

<p>Ulster County Community College Board of Trustees</p> <p>Title: Ratification of Resolution #15-8-100 Travel Beyond Limit – OPAP Pursuant to Board Policy 1.1 ARTICLE V 2.c</p> <p>Resolution # 15-8-101</p>	<p>Agenda Item:</p> <p>2.c.1.</p>
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Resolution:

WHEREAS, by Executive Committee Action taken on the 30th day of July 2015, a copy of which is attached hereto, Resolution #15-8-100 was approved, and

WHEREAS, said Executive Committee Action requires Board ratification of said action pursuant to Board Policy 1.1 ARTICLE V 2.c, now therefore be it

RESOLVED, that the Board of Trustees does hereby ratify and confirm said Executive Committee Action.

Submitted by:
Christopher Marx
 Title:
Dean of Continuing & Professional Education
 Signature _____ Date _____

Approved by:
Alan P. Roberts
 Title:
President
 Signature _____ Date _____

<p>Ulster County Community College Board of Trustees</p> <p>Title: Travel Beyond Limit - OPAP Resolution # 15-8-100</p>	<p>Agenda Item:</p>
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Resolution:

WHEREAS, the Dean of Continuing & Professional Education recommends, and the President concurs, and

WHEREAS, the Ulster County Community College Board of Trustees will not meet as a full Board until August 18, 2015, and

WHEREAS, the by-laws of the Board of Trustees of Ulster County Community College, Article V 2.c., authorizes the Executive Committee, consisting of the officers of the Board of Trustees, subject to ratification at the next regular meeting of the Board, to exercise, through the Board Chairman, the powers of the Board and, when the Chairman deems that emergency conditions exist, undertake immediate action, and

WHEREAS, the Board Chairman hereby declares that an emergency condition exists with respect to this matter, and

WHEREAS, the Board Chair has consulted with the Executive Committee, now therefore be it

RESOLVED, that the Executive Committee, acting through the Board Chairman, subject to ratification at the next regular meeting of the Board hereby approves the long distance travel of Vanessa Primus, SBDC Outreach Counselor for Special Projects, to attend International Documentation training, August 10 through August 12, 2015, provided by the South Carolina District Export Council in Columbia, South Carolina.

Background and Implications:

On July 24, 2015, the Small Business Administration informed SUNY Ulster's SBDC that funds were available for this training and that Vanessa Primus was invited to attend to represent our SBDC region.

This training will allow Ms. Primus to obtain recertification as a Global Business Professional from NASBITE International, which will increase the ability of the Mid-Hudson SBDC to assist small business owners who wish to engage in international trade.

There will be no cost to the College. All expenses will be paid by the Central Office of the NYS SBDC.

Submitted by:
Christopher Marx
Title:
Dean of Continuing & Professional Education
Signature _____ Date _____

Approved by:
Alan P. Roberts
Title:
President
Signature _____ Date _____

<p>Ulster County Community College Board of Trustees</p> <p>Title: Probationary Reappointment - OPAP Resolution #15-8-102</p>	<p>Agenda Item:</p> <p>2.c.2.</p>
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Resolution:

WHEREAS the Vice President and Dean of Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, and Educational Programs and Services committee has met and concurs, now therefore, be it

RESOLVED, that the Board of Trustees approves the probationary reappointment of Matthew Brennie, Assistant Dean of Student Services and Athletic Director, OPAP Level V, Rank of Instructor, at a base annual salary of \$75,000, effective September 1, 2015, through August 31, 2016, plus future contractual increases, contingent upon funds being available in the College ~~and grant~~ budgets, and be it further

RESOLVED, that the granting of this probationary reappointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Background and Implications:

Mr. Brennie began in this capacity June 1, 2015. He received his BA in Communications from Wake Forest University, his MS in Childhood Education from Mount St. Mary College and a graduate degree certificate in Athletic Administration from American Public University. He has served as the interim director and then the director of the College's Student Support Services grant since May 2014 and has served as a counselor in the program since 2011. Mr. Brennie has also been an adjunct faculty member, teaching freshman seminar for the last four years.

I heartily recommend his reappointment.

Submitted by:
Ann M. Marrott
Vice President and Dean of Enrollment Management
Title

Signature

Approved by:
Alan P. Roberts
President
Title

Signature

<p>Ulster County Community College Board of Trustees</p> <p>Title: Term Reappointment - OPAP Resolution #15-8-103</p>	<p>Agenda Item:</p> <p>2.c.3.</p>
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Resolution:

WHEREAS, the Vice President and Dean for Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED, that Lynn Corcoran Johnston, receive a term reappointment as Interim Director of Student Support Services, OPAP Level IV, Rank of Assistant Professor, effective September 1, 2015, until a permanent replacement is found or until further action by the Board, at a base annual salary of \$62,975, prorated for the period, plus future contractual increases, contingent upon funds being available in the grant budget.

Background and Implications:

Ms. Johnston was appointed Interim Director, Student Support Services April 2011 per Res. #11-4-56, Director of Student Support Services in September 2011 per Res. #11-8-122 and previously served as Interim Coordinator, Student Support Services since September 2009. She received her B.A. Degree from Fordham University in History, 1984 and M.S.T. Degree from SUNY New Paltz in Education, 2006.

The search for a Director of Student Support Services will begin Fall 2015.

Submitted by:
Ann M. Marrott
Vice President and Dean of Enrollment Management
Title

Signature

Approved by:
Alan P. Roberts
President
Title

Signature

<p>Ulster County Community College Board of Trustees</p> <p>Title: Term Reappointment – OPAP Resolution # 15-8-104</p>	<p>Agenda Item:</p> <p>2.c.4.</p>
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Resolution:

WHEREAS the Dean of Continuing & Professional Education recommends, and the President concurs, and

WHEREAS, the Personnel, and Educational Programs and Services committee has met and concurs, now therefore, be it

RESOLVED, that the Board of Trustees hereby approves the term reappointment of Vanessa Primus, Outreach Counselor for Special Projects, OPAP level III, Rank of Instructor, to work 35 hours per week, effective October 1, 2015, through **October 30, 2016**, at a base annual salary of \$52,500, plus future contractual increases, contingent upon funds being available in the grant budget, and be it further

RESOLVED, that the granting of this term reappointment herein is not deemed to be a guarantee of employment for the duration of the term. This position is "at-will" and Ulster County Community College retains the right to terminate the appointment without cause.

