.00
ORANGESP	3/14/2022	106108	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	55.00
ORANGESP	3/14/2022	106109	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	82.50

Epayments-(Continued)

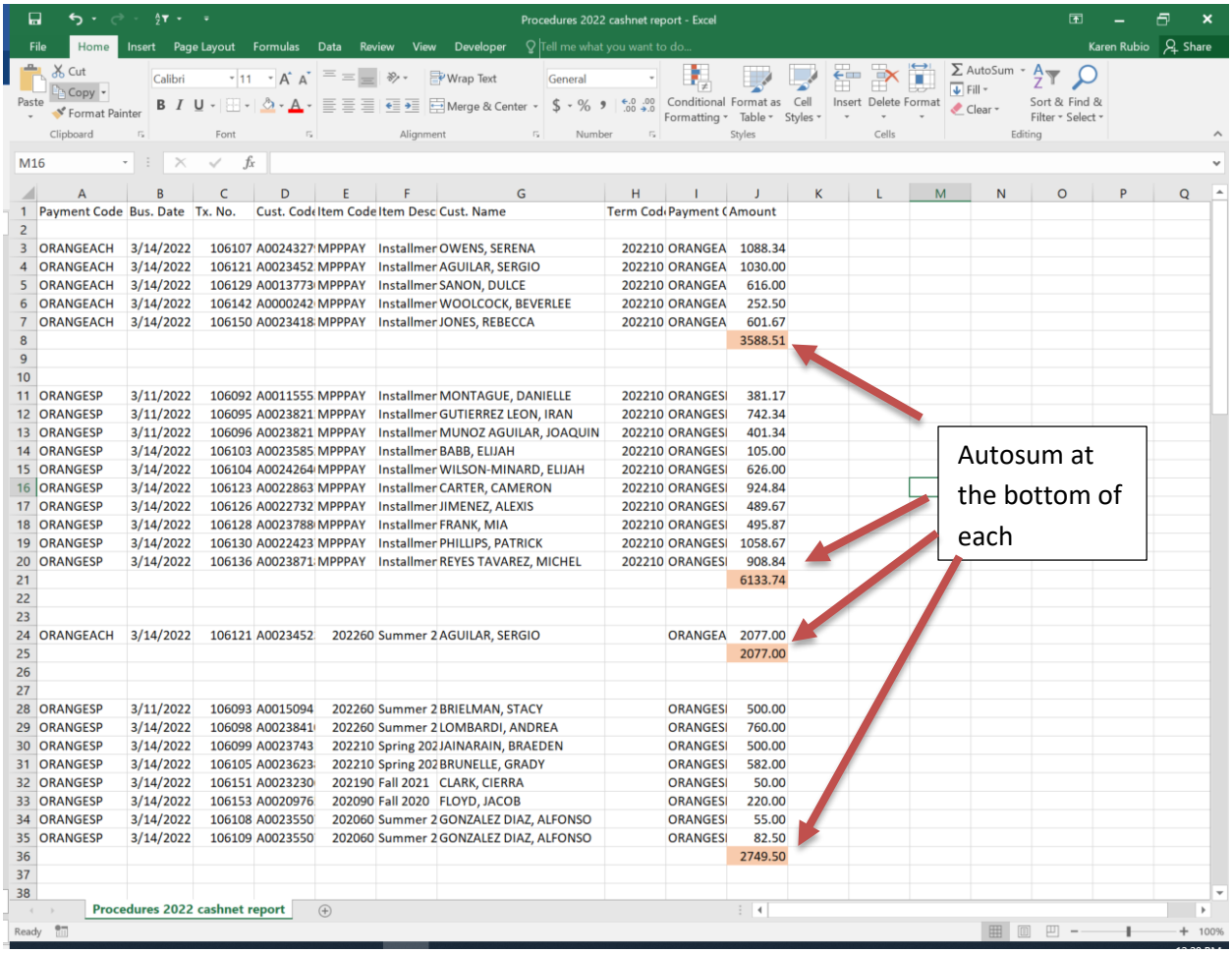
Insert rows to separate each type of payment code **ORANGEACH** and **ORANGESP** for Semester payments.



Payment Code	Bus. Date	Tx. No.	Cust. Code	Item Code	Item Desc	Cust. Name	Term Code	Payment C	Amount
ORANGEACH	3/14/2022	106107	A0024327	MPPPAY	Installmer	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGEACH	3/14/2022	106121	A0023452	MPPPAY	Installmer	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEACH	3/14/2022	106129	A0013773	MPPPAY	Installmer	SANON, DULCE	202210	ORANGEA	616.00
ORANGEACH	3/14/2022	106142	A0000242	MPPPAY	Installmer	WOOLCOCK, BEVERLEE	202210	ORANGEA	252.50
ORANGEACH	3/14/2022	106150	A0023418	MPPPAY	Installmer	JONES, REBECCA	202210	ORANGEA	601.67
ORANGESP	3/11/2022	106092	A0011555	MPPPAY	Installmer	MONTAGUE, DANIELLE	202210	ORANGESI	381.17
ORANGESP	3/11/2022	106095	A0023821	MPPPAY	Installmer	GUTIERREZ LEON, IRAN	202210	ORANGESI	742.34
ORANGESP	3/11/2022	106096	A0023821	MPPPAY	Installmer	MUNOZ AGUILAR, JOAQUIN	202210	ORANGESI	401.34
ORANGESP	3/14/2022	106103	A0023585	MPPPAY	Installmer	BABB, ELIJAH	202210	ORANGESI	105.00
ORANGESP	3/14/2022	106104	A0024264	MPPPAY	Installmer	WILSON-MINARD, ELIJAH	202210	ORANGESI	626.00
ORANGESP	3/14/2022	106123	A0022863	MPPPAY	Installmer	CARTER, CAMERON	202210	ORANGESI	924.84
ORANGESP	3/14/2022	106126	A0022732	MPPPAY	Installmer	JIMENEZ, ALEXIS	202210	ORANGESI	489.67
ORANGESP	3/14/2022	106128	A0023788	MPPPAY	Installmer	FRANK, MIA	202210	ORANGESI	495.87
ORANGESP	3/14/2022	106130	A0022423	MPPPAY	Installmer	PHILLIPS, PATRICK	202210	ORANGESI	1058.67
ORANGESP	3/14/2022	106136	A0023871	MPPPAY	Installmer	REYES TAVAREZ, MICHEL	202210	ORANGESI	908.84
ORANGEACH			A0023452	202260	Summer 2	AGUILAR, SERGIO		ORANGEA	2077.00
ORANGESP	3/11/2022	106093	A0015094					ORANGESI	500.00
ORANGESP	3/14/2022	106098	A0023841	202260	Summer 2	LOMBARDI, ANDREA		ORANGESI	760.00
ORANGESP	3/14/2022	106099	A0023743	202210	Spring 202	JAINARAIN, BRAEDEN		ORANGESI	500.00
ORANGESP	3/14/2022	106105	A0023623	202210	Spring 202	BRUNELLE, GRADY		ORANGESI	582.00
ORANGESP	3/14/2022	106151	A0023230	202190	Fall 2021	CLARK, CIERRA		ORANGESI	50.00
ORANGESP	3/14/2022	106153	A0020976	202090	Fall 2020	FLOYD, JACOB		ORANGESI	220.00
ORANGESP	3/14/2022	106108	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	55.00
ORANGESP	3/14/2022	106109	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	82.50

Epayments-(Continued)

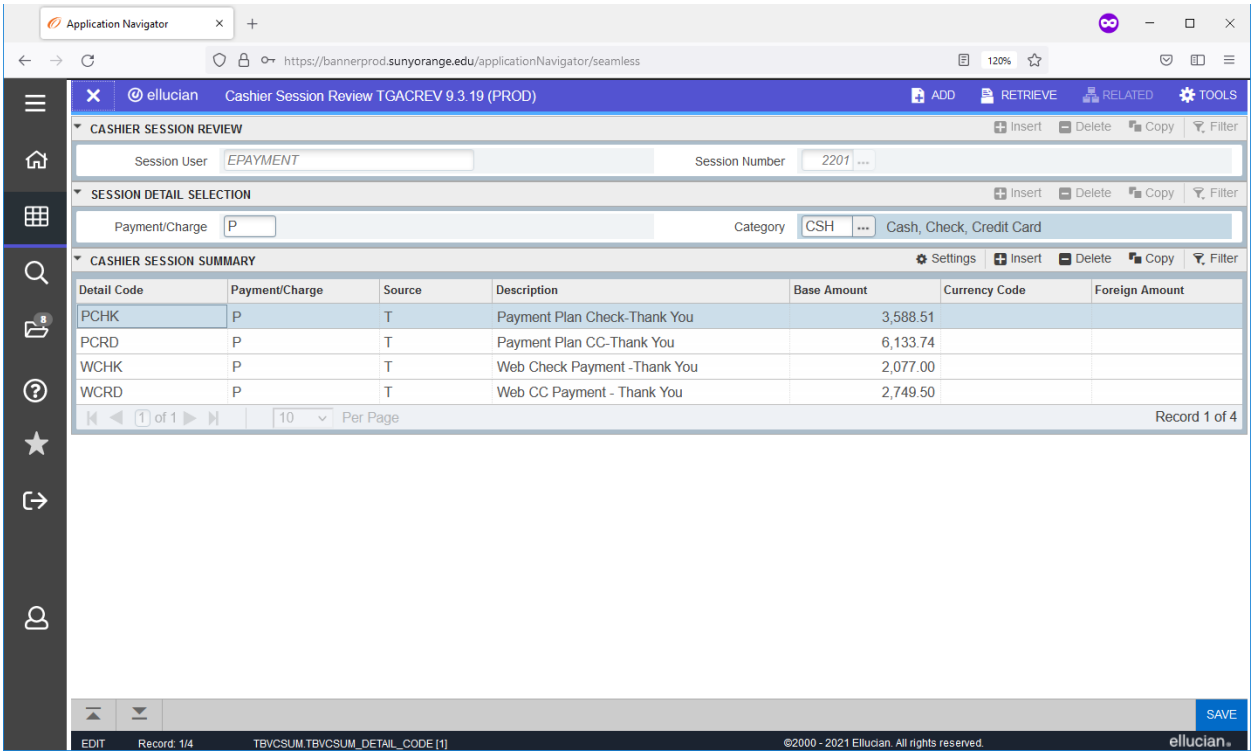
Now that the Payment Plan payments and Semester payments are separated by payment type ORANGEACH (check) and ORANGESP (card) Autosum at the bottom of each to get a total for all payment types.



Payment Code	Bus. Date	Tx. No.	Cust. Code	Item Code	Item Desc	Cust. Name	Term Code	Payment C	Amount
ORANGEACH	3/14/2022	106107	A0024327	MPPPAY	Installmer	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGEACH	3/14/2022	106121	A0023452	MPPPAY	Installmer	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEACH	3/14/2022	106129	A0013773	MPPPAY	Installmer	SANON, DULCE	202210	ORANGEA	616.00
ORANGEACH	3/14/2022	106142	A0000242	MPPPAY	Installmer	WOOLCOCK, BEVERLEE	202210	ORANGEA	252.50
ORANGEACH	3/14/2022	106150	A0023418	MPPPAY	Installmer	JONES, REBECCA	202210	ORANGEA	601.67
									3588.51
ORANGESP	3/11/2022	106092	A0011555	MPPPAY	Installmer	MONTAGUE, DANIELLE	202210	ORANGESI	381.17
ORANGESP	3/11/2022	106095	A0023821	MPPPAY	Installmer	GUTIERREZ LEON, IRAN	202210	ORANGESI	742.34
ORANGESP	3/11/2022	106096	A0023821	MPPPAY	Installmer	MUNOZ AGUILAR, JOAQUIN	202210	ORANGESI	401.34
ORANGESP	3/14/2022	106103	A0023585	MPPPAY	Installmer	BABB, ELIJAH	202210	ORANGESI	105.00
ORANGESP	3/14/2022	106104	A0024264	MPPPAY	Installmer	WILSON-MINARD, ELIJAH	202210	ORANGESI	626.00
ORANGESP	3/14/2022	106123	A0022863	MPPPAY	Installmer	CARTER, CAMERON	202210	ORANGESI	924.84
ORANGESP	3/14/2022	106126	A0022732	MPPPAY	Installmer	JIMENEZ, ALEXIS	202210	ORANGESI	489.67
ORANGESP	3/14/2022	106128	A0023788	MPPPAY	Installmer	FRANK, MIA	202210	ORANGESI	495.87
ORANGESP	3/14/2022	106130	A0022423	MPPPAY	Installmer	PHILLIPS, PATRICK	202210	ORANGESI	1058.67
ORANGESP	3/14/2022	106136	A0023871	MPPPAY	Installmer	REYES TAVAREZ, MICHEL	202210	ORANGESI	908.84
									6133.74
ORANGEACH	3/14/2022	106121	A0023452	202260	Summer 2	AGUILAR, SERGIO		ORANGEA	2077.00
									2077.00
ORANGESP	3/11/2022	106093	A0015094	202260	Summer 2	BRIELMAN, STACY		ORANGESI	500.00
ORANGESP	3/14/2022	106098	A0023841	202260	Summer 2	LOMBARDI, ANDREA		ORANGESI	760.00
ORANGESP	3/14/2022	106099	A0023743	202210	Spring 202	JAINARAIN, BRAEDEN		ORANGESI	500.00
ORANGESP	3/14/2022	106105	A0023623	202210	Spring 202	BRUNELLE, GRADY		ORANGESI	582.00
ORANGESP	3/14/2022	106151	A0023230	202190	Fall 2021	CLARK, CIERRA		ORANGESI	50.00
ORANGESP	3/14/2022	106153	A0020976	202090	Fall 2020	FLOYD, JACOB		ORANGESI	220.00
ORANGESP	3/14/2022	106108	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	55.00
ORANGESP	3/14/2022	106109	A0023550	202060	Summer 2	GONZALEZ DIAZ, ALFONSO		ORANGESI	82.50
									2749.50

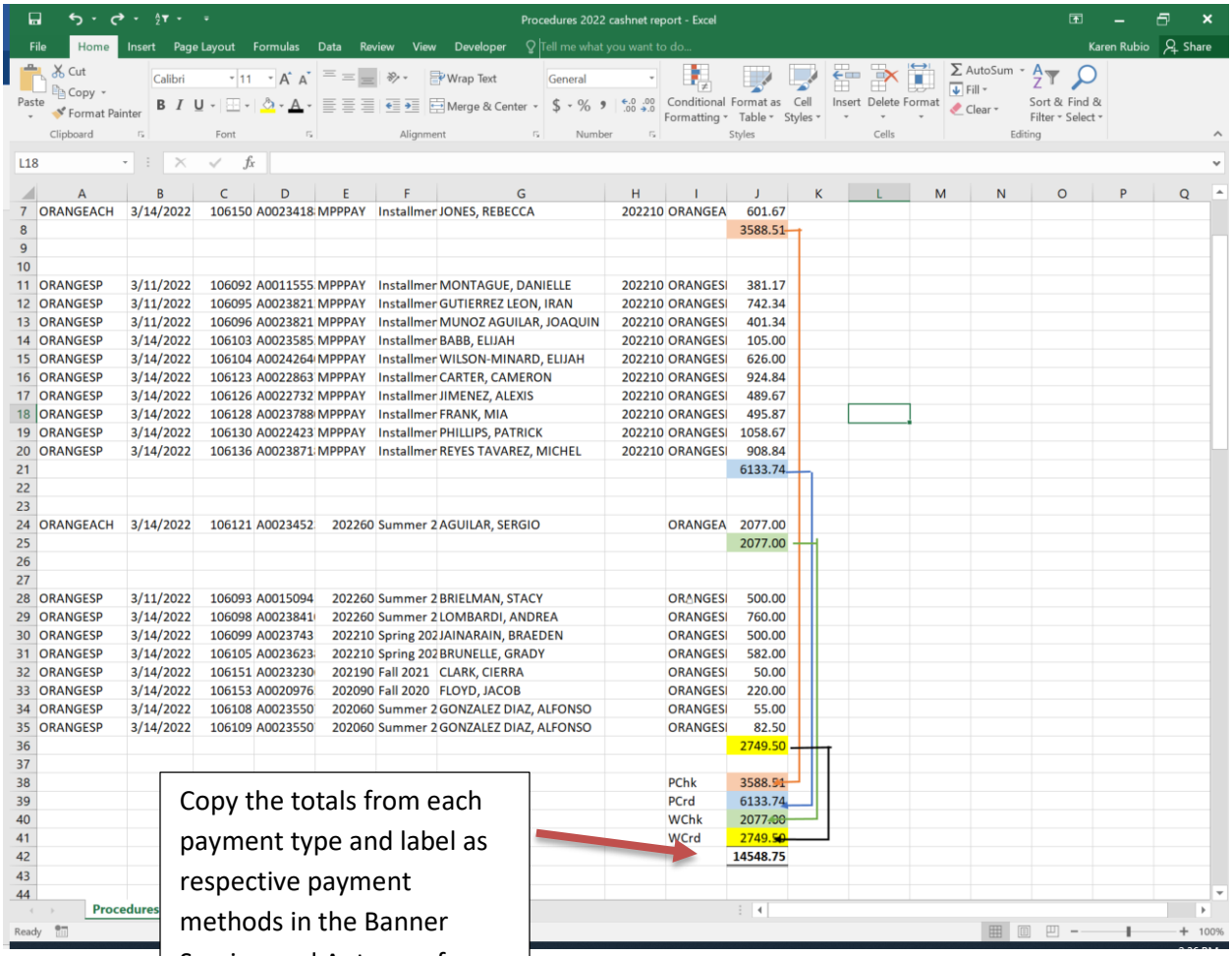
Epayments-(Continued)

These amount should match your Banner session base amounts for each payment type.



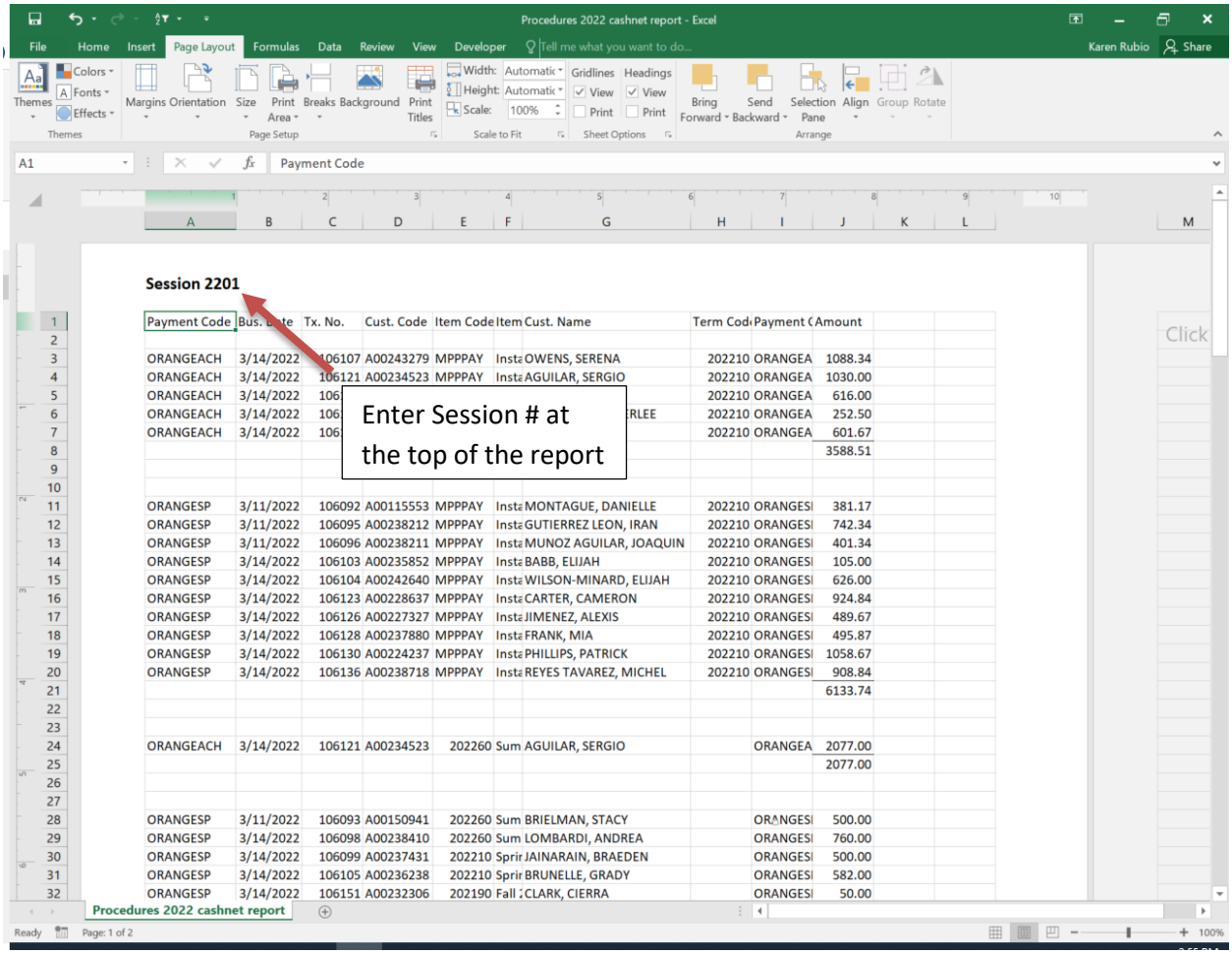
Epayments-(Continued)

At the bottom of the Cashnet report copy the totals of each payment type and label them to match the respective payment methods in Banner. Then Autosum for a final total of all payments the session.



Epayments-(Continued)

At the top of the report enter the Session # (Session 2201)



Payment Code	Bus. Date	Tx. No.	Cust. Code	Item Code	Item	Cust. Name	Term Code	Payment C	Amount
ORANGEACH	3/14/2022	106107	A00243279	MPPPAY	Insta	OWENS, SERENA	202210	ORANGEA	1088.34
ORANGEACH	3/14/2022	106121	A00234523	MPPPAY	Insta	AGUILAR, SERGIO	202210	ORANGEA	1030.00
ORANGEACH	3/14/2022	106					202210	ORANGEA	616.00
ORANGEACH	3/14/2022	106				RLEE	202210	ORANGEA	252.50
ORANGEACH	3/14/2022	106					202210	ORANGEA	601.67
									3588.51
ORANGESP	3/11/2022	106092	A00115553	MPPPAY	Insta	MONTAGUE, DANIELLE	202210	ORANGESI	381.17
ORANGESP	3/11/2022	106095	A00238212	MPPPAY	Insta	GUTIERREZ LEON, IRAN	202210	ORANGESI	742.34
ORANGESP	3/11/2022	106096	A00238211	MPPPAY	Insta	MUNOZ AGUILAR, JOAQUIN	202210	ORANGESI	401.34
ORANGESP	3/14/2022	106103	A00235852	MPPPAY	Insta	BABB, ELIJAH	202210	ORANGESI	105.00
ORANGESP	3/14/2022	106104	A00242640	MPPPAY	Insta	WILSON-MINARD, ELIJAH	202210	ORANGESI	626.00
ORANGESP	3/14/2022	106123	A00228637	MPPPAY	Insta	CARTER, CAMERON	202210	ORANGESI	924.84
ORANGESP	3/14/2022	106126	A00227327	MPPPAY	Insta	JIMENEZ, ALEXIS	202210	ORANGESI	489.67
ORANGESP	3/14/2022	106128	A00237880	MPPPAY	Insta	FRANK, MIA	202210	ORANGESI	495.87
ORANGESP	3/14/2022	106130	A00224237	MPPPAY	Insta	PHILLIPS, PATRICK	202210	ORANGESI	1058.67
ORANGESP	3/14/2022	106136	A00238718	MPPPAY	Insta	REYES TAVAREZ, MICHEL	202210	ORANGESI	908.84
									6133.74
ORANGEACH	3/14/2022	106121	A00234523	202260	Sum	AGUILAR, SERGIO		ORANGEA	2077.00
									2077.00
ORANGESP	3/11/2022	106093	A00150941	202260	Sum	BRIELMAN, STACY		ORANGESI	500.00
ORANGESP	3/14/2022	106098	A00238410	202260	Sum	LOMBARDI, ANDREA		ORANGESI	760.00
ORANGESP	3/14/2022	106099	A00237431	202210	Sprir	JAINARAIN, BRAEDEN		ORANGESI	500.00
ORANGESP	3/14/2022	106105	A00236238	202210	Sprir	BRUNELLE, GRADY		ORANGESI	582.00
ORANGESP	3/14/2022	106151	A00232306	202190	Fall 2	CLARK, CIERRA		ORANGESI	50.00

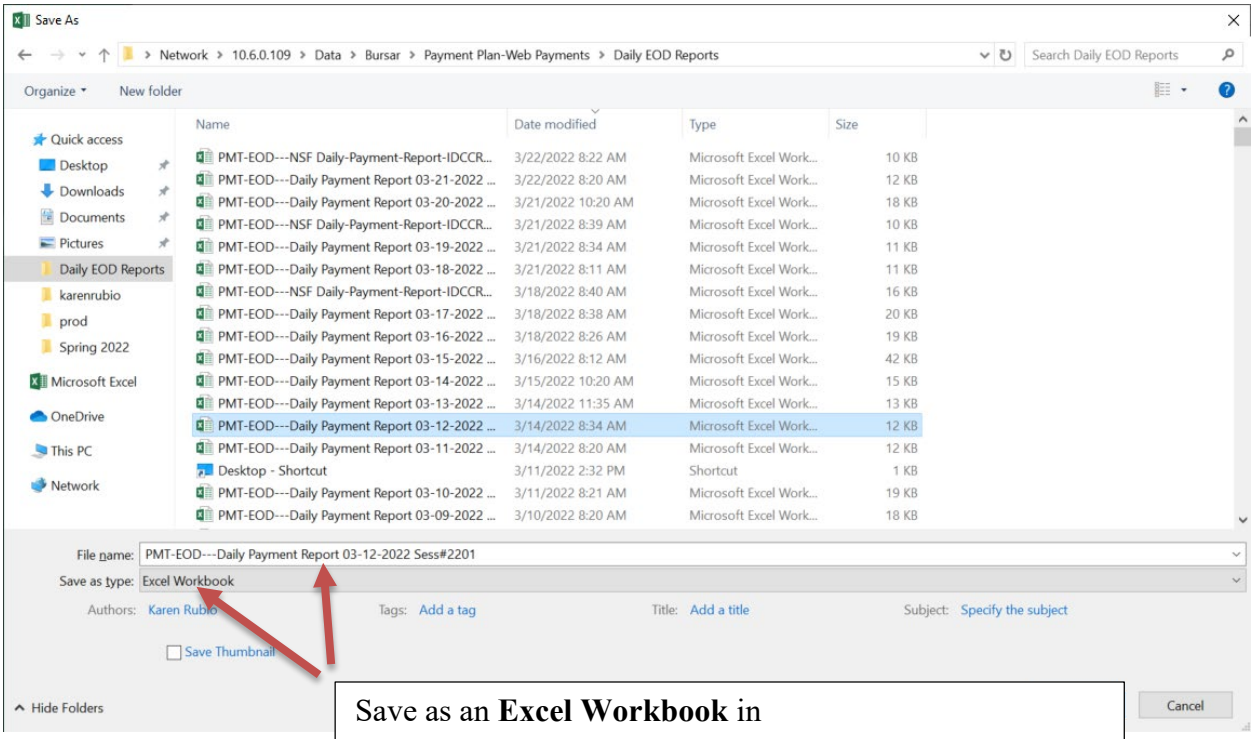
Epayments-(Continued)

Save as an **Excel Workbook** in

"T drive→Bursar→Payment Plan-Web Payments→Daily EOD Reports" as

PMT-EOD---Daily Payment Report "Date" "Session #" for this example

PMT-EOD---Daily Payment Report 3-12-2022 Sess 2201



Save as an **Excel Workbook** in

"T drive→Bursar→Payment Plan-Web Payments→Daily EOD Reports" as

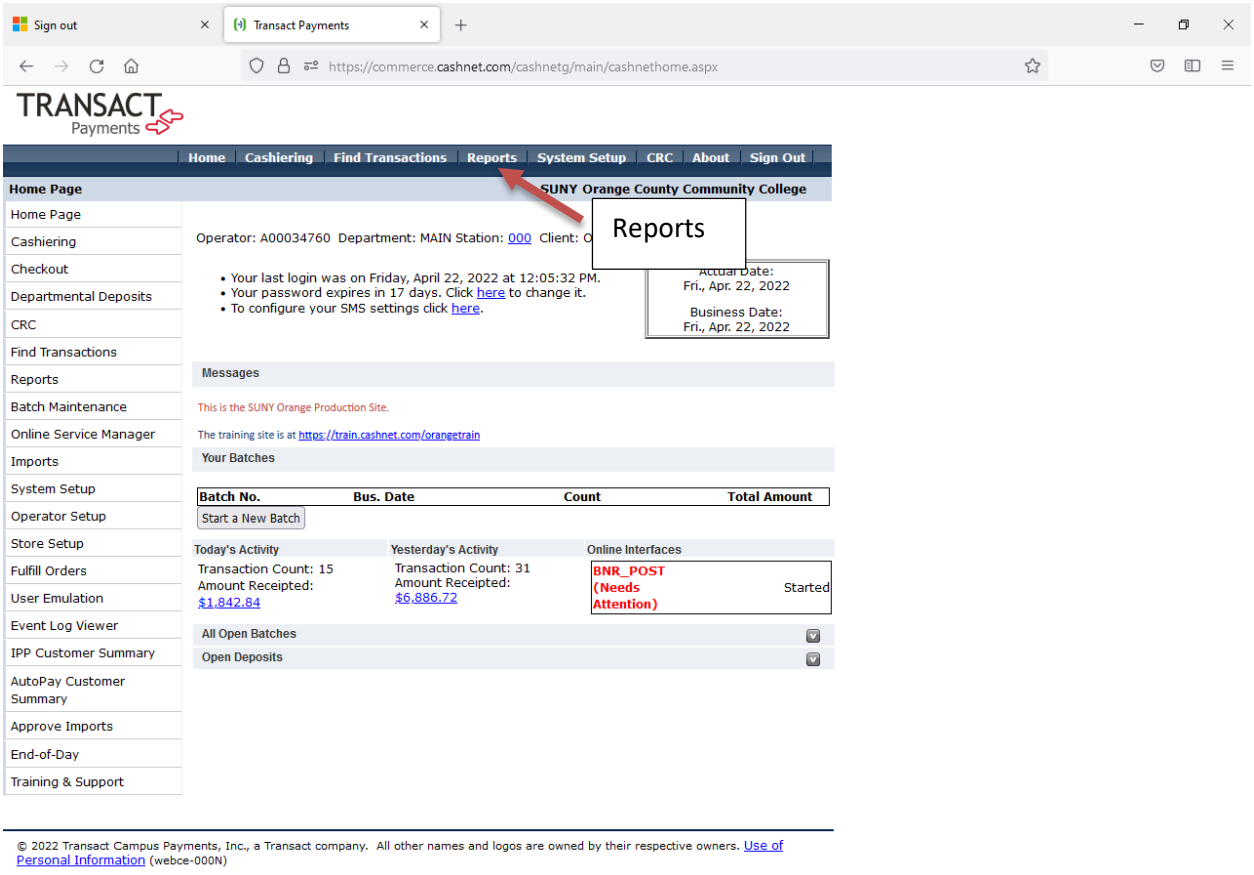
PMT-EOD---Daily Payment Report 3-12-2022 Sess 2201

Web Payments through Cashnet (Other Payments)

Sign on to cashnet and log in with your credentials at:
https://commerce.cashnet.com/cashnetg/cnlogin.aspx?client=ORANGE_PROD&cvd=orangecashier&returnurl=/cashnetg/main/cashnethome.aspx&

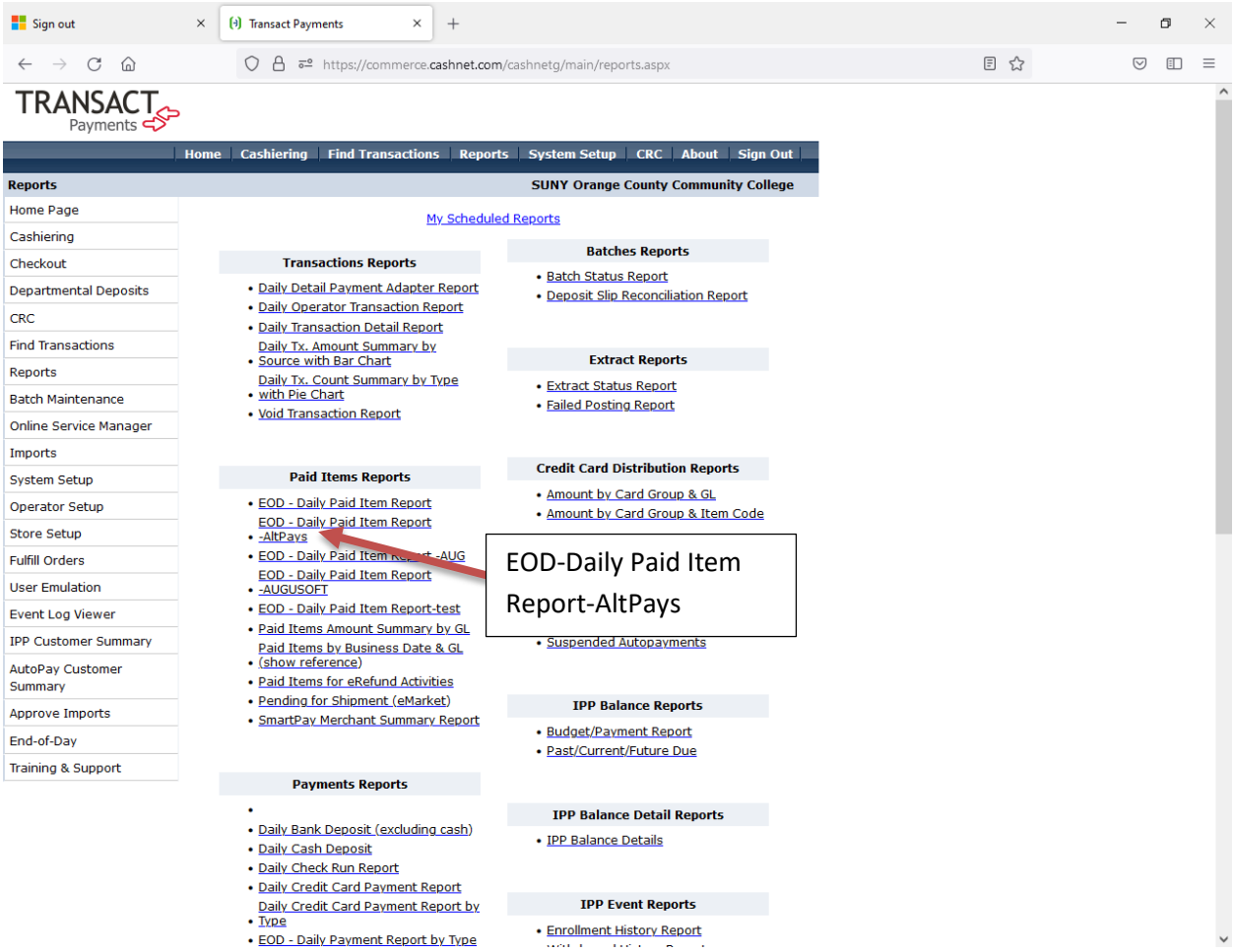
Operator Id – your student ID#
Password – your own password
Station – 000
Client Code – ORANGE_PROD

Go REPORTS



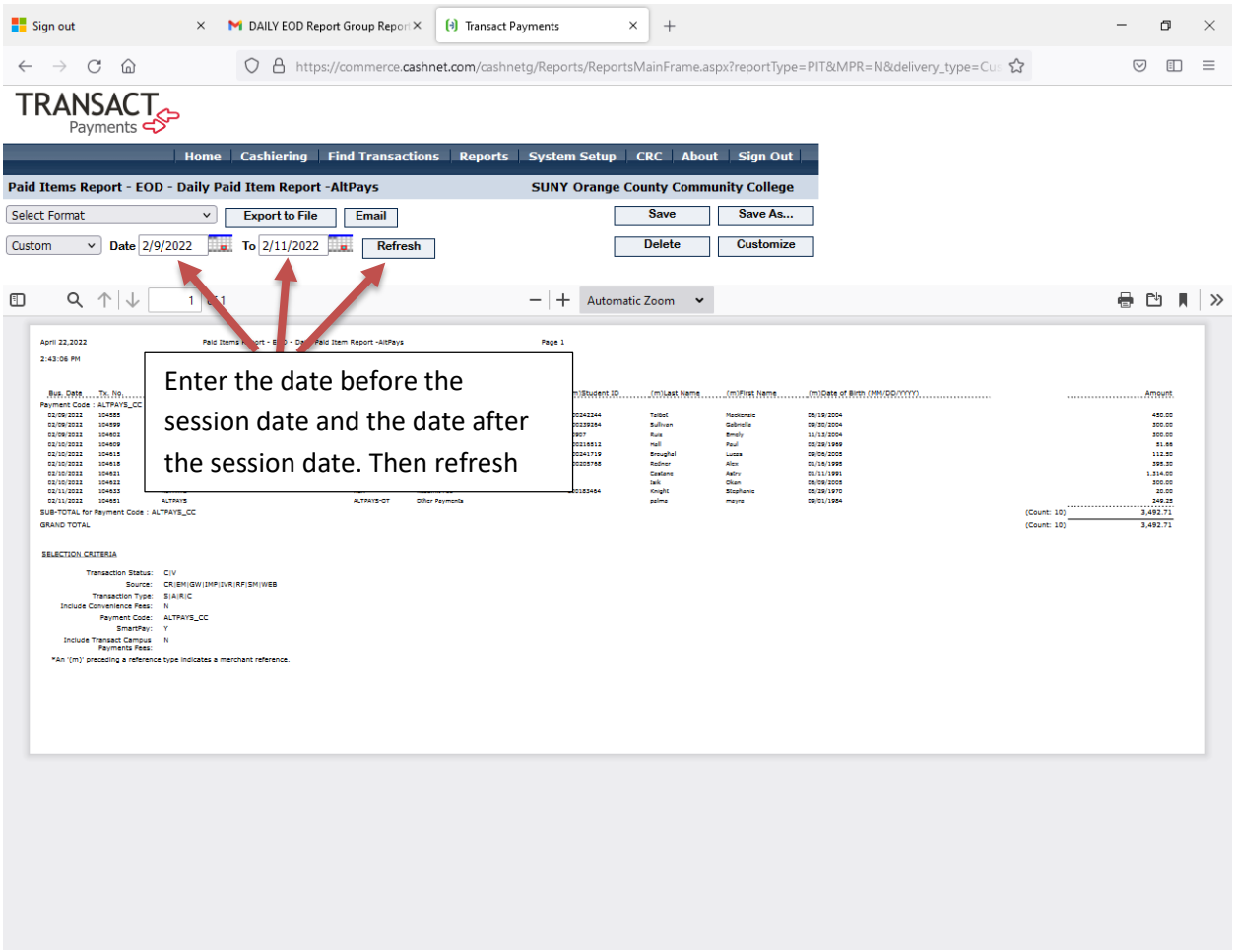
Web Payments through Cashnet-continued

Under Paid Items Reports – choose EOD – Daily Paid Item Report – AltPays



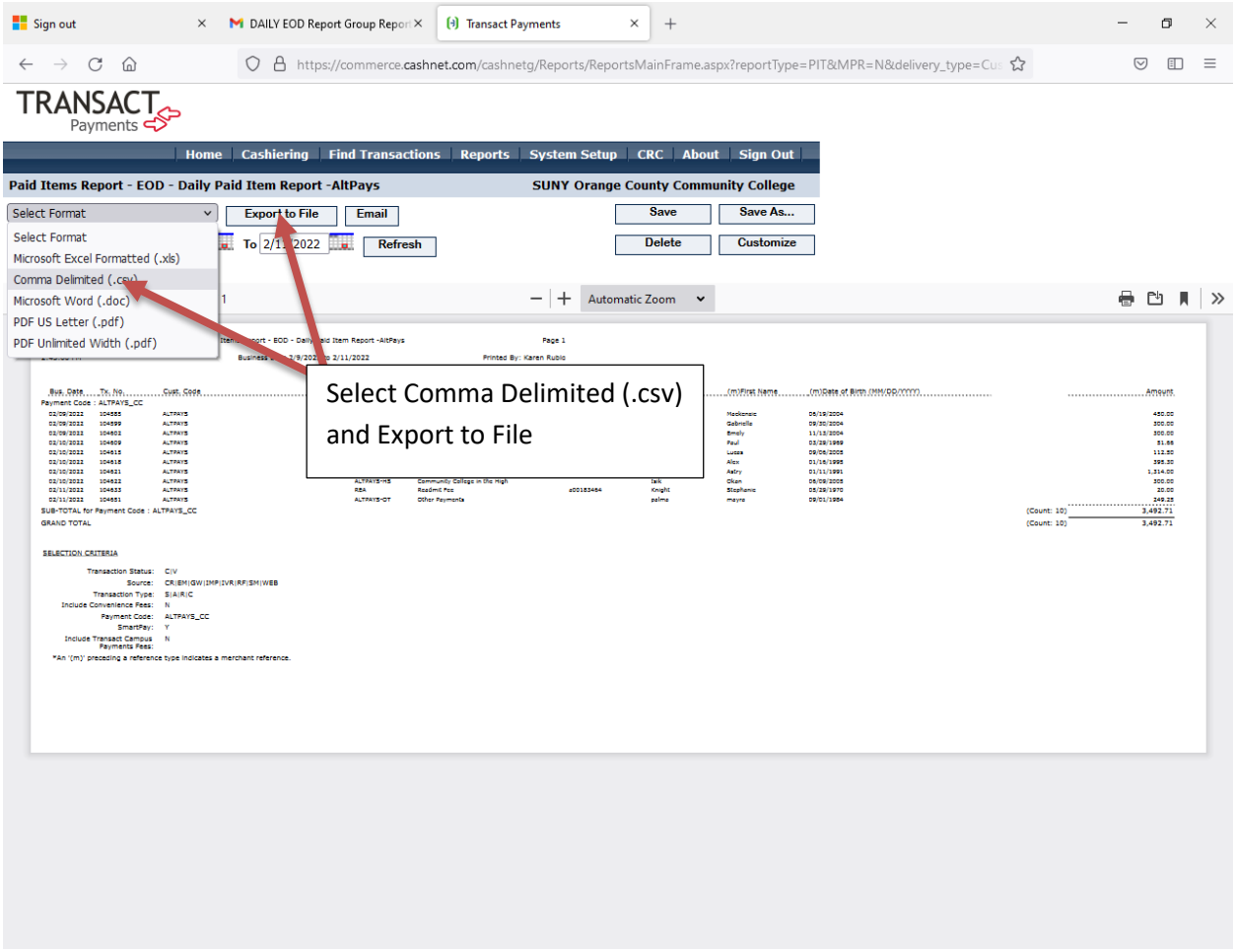
Web Payments through Cashnet-continued

On the left hand side in the Date – enter the date the day before the Banner session date –
Example: For 2/10/22 – choose 2/9/22
On the right had side Date – enter the date the day after the Banner session date –
Example: For 2/10/22 – choose 2/11/22
Then click Refresh



Web Payments through Cashnet-continued

Select Format – Comma Delimited (.csv)
Export to File



Open the file

Widen each column to be able to view the whole column
Hi light lines 1 and 2 and insert – Type the date and session #
Example: **2/10/22 – Session #** (in BOLD font)

BOLD line 3

Delete any date before and after the date you are doing the web payments for.
Example: For 2/10/22 – delete any lines from 2/9/22 and 2/11/22

Web Payments through Cashnet-continued

Highlight all $ amounts including the block right after the last $ amount to properly place the decimal.
Use AutoSum on the last block right after the last $ amount to total whole column

Put a bottom border under the last $ amount in the column

Go to SPAIDEN in Banner and choose alternative ID Search and choose Add another field – Birthdate to find any student ID # that is not already listed on your form.

If after your search, no ID# is found – check with Robin Knosp or Student Services for help

Next go to TSAAREV and enter the $ amounts as WCRD in each student's account making sure the proper term date is entered.

The document # should be the number under Tx.No. on your form.

Hit F10 to save the entry.

If the student is on hold – check SOAHOLD to see if it can be removed if the student is paying the full amount of the hold.

When finished entering, run a tape. Then go to TGACREV – enter your full name – enter – 0 under session number - hit the save button on the bottom right – payment/charge – enter P – category – enter CSH – then arrow down on the bottom left. This total should agree with your tape total.

Example: 51.66
112.50
395.30
1314.00
300.00
2173.46
0.00
2173.46 – Enter total of TGACREV at the bottom of your tape.

Then TOOLS – Close Session

Web Payments through Cashnet-continued

Next go to TGRCSHR
Choose Printer – Commons Bursar LJ4250
Line 03 – enter your full name
Line 05 – 06 – enter your session #
Save parameter save as – bottom left hand side
Save – bottom right hand side

Print twice

Go back to your report and enter the session # at the top left.

Enter Save as
Browse
T Drive
Bursar
Payment Plan – Web Payments
AltPays
Save as type – Excel workbook
Change to today's date and current session #
Print 2 copies – Landscape – Fit all columns on one page

Attach the tape to the sessions totals and 2 copies of the ALTPays sheets with a paperclip

Third Part Billing

Third party billing is a service offered to approved agencies requiring to be invoiced for a student's tuition and fees. If the student is expecting an approved outside agency to pay their tuition and fees the Student Accounts office must be provided with an authorization form(voucher) which will specify the services and the amounts the student is being sponsored for and to bill that agency.

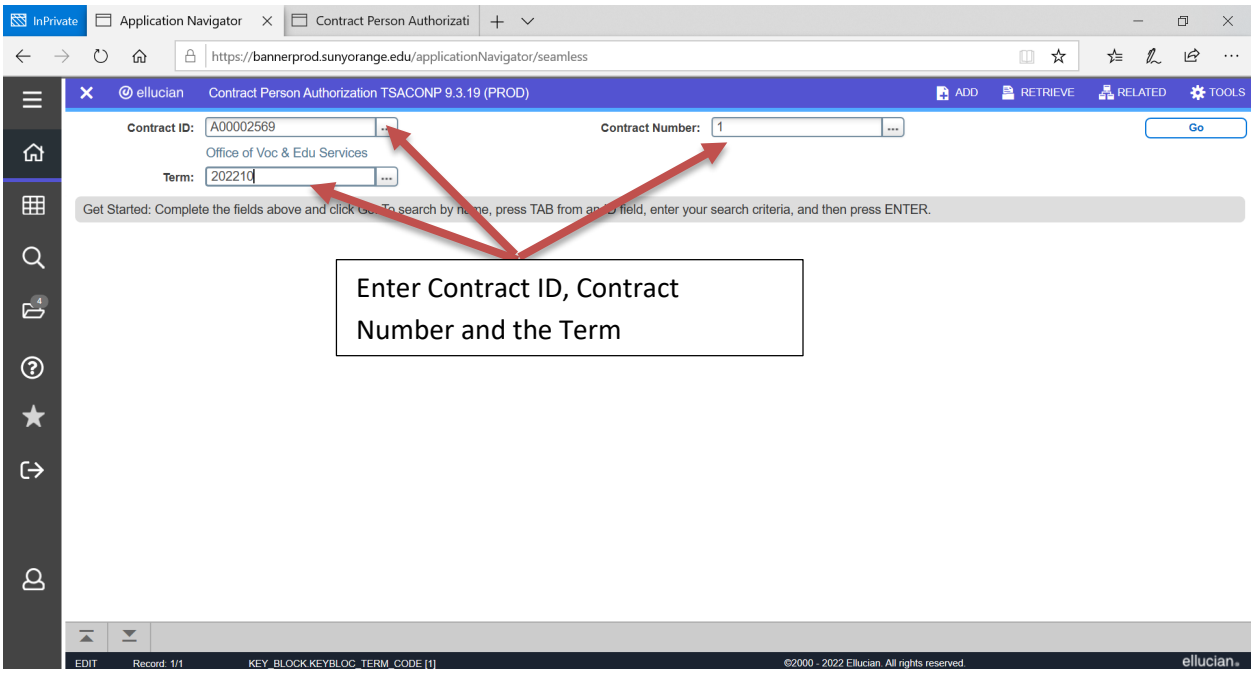
If starting a new semester, make sure to run the **TSRROLL** (click to go to instructions) This process needs to be run at the end of every semester to roll the contract from the last semester to the current semester.

Enter Students on a Third Party Contract

TSACONP – Contract Person Authorization

Use this page to assign students to a contract for a specific outside agency.

Enter the Contract ID (A#) of the agency, the Contract Number 1 and the Term. Then Go.

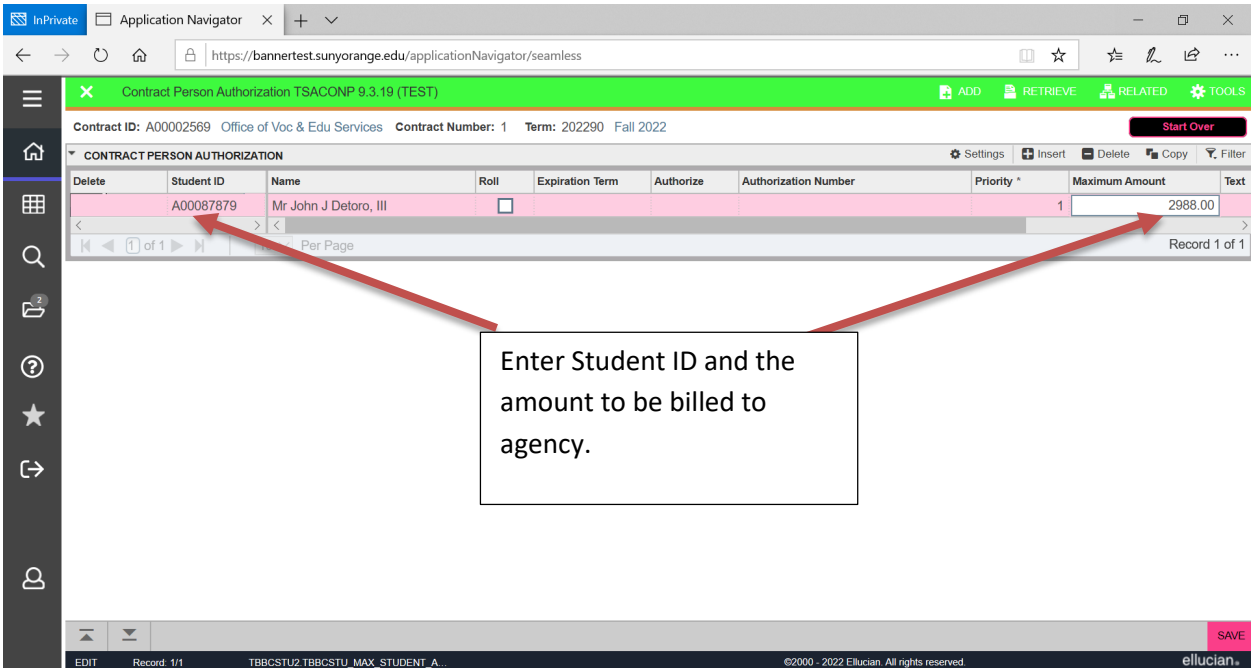


Third Part Billing -continued

Click **Insert.**

Enter Student ID, and the amount to be billed to agency as determined.

Then **SAVE**



Once you are finished entering all the students and have saved the information then run the TSRTBIL click to go to instructions)process**.**

Third Part Billing -continued

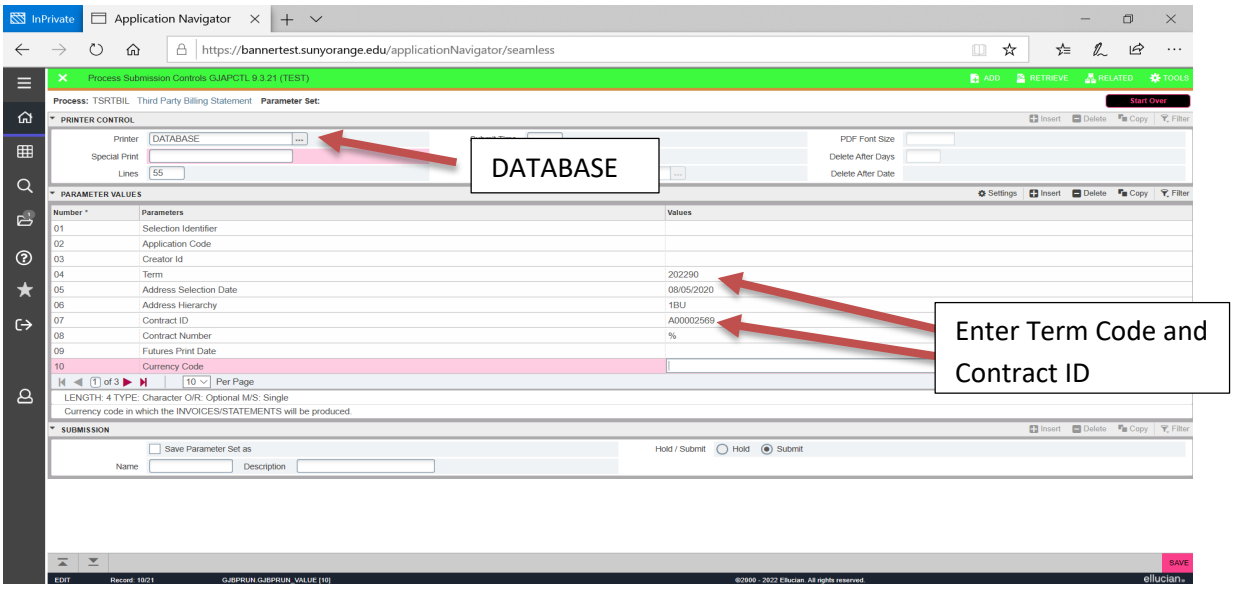
TSRTBIL process

Run this form after entering students to be put on a contract and after payment is received to bill the contract.

Choose Database for the Printer.

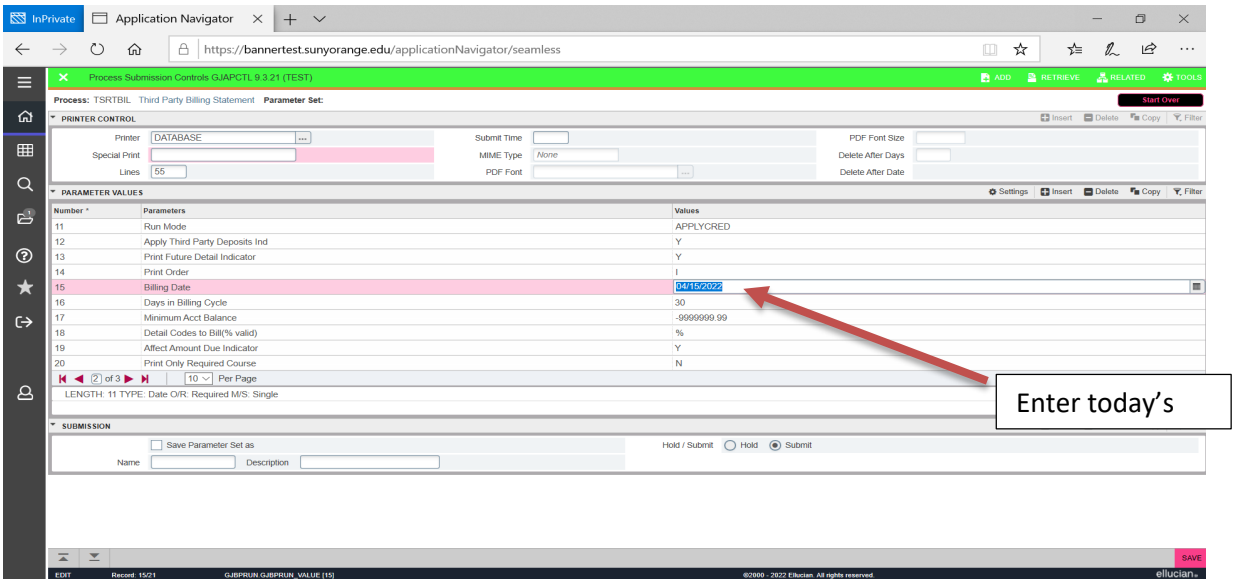
Enter Term code on line 04

Contract ID (A#) on line 07



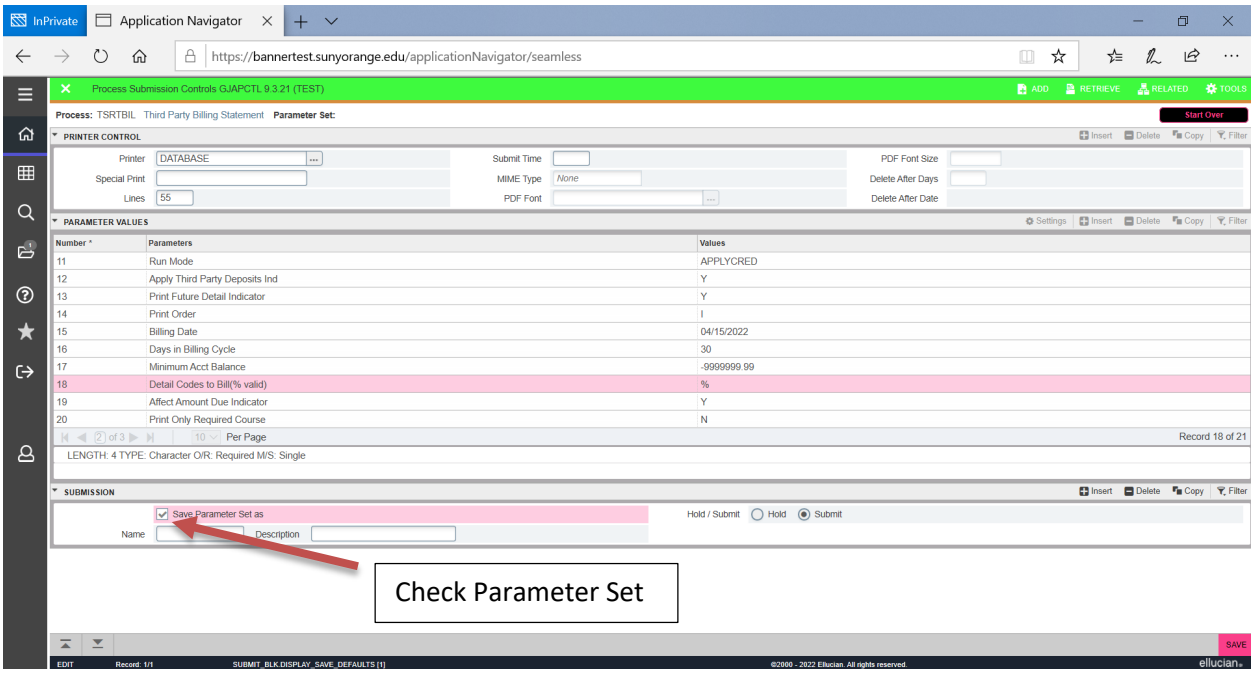
Third Part Billing –continued

Enter today's date (example:04/15/2022) or Shift "T" for Billing Date on line 15



Third Part Billing -continued

Check Save Parameter Set As box ☑ on the bottom left. And **SAVE**



Third Part Billing -continued

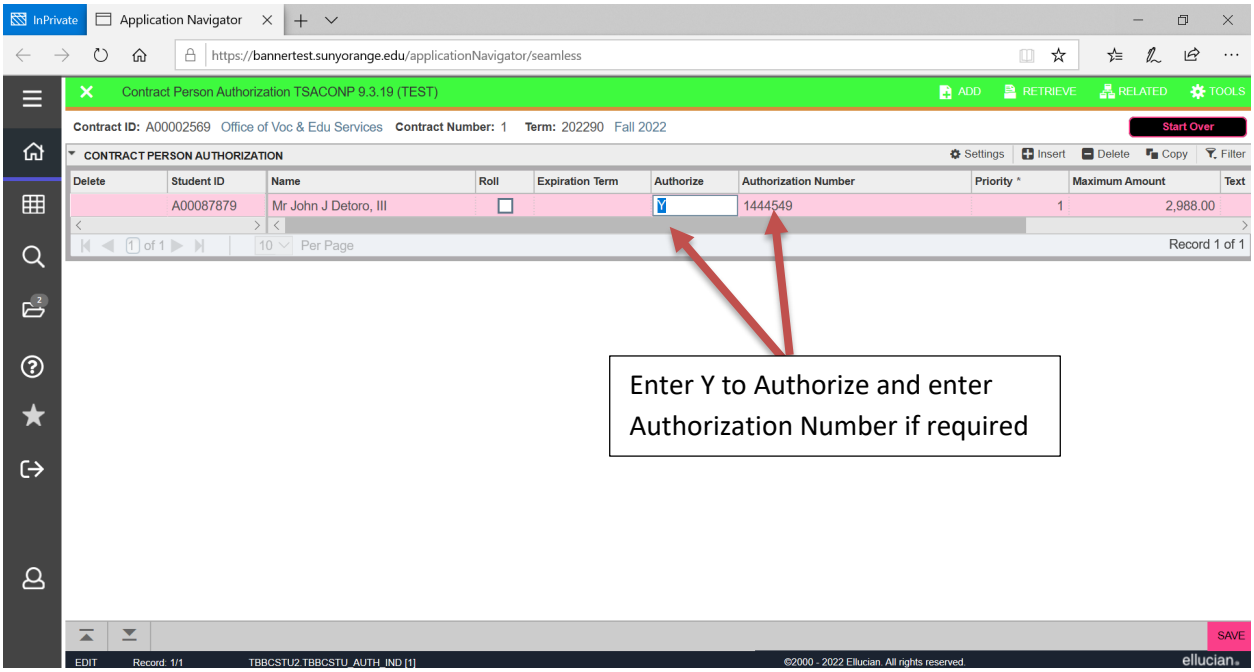
Receiving Payments for Third Party Billing

When payments are received for students on a contract go to **TSACONP**.