Background and Implications:

At the direction of Governor Andrew Cuomo, the Mid-Hudson Region SBDC established an office to assist small businesses affected by Super Storm Sandy, Hurricane Irene, and/or Tropical Storm Lee. This effort is being known as the New York State Small Business Storm Recovery Program. Ms. Primus has been approved as the advisor to lead this new initiative.

In this capacity, Ms. Primus reaches out to potential victims, assesses needs, assists with the application process, provides general counseling and specialized procurement counseling, conducts training events and informational seminars, as well as manages the program.

An accounting fund has been established for this purpose, covering Ms. Primus' salary and benefits, as well as allocations for travel, supplies, and other incidentals. Funding has been approved through November 30, 2016.

Submitted by:
Christopher Marx
Title:
Dean of Continuing & Professional Education
Signature _____ Date _____

Approved by:
Alan P. Roberts
Title:
President
Signature _____ Date _____

Ulster County Community College Board of Trustees Title: Retrenchments & Retirements - OPAP Resolution # 15-8-105	Agenda Item: 2.c.5.
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WHEREAS, the College's previous administration presented a budget for 2015-2016 that included the discontinuation of positions via retrenchment and/or retirement of full-time staff and changes to grant funded status and/or reductions in hours of part-time staff, and

WHEREAS, the SUNY Ulster Board of Trustees approved the College's 2015-2016 budget via Resolution # 15-7-98 Approval of 2015 – 2016 Budget – Unrestricted and Restricted Funds, and

WHEREAS, the Ulster County Legislature approved the College's 2015-2016 budget via County Resolution #276, and

WHEREAS, the College's administration has had subsequent discussions on the personnel actions listed and priorities, and

WHEREAS, the President concurs that there is a need for the below personnel actions to be implemented, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the following personnel changes for full-time staff members:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
Leslie Davis	Assistant to the Registrar	Retirement	August 31, 2015
Judith Kuhns	Assistant Librarian – Tech Services	Retrenchment	August 31, 2015
John Murphy	Web Coordinator		

Background and Implications:

The following retrenchments, changes to grant funded status and reductions in hours of part-time staff are also included in the 2015-2016 budget:

<u>Name</u>	<u>Position</u>	<u>Status</u>	<u>Effective Date</u>
Tamara Katzowitz	Asst. Librarian – Reference	Retrenchment	September 1, 2015
Richard Phillips	Asst. Librarian – Reference	Retrenchment	September 1, 2015
Deborah O'Connor	Assoc. Dean of Continuing & Professional Education	to grant funded status	September 1, 2015
Michele Richards	Program Coordinator	to grant funded status	September 1, 2015
E. Margaret Garvila	Program Coordinator	reduced hours	September 1, 2015
Suzu Jeffers	Gallery Coordinator	reduced hours	September 1, 2015

Submitted by:

Alan P. Roberts

Title:

President

Signature _____ Date _____

Approved by:

Alan P. Roberts

Title:

President

Signature _____ Date _____

Ulster County Community College Board of Trustees Title: Retirement & Distinguished Staff Designation – CSEA Resolution # 15-8-106	Agenda Item: 2.c.6.
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Resolution:

WHEREAS, the following staff member met the provisions for retirement and notified the College of her decision to retire on June 19, 2015, and

WHEREAS, the Dean of Administration recommends and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts with regret, the resignation, for retirement purposes, of Ms. Suzanne North, Receptionist with Typing, and be it further

RESOLVED, that the Board of Trustees hereby recognizes Ms. North as a Distinguished Staff Member and confers the following privileges upon her retirement:

- use of library services,
- invitation to participate in commencement and other academic programs,
- invitation to represent the College in professional groups,
- use of tuition waivers for Ulster County Community College courses (Additional fees assessed relating to external vendor or contracted costs for credit free tuition charges are not subject to waivers and must be paid by the Distinguished Staff member.),
- inclusion of name in the official College catalog,
- access to the College’s computer services, including access to the internet and library/information packages available to all College faculty and staff at no additional expense to the College, and
- faculty/staff parking permit.

Background and Implications:

Ms. North joined the College Staff in 2000.

Submitted by:
W. John Dunn
Interim Dean of Administration
 Title

Approved by:
Alan P. Roberts
President
 Title

 Signature Date

 Signature Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Retirement & Distinguished Staff Designation – CSEA Resolution # 15-8-107</p>	<p>Agenda Item:</p> <p>2.c.7.</p>
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Resolution:

WHEREAS, the following staff member met the provisions for retirement and notified the College of her decision to retire on July 31, 2015, and

WHEREAS, the Dean of Administration recommends and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts with regret, the resignation, for retirement purposes, of Ms. Shirley Rion, Cleaner, and be it further

RESOLVED, that the Board of Trustees hereby recognizes Ms. Rion as a Distinguished Staff Member and confers the following privileges upon her retirement:

- use of library services,
- invitation to participate in commencement and other academic programs,
- invitation to represent the College in professional groups,
- use of tuition waivers for Ulster County Community College courses (Additional fees assessed relating to external vendor or contracted costs for credit free tuition charges are not subject to waivers and must be paid by the Distinguished Staff member.),
- inclusion of name in the official College catalog,
- access to the College’s computer services, including access to the internet and library/information packages available to all College faculty and staff at no additional expense to the College, and
- faculty/staff parking permit.

Background and Implications:

Ms. Rion joined the College Staff in 1990.

Submitted by:
W. John Dunn
Interim Dean of Administration
Title

Approved by:
Alan P. Roberts
President
Title

Signature Date

Signature Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Retirement & Distinguished Staff Designation – CSEA Resolution # 15-8-108</p>	<p>Agenda Item:</p> <p>2.c.8.</p>
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Resolution:

WHEREAS, the following staff member met the provisions for retirement and notified the College of her decision to retire on July 27, 2015, and

WHEREAS, the Dean of Administration recommends and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees hereby accepts with regret, the resignation, for retirement purposes, of Ms. Beverly Smith, Cleaner, and be it further

RESOLVED, that the Board of Trustees hereby recognizes Ms. Smith as a Distinguished Staff Member and confers the following privileges upon her retirement:

- use of library services,
- invitation to participate in commencement and other academic programs,
- invitation to represent the College in professional groups,
- use of tuition waivers for Ulster County Community College courses (Additional fees assessed relating to external vendor or contracted costs for credit free tuition charges are not subject to waivers and must be paid by the Distinguished Staff member.),
- inclusion of name in the official College catalog,
- access to the College’s computer services, including access to the internet and library/information packages available to all College faculty and staff at no additional expense to the College, and
- faculty/staff parking permit.

Background and Implications:

Ms. Smith joined the College Staff in 1986.

Submitted by:
W. John Dunn
Interim Dean of Administration
 Title

Approved by:
Alan P. Roberts
President
 Title

 Signature Date

 Signature Date

Ulster County Community College Board of Trustees Title: Resignation – OPAP Resolution #15-8-109	Agenda Item: 2.c.9.
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Resolution:

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees does hereby accept, with regret, the resignation of Beatrice Hamilton, Program Assistant Nursing, OPAP Level I, effective August 27, 2015.

Background and Implications:

Ms. Hamilton was granted a probationary appointment in September 2012. Ms. Hamilton is resigning in order to accommodate the need to live elsewhere.

Ms. Hamilton has her Associate in Science degree from SUNY Ulster County Community College and is presently working on her Bachelor of Science-Psychology/Human Services degree at SUNYU Empire State College. Ms. Hamilton previously held the position of Student Technology Coordinator in the Library from 2008-2012. Ms. Hamilton also was a Professional Tutor at SUNY Ulster from 2003-2008 and had previously worked as a Teaching Assistant at the Children’s Annex, Kingston, NY.

Submitted by:
 Kevin Stoner
 Dean of Academic Affairs

 Title

Approved by:
 Alan Roberts
 President

 Title

 Signature Date

 Signature Dat

<p>Ulster County Community College Board of Trustees</p> <p>Title: Resignation – OPAP Resolution #15-8-110</p>	<p>Agenda Item:</p> <p>2.c.10.</p>
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Resolution:

WHEREAS, the Vice President & Dean of Enrollment Management recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees does hereby accept, with regret, the resignation of Manuel Torres, Outreach to Veterans Coordinator, effective July 31, 2015.

Background and Implications:

Mr. Torres began at the College in October 2012 in a part time capacity to facilitate communication between veterans and SUNY Ulster’s student services and then on a full time basis since May 2014. He has served the college in an exemplary manner.

Mr. Torres’ salary was covered by a combination of the current College budget line for his existing part-time position and the SUNY T.E.A.M. grant, which was funded by the U.S. Department of Labor through Monroe Community College and due to expire in March 2016.

Submitted by:
Ann M. Marrott
Vice President and Dean of Enrollment Management
Title

Approved by:
Alan P. Roberts
President
Title

Signature Date

Signature Date

Ulster County Community College Board of Trustees Title: New Titles - OPAP Resolution # 15-8-111	Agenda Item: 2.c.11.
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Resolution:

WHEREAS, the Civil Service Law of the State of New York provides that the Board of Trustees of a community college, subject to the approval of the Chancellor of the State University of New York, shall determine which positions are in the professional services, and

WHEREAS, the President of the College has reviewed and recommends the following action, now, therefore, be it

RESOLVED, that the Board of Trustees of Ulster County Community College hereby approves the titles of:

- Assistant Coordinator of Technical Services
- Director of Student Support Services – Disabilities
- Program Assistant – Biological Sciences

And be it further

RESOLVED, that a copy of this Resolution be forwarded to the Office of the Chancellor of the State University of New York for her approval.

Submitted by:
W. John Dunn
Interim Dean of Administration
 Title

Approved by:
Alan P. Roberts
President
 Title

 Signature Date

 Signature Date

ASSISTANT COORDINATOR OF TECHNICAL SERVICES

UNIT: OPAP

LEVEL: 1

APPROVAL DATES:

BOT:

SUNY:

DEPARTMENT: COMMUNITY RELATIONS

INCUMBENT: VACANT

GENERAL STATEMENT: The Assistant Coordinator of Technical Services will report to the Coordinator of Campus Life and is responsible for technical assistance in all college venues and for all college special events.

GENERAL DUTIES

- 1) Assist in all technical aspects regarding the Quimby Theatre.
- 2) Act as the Facilities Supervisor for Quimby Theater
- 3) Provide services needed by community and campus groups using the Theatre, including setting up of sound equipment, lighting and other assistance in the use of the Theatre.
- 4) Coordinate and submit facilities applications for all groups (including internal groups) requesting use of the Quimby Theater.
- 5) Coordinate and arrange for audio and video scheduling, deliveries and equipment repair.
- 6) Monitor and evaluate all audio and video equipment to ensure productivity.
- 7) Provide services needed by the campus community for technical assistance in connection with all events including lighting, audio, video, sound and set-up and break-down requirements listed in the facilities applications for specific events.
- 8) Video record events to build archival DVD and oversee DVD production
- 9) Video record events and oversee Promo Production
- 10) Utilize technology to create a consistent historical data group for all facilities applications submitted.
- 11) Works with a variety of departments for proper event coordination including but not limited to Physical Plant, Public Safety, OIT, SGO/SAC and various outside contractors.
- 12) Ensures an efficient and friendly environment for the campus community and visitors using campus facilities.
- 13) Manages RFP solicitation process for logistic vendors and suppliers. Secures all required contracts, invoices, proof of insurance and other documentation as needed.
- 14) In conjunction with other staff, monitors and updates Vanderlyn tv monitor and digital signage near main entrance.
- 15) Assists Coordinator with creating and compiling pre and post event reports, evaluations and client summaries. Facilitate A/V needs for off campus events
- 16) Travel to, deliver, set up A/V & be present as tech figure for off campus events
- 17) Serve as Facilities Representative for College Events
- 18) Complete and submit facilities applications for college events
- 19) Draft and submit set up diagrams for college events
- 20) Coordinate with Plant Operations various aspects of the set up/breakdown process for college events
- 21) Lead venue walkthroughs and tours for college events for future and returning clients
- 22) Once the week is assessed and the demands are communicated to the Campus Life Manager: oversee and assign work hours to part time staff to assist in certain event preparation, the running of events & projects
- 23) Participate in planning committees for college events (Graduation, Open House)
- 24) Perform all other duties relating to the technical and coordination aspects of events as may be required through the Coordinator of Campus Life.
- 25) Hours of work will be considered flex hours due to the nature of events, which can take place during normal business hours, evenings, weekends and holidays

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred, Associate's degree required.
- Prior technical and videography experience required.
- Prior video editing experience required.
- Experience in event planning, production and coordination in a college setting.
- Skill in communicating the mission, critical success factors, objective, responsibilities, and competencies necessary to successful job performance.
- Ability to take initiative in fulfilling responsibilities and anticipating the needs of supervisors.
- Skill in representing the college in a positive image.
- Skill in organizing tasks, documents and materials with efficiency and accuracy.
- Ability to work collaboratively with colleagues, co-workers, and other campus departments.