Enter the Contract ID, Contract Number and Term for which the semester the payment is for.

Locate the student on the contract form make sure the amount of the payment is the same as the **Maximum Amount**.

If the amount is correct enter a "**Y**" in the **Authorize** column and enter an **Authorization Number** if required and **SAVE**



If there is more than one student for the payment continue doing the same for additional students.

Third Part Billing -continued

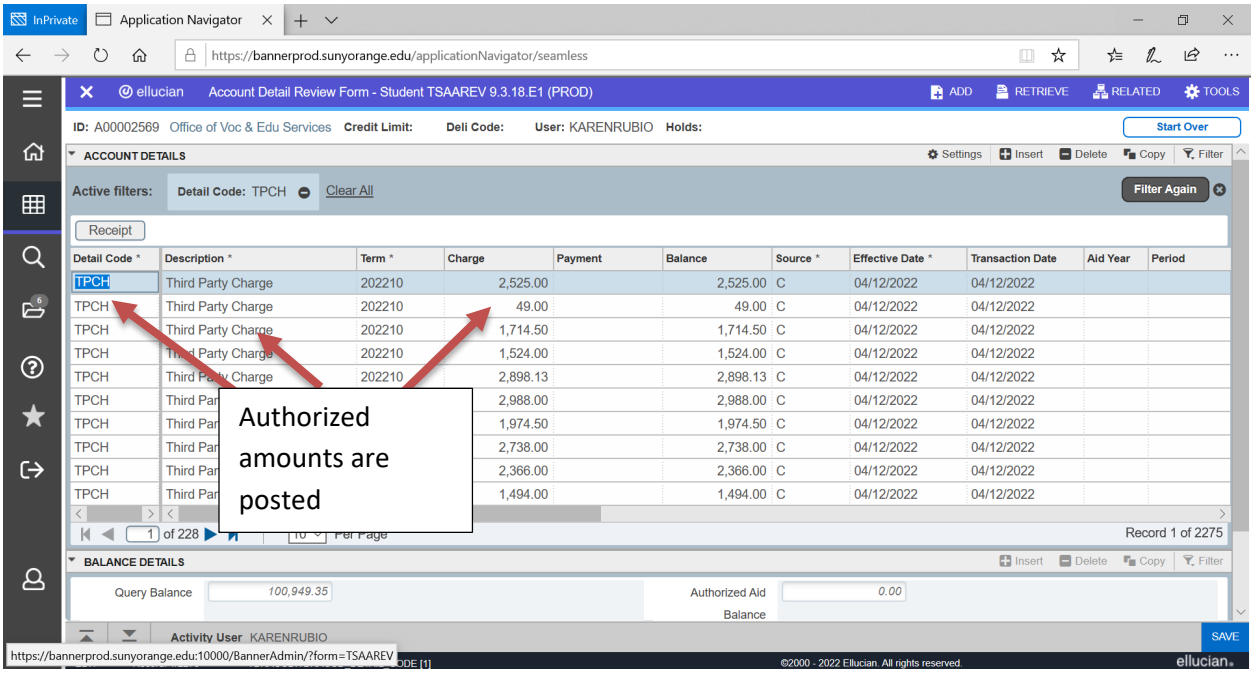
Once all payments received have been authorized with a **Y** run the

TSRTBIL (click to go to instructions)process. This will post the Third Party Charges to the account.

To finalize and post the payment go to **TSAAREV**.

In **TSAAREV** enter the Contract ID # (A#) and click Go. You should see the amounts posted for

each payment that you authorized in the contract in TSACONP as a detail code TPCH with a description of Third Party Charge.

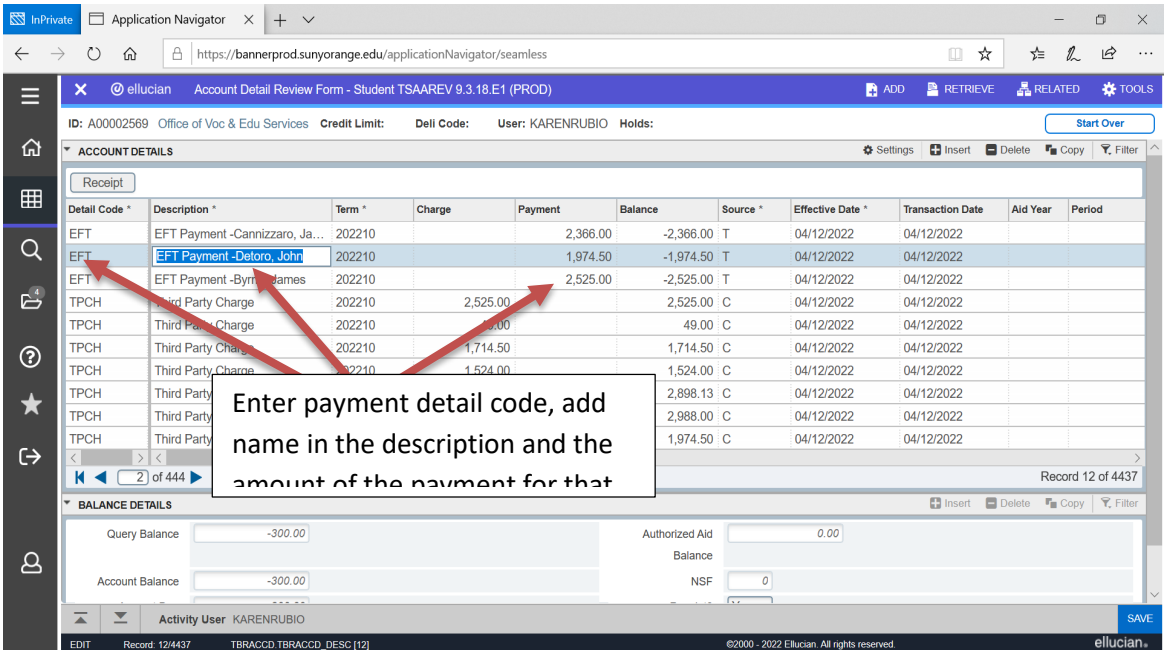


Third Part Billing -continued

Click **Insert** or F6 to enter payment for each student.

Enter the payment method EFT or CHK in the Detail code then tab to the Description and add

the Last Name and First Name of the student after the word Payment and tab to enter the amount received for the student. When all payments are entered then click **SAVE**



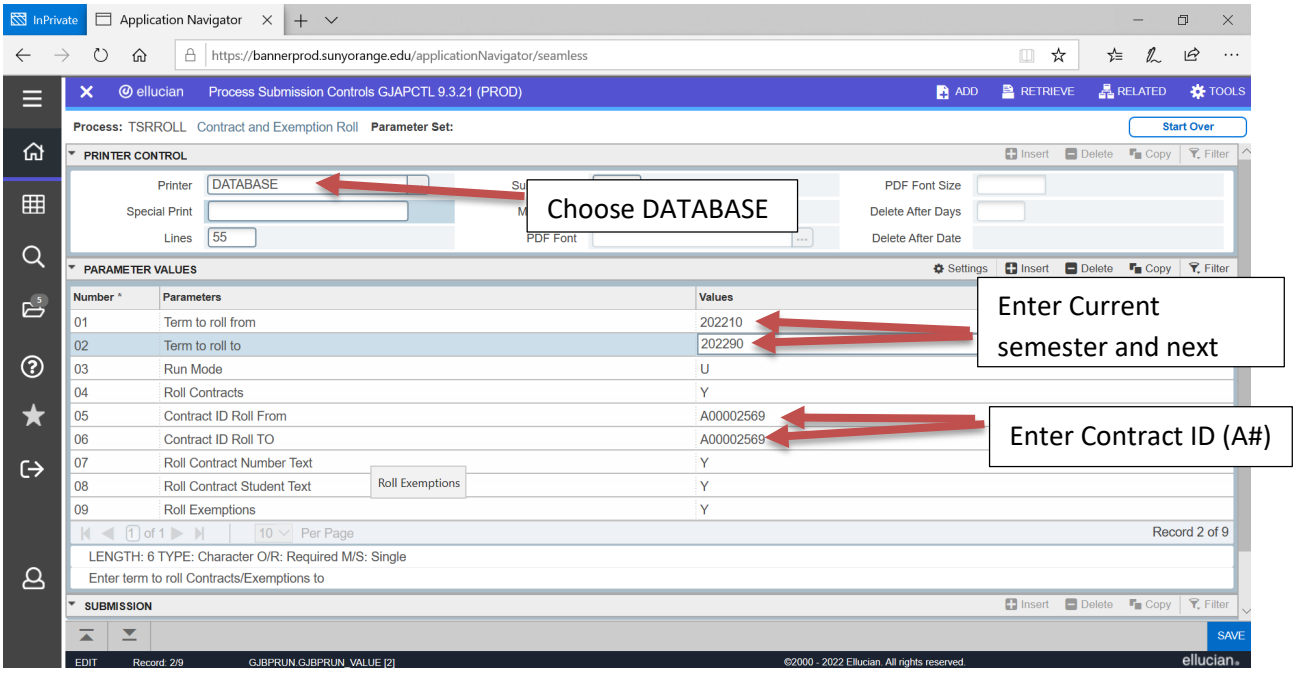
Go to **TGACREV** to check your session making sure your totals in your session match the amounts received from the Third Party. Then close the session, run **TGRCSHR** and submit with your daily work.

Third Part Billing -continued

TSRROLL Contract and Exemption Roll

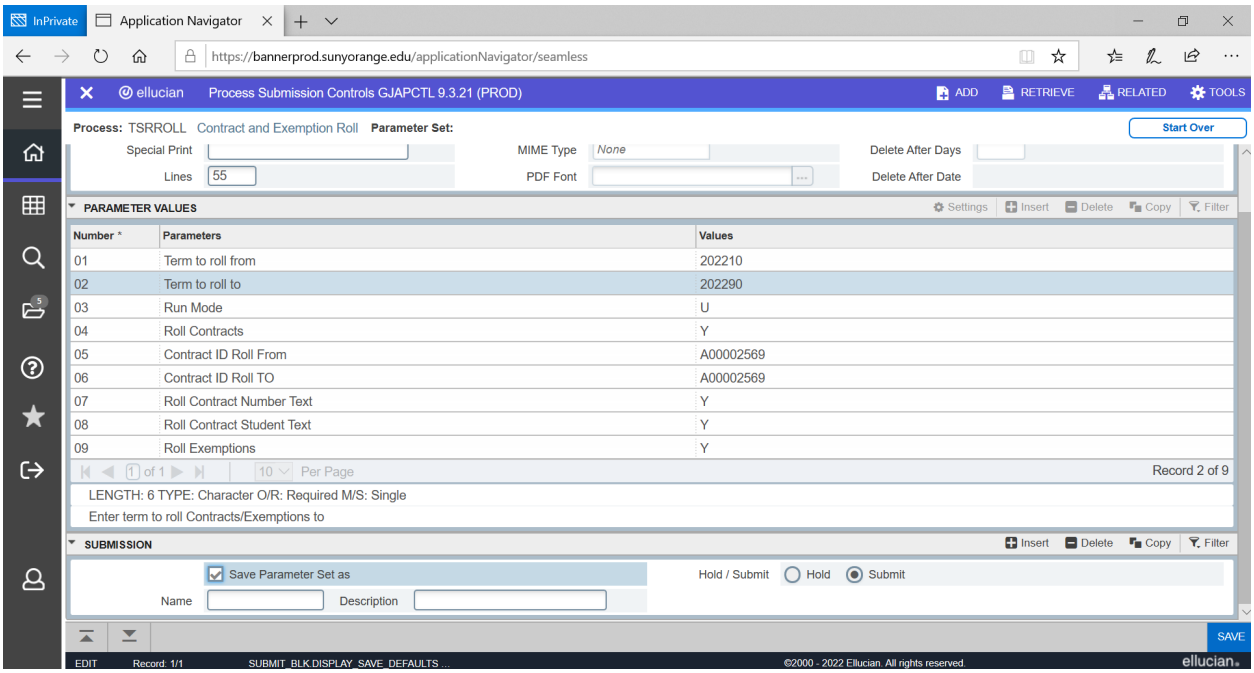
This process needs to be run after every semester to roll the contract from the current semester to the next.

Choose DATABASE for the printer.
Enter the current semester to roll from on line 01.
Enter the next semester to roll to on line 02.
Enter the Contract ID (A#) to roll from on line 05.
Enter the same Contract ID to roll to on line 06.



Third Part Billing –continued

Check Save Parameter Set As box ☑ on the bottom left. And **SAVE**



Third Party Billing – GI Bill – Chapter 33

Kelly Jonigan sends an email listing students that are eligible for Chapter 33.

Go to VAONCE at https://vaonce.vba.va.gov/vaonce_student/default.asp - type in the student's last name, go to the CERTS tab – view and print the specific cert for whatever semester you are dealing with.

Go to SFAREGF and print out the student's registration summary and match against the cert from VAONCE.

Go to SGASTDN under COMMENTS to determine what percentage the VA will pay for the specific student.

Go to TOIYBIL to verify the total of the student's charges. The VA will pay whatever the percentage of what the student is eligible, for both tuition and fees.

Example: The student is eligible for 50% of charges. The total amount due is $3090.00. The total the VA will pay is $3090.00 x 50% = $1545.00

On the cert, write the student's ID # on the right side. Enter the total eligible amount on the left side of the cert.

Go to TSACONP and add the amount the student is eligible for under the contract #A00154916. Enter 1 for the Contract Number, then the semester under TERM. Enter the amount under Maximum Amount. Save when finished.

Go to TSRTBIL to save what was entered in the contract.

Then on the left side of the cert above the eligible amount enter T (to show the amount eligible was entered in the contract), the semester, and the date you entered under the contract.

When it is time to bill the VA for the student's eligible charges, go to VAONCE. Pull up the cert of the student, go to cert at the top left, click AMEND, post the amount needing to bill for. Click COMPLETE and SUBMIT. View and print the cert and attach to the original cert in your file.

When the payment is paid electronically, Danielle will send you the information.

Go to TSACONP and enter a Y under Authorize after verifying the amount that is being paid is the same amount that you posted under Maximum Amount. If not, change the amount that is being paid by the VA.

Third Party Billing -GI Bill – Chapter 33-continued

If the amount is different, it may be due to having to bill for different start dates in the semester in which the student is registered. In this case, under TSACONP, instead of Contract Number 1, enter Contract Number 2 so this amount will show on the student's account as an amount that the VA will pay once the billing can be done.

Example: If the semester starts 1/20/2022 but a student's one class doesn't start until 3/15/22, you cannot bill the VA until the start date. By entering a 2nd Contract Number, the amount will show on the student's account until able to bill.

Go to TSRTBIL to save all the payments that were posted.

Go to TSAAREV and enter each payment for each student separately with payment date under Document.

Staple a copy of the payment for each student to the original cert in the file.

Scanning Documents to ONBASE

Double click on the App on the computer connected to the scanner and log in with name and password.

Turn the power on the scanner.

At the top of the page, click on Processing, then Scan/Index on the drop down.

Double click on BURSAR in the Scan Queue on the right side of the page.

Select on the Pre-Index located in the Scan Mode, select Document Type from the drop down.

AT THIS TIME MAKE SURE STUDENT #'S ARE PRESENT BEFORE SCANNING.

If scanning a single student and they have more than one form, you can enter the ID # and tab over to populate the name before scanning and all forms will scan to that students account. Add Aid year before scanning if applicable. Add documents to scanner facing away and top of page facing down, select scan.

If scanning more documents in the same category and same aid year, scan in small groups.

If documents are being kept to file, retrieve them as they come out of scanner, otherwise let them fall into a box below scanner to be shredded at a later date.

INDEXING DOCUMENTS

Double click on AWAITING INDEX where documents are waiting to be indexed.

Click on first group of documents under the SCAN QUEUE to highlight and then right click on that batch. The dropdown will appear and select Index Document.

If group of documents are under the same ID and you already added the information for the student, just select INDEX for each page.

I indexing each form one at a time, enter the student ID #, tab over and the name and information will populate for that student. You can then select INDEX

Scanning Documents to ONBASE-continued

COMMITTING DOCUMENTS

Under SCAN QUEUES, top left, select where it says AWAITING COMMIT. In the right column under SCAN QUEUES BATCH highlight the area and right click and select Commit from drop down. A pop up will say, Are you sure you want to commit the selected batch (es)? If yes hit ok.

RETRIEVING DOCUMENTS

Under FILE, select OPEN, then RETRIEVE DOCUMENT

Select from DOCUMENT TYPE GROUPS

Select from DOCUMENTS TYPES or highlight all DOCUMENT TYPES

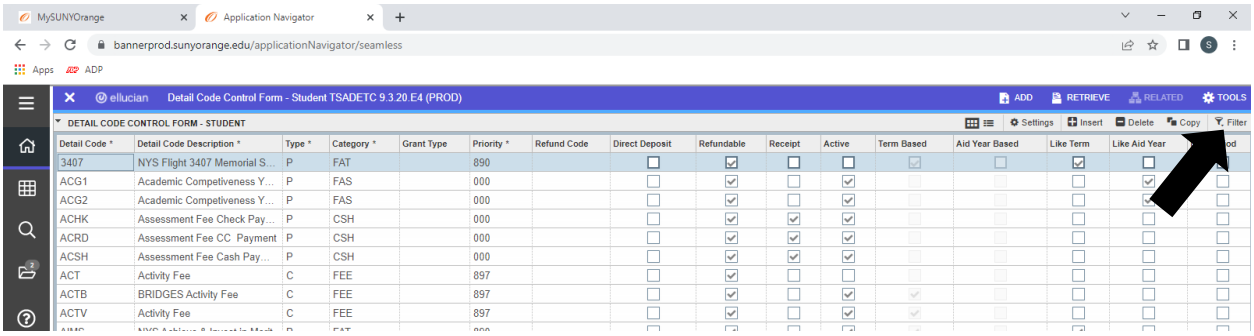
Down below add students ID# and select FIND to retrieve any documents on students account.

Administrative Applications

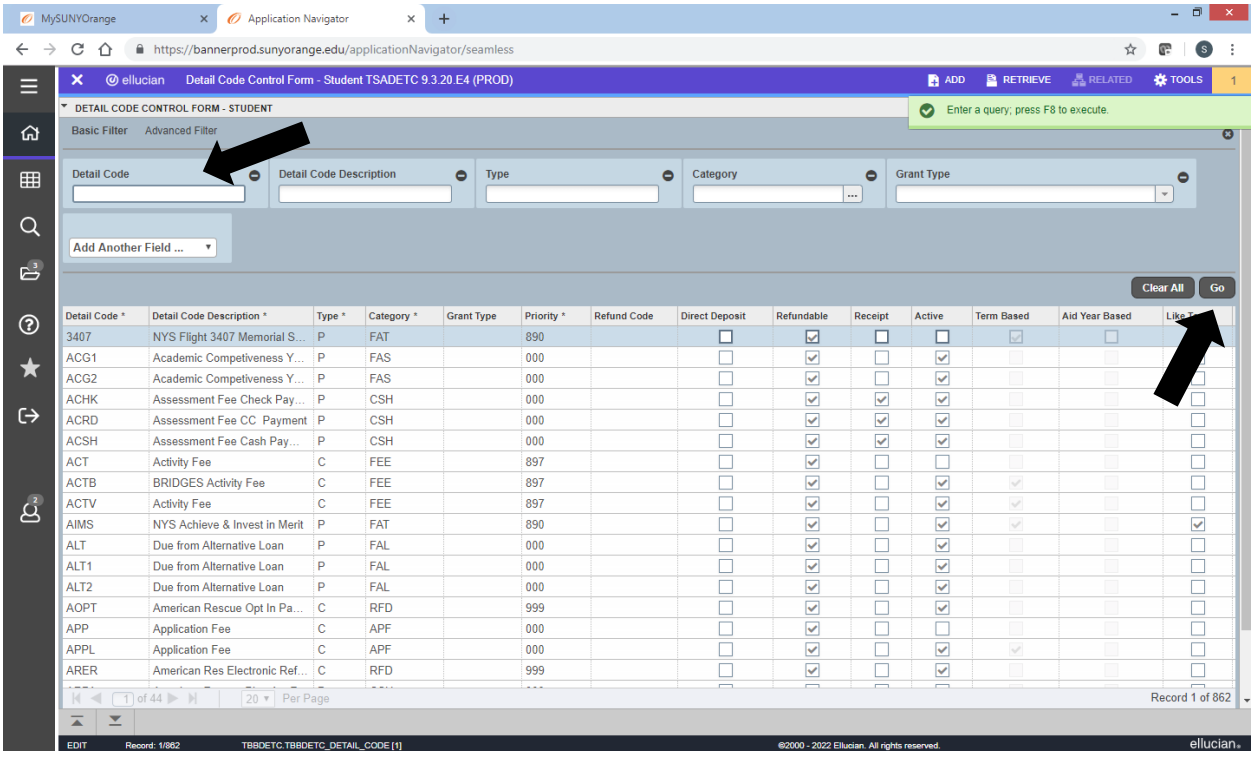
Creating a detail code:

1. Determine what detail codes and what accounts to will be used
    - For account info confer with the Comptroller

- Go to TSADETC:
- First check to see if the desired detail code (3 or 4 numbers/digits) is already being used:
- Click “Filter” enter the detail code you would like to us

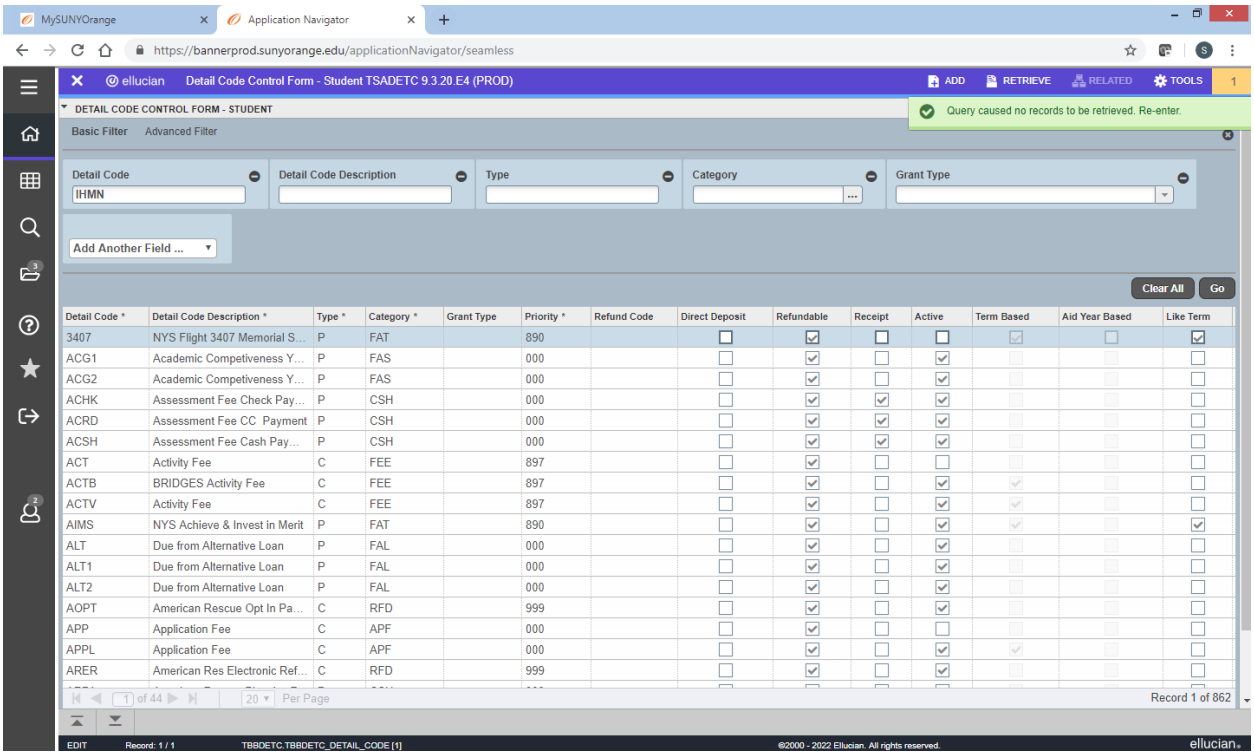


- Enter the Detail code
- Click “Go”



Creating a detail code-continued

- If "Query caused no records to be retired – re-enter" you may use the desired detail code.
- If the detail code is already being used you will need to select another and repeat the process to check if already in use.
- Once you have selected a unique detail code, exit our of TSADETC.



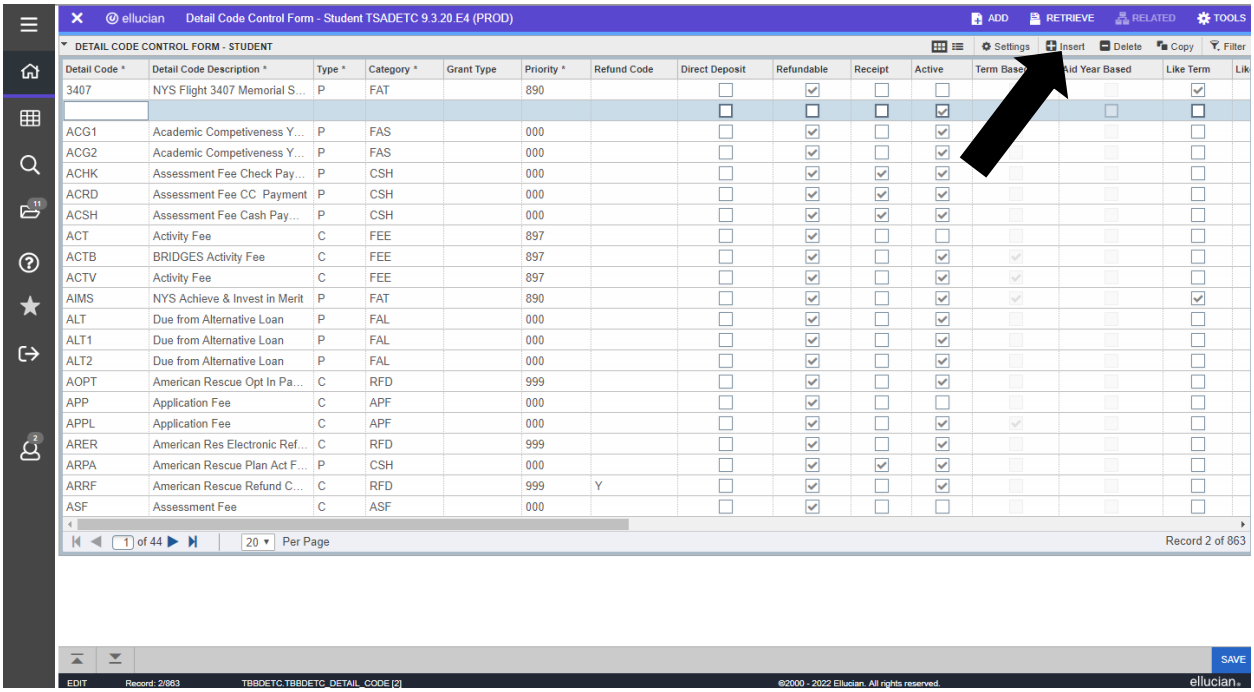
It is best to find a similar detail code setup to mimic and just customize the account numbers to be utilized. To do this:

2. Open up a Banner screen TSADETC on both of your monitors; one with the Detail code to mimic and the other screen to enter the new detail code setup
    - If you only have one monitor print out TSADETC for the detail code you will be mimicking.

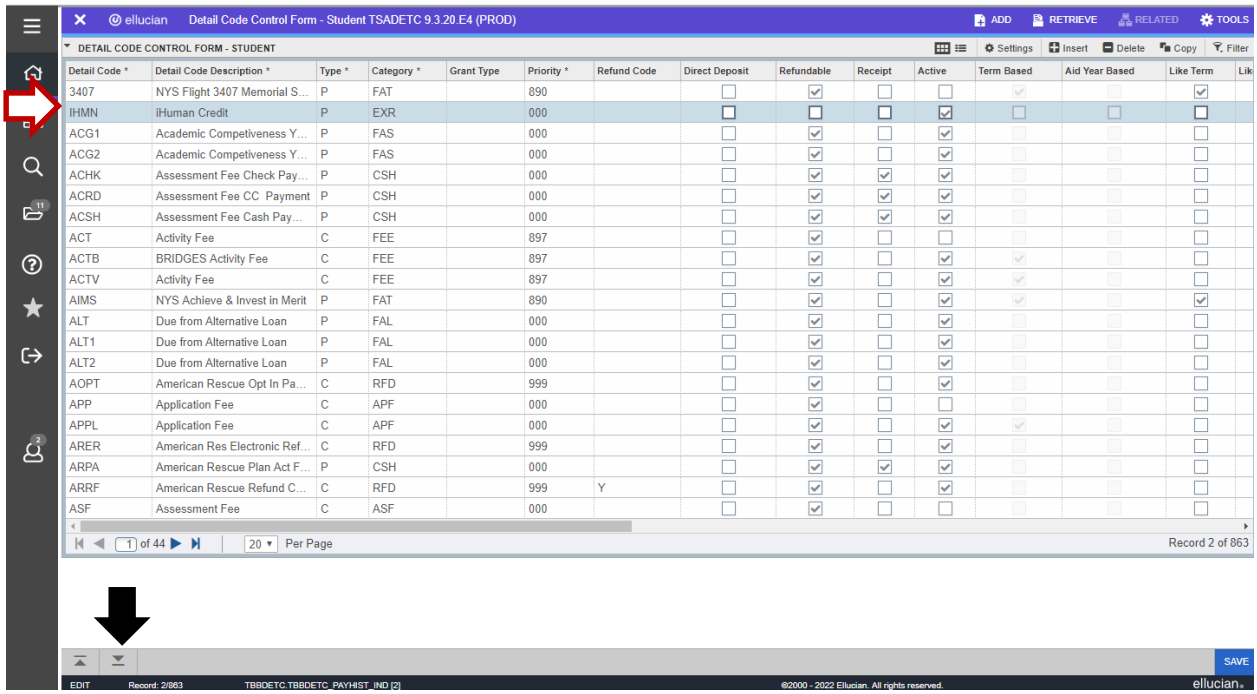
Creating a detail code-continued

3.) To enter the new Detail code in DSADETC:

- Click insert upper right
- Enter Info the New detail code (4 numbers/letters)
- Enter the Detail Code Description (This will show on student bills)
- Complete all info to the right from the detail code set up you a mimicking, be sure to scroll all the way to the right.



Creating a detail code-continued

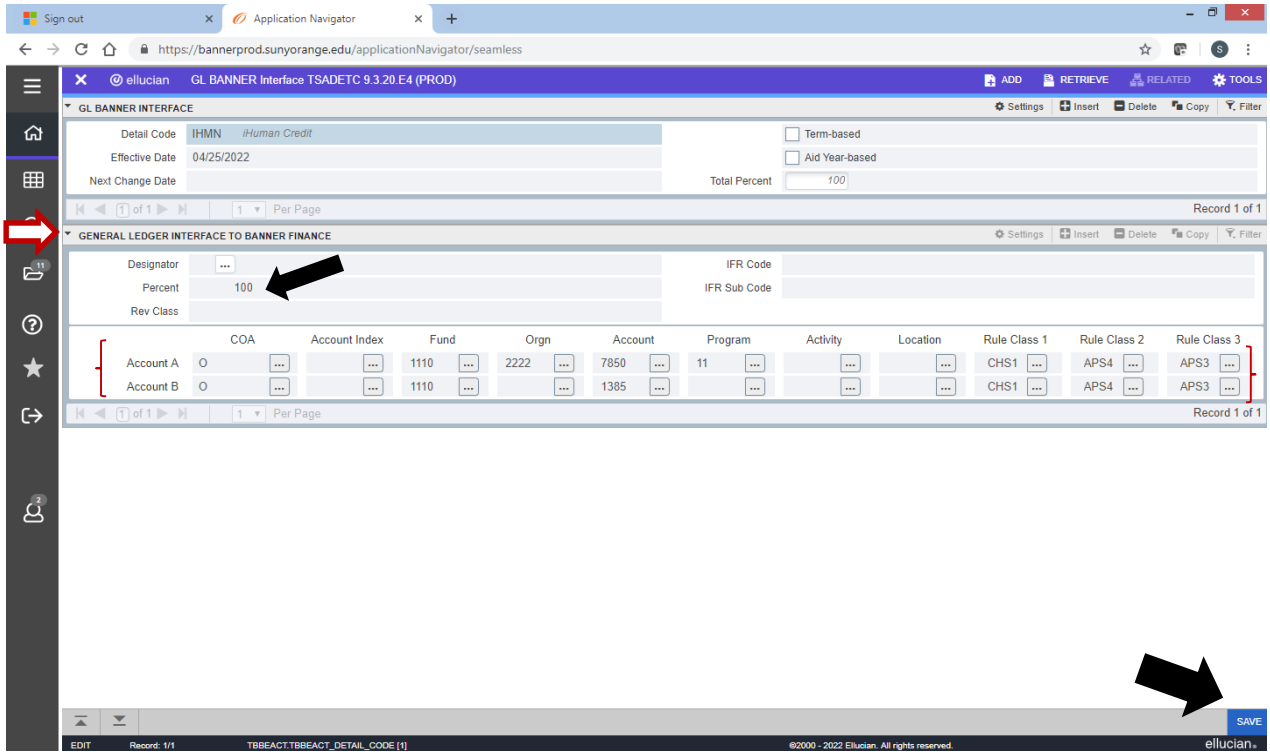


- Once you have entered all the info, click "▼Next Block" at the bottom left

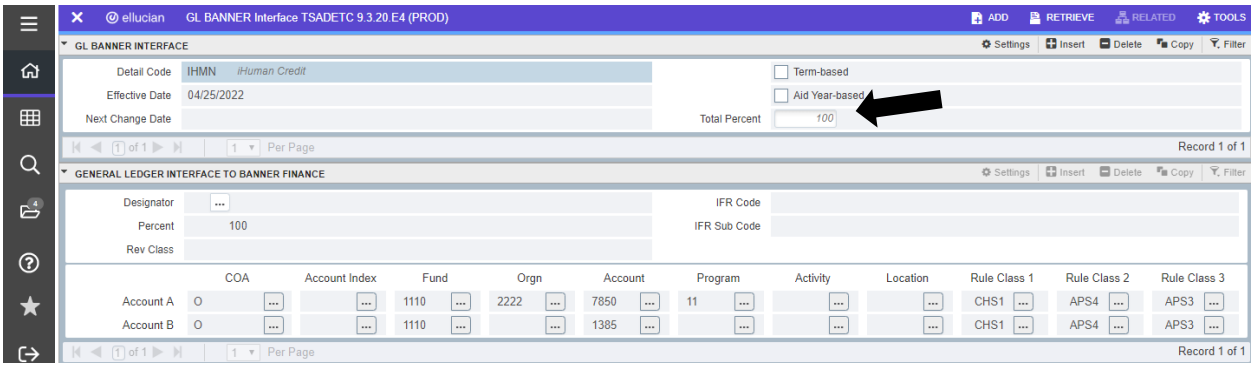
Creating a detail code-continued

4.) For Detail Codes that are not term based - go directly to the 2nd section "General ledger Interface"

- Enter Percent – 100
- Tab to Account A, COA column enter "O" for Orange County Community College.
- Continue to tab over entering appropriated FUND ORGN, ACCOUNT and If required Program
- For RULE Class 1, 2 and 3, enter the info you are mimicking from a previous detail code set up
- Verify info entered
- Save – bottom right
- Once saved you will then see the total percent in the upper box FL Banner Interface also now reflects 100
- Please note – if anything is wrong you will need to "inactivate," this detail code and create a new code



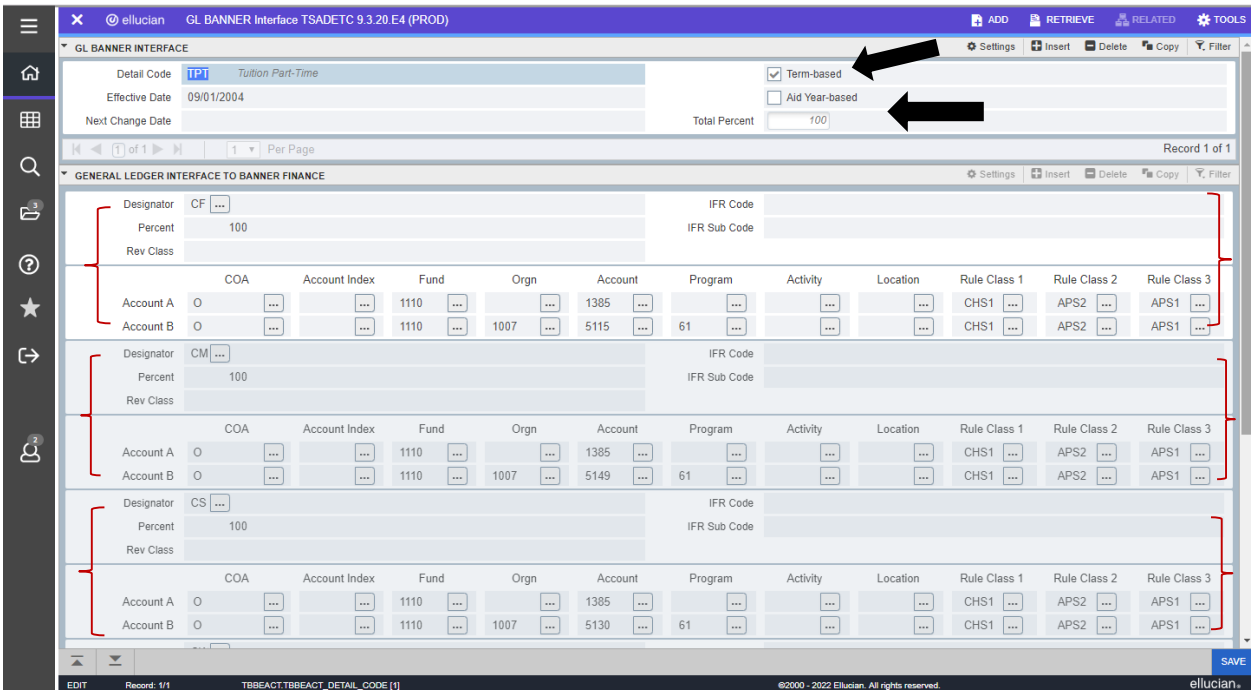
Creating a detail code-continued

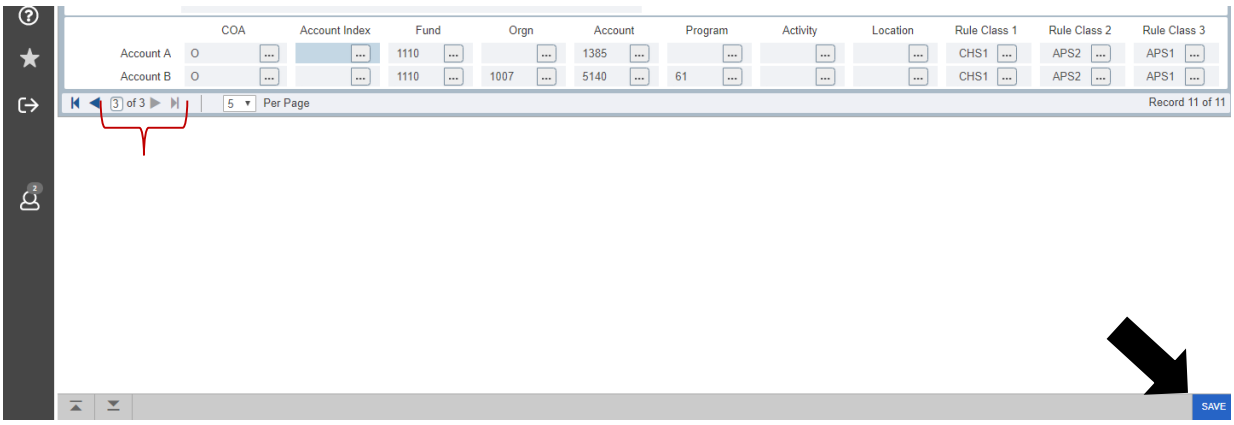


5.) For those Detail Codes that are term based follow steps 1-3 above then:

- After entering the initial information in TSADETC to create the detail code and clicking next block:
- In the GL Banner Interface section you will:
  - Check Term-based
  - Enter total Percent of 100
- In the General ledger Interface to Banner Finance Section
  - You will enter the information for each required Designator.
    - Please note you will need to scroll down to enter information and this is a multi-page/screen document.
  - Once you have reviewed the information enter for accuracy, click “Save” in the bottom right corner.
    - Please note: once this information is save you are not able to make changes, the detail code would be inactivated and a new detail code created.

Creating a detail code-continued

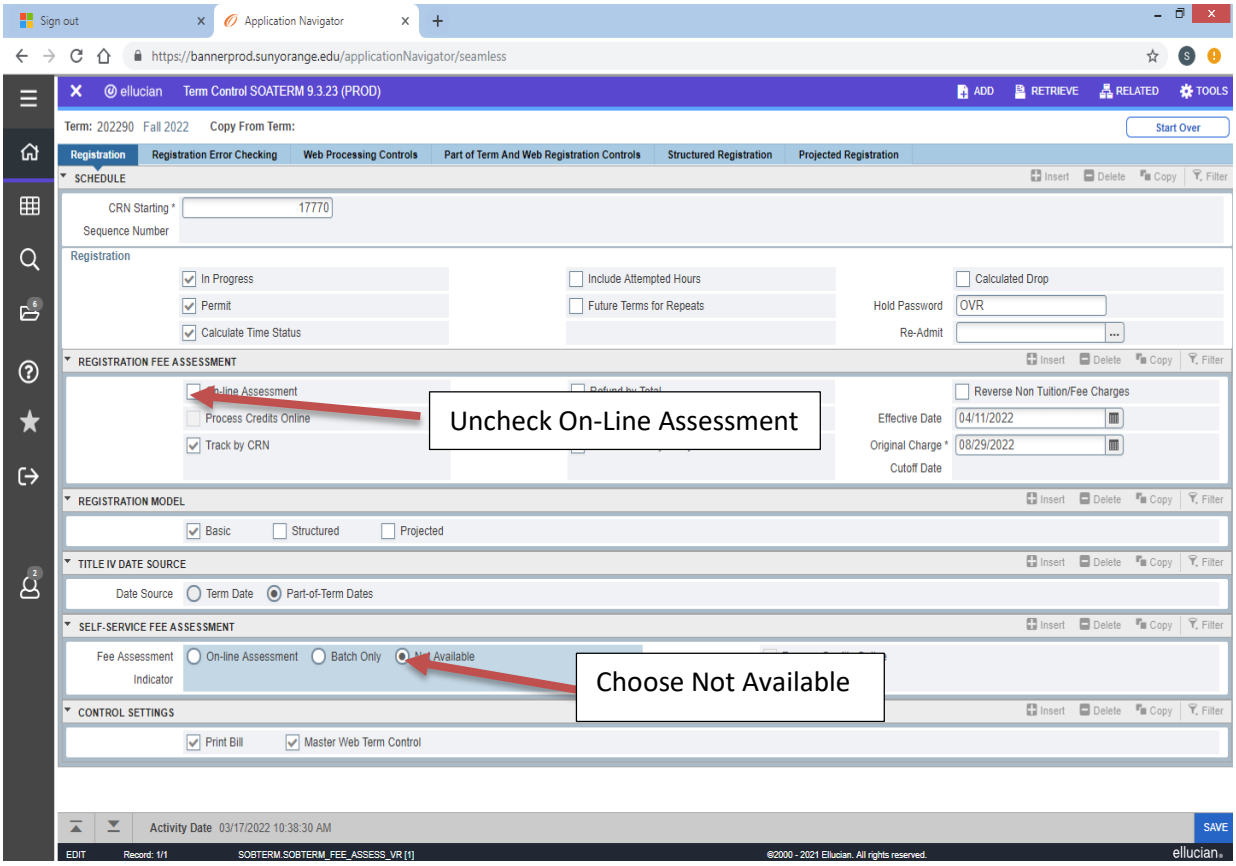




Stop Tuition and Fees from showing on students' accounts

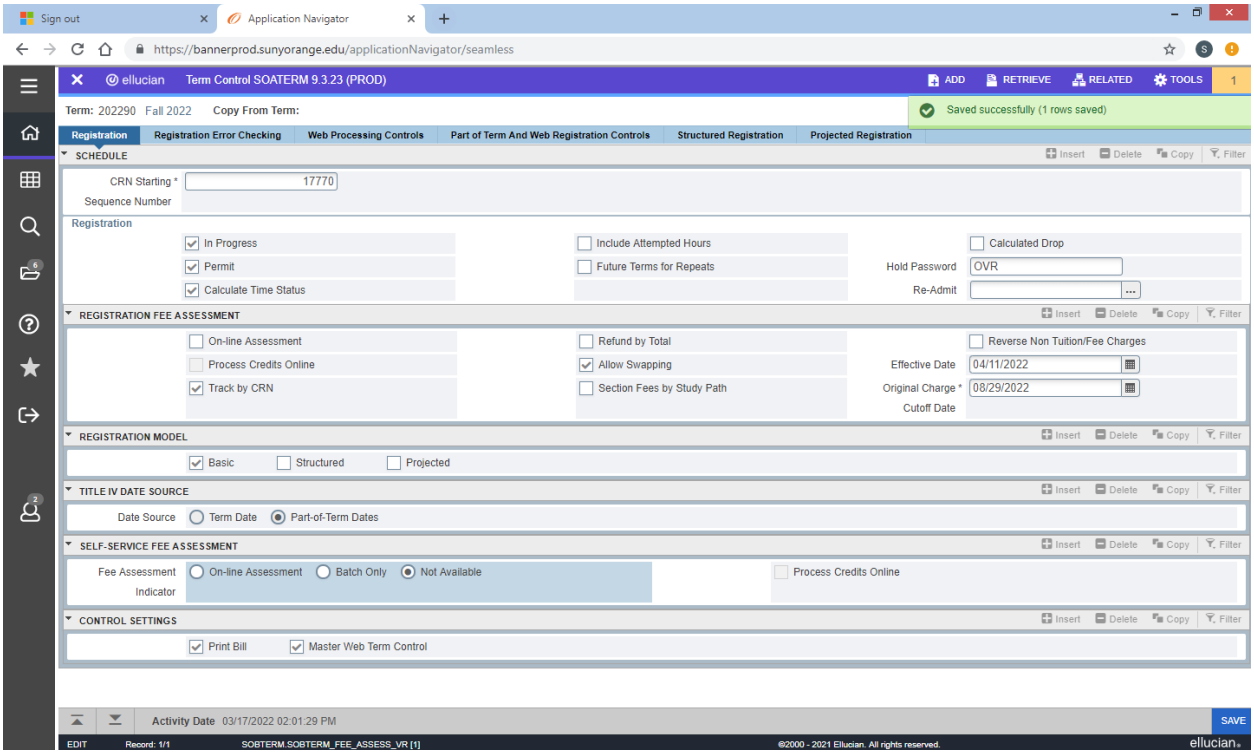
Ex: when fees have not yet been approved for next academic year, prior to Fall early registration

1. Go to **SOATERM**
2. In "Registration Fee Assessment Section - uncheck – "On-line Assessment"
3. In "Self-Service Fee Assessment Section – Choose "Not Available"
4. Click **SAVE** in bottom right corner



Stop Tuition and Fees from showing on students' accounts -continued

5. Once saved, in the top right hand corner in green you will see "Saved successfully"



Batch fee Assessment (Mass Reassess Process) and building new fees cannot be processed while tuition and fees are on hold or the fees will generate on the student's building.

1. Notify the Registrar's Office (Darlene & Jessica) not to run batch fee assessment until process has been reversed.

Once Tuition and Fees are approved:

1. Roll and/or update the tuition and fees in **SFARGFE**

To reverse the process Tuition and Fee Stop Process:

1. Go Back into **SOATERM**
2. In "Registration Fee Assessment" section check "On-line Assessment"
3. In "Self-Service Fee Assessment" check "On-line Assessment"
4. Then run the Mass Reassess Process to add the tuition and fees to the students account.

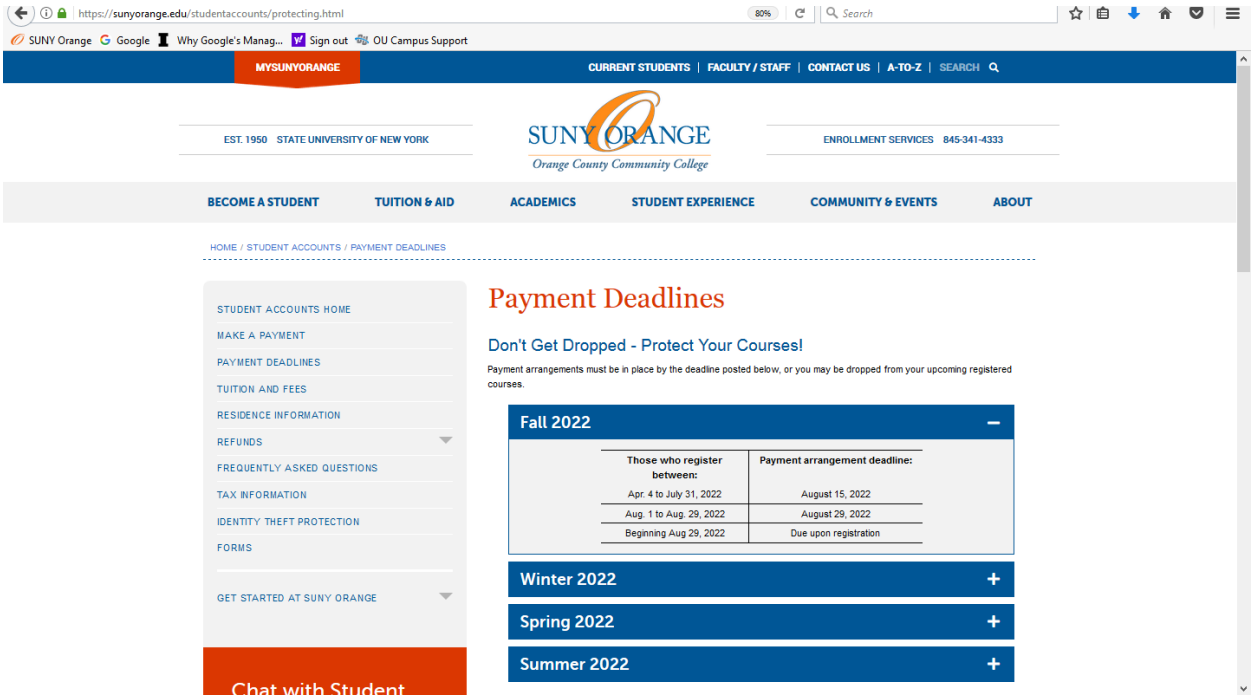
Payment Arrangement Due/Due Date and Deletion Date Set Up

Payment enrollment due dates are created in the similar timeframe as the corresponding semester for the previous year(s). Although the start date of the semester may change – the days/weeks for the payment arrangements normally stay in line with previous years. These dates are reviewed with the Comptroller and subsequently reviewed at Gerianne's Enrollment Support Team Meeting for final any input.

The Payment Arrange Due Dates must be entered on our website and Student Finances portal page prior Early Registration for the semester. And the Deletion Date set up must be entered in Banner prior to Early Registration for the semester.

To enter Payment Arrangement Due Dates on the website:

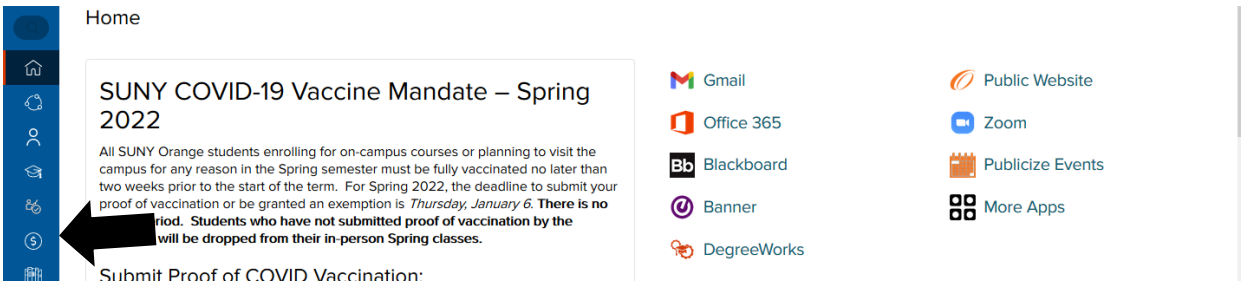
- Go to: https://sunyorange.edu/studentaccounts/protecting.html
- Follow the directions for making "Editing the website"



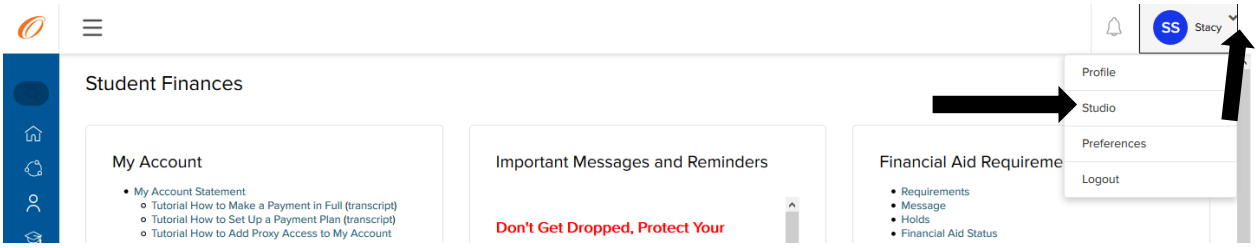
To enter payment arrangement Due Dates on the Student Finances Portal Page:

- Log into your MY SUNY Orange
- Click on the $ -Student Finances in the left menu

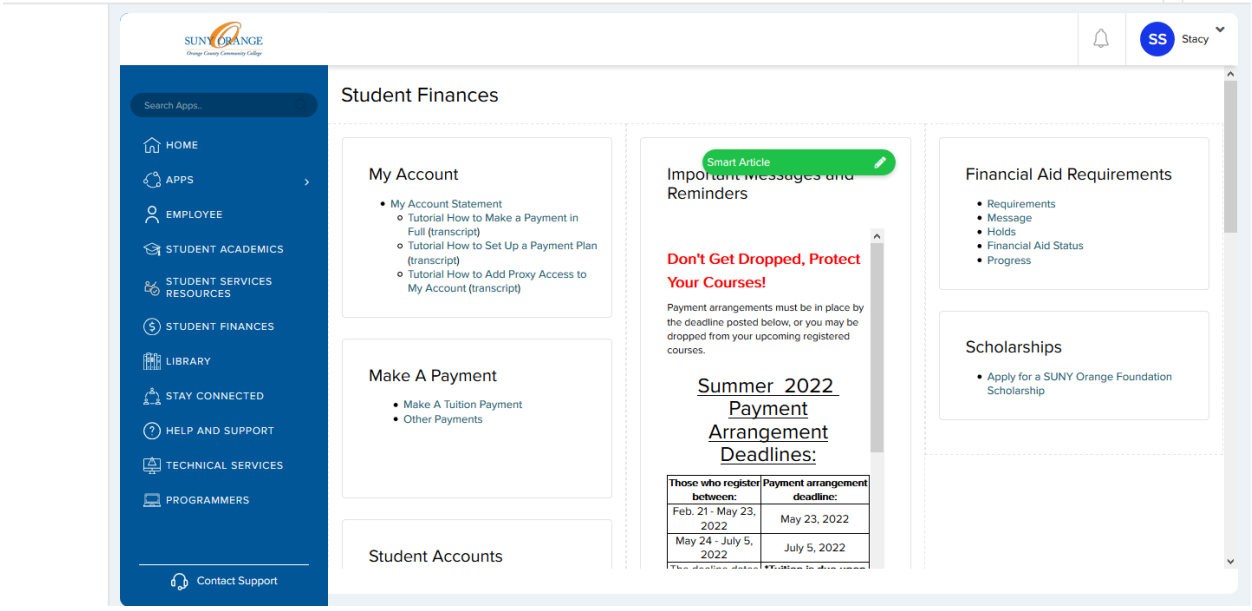
Payment Arrangement Due/Due Date and Deletion Date Set Up-continued



- Click on the "v" to the right of you name in the upper right hand corner
- Then in the drop down click "Studio"

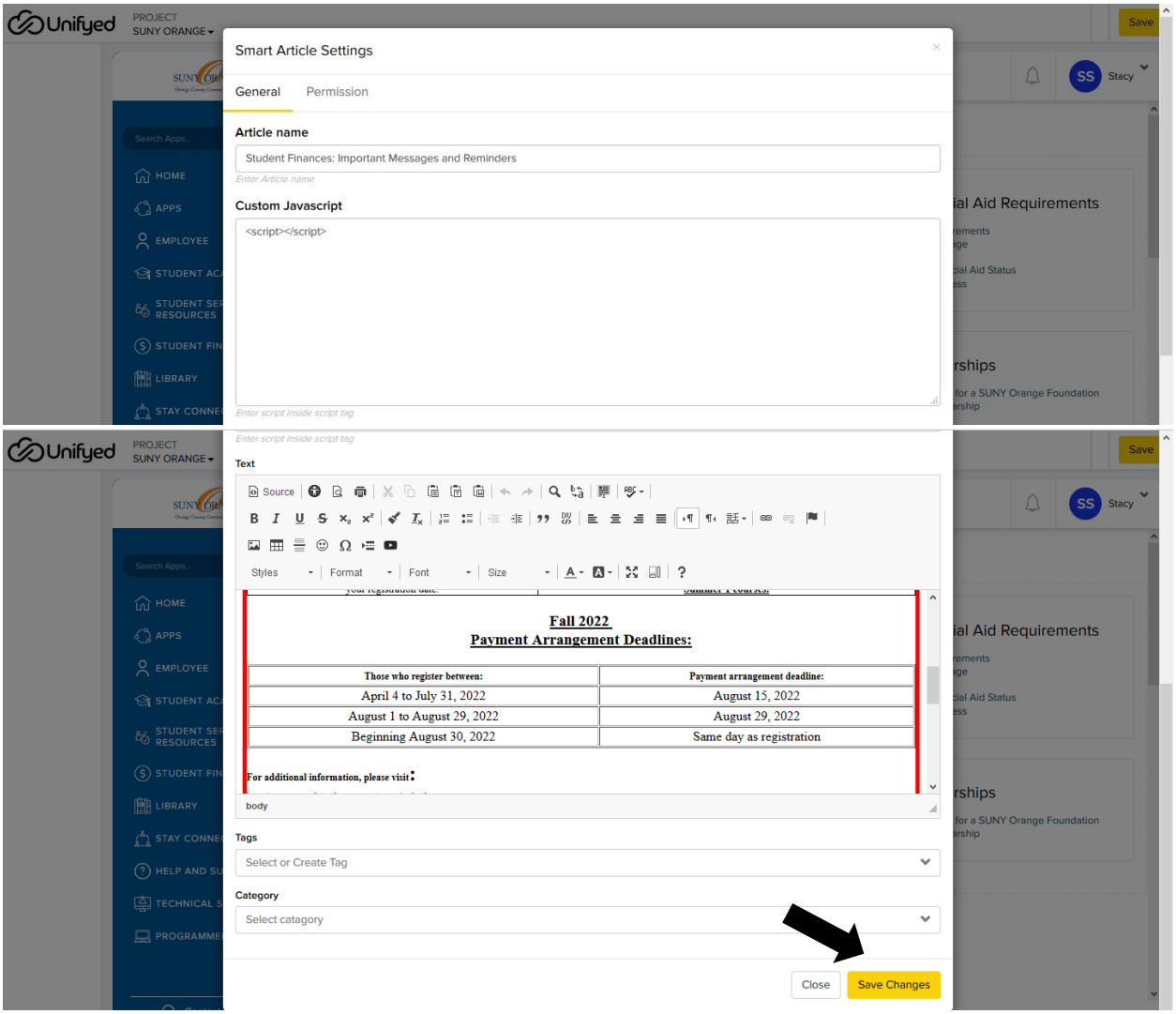


- Then click on the pencil in the green bar:
  - Please note not everything on this portal page is editable, just the info in the center column, all other edits will require a Help Desk ticket.