PREFERRED QUALIFICATIONS: Experience with Excel, Photoshop, Adobe, video production, spreadsheets and databases.

DIRECTOR OF STUDENT SUPPORT SERVICES-DISABILITIES

UNIT: OPAP

LEVEL: 4

APPROVAL DATES:

BOT:

SUNY:

DEPARTMENT: VICE PRESIDENT & DEAN OF ENROLLMENT MANAGEMENT

INCUMBENT: TODD ZEFF

GENERAL STATEMENT: The Director of Student Support Services-Disabilities is responsible to the Associate Dean for Student Services for the supervision and continuing assessment of all services and support activities designed to assist the “in-need” students who comprise the project’s population. These “in-need” students include high-risk, low-income, handicapped, first-generation college students and English as a second language. In addition, student support services are provided to all other students in the College population as resources permit. The Director is also responsible for the management and planning of departmental activities, the preparation of the departmental budget, and the supervision of departmental personnel and programs.

EXAMPLES OF WORK PERFORMED:

1. Direct and supervise the Student Support Services Project to ensure that support services are provided to program participants and, as time permits, to other groups.
2. Recruit and evaluate staff including establishing hours for staff and approving all leave requests and overtime needs in accordance with College policies, and make recommendations for promotion.
3. Assess the eligibility of and select students for the project.
4. Plan for continued development of the project; develop long-range programming and staffing needs including contingency plans for financial curtailments.
5. Maintain effective communications with and coordinate efforts of other College offices working on admissions, counseling, financial aide and academic instruction.
6. Disseminate information and advise on trends and directions in the improvement of learning for the under prepared and disadvantaged student.
7. Participate in the design and development of in-service training programs including workshops for faculty on advisement.
8. Prepare performance and fiscal reports.
9. Conduct ongoing evaluations, including monitoring of the progress of all students, prepare summary evaluation report, and submit annual narrative report to grantor. Also prepare special reports relating to student support services.
10. Coordinate services for Student Support Services participants with disabilities.
11. Work with students in organized groups by teaching in the College Seminar and COS courses.
12. Design and participate in educational experiences, cultural and career workshops, and seminars for program participants.
13. Serve as student advocate and academic advisor for high-risk students.
14. Coordinate Early-Alert program.
15. Attend workshops, training conferences, seminars and other activities promoting innovation for the benefit of students and staff.
16. Prepare annual budget identifying staffing and other needs.
17. Evaluate staff and make recommendations for promotion.
18. Implement appropriate collective bargaining agreements.

MINIMUM QUALIFICATIONS: Master’s degree in Higher Education, Counseling, Education or a related field; experience working with the economically disadvantaged and the physically handicapped; three to five years’ experience in a supervisory capacity; and knowledge of testing and assessment.

PROGRAM ASSISTANT – BIOLOGICAL SCIENCES

UNIT: OPAP

LEVEL: 1

APPROVAL DATES:

BOT:

SUNY:

DEPARTMENT: BIOLOGICAL SCIENCES

INCUMBENT: MEGAN SHOWERS

GENERAL STATEMENT: The Program Assistant reports to the Chairperson of the Biological Sciences Department and is responsible for the coordination, implementation, and planning of administrative details such as requisition, inventory, and maintenance of equipment and supplies for the department.

EXAMPLES OF WORK PERFORMED:

1. Assist faculty with student advisement and retention efforts, including the maintenance of all files and records
2. Responsible for all clerical and research assistance
3. Responsible for all data collection, analysis, aggregation and trending of data
4. Assist with state and national program reports
5. Maintenance of contracts
6. Scheduling of clinical rotations
7. Maintenance of department website
8. Train, delegate, and supervise student aides, as needed
9. All other duties as assigned.

MINIMUM QUALIFICATIONS: Associate's Degree; strong computer skills, including database/spreadsheet knowledge; ability to work independently and with all levels of staff and faculty; excellent interpersonal skills.

PREFERRED QUALIFICATIONS: Bachelor's Degree; research background preferred.

<p>Ulster County Community College Board of Trustees</p> <p>Title: Travel Beyond Limit – Faculty</p> <p>Resolution # 15-8-112</p>	<p>Agenda Item:</p> <p>2.c.12.</p>
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Resolution:

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the long distance travel of Ms. Cornelia Denvir, Professor of Business and Collegian Coordinator, and Jennifer Kaufman, Associate Professor of English, to attend the NACEP (National Alliance of Concurrent Enrollment Partnerships) Annual Conference in Denver, Colorado, October 24 through October 27, 2015.

Background and Implications:

Ms. Denvir and Ms. Kaufman will be attending the NACEP Annual Conference to align SUNY Ulster’s Collegian practices with NACEP guidelines.

The approximate cost for both Ms. Denvir and Ms. Kaufman to attend this conference is \$3,560.

Submitted by:
Kevin Stoner
Dean of Academic Affairs
Title

Approved by:
Alan P. Roberts
President
Title

Signature Date

Signature Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Travel Beyond Limit - Faculty Resolution -15-8-113</p>	<p>Agenda Item:</p> <p>2.c.13.</p>
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Resolution:

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the long distance travel of Mindy Kole, Assistant Professor of Business,
to attend the NACCE 2015 Conference in Houston, Texas, October 11-14, 2015.

Background and Implications:

Ms. Kole will be presenting a workshop at the National Association of Community College Entrepreneurship conference. Ms. Kole has served on the national planning committee for the conference and has previously attended and presented at the national conference. The approximate cost of the trip will be \$1,564.

Submitted by:
Kevin Stoner
Dean of Academic Affairs

Signature Date

Approved by:
Alan P. Roberts
President

Signature Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Travel Beyond Limit - Faculty</p> <p>Resolution -15-8-114</p>	<p>Agenda Item:</p> <p>2.c.14.</p>
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Resolution:

WHEREAS, the Dean of Academic Affairs recommends, and the President concurs, and

WHEREAS, the Personnel, Educational Programs and Services Committees have met and concur, now, therefore, be it

RESOLVED, that the Board of Trustees approves the long distance travel of Patricia Phelan, Assistant Professor of Business, to attend the COIL Latin American Academy #3 Fellows Program, Cuernavaca Conference, in Mexico, September 18 through 21, 2015.

Background and Implications:

Ms. Phelan will be attending the conference to gain information on transforming a class room through international collaboration for Spring 2016 (Business Communications course) on campus. The travel costs are funded by COIL and the Santander Bank Grant. There will be no cost to the College.

Submitted by:

Kevin Stoner

Dean of Academic Affairs

Title

Signature

Date

Approved by:

Alan P. Roberts

President

Title

Signature

Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Travel Beyond Limit - OPAP Resolution # 15-8-115</p>	<p>Agenda Item:</p> <p>2.c.15.</p>
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Resolution:

WHEREAS the Dean of Continuing & Professional Education recommends, and the President concurs, and

WHEREAS the Personnel, Educational Programs and Services Committee has met and concurs, now, therefore, be it

RESOLVED that the Board of Trustees hereby approves the following long distance travel:

Arnaldo Schwerert, Regional Director of the Mid-Hudson SBDC, to participate in the SBNA: Small Business Network of the Americas, September 27 through October 3, 2015, at the Instituto Tecnologico y de Estudios Superiores de Occidente – ITESO, in Guadalajara, Mexico.

Background and Implications:

Dr. Schwerert has been invited by the U.S. State Department to participate in the SBNA: Small Business Network of the Americas, a White House initiative that is working to support the creation of community-based centers that help business people succeed and create jobs in our hemisphere. This visit will be a continuation of the fellowship program that began last year when the Mid-Hudson Region SBDC hosted a fellow from Caracas, Venezuela.

There will be no cost to the College. All expenses will be paid by the NYSBDC Albany Central Office.

Submitted by:
Christopher Marx
Title:
Dean of Continuing & Professional Education
Signature _____ Date _____

Approved by:
Alan P. Roberts
Title:
President
Signature _____ Date _____

<p>Ulster County Community College Board of Trustees</p> <p>Title: Amendment to Resolution #15-5-71 Tuition & Fee Schedule and Student Refund Policy - 2015 – 2016</p> <p>Resolution #15-8-116</p>	<p>Agenda Item:</p> <p>2.c.16.</p>
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WHEREAS, the Board of Trustees approved a complete schedule of tuition and fees for the 2015-2016 academic year via Resolution #15-5-71, and

WHEREAS, the Interim Dean of Administration has received requests for recommended amendments to the Tuition & Fee Schedule & Student Refund Policy 2015-2016, and

WHEREAS, the President concurs, now, therefore, be it

RESOLVED, that the Board of Trustees hereby approves the amendment of Resolution # 15-5-71 Tuition & Fee Schedule & Student Refund Policy 2015-2016 to include the following changes:

Fee Changes

Collegian Student	\$60 \$ 55
Nursing ATI Testing/Lab Fee	
Semester 2 NUR154	\$133 \$158
Semester 4 NUR254	\$125-\$150

Background and Implications:

The Collegian program fee will go from \$60 to \$55 and the Nursing ATI Testing/Lab Fees for semesters 2 and 4 will increase by \$25.00 (semester 2 NUR 154 from \$133 to \$158 and semester 4 NUR 254 from \$125 to \$150).

Submitted by:
W. John Dunn
Interim Dean of Administration
Title

Approved by:
Alan P. Roberts
President
Title

Signature Date

Signature Date

ULSTER COUNTY COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE 2015-2016
Amended August 18, 2015

TUITION

All Tuition and fees are subject to change without notice

Full-Time Students:

Full-time student (12 credits or more).....\$2,115 per semester *

*Applies to all Ulster County residents. Residents of other New York State Counties must provide Certificate of Residency from their county at registration to obtain this rate.

All other students (full-time)\$4,230 per semester

Part-Time Students:

Part-time student (fewer than 12 credit hours)\$159 per credit hour *

*Applies to all Ulster County residents. Residents of other New York State Counties must provide Certificate of Residency from their county at registration to obtain this rate.

All other students (part-time)\$318 per credit hour

Special Student Tuition:

Collegian Student	\$	60 \$55	per credit hour
Winternet	\$	95	per credit hour

ULSTER COUNTY COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE 2015-2016

Amended August 18, 2015

FEES

Student Services Fees:

Late Registration Fee (per semester).....	\$ 100
Late Payment Fee.....	\$ 50
Transcript Fee	\$ 8
Credit by Examination/Learning Experience (per course)	\$ 100
SUNY Learning Network Fee (per credit hour).....	\$ 10
Full-Time Student Activity Fee (per semester)	\$ 65
Part-Time Student Activity Fee (per semester)	\$ 15
Compulsory Accident Insurance Fee (Fall & Spring/Summer)	\$8.00/4.00
Ulster County Employee Mandatory Fee (per course)	\$ 65

Other Fees:

Printing Fee (After initial allocation):

Standard 8½ x 11 paper size printing	\$ 0.10
(per page for single sided black and white prints)	
Single sided color prints (per page).....	\$ 0.40
Duplex (two-sided) printing, where available, will be discounted 40 percent. A single sheet of double-sided print counts as two pages (\$0.20) Discounted 40% (\$0.08) for a total charge.....	\$ 0.12
Plotters per square foot for color prints	\$ 0.75
Plotters per square foot for black & white prints.....	\$ 0.50

Fax Fee

First Page	\$ 1.25
Second page	\$ 1.25
Each additional page	\$ 0.50

Lost/ Damaged Materials (Library books, flash drives, headphones calculators, etc.)	Replacement Cost
Nursing Pre-Test Fee.....	\$ 70
Technology Fee (per course)	\$ 65
Laboratory Fee (per course)	\$ 35
Returned Insufficient Funds Check Fee.....	\$ 25