Payment Arrangement Due/Due Date and Deletion Date Set Up-continued

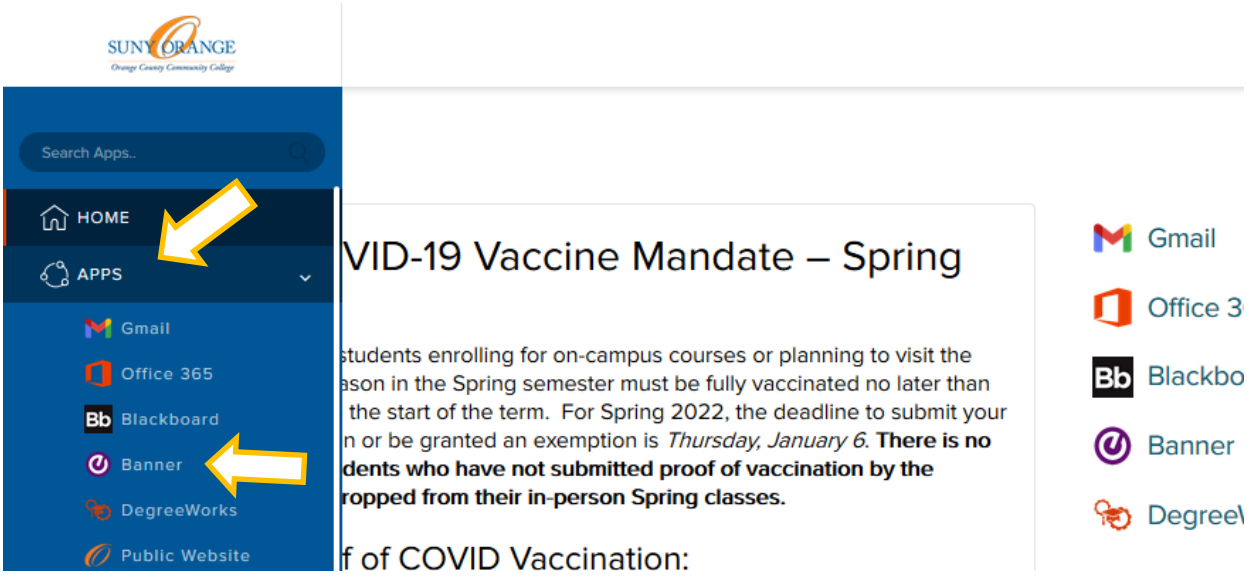
- Once you have clicked on the pencil, another screen will open, "Smart Article Settings," scroll to the lower portion of the screen where you will see the items you may edit.
- Enter the update info; semester, registration dates and payment arrange deadline
- Click submit
    - Please note these changes are not reviewed by Chris Thurtle prior to publishing - like website changes, once submit is clicked these changes are live.



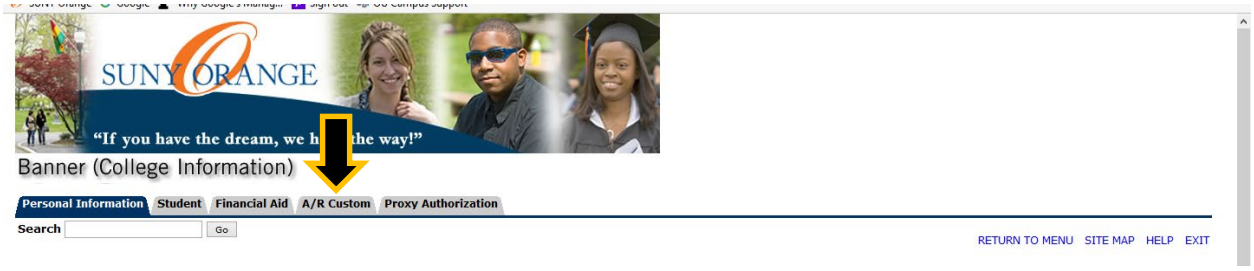
Payment Arrangement Due/Due Date and Deletion Date Set Up-continued

Prior to registration for the semester enter the Deletion Dates in Banner:

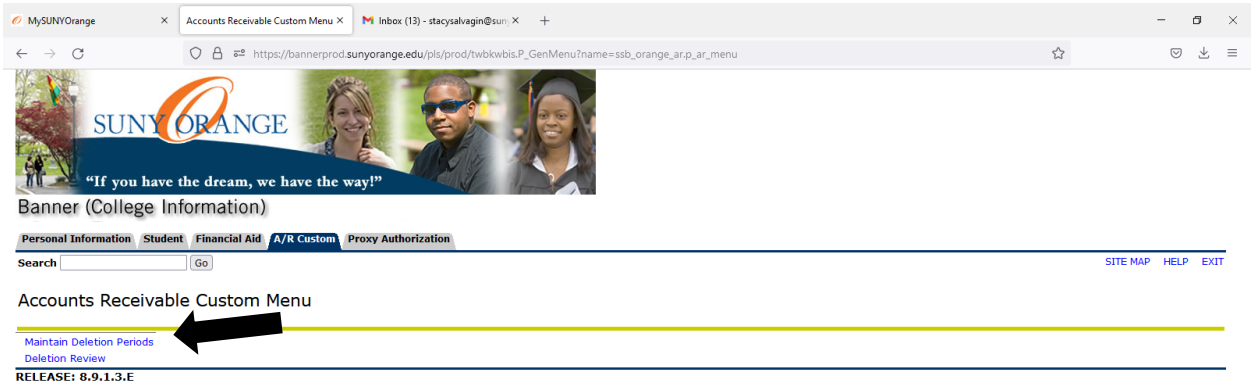
- Log into your MY SUNY Orange
- Hover over the second icon in the left menu for Apps, and click on Banner



- Click on "A/R Custom"

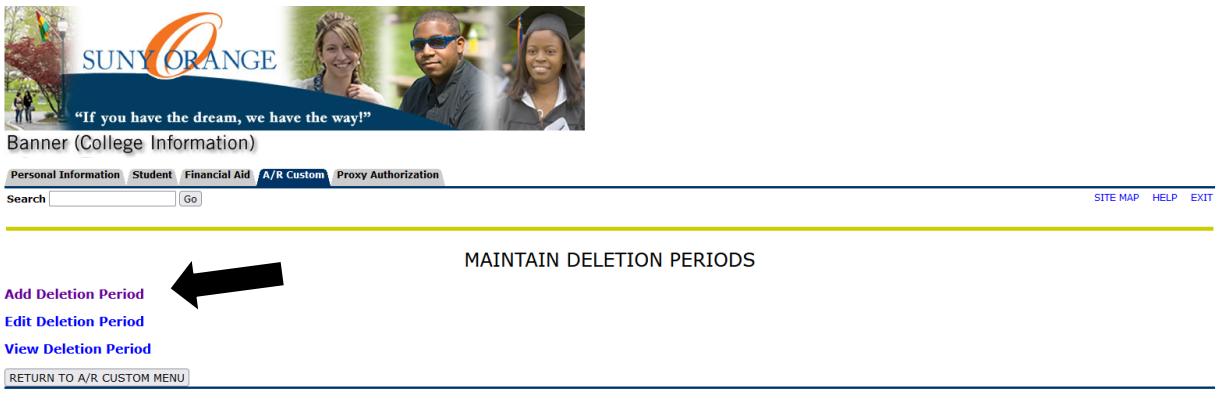


- Click "Maintain Deletion Periods"

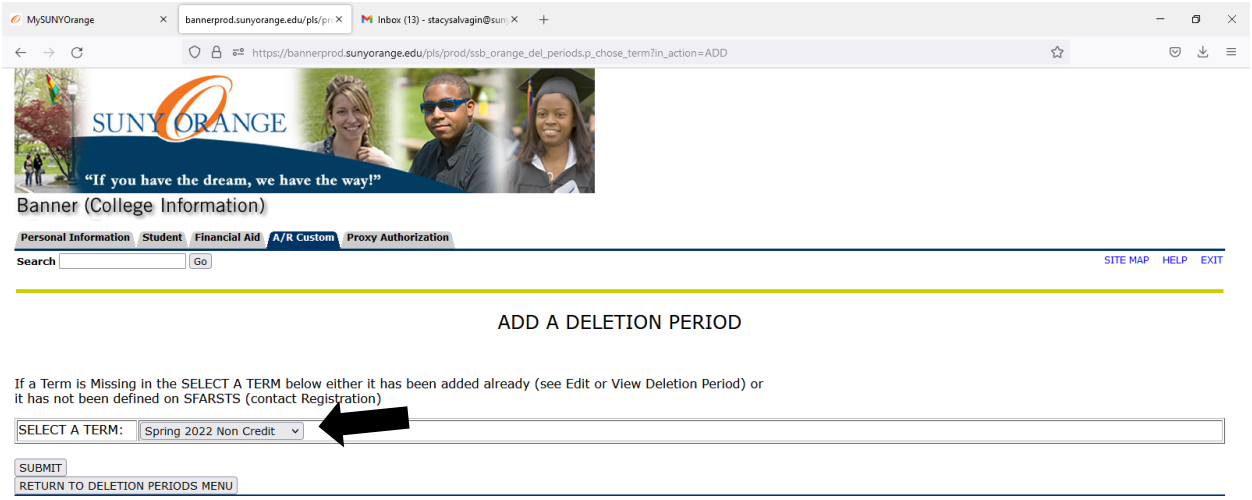


Payment Arrangement Due/Due Date and Deletion Date Set Up-continued

- Click “Add Deletion Period”



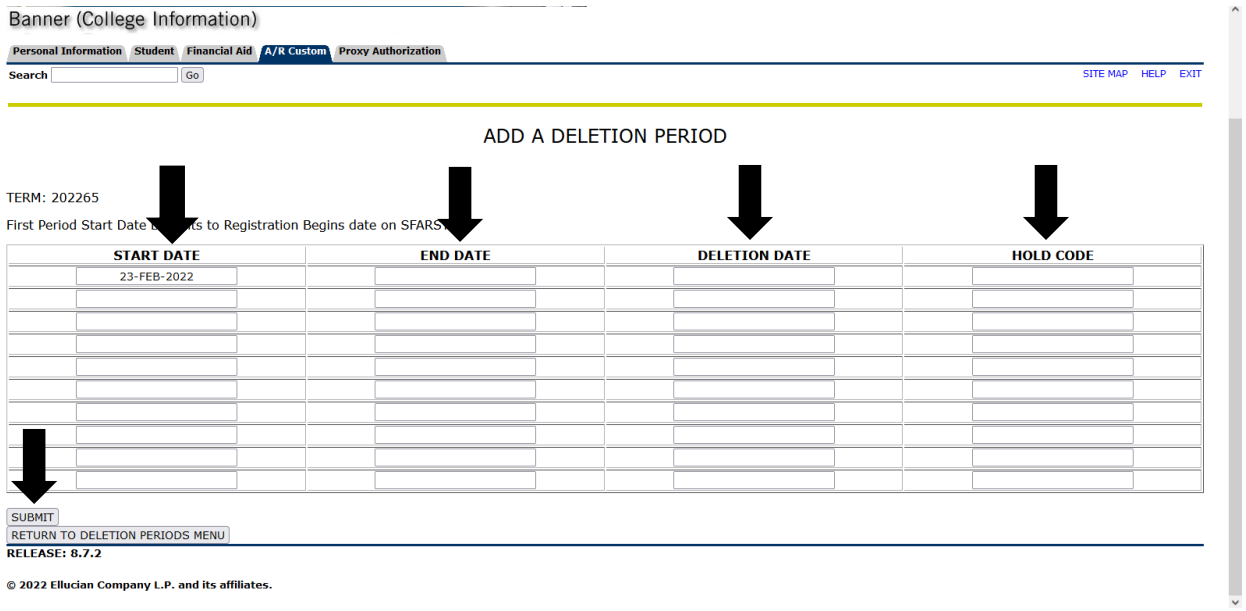
- Select the term in the drop down and click “submit”



Please note for this example you will see non-credit terms, however this is for example only, as all current credit terms are already set up. This process is not used for non-credit terms.

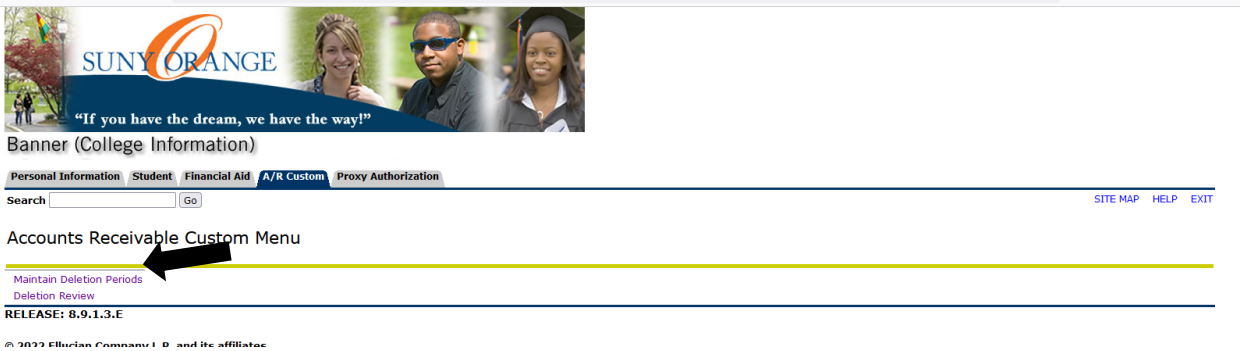
Payment Arrangement Due/Due Date and Deletion Date Set Up-continued

- Here the start date of registration for the semester will auto populate (From the Registrar's entry in SFARSTS).
- Start Date/End Date: You will add the registration dates, predetermined for each deletion period (Formatting must be DD-MMM-YYYY or 23-MAY-2022)
- Deletion date: Enter the payment arrangement due date for that term
- Hold Code: enter the predetermined hold code for each period (Ex: B1, B2, etc.)
- Once completed click "Submit"



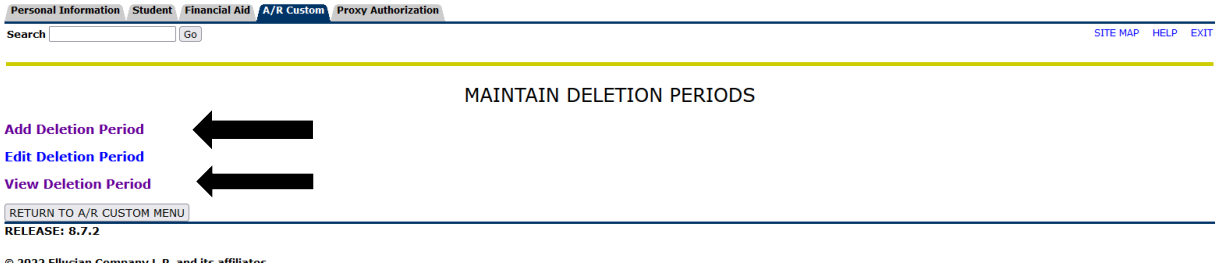
To review or edit the deletion information entered while in SSB A/R Custom

- Click "Maintain Deletion Periods"

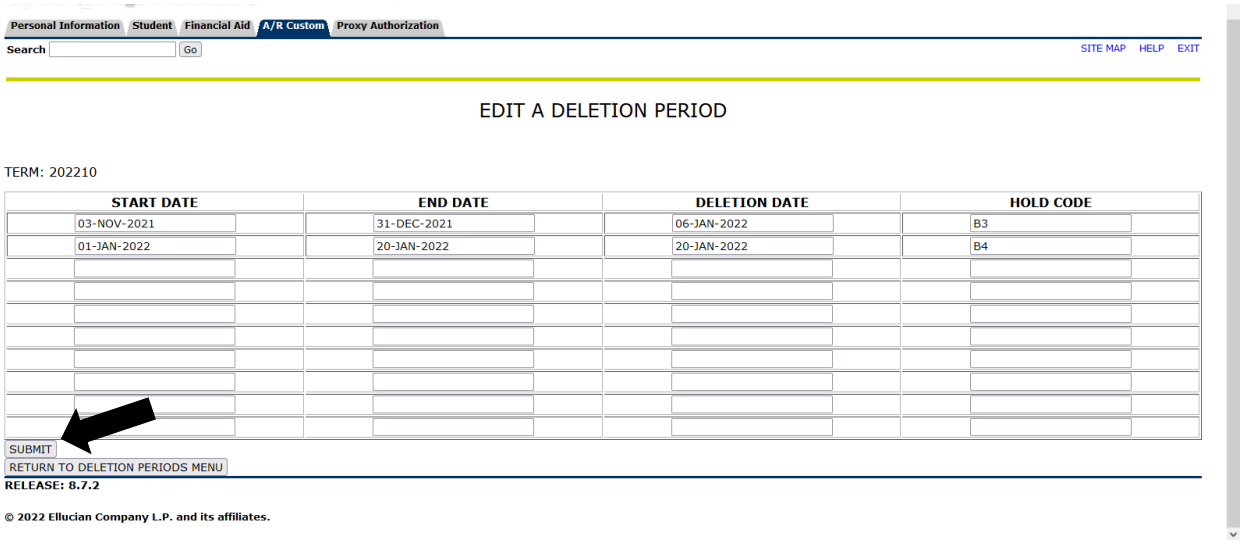


Payment Arrangement Due/Due Date and Deletion Date Set Up-continued

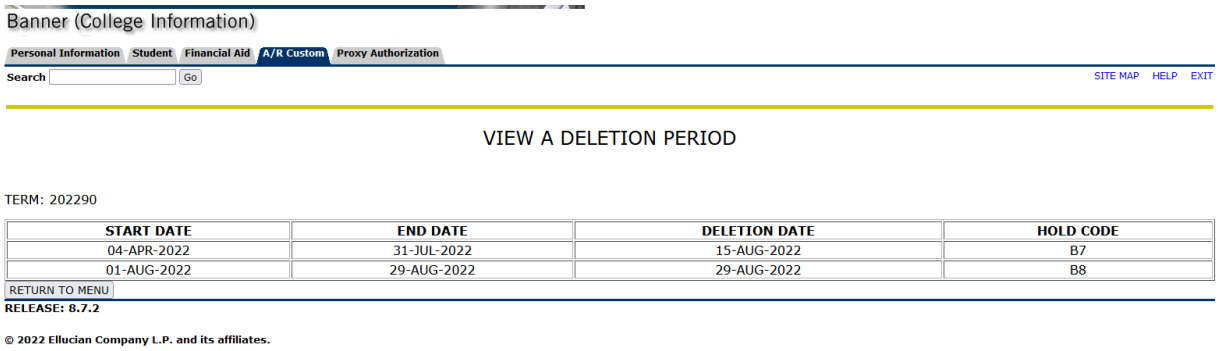
- Select either “Edit Deletion Period” or “View Deletion Period” and the correct term



- For editing you will make changes and click “Submit”



- Select the proper term and enter

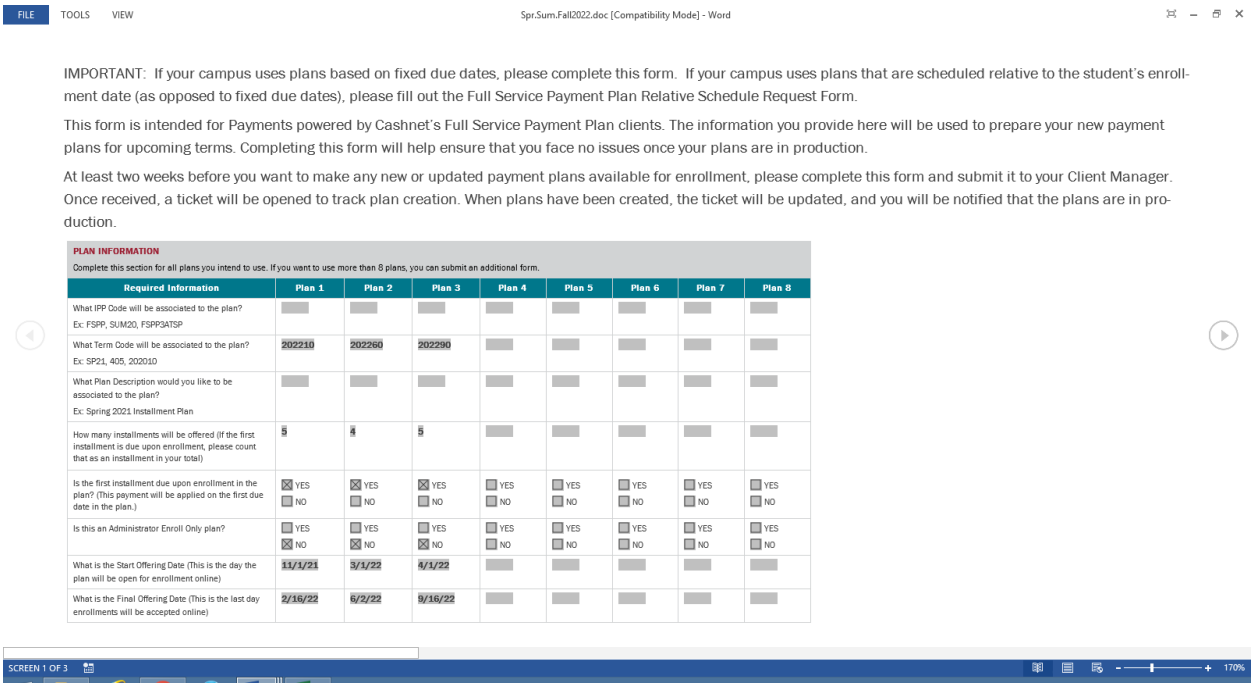


Monthly Payment Plan

The monthly payment plan is provided by our third party vendor, Cashnet/Transact, it is an interfaced system with Banner. Student are able to sign up for and access their payment plan through their student self-service Banner account and view real time information.

Yearly Administration set up of the Monthly Payment Plan

Yearly, the dates for the payment plan must be submitted to CashNet/Transact. When submitting updated - you will be submitting for the entire calendar year, not just for a semester or academic year. In September, before the Student Accounts Office, gets busy with financial aid payouts – it a good time to submit the information. In September the information for the Spring, Summer and Fall of the next calendar year will be submitted. For example: in September 2022, Spring 2023, Summer 2023 and Fall 2023 will be submitted. For ease of completion, have the previous year's submission available for reference. Below please find an example of the form:



FILE TOOLS VIEW Spr.Sum.Fall2022.doc [Compatibility Mode] - Word

IMPORTANT: If your campus uses plans based on fixed due dates, please complete this form. If your campus uses plans that are scheduled relative to the student's enrollment date (as opposed to fixed due dates), please fill out the Full Service Payment Plan Relative Schedule Request Form.

This form is intended for Payments powered by Cashnet's Full Service Payment Plan clients. The information you provide here will be used to prepare your new payment plans for upcoming terms. Completing this form will help ensure that you face no issues once your plans are in production.

At least two weeks before you want to make any new or updated payment plans available for enrollment, please complete this form and submit it to your Client Manager. Once received, a ticket will be opened to track plan creation. When plans have been created, the ticket will be updated, and you will be notified that the plans are in production.

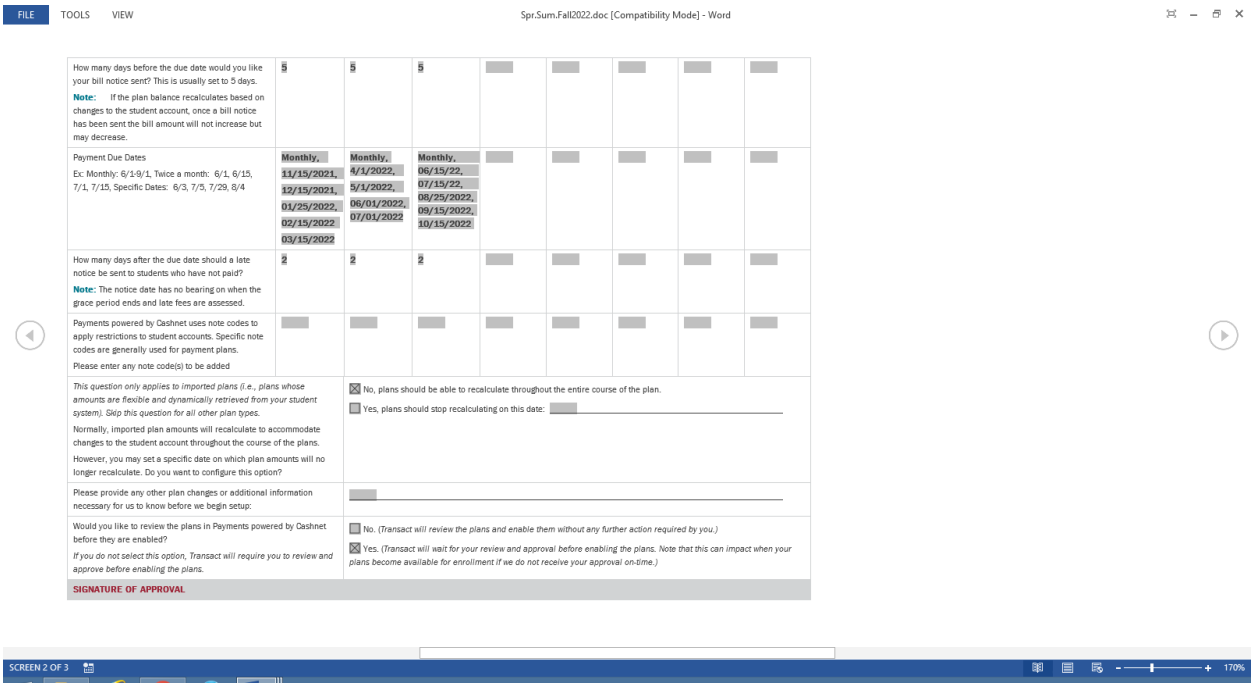
PLAN INFORMATION

Complete this section for all plans you intend to use. If you want to use more than 8 plans, you can submit an additional form.

Required Information	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5	Plan 6	Plan 7	Plan 8
What IPP Code will be associated to the plan? Ex: FSPP, SUM20, FSPP3ATSP								
What Term Code will be associated to the plan? Ex: SP21, 405, 202010	202210	202260	202290					
What Plan Description would you like to be associated to the plan? Ex: Spring 2021 Installment Plan								
How many installments will be offered (if the first installment is due upon enrollment, please count that as an installment in your total)	5	4	5					
Is the first installment due upon enrollment in the plan? (This payment will be applied on the first due date in the plan.)	☒ YES ☐ NO	☒ YES ☐ NO	☒ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
Is this an Administrator Enroll Only plan?	☐ YES ☒ NO	☐ YES ☒ NO	☐ YES ☒ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO	☐ YES ☐ NO
What is the Start Offering Date (This is the day the plan will be open for enrollment online)	11/1/21	3/1/22	4/1/22					
What is the Final Offering Date (This is the last day enrollments will be accepted online)	2/16/22	6/2/22	9/16/22					

SCREEN 1 OF 3 170%

Monthly Payment Plan-continued



Monthly Payment Plan information:

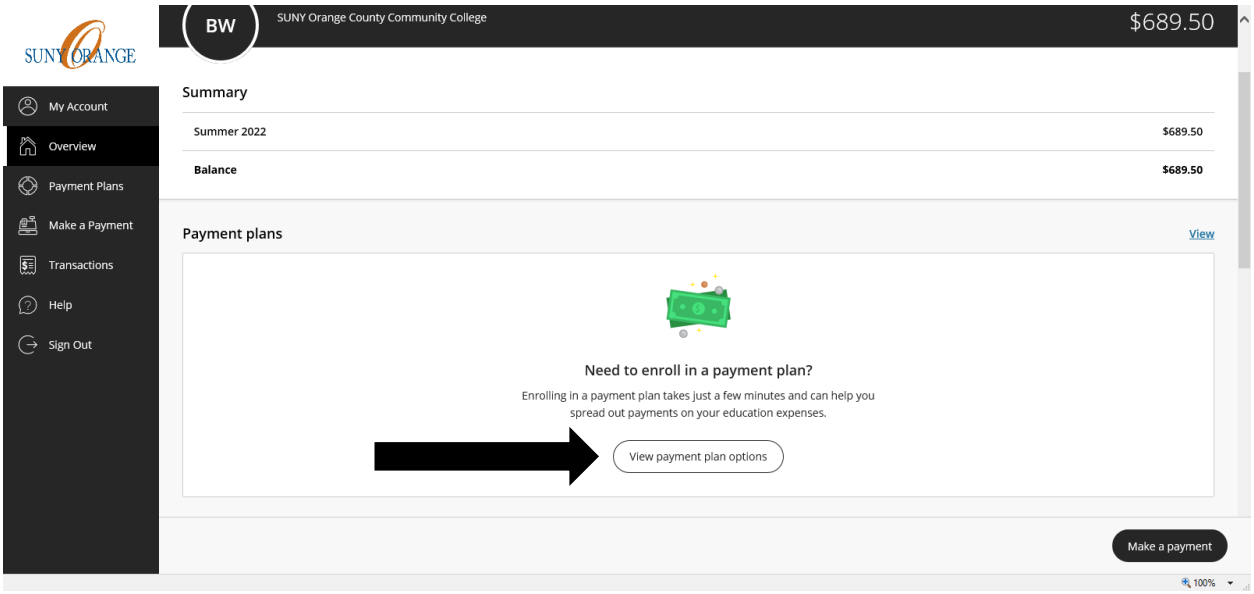
- The plan splits the tuition and fees into smaller amounts, payable over a number of months
- There is a onetime per semester enrollment fee and the first payment are due upon enrolling in the plan.
- Students can add an authorized user to help manage their account.
- Payment are set up for auto payment withdrawn, unless the student opts out.
- Payment plans are available for Fall, Spring and Summer semesters.
- Payments can be made via Credit Card or ACH.

How Student's enroll in the Monthly Payment Plan

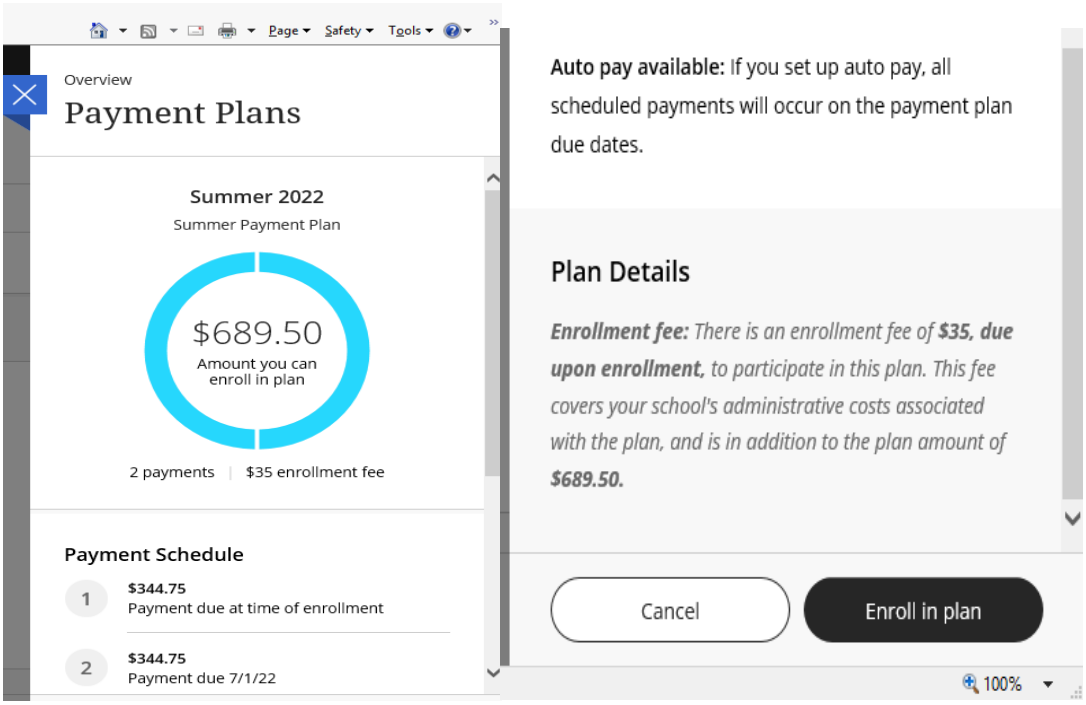
- They log into their My SUNY Orange account
- Select the "Student Finances" tab
- In the "My Account" section they select "My Account Statement"
- This will open a new window, click on "Payment Plan" (in yellow and red)
- This will link the student directly to CashNet/Transact, where they can select to set up a payment plan. Please note: the only way for the student to set the payment plan up is online through their SSB account.

Monthly Payment Plan-continued

- Student will then select "View Payment Plan Options"



- For this example a 2 Payment Monthly Plan was available.
- To set up the payment plan, student must select "Enroll in Plan"
- This will be followed by the CashNet/Transact enrollment screens including the disclosures and the checkout card where payment info is entered.



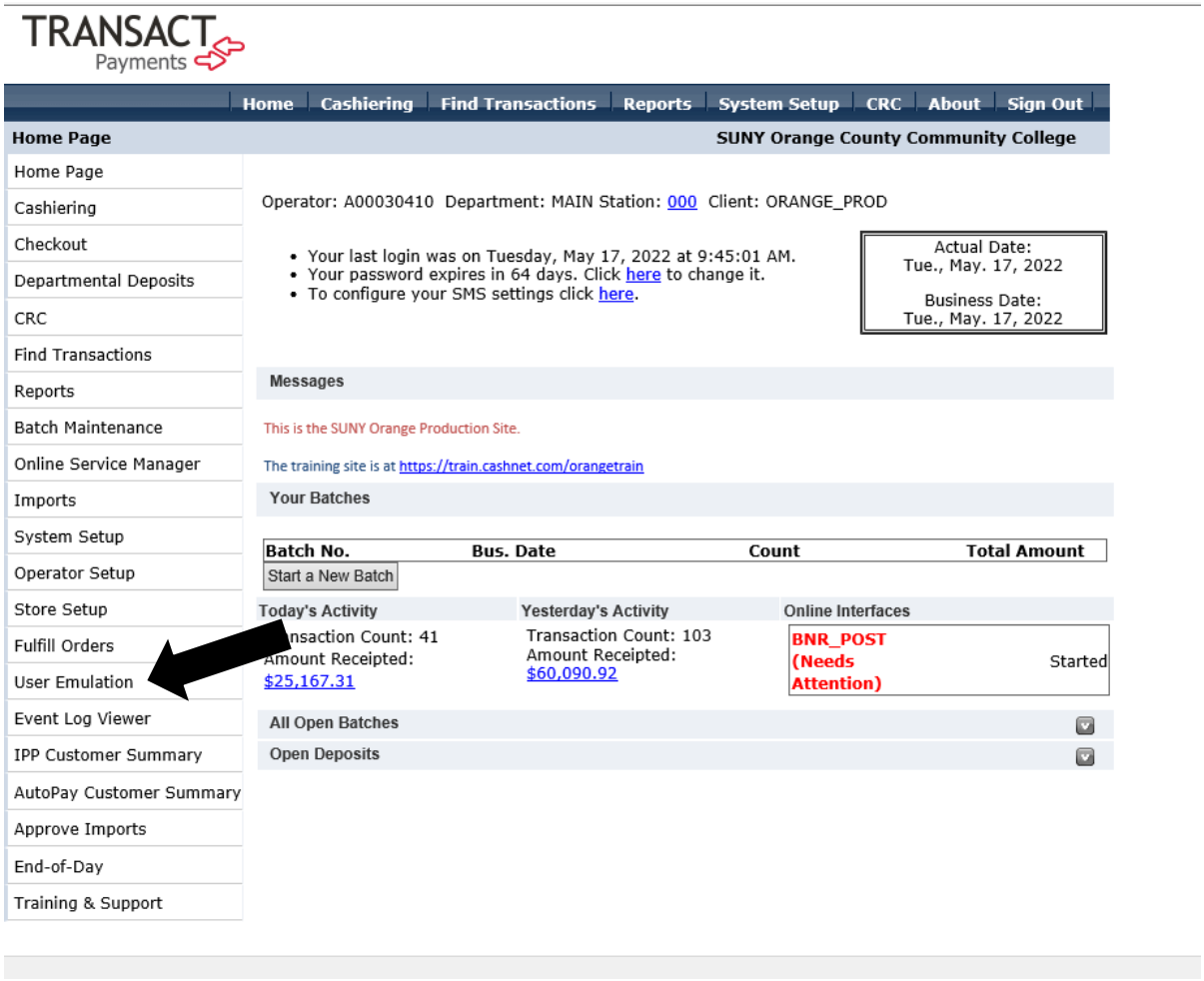
Monthly Payment Plan-continued

- All payments made through CashNet/Transact require the payer to pay the credit card interchange fee.
- Once a payment is made, the payment portion, minus the payment of the enrollment fee and credit card interchange fee is immediately atomically applied to the student banner account.
- At the end of the payment plan October and March 31st payment plan are closed and all remaining balance are due to the College, excluding late payment fees owed to CashNet/Transact.

Please note: once a payment plan is set up, if a student adds to their liability by registering for additional course, the payment plan will not increase, as the student has already authorized the account a lower amount. CashNet/Transact emails students when this occurs. In order to increase the payment plan, the student will needs to go back into their payment plan via SSB and authorize the increase to the payment plan. If this is not completed, the student will owe a remaining balance directly to the school.

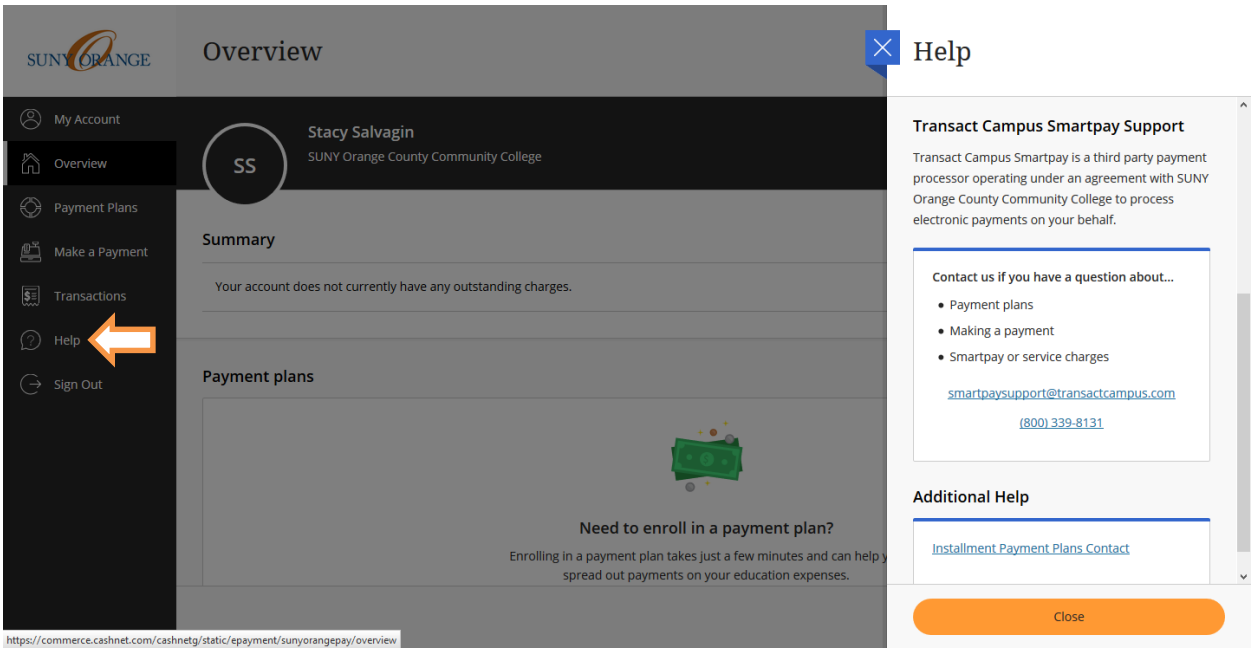
In the event a student has a question regarding the payment plan, we do have partial access via User Emmulation on CashNet/Transact's website: https://commerce.cashnet.com/cashnetg/cnlogin.aspx?ReturnUrl=%2fcashnetg%2fmain%2fcashnethome.aspx%3fclient%3dORANGE_PROD&client=ORANGE_PROD

Monthly Payment Plan-continued



Monthly Payment Plan-continued

Students' may also contact the CashNet/Transact help desk via their monthly payment plan through their Self Service Banner (SSB) account. By, selecting "Help," in the left column, which opens up the Help Contact Information, shown on the right of the below screen.



For assistance, the Student Accounts Office, may contact the Cash/Net Transact help desk via email at: paymentssupport@transactcampus.com or our Account Representative, Sarah Bayliss can be reached via email at: sarah.bayliss@transactcampus.com.

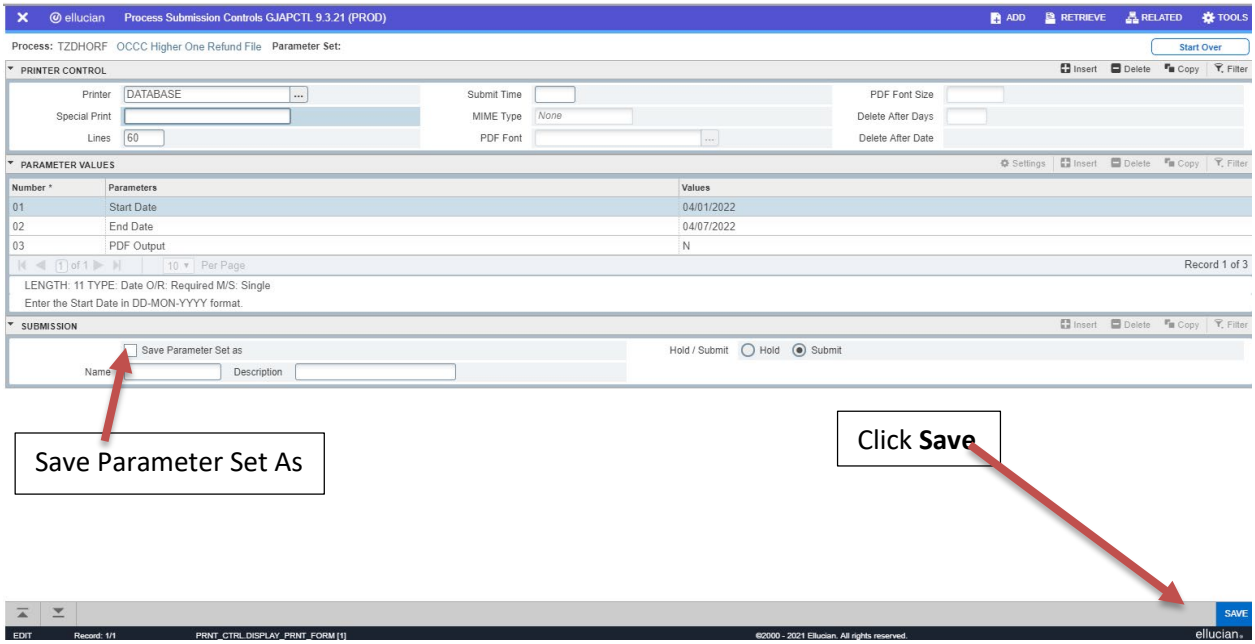
Bank Mobile – Refund Disbursement File – Thursdays

In banner go to: TZDHORF (this can be run multiple times)

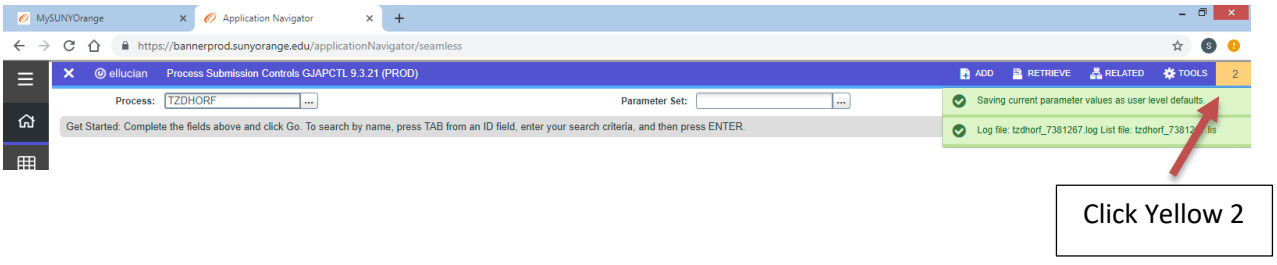
Printer: Database

01	The day after last process was ran
02	Todays date
03	N

- Click ☑ "Save Parameter Set As"
- Click SAVE "Save," bottom right hand corner



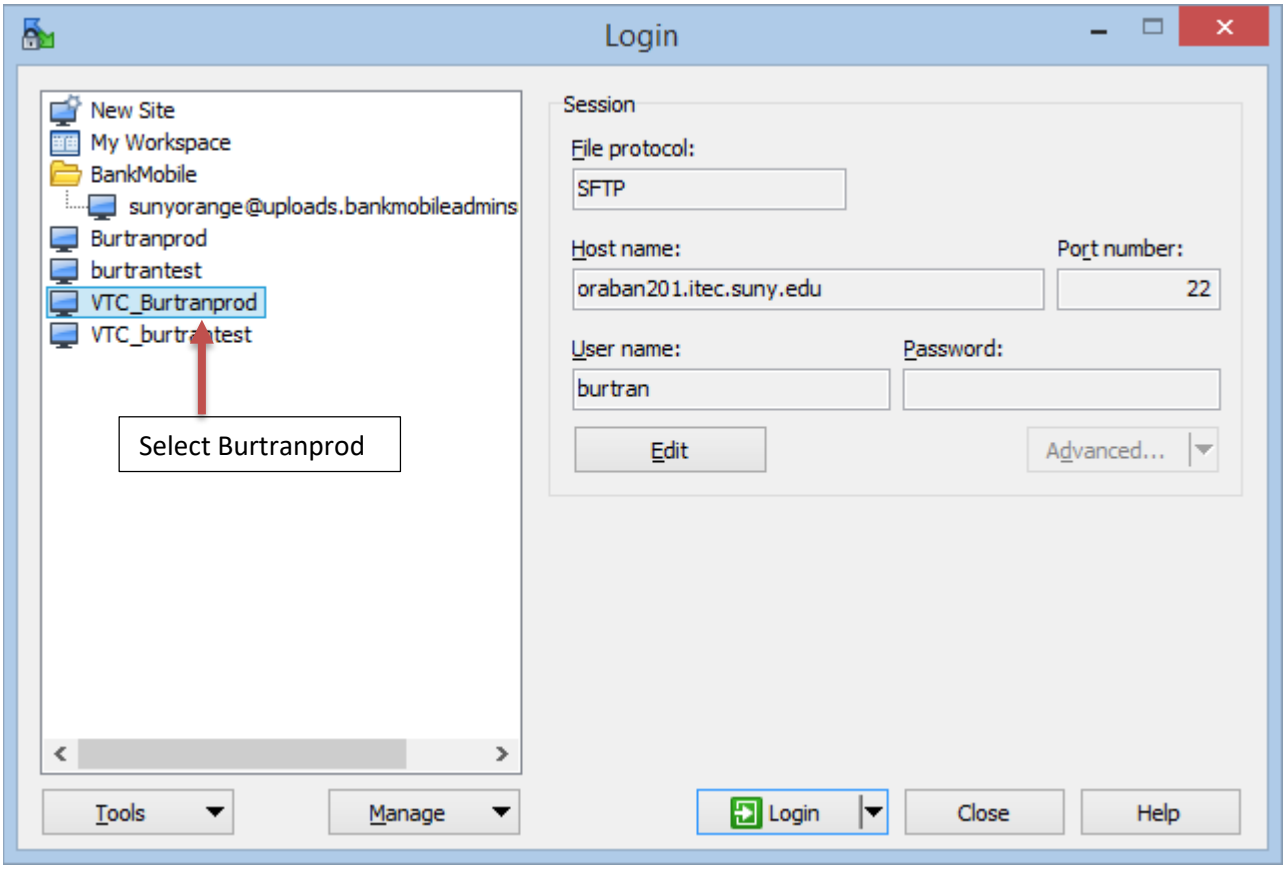
Click 2 Yellow #2



Bank Mobile – Refund Disbursement File – Thursdays-continued

Go to WinSCP

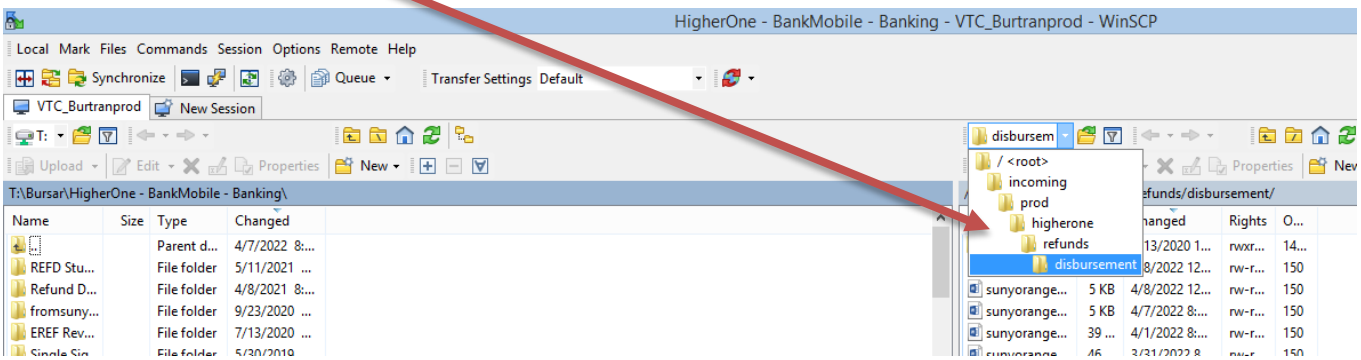
In the small pop up box select "VTC-Burtranprod



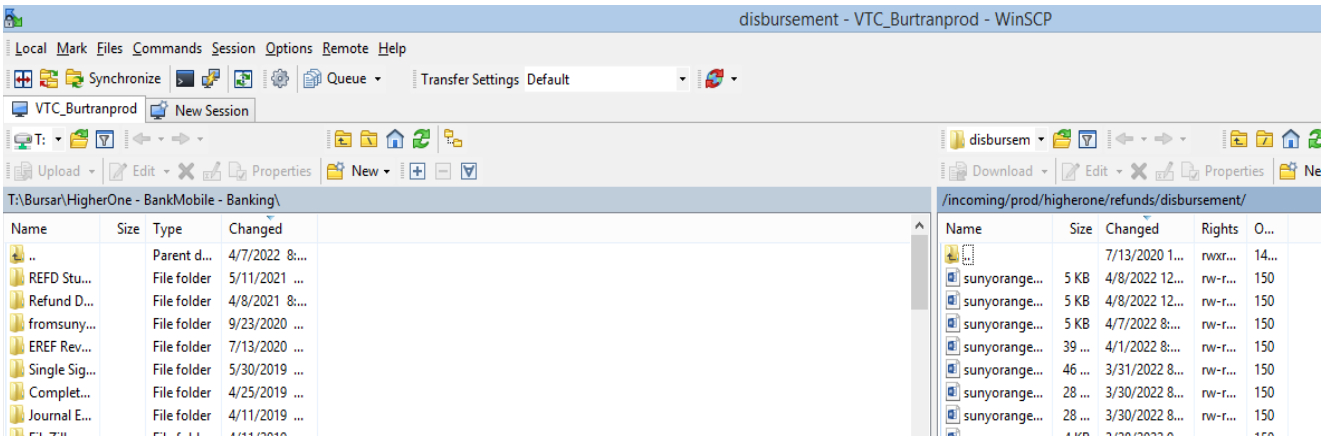
Bank Mobile – Refund Disbursement File – Thursdays-continued

In the Right column select:

- "Prod"
- "HigherOne"
- "Refunds"
- "Disbursements"

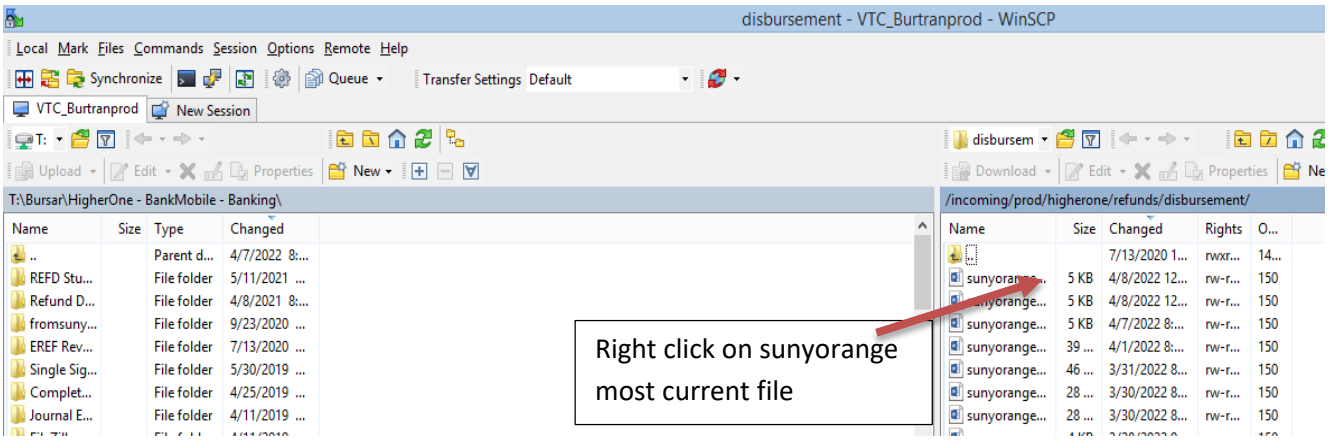


- On the right side, look for the current date, right click, on "sunyorange" for the most current file and left click on "open

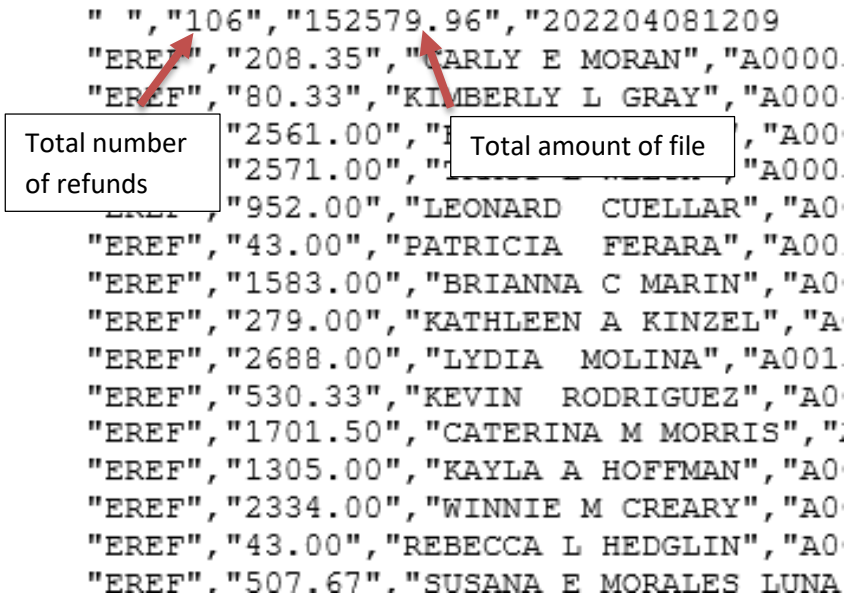


Bank Mobile – Refund Disbursement File – Thursdays-continued

- On the right side, look for the current date, right click, on “sunyorange” for the most current file and left click on “open



The totals will be in the header of the document along with the number of refunds:



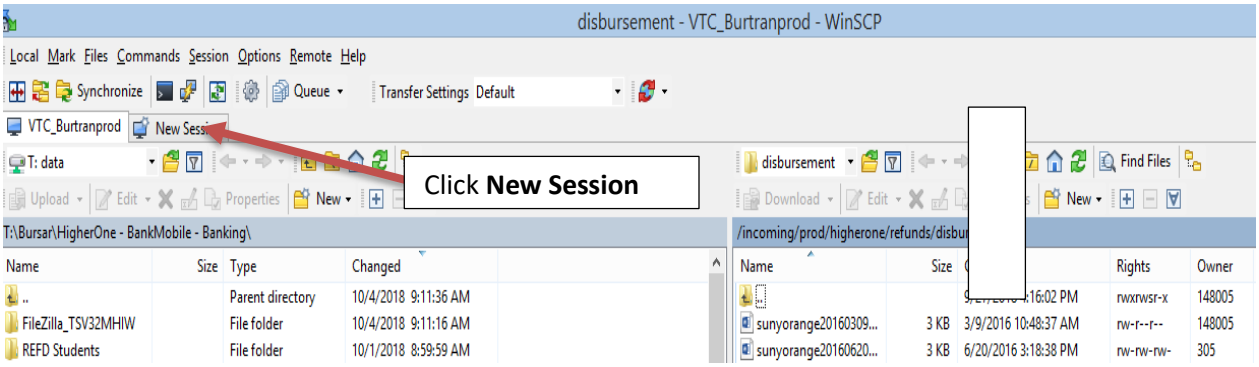
Bank Mobile – Refund Disbursement File – Thursdays-continued

- Robin will have already provided totals, confirm #'s match
  - -If difference – have anyone who has entered EREF's review their session and run a TGIACCD report
  - -If off .01 cents – manually change the header total to match Robin's total

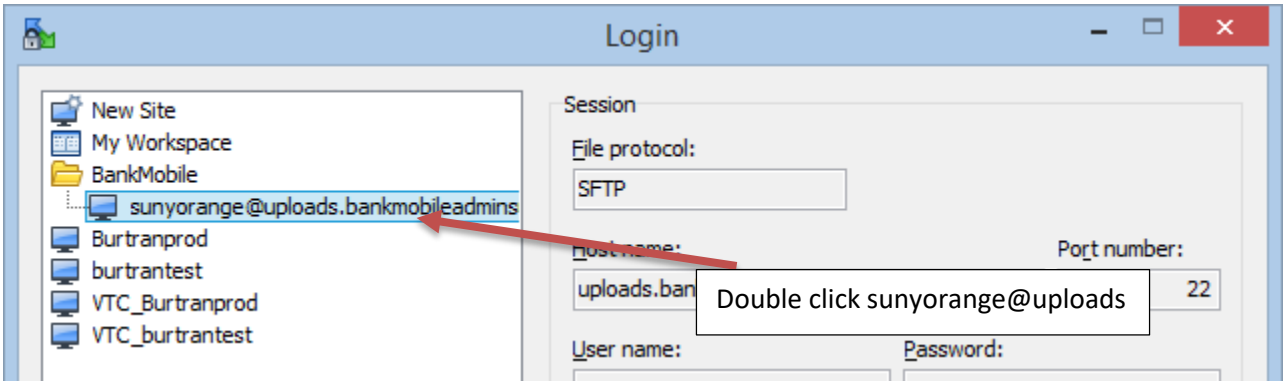
- When the report and Robin's total match
  - Drag the WinSCP disbursement file from the right side of the screen and drop the file on the left side of the screen (the top of the screen will reflect - T:/Bursar/HigherOne – BankMobile-Banking/)

To transfer the file to BankMobile :

- click "New Session" on the top left side of the screen

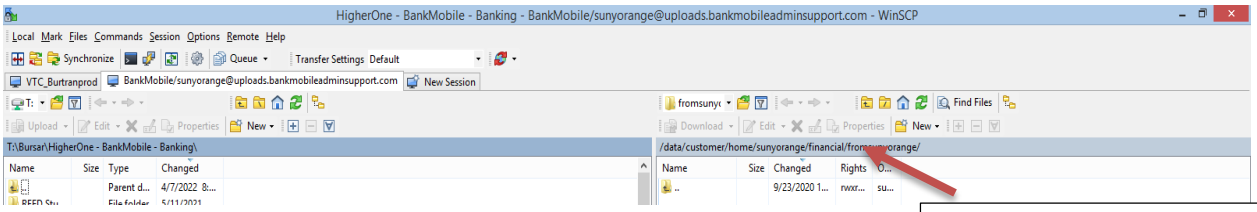


- In the popup box, under Bank Mobile, double click on option, sunyorange@uploads...

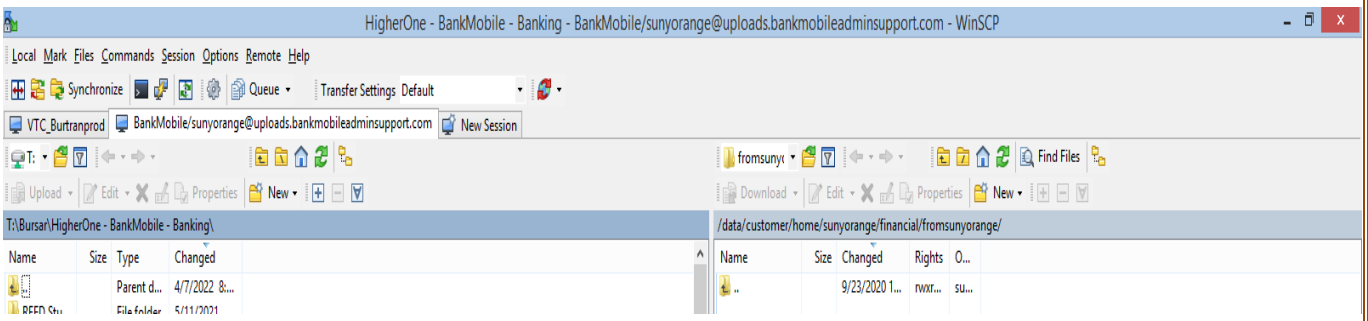


Bank Mobile – Refund Disbursement File – Thursdays-continued

- The right side grey bar will now read: data/customer/home/sunyorange/financial/from sunyorange - this is where report to go to BankMobile are to be placed



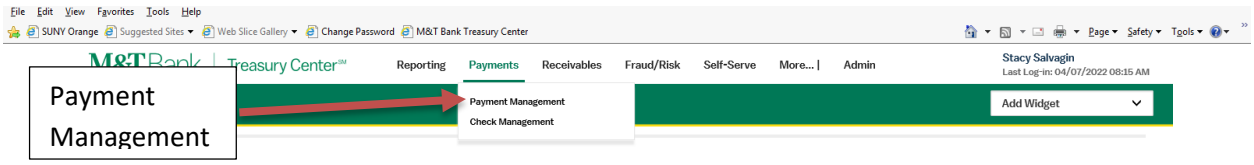
- The right side grey bar will now read: data/customer/home/suny sunyorange - this is where report to go to BankMobile are to be placed



- Drag the Refund File from the left column and drop it in the right column
- Within 30 minutes an e-mail confirmation should be received (timer in bottom right hand corner).