ULSTER COUNTY COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE 2015-2016

Amended August 18, 2015

Parking Violations

Unauthorized Handicap Parking	\$ 95
Obstructing Fire Hydrant/Lane.....	\$ 50
Failure to Obey Traffic Control Device.....	\$ 20
Unsafe Vehicle Operation.....	\$ 25
All other parking violations (no permit, parked in no parking zone/roadway, parked in restricted space, obstructing traffic)	
First Violation	\$ 10
Second Violation of the same type.....	\$ 20
Third Violation of the same type.....	\$ 40
Forth Violation of the same type	\$ 80

Replacement Fees for:

Diploma	\$ 50
ID Card	\$ 10

ULSTER COUNTY COMMUNITY COLLEGE

TUITION AND FEES SCHEDULE 2015-2016

Amended August 18, 2015

Program/ Course Specific Fees:

Nursing/Vet Tech Insurance (per semester)	\$ 10
Music Lab Fee	
MUS126 or MUS 127	\$ 280
MUS128 or MUS129	\$ 560
Art Lab Fee (per course)	
ART 130, 131, 161, 262	\$ 40
ART 263	\$ 50
Communications Fee	
COM 227	\$ 40
Fashion Design Fee (per course)	\$ 160
Placement Testing Fee (Non-SUNY Ulster Students).....	\$ 25
Physical Education Lab Fee (per course)	
PED 260 Ski/ Snowboarding.....	\$ 85
PED 132/ REC 132 Lifeguard Training	\$ 75
All Other PED Classes	\$ 25
HEA 117 Emergency Care & First Aid.....	\$ 45
Network Administration Course Fee Cisco (per course).....	\$ 125
Network Administration Course Fee Microsoft (per course).....	\$ 65
Nursing ATI Testing/Lab Fee for the 4 semesters	
Semester 1 NUR152 \$163	Semester 2 NUR154 \$133 \$158
Semester 3 NUR252 \$125	Semester 4 NUR254 \$125 \$150
HEA 117 First Aid & CPR Certificates	\$ 30
VET TECH Lab Fee (per course)	
VTS 151, 152, 256.....	\$ 50
VTS 253, 254, 159.....	\$ 75
VTS 258.....	\$ 450
Vet-Tech Pre-Test Fee (TEAS V – Allied Health)	\$ 71
Vet-Tech Exit Exam.....	\$ 45
VTS 257	\$ 1000

ULSTER COUNTY COMMUNITY COLLEGE
TUITION AND FEES SCHEDULE 2015-2016
Amended August 18, 2015

Noncredit Service Fees:

Transfer from one Defensive Driving class or 5 Hour Pre-licensing class to another when less than one week prior to the start of class	\$ 10
Issuance of a temporary Defensive Driving Completion Certificate prior to the receipt of the official National Safety Council Certificate.....	\$ 10
Transfer from one Defensive Driving course or 5 Hour Pre-licensing class to another after start date	\$ 15

Replacement Fee for:

MV278 (Pre-licensing Certificate) 5 Hour Pre-licensing students	\$ 15
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New York State Drinking Driver Program re-entry Fee.....	\$ 50
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Administrative fee for student cancellation less than one week prior
to the start of class (for grant-funded courses or tuition covered through a contract between the College and a third party, the fee policy may be
adjusted according to the conditions or provisions of the contract)..... 25% of class fee up to a maximum of \$50

ULSTER COUNTY COMMUNITY COLLEGE

REFUND POLICY 2015-2016

Amended August 18, 2015

Full-time and Part-time Credit Students (Regular Semester)

Tuition and fees are refundable in accordance with the following schedule provided a student officially withdraws from the College:

	<u>Tuition</u>	<u>Fees</u>
Withdrawal before classes begin	Full refund	Full refund
Withdrawal on the 1 st day of classes	Full refund	Full refund
Withdrawal during first week of classes	75%	No refund
Withdrawal during second week of classes	50%	No refund
Withdrawal during third week of classes	25%	No refund
After third week of classes	No refund	No refund

Part-time Credit Students (Summer Session)

	<u>Tuition</u>	<u>Fees</u>
Withdrawal before classes begin	Full refund	Full refund
Withdrawal on the 1 st day of classes	Full refund	Full refund
Withdrawal during first week of classes	50%	No refund
After first week of classes	No refund	No refund

Express Semester (Within Fall and Spring Semester)

	<u>Tuition</u>	<u>Fees</u>
Withdrawal before classes begin	Full refund	Full refund
Withdrawal on the 1 st day of classes	Full refund	Full refund
Withdrawal during first week of classes	50%	No refund
Withdrawal during second week of classes	25%	No refund
After second week of classes	No refund	No refund

Federal Financial Aid (Title IV) Refund Regulation

The earning of federal financial aid is determined by the federal policy. If a student withdraws from the College prior to completing 60% of the semester, the federal government does not view the student as having “earned” all of the funds awarded. In that instance, the College is required to return the “unearned” portion of the aid to the government.

Federal regulations govern the return of Title IV funds (Federal Direct Student Loans, Pell, SEOG) for students who completely withdraw from SUNY Ulster prior to the 60% completion point. The percentage of the period that the student was enrolled is determined by dividing the number of days the student attended by the number of days in the semester. Calendar days are used, but breaks of at least five days are excluded from the calculation. In the case of “aid not earned” in federally funded grants or loans, the student is expected to repay the “unearned” portion to the College. (This policy is based on 34 CFR, Section 668.22 of Title IV of the Higher Education Act of 1965, as amended.)

<p>Ulster County Community College Board of Trustees</p> <p>Title: Six Year Capital Program 2016 – 2021</p> <p>Resolution # 15-8-118</p>	<p>Agenda Item:</p> <p>2.c.17.</p>
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Resolution:

WHEREAS, the County of Ulster and the State University of New York require the submission of an annual six-year capital plan, and

WHEREAS, the College Administration and Architect developed a Master Plan Update to be submitted to the Board of Trustees, the Ulster County Legislature, and the State University of New York Trustees, and

WHEREAS, the College intends to file its Master Plan Update with the State University of New York and Ulster County Legislature, and request both bodies approve the entire \$14,462,651 million dollar capital program, and,

WHEREAS, the College has prioritized the projects in the first phase over a period of six years, now, therefore be it

RESOLVED, that the Board of Trustees does hereby recommend the following 2016-2021 Capital Program for submission to Ulster County and the State University of New York for appropriate funding:

Master Plan Update:

Year 1	\$24,487,450	\$ 13,040,651
Year 2	\$12,015,700	\$ 300,000
Year 3	\$11,212,700	\$ 350,000
Year 4	\$ 7,320,700	\$ 250,000
Year 5	\$ 1,149,700	\$ 522,000
Total	<u>\$66,184,150</u>	<u>\$ 14,462,651</u>

Background:

Annually, the College provides a long-term request for Calendar Year Capital Funds to Ulster County covering a six-year period. The current request covers calendar years 2016 through 2021.

Submitted by:
W. John Dunn
Interim Dean of Administration
Title

Approved by:
Alan P. Roberts
President
Title

Signature Date

Signature Date

Ulster County Community College Board of Trustees Title: Graduation List, Summer 2015 Resolution # 15-8-120	Agenda Item: 2.c.18.
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Resolution:

WHEREAS the Board of Trustees has the authority to award degrees and diplomas to those meeting the necessary requirements, now, therefore, be it

RESOLVED, that the President be, and hereby is, authorized to confer degrees and diplomas upon candidates designated in the listing attached hereto who have completed all graduation requirements, subject to the recommendation of the faculty of Ulster County Community College, and subject to such changes as may be made by faculty resolution at a subsequent date.

Submitted by:
Alan P. Roberts
 Title:
President
 Signature _____ Date _____

Approved by:
Alan P. Roberts
 Title:
President
 Signature _____ Date _____

ULSTER COUNTY COMMUNITY COLLEGE

SUMMER 2015 GRADUATION LIST

?

Associate in Applied Science

Cody Ryan Artist
Shalawn L Brown
Jason Alexander Farrell
Ryan Lyle Gouveia
Paloma Grate
Matthew F Hill
Chantelle Renee James
Barbaramarie McClinton
Chrystal Picknell
Victoria G Plant
Broderic William Walshe

?

Associate in Arts

Rebecca Kelly Carroll
Lindsay Marie Hamilton
Dana Bahnei Pierce
Delaney Anna Daliaferro

?

?

Associate in Science

Justine Lynn Avery
Rachel Elizabeth Bell-Tubby
Chara C Boice
Valerie Anne Bonavito
Selyna Brown
Zachary C Bundschuh
Thamar Burke
Ryan Lynn Cargill
Tyler C Carlson
Andrew Castano
Cody Thomas Challen
Ann-Marie Cusack
Sean Joseph DeBrosky
Daniel W Donaldson
Argyris Nikolaos Dinoris
Michael Paul Fuoco
Laura Grace Holloran
Sabrena C Johns

?

?

Associate in Science, Cont'd

Aadil Farooq Mallick
Andre Vincent Manginelli
Dominique Frances Mann
William Daniel Manning
Forrest Guy Miller
Alyssa M Murtagh
Meghan Leigh Packard
Cody Tyler Phillips
Brianna Margaret Plonski
Jack Anthony Pontillo
Gene M Rios
Chester DeWitt Rose
Michael William Ryan
Phway Sandi San
Alexander James Seaman
Andrew S Shelton
Karlie Rose Stefanowicz
Conner Otto Stenglein
Tyler David Edward Swinden
Donard Kevin Timbrouck
Theresa G Venditti

Certificate

Juan Carlos Alonzo
Sean Hastings Bailey
Wytoskia Terrell Baity
Shalawn L Brown
Nicholas Matthew Carmine
Kevin Miguel Crespi
Jamie Lynn Crofoot
Aaron Don Cuadrado
Katherine V Davies
Jason Alexander Farrell
Travis Savago Garcia
Ryan Lyle Gouveia
Paloma Grate

?

?

Certificate, Cont'd

Cody W Harder
Kyle Robert Hassett
Nicholas James Annuzzi
Jeffrey A Dayson
Dylan Isaac Osolin-Peter
Daniel Robert Killian
Daniel V Kopec
Michael John Lorino
Mark S Mauro
Adam David Montfort
Lashawn Moorero
Janae Kathleen Myers
Kristine Leigh Peterson
Karl Creighton Pfister
Evan James Redmond
Michael Giovanni Roberto
Richard Daniel Santiago
Kimberly Anne Scott
Alyssa M Sottile
Alexander A Torres
David Michael VanDeMark
Broderic William Walshe

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?

We respectfully submit the foregoing candidates for graduation as of this date,

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the 18th day of August, two thousand fifteen.

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Debra Miller, Registrar _____ Dr. Alan P. Roberts, President

?

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With Honor # High Honor + Phi Theta Kappa

<p>Ulster County Community College Board of Trustees</p> <p>Title: Lease – Kingston Center of SUNY Ulster</p> <p>Resolution # 15-8-117</p>	<p>Agenda Item:</p> <p>11.a.</p>
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Resolution:

WHEREAS, the Ulster County Legislature passed Resolution #280 (*Authorizing The Chairman of the Ulster County Legislature to Enter Into a Lease Agreement with Ulster County Community College for the SUNY Ulster Extension Center located at 94 Mary's Avenue in the City of Kingston*) at the July 21, 2015, Ulster County Legislative meeting, and

WHEREAS, the President needs authorization to sign the attached lease, and

WHEREAS, the lease has been reviewed by the College Attorney, now, therefore be it

RESOLVED, that the Board of Trustees hereby authorizes the President to enter into a lease with the County of Ulster for the Kingston Center of SUNY Ulster in form as attached, or as modified by the College Attorney.

Submitted by:

W. John Dunn

Dean of Administration

Title

Approved by:

Alan P. Roberts

President

Title

Signature

Date

Signature

Date

<p>Ulster County Community College Board of Trustees</p> <p>Title: Board of Trustees Policy 3.21 Child Protection Policy</p> <p>Resolution # 15-8-119</p>	<p>Agenda Item:</p> <p>11.b.</p>
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Resolution:

WHEREAS, SUNY has instituted a Child Protection Policy which applies to all State-Operated campuses, and

WHEREAS, SUNY has recommended that Community Colleges consider the issues addressed by the Child Protection Policy and, to the extent deemed appropriate by the individual Community College Boards of Trustees implement a Child Protection Policy, and

WHEREAS, the College Attorney has reviewed and approved the policy, now therefore be it

RESOLVED, that the Board of Trustees of Ulster County Community College hereby adopt Board Policy 3.21 Child Protection Policy as attached.