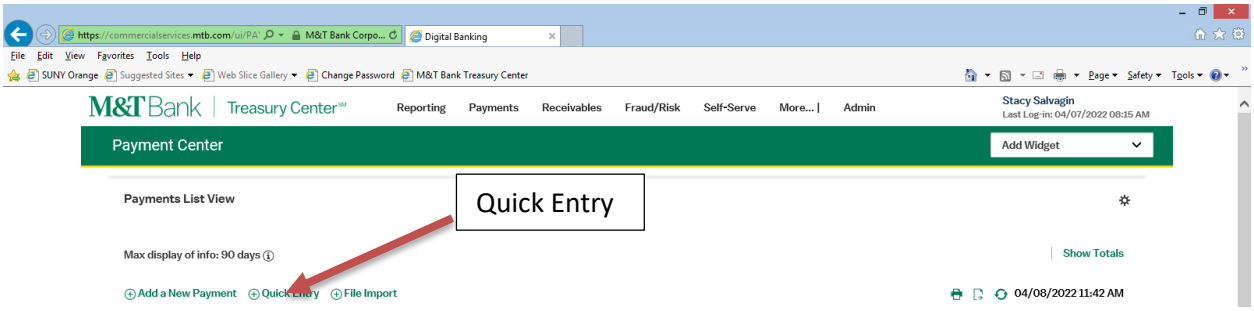
To Initiate the funds transfer in BankMoble

- Go to M&T: https://commercialservices.mtb.com/auth/
- Enter login info
- Under "Payments," select "Payment Management"

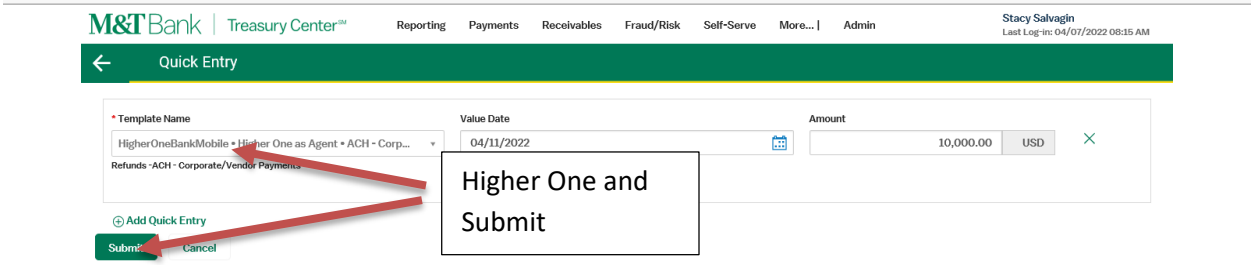


Bank Mobile – Refund Disbursement File – Thursdays-continued

- Select "Quick Entry"



- Select "Higher One," the date will auto populate to the next business day and enter the amount of the transfer (the total of the sessions, which matched the WinSCP report) and click "Submit"



- Email Danielle or Agnes the session number and totals and request they approve the BankMobile transfer in M&T.

BankMobile Stale Dated Checks containing Pell or TAP Funds:

- When a UFO default check is returned from BankMobile that contains Pell or Tap Funds, the funds are to be returned to the Federal and/or State Government.
- Once notification is received from BankMobile in the form of a reversal/timeout AND Danielle emails the M&T Bank Statement that we have received the funds.
    - Print both the BankMobile email and the M&T Bank statement.
    - Log into BankMobile to print the student info:
        - Reporting & Tools
        - Under $ Refunds – Reversals & Timeouts
        - Select the proper timeframe
        - Go to the link with the dollar amount from the previous BankMobile email and the M&T Bank Statement
        - Control P the Screen
    - Prepare a Journal Entry Form
        - (H:Drive)
        - Journal Entry for voids
        - Date, Journal Entry (date of bank statement), debit & credit amts
    - Manually reverse the refund (Vref) from the student's account in TSAAREV
    - Staple:
        - Journal Entry Form
        - Bank Statement
        - Email from Bank Mobile write the A# and term
        - Give to Betsy
- Send Ray an email with the student's A#, name and semester and request for the funds to be returned.

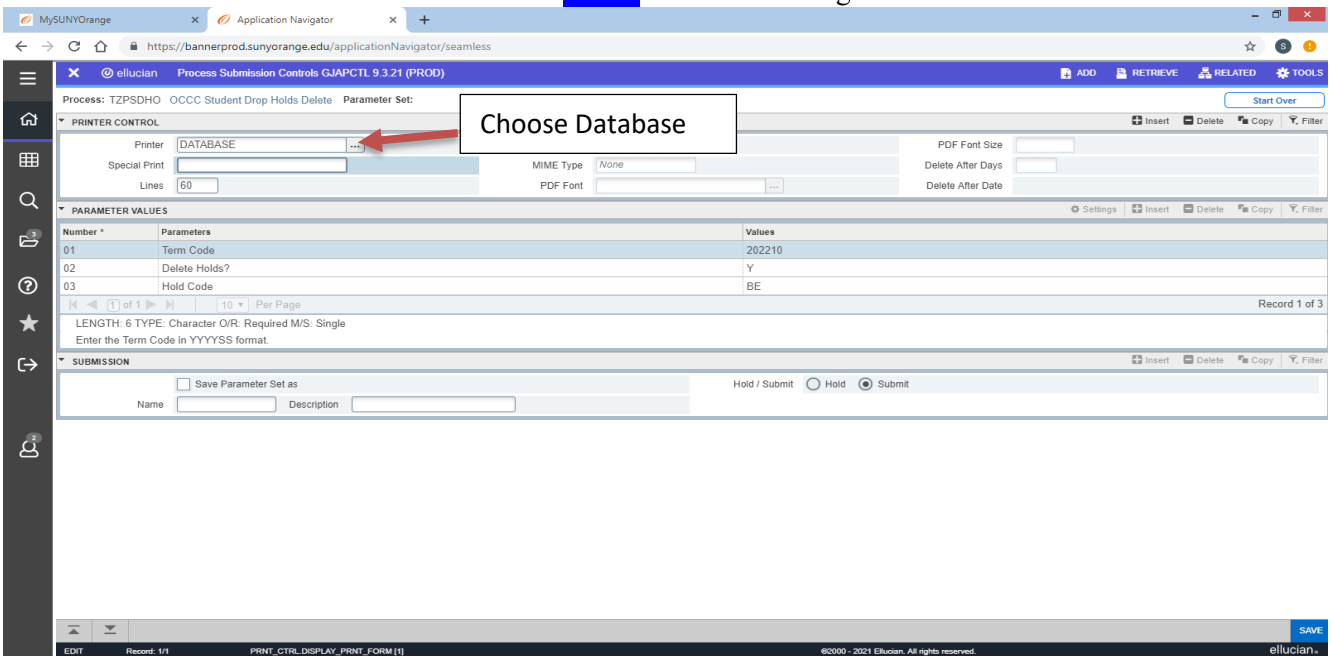
What is the student is requesting a re-issuance of the funds? At the time of the return? At a later date?

If the returned funds are mixed w/ another refund – we reissue an in-house check for the difference?

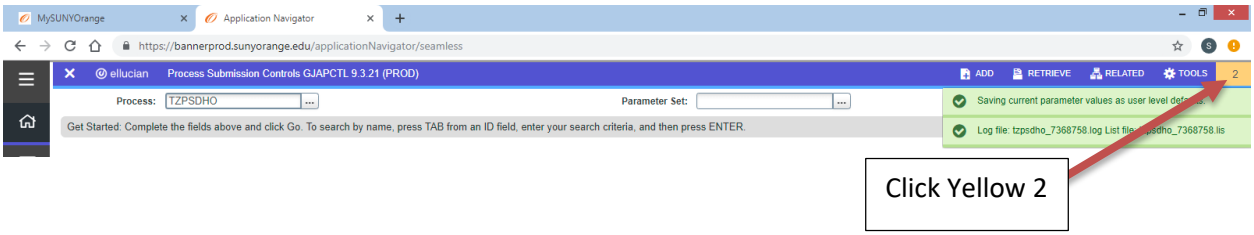
Mass Hold Removal

1. In Banner screen TZPSDHO

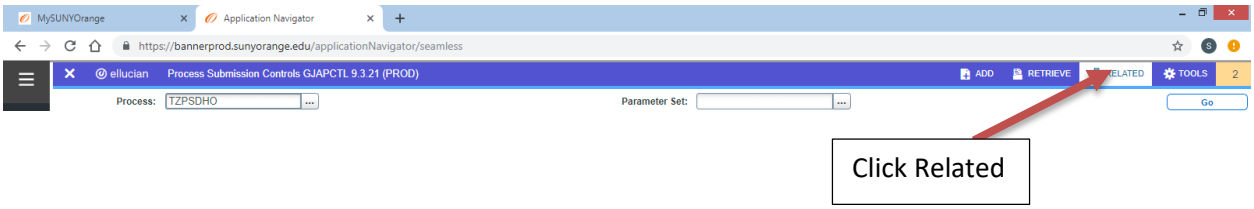
Choose "**DATABASE"** for the Printer
Line Number 01-Enter Term for holds to be removed
Line Number 02-Enter "Y" for Delete Holds? on line 2
Line Number 03-Enter the Hold code to be removed in the Hold Code (ex: B1, B2, BE – to be completed individually)
Check – ☑ Save Parameter Set as and then **SAVE** in the bottom right corner



2. Click the yellow 2 in the upper right corner and then give the report a few minutes to run.

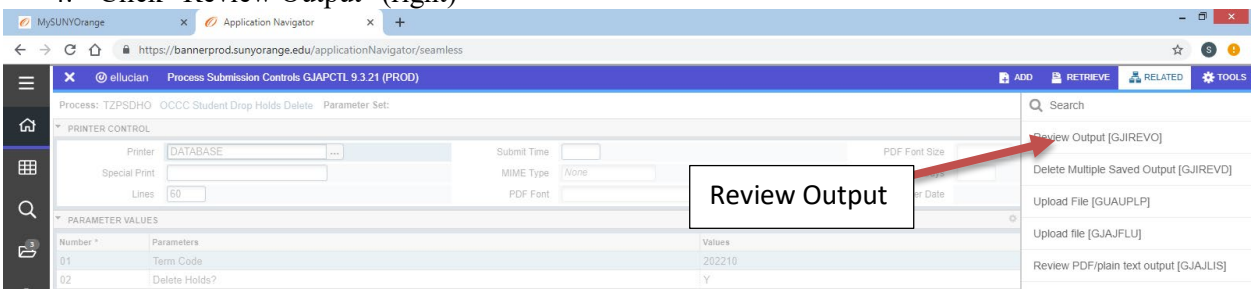


3. Click "RELATED" top right menu

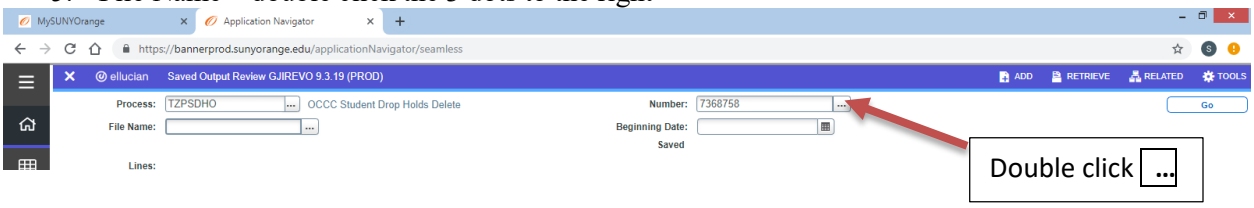


Mass Hold Removal-continued

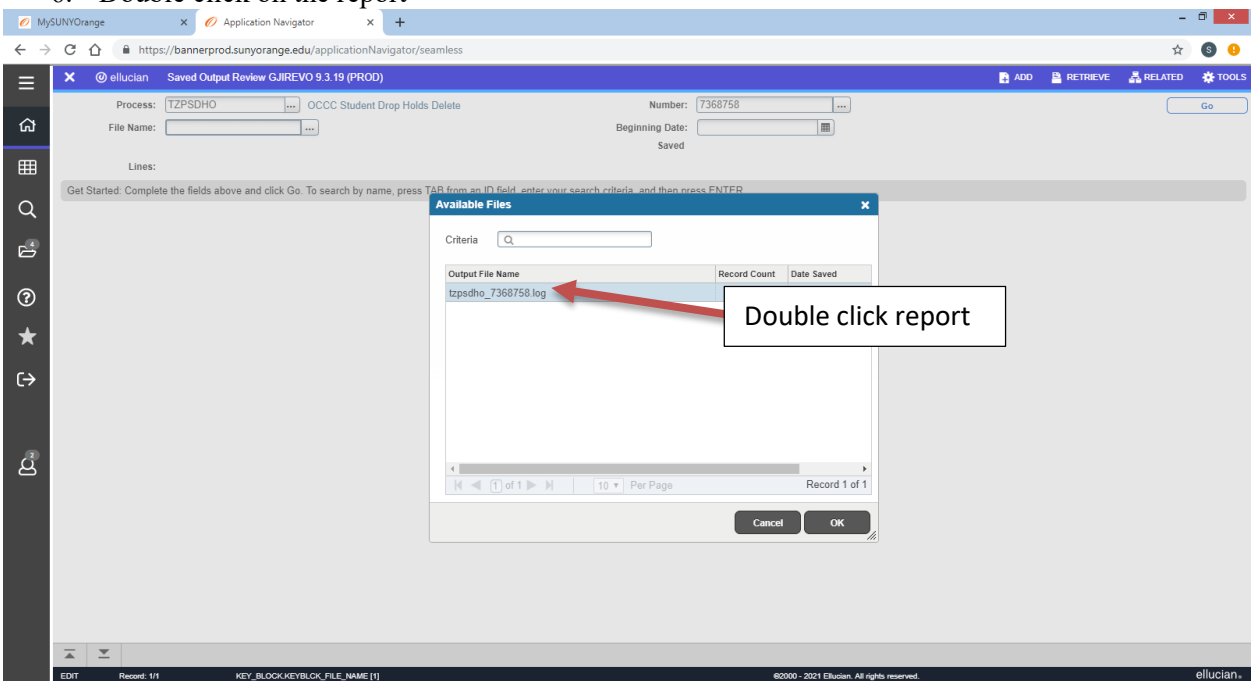
4. Click “Review Output” (right)



5. File Name – double click the 3 dots to the right

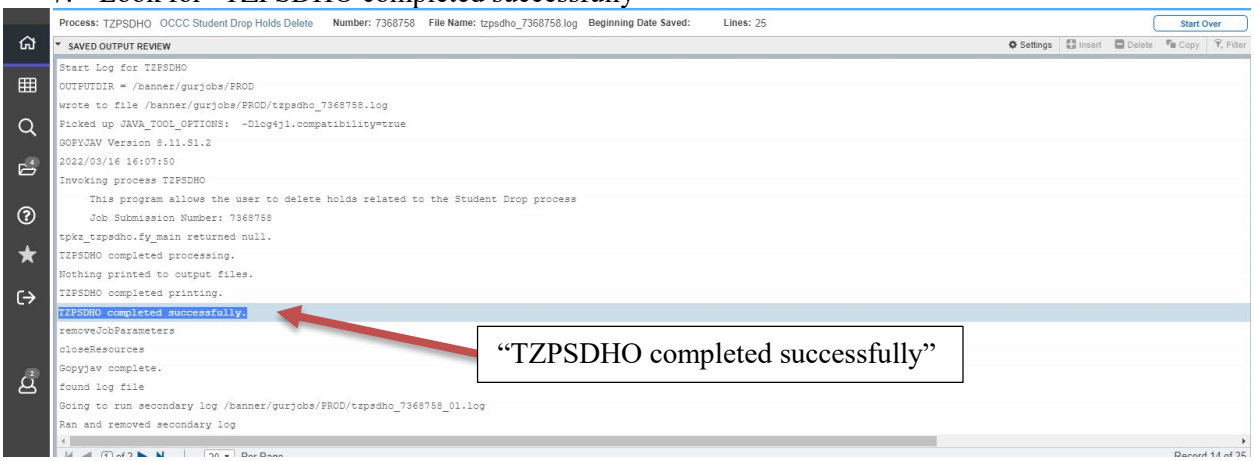


6. Double click on the report



Mass Hold Removal-continued

7. Look for "TZPSDHO completed successfully"

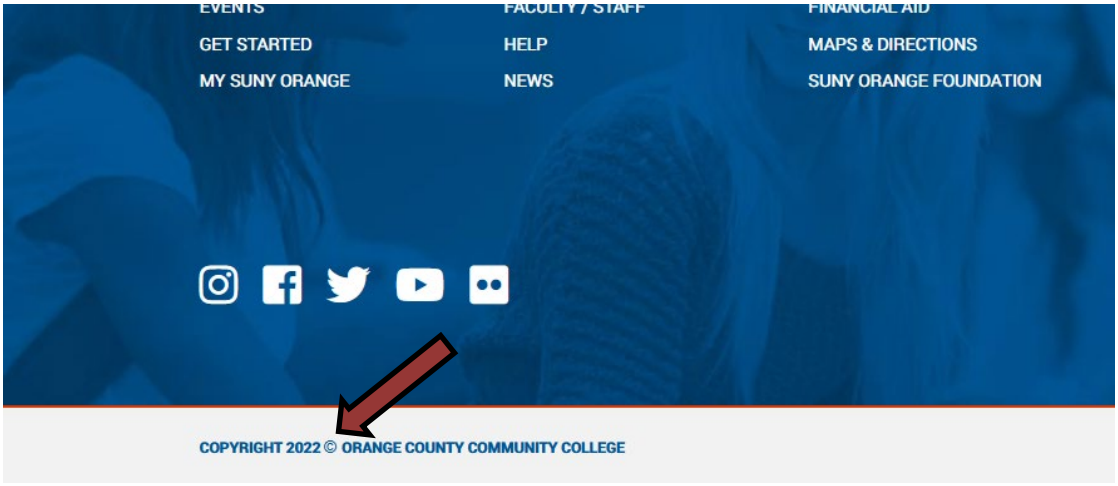


8. Spot check a few student's SOAHOLD screens who you knew had the holds to ensure they have been removed

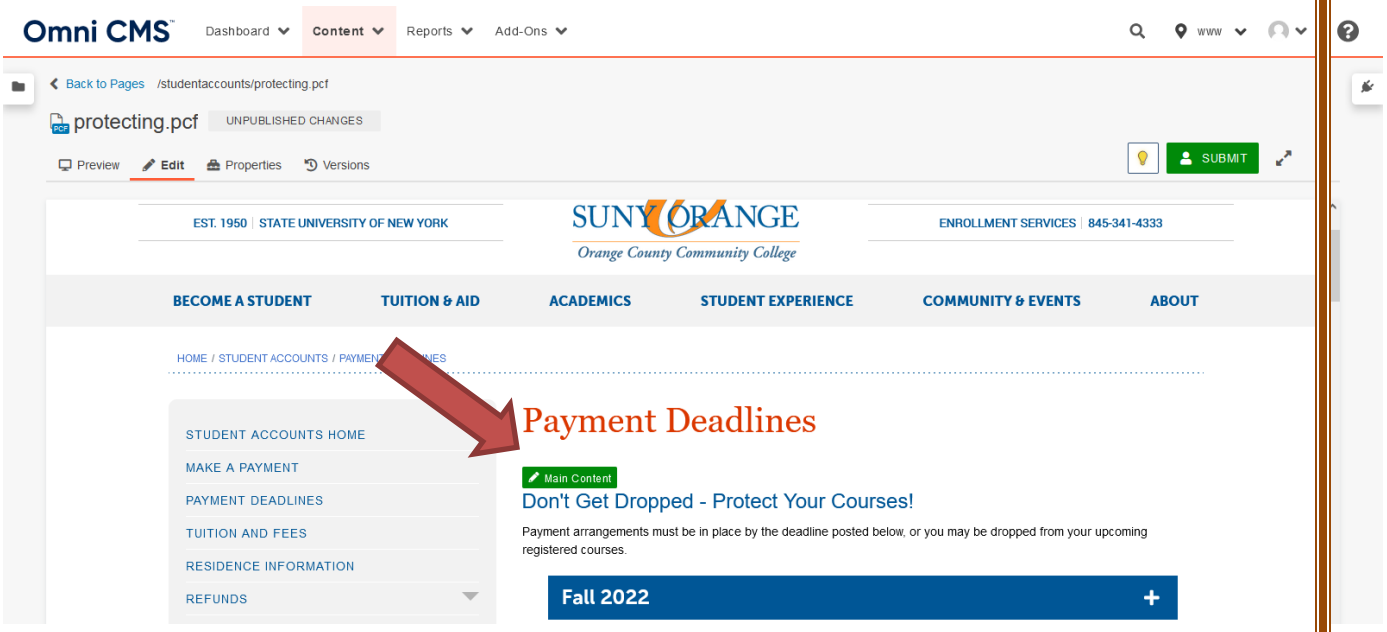
Editing the Website:

Access is limited to editing only the Department's webpages. Access to edit the webpages is granted from Chris Thurtle.

1. Go to the webpage requiring edits
2. Go to the bottom left side of the webpage and click on the "©" symbol



3.) Omni CMS will open - this is where you may edit or add content.
4.) Click "Main Content" top of webpage in green
   - This will grey out part of the page you cannot edit/change.

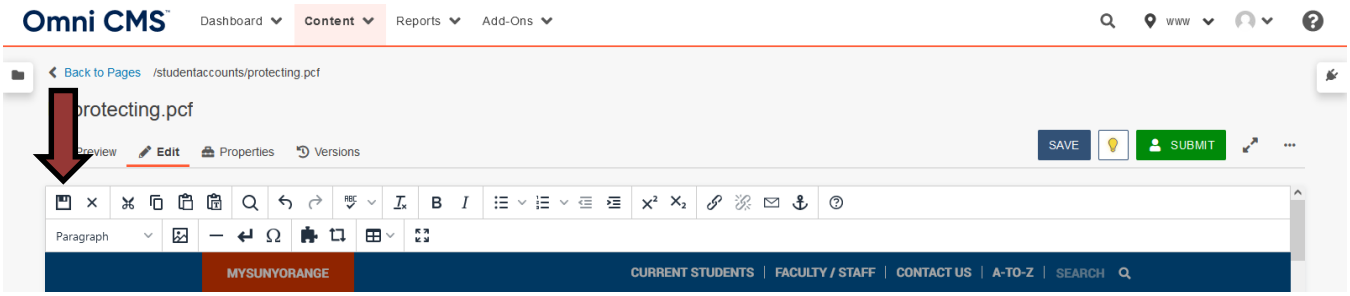


Editing the Website-continued

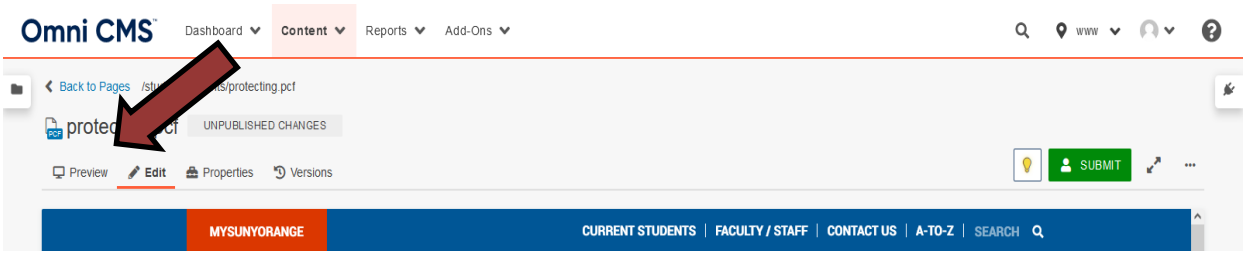
Make edits or changes

- Please note the formatting is standized per the College's guidelines and must stay consistent for the overall continuity of the College's overall website.

5.) Click 🖫 Save," left side of screen

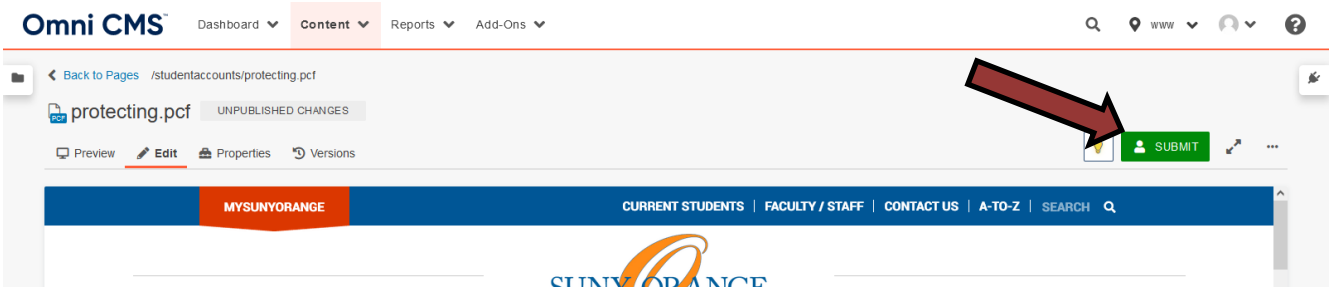


6.) To Preview your changes, Click "🖵Preview" on the left side of the screen



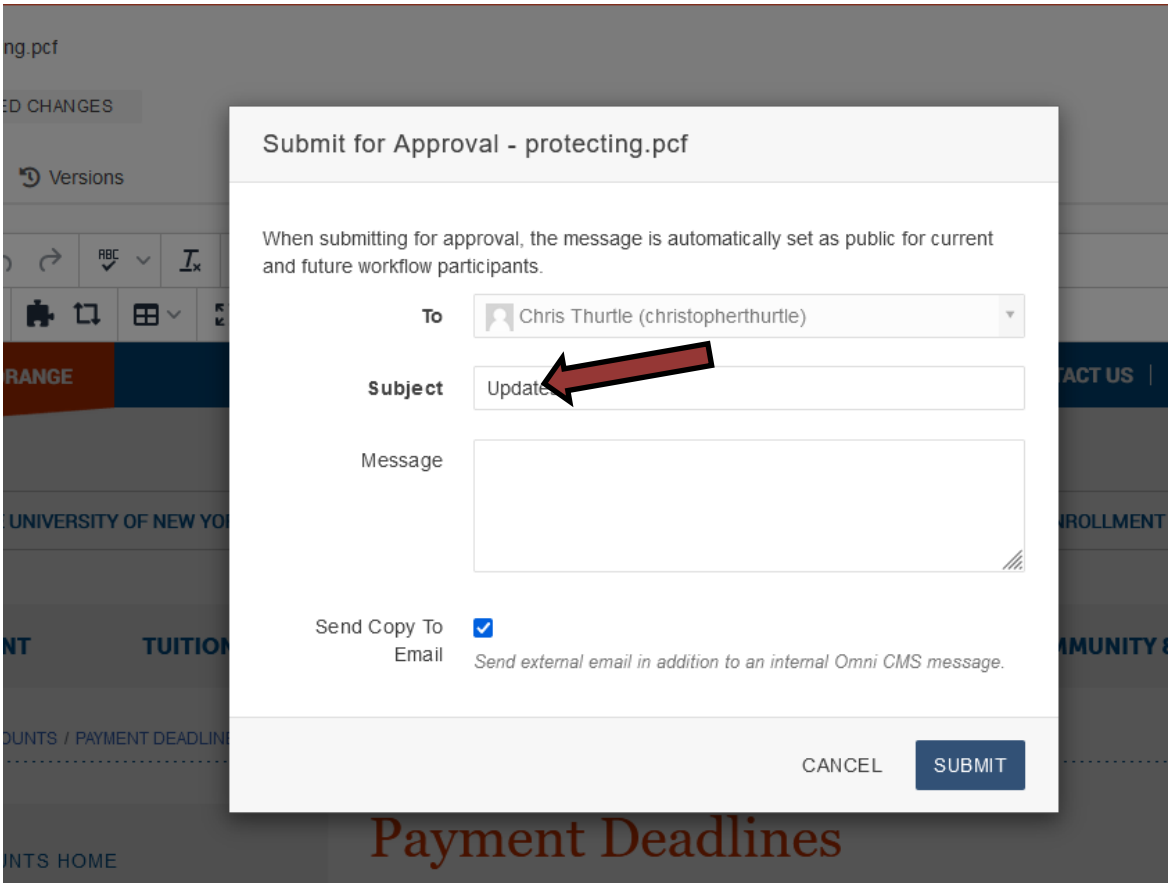
7.) If you are happy with the changes, Click " SUBMIT" on the right side of the page, then go to step #9.

8.) If you still need to make edits or add content, Skip this step and go the step #10 below.

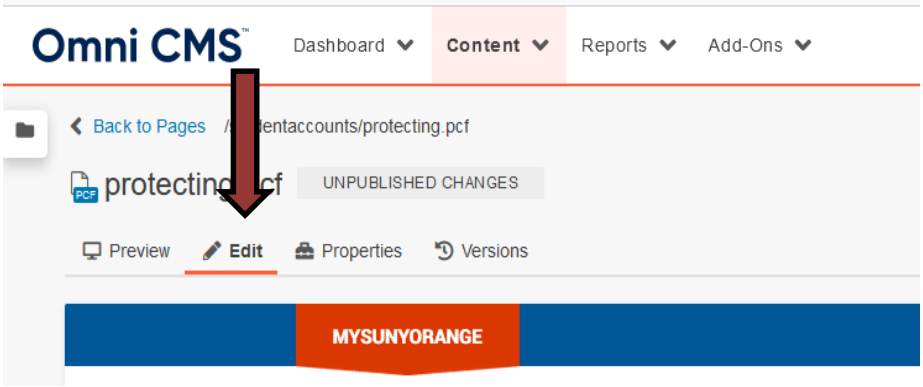


Editing the Website-continued

9.) An auto message box will pop up addressed to Chris Thurtle to send notification of change(s) submitted: in the subject line type "**Updates**," and click "SUBMIT"
   - Note: All changes must be submitted to Chris Thurtle for approval.

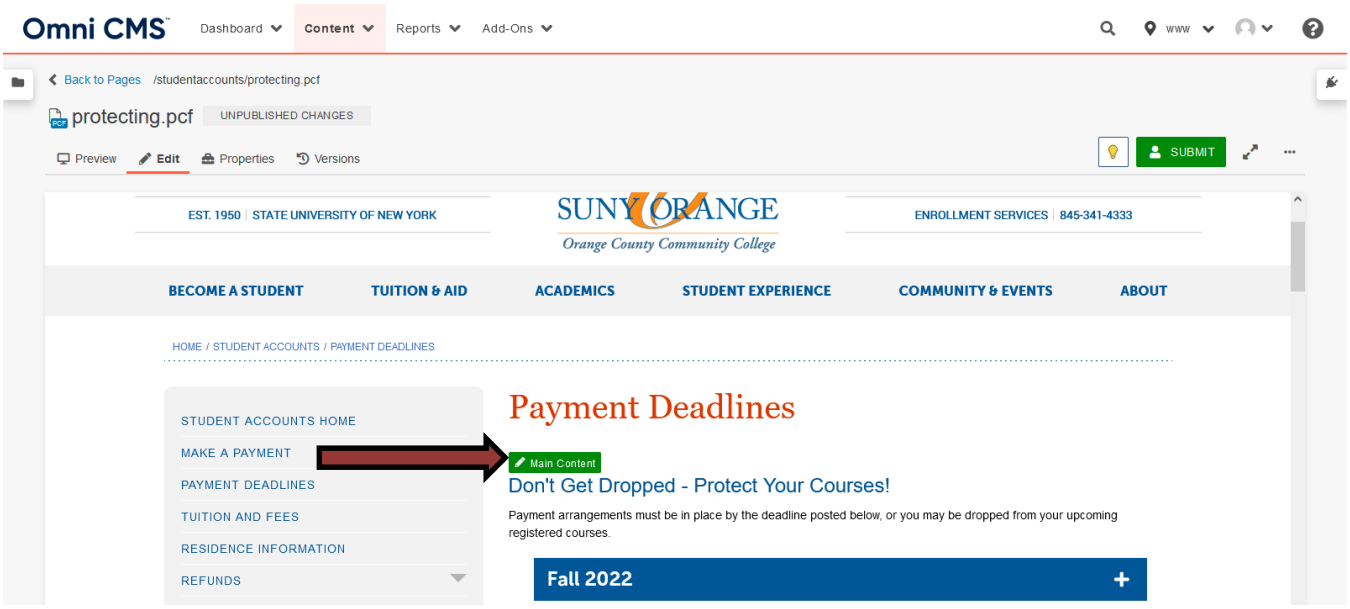


10). If you still wish to make edits, click "✎**Edit**" top left corner, and this will load the screen into edit mode.



Editing the Website-continued

11) Click " Main Content" under the webpage title



12) Make Changes and repeat steps 6 to 10.

13) For any assistance contact Chris Thurtle.

Mach Forms

Access for Mach Forms is provided via IT/William Ansley. Prior to being provide with access to creating/edit Mach Forms – attendance at a Mach Form session is required with William Ansley.

The Student Accounts Office currently has Mach Forms for:

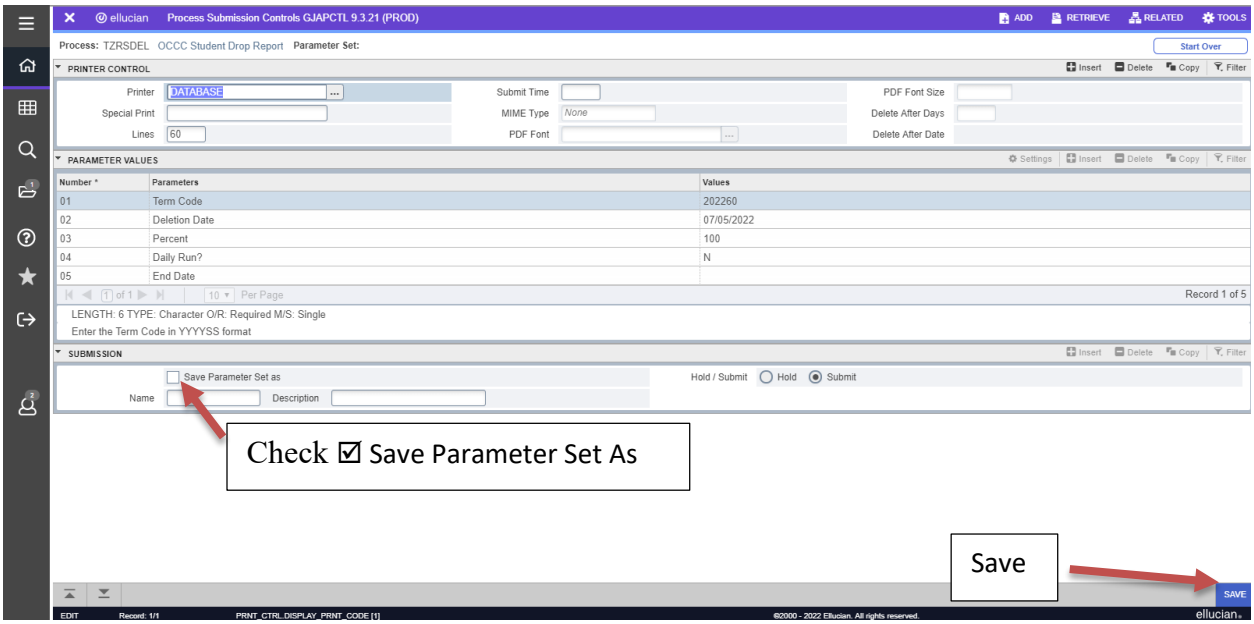
- Verification of Orange County Residency (VOR)
- Required Residency Documentation
- Out of County Certificates of Residence
- Change of Information
- Request for Student's Tax Payer Identification Number

Deletion Process

Beginning two weeks prior to each Payment Arrangement Due Date a daily report will need to be run of the students who have not yet satisfied their payment arrangements. (This report many be run as many times as needed.)

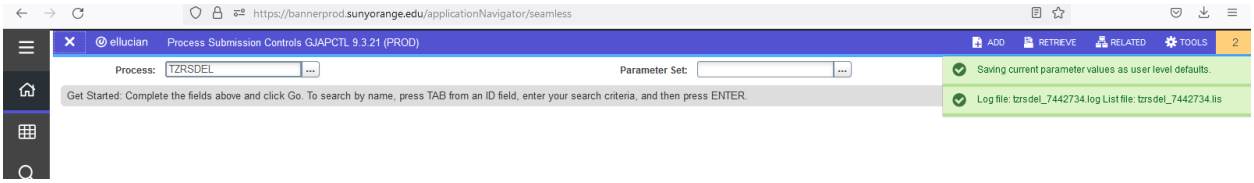
In Banner enter TZRSDEL:

- Printer – Database
- Number 01 – Term Code = Semester
- Number 02 – Deletion Date = Payment arrangement due date
- Number 03 – Percent = 100
- Number 04 – Daily Run? = N
- Number 05 End Date = blank
- Check ☑ **Save Parameter Set as box**
- Click "**SAVE**" bottom right corner

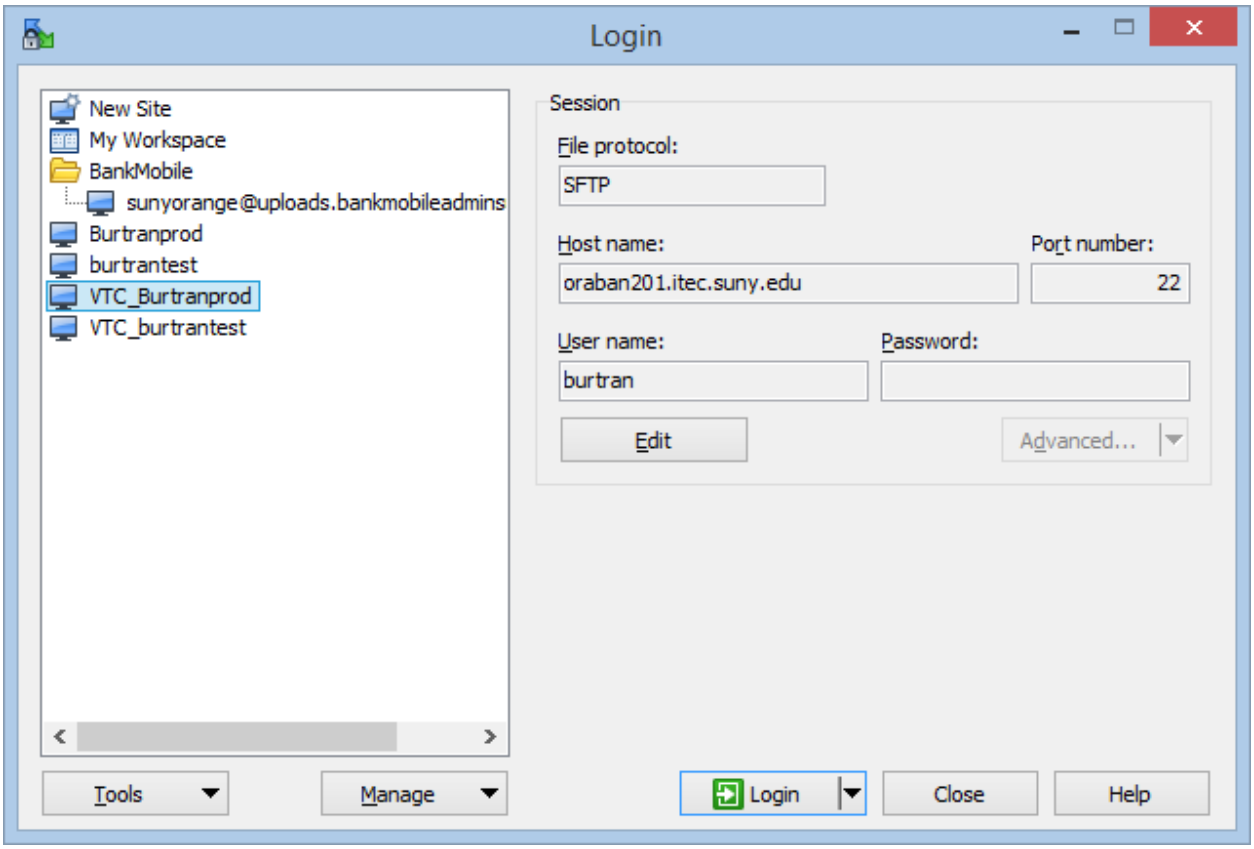


Deletion Process-continued

- Click #2 (top right corner)

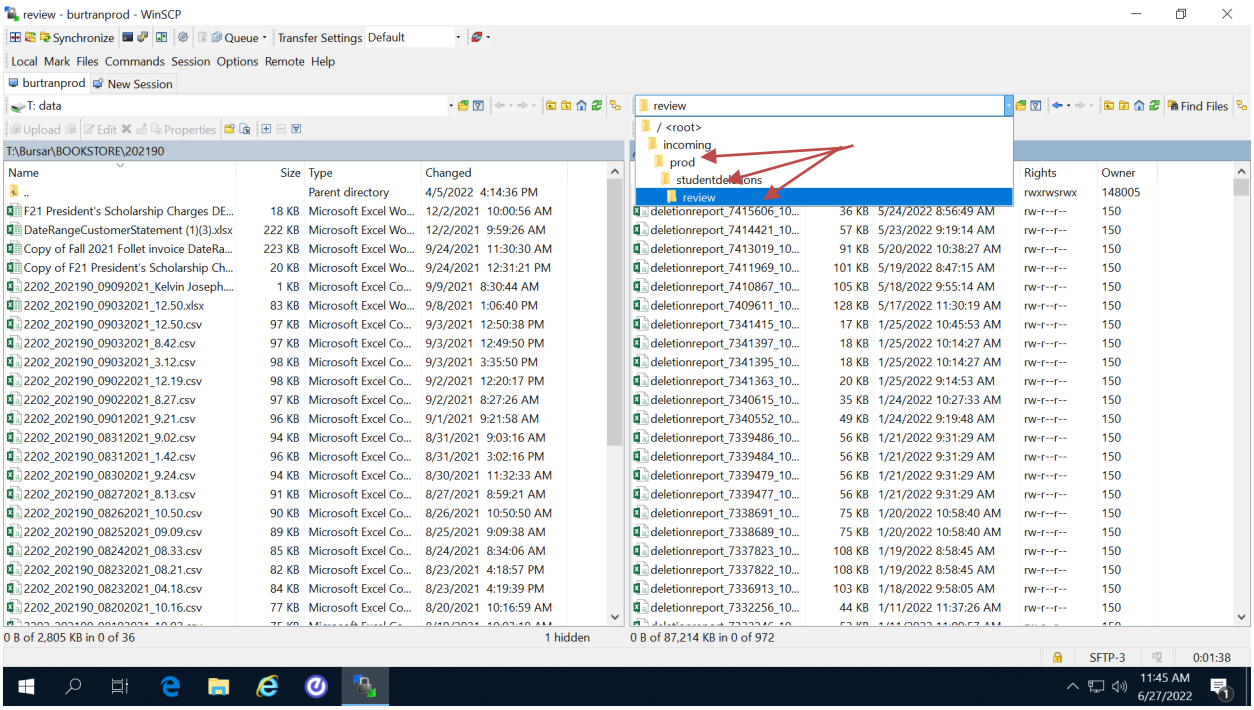


- To view the report – go to WinSCP
- Select "VTC_Burtranprod



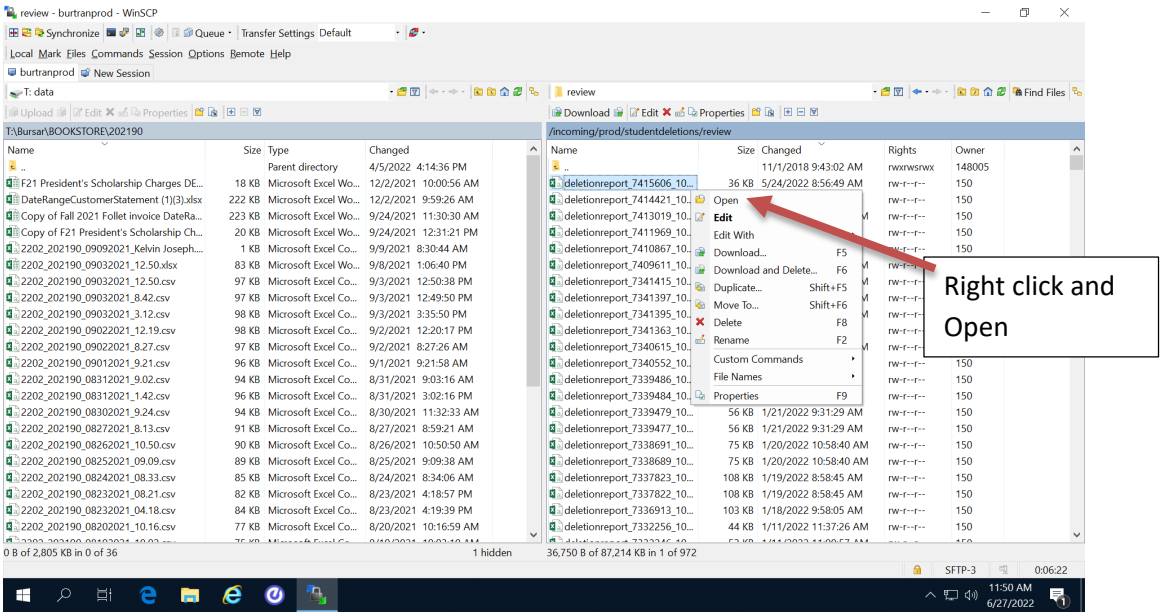
Deletion Process-continued

- The reports will be found on the right column under:
  - Prod
  - Stud.deletions
  - Review



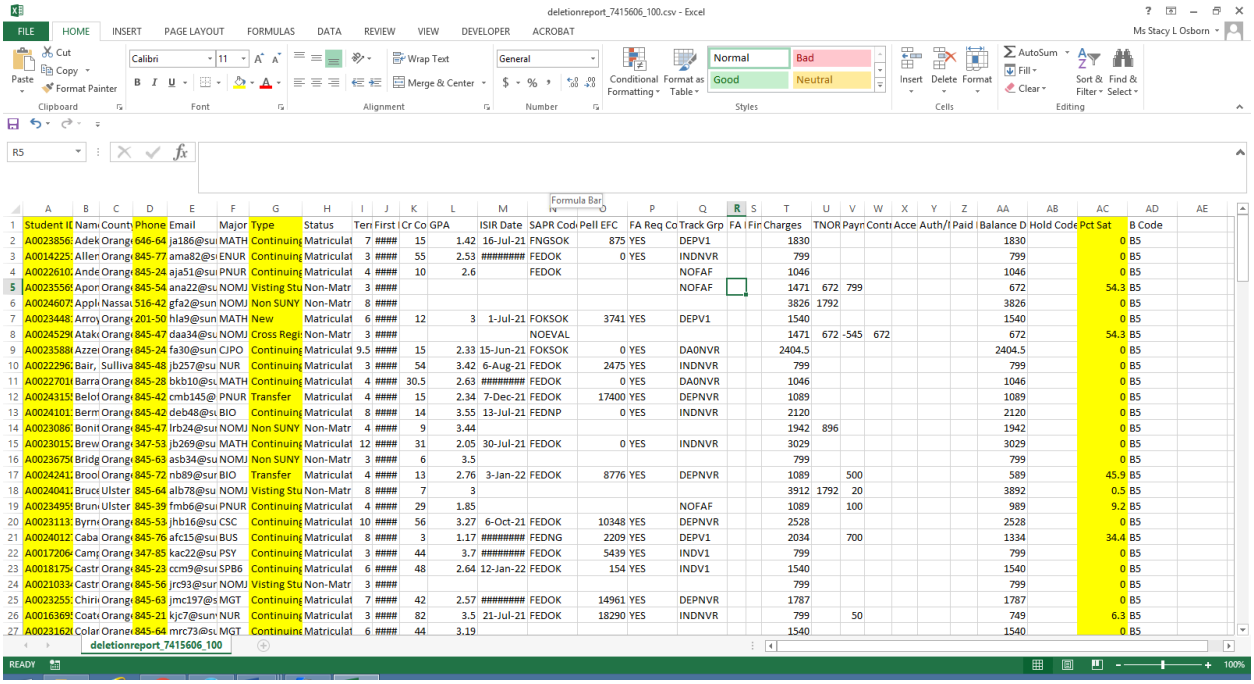
Deletion Process-continued

- Select the report with today's date
- To open the report
    - Right click
    - Select open



Deletion Process-continued

- Save the report as an .xlsx file
- Email the report to Agnes, Gerianne and Ray (Financial Aid will review for aid in process)
- The information that the Student Accounts office uses from the report is:
    - The Student Account Number
        - Will be utilized in the Banner Communication System to send emails.
    - The phone number
        - The phone numbers will be used for automated calls/Call-em-Alls
    - Student Type
        - Is utilized to identify new and/or transfer students when extending/removing from the deletion process
    - Percent Satisfied
        - This is basis on which the deletion takes place, as determined by administration.



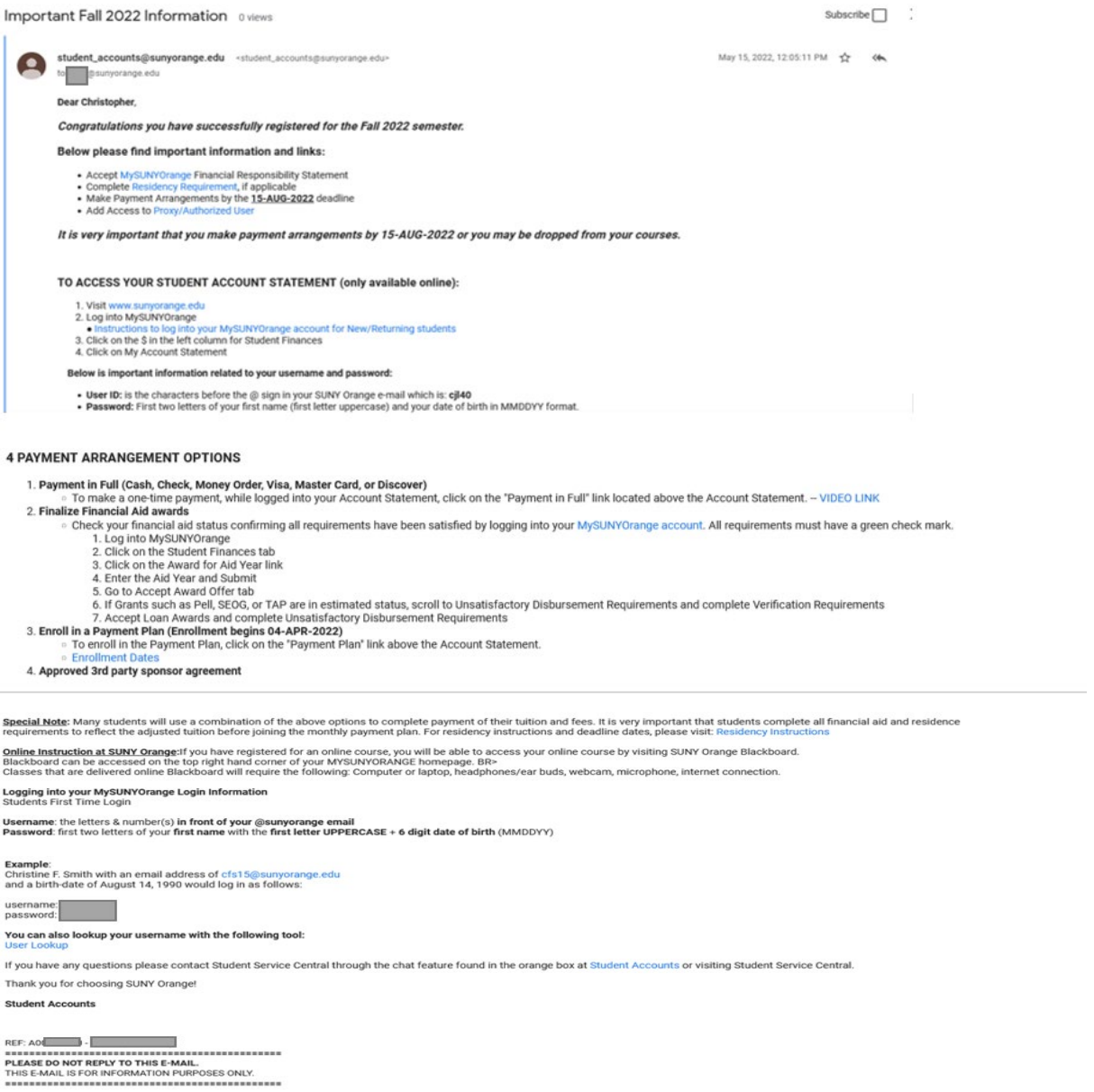
Deletion Process-continued

Communication to Student regarding Payment Arrangement

- Upon registration:
    - All students receive an email which includes (please see below):
        - How to access their bill
        - Payment Arrangement due dates
        - Payment methods
- Post cards are mailed for the Fall and Spring semesters two weeks prior to the payment arrangement due date and include the same information listed above.
- Winter and Summer semester are mailed bills approximately two weeks prior to the payment arrangement due date.
- Automated Calls are utilized in the two weeks leading up to the payment arrangement due date and on the payment arrangement due date.
- Banner Communication emails are sent to students in the two weeks leading up to the payment arrangement due date.

Please note: Emails and automated calls are not sent on the same day nor every day during the two weeks prior to the payment arrangement due date. These means of communication are scheduled in a strategic manner with the Comptroller to communicate to the students at opportune times the importance of the pending payment arrangement due date.

Deletion Process-continued



Important Fall 2022 Information 0 views

Subscribe

student_accounts@sunyorange.edu <student_accounts@sunyorange.edu> May 15, 2022, 12:05:11 PM

to [redacted]@sunyorange.edu

Dear Christopher,

Congratulations you have successfully registered for the Fall 2022 semester.

Below please find important information and links:

- Accept MySUNYOrange Financial Responsibility Statement
- Complete Residency Requirement, if applicable
- Make Payment Arrangements by the **15-AUG-2022** deadline
- Add Access to Proxy/Authorized User

It is very important that you make payment arrangements by 15-AUG-2022 or you may be dropped from your courses.

TO ACCESS YOUR STUDENT ACCOUNT STATEMENT (only available online):

1. Visit www.sunyorange.edu
2. Log into MySUNYOrange
   - Instructions to log into your MySUNYOrange account for New/Returning students
3. Click on the $ in the left column for Student Finances
4. Click on My Account Statement

Below is important information related to your username and password:

- **User ID:** is the characters before the @ sign in your SUNY Orange e-mail which is: **cjl40**
- **Password:** First two letters of your first name (first letter uppercase) and your date of birth in MMDDYY format.

4 PAYMENT ARRANGEMENT OPTIONS

1. **Payment in Full (Cash, Check, Money Order, Visa, Master Card, or Discover)**
   - To make a one-time payment, while logged into your Account Statement, click on the "Payment in Full" link located above the Account Statement. -- VIDEO LINK
2. **Finalize Financial Aid awards**
   - Check your financial aid status confirming all requirements have been satisfied by logging into your MySUNYOrange account. All requirements must have a green check mark.
     1. Log into MySUNYOrange
     2. Click on the Student Finances tab
     3. Click on the Award for Aid Year link
     4. Enter the Aid Year and Submit
     5. Go to Accept Award Offer tab
     6. If Grants such as Pell, SEOG, or TAP are in estimated status, scroll to Unsatisfactory Disbursement Requirements and complete Verification Requirements
     7. Accept Loan Awards and complete Unsatisfactory Disbursement Requirements
3. **Enroll in a Payment Plan (Enrollment begins 04-APR-2022)**
   - To enroll in the Payment Plan, click on the "Payment Plan" link above the Account Statement.
   - Enrollment Dates
4. **Approved 3rd party sponsor agreement**

Special Note: Many students will use a combination of the above options to complete payment of their tuition and fees. It is very important that students complete all financial aid and residence requirements to reflect the adjusted tuition before joining the monthly payment plan. For residency instructions and deadline dates, please visit: Residency Instructions

Online Instruction at SUNY Orange: If you have registered for an online course, you will be able to access your online course by visiting SUNY Orange Blackboard.
Blackboard can be accessed on the top right hand corner of your MYSUNYORANGE homepage. BR>
Classes that are delivered online Blackboard will require the following: Computer or laptop, headphones/ear buds, webcam, microphone, internet connection.

Logging into your MySUNYOrange Login Information
Students First Time Login

Username: the letters & number(s) **in front of your @sunyorange email**
Password: first two letters of your **first name** with the **first letter UPPERCASE + 6 digit date of birth** (MMDDYY)

Example:
Christine F. Smith with an email address of cfs15@sunyorange.edu
and a birth-date of August 14, 1990 would log in as follows:

username:
password:

You can also lookup your username with the following tool:
User Lookup

If you have any questions please contact Student Service Central through the chat feature found in the orange box at Student Accounts or visiting Student Service Central.

Thank you for choosing SUNY Orange!

Student Accounts

REF: AO[redacted] - [redacted]
==========
PLEASE DO NOT REPLY TO THIS E-MAIL.
THIS E-MAIL IS FOR INFORMATION PURPOSES ONLY.
==========

Deletion Process-continued

Administrative Deletion (a/k/a the Fake Deletion)

A fake deletion is **NOT** always utilized – Administration will advise if an Administrative Deletion will be utilized. An Administrative Deletion is often utilized for the Fall semester. The Administrative Deletion:

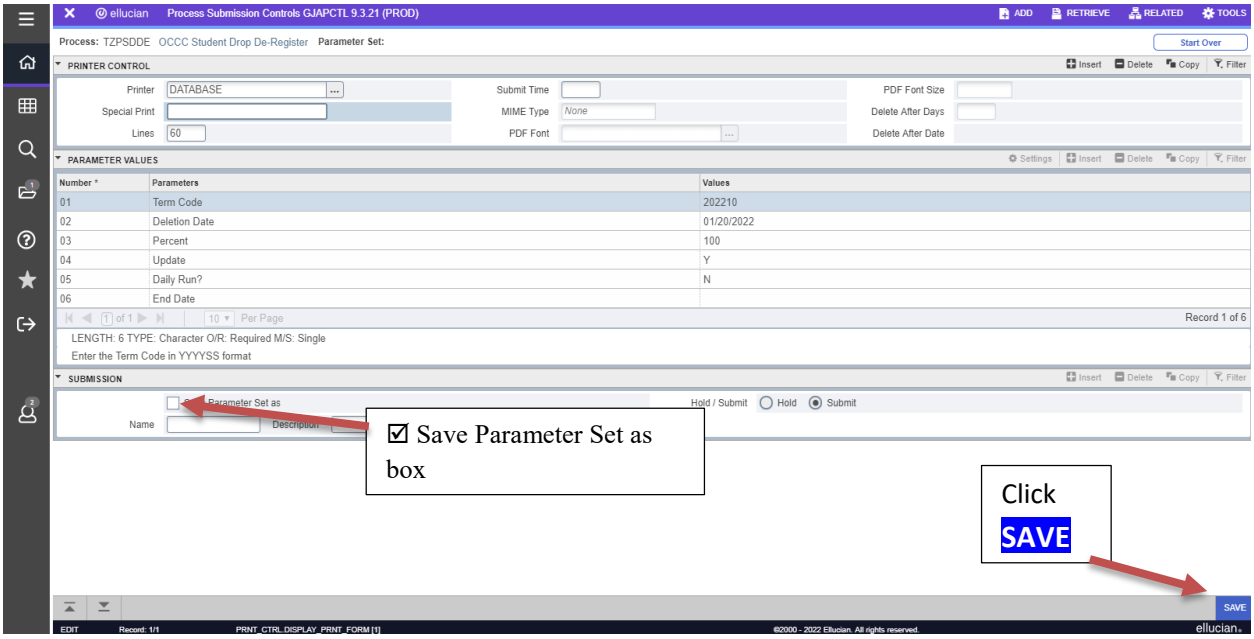
- Internally does NOT initially drop the student, however communication to the student does indicate a drop has occurred.
- Places a DZ hold on a student's account.
- An email is sent to students informing them of the deletion.
- Students believe they have been dropped in the system and this often prompts action on their part. The Admin Deletion also provides additional time for payments and/or financial aid to be processed without personnel having to re-register the students once payment is received.
- After the predetermined time frame of the Administrative drop has expired, students who have not make satisfactory payment arrangements are deleted.

To place the DZ holds on the students' accounts:

In Banner enter TZPSDDE:

- Printer = Database
- Number 01 Term Code = Term
- Number 02 Deletion Date = Payment Arrangement Due Date
- Number 03 Percent = 100
- Number 04 Update = Y
- Number 05 Daily Run? = N
- Number 06 End Date = N
- Check "Save Parameter Set as"
- Check ☑ **Save Parameter Set as box**
- Click "**SAVE**" (bottom right corner)

Deletion Process-continued



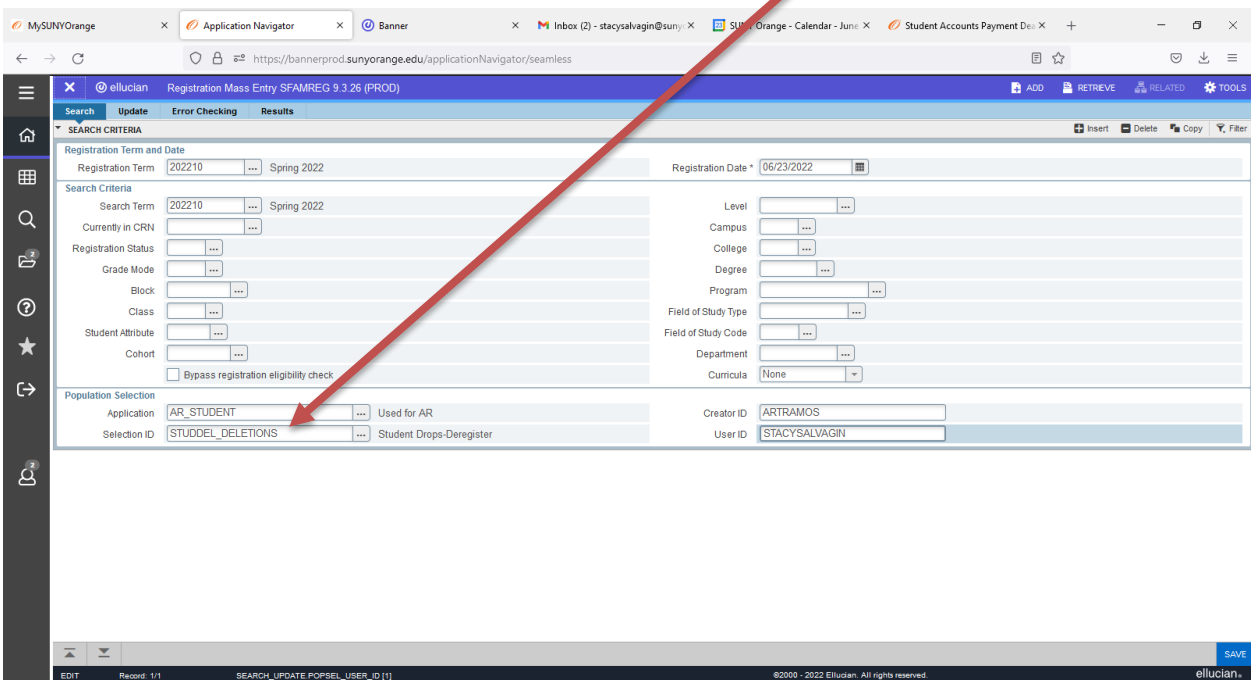
Deletion Process-continued

Banner Deletion Process (a/k/a Real Deletion):

In Banner enter SFAMREG:

Search Tab:

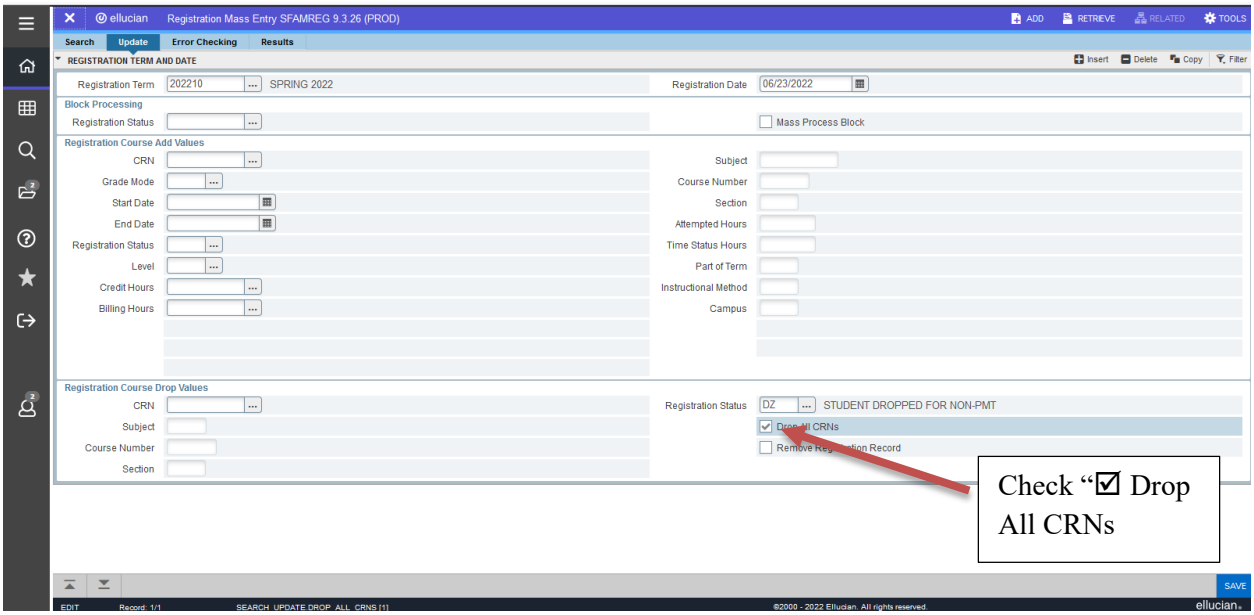
- Registration Term and Date = term
- Search Term = term
- Application = AR_STUDENT
- Selection ID = STUDDEL_DELETIONS (make sure there is an "S" at the end)
- Creator ID = ARTRAMOS
- User ID = your name



Deletion Process-continued

Update Tab:

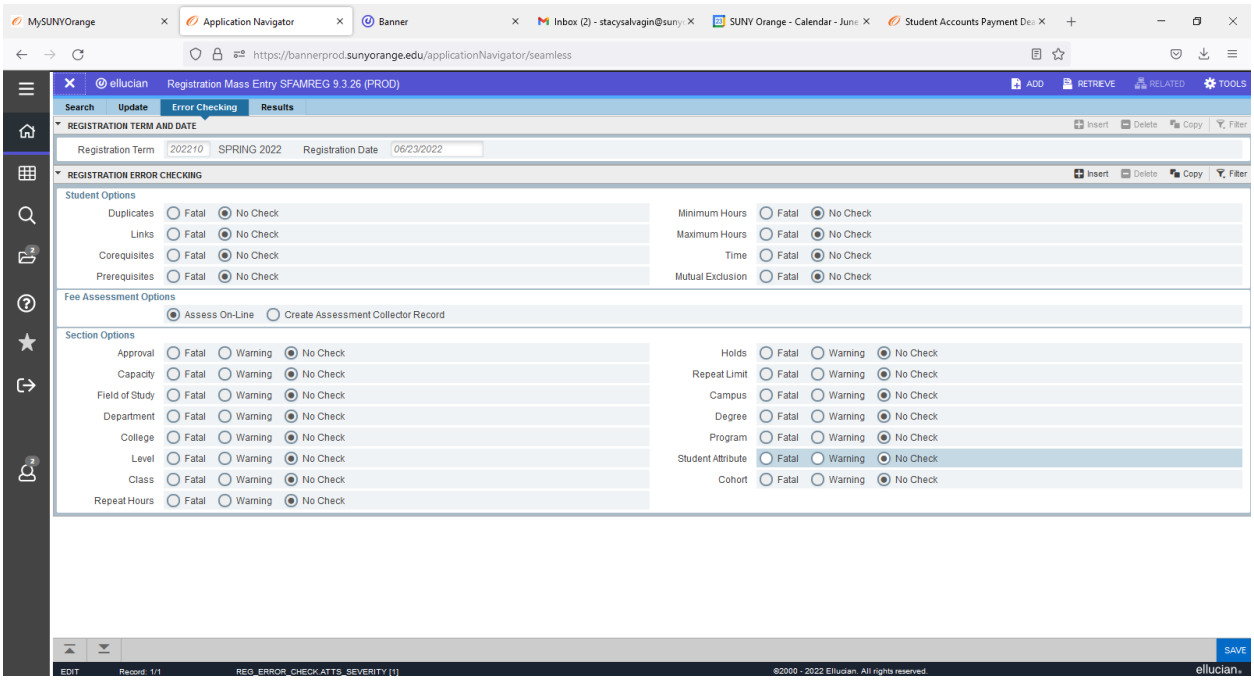
- Registration Term – will auto populate with the term
- Registration Status = DZ
- Check "☑ Drop All CRNs"



Deletion Process-continued

Error Checking Tab:

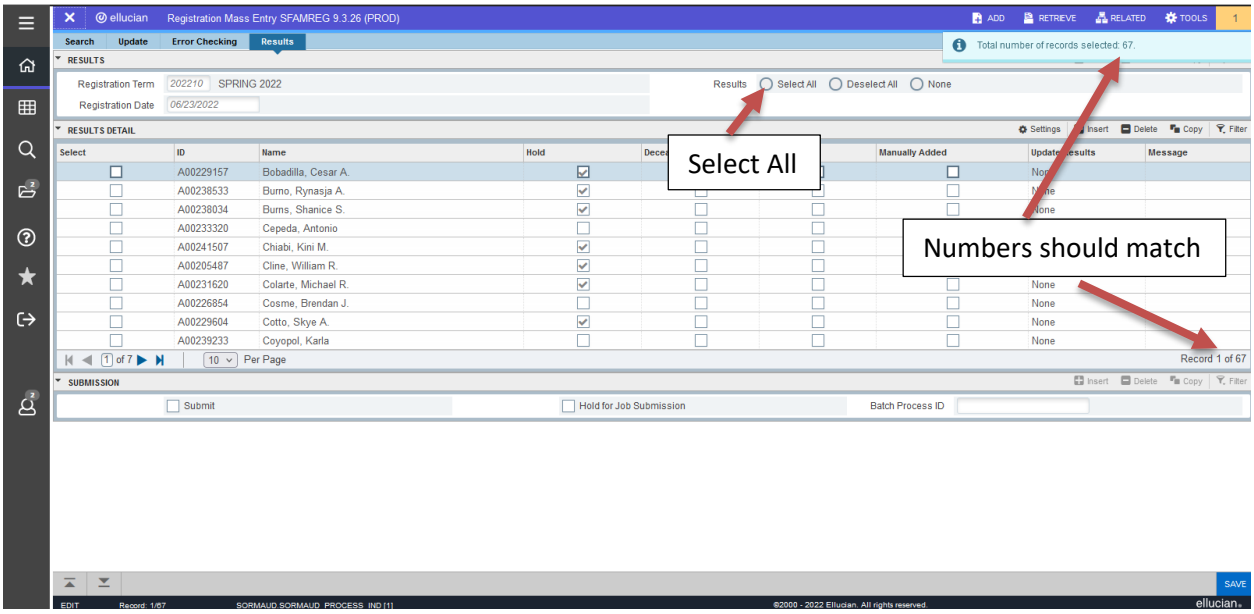
- Student Options checking section – All should be checked “No Check”
- Fee Assessment Options - should remain “Assess On-Line
- Section Options – should all be checked “No Check”



Deletion Process-continued

Results Tab

- Click “Select All” (Top middle/right)
- Check to ensure the number of records is the same number from the chopping block report (bottom right corner)
- Check “Submit” (bottom left corner)



Once the process is run – review the output to ensure all state “Registration Required,” any that do not will need to be manually dropped by the Registrar’s office. This will occur for students who are also registered in a non-credit course.

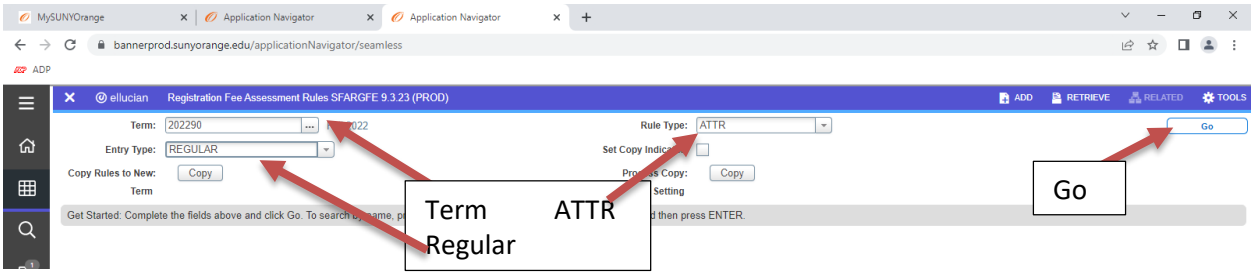
The students have now been dropped in order to re-register they will need to contact Student Services Central and have payment arrangements in place before being permitted to register again.

Tuition and Fees – Rolling

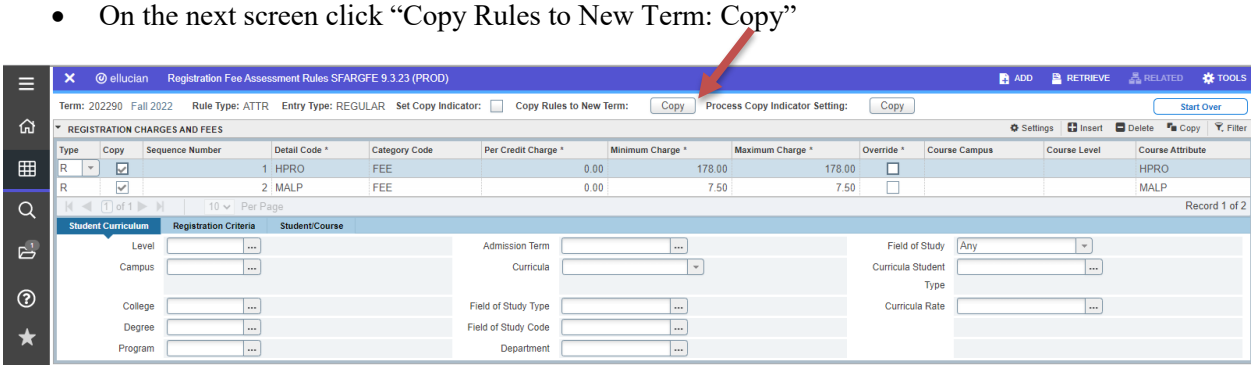
Tuition and fees are term specific and must be rolled from term specific to term specific. Example: Fall to Fall and Spring to Spring.

To roll tuition and fees:

- Go to SFARGFE
- Enter the:
  - Term – the term in which you will be rolling from
  - Entry type: Regular
  - Rule Type: First option – ATTR
  - Click "Go," top right

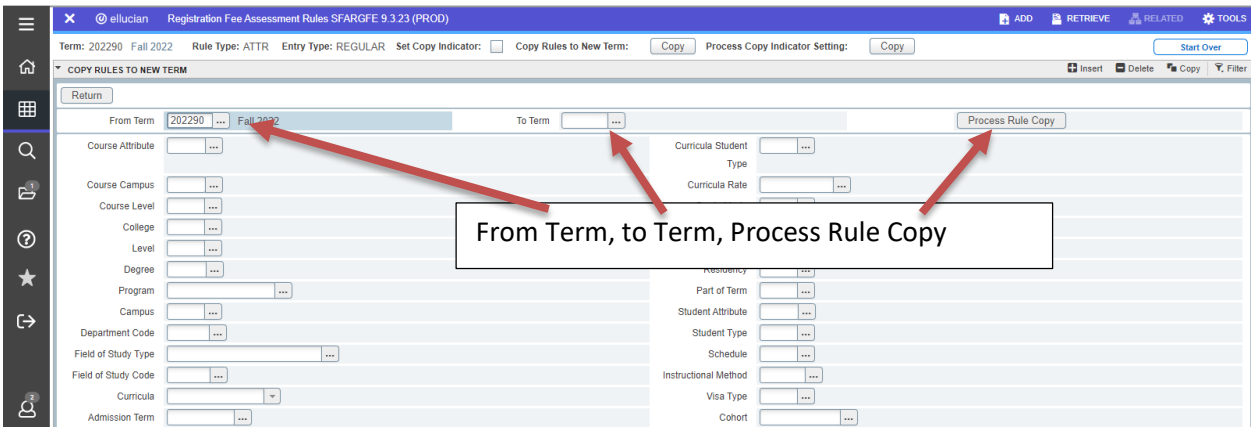


- On the next screen click "Copy Rules to New Term: Copy"



Tuition and Fees – Rolling-continued

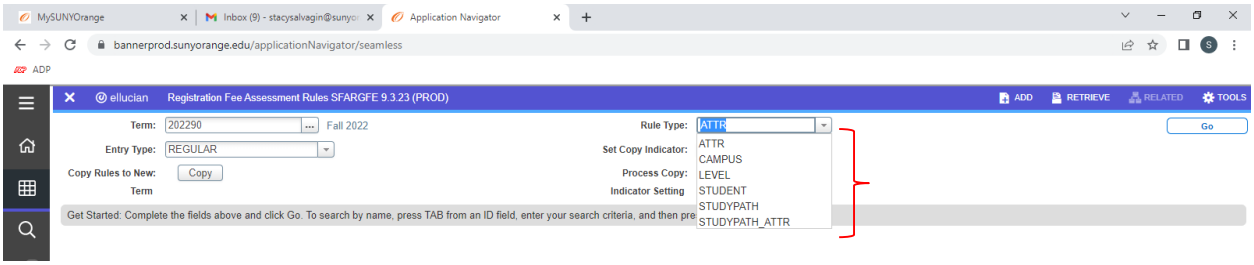
- On the next screen insert the semester you are copying/rolling the tuition and fees to. Again make sure you are copying a same semester to a same semester, Fall to Fall or Winter to Winter
- Then click "Process Rule Copy"



This will roll the tuition and fees at the previous academic year's rates, if the tuition and/or rates have changes you will need to go in and make changes.

If rate change has or has not occurred, you will need to verify all other info has copied accurately.

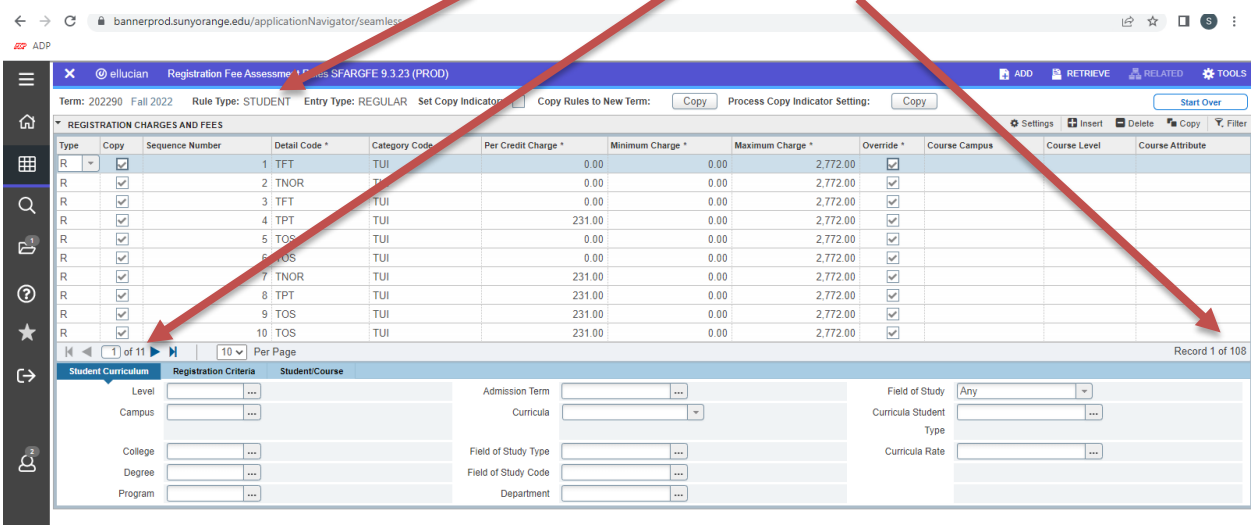
This entails going into each Rule Type; ATTR, CAMPUS, LEVEL and STUDENT. (At this time there are no entries in STUDYPATH or STUDYPATH_ATTR)



Tuition and Fees – Rolling-continued

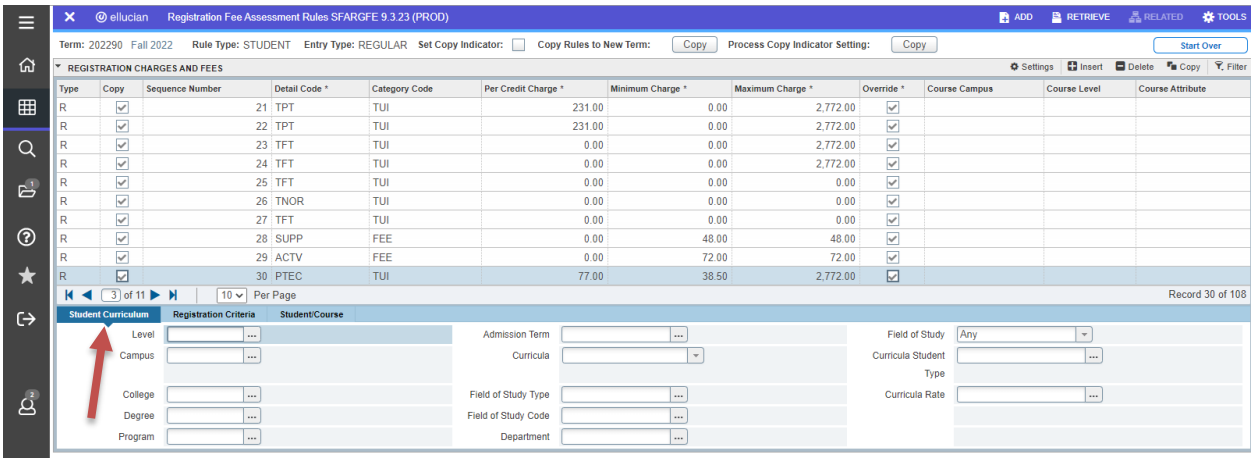
Each sequent number/detail code in each Rule Type will need to be reviewed:

- Currently for Rule Type – STUDENT there are 11 pages and 108 entries to be reviewed

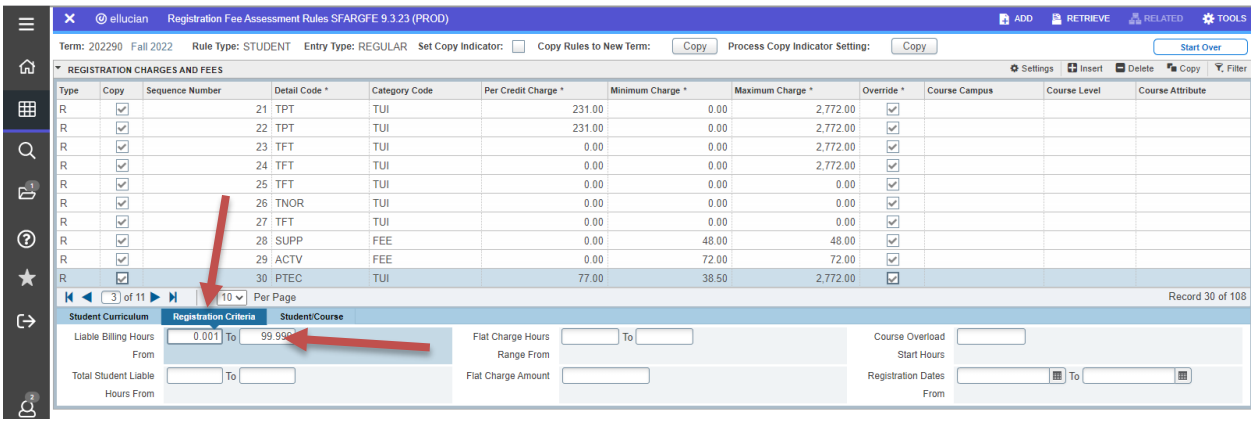


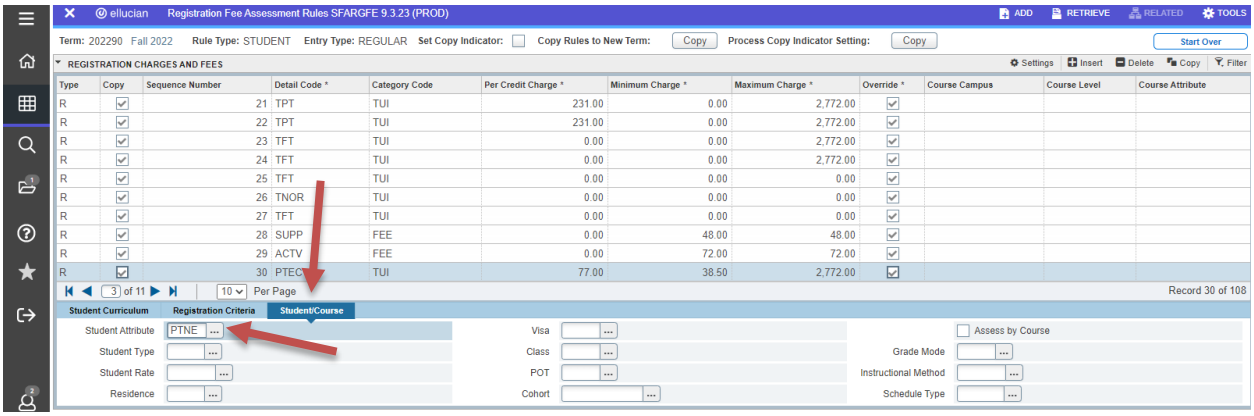
In reviewing each Rule Type – the tabs must be reviewed for accuracy and updated with tuition and fees, if changes are required:

- Student Curriculum Tab
- Registration Criteria Tab
- Student/Course Tab



Tuition and Fees – Rolling-continued





Changes may be saved on each pages as they are made.

Tuition and fees are then updated on the Student Accounts webpage, please see separate instructions on updating the website.

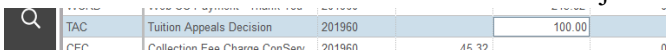
Exception to Policy Adjustments

Approvals for exception adjustments will come from Administration or the Tuition Appeal Committee.

How Student Accounts is informed of Exceptions to Policy:

- Administration Approvals: All Administration approvals will be emailed, and will include instructions for the Student Accounts Office detailing the adjustment to be processed. This email is to be scanned into the student's OnBase account.
- Tuition Appeal Committee: A representative from the Student Accounts Office will attend each Tuition Appeal Committee meeting to note all decision made by the committee. All approvals for adjustment will be processed in the Student Accounts Office. A summary of the decisions will be retained in the Student Accounts Office and will be emailed back to the Tuition Appeal Committee Representative, Dolores Jones.

Processing Adjustment in Banner

- Adjustments to tuition and/or fees are to be processed using Detail Code: TAC – Tuition Appeal Committee.
    - In TSAAREV enter TAC and the amount of the adjustment
    - 

- All holds are to be updated or removed.
- If the accounts were previously placed with a collection agency. The agency is to be notified of the adjustment and either the account is to be closed or the balance adjusted, in accordance with the decision by Administration or the Tuition Appeal Committee.

All exception are to be reviewed by someone independent from the student accounts office, this is completed by the Comptroller.

Student Accounts Forms

SUNY Orange Student Accounts Office

Verification of Orange County Residence

For Office Use Only

AFFIDAVIT (OR AFFIRMATION) AND VERIFICATION OF RESIDENCE, IN CONNECTION WITH ATTENDANCE AT ORANGE COUNTY COMMUNITY COLLEGE** (To be completed and signed in **black ink**)

Semester:

STATE OF NEW YORK,
COUNTY OF _____

Fall 20 Winter 20 Spring 20 Summer 20

Student # A | **Social Security # or Tax Identification#** ___-___-____

Last Name: | **First Name:**

Current Street Address:

City/Town | State | Zip | County

Previous Street Address (If less than 2 years at current):

City/Town | State | Zip | County

Additional Previous Address (If less than 2 years above):

City/Town | State | Zip | County

Dates of Current Residency

From____/____/____ to ____/____/____

Dates of Previous Residence

From____/____/____ to ____/____/____

Dates of Add'l Previous Residence

From____/____/____ to ____/____/____

Mailing Address (If different than above):

Citizenship:

☐ **U.S. Citizen** ☐ **Visa Type:** _____ Provide your Government issued Visa ☐ ***Undocumented or DACA** ☐ ***Other** _____ * Please see the Student Service Central Office

☐ **Permanent Resident Alien#**_____ Date of Issue: ____/____/_____ Expiration: ____/____/_____ Provide your Permanent Resident Alien Card

I hereby swear (or affirm) that I reside at the above stated address; that I now am and have for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application; been a legal resident of the State of New York; that I now am and have been for a period of at least six (6) months** immediately prior to the date of this affidavit (or affirmation), a legal resident of the County of Orange

By signing, I hereby swear (or affirm) that I reside legally at the above home address and that I have, for two years immediately prior to the date of this affidavit (or affirmation), resided as stated above.

_____ _____/_____/20_____
Signature of Applicant **Date**

EDUCATION LAW, SECTION 6301, PROVIDES, "THE CHIEF FISCAL OFFICER OF EACH COUNTY, AS DEFINED IN SECTION 81 OF THE LOCAL FINANCE LAW, SHALL UPON APPLICATION AND SUBMISSION TO HIM OF SATISFACTORY EVIDENCE, ISSUE TO ANY PERSON DESIRING TO ENROLL IN A COMMUNITY COLLEGE AS A NON-RESIDENT STUDENT A CERTIFICATE OF RESIDENCE SHOWING THAT SAID PERSON IS A RESIDENT OF SAID COUNTY. . . SUCH PERSON SHALL, UPON HIS REGISTRATION FOR EACH COLLEGE YEAR, FILE WITH THE COLLEGE SUCH A CERTIFICATE OF RESIDENCE ISSUED NOT EARLIER THAT TWO MONTHS PRIOR THERETO, AND SUCH CERTIFICATE OF RESIDENCE SHALL BE VALID FOR A PERIOD OF ONE YEAR FROM THE DATE OF ISSUANCE." EDUCATION LAW, SECTION 6301, PARAGRAPH 4, DEFINES, "RESIDENT" A PERSON WHO HAS RESIDED IN THE STATE FOR A PERIOD OF AT LEAST ONE YEAR AND IN THE COUNTY, CITY, TOWN, INTERMEDIATE SCHOOL DISTRICT OR SCHOOL DISTRICT, AS THE CASE MAY BE, OR A PERIOD OF AT LEAST SIX MONTHS, BOTH IMMEDIATELY PRECEDING THE DATE OF SUCH PERSON'S REGISTRATION IN A COMMUNITY COLLEGE OR, FOR THE PURPOSES OF SECTION 6302 OF THIS CHAPTER, HIS APPLICATION FOR A CERTIFICATE OF RESIDENCE. "IN THE EVENT THAT A PERSON QUALIFIED AS ABOVE FOR STATE RESIDENCE, BUT HAS BEEN A RESIDENT OF TWO OR MORE COUNTIES IN THE STATE DURING THE SIX MONTHS IMMEDIATELY PRECEDING HIS/HER APPLICATION FOR A CERTIFICATE OF RESIDENCE PURSUANT TO SECTION 6302 OF THIS CHAPTER, THE CHARGES TO THE COUNTIES OF RESIDENCE SHALL BE ALLOCATED AMONG THE SEVERAL COUNTIES PROPORTIONAL TO THE NUMBER OF MONTHS, OR MAJOR FRACTION THEREOF, OF RESIDENCE IN EACH COUNTY.

(Rev: 03/2019)

Student Accounts Office
Application for Resident Tuition for
Undocumented/DACA students under the High School Rule

Pursuant to Section 355 and 6301 of the New York State Education Law certain nonresident students including out of status students and undocumented immigrants may be eligible for resident tuition. The undocumented immigrant must:

- *Attended an approved New York State high school for two or more years **or** attended a GED/TASC Exam Preparation Course*
- *Graduated from an approved New York State high school **or** received a NYS GED/HSE Diploma*
- *Applied for SUNY admission and attended within five years of receiving the NYS diploma **or** NYS GED/HSE Diploma*
- *Complete a notarized affidavit stating that the student has filed or intends to file an application to legalize his or her immigration status*

(To be completed and signed in **black ink**)

Student ID #	A								

I, _____, am requesting consideration by SUNY Orange to be approved under the High School Rule, as an undocumented or out of status student for the academic year beginning with the:

☐ Fall 20_____, ☐ Winter 20 _____, ☐ Spring 20_____, ☐ Summer 20 _____ semester.

The following documentation must be provided:

☐ Verification of Orange County Residence Form **OR** Certificate of Residence (if you reside outside of Orange County)

☐ Official NYS High School Transcript **and** Proof of graduation from a NYS High School (diploma or final HS transcript)

OR

Proof of attendance at an approved NYS GED/TASC Exam Preparation Course **and** a NYS GED/HSE Diploma

☐ The Affidavit below must be signed in front of and notarized by a commissioned Notary Public

Please Note: For your convenience Student Services Central has Notary Publics available.

State University of New York
Administrative Policy Manual Section 010.1, Appendix B
STUDENT AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS

State of New York

County of _____

I, _____, being duly sworn affirm that I do not currently have lawful immigration status but have filed an application to legalize my immigration status or will file such an application as soon as I am eligible to do so.

I hereby certify that all information supplied by this application is accurate and complete. I understand that falsifying any part of this application may result in disciplinary action.

Student's Signature: _____Date: _____/_____/20_____

Sworn to (or affirmed) before me this _____ day of _____, 20_____

_____
Notary Public

rev: 04/01/2019

SUNY ORANGE

Student Accounts Office
Change of Information Form

Information on File

Student ID #:									
A									

Social Security Number:										
			-			-				

Last Name on file:	First Name on File:

New Updated Information

Please place a check mark in the section(s) below which you are providing new information & attach the required documentation.

☐ **Name Change**

Required documentation for name change, is one of the listed, fully executed documents:	1. Copy of a Marriage Certificate or 2. Copy of a Divorce Decree or 3. Other certified legal documentation permitting the name change **Please Note:** A driver's license or Social Security Card cannot be used for a name change.

New Last Name: (different than above)	New First Name: (different than above)	Staff Initials	Date

☐ Correction Date of Birth	Birth Certificate Required for change	M	M	/	D	D	/	Y	Y	Y	Y	Staff Initials	Date

☐ Phone Number(s)													Staff Initials	Date
	Home				-				-					
	Cell				-				-					

☐ **Address Change** — **Required Documentation:** Recent postmarked mail with student's name & the new address

New Permanent Address: (Physical Address only, No P.O. Boxes)		
Street:	**City/town:**	
State:	**Zip Code:**	**County:**

New Mailing Address: (Only if different than above)		
Street/PO Box:	**City/town:**	
State:	**Zip Code:**	Staff Initials / Date

By signing this document, I confirm I have requested the above changes and have attached the required documentation. I authorize SUNY Orange to contact me at the address(es) and/or phone numbers provided.

✖ _____ _____/_____/20_____

Student's Signature — Date

Please Note: This form is not to be utilized to correct **Social Security Numbers**. To correct a Social Security Number, students must complete a W-9 or Alternative W-9, and provide a copy of their Social Security Card.

Rev: 03/2019

Dear_____, Date_____

Enclosed please find the check we received for payment on your account. We are returning the check for the following reason:

_____We are unable to accept postdated checks

_____The check is not signed

_____The numeric and written amounts do not match

_____The check is made out incorrectly; checks are payable to: SUNY Orange

_____We are unable to accept partial payments

_____We are unable to accept payments for the Payment Plan

_____We are unable to accept a check to replace a returned check. Payments must be in the form of cash, money order or credit card

_____ _____

_____

_____

If you have any questions, please call the Student Accounts Office at (845) 341-4830

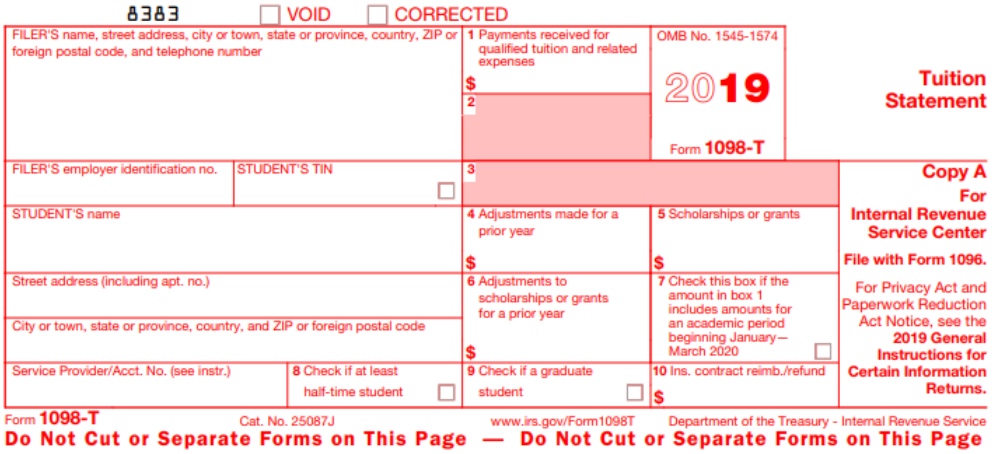
Thank you,

1098-T INFORMATION:

The IRS requires Form 1098T to be postmarked by January 31 of the following calendar year. If you do not receive your form by then and cannot access the form online after that date please contact ECSI to assist you. If you experience problems accessing ECSI's 1098-T Website, please contact ECSI at **1-866-428-1098**. New students to ECSI will be provided with a login, which can be obtained by the directions under their FAQ area or on the new form itself when it arrives. This form is mailed to the permanent address of a student who was enrolled at SUNY Orange for at least half time during the calendar year. You may opt to receive an electronic 1098-T, as well as download your 1098T from the ECSI website (College Name = Orange County Community College)

Please keep in mind that neither ECSI nor SUNY Orange can supply tax advice as to the use of the form outside what can be found on their website. You will need to contact your local tax consultant for more specific information in regards to this area.

*Inform students to visit the ECSI website at https://heartland.ecsi.net/ if they do not receive their form. If they experience problems accessing ECSI's 1098-T Website, inform them to contact ECSI at **1-866-428-1098**. New student to ECSI will be provided with a login, which can be obtained by the directions under their FAQ area or on the new form itself when it arrives.



8383 ☐ VOID ☐ CORRECTED

FILER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone number	1 Payments received for qualified tuition and related expenses $	OMB No. 1545-1574 2019 Form 1098-T	Tuition Statement
	2		
FILER'S employer identification no. / STUDENT'S TIN ☐	3		Copy A For Internal Revenue Service Center File with Form 1096.
STUDENT'S name	4 Adjustments made for a prior year $	5 Scholarships or grants $	
Street address (including apt. no.)	6 Adjustments to scholarships or grants for a prior year $	7 Check this box if the amount in box 1 includes amounts for an academic period beginning January–March 2020 ☐	For Privacy Act and Paperwork Reduction Act Notice, see the 2019 General Instructions for Certain Information Returns.
City or town, state or province, country, and ZIP or foreign postal code			
Service Provider/Acct. No. (see instr.) / 8 Check if at least half-time student ☐	9 Check if a graduate student ☐	10 Ins. contract reimb./refund $	

Form 1098-T Cat. No. 25087J www.irs.gov/Form1098T Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

Understanding the Form 1098T

Student's taxpayer identification number (TIN). For your protection, this form may show only the last four digits of your TIN (SSN, ITIN, ATIN, or EIN). However, the issuer has reported your complete TIN to the IRS. Caution: If your TIN is not shown in this box, your school was not able to provide it. Contact your school if you have questions. Account number. May show an account or other unique number the filer assigned to distinguish your account.

Box 1. Shows the total payments received by an eligible educational institution in 2019 from any source for qualified tuition and related expenses less any reimbursements or refunds made during 2019 that relate to those payments received during 2019.

Box 2. Reserved.

Box 3. Reserved.

Box 4. Shows any adjustment made by an eligible educational institution for a prior year for qualified tuition and related expenses that were reported on a prior year Form 1098-T. This amount may reduce any allowable education credit that you claimed for the prior year (may result in an increase in tax liability for the year of the refund). See “recapture” in the index to Pub. 970 to report a reduction in your education credit or tuition and fees deduction.

Box 5. Shows the total of all scholarships or grants administered and processed by the eligible educational institution. The amount of scholarships or grants for the calendar year (including those not reported by the institution) may reduce the amount of the education credit you claim for the year. TIP: You may be able to increase the combined value of an education credit and certain educational assistance (including Pell Grants) if the student includes some or all of the educational assistance in income in the year it is received. For details, see Pub. 970.

Box 6. Shows adjustments to scholarships or grants for a prior year. This amount may affect the amount of any allowable tuition and fees deduction or education credit that you claimed for the prior year. You may have to file an amended income tax return (Form 1040X) for the prior year.

Box 7. Shows whether the amount in box 1 includes amounts for an academic period beginning January–March 2020. See Pub. 970 for how to report these amounts.

Box 8. Shows whether you are considered to be carrying at least one-half the normal full-time workload for your course of study at the reporting institution.

Box 9. Shows whether you are considered to be enrolled in a program leading to a graduate degree, graduate-level certificate, or other recognized graduate-level educational credential.

Box 10. Shows the total amount of reimbursements or refunds of qualified tuition and related expenses made by an insurer. The amount of reimbursements or refunds for the calendar year may reduce the amount of any education credit you can claim for the year (may result in an increase in tax liability for the year of the refund). Future developments. For the latest information about developments related to Form 1098-T and its instructions, such as legislation enacted after they were published, go to www.irs.gov/Form1098T

Form **W-9S**
(Rev. March 2008)
Department of the Treasury
Internal Revenue Service

Request for Student's or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Part I **Student or Borrower Identification (All must complete.)**

Print or type

Name of student or borrower (see instructions)	Taxpayer identification number
Address (number, street, and apt. or suite no.)	
City, state, and ZIP code	

Part II **Student Loan Certification (Complete for student loans only.)**

I certify that **all** of the loan proceeds are solely to pay for qualified higher education expenses.

Sign Here **Signature of borrower ►** **Date ►**

Part III **Requester Information (Optional)**

Requester's name and address	Tuition account number
	Loan account number

General Instructions

Purpose of form. An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

Note. The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

Specific Instructions

Part I. Student or Borrower Identification

You must complete this part.

Name and address. Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

Note. If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower.

Taxpayer's identifying number. Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

How to get an SSN or ITIN. To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at *www.ssa.gov/online*. You may also get this form by calling 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you can get from the IRS website at *www.irs.gov* or by calling 1-800-TAX-FORM (1-800-829-3676).

Part II. Student Loan Certification

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

SUNY Orange

115 South Street, Middletown, NY 10940, (845) 341-4829

Promissory Note

Enter Student ID and name

Student ID # A00123456

I, **Sample Student**, promise to pay SUNY Orange for the following::

Check semester and enter year

☒ Fall **2015** ☐ Spring _____ ☐ Summer _____

☒ **$ 2654.00** Tuition and fees

☒ $40 service fee

☐ $_____

Enter total due, check $40 Service Fee & enter total

For a total of $ **2,694.00**

Divide total amount due into 12 equal payments or less.

The payments will be due on or before the following due date(s):

Payment of **$ 221.17** due on **10 / 24 / 2015**

Payment of $ **221.17** due on **11 / 15 / 2015**

Payment of $ **221.17** due on **12 / 15 / 2015** and continuing monthly until the account is paid in full, not to exceed a term of 12 months for past due credit balances.

☐ If satisfactory documentation is not provided to evidence residency the student will be responsible to pay the non-resident rate of $_____ in addition to resident tuition and fees.

I understand that in the event payment is not made by the due date(s) specified above a 50% collection fee will be added to the balance of unpaid accounts that are sent to an agency for collection.

_____ ____/____/_____

Student's Signature Date Note Signed

Student to sign, date and complete required info

Address:

_____

_____

SS# _____-_____-_____ Date of Birth ____/____/_____

Student's home phone #:_____ Cell#_____

Witness

Signature_____Date:_____/_____/____

ES to sign & date as witness

Office use: svc____ soahold____ roster____ scan____

As Per Regulation Z, as a Higher Education Institution, we are able to offer an in house pay plan as long as no interest is charged and the repayment schedule is less than 12 months.

Index

Administrative Applications, 126
Application for Resident Tuition for Undocumented/DACA students, 17
BankMobile Refunds Disbursement,148
BankMobile Stale Dated Checks ,155
Bookstore Credit , 73
Bookstore Credit Procedure, 73
Bursar Quick Flow, 6
Certificate of Residency Form, 183
Change of Information Form, 185
Chargeback Billing, 19
Collections, 42
Creating a Detail Code, 126
Credit Balances, 76
Deletion Process, 164
Editing the Website, 159
Epayments, 79
Graduation Fees, 40
Information for 1098T, 187
Instructions for Daily Deposit (Newburgh), 70
Introduction, 5
Journal Entry Procedure, 63
Letters of Credit, 41
Machforms, 163
Mass Hold Removal, 156
Monthly Payment Plan, 142
Morning Daily Reconcile, 59
Parking Summons', 40
Payment Arrangement Due Date and Deletion Set up, 135
Petty Cash Procedures (Newburgh), 71
Posting Charges to Student's Account, 37
Posting Miscellaneous Payments, 51
Posting Payments to Student's Account, 38
Printing a Student Bill, 66
Promissory Note form, 190
Promissory Notes, 39
Residency Instructions, 12
Residency Instructions for Undocumented Students, 16
Residency Machform, 18
RHACOMM- Applicant Comments form, 34
RPAAWRD- Award Maintenance form, 33
Scanning Documents to ONBASE, 124

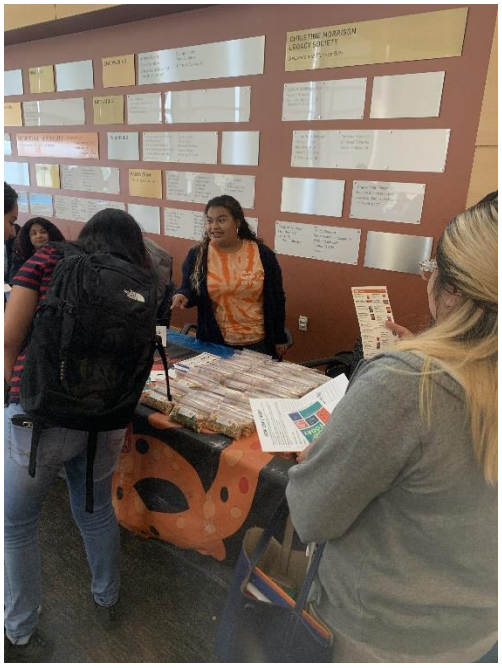
Index

SFAYCOR- Certificate of Residency, 12
SGASTDN- General Student Identification form, 11
SOAHOLD- Student Hold Information form, 8
SPAIDEN- General Person Identification form, 7
Stop payment/ Reissue of Refunds, 72
Stop Tuition and Fees on Student Accounts , 133
Student Accounts Forms ,182
Student Accounts Personnel, 4
Student Refund Process, 76
Table of Contents, 2
Tap Certification, 75
1098 Tax Information, 187
TFAMISC- Miscellaneous Transaction form, 51
TGACOMC- Student Account Detail, 10
TGACREV- Cashier Session Review form, 54
TGIRCPT- Receipt Query form, 64
TGRCSHR- Cashier Detail Report, 57
Third Party Billing, 112
Third Party Billing-GI Bill, 122
TOIYBIL- Billing Inquiry form, 35
TSAAREV-Account Detail Review, 36
TSACONP-Contract Person Authorization 112
TSRROLL Contract Exemption Roll, 120
TSRTBIL-Third Party Billing Process form, 114
Tuition and Fees-Rolling, 177
Unable to Process Check form, 186
Understanding the form 1098T, 188
Undocumented Residency Form(DACA), 184
VOR form, 183
W-9S form, 189
Webpayments through Cashnet (Other Payments), 106
Written Off Accounts, 50

APPENDIX L

SUNY ORANGE

Club Resource Manual



Last Edited: 1/10/2023

Contents

CLUB REGISTRATION 4
Starting a New Club 4
Registering a Returning Club 5
CLUB RECOGNITION 6
What is a recognized club? 6
Maintaining Recognition 6
CLUB PARTICIPATION 8
CODE OF CONDUCT 8
CLUB FINANCES 9
New Club Finances 9
Returning Club Finances 9
Treasurer Training 10
Fundraising 10
Club Accounts 11
How to spend money: Approval Process for Club Purchases and Spending 11
CLUB TRAVEL 12
Trip Requirements 12
Travel Vehicles 14
Trip Tickets 15
Hotel Reservations 15
Conference Registration 15
EVENT/ACTIVITY PLANNING 16
Role of the Advisor 16
Reserving a Room 17
Guest Speakers 17
Technical Needs 17
Movie Policy 17
Adding Events to Website Campus Calendar 18
MARKETING AND ADVERTISING 18
Posting Policy 18
Ordering Club T-shirts and Other Promotional Items 19
Electronic Advertising 19
Club Social Media 20

Posters 20
WORKING WITH CSI 20
Mailboxes 21
Copies 21
Fax 21
Club E-mails 21
MANAGING YOUR CLUB 22
Getting Started 22
Recruiting and Retaining Members 22
Conducting a Meeting 23
Officer Transition: Passing on What You Know 23
APPENDICES 25
..... 33

CLUB REGISTRATION

Starting a New Club

1. **Meet with Center for Student Involvement Staff**
   This initial meeting is to discuss your idea for a club, review the requirements and paperwork, and talk about how the Center for Student Involvement can assist you.

   To schedule a meeting
   - e-mail the Director for CSI at adriennevictor@sunyorange.edu
     OR
   - Stop by the Center for Student Involvement in the Shepard Student Center in Middletown or Tower Basement in Newburgh

2. **Recruit Members**
   A club must have at least 7 active members in order to be recognized.
   - Active members attend meetings regularly and participate in group events and planning.
   - All members must be currently enrolled, credit students at SUNY Orange.
   - The Center for Student Involvement can help you in your recruitment efforts by reserving rooms for meetings and reproducing flyers, posters and other advertisements. Word of mouth can also be a very effective recruitment tool. Talk to students in your classes and in the cafeteria and student lounges.

3. **Find an Advisor**
   All clubs are required to have a Faculty or Staff Advisor, but finding the right one can sometimes be difficult. A good Advisor is extremely important to a club's success. They must be an active and involved part of your club, and not just a name on paper. They can help you avoid potential problems and to understand how to best use available College resources to accomplish your club goals. The Advisor does not run your club---student clubs are always student run. However, their experience and knowledge is extremely important and their suggestions and feedback should always be seriously considered. The best way to find a good Advisor is to talk with faculty and staff members that you know well. While they may not be best suited to be your club Advisor, they may be able to recommend a colleague that could help. Before deciding on an Advisor, your club should

meet with them and review the expectations outlined in the Club Advisor Agreement found on the website. The Club-Advisor relationship should be viewed as a partnership with expectations on both sides and in which frequent and open communication is the key to success.

4. **Write a Constitution and Complete the Club Recognition Paperwork**
   Every club must complete the Club Recognition Form on our website and have the Advisor complete the Advisor Agreement/Grade Verification form. Please note – new clubs do NOT need to complete a budget request (this is for returning clubs only). Every club is required to have a constitution. This is a very important document because it lays out how your club is going to operate and the rules that you will follow. Important elements might include job descriptions for officers, how and when elections are held, and, for those "worst-case scenario" situations, how and under what circumstances members and/or officers may be removed. Writing the constitution should be taken very seriously and all members should be involved, especially in approving the final draft. A sample constitution can be found in **APPENDIX A**. The CSI staff can also assist your club with writing your constitution. Once all of the forms are completed, they should be returned to the Center for Student Involvement.

5. **Meet with the Student Senate**- The final step in the recognition process is to obtain the approval of the Student Senate. When you submit your completed form, the Senate will schedule a meeting for final approval. It is strongly recommended that the club send representatives to both of these meetings to answer questions that may arise. You will be notified via e-mail of the vote to recognize your club.

Registering a Returning Club

In order to maintain recognition for a new academic year, all clubs must complete the club recognition documents which can be found on our website

- Club Recognition Form
  - Includes info about the club, officers, a constitution request, and a full membership List (clubs must maintain a minimum of 7 active members)
- Signed Club Advisor Agreement/Grade Verification form
  - Must be completed by your advisor
- Budget Request Form

They must be returned to the Center for Student Involvement by the advertised deadline each semester or the club will lose its recognition and all related privileges. A club would then have to reapply for recognition.

CLUB RECOGNITION

What is a recognized club?

The club is officially part of the College and will be included in official listings and publications such as the College Catalog, the Student Handbook, and the College Website. Recognized means clubs can:

- reserve rooms and facilities on campus
- hold meetings and sponsor events on campus
- advertise and post notices on campus bulletin boards and online
- hold fundraising events
- apply for funding from the Student Senate
- have a mailbox in the Center for Student Involvement and receive mail at the College
- make use of Center for Student Involvement resources including faxing, photocopying and producing posters

Maintaining Recognition

Title IX

About Title IX

- All club officers are must fulfill their Title IX requirements. Title IX is a federal civil rights law that prohibits sexual discrimination in education programs including athletic programs or activities that receive federal funding. The Violence Against Women Act (VAWA) and Reauthorization Act (2013) also prohibit sexual assault, domestic violence, dating violence and stalking. SUNY Orange is committed to the prevention of sexual assault and provides workshops, prevention information programs, and links to direct services and resources in the area.

Title IX Completion

- All club officers are required to view *Not Anymore*, an online interpersonal violence prevention program from Student Success™. This video-based program will provide critical information about Consent, Bystander Intervention, Sexual Assault, Dating and Domestic Violence, Stalking, and campus specific policies and reporting procedures.
  This training will inform you of your rights as a student, provide you with Title IX related college policy information, and give you the steps involved to make a report if it becomes necessary for you to do so. Not Anymore will help you better understand how vitally important these issues are and what you can do to help make your campus safer.

Disclosure: The training contains sensitive material involving sexual and interpersonal violence. While trigger warnings and resources are provided throughout the program, we understand such programming may be problematic for some viewers. Please contact Madeline Torres-Diaz for confidential support and/or to discuss alternatives.

A notice will be sent to all clubs and advisors at the beginning of each academic year with instructions and the deadline date for club officers to complete the training. Any club that fails to meet this requirement will lose its Student Senate funding. Additionally, if the club officers change at any point during the academic year, the new officers must immediately complete the Not Anymore training.

This is an important state requirement that must be taken seriously. If you have any questions about the policy or the process, please contact the Center for Student Involvement.

COLT Night (and Organization Leadership Training)

Each year COLT Night (Club and Organization Leadership Training) brings together representatives from every recognized SUNY Orange club and organization on both campuses for an evening of networking and leadership training focused on addressing real problems and challenges our clubs are facing and helping participants to develop the skills and strategies needed to help their clubs continue to grow and prosper. It also gives the clubs an opportunity to network with each other and their student government representatives to foster more cooperation and support. The program derives its name from the school mascot, the SUNY Orange Colt.

COLT Night features three interactive workshops facilitated by staff and faculty from the college. The three workshops are each offered twice in two 50 minute blocks, allowing participants to attend the sessions of their choice.

Inter-Club Council (ICC)
Meets once a month and brings together the Student Senate, the Board of Activities and representatives of all clubs. It is an opportunity to ask questions, share ideas and look for opportunities to work together. Each club is required to send one representative to the ICC. It does not have to be an officer, just a member who knows what is going on with the club and will bring back information to share. The Student Senate will notify all clubs of the ICC meeting dates, times and locations at the beginning of each semester. Clubs who do not send a representative are subject to financial penalty. On the rare occasion that no person from a club can attend an ICC meeting, the Student Senate must be notified in advance of the meeting in order to grant an excused absence.

CLUB PARTICIPATION

All clubs are open to any currently-enrolled SUNY Orange credit student. Alumni or students not currently enrolled may NOT participate in a club. There is no minimum grade point average required to be a member of a club, but club officers are required to maintain a 2.0 or better semester and cumulative grade point average.

CODE OF CONDUCT

All students and clubs are required to abide by the Student Code of Conduct which can be found in the Student Handbook. This includes attendance at club events and trips held off-campus. Clubs are expected to, within reasonable limits, be responsible for their members' and guests' actions. The club and any individuals involved will be held responsible for any violations of the Code and clubs may face restriction of privileges or suspension or revocation of College recognition.

CLUB FINANCES

New Club Finances

New clubs that receive recognition are allotted a predetermined budget from the student activity fee. New clubs may request more money throughout the semester and Senate will attempt to assist based on available funds. For questions about how much money new clubs are allotted for your current semester, see the Center for Student Involvement.

Returning Club Finances

1. All clubs must submit a budget form request (found on our website) to the Center for Student Involvement by the deadline assigned. Clubs will receive the budget forms, guidelines, and deadlines via club email around the second week of classes.
2. Budget Samples are available on the forms page of our website.
3. All instructions must be followed and budgets must be submitted on time. Incorrect or incomplete budgets will be returned to the club and the delay may result in less funding being available for the club. If an extension of the deadline is required, requests must be e-mailed to the Senate Treasurer and to the Director of CSI.
4. Other club requests that were submitted by the deadline will continue to be reviewed and late budgets may receive decreased funding based on the amount of funds left to allocate.
5. The more detail included in your budget request, the easier it is to process in a timely matter.
6. Once budget requests are received by the Student Senate, hearing dates will be set to review the requests with representatives from each club. Clubs will be notified of the hearing dates and times via their club e-mail. It is strongly encouraged that clubs send either the treasurer or a representative who is familiar with the budget. If no representative is sent, the Senate will make cuts/adjustments to the budget based on available information.
7. Once the finalized budgets have been approved by Student Senate, a copy via Google sheets will be returned to the club through their e-mail. This copy will be updated in real time by the Student Senate and CSI for clubs to review their ongoing expenditures.

8. Allocated funds can only be used for the items detailed in the budget. Requests for changes to the budget or appeals of the allocation amount may be made in writing to the CSI office. Any questions about the budget process should be directed to the Student Senate treasurer or the Director of the Center for Student Involvement. All budgets close for the year on the last day of spring semester classes. All arrangements for payment must be made by that time. Any remaining budget money left after the last day of classes will be returned to the Student Senate for re-allocation the next semester.

Treasurer Training

A Treasurer's Workshop will also be held at the beginning of each semester where all of the above information will be reviewed in detail. All clubs are strongly encouraged to attend including instructions on how to complete a budget request, how to appropriately spend club money, and the required approval process to use the club budget. Notification of workshop dates/times will be sent to all club e-mails. You can view a recorded treasurer training here.

Fundraising

All fundraisers MUST be approved by the Center for Student Involvement. Clubs may face sanctions for holding unapproved fundraisers. All clubs have the ability to do fundraising to supplement what the Student Senate can provide. There are many types of fundraising activities available and clubs are encouraged to be creative and try new and different projects. Fifty-fifty raffles and bake sales are not permitted, but there are many other options available. Clubs looking to do fundraising must speak with the Center for Student Involvement staff before arrangements are made and the event is held to make sure the planned event meets all College and legal guidelines. CSI can also offer a number of resources and ideas for fundraising events and can even do a fundraising workshop for your club. Any funds collected through fundraising efforts must be brought to the Center for Student Involvement for deposit in the College Association where all your fundraising money is held and accounted for.

The college requires that all advertising for any club fundraising events state specifically what the money raised will be used for (i.e.-International Red Cross, Nursing Pinning Ceremony, club trip to -----, etc.)

Club Accounts

Clubs have two possible accounts to draw funds from:

- Student Senate Club Budget: This was the budget request that was filled out by your club and approved by Student Senate. This budget does NOT rollover to the following academic year
- Fundraising Account: If a club does ongoing fundraising, an account is set up with the College Association to hold onto those funds. The money may be used by the club at any time and rolls over to future academic years, so long as the club remains active and in good standing.

How to spend money: Approval Process for Club Purchases and Spending

Vouchers (College Association Voucher Form Found Here)

- A voucher is a request to have a check made out to a person or business from a club account or budget
- A voucher can also be used to request a check for a cash advance if you cannot directly write a check to a business (i.e. to go shopping at WalMart for event items). Checks for cash advances can only be made out to a club advisor. Any leftover money AND receipts must be returned to CSI after shopping. You must request a tax exempt form in advance as the college cannot reimburse for taxes.
- Although not encouraged, vouchers may also be used for reimbursing purchases out of pocket. Keep in mind without a voucher being completed PRIOR to a purchase, there is no guarantee of reimbursement. Receipts must be returned to CSI. You must request a tax exempt form as the college cannot reimburse for taxes
- Vouchers under $500 must be submitted a minimum of 3-5 business days in advance of when money is needed
- Vouchers over $500 must be submitted a minimum of 7-10 business days in advance of when the money is needed as they also require AVP signature
- All vouchers must have an invoice from the vendor attached, clearly listing the items included in the purchase and the total amount to be paid.

  All vouchers must be correctly filled out with an attached document in including the name of the individual or business the check is being made out to, the exact

amount due, what the payment is for, and what account the money is coming from (Student Senate budget or Club Account). You must attach an invoice

Once the voucher is completely filled out, it must be returned to the Center for Student Involvement to be signed by the Director.

Credit Card Request (Found Here)

- A credit card request is used to place an online order. This includes Amazon and any other legitimate website. We can also place orders over the phone. Clubs must complete the form and attach a picture of their checkout cart with prices and amount visible, as well as supply a link to the cart so the CSI office can make the purchase for them. All online orders must be placed by CSI.
- Credit card requests must be submitted a minimum of 7-10 business days in advance of the order taking place. You should allow additional time for shipping.

Shoprite Card

- Students can request to use the Shoprite charge card from the CSI office for purchasing food items for approved events
- Students must return the Shoprite card within the same day of check-out along with a receipt of all items purchased unless other arrangements are made with CSI. On the receipt, write what the purchase was for (i.e club meeting, campus event, etc).

Beverage Purchases

- All beverage purchases are to be Pepsi products only due to our college contract.
- If the food vendor that you are using does not provide Pepsi products, contact Kathy Goulden at 845-562-5400 ext. 410 or at kathygoulden@pepsihv.com to place a beverage order.
- Pepsi products may also be purchased from Shop Rite.

CLUB TRAVEL

Trip Requirements

Travel Approval Request

Travel Approval Request form must be completed no less than two weeks prior to the date of the trip. This is a firm deadline and no exceptions will be made. Please plan ahead accordingly.

Before the Travel Approval Request Form is submitted to the Center for Student Involvement, it must be signed by the following people:

- The club Advisor
- The appropriate Associate Vice President (AVP)
    - If a club is affiliated with an academic department, the form must be signed by that department's AVP (example: Business Club-signed by AVP for Business, Math, Science, and Technology; Nursing Club-signed by AVP for Health Professions, etc.)
    - The Academic AVP's offices are located on the second floor of the Library.
    - Those clubs not affiliated with an academic department (example: Billiards Club, GSA, etc.) must submit their form directly to the Director for CSI
- The Director for Student Involvement
- The Director will then submit it to the VP for student services for final approval. You will be notified when you are fully approved or if there are any issues or concerns

Advisor in Attendance

A club Advisor is required to accompany a club on any trip. It is the club's responsibility to cover the Advisor's mandatory costs (transportation, lodging, required admissions and similar expenses) through budget requests and/or fundraising. The club is only required to cover food or ancillary expenses for ONE Advisor. The club is not required to cover any expenses for additional advisors, faculty, or staff who wish to attend.

Waiver of Liability

Also, every person going on a trip, including non-student guests and advisors, must fill out and sign a Travel Waiver of Liability. Completed waivers must be submitted to the Center for Student Involvement no less than two weeks prior to the trip. Students and guests that do not have waivers submitted by the deadline cannot go on the trip and refunds for any payments made may not be provided.

> Links to both the Travel Approval Request Form and the Waiver of Liability can be found on the Center for Student Involvement web site at http://www.sunyorange.edu/csi/trips.shtml.

Travel Vehicles

Personal Cars
Students may carpool and use personal vehicles for club trips if they wish. Reimbursements for mileage may be submitted using either approved Senate budget funds or fundraising accounts. The current mileage reimbursement rate is available in the Student Senate budget guidelines.

Van Rental
Vans can be rented through Enterprise Rent-A-Car through the college's account. Before making a van rental reservation, clubs must notify the Center for Student Involvement how they will be paying for the rental (Senate Budget or Club Account) and ensure they have sufficient funds to cover the charges. If needed, clubs may rent mini vans from Enterprise Rent-A-Car (phone 374-5010). When making a reservation, specify that it is for a club at Orange County Community College and billed to the Center for Student Involvement. They do not require a credit card for your rental, but they will require the name and driver's license for each driver (Enterprise requires all drivers to be at least 25 years of age). It is the club's responsibility to obtain a final bill from the rental company and submit a voucher to the Center for Student Involvement for payment within one week of the trip. If this is not done, clubs may be held responsible for the final costs from their fundraising accounts. Vehicles must be returned to Enterprise with the same amount of fuel they had when signed out. Enterprise will charge a very high refueling fee if this is not done and this cost will be passed on to the club. Clubs that do not follow these guidelines may be restricted from using vehicles in the future

> *An Important Note regarding Rental Vehicles and Insurance*
> All vehicles rented through Enterprise for authorized College activities come with Enterprise's insurance coverage for the vehicle. College employees are also covered by the College's policy over and above what is not covered by Enterprise. Students, however, are NOT covered by the College policy and, therefore, any coverage beyond that provided by Enterprise is the responsibility of the student driver's personal insurance and/or the student him/herself.

Buses
For trips involving larger groups, clubs have the option of renting a bus. Bus rentals must be done through the Center for Student Involvement. Clubs should remember that bus rentals are expensive (approx. $700-1200 for local day trips) and usually require advance booking of at least a month. A club using a bus for a trip must open the trip to any student on campus and must advertise the trip accordingly. Also, all students

must sign-up for bus trips at the Center for Student Involvement, including club members. The club member coordinating the trip should bring the trip information to the Center for Student Involvement as early as possible so the sign-up list can be created. There must be a minimum of thirty people signed up by 2 weeks before the date of the trip or the bus will be cancelled.

Trip Tickets

If a club is taking a trip that requires an advance purchase of tickets (museums, tours, etc.), arrangements can be made through the Center for Student Involvement to buy the tickets using the office credit card.

Hotel Reservations

A Credit Card Purchase Request needs to be submitted complete with approved Travel Authorization Form, and must include the hotel name, address, dates for check in and check out, and any other supporting documentation related to the purpose of stay. The credit card will be used to hold the room(s), but the club must verify with the hotel that they will accept a college check.

CSI will make the reservation and forward any e-mail confirmation to the club advisor who will be travelling with the club. The club is then responsible to submit a voucher for final payment to the hotel. Most hotels require that any check be received two weeks prior to check-in. Please make sure to allow enough time for a voucher to be approved, processed and mailed to the hotel.

Conference Registration

Conference Registrations are made by the Center for Student Involvement using the College Credit Card. A Credit Card Purchase Request needs to be submitted complete with an approved Travel Authorization Form, and must include any other supporting documentation related to the Conference. Since some Conference Registrations have unique questions, it is recommended to schedule an appointment with a member of the CSI staff to complete the online registration.

- Follow the Travel Approval Process which includes the submission of a Travel Approval Request form and Waiver of Liability form. Instructions and forms can be found on the VPA's page of the school website.
- Ensure that all persons on a trip have completed and signed a Waiver of Liability, copies sent to the Center for Student Involvement and to keep copies of the waivers with them for the duration of the trip.
- Ensure that students are aware of the Code of Conduct and that they are responsible for it during the trip. Students are also responsible for the conduct of any non-student guest that accompanies them. Advisors/Trip Organizers are not responsible for the conduct of any student or guest on any trip.
- Mediate or diffuse any conflicts that may arise during the trip to the best of their abilities. Advisors/Trip Organizer who witness and/or become aware of any Code of Conduct violations during the trip are required to document the incident and report it to the Director of the Center for Student Involvement and the Vice President for Student Services immediately upon their return to campus.
- Serve as a point of contact in the event of an emergency during the trip and relay information to SUNY Orange security and/or administration as necessary.
- If traveling with students by car, advisors are strongly encouraged NOT to transport students in their personal vehicles due to liability issues. Faculty/staff can drive rental vehicles.
- During any off-campus trip, club Advisors/Trip Organizers are covered by the College's general liability insurance while in the performance of their duties.

EVENT/ACTIVITY PLANNING

Role of the Advisor

The club Advisor must be at all club events. This is a College rule and there are no exceptions. When planning an event, make sure to discuss it with the club Advisor early in the process to make sure they will be available to attend. All clubs must fill out and return an Event Oversight Agreement found on our website to the Center for Student Involvement in order for an event to be approved.

Reserving a Room

All rooms for a meeting or event on campus must be reserved through the Center for Student Involvement. Please complete the Club Room Request Form. The staff will submit your request in to the Central Scheduling Office. As soon as we receive notification that your request is approved, you will be notified via email Keep in mind this may take a couple of days.

The Center for Student Involvement also has a meeting room in the Shepard Student Center lower level exclusively for the use for student clubs. This meeting room may be reserved directly by the CSI staff and is available on a first come-first served basis. There is also a meeting room available in the CSI office in the Tower Building, Newburgh Campus.

Guest Speakers

Student clubs retain the right to extend invitations to individuals, groups, and community leaders to speak or present at club meetings and events. However, it is very important that, prior to any invitations being made, the club speaks with their advisor and the Center for Student Involvement in order to insure that proper arrangements are made and all college protocols and procedures are followed.

Technical Needs

If you are having a meeting or event that requires technical assistance or equipment (television, projector, sound system, etc), you must make that request to the Center for Student Involvement no less than five days before the date of your meeting or event. This request is then forwarded to the college's Information Technology Department. If a request is made less than five days prior to your event, it may not be met.

Movie Policy

In order to hold a public screening of any film, the rights to hold the screening must be obtained from a film distributor and a licensing fee must be paid. A public screening is anytime you show a film for a group of students or the community at large including at a club meeting. Fees for films can range anywhere from $100 up to as much as $900 for recent releases. It is important to understand that renting or owning a movie yourself only covers the right to show that movie in a private home. This includes if the movie is available on a streaming service. To show it anywhere else, including classrooms, a

licensing fee must be paid. Showing a film without obtaining the licensing rights can result in huge fines from the film production company. The Center for Student Involvement can assist clubs in obtaining the rights for a film. Showing a film without following these guidelines will result in possible disciplinary action being taken against the club.

Adding Events to Website Campus Calendar

Clubs should post all meetings and events on the SUNY Orange website calendar so all students can view it. You can post your events here.

- Put [Student Club] at the beginning of the title
- Use the "Create Recurring Event" option assuming the weeks are at regular intervals (such as weekly)
- Please ONLY select "Student Clubs" as the category (unless a department KNOWS you are adding them as a second category for your club meetings)
- Enter Location. For virtual events - enter "online" and that should show an option to select "Online Only" as the location, which will fill in the rest of the address

MARKETING AND ADVERTISING

Posting Policy

Orange County Community College
Policy for Posting Advertising and Materials

1. Promotional materials may be posted on campus by recognized student organizations or College departments. The sponsoring group must be identified on posted materials and they must be stamped by the Center for Student Involvement. Flyers and posters should be brought to the Center for Student Involvement to be stamped before they are duplicated. The Director of the Center for Student Involvement can make exceptions.
2. All promotional materials to be posted from groups outside the college community must be approved and stamped by the Center for Student Involvement.

3. Promotional materials must be placed only on bulletin boards or designated posting areas. Bulletin Boards and cases reserved for specific clubs, offices or departments may not be used.
4. Posters and flyers placed on walls, doors, windows, trees or painted surfaces will be removed.
5. Student organizations and College departments are responsible for the removal of materials within 24 hours after the event.
6. Materials depicting or announcing activities at which alcohol is to be served are prohibited. Materials promoting activities sponsored by alcohol manufacturers are prohibited.
7. Posting on campus is not a right, it is a privilege open to members of the College community. Postings are permitted only on certain exterior and interior areas. Messages that contain abusive language, threats or obscenities will be removed, as well as all messages, regardless of content, that appear in prohibited locations or that fail to comply with other relevant restrictions.
8. Student organizations or individuals that violate this policy may lose posting privileges and/or face disciplinary action.

Ordering Club T-shirts and Other Promotional Items

The Center for Student Involvement has access to a large selection of imprintable items and maintains relationships with a number of companies that do this type of printing. When planning to order such items, clubs should first stop in the Center for Student Involvement to determine options and pricing. Any orders for shirts or other imprintable items must be placed no less than 3 weeks prior to the last day of classes to allow proper processing time. Clubs are not required to use the company recommended by the Center for Student Involvement and may, at their discretion, use their own printer or online services such as Customink.com. The Center for Student Involvement is still always ready and willing to assist clubs in placing their orders.

Electronic Advertising

There are a number of electronic resources available to help you get the word out about your club and any upcoming events. They include:

TV Displays: There are large flat screen televisions located in the Shepard Student Center and the Rowley Center in Middletown and Kaplan Hall in Newburgh that constantly display advertising slides for campus offices and

organizations. Instructions for how to create and submit a PowerPoint slide for display can be found at http://www.sunyorange.edu/csi/publications.shtml.

Social Media: Submit announcements and information about upcoming events to Chris Thurtle, Assistant Director of Communications for New Media, at chris.thurtle@sunyorange.edu to request posting on the College's Facebook or Twitter pages. There is also a CSI office Instagram and twitter that can be used for marketing purposes. Contact the office to request a post of your ad.

Grapevine: The Grapevine is the College's bi-weekly electronic newsletter. There are two versions: the College Grapevine (for faculty, staff and public) and the Student Grapevine (exclusively for students). Your club Advisor has access to help you post announcements to either Grapevine.

Club Social Media

Clubs can work with the Office of Communications to create a social media account. Approval from the college is required. Please complete this google form so the college can provide you with your club's social media account.

Click here for full view of SUNY Orange Social Networking and Procedure Guidelines

Posters

The Center for Student Involvement has the ability to produce full-color posters up to 40 inches wide for club events and promotions. The club must design the poster and send it to the Center for Student Involvement as an electronic file by email or on a flash drive. If assistance is required with design or layout, the staff in the Center for Student Involvement can help.

WORKING WITH CSI

The staff of the Center for Student Involvement is here to help answer questions and assist clubs in planning and carrying out successful events and activities. Club officers

and members, as well as all students, are encouraged to call, email or stop by anytime. Listed below are some of the services offered to clubs at SUNY Orange.

Mailboxes

Every Student Senator and each recognized club has a mailbox in the Center for Student Involvement. This is the primary method of communication between the Center for Student Involvement, the Senate and the clubs. Clubs should check their mailbox at least a few times a week.

Copies

The copier in the Center for Student Involvement is available for club use. The office staff will assist with making copies of minutes, flyers or anything related to club business. If a club needs a larger number of copies (more than 50), Center for Student Involvement staff will help complete a Photocopy Request Form, which can be dropped off at the College Copy Center. Please keep in mind that copy center orders may take up to five days to complete. The Center for Student Involvement in Middletown also has a color copier available for all clubs to use for flyers, brochures and other promotional materials.

Fax

There is a fax machine in the Center for Student Involvement available for club use. Please contact the Center for Student Involvement staff if you need to send or receive a fax.

Club E-mails

All clubs have been issued a college e-mail address. Your club advisor is the manager of this account and must activate it each year to assign which club members have access to the e-mail. Please make sure to work with your advisor so that your e-mail is functioning as this will be the main line of communication with CSI and Student Senate. New clubs should reach out to the CSI office to set up their club e-mail.

MANAGING YOUR CLUB

Getting Started

To help you with beginning your club and ensuring that all important paperwork has been completed, please view our Beginning of the Year Checklist (**Appendix C**).

Recruiting and Retaining Members

The current and future success of any club depends on how well it recruits and retains its members. The Center for Student Involvement requires all clubs to have an active membership of at least 7 students in order to maintain recognition. Hopefully, clubs will strive to have far more than the required 7 members. The Center for Student Involvement sponsors a major event each semester to help clubs in their recruiting efforts (Student Life Day-Middletown Campus/Student Involvement Day-Newburgh Campus in September and the Club Fair in February), but membership recruitment should be an ongoing effort. Every event that a club sponsors and every advertisement that it hangs on a bulletin board, is a chance to let other students know about the club and encourages them to get involved. Clubs can set up recruitment tables in any building by making a reservation with the Center for Student Involvement. All club members should look for opportunities to get other students involved.

Once you have new members coming to a club meeting, you have to keep them involved and interested. Some strategies include:

- Take time in the meeting to have the members introduce themselves and help new members become more familiar with the group.
- Encourage new members to join in discussions during the meeting. Remember that, as new members, they may not be aware of what has been going on and can feel left out. This may cause them to not come back. Let them know the current topics and projects under discussion.
- Ask new members to take on a particular role or task in an upcoming event, such as helping with publicity.

Find some way to get them involved and feel welcomed and, chances are, they will keep coming back.

Conducting a Meeting

Conducting an organized and efficient meeting is much more difficult than it seems. Running a good meeting means that decisions are made fairly, everyone has the opportunity to voice their opinion, and the club is able to accomplish its plans and goals. In most organizations, it is the job of the President to run the meetings. While practice is the best way to improve your skills, just as important is the time put into preparation before each meeting. An agenda should be prepared with all of the items to be discussed at the meeting and the President should be prepared to keep an eye on the clock to make sure everything gets done in the allotted time. The agenda should be distributed to club members prior to the start of the meeting. All group decisions should be made by a vote of the membership after time is made for discussion. The overall goal is to create an atmosphere of order and fairness within the meetings. Most organizations use the standard practices of parliamentary procedure to run their meetings. The most frequently recognized resource for parliamentary procedure is Robert's Rules of Order. A summary of some of the basics from Robert's Rules is located in the back of this handbook **(APPENDIX B)**. The Center for Student Involvement offers resources and can do workshops for groups interested in running more effective meetings and learning more about parliamentary procedure.

Officer Transition: Passing on What You Know

Each year new club officers eventually wander into the Center for Student Involvement, essentially unaware of what their responsibilities are and what resources are available to them. Most don't even know they have a club mailbox. What they tell the staff is almost always the same - "The old officers just left and nobody told me anything."

For a club officer, taking the time to pass on what you know to the next year's officers (or potential candidates if elections have not been held yet) is one of your most important jobs. It does not have to be a difficult process. You can view a transition checklist in **APPENDIX D**. These steps can help ease the transition process:

- Officers should inform club members about what they are doing during regular meetings so everyone understands the basics of their jobs. The officers' roles within the club should not be a big secret.
- Target members who are interested or might make good officers early on in the year. Encourage them to get more involved.
- Utilize your Advisor! The club Advisor should be the one guaranteed constant within the club from year to year. Keep them informed and active and encourage new officers to meet with them first thing at the beginning of the new year.

- Keep good records! Past semester's budgets, meeting minutes and copies of any correspondence are basic club records that are invaluable to new officers. Keep them in a safe place (possibly with your Advisor) and make sure they are kept up-to-date and everyone knows where they are.
- Use this handbook as a guide. All club members should know the information in this publication. Informed and involved members are the key to a smooth transition between years and help the club to accomplish more.

APPENDICES

APPENDIX A
Constitution Checklist
Sample Constitution

APPENDIX B
Parliamentary Procedure Basics

APPENDIX C
Beginning of the Year Club Checklist

APPENDIX D
Officer Transition Checklist

APPENDIX A

Constitution Checklist
Sample Constitution

CONSTITUTION CHECKLIST

Items that should be included in any club constitution

-The Club's Official name and any abbreviation if needed (For example: Changing Outlooks Through Activities (COTA))

-The purpose or mission of the club

-Requirements for membership (Any club funded by the Student Senate must be open to all OCCC credit students. However, alumni, community members and students who are not currently registered in credit classes can NOT participate in a club). You may list other requirements such as attendance and participation in club events.

-Active versus inactive membership-how is a person's status determined

-Duties and responsibilities of club officers including GPA requirements
(All club officers are required by the College to maintain a 2.0 semester and cumulative grade point average)

-Voting procedures for officer elections-When are officer elections held (fall, spring, etc)? Is there a nomination process before elections? Is the membership allowed to ask questions of the candidates before the vote is held? Is the vote secret ballot?

-How are officer positions filled if a vacancy occurs between elections?

-Process for removing members-occasionally, a member may become a detriment to the club due to disruptive behavior or other harmful actions. There should be a fair process defined in the Constitution for how to remove these members. Efforts should always be made to resolve any issues through discussions before seeking to remove a member. The club advisor can be helpful in this process.

-Process for removing an officer if they are not performing their job as outlined in the Constitution

-Process for changing the constitution-How are amendments made?

-When/how does the club meet- Do not be so specific as to include days, times or rooms or you will have to change your constitution every semester. You should indicate whether the club will meet weekly, bi-weekly, etc.

-How will the meetings be run? Most groups site Robert's Rules of Order as the authority for how meetings will be conducted. If you have questions about Parliamentary Procedure or Robert's, consult that section in the Club Resource Manual or contact the Center for Student Involvement.

CONSTITUTION CHECKLIST

-Quorum-what is it and how it works-Quorum is the number of active members that must be present for a meeting to be considered official and for any voting to take place. It is usually set at 50% plus one of all active members. Clubs may set a higher standard, but it should never be lower than the standard outlined above. Whatever the standard for Quorum is to be, it should be reflected in the Constitution.

-Minutes/records of meetings (archiving minutes)-The Constitution should indicate who will take minutes of the meetings (usually the Secretary) and how they will be archived. Good meeting minutes are extremely important for passing on important information to future years of the club.

-Role of advisor-the basic responsibilities of the advisor are outlined in the Club Advisor Agreement that every club completes each semester. The Constitution should outline specifics for the club including how the advisor is selected and other specific responsibilities

-Committees (ad hoc/standing)-Some clubs, especially larger groups that sponsor many events, may use committees to work more efficiently. Committees can be either Standing(committees that exist semester to semester for an ongoing reason) or Ad Hoc(temporary committees appointed to serve a one-time function and then disbanded). If committees are to be used, the Constitution should outline how they are formed.

-Spelling and grammar count-this is the most important document your club has…please take the time to proofread it!

-Format for constitution-How should the final version of your constitution look? You can refer to the Club Resource Manual for a sample Constitution or come to the Center for Student Involvement for advice or to see other examples.

SAMPLE CONSTITUTION

Article I: Name and Purpose

Section 1: Name

State the name of the club - you may abbreviate the name after this section if you identify that abbreviation here.

Section 2: Purpose/Mission

State the purpose/mission of your organization – the reasons why you exist. This can be in a list format, or in a paragraph.

Section 3: Affiliation:

If your organization is affiliated with any regional/national organizations, please state those affiliations here.

Article II: Membership

Section 1: Eligibility for Membership

Recognized clubs must be open to any currently enrolled credit student of SUNY Orange.

Section 2: Voting Member Criteria

State how a student becomes a voting member [e.g., attends a certain % of meetings/events, pays dues, etc] and if there are any criteria for any other membership categories. This is an important issue for your organization – you want to make sure that students listed on your voting member list are active, interested students in your group.

Section 3: Removal of Members

State the process to remove any member who is not in good standing with the club. Due process must be followed. Things to consider are: reasonable notice to the person being considered for removal, opportunity to defend their position, quorum needed to vote, timeline for the process, appeal process.
While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues…

Article III: Officers

Section 1: Officer Qualifications

Identify what qualifications a student must have to be eligible to be an officer. This may include QPA, length of time in organization, previous experience, etc. All officers must be currently enrolled SUNY Orange credit students with a QPA and CQPA of at least 2.0.

Section 2: Elected Officers

List the positions in descending order (e.g., President, Vice-President, Treasurer, Secretary)

Section 3: Duties of Officers

List each officer position and their duties. You can include this information in Section 2 if you prefer. Typical duties include:

President: preside at meetings, call special meetings, primary contact with the institutions, appoint committee chairs, runs the election process.

Vice-President: assume President's duties in his/her absence, schedule meeting/practice rooms/ facilities.

Treasurer: keeps all financial records, notifies organization of financial issues, prepares budget/allocation requests.

SAMPLE CONSTITUTION

Secretary: takes and distributes minutes of all club meetings, recorder keeper (current and past members, files minutes, etc), club historian, notify members of meetings, handles the official correspondence of the club.

Section 4: Vacancy in Office
In the event a vacancy should occur (resignation or removal), provisions must be made to fill the vacancy. Officer succession/"chain of command" should be addressed (e.g., in the event that the President leaves office, the Vice President will assume those duties until a special
election is held. Then refer readers to the special election section of Article IV.

Section 5: Removal of Officers
Grounds for removal of an officer must be clearly identified. Similar to the removal of members, due process must be followed. (see above) Make sure you note the role of your club
advisor.
One example:

A petition to remove the officer in question must be submitted to another officer. This petition must contain the signatures of x% of voting members. When such petition is received, the officer shall call a meeting of the club to determine whether or not the officer should be removed.

Grounds for removal are to presented by the officer in charge at a regular or special club meeting.

The officer in question shall be provided an opportunity to present a defense either in person or in writing.

A quorum shall be present, and a (50% +1, 2/3, simply majority) vote of the voting members shall decide upon removal.

While you will hopefully not need this section, it is very important that you have a process in place. When you need it, this will clarify the procedure and take out some of the difficult personal issues….

Article IV: Elections

Section 1: Nomination Process
State how officer candidates will be nominated (by a current officer/member, self-nomination, etc.) and the timeline associated with the nomination process.

Section 2: Election
Election procedures, quorum present, method of voting (secret ballot, etc.), number of terms a person can serve, and when the elections will be held

Section 3: Special Elections
This section outlines what procedures will take place if an officer leaves/is removed from office. Clearly state the timeline for these procedures (e. g, within "x" weeks of vacancy occurring). You may use the same procedures from Section 2, with a revised timeline.

Article V: Advisor

Section 1: Selection
Indicate how your club will choose an advisor. Note: All clubs are required to have an advisor who is a SUNY Orange faculty or staff member.

Section 2: Duties
What do you want your advisor to do?

SAMPLE CONSTITUTION

Article VI: Meetings

Section 1: Regular Meeting/Club Activities

Address how often business meetings will occur, any regular club activities, etc., process to notify members of meetings/activities.

Section 2: Special Meetings

Identify why you would call special meetings, and the process used to call these meetings/notify members, etc. Will these meetings be run any differently than regular meetings?

Section 3: Parliamentary Authority

Will you use Robert's Rules of Order? How will the meetings be run…

*Section 4: Quorum**

What % of your membership must be present for official club business to occur?

*A quorum is a certain percentage of voting members required to be present during a vote. It is VERY important to clearly indicate what your quorum will be. You want to make sure that when a vote takes place, that you have a representative sample of your voting membership present.

Article VII: Committees

Section 1: Committee Structure

Include what committees (if any) that your club will have. Include responsibilities of each committee and who is responsible for each committee. Examples include Membership, Programs, Elections, Fundraising, etc.

Section 2: Special/Ad-Hoc Committees

State that special/ad-hoc committees may be formed if needed…

Article VIII: Amendments

Section 1: Ratification

Identify the process to be used regarding proposed constitutional amendments: voting procedures, timeline, etc.

Section 2: Submittal to Center for Student Involvement

Any changes made to this constitution must be submitted to the Center for Student Involvement.

APPENDIX B

Parliamentary Procedure Basics

PARLIAMENTARY PROCEDURE BASICS

"Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty"

-Henry M. Robert

Quorum-

In order to transact business, a quorum must be present. Unless stated otherwise in the bylaws, a Quorum consists of 50% plus one of the voting membership.

Order of Business-

A typical Order of Business is as follows:

1. Presiding Officer calls the meeting to order
2. Reading and approval of minutes
3. Officer Reports
4. Committee Reports
5. Old Business
6. New Business
7. Announcements

Adjoumment

Main Motion-

In order for business to be discussed, a motion must be made and seconded. A member wishing to make a motion must

1. Be recognized by the Chair
2. State the motion: "I move that…" or "I move to…"
3. The motion must be seconded by another member. A second does not necessarily mean that member is in favor of the motion. It simply allows for discussion.
4. The Chair repeats the motion after it has been seconded by saying "It is moved and seconded that…is there any discussion?"
5. The way the Chair restates the motion becomes the official wording for the motion. Be sure the chair states the motion the way you have said it. The Secretary should record it this way in the minutes.
6. The maker of the motion has the first right to speak to the motion. Remember that any speaker must wait to be recognized by the Chair.
7. Prior to the start of discussion, the Chair may set a time limit on the discussion.

REMEMBER: There can only by one main motion on the floor at any given time.

Subsidiary Motions-

Subsidiary motions propose various ways of dealing with a main motion that's on the floor. Any member wishing to make a subsidiary motion must be recognized by the Chair and all require a second.

-To Postpone Indefinitely

The purpose of this motion is to kill the main motion. It needs a second. It is debatable. It requires a majority vote. If it passes, the main motion dies until the next meeting.

-To Postpone Definitely

Same as To Postpone Indefinitely, except a date is set to revisit the main motion

-To Extend Debate

If the body wishes to extend the time of debate, a member must be recognized by the chair and move to extend the debate by a certain amount of time. This motion must be seconded and is not debatable. A 2/3 vote is required for passage.

-Amending a Motion

There are 3 ways to amend motions:
by inserting or adding words
by striking out words
by striking out and inserting words
After this motion is made and seconded, debate is limited to the proposed amendment. If the amendment passes, it becomes part of the main motion or replaces part of the main motion. Majority vote is required to pass.

-To Refer to a Committee

Motion needs a second and is debatable. The motion should include:
-what committee
-what the committee is to do
-when it is to report to the members

-Previous Question

This motion stops debate. It is not correct to just call out "Question." A member must be recognized by the chair and move the previous question. The motion requires a second and is not debatable. The Chair takes an immediate vote after it has been seconded. It requires a 2/3 vote to pass.

Tabling a Motion-

-To Lay on the Table

This motion can be used to set business aside during a meeting but not to kill a motion (see Postpone Indefinitely). To Lay on the Table is not debatable. It must be seconded and the Chair must take a vote immediately. If someone makes this motion, the Chair has the right to ask the maker of the motion to state the reasons for the motion. If the Chair feels the reasons are not urgent, he/she can rule the motion out of order.

-To Take from the Table

A member may move to take a motion from the table. "I move to take the motion…from the table." It needs a second. It is not debatable. If the motion passes, the members then continue discussing the motion, or they vote on it. If the motion fails, it remains on the table until it is successfully removed from the table. If the motion is not taken from the table during the meeting or by the end of the next meeting, the motion dies.

Voting-

When taking the vote, the Chair should call for "Those in favor," "Those opposed," and "Abstentions." The Chair must always ask for negative votes and abstentions even thought the positive vote seems unanimous. The vote may be by voice, show of hands or standing and must be announced by the Chair prior to the vote. If requested by a member and approved by a majority, the vote may be done by ballot. When voting is completed, the Chair announces the vote and what it does. This is recorded in the minutes along with the exact wording of the motion as stated by the Chair prior to the vote.

What Minutes Must Include-

- the kind of meeting being held (regular, special, etc)
- the name of the organization
- the time, date and place of the meeting
- for smaller groups, the names of those present and those absent
- approval of the previous minutes and any corrections
- summaries of reports (separate paragraph for each)
- exact final wordings of all main motions, with the names of the movers
- the results of votes on main motions
- motions that have been tabled or postponed
- announcements
- time of adjournment

APPENDIX C

Beginning of the Year Club Checklist

Beginning of the Year Checklist for Student Clubs:

1. Check your club mailbox in the Center for Student Involvement. You should be checking it several times a week to avoid missing important deadlines and opportunities.

2. Watch your mailbox for your Club Recognition and Budget Packet. Make sure all forms are both fully and correctly filled out and returned by the date on the cover sheet.

3. Reserve your meeting space for the semester. All clubs must reserve their meeting rooms through the Center for Student Involvement.

4. Hold a meeting with your advisor and officers to talk about the year ahead.

5. Attend Student Life Day (Middletown) and Student Involvement Fair (Newburgh) to recruit new members. Remember you must sign up for a table in advance at the Center for Student Involvement.

6. Watch your mailbox for information on required events during the semester including COLT Night and ICC (Inter-Club Council) meetings. Attendance at these events is mandatory.

7. Select Club Officers (if you didn't do so at the end of the Spring).

8. Review the financial status of your club. Start planning fundraisers!

9. Review the Club Resource Manual and other important resources on the Center for Student Involvement website. Contact the CSI if you have any questions.

HAVE A GREAT SEMESTER!!

APPENDIX D

Officer Transition Checklist

Student Organization Leader/Officer Transition Checklist

A thorough and intentional Leadership Transition plan will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from ground zero. Below are only suggestions, take pieces that work for your group.

Tips for a successful transition

- Officer terms should provide at least one month of overlap so new officers have the opportunity to shadow and learn from the outgoing officers.
- When new officers have been elected, orient them together as a group with all of the outgoing officers. Include the organization's advisor in this process as well. This process provides the new leaders with an opportunity to understand each other's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had it to do over again.
- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources (Advisor, Center for Student Involvement, etc.).
- Recognize your outgoing officers. Could be certificates, gifts, thank-you cards, etc. Show your group that leaders are valued and an important part of your organization.

The Basics

__ Introduce new officer(s) to and meet with the club advisor(s)

__Give contact information of all club leaders and advisor(s)

__ Review the Club Resource Manual (http://sunyorange.edu/csi/docs/ClubResourceManual-Spring2016.pdf)

__ Give access and instructions to any online platforms, such as:
- ○ Club Email
- ○ Facebook/Twitter, etc. accounts
- ○ Website/Blog
- ○ Online document storage (such as Google Drive)
- ○ Any other communication tool your club may utilize

__Review the Constitution/Bylaws for the club and discuss any updates or changes that are needed

__ Show new officers where the club mailbox is located in the Center for Student Involvement. **Remind them to check it at least once per week!**

__Explain how to reserve meeting/event space on campus for the year. Please reference the Club Resource Manual for more information about how to do that.

Share any and ALL documents

Sharing documents electronically allows new officers to easily update/change. Hard copy binders are an option as well, but harder to pass along to future leaders or edit documents. Google Drive and/or Dropbox are two popular online tools to help store documents online easily. Below are ideas of what to include:

__Mission, philosophy, goals and/or purpose of the organization
__Organization history
__Constitution/By-Laws
__Budgets/Financial reports
__Meeting minutes
__Agendas
__Any evaluations of events/programs
__Calendar of events and deadlines
__Officer position descriptions
__Committee position descriptions
__Organizational chart for organization
__Election process and timeline
__Membership recruitment information and timeline
__List of members and their contact information (e-mail, phone number)
__List of people expressing an interest but not joining
__Past Correspondence
__E-mails from the advisor or Center for Student Involvement with important information
__Event planning guide/checklist for any past events or programs
__Sample posters/flyers from past projects
__Copies of all Chapter/Organization event materials (e.g., invitations, posters, awards, informative quarter sheets, etc.)
__Professional contacts in the area
__ Marketing logos (club logos, past events, etc.)
__Any past print publications, press releases
__Photos

Finances

__ Discuss the financial status of the organization
__ Share where your organization receives money from
__ If your club received funding from Student Senate, share information and budget
__Discuss any fundraising plans or goals
__Documents to share: Budget spreadsheet, past student organization funding applications, any approved budgets

Introduce & Explain the Center for Student Involvement (CSI)

Explain this office provides support and resources to all Student Organizations. Feel free to stop by our office to introduce your new officer(s)!

__**Being a Registered Student Organization** All student organizations must register every semester to remain a recognized club. The required forms will be attached to the Student Senate budget request packet and placed in club mailboxes at the beginning of each semester.

__ **Student Organization Funding** If your club has funding, pass any information on to the new officer. If you do not have funding, but wish to apply, please contact the Student Senate or CSI.

__**Trip Requirements** There are specific forms with very specific deadlines that are required whenever a club plans a trip. Review the requirements in the Club Resource Manual and ask the CSI staff if you have any questions.
__**COLT Night and ICC** Participation in COLT Night and Inter-Club Council (ICC) is required in order for a club to receive funding. They are also important opportunities to promote events, address concerns, share resources and learn ways to lead your club more effectively.
__**Trainings** The CSI will offer trainings throughout the year and will post dates and times in the club mailboxes.
__ **Website** CSI is building their online resources (such as this document) to help clubs be successful as well as many other resources and all things clubs! http://sunyorange.edu/csi/
__ **Fall & Spring Club Fairs** CSI hosts a Club Fair in September and January and all clubs are encouraged to participate to recruit new members.
__**Poster Service** All recognized Student Organizations are eligible for the free poster service through the Center for Student Involvement. Clubs can request to have color flyers and a limited number of large, full-color posters for their upcoming events.
__**Club Mailboxes** All clubs have an on-campus mailbox located in the CSI and should check it at least once a week.
__ **Information** Keep your contact information up to date with CSI to make sure you receive important updates and announcements.

Pass along your wisdom!

You may not see it as wisdom, but being in a position for a year (or whatever amount of time) is invaluable! You have learned important things along the way that can help future leaders. Mistakes, tips, tricks, ideas and successes are all important things to share. Think: What would you have wanted to know when you took office?

Using the hindsight that you now have, identify the areas of responsibility, people, details, phone numbers, etc. that you wish someone had told you when you took office

Review the organization's constitution, by-laws, written material, and goals and outline any areas needing attention or revision

Tips of running an effective meeting

Ideas for improvement

Prepare an end-of-the-year report incorporating the organization's goals, activities, and accomplishments

Recruitment ideas

Fundraising ideas/projects

Do not “drop off the face of the earth” - be available for consultation or questions

Reflections

Another way to pass along your wisdom and also give outgoing leaders a chance to reflect on their year is to ask yourself these questions:

1. What was the best experience in this position?

2. What was the most difficult?

3. What tips could you give to make things smoother?

4. Name the administrators/staff you found helpful.

5. What collaborations were successful?

6. List any projects or ideas you were developing that you would like to see continue.

7. If you could do it all over again, what would you change?

8. Name at least two things you wished you knew when you started.
Incorporate these into a meeting with the incoming officer taking over your position. As an alternative, write them a letter including your answers to these questions. It can be a great tool to encourage and inspire the next generation of club officers.

Checklist of Suggested Tasks for Incoming Officers

__ Read Transition Binder (or online documents) and previous executive reports. Become familiar with the general history of the organization and its recent activities. Remember you need to know all of the little details as well as the big picture.

__ Determine training and guidance you will need from the outgoing officers. Think of questions you have after reviewing the transition documents.

__ Make appointments with key people (outgoing officers, advisors, CSI)

APPENDIX M

CURRICULUM COMMITTEE

POLICIES AND PROCEDURES

Approved by Curriculum Committee on April 20, 2022, Approved by Executive Committee on April 27, 2022

TABLE OF CONTENTS

POLICIES AND PROCEDURES

Internal Curriculum Committee Procedures

I. CHARGE AND MEMBERSHIP 3

II. MEETINGS 4

III. VOTING PROCEDURES 4

IV. MINUTES 4

V REPORTS 4

External Curriculum Procedures

VI. PROCEDURE FOR CHANGING CURRICULUM 5

VII. LIST OF MATERIALS NEEDED FOR VARIOUS CURRICULAR CHANGES 6

VIII. PROGRAM DISCONTINUANCE/DEACTIVATION/REACTIVATION 7

IX. COURSES OR CHANGES INVOLVING MORE THAN ONE DEPARTMENT 7

X SPECIAL TOPICS COURSES 7

XI. SUBMISSION OF PROPOSALS 7

XII. PRESENTATION OF PROPOSALS 8

XIII. CURRICULUM FORMS 8

XIV. PROCEDURE FOR SLO CHANGE/MAINTENANCE 8

XV. PROCEDURE FOR PROGRAM FORMAT CHANGE 8

XVI. PROCEDURE FOR COURSE DELIVERY METHOD CHANGE 9

INTERNAL CURRICULUM COMMITTEE PROCEDURES

I. CHARGE AND MEMBERSHIP:

A. The Committee's charge and membership are stated in the Curriculum Committee's charge and membership file maintained by the Executive Committee.

B. At the last meeting of the year a Chair and a Vice Chair shall be elected for the following academic year.

C. The duties of the Chair of the Curriculum Committee include:
1. Making agendas and conducting meetings
2. Writing end-of-the year reports and giving reports at assembly as needed.
3. Maintaining the Curriculum Committee Proposal email list (CurriculumProposal.list@sunyorange.edu) which includes:
   a. All Department Chairs and Assistant Department Chairs
   b. Curriculum Committee
   c. All Academic Associate Vice Presidents
   d. Director of Advising
   e. Registrar
   f. Library Director
   g. Director of Admissions
   h. Vice President for Academic Affairs
   i. Director of the Center for Student Success
4. Forwarding Curriculum Committee votes to the Vice President for Academic Affairs
5. Keeping track of the status of curricular proposals until forwarded to the Vice President for Academic Affairs by updating the Curriculum Proposals Spreadsheet
6. Request documentation from Department Chairs of changes made to SLOs
7. Annually compile all SLO changes and forward to the VPAA

D. The duties of the Vice-Chair of the Curriculum Committee include:
1. Conducting meetings in the event that the Chair is unable.
2. Taking minutes (when not conducting meetings)
3. Making minutes available to other parties (see IV.)

II. MEETINGS:

A. The Committee shall meet on a day to be determined at the start of each academic year. Current practice is for the committee to meet on every other Wednesday at 3:15, alternating Wednesdays with the Academic Policy Committee.

B. A quorum is defined by the Constitution and By-Laws of Shared Governance.

C. Policies and Procedures are reviewed annually.

III. VOTING PROCEDURES:

A. Votes on proposals presented or discussed will take place at the next committee meeting unless otherwise agreed. Any deviation from voting timing must be noted in the minutes.

B. Approval of any motion before the Committee requires a simple majority vote of the quorum.

Approved by Curriculum Committee on April 20, 2022, Approved by Executive Committee on April 27, 2022

IV. MINUTES:

A. Draft minutes shall be distributed to the Committee members at or before the next scheduled meeting.

B. Only after approval of the Committee shall the minutes be made available to other parties at the College.

V. REPORTS:

A. A report of all decisions made by the Committee shall be sent to the Vice President for Academic Affairs.

B. The Chair shall submit a full report at the conclusion of the academic year to the President of the College Governance system.

This report shall include:

1. Persons serving on the Committee.
2. Proposals reviewed, and action taken on each.
3. Changes in policies or procedures which have been approved and recommended to Campus Governance.
4. Significant issues emerging from the Committee deliberations that call for further action by appropriate College offices.
5. A complete set of approved minutes for the period covered by the report.

VI. CURRICULAR PROPOSAL PROCEDURE:

(For changes to SLOs see XIV. For program format changes see XV. For course delivery method changes see XVI.)

A. Department explores a curricular change.

B. Department contacts appropriate Associate Vice President to discuss the proposal in its formative stages.

C. Department(s) develop proposal, gathers all necessary information, fills out all required forms (see VII.), and votes on proposal.

D. If the proposal is approved by department, the department e-mails the proposal to the curriculum circulation email list (CurriculumProposal.list@sunyorange.edu) for their review and asks for written comments or concerns, if any. All Academic Department Chairs are responsible for informing their staffs of new proposals that may impact them. The proposal must be circulated for comments for a minimum of 14 days.

E. If a Chair from another department or Academic Vice-President believes the proposal should be reviewed at the next available department or division meeting, the Department Chair or Academic Vice-President must inform the Curriculum Committee Chair and the Chair of the department making the proposal. Then the proposal process will be put on hold until the department or division meeting is held and the proposal has been discussed within the department and/or division. If all concerns are resolved at this time, the proposal continues to the next stage. If concerns are not resolved, it sets up a joint meeting, including the appropriate Associate Vice President and the Curriculum Committee Chair. When concerns have been resolved, the proposal may continue to the next stage. The Chair of the department making the proposal will inform the curriculum circulation email list as to changes in the status of the proposal.

G. The Department Chair obtains the signature of the appropriate AVP on applicable forms and informs the Curriculum Committee Chair that the 14 day period has been completed. The Curriculum Committee Chair will schedule the proposal's presentation at the next available committee meeting. [Note: The signed summary cover sheet should be brought by the Department Chair when he/she presents the proposal to the Curriculum Committee.]

H. If a substantial change (as determined by the Curriculum Committee) is made to the proposal, the proposal will have to be voted on again by the department and circulate for 7 days from the date of the change. A new signed Form #1 will be required.

I. Votes on proposals presented or discussed will take place at the next committee meeting unless otherwise agreed. The Chair of the Curriculum Committee shall send a report of the decision made by the committee to the Vice President for Academic Affairs.

J. Items approved by the Vice President for Academic Affairs will be forwarded to the Board of Trustees and sent to SUNY and SED for approval as needed.

VII. LIST OF MATERIALS NEEDED FOR VARIOUS CURRICULAR CHANGES:

ALL: (Included on Form #1 for any proposal)
- Rationale
- Plan to assess the effectiveness of the change
- Any assessments that led to the change

NEW COURSE:
- Form #1
- Form #2
- Form #3 (if adding course attribute(s))
- Syllabus
- SLO Assessment Plan
- Course Name and Number (Consult with Registrar on Number)
- Description
- Content sequence

ADDITION OF COURSE ATTRIBUTE(S):
- Form #1
- Form #3
- Syllabus
- SLO Assessment Plan
- General Education Assessment Plan, if adding GE designation
- Topical Outline
- List of Sample Readings

NOTE: The maximum number of General Education designations for any course is two. Dual designations are limited to these combinations: One knowledge and skills area (other than Diversity) combined with Diversity or one knowledge and skills area (including Diversity) combined with one core competency.

NOTE: Removal from one SUNY GE list does not guarantee addition to a new list.

REMOVAL OF COURSE ATTRIBUTE(S):
- Form #1
- Form #4

NOTE: Removal from one SUNY GE list does not guarantee addition to a new list.

OTHER CHANGES TO EXISTING COURSES: (e.g., changing pre-requisites, change of more than 20% of course content since last approval, changes to description, etc.)
- Form #1
- New and Old Course Description (if changing)
- New and Old SLO Assessment Plan (if necessary)

NEW PROGRAM:
- Form #1
- Appropriate SUNY Form (see AVP)
- PLO Assessment Plan
- Description of research done to design the degree
- Sources of input sought
- Feedback from constituencies
- Additional Helpful Information

NEW REGISTERED TRACK:
- Form #1
- Appropriate SUNY Form (see AVP)
- Evidence that the registered track meets SUNY transfer path requirements
- Evidence that it meets all degree requirements

- PLO Assessment Plan

MAJOR (MORE THAN 1/3 OF CREDITS SINCE LAST SUNY APPROVAL) CHANGE TO A PROGRAM: (Including changes to PLOs)

- Form #1
- Appropriate SUNY Form (see AVP)
- Semester by semester breakdown, and next to it, for ease and clarity of comparison, the revised program (Please emphasize the changes by highlighting them in some way)
- PLO Assessment Plan

MINOR (LESS THAN 1/3 OF CREDITS SINCE LAST SUNY APPROVAL) CHANGE TO A PROGRAM: (Including changes to PLOs)

- Form #1
- Semester by semester breakdown, and next to it, for ease and clarity of comparison, the revised program. (Please emphasize the changes by highlighting them in some way)
- PLO Assessment Plan
- Comparison to program as last approved by SUNY

VIII. PROGRAM DISCONTINUANCE/DEACTIVATION/REACTIVATION:

See Program Deactivation & Discontinuance Procedure.pdf

IX. COURSES OR CHANGES INVOLVING MORE THAN ONE DEPARTMENT:

A. Should two or more academic departments wish to sponsor a new course as an interdepartmental course, they would need to follow the standard curriculum procedure for submission of a new course. All sponsoring departments would work together in developing the course proposal, circulating the information to all departments, receiving feedback, and presenting to the Curriculum Committee.

B. If all departments in a division (or divisions) wish to co-sponsor a course, the appropriate Associate Vice President(s) would present to the Curriculum Committee.

C. Co-sponsors are jointly responsible for curriculum maintenance.

D. To change departmental sponsorship of a course, the old department(s) and the new department(s) must approve the change and must follow the course change procedure.

X. SPECIAL TOPICS COURSES:

A. Special Topics courses use the normal curricular procedures for a new course.

B. All Special Topics courses may be offered a maximum of three times before either presenting them for a change to regular course status or ceasing to offer the course.

C. When Special Topics courses are proposed to be changed to regular or institutional credit status, the department should follow the procedure to change an existing course.

XI. SUBMISSION OF PROPOSALS:

A. Any proposal may be submitted to the Committee at any time during the year.

B. Changes must be approved by the Curriculum Committee by the following dates for inclusion in the relevant catalog:

1. **Changes Not Requiring SUNY or NYSED Approval:**
   March 1st for inclusion in the following academic year's catalog. For example, 3/1/18 would be the deadline for inclusion in the 2018-2019 catalog.

2. **Changes Requiring SUNY or NYSED Approval:**
   March 1st for inclusion in the next academic year's catalog. For example, 3/1/18 would be the deadline for inclusion in the 2019-2020 catalog.
3. Alternate instructions may be provided by the VPAA.

XII. PRESENTATION OF PROPOSALS:

A. The presentation of a proposal shall be made by the Department Chair and may also include any faculty members and/or Associate Vice President associated with the proposal.

B. Prior to the presentation, the Curriculum Committee Chair shall be notified of any off-campus individual invited to participate in the presentation.

XIII. CURRICULUM FORMS:

Form #1 Curriculum Committee Proposal Cover Sheet (must accompany all proposals)

Form #2 Course Proposal Form (to accompany all new courses - regular or special topics)

Form #3 Course Attribute Addition Form (to accompany all course attribute additions)

Form #4 Course Attribute Removal Form (to accompany all course attribute removals)

XIV. PROCEDURE FOR SLO CHANGE/MAINTENANCE:

A. Department explores a change to the student learning outcomes for a course.

B. Department communicates with departments that may be affected including:
   1. Departments that offer courses that use the course as a pre-requisite
   2. Departments that offer programs that require the course

C. If the change is approved by department, the rationale and results of the vote should be documented in the minutes of a department meeting.

D. Department submits all changes that have occurred to the Curriculum Committee chair by June 1
   1. Documentation should include a side by side comparison of the old SLOs with the new SLOs and the date of department approval.
   2. If no changes have occurred in an academic year, then the department should submit a statement indicating so.

E. Changes are stored in a location accessible to all faculty.

XV. PROCEDURE FOR PROGRAM FORMAT CHANGE:

Format changes do not change the course requirements of a program. Use this procedure for changes that only involve campus, Distance Learning designation, full-time/part-time status, or any other format as defined by SUNY.

A. Department(s) explores a program format change.

B. Department contacts appropriate Associate Vice President to discuss the proposal in its formative stages.

C. Department(s) develops proposal, gathers all necessary information, fills out Form #1 and appropriate SUNY form (See AVP), and votes on proposal.

D. If the proposal is approved by department(s), the department(s) e-mails the proposal to the curriculum circulation email list (CurriculumProposal.list@sunyorange.edu) for their review and asks for written comments or concerns, if any. All Academic Department Chairs are responsible for informing their staffs of new proposals that may impact them. The proposal must be circulated for comments for a minimum of 7 days.

E. The Department Chair obtains the signature of the appropriate AVP on applicable forms and informs the Curriculum Committee Chair that the 7 day period has been completed. The Curriculum Committee will discuss the proposal at the next Committee meeting to ensure that the change qualifies as a program format change. The Curriculum Committee Chair will then forward the proposal to the VPAA. No vote is required by the Curriculum Committee. [Note: The signed summary cover sheet should be sent by the Department Chair to the Curriculum Committee Chair.]

F. Items approved by the Vice President for Academic Affairs will be forwarded to the Board of Trustees and sent to SUNY and SED for approval as needed.

XVI. PROCEDURE FOR COURSE DELIVERY METHOD CHANGE:

Changes to course delivery method do not change the requirements of a course. Use this procedure when there is an anticipated long-term change in typical/traditional delivery method, including those we currently use (e.g. in-person, distance learning, hybrid), as well as those that may be used in the future.

A. Department(s) explores a course delivery method change.

B. Department contacts appropriate Associate Vice President to discuss the proposal in its formative stages.

C. Department communicates with departments that may be affected including:
   1. Departments that offer courses that use the course as a pre-requisite
   2. Departments that offer programs that require the course

D. Department(s) develops proposal, gathers all necessary information, fills out Form #1, and votes on proposal.

E. If the proposal is approved by department(s), the department(s) e-mails the proposal to the curriculum circulation email list (CurriculumProposal.list@sunyorange.edu) for their review and asks for written comments or concerns, if any. All Academic Department Chairs are responsible for informing their staffs of new proposals that may impact them. The proposal must be circulated for comments for a minimum of 7 days.

F. The Department Chair obtains the signature of the appropriate AVP on applicable forms and informs the Curriculum Committee Chair that the 7 day period has been completed. The Curriculum Committee will discuss the proposal at the next Committee meeting to ensure that the change qualifies as a course delivery method change. The Curriculum Committee Chair will then forward the proposal to the VPAA. No vote is required by the Curriculum Committee. [Note: The signed summary cover sheet should be sent by the Department Chair to the Curriculum Committee Chair.]

APPENDIX N

Orange County Community College

Institutional Review Board

Policy and Procedures

July 23, 2013

Contents

Background 4
Oversight of Ethical Principles Regarding Research Involving Humans as Subjects 4
Mission 4
Basic Principles 4
IRB Jurisdiction/Applicability 5
Scope of Authority of the IRB 6
IRB Policy and Procedures Development 7
OPERATIONS OF THE IRB 9
Meetings 9
Protocol for Full IRB Review Meeting 9
Documentation 10
Annual Report to VPAA 11
Conflict of Interest 11
Training and Support to the Campus 11
IRB APPLICATION PROCESS 12
How to Determine Under What Circumstances to Apply for IRB Approval 12
Definition of Research 13
Definition of Principal Investigator (PI) and Responsibilities 13
Definition of Adverse Event 14
Research vs. Classroom Assignment 15
Classroom assignments that require IRB review 15
Classroom assignments that are exempt from IRB review 15
Faculty Responsibility 15
Retroactive approval is not granted 16
Informed Consent 16
When to File a Research Application 16
Levels of IRB Review 17
Exempt from Full IRB Review 17
Expedited IRB Review 18
Full IRB Review 20

Guidelines for Application Submission 21
Procedures of the IRB for Application Review 22
Actions of the IRB 23
Responsibility of Investigators upon Research Approval 24
Appeals 24
Periodic Review 25
Extension of Research 25
Criteria for Periodic Review and Extension of Research by IRB 25
Criteria for Review of Adverse Events by IRB 25
Failure to Submit Project for IRB Review 26

Background

On March 14, 2011, the Board of Trustees approved *Board Policy 5.10, Use of Human Participants in Research,* which reads as follows:

The College encourages and supports faculty members to develop and conduct scholarly research. The College is also committed to protecting the rights and privacy of all who participate as subjects in research conducted under the auspices of the College and to ensuring that such subjects are aware of the rights and protections available to them. For these reasons, the President shall establish an Institutional Review Board (IRB) for ethical and regulatory oversight of all proposed research at the College which could involve the use of human subjects. Any faculty member who desires to conduct research, or will assign classroom projects to be completed by students involving human subjects must obtain prior approval by the College's IRB and the Vice President for Academic Affairs before research may begin and before any grants to support such research may be submitted. All such research shall be guided by the College's mission, vision and values.

Oversight of Ethical Principles Regarding Research Involving Humans as Subjects

The Orange County Community College Institutional Review Board is registered with the federal Office for Human Research Protections (OHRP) as Institutional Review Board (*IRB #* 00008790 - Orange County Community College IRB #1). This committee is hereinafter referred to as "the IRB."

Mission

The mission of SUNY Orange's IRB is to protect the welfare of human subject participants by compliance with the federal regulations governing the protection of human subjects, and facilitating the research efforts of faculty, staff, employees and students.

Basic Principles

SUNY Orange, which includes faculty, staff, employees, and students, is guided by the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research (referred to as "The Belmont Report") regardless whether the research is subject to Federal Regulation or with whom conducted, or the source of support or sponsorship.

The three essential requirements relevant to the protection of human subjects in biomedical and behavioral research as set forth in The Belmont Report are:

- Respect for Persons: Involves a recognition of the personal dignity and autonomy of individuals, and special protection of those persons with diminished autonomy;

- Beneficence: Entails an obligation to protect persons from harm by maximizing anticipated benefits and minimizing possible risks of harm; and
- Justice: Requires that the benefits and burdens of research be distributed fairly.

The principle of Respect for Persons underlies the need to obtain informed consent; the principle of Beneficence underlies the need to engage in a risk/benefit analysis and to minimize risks; and the principle of Justice requires that subjects be fairly selected.

IRB Jurisdiction/Applicability

1. The IRB is a committee established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated.

2. The IRB has the authority to approve, require modifications to, or disapprove all research activities that fall within its jurisdiction as specified by both the federal regulations and SUNY Orange policy.

3. All research or clinical investigations involving human subjects regardless of funding source or sponsorship must be reviewed and approved by the IRB. No intervention, investigation, or interaction with human subjects in research, including recruitment, may begin until the IRB has reviewed and approved the research protocol.

4. Specific determinations as to the definition of "research", "clinical investigation", or "human subject" and their implications for the jurisdiction of the IRB under SUNY Orange policy are made by the IRB.

5. SUNY Orange's Assurance, defined in the next section of this document, with the federal government specifies that all research activities involving human subjects, and all other activities which even in part involve such research, regardless of funding source or sponsorship, must be reviewed by the IRB if one or more of the following apply:

    a. the research is sponsored by SUNY Orange, or
    b. the research is conducted by or under the direction of any employee, faculty, staff, student, or agent of the College in connection with his or her institutional responsibilities, or
    c. the research is conducted by or under the direction of any employee, faculty, staff, or agent of the College using any property or facility of this institution, or
    d. the research involves the use of the College's non-public information to identify or contact human research subjects or prospective subjects.

Scope of Authority of the IRB

1. SUNY Orange holds a federal Assurance of Protection for Human Subjects (Department of Health and Human Services), Number 00019384, approved on October 3, 2012, in which it agrees to uphold the ethical principles of The Belmont Report and to apply the Code of Federal Regulations (45 CFR Part 46) to all research involving human subjects regardless of sponsorship or support.

2. It is not the role of the IRB to evaluate or provide rulings on the methodological approach of the proposed research study, the merits of the research design, or the potential contribution of the research to the scholarly literature. *It is, however, the responsibility of the IRB to evaluate each project in terms of the ethical standards with regard to issues such as informed consent, confidentiality, and any risk to the participants.*

3. The Vice President for Academic Affairs or Designee is responsible for exercising appropriate administrative oversight to ensure that SUNY Orange policies and procedures designed for protecting the rights and welfare of human subjects are effectively applied in compliance with its federal wide Assurance with the Office for Human Research Protections ("OHRP"), Department of Health and Human Services.

4. The IRB has approval authority of human subject protocols and can disapprove, modify or approve studies based upon consideration of any issue it deems relevant to human subject protection.

5. Research that has been approved by the IRB may be subject to further appropriate review and approval or disapproval by the Vice President of Academic Affairs (VPAA) or designee. However, the VPAA or designee may not approve the non-exempt research if it has not been approved by the IRB.

6. The IRB has authority to require progress reports from the investigators and oversee the implementation of the study.

7. The IRB has authority to suspend or terminate a study, or to place restrictions on a study, when it is deemed to be in the best interests of the subjects in that study.

8. The IRB has authority to observe the informed consent process as practiced by any investigator or authorized person in any approved protocol.

9. The IRB has the authority to access and to make copies of records related to any research approved by the IRB, regardless of the location of those records, for any reason. Where feasible,

notice will be given of the need to review, copy or duplicate records while being sensitive to causing the least inconvenience or disruption to on-going research.

IRB Policy and Procedures Development

1. Pursuant to 45 CFR 46.103, an Institution must assure that it has adequate written procedures in place to support compliance with the federal regulations governing research involving human subjects.

2. Any written procedures shall be approved by the IRB and be presented to the Vice President for Academic Affairs for review and final adoption.

3. The Vice President for Academic Affairs or designated members of the IRB or legal counsel to the IRB shall perform periodic review of the written procedures and recommend to the IRB any revisions or additions to the IRB procedures, consistent with federal regulations, guidelines, or rules and procedures governing SUNY Orange. Any such revisions approved by the IRB shall be presented to the Vice President for Academic Affairs for final adoption.

4. Minor revisions to any IRB forms, checklists, guides or web pages may be performed by IRB office staff as needed, subject to the approval of VPAA or IRB chairperson. Any major revisions shall be presented to the IRB for review and approval.

Membership of IRB

1. The IRB is administratively responsible for reporting to the Vice President of Academic Affairs.

2. The Chair of the IRB will be appointed by the Vice President of Academic Affairs. The Vice President for Academic Affairs is authorized to remove an IRB Chair for cause only.

3. The Chair of the IRB appoints the Vice Chair of the IRB with the concurrence of the IRB. The Vice Chair presides over all convened IRB meetings in the absence of the Chair, and has authority to sign all IRB action items in the absence of the Chair. The Vice Chair must be a voting member of the IRB.

4. The IRB shall include at least one member whose primary interests are in a scientific area, one member whose primary interests are in a non-scientific area, and one member who is not affiliated with SUNY Orange (i.e. not a family member or spouse of an employee, and not an alumnus).

5. The IRB is required to have a minimum of five members, each with varying backgrounds and expertise to provide complete and thorough review of research activities commonly conducted by the Institution (SUNY Orange).

6. All appointments to the IRB are made by the Vice President of Academic Affairs or Designee for tenure of three (3) years. All appointments to the IRB will be communicated by the Chairperson of the IRB and as required, reported to the OHRP.

7. Alternates and non-voting members are also appointed. Alternates will have authority to vote at IRB meetings only in instances where a voting member is unable to attend. Although an alternate may be designated for more than one IRB member, each alternate may represent only one regular member at a convened meeting.

8. The composition of members on the IRB will reflect the diversity of the campus and bring expertise that will assure adequate review of the research brought before the IRB. The IRB membership must be qualified through the diversity of the members, including consideration of race, gender, and cultural backgrounds and sensitivity to such issues as community attitudes.

9. The IRB may, in its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond, or in addition to that available on the IRB. These individuals may not vote with the IRB.

10. Membership may be terminated by notice of the committee member to the Chair or by notice from the Chair. If a member finds that he/she is unable to attend meetings for an extended period, as a consequence of unavoidable conflicting activities, the IRB Chair must be informed so that a replacement may be appointed. Additionally, members may be removed from the IRB before their term is completed for reasons of poor attendance for which there is not reasonable justification, or for other manifestations of unwillingness or incapacity to serve the committee adequately. Tenure on the IRB may cover multiple terms by mutual agreement between the member, Chair and Vice President for Academic Affairs.

11. Members and alternates of the IRB are required to complete the National Institutes of Health (NIH) Training course ***"****Protecting Human Research Participants****"*** http://phrp.nihtraining.com/users/login.php For members who have come to SUNY Orange having completed a different training program while at another institution, that certification may be an acceptable substitute at the discretion of the IRB chair.

12. IRB members do not receive compensation for their service.

13. Liability coverage for IRB members is provided through the College's liability insurance coverage, whether or not the IRB member is an employee of College.

OPERATIONS OF THE IRB

Meetings

1. IRB meetings are scheduled as required.

2. The place and time of meeting, agenda, and study material to be reviewed will be distributed to IRB members at least ten days prior to the meeting.

3. For applications requiring full IRB review, the IRB Chair assigns one primary reviewer and at least one secondary reviewer. The primary reviewer is assigned consistent with protocol content and reviewer expertise. Secondary reviewer(s) possess valuable perspective on salient non-scientific aspects of the research. The assigned reviewers lead the discussion of that application during the formal meeting.

4. Minutes will be taken by the Vice Chair. In the absence of the Vice Chair the Chair will appoint a member of the IRB to take minutes. In the absence of the Chair, the Vice Chair will preside over the meeting and the minutes will be taken by a member of the IRB committee designated by the Vice Chair.

Protocol for Full IRB Review Meeting

1. The minimum of five IRB members must be present to convene a full IRB review.

2. In order for the research to be approved, it shall receive the approval of a majority of those voting members present at the meeting.

3. Principal Investigators, including those who are also IRB members, should attend the meetings to offer information and answer questions about their protocols at a convened meeting, but may not be present during voting.

4. Although convened meetings of the IRB are open to the public, materials submitted for review, discussions of protocols, and individual votes are considered confidential and should not be discussed outside of the meeting context. If, during an IRB meeting, the Chair moves the meeting to executive session then any visitors will be asked to leave the room until the executive session has ended.

Documentation

1. The IRB, in collaboration with the Office of Institutional Research, must maintain files that include a complete history of all IRB actions related to review, approval, or denial of a protocol, including continuing reviews, amendments and adverse event reports.

2. The IRB must retain all records regarding an application (including those which did not receive approval) for at least 3 years. For all applications that are approved and the research initiated, the IRB must retain all records regarding that research according to requirements of the funding agency, but at minimum for three (3) years after completion of the research.

3. The IRB must make all records available for inspection and copying by authorized representatives of the sponsoring Department or Agency, the Department of Health and Human Services, the Food and Drug Administration, the Department of Veterans Affairs, and other federal regulatory agencies, at reasonable times and in a reasonable manner.

4. The IRB must prepare and/or maintain the following documents:
    a. Copies of all documents including but not limited to; research applications reviewed, scientific evaluations, approved sample consent documents, data safety monitoring board reports, progress reports submitted by investigators, and reports of injuries or adverse events to subjects.
    b. Minutes of all IRB meetings.
    c. Records of continuing review activities.
    d. Correspondence with Investigators - copies of all correspondence between the IRB and the investigators.
    e. IRB Committee Members - A list of the membership identified by name, earned degrees, representative capacity, indications of experience such as board certifications and licenses, sufficient to describe each member's chief anticipated contributions to IRB deliberations, and any employment or other relationship between each member and SUNY Orange, such as full or part-time employee, member of governing panel or board, paid or unpaid consultant. Note that changes to IRB membership needs to be updated with OHRP by the IRB Chair.
    f. Written policies and procedures which the IRB will follow for :
        i. conducting initial and continuing review of research and for reporting its findings and actions to the Investigator and the institution.
        ii. determining which projects require review more often than annually and which projects need verification from sources other than the investigators, indicating that no material changes have occurred since the previous IRB review.
        iii. insuring prompt reporting to the IRB of proposed changes in a research activity, and for insuring that such changes in research, during the period for

which IRB approval has already been given, may not be initiated without IRB review and approval except when necessary to eliminate apparent immediate hazards to the subject.

iv. insuring prompt reporting, appropriate institutional officials, and the Department or Agency head of any unanticipated problems involving risks to subjects or others, or any serious or continuing noncompliance with this policy or the requirements or determinations of the IRB.

v. any suspension or termination of IRB approval.

g. Statements of any new significant findings developed during the course of the research which may relate to the subject's willingness to continue participation.

h. Other correspondence or documents generated by the IRB.

5. All informed consent forms must be preserved by the investigator for three years after the completion of the research. Should the Principal Investigator leave SUNY Orange before three years, the signed consent forms are to be transferred to the IRB chairperson.

Annual Report to VPAA

Each year the IRB will provide an annual report to the Vice President of Academic Affairs that includes a review of the activities and outcomes of the SUNY Orange IRB and recommendations to improve the process.

Conflict of Interest

It is the responsibility of all IRB members to identify and avoid any situations in which they, either personally or by virtue of their position, might have a conflict of interest, or may be perceived by others as having a conflict of interest, arising in connection with a matter before an IRB of which they are a member. It is the responsibility of the IRB members to inform the IRB Chairperson should they have a conflict of interest during review of any proposal.

Training and Support to the Campus

An additional responsibility of the IRB at SUNY Orange will be to provide ongoing professional development for employees and students regarding the application and reporting process to the IRB. To comply with federal requirements, SUNY Orange requires mandatory and continuing education for all employees, students, investigators and research personnel involved with human participants. To be certified, one must complete the National Institutes of Health (NIH) Office of Extramural Research web –based training course, "Protecting Human Research Participants". http://phrp.nihtraining.com/users/login.php This NIH Certification is valid for 2 years.

IRB APPLICATION PROCESS

How to Determine Under What Circumstances to Apply for IRB Approval

All activities that meet the definition of "research" with "human subjects" and that will contribute to generalizable knowledge are subject to IRB review. One must possess a firm understanding of the federal definition of the terms "human subjects" and "research", in order to determine if the activity is a classroom project or research (see research vs classroom assignment). In addition, one must be aware of roles and responsibilities of a principal investigator.

Definitions of Human Subjects & Private Information

Pursuant to federal regulation, "human subject" is defined as "living individual(s) about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information." Therefore, only research activities involving data obtained through intervention or interaction with a living individual or involving identifiable private information regarding a living individual must be reviewed by the IRB.

1. Intervention includes both physical procedures by which data are gathered (for example venipuncture) and manipulations of the subject or the subject's environment that are performed for research purposes (for example, comparing test performance in a quiet vs noisy environment).

2. Interaction includes communication or interpersonal contact between an investigator and a subject (examples: interviews and surveys).

3. Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a medical record). Private information must be individually identifiable (the identity of the subject is or may readily be ascertained by the Investigator or by association with the information) in order for obtaining the information to constitute research involving human subjects. This may include identifiable private information obtained from a primary subject regarding a third party.

Definition of Research

Only certain activities involving human subjects qualify as "research" subject to the jurisdiction of the IRB. The federal regulations define "research" to mean "a systematic investigation (i.e. the gathering and analysis of information) designed to develop or contribute to generalizable knowledge".

1. A major factor in determining whether an activity is research subject to IRB review depends upon the Investigator's intent to "contribute to generalizable knowledge", and whether there is a systematic design in advance, generally utilizing a scientific approach or protocol, for the defined purpose of contributing to generalizable knowledge.

2. If the Investigator intends to publish or disseminate the results, the activity will be viewed as intending to contribute to generalizable knowledge, and therefore constitutes research subject to the IRB's jurisdiction. Activities that may result or be included in a thesis, dissertation, journal article, poster session, public speech, or presentation must be reviewed by the IRB.

3. If there is any possibility that the Investigator may want to publish or disseminate the resulting data in the future, then the protocol must be submitted for IRB review before subjects are recruited and data collected.

4. The use of a single human subject in research activities, such as a case study, can constitute research that is subject to IRB review and approval when there is a clear intent before recruiting or interacting with the subject to use systematically collected data that would not ordinarily be collected in the course of daily life in reporting and publishing a case study. As a general rule, when a series of subject observations are compiled in such a way as to allow possible extrapolation or generalization of the results from the reported cases, that activity constitutes research that must be reviewed by the IRB.

Definition of Principal Investigator (PI) and Responsibilities

Research which is conducted by a SUNY Orange employee or student who initiates and/or conducts an investigation, alone or with others, is considered to be a SUNY Orange Principal Investigator (PI) even if the research occurs at a location for which the SUNY Orange IRB is not the IRB of record.

It is the PI's responsibility to apply for SUNY Orange IRB approval. The PI assures the IRB that the principles, procedures and guidelines established in the protocol will be followed and agrees to allow the IRB access to pertinent records and research. The PI will present all information that

will aid in evaluating the research for compliance with this policy. The PI is responsible for completing the periodic review and for retaining informed consent documents for a period of three years after completion of the project.

It is the Investigator's responsibility:

- to apply for IRB approval,
- to keep the IRB informed of any problems involving change in risks to subjects or adverse events that result in a change to the conditions upon which approval was based. An "Adverse Event" form must be submitted immediately to the IRB Chair if an adverse event occurs or any change to the risk occurs in the research being conducted.
- to inform the IRB of any changes in procedural design of the protocol

Definition of Adverse Event

An adverse event is any undesirable and unintended, although not necessarily unexpected, effect of the research occurring in human subjects as a result of (a) the interventions and interactions used in the research; or (b) the collection of identifiable private information under the research. [Adapted from the 1993 OPRR IRB Guidebook]

An adverse advent can either be an expected or unexpected negative incident. Below is an example of an expected adverse advent which the PI should immediately report to the IRB chair using the "Adverse Event" form found on the IRB web site.

A PI is conducting a psychology study evaluating the factors that affect reaction times in response to auditory stimuli. In order to perform the reaction time measurements, subjects are placed in a small, windowless sound proof booth and asked to wear headphones. The research protocol and informed consent document describe claustrophobic reactions as one of the risks of the research. One subject enrolled in the research develops a severe anxiety reaction due to claustrophobia, resulting in the subject withdrawing from the research.

Unexpected adverse events include those events that are not expected given the nature of the research procedures and the subject population being studied; and suggest that the research places subjects at a greater risk of harm or discomfort related to the research than was previously known or recognized. The PI must report the event immediately to the IRB Chair using the "Adverse Event" form and the IRB may report this unexpected adverse event to Department of Health and Human Services. Below is an example of an unexpected adverse event.

A PI conducts a study in college students that involves completion of a detailed survey asking questions about early childhood experiences. The research was judged to involve no more than minimal risk and was approved by the IRB Chair under an expedited review procedure. During the completion of the survey, one student subject has a severe psychological reaction manifested

by intense sadness, depressed mood, and suicidal ideation. The protocol and informed consent document for the research did not describe any risk of such negative psychological reactions. Upon further evaluation, the PI determines that the subject's negative psychological reaction resulted from certain survey questions that triggered repressed memories of physical abuse as a child. The PI had not anticipated that such reactions would be triggered by the survey questions and did not include this information in the research protocol and informed consent document.

Research vs. Classroom Assignment

Classroom assignments that require IRB review

All activities that meet the definition of "research" with "human subjects" and that are conducted by students for a class project must be reviewed by the IRB. For example, activities that must be reviewed and approved by the IRB include all projects that involve human subjects and for which the research is designed to develop or contribute to generalizable knowledge and the findings are intended to be published in a thesis, dissertation, journal article, poster session, public speech, or public presentation.

Classroom assignments that are exempt from IRB review

Courses of study at SUNY Orange which are designed to teach students about and to provide them with an opportunity to practice various research methods differ from research activities that would generally require IRB review in that the primary intent of the classroom project is for the student to become more knowledgeable about the research process. Additionally, such projects typically do not lead to generalizable knowledge and are not undertaken with that goal in mind. Therefore, simulations of research using human subjects and course-assigned data collection are not deemed to be research that is subject to IRB review so long as the activity meets the following requirements:

a. the activities are designed for educational purposes only
b. the data will not be generalized or published outside the classroom
c. the data will not result in an article, master's thesis, doctoral dissertation, abstract, other publication or public presentation
d. student volunteers or other participants are clearly informed that the activities are an instructional exercise and not actual research

Faculty Responsibility

It is the responsibility of the faculty to determine, prior to assigning a project, whether the project is a classroom project or research. Faculty members are encouraged to review the IRB website and consult with a member of the IRB in making such a determination. Should a class project be conducted that meets the definition of research but does not receive IRB review and approval, the faculty member will be considered to have engaged in IRB noncompliance and may be

personally liable. Research must be reviewed by the IRB prior to the start of the project. No data collected as a course assignment can be used for research purposes.

Retroactive approval is not granted

IRB approval cannot be granted retroactively. Any data collected without IRB approval cannot be used for future theses, dissertations, abstracts, publications, posters, or outside of classroom presentations. It will need to be recollected if it is subsequently determined that the work is appropriate for a research project. Recollection of the data may delay a student's completion of course assignments or theses and dissertations.

Informed Consent

After the IRB reviews a proposal by assessing research protocol and human subject participation, the IRB turns to the consent process to insure that subjects are fully aware of the risks and the benefits and that they participate in the project voluntarily. The consent form is a key element in this review. "Informed Consent" means insuring that potential subjects and/or their legally authorized representatives are fully informed of all aspects of their participation in a research project so as to be able to exercise free power of choice without undue inducement or any element of force, fraud, deceit, duress, or other form of constraint or coercion. The basic elements of information necessary to such consent are found at
http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.117
Sample consent forms; general consent, parent consent and student consent forms are on the IRB website.

When to File a Research Application

An application for research must be approved by the IRB before an investigator starts to work on the project. The IRB approval must be granted before they begin to recruit subjects, since recruitment strategies are part of the review. The application and approval process may take months; therefore applications should be submitted well before your anticipated project start date. After reviewing the application and its supporting materials, the IRB may require revisions in the protocol. When the investigator revises a project, the IRB will review the project again to determine whether its concerns have been adequately addressed. A project may undergo several reviews before final approval. It is only after final approval that human subject recruitment may take place.

The type of research will determine the level of IRB review. Investigators should become familiar with the different levels of IRB review determined by subject risk. "Minimal subject risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the

performance of routine physical or psychological examinations or tests". If the research protocol does not qualify as "minimal risk" then a full IRB review is needed.

Levels of IRB Review

Research projects are reviewed at one of three levels, according to the IRB's determination of the project's potential risk to the human subjects and the federal guidelines that define the categories of review, which are:

1. Exempt from Full IRB review
2. Expedited IRB review
3. Full IRB review

The PI may apply for one of these three levels of review, but the IRB Chair, not the principal investigator, ultimately determines the level of review after reviewing the application from the PI. Below are the descriptions of the three levels of review.

Exempt from Full IRB Review

Research that involves only minimal risk to human subjects is sometimes exempt from full IRB committee review, but it is still subject to IRB review. "Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests".

Researchers must file the application, ***Exempt from Full IRB Review Form***, (located on the IRB website) requesting that the IRB determine exempt status for a project by providing justification in the application. The IRB may also choose to waive the requirement to obtain a signed consent form for some or all subjects.

To qualify as exempt from full IRB review, research must fall into one of five federally-defined exempt categories. These categories present the lowest amount of risk to potential subjects because generally speaking they involve either collection of anonymous or publicly-available data, and qualify as minimal risk to subjects. Research that involves prisoners, pregnant women, fetuses, or neonates **does not** qualify for exempt review. Below are the exempt categories.

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as; research on regular and special education instructional strategies, or research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior. The information obtained is recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects and disclosure of the human subjects' responses outside the research could not place the subjects at risk of criminal or civil liability. **An exception to this exemption is research involving survey, interview procedures, or observation of public behavior involving human subjects under 18 years of age. One exemption for human subjects under 18 years of age is for research when the investigator(s) does not participate in the activities being observed or tested. Another exception is when subjects are public officials or candidates.**

3. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

4. Research and demonstration projects on public benefit or service programs which are designed to study, evaluate, or otherwise examine: procedures for obtaining benefits or services under those programs, possible changes in or alternatives to those programs or procedures, possible changes in methods or levels of payment for benefits or services under those programs.

5. Taste and food quality evaluation and consumer acceptance studies; if wholesome foods without additives are consumed, or if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

Examples of research exempt from IRB Review

- Anonymous surveys or interviews
- Passive observation of public behavior without collection of identifiers
- Retrospective chart reviews with no recording of identifiers
- Analyses of discarded pathological specimens without identifiers

Expedited IRB Review

An expedited review procedure consists of a review of research involving human subjects by the IRB chair or by one or more reviewers designated by the chairperson from among experienced members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. If the reviewer feels that

the research does not qualify as an expedited review process, the PI is informed and has the opportunity to resubmit the research proposal for a full IRB review.

To qualify for expedited review, a research procedure must be limited to the activities that are federally approved for expedited review and incur no more than *minimal risk* for participants, or be a *minor* change in previously approved (prior approval one year or less) research that involves *no additional risk* to the research subjects.

Researchers must file the application, *Expedited IRB Review Form*, requesting that the IRB determine expedited status for a project by providing justification in the application (located on the IRB website).

Research Categories for expedited review

1. Research on medical devices for which the medical device is cleared/approved for marketing and the medical device is being used in accordance with its cleared/approved labeling.

2. Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture.

3. Prospective collection of biological specimens for research purposes by noninvasive means.

   Examples: hair and nail clippings in a nondisfiguring manner; deciduous teeth at time of exfoliation, permanent teeth if routine patient care indicates a need for extraction, excreta and external secretions (including sweat), uncannulated saliva collected either in an unstimulated fashion or stimulated by chewing gumbase or wax or by applying a dilute citric solution to the tongue, supra- and subgingival dental plaque and calculus, provided the collection procedure is not more invasive than routine prophylactic scaling of the teeth and the process is accomplished in accordance with accepted prophylactic techniques, mucosal and skin cells collected by buccal scraping or swab, skin swab, or mouth washings, sputum collected after saline mist nebulization.

4. Collection of data through noninvasive procedures (not involving general anesthesia or sedation) routinely employed in clinical practice, excluding procedures involving x-rays or microwaves. Where medical devices are employed, they must be cleared/approved for marketing.

   Examples: physical sensors that are applied either to the surface of the body or at a distance and do not involve input of significant amounts of energy into the subject or an invasion of the subject's privacy, weighing or testing sensory acuity, magnetic resonance imaging,

electrocardiography, electroencephalography, thermography, detection of naturally occurring radioactivity, electroretinography, ultrasound, diagnostic infrared imaging, doppler blood flow, and echocardiography, moderate exercise, muscular strength testing, body composition assessment, and flexibility testing where appropriate given the age, weight, and health of the individual.

5. Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for non-research purposes (such as medical treatment or diagnosis). (NOTE: This listing refers only to research that is not exempt.)

6. Collection of data from voice, video, digital, or image recordings made for research purposes.

7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: This listing refers only to research that is not exempt.)

Examples of Research:

- Surveys and interviews with collection of subject identifiers
- Collection of biological specimens (e.g., hair, saliva) for research by noninvasive means
- Collection of blood samples from healthy volunteers
- Studies of existing pathological specimens with subject identifiers

Full IRB Review

A project that involves greater than minimal risk, or that involves subjects needing additional protection requires approval by a full IRB panel composed of members qualified to review research in that field. Researchers must file the application, ***Full IRB Review Form***, (located on the IRB website).

Research that requires full committee review includes:

1. Research that involves greater than minimal risk

2. Non-exempt research that involves children, prisoners, pregnant women, human fetuses, neonates or other vulnerable populations

3. Research that involves experimental drugs or devices

4. Research that involves invasive procedures

5. Research that involves deception - should a degree of deception and/or withholding of information be necessary for adequate testing of the hypotheses and in the absence of any practical alternative, sufficient justification that the potential benefits to the subject or the importance of the knowledge to be gained outweighs any potential risks that may be present as a result of any such deception.

6. Survey research that involves sensitive questions or information about sexual practice or illegal behavior

7. Survey research or interview that is likely to be stressful for the subject

Examples of research:

- Survey about the transmission of AIDS
- Survey about the PTSD administered to veterans
- Observation of a child's behavior with the principal investigator present in the child's environment
- Dietary test of a high protein supplement in pregnant women

Guidelines for Application Submission

1. All applicants must fill out an application for Human Subject Research according to the level of anticipated review by the IRB and supply all the supporting documentation: an abstract, consent form (if needed), and a copy of the Certificate of Completion from the National Institutes of Health (NIH) Office of Extramural Research.
    (a) All investigators and research personnel must complete the National Institutes of Health (NIH) Office of Extramural Research web –based training course, "Protecting Human Research Participants" prior to submitting their application. This free training course should take approximately three hours to complete. http://phrp.nihtraining.com/users/login.php When finished, download, save, and print your Certificate of Completion. The NIH certification is valid for 2 years. For investigators and research personnel who have come to SUNY Orange having completed a different training program, you may submit your training to be considered as an acceptable substitute at the discretion of the IRB chair. A brief description of the training, the name of the granting institution and a copy of the appropriate certification must be included in the submission.
    (b) Application materials for Human Subject Research may be accessed on the College's IRB website.

(c) In the application, the investigator assures the IRB that the principles, procedures and guidelines established in the document will be followed and agrees to allow the IRB access to pertinent records and research. In addition, the investigator should present any information that will aid in evaluating the proposal for compliance.

(d) The IRB shall have authority to determine which studies need verification from sources other than the investigators

(e) It is the responsibility of the PI to give each subject an explanation in response to questions ensuing from participation in the research project following its conclusion. It is strongly recommended that this occur immediately following participation for each subject, but if, in the judgment of the IRB, such information could adversely affect subsequent data collection in the same study, the full explanation may be delayed for a reasonable period of time. There is an exception to this delay: In those cases in which it is unavoidable to mislead the subjects and/or in which it the experimental treatment may result in emotional stress for the subjects, it is mandatory that they receive a full debriefing immediately following participation.

2. Completed applications are to be electronically submitted to the administrative assistant in the Office of Associate Academic Vice Presidents.

3. The administrative assistant reviews the application to insure all documents are completely filled out and attached. If the application is incomplete, it is returned to the investigator. Once an application is complete, the administrative assistant forwards the application to IRB chairperson.

Procedures of the IRB for Application Review

1. The IRB Chairperson will review the application and determine the level of IRB review; exempt from full IRB review, expedited IRB review, or full IRB review.

    a. An exempt from full IRB review procedure consists of a review of research involving human subjects by the IRB chairperson or by one or more reviewers designated by the chairperson from among experienced members of the IRB.
    b. An expedited IRB review procedure consists of a review of research involving human subjects by the IRB chairperson and one more reviewer designated by the chairperson or by two IRB members designated by the chairperson from among experienced members of the IRB.
    c. A full IRB review procedure consists of a review of research involving human subjects by five members of the IRB designated by the chairperson.

2. In protocols exempt from full IRB review, the IRB Chair cannot “disapprove” a research protocol without requesting that another member of the IRB review the protocol.

3. The IRB Chair will inform the principal investigator of the Board's actions in writing. Any disagreement between the PI and the IRB Chair will be resolved by the IRB.
4. All levels of the IRB review will use the same criteria. In order to approve research the IRB shall determine that all of the following requirements are satisfied:
    a. Risks to subjects are minimized - Use of procedures which are consistent with sound research. That the risk profile of the proposed research study, including the type, probability, and expected level of severity of the potential adverse events that may result from the research are minimized.
    b. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result.
    c. Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and should be particularly cognizant of the special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons.
    d. Informed consent will be obtained from each prospective subject or the subject's legally authorized representative.
    e. Informed consent will be appropriately documented and contain all information about risk.
    f. The research plan makes adequate provision for monitoring all data, including the type of data and adverse events to ensure the safety of subjects and who will be responsible for collecting and reporting this data, along with the frequency of monitoring & assessing the data.
    g. There are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.
    h. When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects.

5. The PI must be available to discuss the research protocol and/or consent forms at the discretion of the IRB

Actions of the IRB

The IRB may take one of the following four actions in regard to the proposed research protocol and consent form: ***Approved, Approved with stipulations, Not approved, Deferred.*** All decisions will be sent to the PI by the IRB chairperson.

1. **Approved** means approved as submitted - When a protocol has been approved, the Chair completes the "Action of the IRB" form, signs and dates it, and distributes one copy of the form to each of the following: the principal investigator, the IRB files and, if appropriate, the performance site.

2. **Approved with stipulations** means conditions must be met before final approval is granted. If the protocol is approved subject to stipulations, then the Chair completes the "Action of the IRB" form, signs and dates it, and distributes it to the PI as a protocol approved with

stipulations. The PI then must respond to the stipulations as indicated by the IRB. Upon receipt and approval of the responses, the restrictions are removed and the research protocol is then processed as an approved protocol and distributed as described above.

3. **Deferred action** means that the protocol or consent form was not sufficiently complete for the IRB to reach a final decision. In this case, the PI is notified by the IRB chairperson of the additional information requested by the IRB. The PI may be invited to attend an IRB meeting to present/clarify the information or the PI may have to revise the protocol and/or consult forms and resubmit the revised information.

4. **Not Approved** means approval is not granted and the research cannot take place. If the protocol is not approved, the PI will be informed in writing of the reasons for disapproval. The PI may revise and resubmit the application for another review.

Responsibility of Investigators upon Research Approval

1. PIs shall be informed at the time of protocol approval (both initial and continuing) that they must immediately bring to the attention of the IRB Chair any proposed changes, any adverse events, or any serious or continuing noncompliance in the program which may affect the status of the research as it relates to the use of human subjects.

2. PIs shall be informed at the time of protocol approval (both initial and continuing) that changes in approved research may not be initiated without IRB review and approval except where necessary to eliminate apparent immediate hazards to subjects

3. PIs shall be informed at the time of protocol approval (both initial and continuing) the frequency of periodic review reporting to the IRB.

Appeals

The PI of any proposal may appeal the decision of the IRB when a protocol has been disapproved or approved with stipulations and mutual agreement cannot be reached as to an acceptable alternative. Upon written notification of appeal from the PI, the IRB shall name an *ad hoc* committee of three or more faculty and/or consultants to review the protocol a second time. The *ad hoc* committee members must be acceptable to both the PI and the IRB. The protocol will be reviewed in accordance with the guidelines established herein and the decision of the *ad hoc* committee will be referred to the IRB. The final decision regarding the protocol will be made by the IRB. The PI will be promptly notified of actions of the *ad hoc* committee and final action by the IRB. Non approval by the IRB following an appeal cannot be overridden by any institutional official or administrator.

Periodic Review

The IRB may conduct periodic review of research at intervals appropriate to the degree of risk, but not less than once per year. The PI will be informed of the due dates for periodic review on their approved Human Subject Research form. The PI must complete the Periodic Review of Continuing Research Form which can be found on the IRB website. A brief summary of the activities from the research starting date to the periodic review request date, or a summary of activities from the previous review date to this current review date shall also accompany the Periodic Review documentation. The IRB shall have authority request a periodic review from other than the PI.

Extension of Research

Pursuant to OHRP guidelines, the IRB approval period may be held constant from year to year throughout the life of each project, subject to the PI filing the Extension of Research Form, (located on IRB website) within 30 days before the IRB approval period expires. However, if an investigator has failed to file an Extension of Research Form to the IRB the research must stop, unless the IRB Chair or Vice Chair find that it is in the best interests of individual subjects to continue participating in the research interventions or interactions, and this finding is ratified at the next convened IRB meeting. However, after the expiration of IRB approval, the protocol will be considered closed and enrollment of new subjects cannot occur nor can any data collected after the expiration date be used for research purposes.

Criteria for Periodic Review and Extension of Research by IRB

When a Periodic Review or a request for Extension of Research is submitted, the IRB shall consider the following: changes to the research, protocol deviations and violations; adverse event reports; reports of unanticipated problems involving risks to subjects, and investigator compliance. The PI will be notified of the action taken (e.g., Approved, Approved Subject to Stipulation, Not Approved, or Deferred)

If the protocol and/or any other change to the research project have been made and have not been amended since the last review, the PI will be requested to submit a new protocol incorporating these amendments. The IRB shall have authority to determine which studies need verification from sources other than the investigators.

Criteria for Review of Adverse Events by IRB

Expected Adverse Event

The IRB Chair and/or another member designated by the IRB chair reviews the Adverse Event Report to determine if this event corresponds to the description of the expected adverse event by reviewing the research protocol and informed consent document. If the adverse event corresponds with the description in the protocol and informed consent document, then the adverse event form is kept on record. If the IRB Chair or designee does not think the expected

adverse event is accurately described in the research protocol or consent form, the IRB chair (or designee) requests in writing that the PI propose modifications with the study protocol and/or consent form and submit a response of the necessary additional modifications for review by the IRB. The review process will be the same as an Expedited IRB Review.
Unexpected Adverse Event

The IRB Chair and/or another member designated by the IRB chair will reanalyze the risk versus potential benefit of the research as a result of the occurrence of an adverse event.

The IRB Chair or designee will review the information provided by the PI regarding suggested changes in the research protocol, modification of inclusion or exclusion criteria to mitigate the newly identified risks, implementation of additional monitoring procedures of subjects, termination of enrollment of new subjects, modification of informed consent documents to include a description of newly recognized risks, and provision of additional information about newly recognized risks to previously enrolled subjects. If the proposed changes are minor, then an Expedited IRB Review will take place. If any of the proposed modifications represent more than a minor change, or if the IRB chair or designee determines for any reason that these proposed changes should not be approved under an Expedited Review procedure, the proposed modifications will be subjected to a Full IRB Review. The IRB has the authority to suspend or terminate approved research that has been associated with unexpected adverse events to subjects. Any suspension or termination of approval must include a statement describing the reasons for the IRB's action and must be reported promptly to the PI, and the VPAA.

Failure to Submit Project for IRB Review

If an investigator knowingly engages in activities that qualify as research that is subject to IRB review without obtaining prior approval by the IRB, the data that are collected and the results are deemed to be not usable and the research must stop immediately. The investigator would be personally liable for any risk of discomfort the subjects experienced.

If an investigator commences a project and later finds that the data gathered could contribute to generalizable knowledge or that he or she may wish to publicize the results, the investigator must submit a proposal to the IRB office for review as soon as possible. This would not guarantee approval of the research. Approval would depend on the kind of research engaged in, the risks, the appropriateness and the intent of the investigation. Possible outcomes may include, but not be limited to, frequent reviews of the ongoing research, not allowing the research to be published, or disapproval.

APPENDIX O

Academic Policies

Academic policies are statements of regulations that the College develops for the facilitation of the teaching and learning process. Academic policy reflects the philosophy of education at Orange County Community College. Policies can be revised as the philosophy of education at the college changes. The mechanism for effecting any change is the campus governance system.

Revisions of academic policy must relate to the whole system of existing policies. Recommendations of the SUNY Orange shared governance system that relate to academic policies are submitted to the President of the College for approval. Academic Policy is committed to support the College's effort of assessment and continuous improvement.

The Vice President for Academic Affairs (or designee) publishes the Academic Policy Manual for distribution.

Policies as of June 1, 2022 (effective AY 2022-2023)

AP 1: Examinations and Other Performance Measures

Students have the right to periodic evaluation of their performance throughout the semester with grades or recorded written assessments. The number, type, and scheduling of performance measures in each course will be determined by individual instructors consistent with department policy.* However, there must be a minimum of one performance measure for a one credit course, two for a two-credit course and three for courses of three or more credits.

Unless mandated by department policy,* comprehensive final examinations are given at the discretion of the individual faculty member. Comprehensive final examinations may not be more than 2 ½ hours in length and must be scheduled in accordance with final exam procedures.

The performance evaluation procedure to be followed in each course must be explained completely and specifically in the course syllabus. The instructions for examinations or performance measures must be clearly indicated. The grading value of the component parts of each exam must be indicated on the exam.

Faculty who teach online courses and require students to participate in testing or other course activities in person must indicate that within the syllabi as well as include notice in the online course schedule.

At the end of each semester, a copy of the comprehensive final examination, if given, or the most significant evaluative device must be submitted to the office designated by the Vice President for Academic Affairs and kept on record for a period that accords with New York State guidelines.

**These department policies must be approved by a 75% vote of all full-time department faculty members.*

AP 2: Grades

A. Final Grades

Final grades will be A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W or one of the following:

- The final grade in developmental courses and support modules will be DVP or DVF.
- The final grade in courses taken on a pass/fail basis will be PP for pass or PF for fail.
- A grade of ZF (or ZDF for developmental courses and support modules or ZPF for pass/fail courses) will be assigned to students who stop attending before the end of the 10th week of the semester or its equivalent and do not withdraw themselves or receive an instructor withdrawal. A ZF grade is calculated as an F in the student's CGPA.

Grades must be submitted as specified by the Records & Registration office.

B. Change of Final Grade

Except for academic grievances, after a final grade has been submitted, the instructor can change the grade within four weeks by filling out the required form and getting the signature of the Department Chair. After four weeks, such a change also requires the signature of the Appropriate Associate Vice President.

C. Incomplete

The grade of Incomplete (I) may be given at the discretion of the instructor. The instructor must submit a change of grade by the end of the next fall or spring Semester, whichever comes first. If the work is not completed, the I will become an F.

The grade of Incomplete (I) cannot be used in developmental courses.

A student desiring to graduate with one or more Incompletes may do so; however the Incomplete(s) shall count as an F for purpose of computing the CGPA.

D. Grade of W

A student will receive a grade of W if they drop a course within the timeline stated in Academic Policy 25. After the withdrawal deadline an instructor must report a final grade.

E. Grade of NR

The grade of NR (Not Reported) will be applied to a student's transcript if a final grade for the course has not been reported by the instructor before the Final Grade deadline. A grade of NR does not affect the SemGPA.

F. Distribution of Grades

Each student must be graded primarily on the basis of his or her achievement, as distinguished from aptitude, interest, or effort. Grades may also be significantly affected by attendance or violations of other academic policies (see Policy #3 on Attendance). No quota system of allocating grades is authorized. The meaning of letter grades is: A-, A = 90 - 100%, B-, B, B+ = 80 - 89%, C-, C, C+ = 70 - 79%, D-, D, D+ = 60 - 69%, F = 0 - 59%. Faculty whose grades are based on a different numbering system must indicate so in their course syllabi.

G. Mid-Semester Progress Reports

The deadline for submitting Mid-Semester Progress Report(s) is specified in the College Calendar. Such report(s) must be made on all students whose work to date is of less than C quality or otherwise unsatisfactory.

Mid-Semester Progress Report(s) are to indicate only that progress to date has been unsatisfactory.

AP 3: Attendance

Attendance is required in all courses. Instructors must describe their attendance policies and repercussions of absences in their syllabi.

Instructors shall not penalize students for absences for religious observance, military obligations or jury duty. Provided the instructor's permission is given in advance, instructors shall not penalize students for participation in college-sponsored events.

It is the student's responsibility to contact each instructor regarding absences.

AP 4: Academic Dishonesty

Academic dishonesty is regarded by the College as an intolerable breach of academic ethics and deserves immediate penalty. The consequences of academic dishonesty may include academic penalties, disciplinary action, or even legal action. The primary responsibility for dealing with academic dishonesty rests with the faculty member.

The definition of academic dishonesty in the College's "Code of Student Conduct" includes, but is not limited to: (a) cheating; (b) fabrication; (c) facilitating academic dishonesty; (d) plagiarism; (e) forgery; (f) bribery; or (g) multiple submissions (submitting the same assignment to more than one instructor without the permission of the instructors).

Depending on the specific circumstances, academic penalties could range from a verbal reprimand to separation from the College. For some acts of academic dishonesty, the student may also be accountable to legal authorities.

When plagiarism, cheating or some other act of academic dishonesty has occurred, the faculty member shall advise the student of the action to be taken. In addition, any instance of academic dishonesty may result in the referral to the Vice President for Student Services for appropriate disciplinary action pursuant to the College's Code of Student Conduct.

AP 5: Degree Requirements

Each of the degrees must meet the minimum requirements of and be approved by the State University of New York (SUNY) and the New York State Education Department (NYSED).The college has added to these minima. College-prescribed portions of the degree requirements, are binding upon the Registrar, who must certify each candidate's eligibility for the Associate Degree. A course requirement in a particular degree may be waived with the approval of (1) the chair of the department which offers the course, (2) the chair which sponsors the degree, and (3) the appropriate Associate Vice President.

No college credit is granted for successful performance on a high school equivalency test.

Courses used to meet the General Education requirements for the A.A.S. degree cannot also be used to meet the major-field requirement of 20 credits.

AP 6: Multiple Associate Degrees

The Registrar will award multiple degrees when students complete a minimum of fifteen credit hours at the College that were not required or applied to the first degree and satisfy all other requirements for awarding of a degree.

A student may earn multiple AS degrees, or multiple AAS degrees, or an AA and an AS. Only one AA degree may be awarded with the following exception. Because of its distinct and separate nature from other programs, the AA in International Studies may be awarded as a second AA degree. (5/14/97)

All grades earned in courses taken at this College applied to an additional degree will be included in the CGPA for the additional degree.

AP 7: Commencement Ceremony and Graduation for Students in Degree and Certificate Programs Registered by the New York State Education Department and the State University of New York

A. Commencement Ceremony Participation: Participation in the College's Commencement ceremony is open to all who meet the following criteria:

1. Those who meet the requirements of a degree or certificate program; and also
2. Those potential August graduates who, prior to the commencement ceremony, have no more than 6 credits or 2 courses (which do not exceed 8 credits) remaining to complete their degree or certificate program and who are registered for the courses they need to complete their degree or certificate program in the summer session(s) immediately following the commencement they apply to attend. Students must meet all other requirements for their degrees or certificates and have at least a 2.0 cumulative GPA at the end of the Spring semester.

Minimum Graduation Requirements: In order to be awarded a degree or certificate from SUNY Orange, students must be matriculated and meet the minimum 2.0 cumulative GPA as well as any programmatic requirements of their degree or certificate program.

Posthumous Degrees: Upon request, posthumous degrees may be awarded to students who are in their last semester of study and/or within 15 credits of degree completion at the time of death. The degree to be awarded must be approved by the Vice President of Academic Affairs and the Vice President of Student Services. The diploma will bear the notation "Awarded Posthumously".

(Revised May 20, 2020)

AP 8: Academic Recognitions/Designations upon Graduation

Students who have completed at least 30 credits of work at the College and have a CGPA of 4.00 in the courses taken here will receive the President's Award for Outstanding Academic Achievement upon graduation.

Upon graduation, those students with a CGPA from 3.20-3.49 will be designated as Cum Laude graduates, 3.50-3.74 as Magna Cum Laude graduates, and 3.75-4.00 as Summa Cum Laude graduates.

AP 9: Repeating a Course

A student who is eligible to register may repeat any credit bearing course (for developmental courses see Policy #27.). The grade received on the final attempt automatically becomes the official grade. It replaces, in computation of CGPA, any previous grade in the same course.

Some academic courses may be repeated for credit only once with Curriculum Committee review and approval. Department Chairs, with the approval of the appropriate Associate Vice President, may waive this policy, and appeals for denials will be processed using the Academic Grievance Process.

Students who fail to achieve the minimum grade required for progression or graduation and may no longer repeat that course are thereby removed from the program/curriculum, but not necessarily separated from the College.

AP 10: Transfer Credits

Credit courses successfully completed at a United States Department of Education approved college, with a grade of C or better, may be accepted to fulfill graduation requirements. Such courses, if accepted, do not affect the CGPA at this College. Students may appeal any decision of the College not to accept a credit course for transfer credit using the appropriate processes.

AP 11: Advanced Placement

The College may grant credit for high school advance placement courses in which the student earns a grade of 3 or higher on the final examination. Additional departmental criteria may apply.

AP 12: New York State Regents College Examination Program

formerly the New York State College Proficiency Examination Program

The College may accept for credit college courses which the student has successfully passed in the New York State Regents College Examination Program.

AP 13: Credit by Examination

The discipline areas or departments will determine those courses for which credit by examination is available. The college maintains a list of College Level Examination Program (CLEP) tests that are accepted for credit. In addition, department chairs may create course specific examinations.

Departments offering course specific exams for credit must develop procedures for student application.

The grading of departmental examinations is pass/fail and a grade of P will be recorded on the transcript of a student who is successful in passing an examination. Students who successfully pass CLEP examinations will be awarded appropriate transfer credit. Credits

earned by taking an examination cannot be applied toward the fulfillment of the 30 credit hour residency requirement for an Associate Degree.

AP 14: Expiration of Earned College Credits

While the college wants to honor all credit courses successfully completed at the college and most credits do not expire, some exceptions exist and these are maintained at the Office of the Registrar.

AP 15: Course Prerequisite/Permitted List

Students are required to complete all prerequisite courses.

Department Chairs, or their designee, are authorized to waive the prerequisites for a course.

Students in the process of completing required developmental education courses may only register for credit courses from the appropriate Permitted List(s) (see the course catalog). Students placing into more than one developmental course may only register for courses that appear on all applicable Permitted Lists.

AP 16: Academic Freedom

The Faculty Contract guarantees academic freedom to the faculty. It is described as follows:

The teacher is entitled to freedom in the classroom in discussing the subject, but may not claim as a right, the privilege of discussing controversial matter that has no relation to the subject.

The teacher is entitled to full freedom, within the law, of inquiry and research and in the publication of the results, but not at the expense of adequate performance of other academic duties.

The college teacher is a citizen, a member of a learned profession and representative of an educational institution. When speaking, writing, or acting, within the law as a citizen, the teacher shall be free from institutional censorship or discipline, but our unique position in the community imposes special obligations. As persons of learning and as representatives of an educational institution, we should remember that the public might judge our profession and our institution by our utterances and our actions. Hence, we must at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and indicate that we are not speaking for our institution.

Other policies also describe expectations relating to professional ethics for College employees.

AP 17: Office Hours

Full-time members of the faculty are required to maintain the number of office hours specified in the Agreement with the Faculty Association. Office hours should be chosen in such a way as to maximize the opportunity for advisees and others to make appointments.

AP 18: Course Outlines/Syllabi

Course Outlines/Syllabi are to be distributed to students and appropriate department chairs at the beginning of each semester. Each syllabus must contain the elements identified in the course syllabus template distributed by the Office of the Vice President for Academic Affairs. This template will be reviewed and revised annually in collaboration with the Academic Policy Committee.

Additional departmental policies may also appear on course syllabi.

AP 19: Eligibility for Dean's List

All full-time students not on probation who earned a GPA of at least 3.33 the previous semester are placed on the Dean's list.

Part-time students who achieve a CGPA of 3.3 or higher for each full - time equivalent semester of study completed shall be placed on the Dean's list. A full - time equivalent semester is defined as the completion of twelve credit hours of study.

AP 20: Independent Study

Independent study will be assigned to faculty on a voluntary basis at the recommendation of the Department Chair and approval by the AVP of the appropriate division and VPAA. Such study is defined as a one faculty member to one student educational experience. Independent study may be authorized when:

A. the student needs credit for graduation, and

B. the student is unable to take a course when usually offered due to extenuating circumstances.

AP 21: Deadline for Class Registration

The deadline for students to register for a full semester class is five business days after the beginning of the semester or its equivalent for part of term courses. Thereafter, registration requires the course Instructor and appropriate Department Chair approval.

AP 22: Change of Program (Major)

A. Students can change their program (Major) by following the procedures outlined in the College Catalog.

B. Change of program (Major) results in a change of catalog term (See Academic Policy 34)

AP 23: Academic Standing

A. Academic Standing for all students except those coded as DEVL:

1. Students are in **Good Standing** if CGPA >= 2
2. Students are placed on **Academic Probation with a 14 credit limit** if they have:
   a. CGPA < 2
   b. Attempted at least 30 non-DEVL credits, CGPA < 1.5 and Term GPA is >= 2
3. Students are **Academically Separated** if they have attempted at least 30 non-DEVL credits, CGPA < 1.5, and Term GPA < 2.
4. Grades of W, I, or M are not counted as credits attempted. Pass or fail grades earned in developmental courses are not counted as units/credits attempted.

B. Academic Standing for students coded as DEVL (i.e. placed into two or more developmental courses):

In accordance with Academic Policy 23. B - Academic standing parameters for students who have placed into two or more developmental courses.

Reviews take into account academic performance in the semester under review plus overall CGPA.

Attempted credits include institutional (i.e. DEVL) credits. Grades of W, I, or M are not counted as credits attempted.

Upon successful completion of all required developmental coursework, students' Academic Standing reverts to following Academic Policy 23. A.

	Good Standing	**Academic Probation – 14 credit limit**	**Academic Probation – 9 credit limit**	**Academic Separation**
End of First Semester	• CGPA >= 2 • All DVP -or- • CGPA = 0 • No F or ZF • All DVP	• Regardless of CGPA • 1 or more DVF or ZDF • Not all D, F or ZF -or- • 0 < CGPA < 2 • All DVP	• CGPA < 2 • All grades: Any combination of D, F, ZF, DVF, ZDF	n/a
End of subsequent semester(s) up to attempt of 29 credits	• CGPA >= 2 • No DVF, ZDF -or- • Only DVP	• CGPA >= 2 • Exactly one DVF, ZDF -or- • CGPA < 2 • Up to one DVF or ZDF	• CGPA >= 2 • 2 or more DVF, ZDF -or- • CGPA < 2 • 2 or more F, ZF, DVF, or ZDF	n/a See Academic Policy 27I
End of subsequent semester(s); attempted 30 or more credits	Same as "up to attempt of 29 credits"	Same as "up to attempt of 29 credits"	• CGPA < 2 -or- • CGPA < 1.5 • Term GPA >= 2	• CGPA < 1.5 • Term GPA < 2 See Academic Policy 27I

C. Students taking at least one developmental course are subject to the academic separation policy outlined in academic policy 27H.

D. Students placed on Academic Probation may continue study; however, they may not enroll in more than their designated credit limits within a Fall or Spring semester and/or for a total of 6 credits in the summer sessions.

E. Students who are Academically Separated may not enroll in any credit course offered in the day, evening, weekend, or summer of any semester or session offered by the College, at any site, for a period of one year.

F. Academic Appeal Procedure

Students who have been placed on Academic Probation or who have been Academically Separated may appeal the status to an Appeals Board. Appeals of Academic Probation and Academic Separation from the College are adjudicated by an Appeals Board, convened by the Vice President of Academic Affairs after the conclusion of the Fall and Spring semesters of each academic year.

Appeals Boards shall be composed of 3-5 members (faculty or department chairs), one of whom will serve as Chair of the Appeals Board, and all shall be selected by the Vice President for Academic Affairs (or designee) based on responses to a call for service at the end of each semester.

G. The "Academic Standing" designation does not necessarily equate to the "Satisfactory Academic Progress" standards used to determine financial aid eligibility.

AP 24: Fresh Start Policy

This policy is intended to provide a "fresh start" for students who have earned unsatisfactory grades in courses that are not explicitly required for their current program of study.

A student can only be awarded ONE Fresh Start. Once a Fresh Start has been applied to the student's transcript it is permanent.

To be eligible for a Fresh Start, a student must meet all the following criteria:

1. Be matriculated in a registered degree or certificate program at the College.
2. Be currently enrolled in classes.
3. Have an overall GPA lower than 2.0 at the time of the request.
4. Have not previously been granted a Fresh Start.

Application of the Fresh Start means:

1. Credits and grades not explicitly required for the current program of study will be omitted from the student's overall GPA until it reaches as close as possible to 2.0.
2. Grades omitted from the re-calculation will, however, remain on the transcript and be identified on the transcript by the symbol "X".
3. The student has acknowledged in writing the restrictions of this policy via student signature on the Fresh Start application.

If the application is denied by the Registrar or the Registrar's designee, a written appeal may be made to the Vice President for Academic Affairs.

AP 25: Official Withdrawals

A. Official Withdrawal from a Course

When a student finds it necessary to withdraw from one or more courses, he or she must submit an Add/Drop Form with appropriate signatures by the end of the 12th week or its equivalent (see Academic Calendar). A student who officially withdraws from a course between the 4th and 12th week or its equivalent will have the course appear on his/her transcript with a grade of W.

For a student to withdraw from a developmental English, reading or writing course he or she must receive approval from the appropriate Divisional Associate Vice President or designee. The forms are submitted to the Registrar for placement in the student's academic file. The same applies to a student to withdraw from a developmental math course after having attempted 24 non-developmental credits.

B. Official Withdrawal from the Semester

When a student finds it necessary to withdraw from all courses (including developmental) during a semester, he or she must submit an Add/Drop form with an Official Withdrawal from College Form with the appropriate signatures by the end of the 12th week or its equivalent (see Academic Calendar). A student who officially withdraws from the semester between the 4th and 12th week or its equivalent will have the course (s) appear on his/her transcript with a grade of W.

C. Official Withdrawal or Leave of Absence from a course(s) because of a medical condition

When students request either a medical leave of absence or a full medical withdrawal from the college or course(s), they must submit written verification from the health care provider and all other required documentation to Student Services Central before the end of the semester in which the condition occurs.

If requesting a medical leave of absence, the appropriate medical documentation must contain an anticipated return date. All such information given to the college is treated as confidential and privileged, as allowable by law.

The Director of the Wellness Center will verify that proper medical documentation has been received and will communicate his/her findings to the Registrar, who will either approve or deny the request.

The student has the right to appeal this decision to the VPAA using the academic grievance procedure.

Note that approvals do not generate an automatic refund of tuition, waiver of the physical education requirement, or waiver of financial aid requirements.

AP 26: Audit a Course

Students may change to/from audit status in accordance with the Academic calendar.

AP 27: Developmental Courses

1. Completion of developmental courses and/or sequences into which a student has been placed by assessment to the college is required.
2. Students must have completed all developmental courses and/or sequences into which they have been placed prior to applying for graduation.
3. Students placed in developmental English or Math courses must be enrolled in these courses during every semester of attendance until they receive a grade of DVP in these courses.
4. Students may apply to retake placement tests. Decisions regarding retakes must be made by the appropriate Department Chair (i.e. English or Math) or their designee. Retakes can only occur prior to attendance in classes.
5. The appropriate Department Chairs or their designee (i.e. English and Math) may waive placement (Academic Policy #15 permits Department Chairs to waive prerequisites).
6. Developmental courses may be prerequisites or configured as co-requisites for certain college credit courses.
7. Students who place into any developmental English courses must successfully complete all of their developmental English coursework before registering for distance learning/hybrid courses.
8. This Policy applies to all students regardless of the number of developmental courses they are required to take. Students who received a grade of "DVH" or receive a grade of "DVF" in a particular developmental course will be allowed to repeat that developmental course only two additional times for a total of three attempts. "Attempts" include those made in summer sessions. After a second attempt, students who do not pass a developmental course must meet with one of the Associate Vice Presidents for Academic Affairs.

If students do not successfully complete a particular developmental course on the third attempt, they will be separated from the College for one year. Students may not appeal separation unless they met with an Academic AVP after the second unsuccessful attempt. Upon return to the college following a separation, students will be granted one attempt to successfully repeat the course(s). A grade of "DVF" in this attempt will result in another year's separation with no option to appeal.

AP 28: Academic Calendar

The academic calendar shall be such that it protects the integrity of the credit offerings, complies with contractual obligations, and accounts for state and federal mandates.

AP 29: Students' Rights

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression

Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation and governed by the Family Educational Rights and Privacy Act (FERPA). Judgments of ability and character may be provided under appropriate circumstances, with the written consent of the student.

AP 30: Cancellation of Classes due to Inclement Weather

Only the President and the Vice President for Administration and Finance are authorized to cancel classes for the day, the evening, or both.

AP 31: Reports on Educational Travel and Field Trips

Procedures have been developed to support academic travel and field trips. Faculty and students are expected to adhere to the procedures for obtaining approval for academic travel and field trips. Procedures can be found through the Office of the VPAA.

AP 32: Individual Exceptions to Academic Policies

The Vice President for Academic Affairs is authorized to waive the application of any College academic policy in a particular case.

AP 33: Official/Academic Email Policy

For Degree-Seeking and Non-Degree Seeking students, the College issued email account (@sunyorange.edu) is designated as the student's official email address as it is validated by an authentication process. This will be used as the method of communication when administrative offices, academic departments and faculty need to communicate with students. Electronic communication through the use of the college's learning management system (e.g. Angel or Blackboard) remains at the discretion of the instructor and should be communicated to the student in the course syllabus.

AP 34: Change of Catalog Term

A. Students follow the program requirements of the catalog term in which they were originally admitted except in the cases of 1) readmission, or 2) change of program (major). In those cases, the student will follow the program requirements of the catalog term in effect at the time of change.

B. Non-health professions students may also request to follow the program requirements of a more recent catalog term, but they may not mix program requirements from different terms for the same program.

APPENDIX P

Payroll Deduction Procedures

FT Civil Service and FT Grant Disability Analysis Procedure

1. Review the F/T CIVIL SERVICE AND F/T GRANT DISABILITY ANALYSIS Banner report for any employees with a level other than 01 or 08 listed in the Dept column.
2. Enter the monthly totals for FEMALE COUNT and MALE COUNT.
3. Adjust the AVERAGE FEMALE COUNT and AVERAGE MALE COUNT column calculations to a 3 pay-date month when necessary.
4. Enter a negative .50 (two pay-date month) or a negative .33 (three pay-date month) for each pay-date that is not listed or has a 0.00 under the SUI/SDI column.
5. Save the completed report as year- ? quarter.
6. Complete the PREMIUM REPORT sent by the MAXON Company and forward to the Comptroller after the Payroll Director has initialed the TOTAL PREMIUM DUE.

Orange County Sheriff's Office Procedure

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
    - Lien type – garnishment
    - Deduction code – 93 garnishment % (use for primary garnishment)
      94 garnishment % (use for secondary garnishment)
    - Select ok
- Select detail
    - Result deduction code – 73 garnishment (use for primary garnishment)
      74 garnishment (use for secondary garnishment)
    - Lien sub type – regular
    - Amount to take – 10
    - Case number/lien ID – docket number
    - Court order state – NY
    - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)
    - Percentage basis – gross wages
    - Marital status – enter same as on Master File
    - Exemptions – enter same as on Master File
- Select funds disbursement
    - Payee code – ocso
    - Check stub messages – line 1: – name of employee
      line 2: – docket number
    - Disbursement schedule - on pay date – 1 days
- Select exclusions
    - Earnings available – 18 health buy-back

- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

Wage Agreement Procedure

ADP entries (print copy of each screen)

- Select pay
- Select liens
- Click add
    - Lien type – wage agreement
    - Deduction code – 79 wage agreement

- Select ok
- Select detail

Page 1

    - Lien sub type – private
    - Court order state – issuing state
    - Case number/lien ID – employee name
    - Lien status - active
    - Lien start date – effective pay-date (i.e.,: xx/xx/xxxx)
    - Amount – amount on order
    - Marital status – enter same as on Master File
- Select funds disbursement
    - Payee- select appropriate code and description
    - Check payable to - payee
    - Funds disbursement check stub messages – line 1: – name of employee
    - Funds disbursement schedule - on pay date – 1 days
- Select exclusions
    - Earnings available – 18 health buy-back
- Select ok
- Print Master file audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

Adjustments To Garnishment Procedure

Garnishment is Satisfied

- Select Deductions
- Select Liens
- Double Click on Lien
    - Lien Status – Complete
    - Effective Date (Pay Date)
- Select OK
- Save

- Print Masterfile Report
- Print Change Report
- Print Wage Garnishment Verification Report After Payroll to Verify Garnishment Satisfaction

Garnishment Percent Increase (for one payroll)

- Select Deductions
- Select Liens
- Double Click on Lien
- Select Detail
    - Amount to Take – New Percent
    - Client Override – Click
- Select OK
- Print Masterfile Report
- SAVE
- Print Change Report
- Print Wage Garnishment Verification Report After Payroll to Verify Garnishment Override

Garnishment for Students Procedure

Garnishment of FSA funds is prohibited

No FSA grant, loan, or work assistance (or property traceable to that assistance) is subject to garnishment or attachment except to satisfy a debt owed to the Department.

A student's FWS wages may be garnished only to pay any costs of attendance that the student owes the school or that will become due and payable during the period of the award. Schools must oppose any garnishment order they receive for any other type of debt.

By law, FSA funds may only be used for educational purposes. If your school is not the employer in an off-campus employment arrangement, it must have an effective procedure to notify off-campus employers that garnishment of FWS wages for any debt other than a cost of attendance is not permissible.

Payment for FWS training and/or travel

A student may be paid for training for any FWS employment or for a reasonable amount of time for travel that is directly related to a community service job.

Because every job requires some type of training, whether formal or informal, ED allows FWS students to be paid wages during a training period that is conducted for a reasonable length of time. This applies regardless of the type of FWS Job the student has. A reasonable training period is one that occurs immediately before the student begins the regular duties of the FWS employment and does not exceed approximately 20 hours Students also may be compensated for a reasonable amount of time to perform ongoing activities (for example, preparation evaluation time) needed to accomplish their FWS jobs.

Schools may pay students a reasonable amount of time spent for travel that is directly related to employment in community service activities. Time spent for travel should be reported on the student's FWS time record in the same way hours actually worked are currently reported. Schools should provide their students with a form on which students can record travel time separately from time spent working.

NY 529 Plan Procedure

1. Ensure that the AUTHORIZATION FORM states an amount greater than or equal to $15.00.
2. Print a Masterfile audit.

3. On the Deduction-Deposit screen enter the following:

Checking Account	
New Deposit	Click On
Deposit Code	33
Deposit #	2
Deposit Type	Partial Net
Trans/ABA	The ABA Number stated on the authorization form
Account #	The Account Number stated on the authorization form
Prenotification Method	Company Default Date
OK Save	Print an employee change report.

4. On the Prenote pay-date, make a copy of the Master Control including the employee's record. The Account number, Tran/ABA number, deduction code (33) and Partial Deposit should be stated. The prenote date should be prior to the next transmittal. If any of the above is not stated accurately on the Master Control, inform the Payroll Director.
5. On the Direct Deposit pay-date, print the employee's check view. NY 529 Plan should be stated with the partial net pay as the amount. If any of the above is not stated accurately on the Check view, inform the Payroll Director.
6. File the original documents in the DEDUCTIONS category of the employee's file.
7. Forward all problems occurring during this procedure to the Payroll Director. If the Payroll Director is unavailable and the problem is immediate, request advice from the Human Resources Department.

When a manual check is processed for an employee with a direct deposit deduction, the deduction must be entered as an amount.

Payment To OCCC Procedure

Change lien status for over-paid garnishment from active to inactive for this pay-date only

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
    - Lien type – wage agreement
    - Deduction code – 79 wage agreement
- Select ok
- Select detail

    - Lien sub type – private
    - Amount to take – overpaid garnishment
    - Case number/lien ID – Orange County Community College
    - Court order state – NY
    - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)

- Marital status – enter same as on Master File

- Select funds disbursement
  - Payee code – OCCC
  - Check payable to - payee
  - Check stub messages – line 1: – name of employee – overpaid garnishment
  - Disbursement schedule - on pay-date – 1 days
- Select exclusions
  - Earnings available – 18 health buy-back
- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

Child Support Procedure

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
  - Lien type – support order
  - Deduction code – 75 child support
- Select ok
- Select detail
  Page 1
  - Lien sub type – mandatory
  - Amount to take – biweekly amount on order
  - Case number/lien ID – case identifier
  - Court order state – issuing state
  - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)
  - Marital status – enter same as on master file

  Page 2
  - Employee is 12 or more weeks in arrears on this support order (answer on income withholding - page 2 (Ulster County-page 1))
  - Employee is subject to another support order (answer on current Master File)
  - Employer offers dependent medical insurance (answer yes if employee is full time)
- Select funds disbursement
  - Payee code – ctscu – Connecticut; njscu – New Jersey; nyscu – New York, pascu – Pennsylvania
  - Check payable to - payee
  - Check stub messages – line 1: – name of employee; line 2: – case identifier
  - Disbursement schedule - on pay date – 1 days
- Select exclusions
  - Earnings available – 18 health buy-back
- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

State Student Loans Procedure

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
    - Lien type – garnishment
    - Deduction code – 93 garnishment % (use for primary garnishment)
      94 garnishment % (use for secondary garnishment)
- Select ok
- Select detail
    - Result deduction code – 73 garnishment (use for primary garnishment)
      74 garnishment (use for secondary garnishment)
    - Lien sub type – state student loan
    - Amount to take – 15
    - Case number/lien ID – social security number
    - Court order state – state associated with order
    - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)
    - Percentage basis – disposable wages
    - Marital status – enter same as on Master File
    - Exemptions – enter same as on Master File
- Select funds disbursement
    - Payee code – acsi – automated collection services, inc
      dcs - diversified collection services, inc
      hesc- NYS higher education services corporation
      pheaa – Pennsylvania higher education assistance agency
    - Check stub messages – line 1: – name of employee
    - Disbursement schedule - on pay date – 1 days
- Select exclusions
    - Earnings available – 18 health buy-bac
- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

New York State Department of Taxation and Finance Procedure

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
    - Lien type – garnishment
    - Deduction code – 93 garnishment % (use for primary garnishment)
      94 garnishment % (use for secondary garnishment)
- Select ok
- Select detail
    - Result deduction code – 73 garnishment (use for primary garnishment)

74 garnishment (use for secondary garnishment)

  - Lien sub type – regular
  - Amount to take – 10
  - Case number/lien ID – i.e., ID
  - Court order state – NY
  - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)
  - Percentage basis – disposable wages
  - Marital status – enter same as on Master File
  - Exemptions – enter same as on Master File
- Select funds disbursement
  - Payee code – NYSAR
  - Check stub messages – line 1: – name of employee
  - Disbursement schedule - on pay-date – 1 day
- Select exclusions
  - Earnings available – 18 health buy-back
- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

IRS Tax Levy Procedure

ADP entries (print copy of each screen)

- Select deductions
- Select liens
- Click new lien
  - Lien type – tax levy
  - Deduction code – 71 tax levy (use for primary tax levy)
    72 tax levy (use for secondary tax levy)
  - Select ok
- Select detail
  - Result deduction code – 71 tax levy (use for primary tax levy)
    72 tax levy (use for secondary tax levy)
  - Lien sub type – Federal
  - Case number/lien ID – identifying number
  - Court order state – NY
  - Lien dates - start date – effective pay-date (i.e.,: xx/xx/xxxx)
  - Marital status – single
  - Exemptions - 1
  - Additional standard deduction - enter same as on completed part 3 of the tax levy
  - Select ok
- Select funds disbursement
  - Payee code – irsly
  - Oblige – United States Treasury
  - Check stub messages – line 1: – kind of tax & tax period ended
    line 2: – levy proceeds
  - Disbursement schedule - on pay date – 1 days
- Select exclusions
  - Deductions available – enter same as on Master File
  - Earnings available – 18 health buy-back

- Select ok
- Print Master File audit
- Save
- Print change report
- Print wage garnishment verification report after payroll to verify addition/change

APPENDIX Q

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

The Educational Foundation of Orange County Community College (Foundation) has approved the guidelines, policies and procedures set forth in this document and its appendices, thereby establishing policies to be followed in the solicitation and acceptance of gifts and grants on behalf of Orange County Community College

Policies Approved: June 8, 2007

Signed:_____ _____
Chairperson, Board of Directors Educational Foundation of Orange County Community College — Date

_____ _____
Executive Director, Educational Foundation of Orange County Community College — Date

MISSION STATEMENT
OF THE EDUCATIONAL FOUNDATION OF
ORANGE COUNTY COMMUNITY COLLEGE, INC.

The Educational Foundation of Orange County Community College, Inc. is a not-for-profit corporation whose purposes include providing support to the college's educational and cultural programs by securing private contributions and bequests; seeking to increase community awareness of the college; and initiating positive dialogue between educators and business/community leaders. The Foundation's Annual Fund supports needed academic equipment, a Distinguished Lecture Series, and scholarships for worthy students.

The Foundation's Board of Directors is comprised of selected persons from Orange County who represent positive leadership and have expressed an interest and desire to further the mission of the college.

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

TABLE OF CONTENTS

I. Mission
II. Statement of Purpose
III. State of Principles

POLICY OVERVIEW
IV. Gifts
V. Acceptance of Gifts and Grants
VI. Gift Acceptance Committee
VII. Gift Restrictions
VIII. Fees
IX. Appraisals
X Funding and Payout Levels
XI. Approval of Gift Acceptance Policy
XII Gift Acceptance Policy Amendment and Review

XIII. **POLICIES: OUTRIGHT GIFTS**
- Gifts of Real Property
- Tangible Personal Property ("In Kind" Gifts"
- Other Personal Property
- Special Events or "Quid Pro Quo" Contributions
- Personal or Profession Services

XIV. **POLICIES: PLANNED GIFTS**
- Bequests
- Charitable Gift Annuities
- Charitable Remainder and Charitable Lead Trusts
- Trusts Funded by Real Estate Gifts
- Investment Policy Regarding Trusts
- Designating the Foundation as Beneficiary
- Life Insurance Policies
- Additional Gift Planning Options

GIFT PROCEDURES AND ADMINISTRATION
XV. Adherence to Accounting Standards and Timing of Financial Audits and Reviews
XVI. Dating of Charitable Gifts Received
XVII. Valuation & Acknowledgment of Gifts
XVIII. Donor Recognition

XIX. **PROCEDURES: OUTRIGHT GIFTS**
- Gifts by Check, Credit Card or Securities
- Endowment Gifts
- Publicly-Traded Securities & Mutual Funds
- Closely Held & Restricted Securities
- Gifts of Real Property
- Gifts of Real Property with Retained Life Estates or Other Restrictions or Limitations
- Tangible Personal Property ("In Kind" Gifts)
- Other Personal Property
- Donor Advised Funds

XX. **PROCEDURES: PLANNED GIFTS**

- Bequests
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Remainder Annuity Trust (CRAT)
- Charitable Remainder Unitrust (CRUT)
- Charitable Lead Trusts
- Investment Policies Regarding Trusts
- Life Insurance Policies

APPENDIX I: DONOR BILL OF RIGHTS
APPENDIX I: CODE OF ETHICAL PRINCIPLES
APPENDIX III: SAMPLE DOCUMENTS

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

I. Mission

The Educational Foundation of Orange County Community College, Inc. is a not-for-profit corporation whose purposes include providing support to the college's educational and cultural programs by securing private contributions and bequests; seeking to increase community awareness of the college; and initiating positive dialogue between educators and business/community leaders. The Foundation's Annual Fund supports needed academic equipment, a Distinguished Lecture Series, and scholarships for worthy students.
The Foundation's Board of Directors is comprised of selected persons from Orange County who represent positive leadership and have expressed an interest and desire to further the mission of the college

II. Statement of Purpose

The Board of the Educational Foundation of Orange County Community College ("the Foundation Board" or "the Board") has established the following Gift Acceptance Policy.
All gifts are to be accepted or rejected in accordance with these guidelines. The guidelines should be viewed as flexible to accommodate unpredictable fundraising situations; however, all actions must be consistent with Orange County Community College's mission and Foundation policy.

III. Statement of Principles

There shall be full and public annual disclosure of financial statements, certified by the Chair and Executive Director of the Foundation. In fundraising and fund management, the Foundation and the College President will adhere to all applicable federal, state and local laws.

All activity in pursuit of charitable gifts shall adhere to the highest ethical and professional standards. At a minimum, the Foundation shall adhere to the Donor Bill of Rights and the Association of Fundraising Professional's (AFP) Standards of Professional Practice and appropriate state and federal law. (See Appendices I and II.)

Contributions shall be used in accordance with donor intent to the greatest extent practicable. The Foundation shall obtain explicit consent from the donors or, if the donor is not available, from the donor's family or representative, before altering the conditions of a gift. If the donor or the donor's family member or representative cannot be found, or if they are not responsive to Foundation communications, the Foundation Board may direct that the funds be used for other appropriate purposes that the Board judges to be as nearly aligned to the original intent as possible, within the scope of the Foundation's mission. The Foundation will seek professional advice (financial planners, investment counselors, planned giving experts, certified accountants, attorneys, etc.) when appropriate. Volunteers, staff, and specialists will recommend that donors secure independent counsel when they are considering major or planned gifts.

The Foundation shall not pay finders' fees, commissions, or percentages on or for gifts received.

Conflict of interest: Foundation staff, volunteers and Foundation Board Members are required to avoid conflicts of interest. When potential, actual or the appearance of conflicts exists, the individual(s) involved shall notify the Executive Director of the Foundation, who will consult with the Executive Committee of the Foundation Board and the President of the College about appropriate action. At a minimum, staff, volunteers or Board Members will disclose whether they, their spouses or

dependent children hold significant offices or financial interest in organizations that could reasonably be expected to affect their obligations to the Foundation or Orange County Community College.

All donor and prospect information and records shall be treated as strictly confidential, in conformance with the College's and the Foundation's confidentiality policy.

In seeking gifts, the Foundation shall neither endorse nor contract with any single provider of insurance, Securities offerings, or similar financial vehicles unless authorized, in advance, by a vote of two-thirds of Foundation Board members present (in person, by proxy or telephone conference call) provided there is a quorum present.

POLICY REVIEW

IV. Gifts

A gift is defined as a voluntary transfer of assets from a person or an organization to the Foundation where no goods or services are expected, implied or forthcoming to the donor. In general, a gift is irrevocable and motivated by charitable intent.

A gift: Is given without conditions (such as a period of performance or formal financial accounting) that could either create a contract or take away from the gift's donative intent.

Funds received from individuals, corporations and foundations will be classified as gifts unless the contribution obligates the Foundation in a way that creates a contract or detracts from a gift's donative intent.

A gift is not completed until it has been accepted and physically delivered to the Foundation or its representative.

Except for specific types of planned gifts outlined in this policy, the Foundation will not accept gifts in exchange for special considerations or contractual obligations to the donor or in the donor's interest.

Once the Foundation has accepted a gift, it becomes Foundation property and the donor has no direct decision-making power regarding the disposition of the gift, except in the case of a donor advised fund, when the Foundation staff may consult with the donor on the use of the gift after it has been accepted.

The Foundation is not obliged to return unexpended funds. The Foundation will abide by the intentions of the donor, as those intentions were specified when the gift was made, and will adhere to the principles governing prior consent before altering the conditions of a gift. If, because of changing conditions, the Foundation is unable to adhere to the original intention of the donor and neither the donor, the donor's family or the donor's representative is available or responsive to Foundation communications, the Board of the Foundation may direct that all or part of funds be used for other appropriate purposes that it judges to be as nearly aligned to the original intent as possible, within the scope of the Foundation's mission.

The Executive Director of the Foundation is authorized to return gifts that are misdirected to the Foundation and may assess a fee for substantial out-of-pocket expenses incurred by the return, if circumstances warrant.

Gifts may be either outright or deferred. The most common gifts to the Foundation are outright gifts, including cash, marketable securities, real property, and personal property.

Planned gifts, also called deferred gifts, may be arranged with the Foundation during the donor's lifetime, but the benefits to Orange County Community College do not accrue until a later time, usually after the death of the donor or his/her beneficiaries.

V. Acceptance of Gifts and Grants

The Foundation reserves the right to decline any gift which is not consistent with the mission and goals of the Foundation, including any gift that would compromise or re-direct the purposes, objectives, programs,

integrity or independence of the Foundation or of Orange County Community College ("the College"), or pose an undue burden or other unacceptable result on either.

The Foundation will only accept gifts in accordance with the Internal Revenue Code and compatible with the Foundation's tax exempt status.

The Executive Director of the Foundation may accept philanthropic gifts to the Foundation, if the gifts are in conformity with the Foundation's Gift Acceptance Policy. However, as stated in this policy, certain types of gifts must be reviewed and approved by the Gift Acceptance Committee of the Foundation Board prior to acceptance.

Unless a specific exception is granted by the Executive Committee of the Foundation Board, the Foundation will not accept any gift that requires an action on the part of the Foundation or the College that is unacceptable to the College administration or that would obligate the Foundation or the College in any way that is not supported by the gift itself.

The Foundation will **not** accept any gift that:

Commits the Foundation or the College to name any entity, if the gift is potentially revocable in any way,

Requires the employment of a specified person;

Contains unreasonable conditions, such as a lien or other encumbrance on property gifts or gifts of partial interest;

Requires tuition payments for a family member of the donor;

Exposes the Foundation to ridicule, embarrassment, litigation or other liabilities;

Requires the payment of maintenance costs or other expenses (e.g. debt service) for which no specific provision has been made;

Generates unrelated business income tax;

Constitutes a contractual agreement using the Foundation's or the College's name in return for contributed or earned funds;

Violates any federal, state or local statute or ordinance;

Creates a fund with restrictive clauses that could cause embarrassment to Orange County Community College or the Foundation; or

In the judgment of the Gift Acceptance Committee or the Foundation Board appears to be financially unsound.

VI. Gift Acceptance Committee

The Executive Committee of the Foundation Board, with the Executive Director of the Foundation, and other members as appointed by the Foundation Chair, shall serve as the Gift Acceptance Committee (Gift

Committee). The Gift Committee is responsible for ensuring that the Gift Acceptance Policy is implemented. This responsibility cannot be delegated or waived.

The Executive Director of the Foundation may convene the Gift Committee to accept or reject a specific gift if it constitutes an exception to the Gift Acceptance Policy or if its origins or scope are in question.

VII. Gift Restrictions

Donors may make gifts that are either unrestricted, temporarily restricted or endowed. Donors may, within certain guidelines, restrict or designate their gifts to specific programs at Orange County Community College or supported by the Foundation.

Contributions to establish donor-restricted or donor-named accounts shall be accompanied by a document that includes, at a minimum, the name and address of the donor, the original principal at market value on the date of donation including both realized and unrealized gains, date established, provisions for acceptance, title, purpose, utilization procedures, reporting requirements, distribution authorization and the procedure to be followed in the event subsequent events effectively frustrate the donor's intent and the Foundation cannot establish communications with the donor, donor's family or legal representative.

Gifts designated for a specific purpose require amounts sufficient to accomplish that purpose. Donors whose gifts have been designated for a specific purpose and whose contributions do not reach the required amount to accomplish that purpose within the established time period shall be notified in writing. Such gifts will be directed to another purpose consistent with the Foundation's mission and programs by the individual making the gift or by the Foundation Board on the recommendation of the Gift Committee. If the donor(s) are unavailable to alter the account restriction(s), the Foundation, if reasonably practicable, shall consult with donor's representative or close family members to restructure the gift, according to the general principles of this policy.

VIII. Fees

Professional Fees

Reasonable costs of gift acquisition, such as transaction costs, appraisals and other professional fees, will normally be borne by the donor. However, there may be occasions when a prospective donor conditions the gift on the Foundation's agreement to pay such costs. The Foundation will consider payment of those costs if the gift merits such a commitment of resources. The Foundation will verify the reasonableness of the costs and that the cost reimbursement complies with state and federal requirements, including, but not limited to, tax laws and professional ethical guidelines. If appropriate, the Foundation may agree to fund gift acquisition costs from its operating budget.

Administrative Fees

To the extent permitted by law, the Foundation reserves the right to assess and collect an administrative fee or trustee fee on gifts, gift accounts or planned gift funds. The Foundation's Finance Committee will establish fees annually based on the Foundation's actual cost of gift administration.

IX. Appraisals

All appraisals of real and personal property contributed to the Foundation shall be done in accordance with IRS Publication 561, "Determining the Value of Donated Property." A qualified, independent appraiser, as defined by the IRS, shall prepare a real property valuation. A qualified appraiser acceptable to the Foundation shall appraise personal property.

X. Funding and Payout Levels

The Foundation reserves the right to establish minimum funding levels for certain types of gifts. These levels shall be approved by the Gift Committee and may be amended from time to time. (See "Gift Procedures and Administration" for current funding levels.)

The Foundation reserves the right to establish policies related to the percentage of endowment earnings to be spent and to be reinvested annually. Exceptions to policy for individual endowments may be made only with prior written approval by the Gift Committee and the Investment Committee of the Board.

In the case of gift instruments, such as charitable gift annuities and trusts, where funding and payout parameters may be established by regulation, policies established by the Foundation may not be in conflict with such regulations.

XI. Approval of Gift Acceptance Policy

The Foundation Board shall vote to approve the Gift Acceptance Policy and any subsequent amendments to that policy.

The Gift Acceptance Policy, and/or any amendments to or revisions of the Policy, shall become effective upon approval by the Foundation Board. All policies in effect at the time a gift is made shall continue to control such gift, despite subsequent changes to any one or more of such policies.

XII. Gift Acceptance Policy Amendment and Review

The Gift Committee shall review these policies at least annually and whenever they become inconsistent with Treasury regulations or other applicable state or federal laws.

To amend these guidelines, a written amendment shall be prepared by the Gift Committee and submitted to the Foundation Board for review and approval.

XII. Policies: Outright Gifts

Gifts of Real Property

The Foundation may accept gifts of real property, both improved and unimproved, only after review and approval by the Gift Committee. Gifts of Real Property with Retained Life Estates or other restrictions or limitations may be accepted only with the additional approval of the Board of the Foundation.

Tangible Personal Property ("In Kind" Gifts)

The Foundation will consider gifts of tangible personal property, including but not limited to, works of art, manuscripts, literary works, boats, motor vehicles, and computer hardware.

Authority to accept gifts of tangible personal property with an estimated value of less than $10,000 has been delegated to the Foundation's Executive Director. Gifts of tangible personal property valued at more than $10,000 must be reviewed and approved by the Gift Committee.

Since the College does not maintain a permanent art collection, it is the policy of the College to sell any artwork and use the net proceeds realized to accomplish the donor's intent.

Other Personal Property

Other personal property of any description, including mortgages, notes, copyrights, royalties, partnership interests, closely held business interests, undivided interests in property, future and partial interests and other illiquid financial assets may be accepted only upon prior review and approval of the Gift Committee.

Special Events or "Quid Pro Quo" Contributions

If an individual purchases ticket(s) and takes constructive possession, the tax deductible portion of that ticket is that which is in excess of the fair market value even if the individual does not attend the event.

If the individual purchases ticket(s) and instructs the Foundation to give away the tickets (never having taken possession, the tax deduction is the full amount because the individual surrendered an economic right without receiving anything of value in return.

All invitations, tickets, solicitations to attend, or receipts for special events shall be consistent with IRS guidelines, and where required, shall carry the following information:

The amount required to attend the event;

Notice stating that the amount that is deductible for federal income tax purposes is limited to the excess contributed by the donor over the fair market value of the goods or services provided by the Foundation to the donor;

A good faith estimate of the fair market value of the goods or services provided. Fair market value is to be used in every instance, even if the Foundation obtains sponsorship for all or a portion of the event, goods and services.

Personal or Professional Services

There is no charitable (tax-deductible) contribution affiliated with personal or professional services contributed to the Foundation

XIV. Policies: Planned Gifts

Establishment and governance of all gift plans shall be in accordance with and subject to the IRS tax code, revenue rulings of the United States Government and the laws of the State of New York.

The Foundation Executive Director and development officers with planned giving responsibilities are

authorized to negotiate and execute gift-planning agreements with donors subject to the approval of the Gift Committee as may be required by this Gift Acceptance Policy.

The Foundation Executive Director will review all gift plans before the plans are executed. Legal Counsel may be called to review plans as well, at the discretion of the Executive Director.

Bequests

A bequest to the Foundation is made in the donor's will or trust. The donor can designate a specific amount, a percentage, or the remainder of an estate to the Orange County Community College Foundation.

Direct, unencumbered bequests shall be accepted by the Foundation without prior approval of the Gift Committee, if the underlying assets are in conformance with the guidelines set forth in these policies.

If the underlying assets are not in conformance with the guidelines, the bequest shall be referred to the Gift Committee for review. The Foundation reserves the right to disclaim gifts from the estates or trusts of deceased donors that are not in keeping with the terms of this policy.

Charitable Gift Annuities

The Foundation will accept current gift annuities, which begin payments within one year of the gift date, as well as deferred payment gift annuities, whose initial payment is at least a year after the gift date. The deferred period will be at the discretion of the donor, but subject to approval by the Committee. The Foundation will accept annuity gifts for one life, two lives in succession, or joint and survivor annuity agreements.

The annual payment is a fixed sum, the amount of which is based on the size of the gift and the number and ages of the beneficiaries. Annuity rates shall be approved by the Finance Committee of the Board on the recommendation of the Planned Giving Committee and the Investment Committee.

The minimum age and contribution amount for a gift annuity shall be established by the Gift Committee.

Charitable Remainder and Charitable Lead Trusts

The Foundation shall not accept a charitable remainder trust or charitable lead trust without prior review and approval of the Gift Committee. Where the trust is testamentary, that is, one that arises upon the death of the donor, the Foundation reserves the right to disclaim any interest that would be in violation of this gift acceptance policy.

The Foundation may agree to serve as the trustee of charitable remainder trusts that meet the requirements as outlined in this gift acceptance policy.

Trusts Funded by Real Estate Gifts

Under certain circumstances, real estate gifts may be used to fund life income or other trust arrangements. The value of the trust shall be determined by the net proceeds realized upon the sale of the real property received, and income payments will be made only after the sale of the property and the trustee has reinvested the proceeds.

The Foundation prefers the establishment of an "income only" trust arrangement with regard to life income or trust agreements funded by real estate gifts.

Investment Policy Regarding Trusts

Investment of trust assets will be supervised by the Investment Committee of the Board of Directors. If the trust is one in which extenuating circumstances require a payout rate greater than the then current rate of return, the Investment Committee of the Board of Directors must approve the rate of return.

Designating the Foundation as Beneficiary

The Foundation may accept any proceeds that it receives as a designated beneficiary (or an alternate beneficiary) of a life insurance policy, a deferred annuity contract, an IRA, a defined benefit plan, a 401(k) plan, a defined contribution (profit sharing) plan or other qualified plan without prior review and approval of the Gift Committee, unless the designation imposes restrictions or a trust arrangement, in which case, prior review and approval of the Gift Committee is required.

Life Insurance Policies

The Foundation may only accept the gift of a life insurance policy when the policy is paid up or the Foundation is designated as owner and beneficiary of the policy. The Foundation shall not act as purchaser.

Additional Gift Planning Options

The Foundation seeks to satisfy the charitable giving needs of all of its donors. Accordingly, the Foundation is willing to explore any alternative gift planning options that will satisfy these needs. The Gift Committee, Finance Committee and legal counsel must approve alternative gift plans, which require administrative and financial obligations on the part of the Foundation

GIFT PROCEDURES AND ADMINISTRATION

XV. Adherence to Accounting Standards and Timing of Financial Audits and Reviews

The Foundation shall maintain its books and conduct its financial affairs in accordance with Generally Accepted Accounting Principles (GAP) as promulgated by the Financial Accounting Standards Board (FASB). The Foundation shall have its books audited annually by an outside certified public accounting firm.

The Investment Committee of the Board of Directors will review the performance of each trust on an annual basis. The Foundation's Financial Manager will review the administration of each trust on a quarterly basis including the review of statements, accounting and tax returns.

XVI. Dating of Charitable Gifts Received

The Foundation shall adhere to the following procedures relating to the dating of gifts received:

Cash or cash-equivalent transmittals postmarked (or its equivalent) on or before December 31 and received at the Foundation no later than January 15 shall be recorded in the calendar year just ended.

Gifts made by transfer of assets other than cash or its equivalent shall be valued and recorded as of the date the donor transferred control of the asset to the Foundation.

Promises to give and/or pledges unpaid at the close of the fiscal year shall undergo review for action by the Board no later than twelve (12) months after the due date of the unpaid pledge.

XVII. Valuation & Acknowledgment of Gifts

The Foundation will acknowledge the receipt of all gifts in writing and in a manner that satisfies the IRS's substantiation requirements set forth in the IRC Section 170(f) for the deduction of charitable gifts by individual donors.

Acknowledgement will include

Date of receipt of the gift by the Foundation;

Purpose of gift (e.g. annual giving, capital, event sponsorship, endowment);

Amount of gift;

Payment amount received, if different;

Tax-deductible portion of the amount if different from the amount received, and

Whether the Foundation provided any goods or services in exchange for all or part of the contribution and, if so, a brief description and good faith estimate of the fair market value (FMV) of the goods and services provided to the donor.

XVIII. Donor Recognition

Appropriate recognition shall be provided to all donors to the Foundation.

Donors may request to remain anonymous.

Notification of memorial/tribute gifts shall include the name(s) of the donor(s), but shall not make reference to the amount of the gift.

If the gift warrants local media attention, the Foundation shall obtain the donor's permission before engaging in any publicity activities.

To assure equal access, gift-naming opportunities and policies shall be broadly circulated among the Foundation's constituencies.

XIV. Procedures: Outright Gifts

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

Gifts by Check, Credit Card or Securities

Donors may make outright gifts to the Foundation by check, credit card or the transfer of Securities. Checks shall be made payable to the Educational Foundation of Orange County Community College or *Educational Foundation.*

There is generally a tax advantage to the donor in transferring Securities directly to the Foundation, rather than selling it first and donating the proceeds. The Foundation maintains an account for transfer of Securities. Instructions are available from the Foundation Office and on the website.

Endowment Gifts

An endowed fund is like an investment account. The principal is invested and the endowed fund distributes income from the earnings of the fund. Because the value of investments fluctuates with the market, the value of the endowment and the earnings of the fund may also fluctuate over time.

Generally, when donors establish an endowed fund, other donors can make gifts to it. Donors also can make additional annual gifts, planned gifts and bequests in support of their endowed fund. Donors can add to their endowed funds at any time, and they also can make multi-year pledges to provide significant financial support over time.

The minimum funding level for an endowment with the Foundation is $25,000. Endowments may be unrestricted or restricted. Restricted endowments must be approved by the Executive Director to ensure that they are in a form that the Foundation can accept and use.

Publicly-Traded Securities & Mutual Funds

It is the policy of the Foundation to sell immediately all donated negotiable securities or mutual funds. Any decision, or request by the donor, to maintain the securities must be approved by the Gift Committee in advance of the gift.

The value of a gift of securities is the mean (average) of the high and low of the Securities(s) or bond(s) on the day the transfer is effected by the donor to the Foundation. The value of less actively traded securities, rarely traded securities or a security that does not trade on the gift date should be determined according to IRS Publication 561 or its substitute or successor publication.

The fair market value of mutual fund shares will be determined by the public redemption price of the shares on the valuation date of such gift. If such a price is not readily available, then the value shall be determined as if the shares were untraded securities in accordance with IRS Publication 561 or its substitute or successor publication.

Closely Held & Restricted Securities

Infrequent trading makes it difficult to establish fair market value for closely held and restricted securities. IRS Publication 561 should be followed in valuing a donation of closely held Securities. If the value of the gift is estimated to be $5,000 or more, the donor shall provide a documented appraisal prepared by a qualified appraiser.

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

Gifts of Real Property

It is the Foundation's policy to dispose of all gifts of real estate (other than property which Orange County Community College or Foundation wishes to retain) as expeditiously as possible.

The Gift Committee may require one or more of the following items in order to review a gift of real property:

A preliminary title report clear of unacceptable encumbrances, performed by a reputable title insurance company and a review of all applicable school and property taxes.

An appraisal by a qualified appraiser

A Phase 1 environmental audit indicating that ownership will not expose the Foundation to environmental liabilities. In addition, the Gift Committee may require that the donor sign an environmental indemnity agreement.

The Gift Committee may waive the Phase 1 requirement for non-farm residential properties that have been used solely for that purpose for a significant period of time. In cases where this exception applies and no environmental audit is undertaken, the donor/executor must have outside parties complete an Environmental Checklist and may be required to execute an environmental indemnity agreement.

A market feasibility study for purposes of liquidation

An on-site evaluation of the suitability of accepting such gift by the Executive Director and a Member of the Gift Committee

Evidence of compliance with the Americans with Disabilities Act (when applicable)

A structural engineering report (when applicable)

A review of leases (for commercial or leased residential properties)

A seller's disclosure statement for residential properties (when applicable)

Under Treasury regulations, a donor must pay for any initial appraisal made on the property. Unless waived by the Gift Committee, it is the responsibility of a donor to cover all the costs involved in an environmental impact study, title search and any other related studies.

The Foundation and the donor should have separate and independent appraisals.

Special attention shall be given to the receipt of real estate encumbered by a mortgage. The Foundation's ownership of such property may give rise to unrelated business income tax for the Foundation and disqualification of certain split interest gifts unless handled properly.

Gifts of Real Property with Retained Life Estates or Other Restrictions or Limitations

The agreement creating the life interest must provide that, unless specifically approved by the Gift Committee and the Board of the Foundation, the donor and/or life tenant shall remain responsible for the payment of mortgages, taxes, insurance, utilities, maintenance/repairs and other costs associated with the property, unless other specific provisions are made for the payment of these expenses. Donor(s) shall not violate or allow to be violated any environmental laws or ordinances covering such property.

Tangible Personal Property ("In Kind" Gifts)

The Foundation shall not appraise or affix the value of a gift. Federal regulations stipulate that the donor prove the value of the gift, and pay for appraisal costs when required.

Gifts-in-kind valued at under $5,000 are not required to be appraised by a third-party appraiser, and the Foundation is not required to sign IRS form 8283 or submit IRS form 8282.

Gifts-in-kind with a value of $5,000 or more from individuals, closely held corporations, personal-service corporations, and partnerships must be appraised by a qualified independent appraiser not associated with the donor or the Foundation. However, gifts-in-kind with a value of $5,000 or more from all others, including vendors, dealers, and manufacturers who contribute property that they sell in the regular course of their business, are not required to be appraised. These donors should value the property at the price they would have received if they had sold the property in their customary market.

The Foundation will adhere strictly to Internal Revenue Service guidelines applicable to the acceptance of charitable gifts, including:

For gifts defined in VII.C.1., IRS form 8283 "Non-Cash Charitable Contributions" must be obtained by the donor, signed by an appraiser, signed by the Executive Director and a copy retained, and filed by the donor with his/her tax return.

For every gift-in-kind valued in excess of $5,000 that is consumed, transferred, or sold within two years of the Foundation's receiving it, the donor should be consulted and IRS form 8282 "Donee Information Return" must be filed by the Foundation and a copy sent to the donor within 15 days of disposition.

For tangible personal property with an estimated fair market value of more than $5000, the donor must furnish the Foundation with the following information:

Donor's name, address, and telephone number

Contact person if the donor is a corporation

Donor's social security number of federal tax identification number

Brief physical description of the donated asset

Other Personal Property

The Executive Director will present a written summary of the gift proposal to the Gift Committee. The summary may include the following information:

Description of the asset;

The purpose of the gift (e.g., an unrestricted gift, a gift to fund an endowed chair or a deferred gift) and the department (s) or endowment (s) to benefit from the gift;

An estimate or appraisal of the asset's fair market value and marketability;

Potential for income and expenses, encumbrances, and carrying costs prior to disposition;

Any environmental risks or problems revealed by audit or survey;

Credit history or financial statement of the financially responsible party, if applicable;

Other known potential complications arising from acceptance of the gift; and

Any special arrangements requested by the donor concerning disposition (e.g. , price considerations, time duration prior to disposition, potential buyers, realtors or brokers with whom the donor would like the Foundation to list the property, etc.)

Donor Advised Funds

Donor Advised Funds offer donors a greater degree of flexibility and control over fund distributions, as well as an immediate tax deduction for contributions, and provide an alternative to direct giving or setting up a private foundation.

The donor makes an irrevocable contribution of cash, securities or other property to a restricted fund maintained by the Foundation. The donor retains the privilege of making recommendations or providing advice on the fund's distribution. In accordance with IRS regulations, however, ultimate grant approval remains with the Foundation Board of Directors.

Although the donor may provide advice, he or she may not place any material restrictions on the fund's distribution. A donor who places a material restriction, as defined by current federal regulations, on a donation has not made a complete gift. Consequently, the donor will be ineligible to claim a charitable deduction for the donation.

XX. PROCEDURES: PLANNED GIFTS

Bequests

Donors should be encouraged to notify the Foundation development officers when considering a bequest in order to ensure that the assets left to the Foundation meet the criteria set forth in this gift acceptance policy and to ensure that the donor's wishes are carried out.

Educational Foundation of Orange County Community College
Gift Acceptance Policy
06/19/07

Charitable Gift Annuities

Annuity agreements shall be limited to two lives. The minimum age for the annuitants shall be (65) sixty-five for immediate annuities, and (45) forty-five for deferred annuities. The minimum actuarial age of an annuitant on the date the payments start is (50) fifty. Minimum gift levels shall be $10,000.

Gift annuities shall be managed by the Foundation, and the Foundation may employ agents and advisors to assist with the administration and investment of gift annuity assets.

The maximum annuity rates will be the current Uniform Gift Annuity rates for the states of New York and New Jersey and, in the case of deferred payment gift annuities, the current Uniform Interest Factors for the states of New York and New Jersey, both adopted by the American Council on Gift Annuities, 233 McCrea Street, Suite 400, Indianapolis, IN 46225. The Foundation may establish a maximum annuity rate chart that is lower, but never higher, than the Uniform Gift Annuity Rates of the American Council on Gift Annuities.

To conform to the federally mandated "Clay-Brown Rule," the annuity rate offered will generate a charitable deduction of more than 10 percent of the fair market value of the assets given, or the annuity rate will be reduced to qualify for the deduction, (taking into consideration that the monthly changing Applicable Federal Rate [AF] affects the calculated deduction.)

To conform to various state laws, the Foundation:

Will advise the potential donor/annuitant of the maximum rate.

Will operate a segregated gift annuity fund, in which identifiably separate investments will be maintained and which is not part of any other investment or endowment fund of the institution. The full annuity gift will be admitted to the gift annuity fund of the institution and will be maintained until the demise of the last annuitant in the agreement.

May elect to reinsure any annuity agreement above the minimum $100,000 of Required Legal Reserve amount with an "A" rated commercial insurance company, registered to do business in New York State. New York State permits reinsurance only through a "treaty" (negotiated) agreement with a registered insurance company; if the insurance company fails, the Foundation is liable for the payments.

Will not accept real property to fund a gift annuity.

Only cash and publicly traded securities will be accepted to fund annuities.

The Foundation will establish a policy to identify the changing market value of each agreement, so that an appropriate amount may be withdrawn from the gift annuity fund at the termination of the agreement.

For cash or cash equivalent transmittals, the gift annuity shall be effective as of the date postmarked. Gifts made by transfer of assets other than cash or its equivalent shall be effective as of the date the donor transfers control of the asset to the Foundation.

Annuities may be paid quarterly, semiannually or annually. Annuity payment amounts will be rounded up to ensure that each payment will be exactly the same amount. Annuity payments will be mailed in time to arrive on the payment due date.

The Foundation will make an effort to be aware of the investment and reporting requirements of New York State as well as those states that have statutes regulating gift annuity funds, and be guided by legal counsel and staff as to the necessity for filing for a permit to write annuity agreements in those states. The Foundation will maintain a membership with the Conference on Gift Annuities to be aware of changes in rulings and regulatory and administrative issues connected with administering a gift annuity fund and program.

Charitable Remainder Trusts

If the income interest is for life, the beneficiary(ies) must be at least 45 years of age for a NIMCRUT (net income make-up charitable remainder unitrust). NICRUT (net income charitable remainder unitrust), or FLIPCRUT (net income with makeup charitable remainder unitrust (NIMCRUT) that converts or "flips" to a standard charitable remainder unitrust), and 65 for a standard or straight charitable remainder trust unless the Gift Committee approves a younger age. Where payments are to be made for the lives of multiple beneficiaries, there may be no more than two.

The Foundation will not serve as trustee of a charitable remainder trust interest unless the trust is designed so that its net present value at the time of future distribution to the Foundation is not less than 50% of the initial gift. Calculation of net present value will consider a reasonable return over time, growth of trust assets, allowance for management expenses, and discount (inflation) factor in accord with practices of similar charitable organizations. Exceptions may be recommended by the Gift Committee in light of such factors as assets involved, size of gift, potential for additional gifts or additions to the unitrust, age and life expectancy.

Donors will be encouraged to use banks and other corporate fiduciaries as trustees for charitable trusts. However, if specifically requested by the donor, and subject to the approval of Gift Committee, the Foundation may act as trustee or may appoint a trustee for a charitable remainder unitrust or annuity trust which names the Foundation as the sole or primary charitable remainderman on the terms set forth in this policy.

If the Foundation is named as trustee of a charitable remainder trust, the Chair of the Investment Committee and the Executive Director, in consultation with the Financial Manager of the Foundation, will be responsible for the operation of the Trust.

The Foundation may appoint an administrator or custodian for such duties as accounting statements, tax letters, security of investments, administration of proxies, etc.

The Executive Director or the Executive Director's designee is responsible for transmitting information and revenues to donors.

Administrators of all gift plans will forward all communication and revenues to the Foundation for transmittal to beneficiaries and donors by the Executive Director.

Requirements for Establishment of a Charitable Remainder Trust

As specified by law, the remainderman of the trust, namely the Educational Foundation, cannot be changed during the term of the trust.

The donor may retain the right to terminate the Foundation as trustee if it has been so designated but must appoint a successor corporate trustee.

The Foundation retains the power to resign as trustee and appoint a successor corporate trustee.

There shall be no more than two income beneficiaries for a single charitable remainder trust.

A minimum gift of $100,000 is normally required for the establishment of a charitable remainder trust, unless the Gift Acceptance Committee approves a smaller amount. The $100,000 in assets that will constitute the trust corpus must be paid into the trust over a period not longer than five years.

The fixed percentage paid by a charitable remainder trust shall be no less than 5% of the original investment paid out annually (as required by law) and no more than 8% unless authorized by the Gift Acceptance Committee.

Income beneficiaries must be at least (55) fifty-five years of age at the time of the establishment of a charitable remainder annuity trust and at least (50) fifty years of age at the time of the establishment of a charitable remainder unitrust.

Charitable Remainder Annuity Trust (CRAT): A CRAT is an irrevocable trust that provides for paying a fixed sum (not less than 5%) but not more than fifty (50%) percent of the initial fair market value of the trust corpus; at least annually; to one or more persons, at least one of whom is not a charitable beneficiary; for life or the lives of a named individual (s) or for a term of years not to exceed 20; after which the entire trust principal will be retained for the use of, in this case, the Foundation (a qualifying charity); and the value of the charitable remainder being at least 10% of the trust's net fair market value of property transferred in trust on the date of transfer to the trust. Since the amount is stated as a fixed percentage of the initial net fair market value or a fixed sum, that fixed amount cannot be changed regardless of fluctuations in portfolio value. For this reason, additional contributions are not allowed.

Charitable Remainder Unitrust (CRUT): A CRUT is an irrevocable trust that provides for paying a stated percentage (not less than 5%) of the net fair market trust principal; determined and paid at least annually; to one or more persons at least one of whom is not an IRC Section 170(c) organization; for life or the lives of a named individual(s) or for a term of years not to exceed 20; after which the entire principal is irrevocably transferred or retained for the use of, in this case, the Foundation; and the value of the charitable remainder being at least 10% of the trust's net fair market value of property transferred in trust on the date of transfer to the trust. Unlike an annuity trust, additional contributions may be made to a unitrust. Unitrust options include:

Standard or Straight Unitrust: A standard unitrust requires a payout or distribution of an amount of at least 5%, and no more than 50%, of the annual value of trust assets.

Net Income Unitrust (NICRUT): A unitrust may also include an optional provision that requires the trustee to pay, for any year, the lesser of the full unitrust amount or trust income (as defined in IRC

Section 643(b) and related regulations). This type is commonly referred to as a Net Income, Income Only option.

Net Income with Make Up Unitrust (NIMCRUT): If a net income option is selected, the trust will pay income in excess of the full unitrust amount to the extent the aggregate amounts paid in prior years were less than the aggregate of the fixed percentage amounts for those prior years. In other words, the trust can make up past deficiencies. This type of format is called a Net Income with Make Up unitrust.

FLIP Unitrust (FLIPCRUT): The decision to create a unitrust with a net income option is, in most cases, based on the fact that the funding asset (often real estate) does not produce enough initial income to pay the annual unitrust amount. A unitrust can be drafted to allow a switch or FLIP from a net income option to a standard income provision upon the occurrence of a specific event such as the sale of the real estate.

Charitable Lead Trusts: The Foundation may serve as trustee of a charitable lead trust to which the initial contribution is at least $100,000. A trust may be funded with a smaller amount, subject to prior approval of the Gift Committee. The trust term may be at the discretion of the donor, subject to the approval of the Gift Committee.

Investment Policy Regarding Trusts

The Foundation will have total discretion over the investment of a trust when acting as sole trustee.

The minimum percentage payout to a donor of a charitable trust will be 5% or the minimum required by the IRS; the maximum payout will be a rate equal to the effective 20-year treasury bond rate (or substitute treasury security if 20-year treasuries no longer exist) as of the date of the trust.

For a unitrust, the percentage payout will apply to the value of the trust as valued each year.

For annuity trusts, the percentage payout will apply to the original value of the trust.
Charitable remainder trusts' earnings will be based upon the total return

Any fees associated with the administration of a trust or for the payment of investment advisors shall be charged to the trust's principal.

Life Insurance Policies

The Foundation may only accept the gift of a life insurance policy when the policy is paid up or the Foundation is designated as owner and beneficiary of the policy. The Foundation shall not act as purchaser. There are different tax consequences for full or partially paid-up policies. (While the policy will identify the Foundation as the beneficiary, the development officer should work with the donor to clarify the purpose of the gift by attachment of a memorandum, letter, or account agreement to the policy.)

If intended for endowment purposes, the face value of the policy must meet the minimum funding standards for endowments for its stated purpose(s) established by the Foundation and in effect at the time of the gift of the policy.

The Foundation must be the agent for payments on behalf of the insured in cases where the Foundation is the owner and beneficiary, and the insured has made premium payments through the

Foundation. If the Foundation is made both owner and beneficiary of the policy, the premiums and/or cash value of the policy are generally fully tax deductible as charitable gifts.

In the event a donor shall cease to make premium payments through the Foundation, the Finance Committee shall decide, on a case-by-case basis, the efficacy of paying the premium from operating funds. The Finance Committee shall report such decision to the Gift Committee and Board.

The Foundation Financial Manager shall keep duplicate copies of vital information on life insurance policies.

The Foundation Financial Manager shall keep a schedule of anniversary dates to be aware of the cash surrender value, which shall be reported as the asset.

The Foundation Financial Manager shall ensure that premiums that are provided to the Foundation by a donor are paid in a timely manner.

APPENDIX R

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ORANGE COUNTY COMMUNITY COLLEGE
IDENTITY THEFT PREVENTION PROGRAM
Last Revised: April 2018

PROGRAM ADOPTION

The Federal Trade Commission (FTC), under the authority granted by the Fair and Accurate Credit Transaction Act of 2003 (FACTA), has issued a Red Flags Rule (16 CFR 681.2) requiring that financial institutions and creditors develop Identity Theft Prevention Programs aimed at recognizing and preventing activity related to identity theft. To comply with Red Flags Rule (16 CFR 681.2), Orange County Community College developed this Identity Theft Prevention Program which was adopted pursuant to resolution on October 14, 2009 by the College Board of Trustees.

POLICY

The purpose of this Identity Theft Prevention Program is to prevent frauds committed by the misuse of identifying information (i.e. identity theft). The Program is designed to identify accounts maintained by Orange County Community College which may be susceptible to fraud (hereinafter "Covered Accounts"), identify possible indications of identity theft associated with those accounts (hereinafter "Red Flags"), devise methods to detect such activity, respond appropriately when such activity is detected, and provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

1. Identify "covered accounts"
2. Identify relevant patterns , practices, and forms of activity within those accounts that are "red flags"
3. Detect "red flags"
4. Respond appropriately to any "red flags" that are detected in order to prevent and mitigate identity theft
5. Administer the program in a manner that ensures proper staff training, implementation, oversight, and updating

DEFINITIONS

Account: A relationship established with an institution by a student, employee, or other person to obtain educational or financial services.
Covered Account: An account that permits multiple transactions or poses a reasonably foreseeable risk of being used to promote and identity theft.

There are two types of covered accounts:

1. Accounts that are designed to permit multiple payments or transactions (i.e. periodic crediting and debiting activity such as Student Accounts, and accounts associated with lending activity (Perkins loan or Direct Loan programs),
2. Accounts for which there is a reasonably foreseeable risk from identity theft, such as email accounts, Banner accounts, and student I.D. cards

Responsible Staff: Personnel, who regularly work with Covered Accounts, and are responsible for performing the day-to-day application of the Program to a specific Covered Account by detecting and responding to Red Flags.
Red Flag: A pattern, practice, or specific activity that indicates the possible existence of identity theft.
Response: Action taken by Responsible Staff member(s) upon the detection of any Red Flag to prevent and mitigate identity theft.
Service Provider: A contractor to the campus engaged to perform an activity in connection with a Covered Account.
Identity Theft: A fraud committed or attempted using the identifying information of another person without authority.
Program Administrator: The individual designated with primary responsibility for oversight of the Program.

RESPONSIBILITY

Program Administrator

The President has designated the College Comptroller as Program Administrator to oversee the administration of the Program. The Program Administrator may designate additional staff of the College to undertake responsibility for training personnel, monitoring service providers, and updating the Program, all under the supervision of the Program Administrator.

Service Providers

The Program Administrator or designees shall review service provider agreements and monitor service providers, where applicable, to ensure that such providers have adequate identity theft prevention programs in place. When the Program Administrator determines that a service provider is not adequately guarding against threats of identity theft, he/she shall have the authority to take necessary corrective action, including termination of the service provider's relationship with the college.

Training

The Program Administrator or designees shall identify and train responsible staff, as necessary, to effectively implement and apply the Program. All College personnel are expected to assist the Program Administrator in implementing and maintaining the Program.

Evaluation

The Program Administrator shall evaluate the Program to determine whether it is functioning adequately. This evaluation shall include: a case-by-case assessment of incidents of identity theft or attempted identity theft that occurred during the previous academic year; interviews with Responsible Staff; and a survey of all accounts maintained by the College to identify any additional Covered Accounts. In response to this annual evaluation, the Program Administrator shall recommend amendments to this Program for approval by the President.

Audits

From time to time, the College Comptroller, or other designated internal control officer, may perform audits to determine if various segments of the College are in compliance with the Program.

Recordkeeping

The Program Administrator shall maintain records relevant to the Program, including: the Written Program; documentation on training; documentation on instances of identity theft and attempted identity theft; contracts with service providers that perform activities related to Covered Accounts; and updates to the Written Program.

IDENTIFICATION of Covered Accounts

- **Student / Employee Single Sign On** 5
- **Orange County Community College Identification Card** 5
- **Diplomas, Certificates** 6
- **Transcripts** 6
- **Change of Name** 7
- **Change of Address** 8
- **Enrollment Verification** 8
- **Copy of Schedule** 9
- **Request to View Contents of File** 10
- **Registration** 10
- **Drop/Adds, Complete Withdrawals** 11
- **Financial Aid Accounts** 12
- **Third Party Loan Certification** 13
- **Student Refund Checks** 13
- **Student Accounts** 13
- **Change of Information** 14
- **Telephone Calls** 14
- **Academic Advising Office** 16
- **Admissions Accounts** 16

RED FLAGS DETAILS: Covered Accounts; Responsible Staff; Red Flags; Responses

Covered Account: Single Sign On (Email, Banner Student and Employee Self Service, and Blackboard

Responsible Staff: Information Technology Services Staff - (ITS)

Red Flag 1: A student or employee notifies ITS that he or she believes that someone else has gained access to his/her "Single Sign On" account.

Response: Inform student or employee that he or she should use the "reset my password" link to reset their password on self-service. If the student is unable to change his own password, they will be directed to Student Services Central (SSC) staff for additional assistance as noted in Red Flag 3 below.

Red Flag 2: A college office notifies the ITS department that it appears that someone else has gained access to a student/employee's "Single Sign On" account.

Response: ITS will investigate. If ITS staff agree that this is a reasonable assumption, ITS will suspend the student/employee's "Single Sign On" access to prevent further unauthorized access. The student/employee will be provided with a new password before "Single Sign On" access is restored.

Red Flag 3: A student contacts the ITS department to reset their Single Sign On password.

Response: Student will be directed to use the "reset my password" link to answer their challenge questions and continue with the self-service password reset. If the student does not remember the answers given to their "original" challenge questions, the helpdesk operator will access the college student information system and ask the student a series of additional questions to verify their personal information. If any of the answers provided by the student are incorrect or missing in the college system and cannot be verified by the student or the helpdesk operator, the student must then personally go to IT Helpdesk and provide their Orange County Community College Identification Card, driver's license, or other government issued photo identification. The reset will then be completed. Additionally, a staff member, such as an Advisor, can make the request for password reset, if they are meeting with the student and have verified identity.

Covered Account: Orange County Community College Identification Card

Responsible Staff: Center for Student Involvement (CSI) Middletown Campus / Security Office (Newburgh Campus) Staff

Background: Students are required to provide a copy of their current semester schedule, and a valid form of identification such as a driver's license, high school ID or government issued photo identification to obtain an Orange County Community College student ID.

Red Flag 1: Insufficient, suspicious identification or misleading documentation is presented by a student trying to obtain an identification card.

Response: CSI/Security Staff will not issue an Orange County Community College identification card unless or until the student provides the acceptable documentation of identity as defined above.

Covered Account: Diplomas, Certificates

Responsible Staff: Registrar Staff, Student Services Central Staff

Background: Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued identification when picking up a diploma and/or certificate in person at SSC at the Middletown or Newburgh Campus. Parties other than the student are allowed to pick up diplomas on behalf of the student if they have a letter signed by the student giving them permission, and a copy of the student's driver's license, or other government issued identification. The Third Parties identification is also checked and the letter from the student must specifically state the name of third party representative. All diplomas are mailed to student's current address on file unless student requests to pick up diploma at SSC at the Middletown or Newburgh Campus.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to pick up diploma.

Response: Withhold diploma until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the diploma.

Response: Withhold diploma until the student can show identification as described above with the same name that is on diploma.

Red Flag 3: Third party presents letter from student and the student's signature does not match signature on file.

Response: Withhold diploma until a new letter is presented with a signature that matches the signature on file.

Covered Account: Transcripts

Responsible Staff: Registrar Staff, Student Services Central Staff

Background: All transcripts are mailed to the destination the student indicates on the Transcript Request Form or it can be picked up in a sealed envelope by the student at SSC, at the Middletown Campus. Students are required to present an Orange County Community College Identification Card, driver's license, or

other government issued identification when picking up a transcript in person. Parties, other than the student, are permitted to pick up transcripts on behalf of the student if they have a letter signed by the student giving them permission, and a copy of the student's driver's license, and other government issued identification. The Third Parties identification is also checked and the letter from the student must specifically state the name of third party representative.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to pick up transcript.

Response: Withhold transcript until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the transcript.

Response: Withhold transcript until the student can show identification as described above with the same name that is on transcript.

Red Flag 3: Third party presents letter from student and the student's signature does not match the copy of the student's driver's license, and other government issued identification.

Response: Withhold transcript until a new letter is presented with a signature that matches the copy of the student's driver's license, and other government issued identification.
Transcripts can also be ordered on-line via the National Student Clearinghouse, The National Student Clearinghouse has a Red Flag policy which can be viewed at: http://www.studentclearinghouse.org/files/terms-privacy-idtheftprogram.pdf

Covered Account: Change of Name

Responsible Staff: Registrar/Student Services Central Staff

Background: Continuing or re-admitted students who wish to change their name must show legal documentation with the new name. Acceptable documentation is one of the following: marriage certificate, divorce decree, or court ordered name change. The student must provide original documentation. A copy will be scanned and will become part of the student's file. Registrations can still be processed under the student's old name.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to do a change of name.

Response: Name change is not processed until proper identification is provided by student.

Red Flag 2: Student presents identification with a name that does not match the name in which they want to change it to.

Response: Name change is not processed until proper documentation is provided by student.

Covered Account: Change of Address

Responsible Staff: Registrar/Student Services Central Staff

Background: If a student has moved and needs to change their address, a "Change of Information" form must be completed with SSC at the Middletown or Newburgh Campus. A completed "Change of Information" form and proof of address change such as: current utility bill, car insurance bill, bank statement, mortgage/rental agreement is required. Students moving from an out-of-county or out-of state address to Orange County and/or NY State will be required to provide NY state taxes, a NY State driver's license and Federal taxes if claimed as a dependent by another person. The authorized "Change of Information form" will be scanned and will become part of the student's file. If a student, is registering in person, and has a change of address, SSC at the Middletown or Newburgh Campus will make the change based on the signature on the registration form under the following conditions: the address and county code has changed from Orange county to another NY county or the address has changed to another address within Orange county.

Red Flag 1: Student's address is in a New York county or another state that is different than the current address on file.

Response: Student must complete a "Change of Information" form with SSC at the Middletown or Newburgh Campus and submit proof of new address.

Covered Account: Enrollment Verifications

Responsible Staff: Registrar/Student Services Central Staff

Background: To receive, an Enrollment Verification, students can make a request at SSC at the Middletown or Newburgh campus. An instant verification will be processed for a student by the Enrollment Specialist (at that point in time) as long as their account is in good standing and no holds appear on their record which would prevent a verification, from being processed. Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued identification when picking up an "Enrollment Verification" in person at SSC at the Middletown or Newburgh Campus.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to pick up an Enrollment Verification.

Response: Withhold Enrollment Verification until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the Enrollment Verification.

Response: Withhold Enrollment Verification until the student can show identification as described above with the same name that is on the verification.

Red Flag 3: A person, other than the student, presents a letter authorizing permission to pick up the Enrollment Verification on the student's behalf and the student's signature does not match signature in student's file.

Response: Withhold Enrollment Verification until a new letter is presented with a student signature that matches the signature on file.

Enrollment Verifications can also be ordered on-line via the National Student Clearinghouse, The National Student Clearinghouse has a Red Flag policy which can be viewed at: http://www.studentclearinghouse.org/files/terms-privacy-idtheftprogram.pdf

Covered Account: Copy of Schedule

Responsible Staff: Student Services Central Staff at Middletown and Newburgh

Background: Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued identification when requesting a copy of their schedule in person at SSC at the Middletown or Newburgh Campus. Persons, other than the student, may pick up schedules on behalf of the student if they have a letter signed by the student authorizing permission and government issued ID confirming they are the authorized party. The signature on the letter is checked against signed documents in the student's file. The Third Parties identification is also checked and the letter from the student must specifically state the name of third party representative.

Red Flag 1: Insufficient or suspicious identification and/or documentation are presented by the individual, who is attempting to pick up course schedule.

Response: Withhold student schedule until the authorized individual's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification or a letter with a name that does not match the name in Banner.

Response: Withhold student schedule until the student can show identification as described above with the same name that is in Banner system.

Red Flag 3: Persons, other than the student, present a letter from the student and the student's signature does not match signature on file.

Response: Withhold student schedule until a new letter is presented with a signature that matches the signature in student's file.

Copies of schedules can also be obtained via Self-Service Banner. Students can only access Self-Service Banner via a secured sign-on through MySUNYOrange.

Covered Account: Request to View Contents of File

Responsible Staff: All Staff

Background: Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued identification when requesting to view contents of their student file in the Registrar's Office. Persons, other than the student, are permitted to view file contents on behalf of the student if they have a current FERPA consent form on file and the Third Party has provided valid identification. This is done by appointment with a staff member. A staff member will remain with the student to ensure nothing is removed from the file.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to view contents of file.

Response: Withhold viewing of contents of file until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the file or in the Banner system.

Response: Withhold viewing of contents of file until the student can show identification as described above with the same name that is in the Banner system.

Covered Account: Registration

Responsible Staff: Student Services Central Staff in Middletown and Newburgh

Background: Degree seeking students are required to present an Orange County Community College Identification Card, driver's license, or other government issued photo identification when registering for courses. Non-Degree seeking students must provide a driver's license or other government issued photo identification with a signature imprinted on it. Persons, other than the student, are allowed to register on behalf of the student if they have a signed letter from the student authorizing permission, and a copy of the student's driver's license, or other government issued identification. The Third Parties identification is also checked and the letter from the student must specifically state the name of third party representative.

Red Flag 1: Insufficient or suspicious identification is presented by a student who is attempting to register.

Response: Withhold registration until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the registration card.

Response: Withhold registration until the student can show identification as described above with the same name that is on the registration card and in the Banner system.

Red Flag 3: A person, other than the student, presents a letter from the student and the student's signature does not match the copy of the student's driver's license, and other government issued identification, or the signature on Non-Degree registration form.

Response: Withhold registration until a new letter is presented with a signature that matches the copy of the student's driver's license, and other government issued identification.

Degree seeking students who meet certain criteria can register online via Self-Service Banner. They can only access Self-Service Banner via a secure login through "MySUNYOrange". Students are given a registration pin number each semester. That pin number can only be obtained through a meeting with an Advisor.

Covered Account: Drop/Adds, Complete Withdrawals

Responsible Staff: Student Services Central Staff in Middletown and Newburgh

Background: Degree seeking students are required to present an Orange County Community College Identification Card, driver's license, or government issued photo identification when adding, dropping or withdrawing from courses in person at SSC in Middletown or Newburgh. Persons, other than the student, are permitted to add, drop or do a withdrawal on behalf of the student if they have a letter signed by the student granting permission and government issued ID. The signature on the letter is checked against the copy of the student's driver's license, and other government issued identification. If a person, other than the student, is dropping on behalf of a non-degree seeking student they must have a copy of the student's identification as described above as well as a letter signed by the student granting permission. The Third Parties identification is also checked and the letter from the student must specifically state the name of third party representative.

Red Flag 1: Insufficient or suspicious identification is presented by student who is attempting to drop or withdrawal.

Response: Withhold processing drop or withdrawal until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name on the drop/add or withdrawal form.

Response: Withhold processing drop/add or withdrawal until the student can show identification as described above with the same name that is on the drop/add or withdrawal form and in the Banner system.

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Red Flag 3: Third party presents letter from student and the students signature does not match copy of the student's driver's license, or other government issued identification.

Response: Withhold processing until a new letter is presented with a signature that matches the copy of the student's driver's license, and other government issued identification.

Degree seeking students can drop courses online via Self-Service Banner in accordance with the dates published in the Academic and Registration Calendars. They can only access Self-Service Banner via a secure login through "MySUNYOrange". Students are given a registration pin number each semester.

Covered Account: Financial Aid Accounts

Responsible Staff: Financial Aid Staff

Background: Applications for financial aid are selected for verification either by the Central Processing System (CPS) or by the school. By law, the College must verify any financial aid application information that it has reason to believe is incorrect (34 CFR 668.54(a)(3) or discrepant (34 CFR 668.16. The school may also select additional applications for verification beyond those required.

Red Flag 1: The Department of Education selects a student's "Free Application for Federal Student Aid" (FAFSA) for verification when problems exist with date of birth, name, social security number, or address.

Response: Withhold awarding financial aid until problem has been rectified by student. Collect all supplemental information required such as birth certificate, social security card, driver's license or government issued photo identification.

Red Flag 2: The Student submits multiple FAFSA's with conflicting information.

Response: Withhold awarding financial aid until problem has been resolved by student. Contact student to resolve conflict and verify all information.

Red Flag 3: Student requests information about their Financial Aid account.

Response: Withhold information until student presents an Orange County Community College Identification Card, driver's license, or government issued photo identification.

Covered account: **Third Party Loan Certification Information**

Responsible Staff: Financial Aid Administrative Staff

Background: Information from outside sources such as National Student Loan Data System (NSLDS), and the New York State Higher Education Service Corporation (NYSHESC) is different from information previously available to the institution. Discrepant information impacts the student's eligibility for aid and must be resolved per the Financial Aid Handbook Volume 2, Chapter 3.

Red Flag 1: Conflicting information exists between agencies for aid applicant such as name, date of birth, social security number, and/or address.

Response: Withhold awarding loan until conflict has been resolved. Contact vendors, other college offices and the student to resolve issues of conflict. Collect all supplemental information required such as birth certificate, social security card, driver's license or government issued photo identification.

Covered Account: **Student Refund Checks**

Responsible Staff: Business Office Staff

Background: Mailed checks will be sent to the student's address on file. If the student's address has changed a "Change of Information" form along with the required proof of the address change must first be provided and approved by the Bursar Office. The student's check will be mailed once the new address has been updated in the Banner system. Checks will not be released to third parties.

Covered Account: **Student Accounts**

Responsible Staff: Student Services Central Staff

Background: A student must present an Orange County Community College Identification Card, a driver's license, or other government issued photo identification to obtain information related to their student account or make payment. A payment made on behalf of a student by a parent, spouse, or a third party will be accepted and processed. The receipt will be mailed to the student's current address on file, held for student pick-up, or a "copy" of the receipt with the student ID number removed will be provided to the third party.

Red Flag 1: Insufficient or suspicious identification is presented by a student who is trying to obtain information or make payment on his account.

Response: Withhold information regarding student account until the student's identity has been established with acceptable documentation of identity as described above.

Red Flag 2: Third party requests copy of receipt.

Response: Withhold "original" receipt from the third party. The third party will be informed that the copy can be mailed to the student's address on file, picked up by the student at SSC, or a "copy" of the receipt with the student ID number removed will be provided.

Covered Account: Change of Information

Responsible Staff: Student Services Staff in Middletown and Newburgh and Bursar Staff

Background: A student requesting a name change must present legal documentation authorizing the change of name. Acceptable documentation for a name change includes marriage certificate, divorce decree, or court ordered change.

A student requesting an address change must complete a "Change of Information" form and provide proof of the address change. Acceptable documentation may be a postmarked envelope with the new address, a current utility bill, bank statement, insurance bill or a mortgage/ rental agreement, etc. The Bursar will require additional proof such as utility bill, insurance bill, bank statement and a mortgage/rental agreement from students moving from an out-of county (NY) address into Orange County documenting the date of their address change. Students moving from an out-of state address to New York State will be required to provide a utility bill and a mortgage/rental agreement, a signed copy of NY State taxes and a NY State driver's license. A student claimed as a dependent by another person will also need to provide signed copies of that individual's Federal taxes. The "Change of Information form" with required documentation will be processed at SSC and forwarded to the Bursar for final review before being placed in the student's file.

Red Flag1: A name change request occurs without appropriate documentation.

Response: Withhold change of name request until student presents legal document authorizing the change of name.

Red Flag 2: A change of address request is received without the required documentation.

Response: Withhold change of address until the student provides confirmation of the address change.

Covered Account: Telephone Calls

Responsible Staff: All College Staff

Background: The College is guided by the Family Education Rights and Privacy Act (FERPA) when responding to telephone requests for information about student educational records. Since the identity of a caller is difficult to determine, College staff must only release directory information*and information related to College policy and procedure.

*Disclosure to Other Individuals, Institutions, & Telephone Inquiries (Directory Information)

The following items are matters of public record and may be released without student consent unless the student wishes to deny release to all but those authorized by the Family Educational Rights and Privacy Act of 1974, except disclosures allowed through the Solomon Act. Students should address their written requests for nondisclosure to the Registrar.

1. Student status (full or part-time)
2. Current enrollment or dates of enrollment.
3. Curriculum (program) and year of study.
4. Degree/certificate (if any), date of award, major, and honors received.
5. Names and addresses of graduates requested by state or local representatives who wish to send congratulatory messages.
6. Names and addresses of graduates requested by bona fide educational institutions who seek to inform graduates of transfer opportunities and other educational options.

Not to be released:
• Address and telephone numbers.
• Grades, test scores, averages, academic status, or terms of suspension/ dismissal.
• Date or place of birth.
• Health status, attendance, course work, or disciplinary action.

Red Flag1: A telephone request for information about a student's educational records is received.

Response: Staff should be guided by FERPA regulations in responding to telephone inquiries. When in receipt of a phone call regarding a student, the College staff member must first determine if the student has placed a block of any disclosure of information on their educational records. If there is a block, the staff member may not even acknowledge if the individual is a student or not. The caller should be directed to the FERPA Officer (The Registrar of the college or his or her designee).

Even if there is no block, the identity of a caller is difficult to determine, College staff must only release information related to College policies and procedures that apply to all students to assist in answering the caller's questions. When pressed for more specific information, explain the limitations of FERPA. Callers with specific questions about FERPA regulations should be directed to the College website for additional information or referred to the College FERPA Officer (The Registrar of the College or his or her designee).

Covered Account: Academic Advising Office

Responsible Staff: Academic Advising Staff

Background: Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued photo Identification when requesting advising services.

Red Flag 1: Insufficient or suspicious identification is presented by student who is requesting academic advising services.

Response: Withhold services until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name in the Banner system.

Response: Withhold assistance until the student can show identification as described above with the same name that is in the Banner system**.**

Red Flag 3: Student cannot come in person to an academic advising session.

Response: In the event that a student is unable to attend an academic advising session in person, a phone conversation providing general information can transpire. Final course recommendation and/or registration pin# can only be communicated via the SUNY Orange student email.

Covered Account: Office of Admissions

Responsible Staff: Office of Admissions

Background: New, Transfer and Re-admit Students are required to present an Orange County Community College Identification Card, driver's license, or other government issued photo Identification when requesting information regarding their *application status* in person.

Red Flag 1: Insufficient or suspicious identification is presented by student who is requesting information regarding their application status.

Response: Withhold services until the student's identity has been established with acceptable documentation as described above.

Red Flag 2: Student presents identification with a name that does not match the name in the Banner system.

Response: Withhold assistance until the student can show identification as described above with the same name that is in the Banner system.

Red Flag 3: Student calls over the phone to access information regarding their application status.

Response: Staff should be guided by FERPA regulations in responding to telephone application inquiries. When in receipt of a phone call regarding a student the college staff member must first determine the student's identity by asking the applicant their student ID#, date of birth and address. Information may not be released to guidance counselors, parents, or any third parties regarding the student's application status.

Callers with specific questions about FERPA regulations should be directed to the College website for specific or referred to the College FERPA Officer.

Information relating to the students application can only be provided to the student after verifying specific information only by the student.