Submitted by:

Ann M. Marrott

Vice President and Dean of Enrollment Management

Title

Approved by:

Alan P. Roberts

President

Title

Signature

Date

Signature

Date

Policy Section	
3.21	CHILD PROTECTION POLICY

A. SUMMARY

Individuals must conduct themselves appropriately with children who participate in College-related programs and report instances or suspicion of physical or sexual abuse of children.

B. POLICY

The College is committed to protecting the safety and well-being of children who participate in College-related programs and activities, whether on or off campus, or utilize College facilities for activities including, but not limited to, sports camps, academic and personal enrichment programs and research studies.

C. DEFINITIONS:

Covered Activity: A program or activity sponsored or approved by the College or a College-affiliated organization, or an activity conducted by a vendor, licensee or permittee for which a license or permit for use of College facilities has been approved, occurring on or off campus, for the duration of which the responsibility for custody, control and supervision of children is vested in the College, College-affiliated organization or the vendor, licensee or permittee so approved. This policy is not applicable to the College on-campus Children’s Center.

Covered Person: A person who is responsible for the custody, control or supervision of children participating in the Covered Activity and who is:

- (i) an employee of the College or College-affiliated organization;
- (ii) a College student;
- (iii) a volunteer of the College or College-affiliated organization;
- (iv) a vendor, licensee, permittee or other person, who is given permission to come onto campus or to use College facilities for Covered Activities; or
- (v) an employee, agent or volunteer of (iv) above.

Child: An individual under the age of seventeen years, who is participating in a Covered Activity. The term “child” shall not include a matriculated student of the College or a person accepted for matriculation.

Children’s Camp: A camp defined under New York Public Health Law §1392.

Physical Abuse: Physical contact with a child by a covered person which is intended to cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

Sexual Abuse: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the NYS Penal Law Articles 130, 263, and Sections 260.10 and 260.25, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault

against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by New York State Penal Law Articles 130, 263 and Section 260.10.

Responsible College Official: The employee of the College or College-affiliated organization, who has been designated by the College under Section G, College Responsibilities.

College-Affiliated Organization: The Ulster Community College Association, Inc., the Ulster Community College Foundation, Inc., and any other entity so designated by the College President.

D. PROHIBITED CONDUCT

A Covered Person shall not:

1. 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 Section G.2 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.
2. Engage in physical abuse or sexual abuse of a child.
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities.
4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
6. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

E. REQUIRED CONDUCT

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse or prohibited conduct as defined herein.
2. Report immediately any suspected physical abuse or sexual abuse of a child to the College Public Safety Department, and provide to Public Safety a written report of suspected physical or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
3. Complete all required training developed pursuant to this Policy.
4. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

F. RESPONSIBLE COLLEGE OFFICIAL

A Responsible College Official shall:

1. Confirm that the requirements of this Policy have been communicated to Covered Persons (i) - (iii) prior to the commencement of a Covered Activity.

2. Confirm that New York Sex Offender Registry and National Sex Offender Public Registry searches (as described in College Responsibilities, below) have been obtained and reviewed for Covered Persons (i) - (iii) prior to the commencement of a Covered Activity.
3. Confirm that the completed Acknowledgement of the College's Child Protection form (available in Exhibit A of this policy) has been obtained from Covered Persons (iv) - (v) prior to the commencement of a Covered Activity.
4. Immediately report allegations of physical abuse or sexual abuse of a child to the Public Safety Department and complete and provide to the Public Safety a written report for each allegation of physical abuse or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under New York Social Services Law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
5. Notify and coordinate with appropriate College offices to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.
6. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization.

G. COLLEGE RESPONSIBILITIES

The College shall develop procedures to:

1. Designate a Responsible College Official for each Covered Activity.
2. Determine on a limited basis that the first sentence of section D.1 of this Policy, which prohibits a Covered Person from being alone with a child, shall not apply to certain Covered Activities when the pedagogical or health-related nature of the Covered Activity requires such one-on-one contact with a child. Examples may include tutoring, music lessons, speech therapy, and medical, dental or optical services.
3. Communicate the requirements of this Policy to Covered Persons (i) - (v).
4. By May ____, 2015, and biennially thereafter, provide for and require training on this Policy for all Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization prior to the commencement of a Covered Activity.
5. Obtain New York Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons who are employees, volunteer, students or agents of the College or a College-affiliated organization and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.
 - 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 [[url:http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm](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 the 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.
6. Provide for the prompt investigation and preparation of written findings by the Public Safety Department of reports of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the Public Safety Department with other law enforcement officials.
7. Provide a mechanism to report and respond to allegations of retaliation (as described below).
8. Retain documentation of the search results from the New York and National Sex Offender registries for Covered Persons who are employees, volunteers, students or agents of the College or a College-affiliated organization for six (6) years after the Covered Person has separated from employment.

H. RETALIATION

Retaliatory action against any one acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or 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 a violation of this Policy. 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; and
- * any action affecting the College environment, including harassment and intimidation.

EXHIBIT A

Vendor's Acknowledgement of Compliance with the SUNY Ulster Child Protection Policy

Vendor acknowledges that on the ___ day of _____, 20___, it has received copies of the SUNY Ulster Child Protection Policy. Vendor represents that it has reviewed said policy and agrees to abide by its terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the SUNY Ulster Director of Public Safety at _____ (telephone number and campus room number).

Vendor acknowledges that for all of its employees and volunteers, who shall enter upon SUNY Ulster facilities for purposes related to any Covered Activity, Vendor has (i) required said Covered Persons to review the above-named Policy and to complete an acknowledgment of their agreement to abide by its terms; (ii) conducted a search of the NY Sex Offender Registry http://www.criminaljustice.ny.gov/nsor/800info_cdsubmit.htm; and of the National Sex Offender Public website <http://www.nsopw.gov/> within the 90 day period preceding its use of SUNY Ulster facilities and has retained the records of such search; and (iii) hereby certifies that the results of said searches were negative as to any such Covered Person.

By: _____

Print Name:

Title:

Address: