

## SUNY PLATTSBURGH CAMPUS HANDBOOK

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### **BUDGET PROCESS**

During the 2004-05 fiscal year, Plattsburgh State decentralized its budget process by giving department chairpersons and account managers the responsibility of developing their budget request. About the same time, the campus adopted its Strategic Plan and provided a process for developing and funding campus strategic initiatives. New systems have already been developed, using the campus administrative BANNER software, to capture our State operating and General Income Fund Reimbursable (IFR) budget requests. These systems are still being improved and there are plans to develop additional systems in the coming years to capture our Residence Halls, Summer Session and Overseas Academic Program budget requests.

The budget timeframe provides for the review and completion of our State and Income Fund Reimbursable (Dorm, SUTRA and General IFR) budgets by April 1, 2007. This timeframe

was established after review by the President's Cabinet, Deans Council and Resources and Planning committee.

Beginning with fiscal year 2007-08, the campus will estimate its state operating budget total and use this estimate for planning purposes. The estimate will be based on SUNY's Budget Allocation Process (BAP) which includes our planned enrollment targets and other formulas for calculating our share of taxpayer support.

The estimated budget number allows the campus to be proactive in its planning regardless of when the State of New York passes its budget. Department chairpersons and account managers will know their approved budgets at approximately the same time each year. This also allows SUNY Plattsburgh to submit an informed response to SUNY System Administration when they request our IFR budget targets and mandatory fee information in April of each year.

As always, the campus will ensure that its budget reflects our campus strategic planning priorities. Plattsburgh's planning documents (Campus Strategic Plan, Strategic Initiatives, Memorandum of Understanding (2005-2010), Academic Plan, and Comprehensive Enrollment Management Plan) will continue to serve as guides in preparing and reviewing our budget requests.

## **FINANCIAL AID**

The Financial Aid Office at Plattsburgh administers programs designed to assist students in securing the financial resources needed to pay for college. The cost of attendance minus the family's expected contribution determines financial need. For specific details on types and amounts of aid available, guidelines that regulate awards, and the rights and responsibilities of student applicants, inquiries may be made to the Financial Aid Office, Kehoe Room 406, by telephone at 518-564-2072 or toll-free at 1-877-768-5976, by FAX at 518-564-4079, or by e-mail at [finaid@plattsburgh.edu](mailto:finaid@plattsburgh.edu). All programs, eligibility criteria, and award amounts are subject to change on an annual basis.

## **MANAGEMENT SERVICES**

The Management Services Office has direct responsibility over management-related services for the Business Affairs Division and College generally. It also includes Records Management and Telecommunications. For more information contact the Assistant Vice President for Administration at (518) 564-2539.

## **SMALL CLAIM PROCEDURES**

The State University of New York, being a State agency, does not carry liability insurance. However, a procedure has been developed for handling small claims. The procedure involves a Claim and Release Form to be completed by the claimant, (4 copies of each form needs to be filled out and notarized for claims less than \$250.00; and 5 copies of each form needs to be filled out and notarized for claims more than \$250.00) detailing the nature of the claim; and an investigation and sworn statement by the College President or his/her designee, after which it is sent to the University Counsel's Office in Albany for processing. If a claim is rejected, it does not preclude a person from seeking legal redress by filing a claim in the Court of Claims for recovery of damages. In either case, payment will be based upon negligence, if any, on the part of the College or College employee. The damage should not be caused by "an act of God" or other accidental occurrence which does not involve fault or

breach of duty by a State officer or employee. The individual causing the damage should be an officer or employee of the State of New York, not an independent contractor.

The State is not obligated to pay replacement value for damaged personal property (with the exception of jewelry and other special items such as antiques) and the Attorney General will disapprove any small claim that does not reflect a reasonable amount of depreciation.

When processing small claims for the cost of repairing damaged property such as automobiles, the Attorney General requires two estimates for repairs.

The small claim procedure permits recovery for damages up to the sum of \$5,000.00.

The Court of Claims Act requires filing of a claim or notice of intention to file a claim against the State within 90 days after the incident.

Claim and release notices may be obtained from Management Services located in the Kehoe building, 518-564-2539.

Note: This small claim procedure may be used only by claimants age 18 or older. Persons under age 18 may sue the State in the Court of Claims, in accordance with the procedure of the Court of Claims Act.

## **PURCHASING**

Purchases made utilizing State-appropriated funds, Income fund reimbursable accounts, and Dormitory operating funds can be processed through several mediums: (1) Direct handling through the Purchasing Department (manual completion of the requisition form); (2) Procurement Card directly assigned to an employee; and/or (3) Departmental encumbering at the desktop utilizing the SUNY WEB procurement application.

Procurement cards are issued to individuals who are given the appropriate purchasing authority. Applications for individual employee procurement card(s) must be submitted to and approved by the Purchasing Department. The cards are issued with the name of the cardholder and SUNY Plattsburgh embossed on the card. In any case, to guarantee effective buying for the State University and insure compliance with the State's Rules and Regulations governing purchasing, overall purchasing functions are centralized in the Purchasing Department.

### Guidelines for Processing Requisitions Directly through Purchasing:

Requisition forms must be completed in triplicate and approved by center director, chairperson or dean. Please be sure that the account number of the department to be charged is listed thereon. The first two copies of the forms are then sent to the Purchasing Department for processing. The third copy (pink) is retained by the department. The Purchasing Department will assign an order number. In the event that delivery is not made in a reasonable length of time, please contact the Purchasing Department.

All purchases must include the PO# (purchase order #) on the invoice and packing slip. Purchase order numbers are an essential part of Document Inventory Control, therefore it is very important, when placing an order, to ensure the vendor indicates the correct PO# on all billing and shipping documents.

Guidelines for Procurement Card Purchases:

The Purchasing Department encourages use of the Procurement card when making small dollar purchases.

Cardholders may use the Procurement Card for the purchases of materials, supplies or services directly with a vendor when the order meets the following criteria:

Total amount of the order does not exceed the individual's approved transaction limit.

Items purchased are not restricted. Restricted items include, but are not limited to: meals, refreshments, alcohol; hazardous materials or payment to a New York State employee.

Departmental funds are available to accommodate the purchase. Guidelines for SUNY Web Procurement Module (Desktop):

Departments can enter requisitions directly to purchasing procurement application utilizing the WEB, an approved USERID/Password combination and the following protocol:

Departmental manager determines items required for operations.

Authorized departmental employees enter items by unit, description and object code (UNSPSC code).

Requisition approved electronically and forwarded to Purchasing for review and completion.

Offices utilizing Web Procurement MUST have written departmental approval for every purchase on file in their location.

There are two categories in purchasing supplies and equipment.

They are: contract items and non-contract items

1. Contract items are those that may be purchased from a vendor who has received a State Contract from the Office of General Services (OGS) in Albany. Contract items may be purchased from non-contract vendors when a price less than that of an existing OGS term contract are received. When such purchases are made the OGS Group and Contract number along with the savings must be documented on the purchase requisition.

It is important to check the New York State Office of General Services web site [www.ogs.state.ny.us](http://www.ogs.state.ny.us) to determine whether an item is on a state contract.

2. Contract and non-contract items must be ordered on separate requisition forms.

3. The Purchasing Office is required to publish notice for non-contract purchases and services in excess of \$10,000 in the New York State Contract Reporter. Purchases and contracts less than \$30,000.00 do not require competition; however the Purchasing Office recommends the solicitation of price competition when possible.

Purchases and contracts greater than \$30,000 but less than \$75,000 require three forms of competition, whether formal or informal.

Purchases and contracts greater than \$75,000 but less than \$150,000 require a solicitation of a minimum of five sealed bids or proposals.

Purchases and contracts in excess of \$150,000 require a solicitation of a minimum of five sealed bids or proposals and must be submitted to the state comptroller for prior approval.

Sole source purchases in excess of \$10,000 will require an explanation for the selection of a product and a detailed justification for the exclusion of other products. The justification should include unique features of an item, how the unique features are pertinent to your use and how reasonableness of price is determined.

4. Requisitions for items received on a trial basis and retained must be marked: "Trial Basis Only". The order will be processed with the above notation; however, payment will not be processed unless the order is accepted by the requisitioner.

5. All confirming orders must have an original invoice attached and state the nature of the emergency, which prompted the individual to purchase goods or services without the Purchasing Department prior approval. These orders must be kept to a minimum. They are subject to review by the Purchasing Department and to the possibility of not being honored. An emergency purchase must involve an accident or unforeseen occurrence requiring immediate action; it is unanticipated or fortuitous; it is a sudden or unexpected occasion for action and involves a pressing necessity. The conditions must be such that unless corrected without delay, death, injury or serious damage would result. Where such conditions exist, the waiver of competitive bidding requirements must be approved in writing by the campus President or appropriate designees to provide for adequate internal control.

6. Purchase requisitions must indicate detailed descriptions including model or catalog number, etc., when describing material or services to be provided. Requisitions which are not completed properly will be returned unapproved.

## **TRAVEL**

### **I. Authorized Travel and Funding**

Approval for official college travel is obtained by completing an Authorization to Travel form. (Forms available from Office Supplies.)

Authorizations to travel must be completed by travelers, approved by department official, and be on file in the travel office (Accounts Payable, Kehoe 0705) prior to travel.

Requests for travel funds should be made through your department chairperson/immediate supervisor.

Since travel funds are limited, it is necessary that the following priorities be established for the use of these funds.

1. Travel directly related to planning, negotiating, implementing and monitoring academic programs (e.g., off-campus supervision, field trips, recruitment travel).
2. Travel to attend meetings/conferences directly related to work assignment held by or with State officials.
3. Travel to associations, conferences, conventions, and organizations by those serving as officers, chairpersons of discussion committees, presenters, and symposium discussants.
4. Work related travel to enhance professional expertise, to share professional expertise, or for other work related purposes.

Out-of-State requires approval of Dean, Vice President or the President of the College. Travel to Burlington, Vermont or Montreal, PQ airports do not require the President's approval.

## II. Travel Reimbursement Procedures

The Travel Manual and guidelines can be found at the web site <http://www.osc.state.ny.us/agencies> (click on travel information). Travel reimbursement rates can be found at <http://www.policyworks.gov/perdiem>

These sites should be referred to for specific information relating to per diem rates, mileage rates, conference and seminar procedures, required receipts and for completion of all required travel forms and documents. Monthly updates are issued as required.

If you do not have Internet access, you can request the rates from the Accounting Office by calling #3604.

A few reminders when preparing travel vouchers:

1. On line #8 of the travel voucher, enter times as well as dates and circle the am or pm.
2. Staple receipts to a full size sheet of paper; do not use tape or paper clips.
3. Travel advances are only available to travelers who do not have a Corporate American Express with the college.
4. Travel advance requests should be in the Accounting Office at least two weeks prior to the departure date.
5. The Accounting Office requires the original passenger coupon for airfare. This includes non employees as well as employees and regardless of whether the airfare will be paid on a Purchase Order or a Traveler Voucher.
6. When paying non employees, please be sure the Payee Certification area is complete and accurate. Non employees are mailed their reimbursement checks directly to their homes.

## III. Travel Expenses for Persons Receiving Honoraria Payments

Employees of another SUNY campus who are to be paid an honorarium for a lecture or other professional activity at Plattsburgh may receive reimbursement for travel expenses, subject to the maximum per diem rates, by processing a Travel Voucher through the Accounting Department in the same manner as a regular SUNY Plattsburgh employee.

If travel expenses are to be paid by the other campus staff member, the honorarium limits (\$40/day, if no overnight absence is required, and \$100/day if overnight absence is required) may not be exceeded. It is, therefore, usually preferable to process a Travel Voucher for expense reimbursement and reducing the honorarium amount accordingly.

### General Policies

All individuals must be involved in official State business. Individuals in official travel status are permitted to use the most efficient and cost effective mode of transportation to eating

places and to other places for reasonable necessities and amenities.  
Personal use of College designated transportation, for any reason, is prohibited.

College designated vehicles will be used for official college travel, and each trip must be approved by the department chairperson and appropriate dean. Official travel is defined as follows:

1. Recruitment
2. Off-campus supervision
3. Extension course trips
4. Class field trips
5. Meetings and conferences held by or with State officials
6. Varsity athletic trips
7. Official college representatives at professional conferences
8. Attendance at professional meetings
9. Other special trips approved in writing by College President

Offering rides to hitchhikers is prohibited.

Driving under the influence of alcohol and/or having an open container of alcohol is prohibited.

Vehicles should not be driven in excess of the legal speed limit at any time.

The wearing of seat belts is a law in the State of New York.

In case of an accident, contact the University Police Department regarding accident responsibilities and procedures.

Traveler must have valid New York State driver's license and will be responsible for adhering to all motor vehicle laws and regulations.

College designated vehicles must be driven only by college employees who hold a valid New York State driver's license. Students are not allowed to drive State vehicles unless they are on temporary service payroll. Those not on a State payroll may drive State vehicles if they are part of a caravan (two cars, one of which is driven by a faculty member, the other may be driven by a student) on a Physical Education or field trip sponsored by the department. All such requests must be approved by the Vice Presidents of Student Affairs or his/her designee. There are no restrictions on CAS vehicles with the exception that the driver must have a valid driver's license and not using a state account.

College designated vehicles assigned to the campus are to be used for official business purposes only.

Travel on official State business should be by the method of transportation which is the most efficient and cost effective available. Travel should be by the most direct route possible, taking into consideration both actual distance and the time to travel such distance. Any person traveling by an indirect route must assume any additional expenses incurred. Employees should schedule all travel assignments in an efficient and effective manner to minimize travel expenses to the extent possible.

Only actual transportation costs incurred are reimbursed. If any employee receives a direct cash rebate from the transportation provider, only the net actual cost may be claimed for reimbursement.

### 1. Common Carrier

Since travel by common carrier generally results in the least costly and most expeditious means of transportation, this method should be used unless the circumstances involved make travel by other means preferred; for reasons of cost, efficiency, or work requirements. The advantages which may result from common carrier transportation should be fully considered by an agency before it is determined that some other method of transportation should be used.

### 2. State Vehicles are no longer available, effective 9/1/97

### 3. Personal Vehicles

A determination that the use of a personal vehicle would be advantageous to the State must be preceded by determinations that both common carrier and rental car transportation are not feasible, in the circumstances, or that transportation by those means would be more costly to the State. This determination should be based on both the direct transportation costs and the economies which results from the more expeditious and effective performance of State business through the use of another method of transportation. Other factors to be considered are the total distance of travel, the number of points visited, and the number of travelers.

### 4. Rental Cars

In a cost saving measure to reduce personal car mileage and with the complete elimination of vehicles in the college fleet, except for the cars permanently assigned to student teacher supervisors. Plattsburgh State has approved an agreement with Enterprise Rent-A-Car.

The car rental charge varies with vehicle size plus gas costs with unlimited mileage in New York and bordering states.

It has become the college's position that using a rental car is more feasible than paying personal car mileage or using fleet vehicles.

### 5. Air Travel

#### Common Carrier

If transportation is to be common carrier, the completed Authorization to Travel form must be sent to the Purchasing Department, which will, in turn, make available to the traveler a Transportation Request which will allow traveler to secure tickets at the carrier's or travel agency office. This service will save the traveler from buying tickets with personal funds and being reimbursed. An Expense Voucher must be submitted within ten (10) days after completion of the trip, together with the required receipts to substantiate the mode of travel.

Authorized air travel must be Tourist Class. First class will be approved only when Tourist Class is not available.

## **USE OF PERSONAL VEHICLE FOR STATE BUSINESS**

In the past, employees have often driven co-workers to receive medical treatment due to injury on the job. This is no longer acceptable. If the injured employee is unable to transport themselves for medical treatment, a friend or relative may be contacted to provide the transportation or an ambulance should be called.

## **OUT OF POCKET REIMBURSEMENT**

The following procedures concerning out of pocket reimbursements are in effect:

1. An original detailed receipt is required for all out of pocket reimbursements. Failure to provide an original receipt will result in nonpayment.
2. A justification for the out of pocket purchase is required directly on the purchase requisition and signed by the employee. The justification shall state the reason(s) for not following normal purchasing procedures.
3. Purchase requisitions for out of pocket reimbursements are to be signed by the employee's supervisor.

An Authorization to Expedite Purchase form should be utilized when there is an immediate requirement for an item. Out of pocket purchases for less than \$15.00 may be reimbursed directly at the Student Account's Office with a completed small cash reimbursement form approved by the supervisor.

Travel expenses (ferry tickets, etc.) are not an appropriate expense for the small cash reimbursement procedure through the Student Accounts Office.

State sales taxes are not reimbursable when an employee makes an out of pocket purchase. In addition, requests for out of pocket reimbursements are subject to the review and approval of the Purchasing Office.

## **EXPEDITED ORDERS**

The Purchasing Office will expedite an order when a completed purchase requisition is faxed to the office or an electronic requisition is received. The approved purchase order will be faxed to the vendor usually the same day. Expedited purchases from local suppliers require an "Authorization to Expedite Purchase" to hand deliver to the supplier. A purchase order number must be requested from the Purchasing Office and a completed purchase requisition must be submitted after the material is received. Offices are encouraged to call the supplier to confirm the material is available. If material is unavailable or if supplier is required to deliver, then a purchase requisition must be faxed to purchasing.

## **RETURNING MATERIALS**

All return shipments with the exception of on-line office supply purchases and procurement card orders which are to be paid from State appropriated funds must be handled by the Purchasing Department.

The Purchasing Department will not accept any packages for shipment regardless of what the items may be without the completion of a shipping notice, which is to be typed or printed stating the reasons why the material is being returned, a list of the materials and/or equipment, and the authorized signature of the department chairperson. The form is to be prepared in duplicate, signed by the department chairperson and forwarded to the Purchasing Department.

### **EQUIPMENT RETURNED FOR REPAIRS**

In the event that any equipment is sent to a vendor for repair, it is also requested that in addition to the shipping notice form, a requisition be forwarded to the Purchasing Department in order that they may process a purchase order to cover the repair cost.

### **HANDLING MONEY**

The only agents authorized by the college to receive or disperse money are the Student Accounts Office, College Auxiliary Services, Inc., Alumni Foundation, Research Foundation, Chartwells, and the Plattsburgh College Foundation. Each agent may designate cash collection sites provided that appropriate internal control procedures are followed relating to the approved cash collection function. Faculty members are prohibited from selling textbooks and other student supplies, collecting monies for workshops and conferences or collecting fees for any services provided on college facilities.

### **COLLECTION SITE GUIDELINES FOR DEPOSITS MADE THROUGH STUDENT ACCOUNTS**

If your department is a collection site, you and your staff are required to follow these collection site guidelines. If you have questions about your deposit, please contact Student Accounts at extension 3120. If you have questions about your IFR, please contact the Accounting Office at extension 3614.

Collect payments on only SUNY-approved fees. You must receive campus and/or SUNY approval for any new or revised fee before you can either charge the fee or collect on the fee. To request approval, complete an Authorization Form to Establish or Revise a Fee which you can obtain from the accounting office in Kehoe 705.

Issue a receipt for every payment you collect. Post a sign advising your customers to request a receipt for all cash transactions.

Student Accounts will give you blank, pre-numbered receipts. Each receipt is a three-part, carbonless form. Give the white (original) copy to your customer, the yellow copy to Student Accounts along with your deposit, and keep the pink copy for your records.

Record the following information for each receipt:

1. Date
2. Payers name

3. Payers ID
4. Description of the payment
5. Detail code to apply the payment to
6. Term (fall, winter, spring or summer)
7. Type of payment (cash, check, MasterCard, Visa, or Discover)
8. Name of the individual preparing the receipt

Keep an updated inventory log of all your blank receipts and store your blank receipt stock in a secure place. If you need to void a receipt, send the white and yellow copies to Student Accounts with your deposit.

If you accept credit card payments, you should send a fax transmittal form summarizing your deposit to Student Accounts prior to 4:00 pm that day. Student Accounts will then record your credit card proceeds.

Immediately stamp all check payments with your SUNY Plattsburgh deposit stamp. If you need another stamp, contact Student Accounts.

Keep all cash and checks in a secure area such as a locked file drawer or safe until you send your deposit to Student Accounts. Encourage your customers to pay with check or credit card rather than with cash.

Make at least a weekly deposit, although we encourage you to make daily deposits. Student Accounts will give you a receipt for each deposit you make.

You must process refunds and small cash purchases according to established procedures, meaning you can't process refunds and small cash purchases from your cash deposits. You also can't cash personal checks from cash you receive from customers.

Use only approved IFR accounts, not off-campus or Credit Union accounts.

Student Accounts can't issue a refund from money that hasn't yet been deposited. If a refund is required, request one by sending Student Accounts a check requisition. Student Accounts will then issue a refund check to you within two weeks for mailing.

Keep a copy of your deposit records and receipts in the event that your account is audited.

If the bank returns one of your checks for insufficient funds (NG checks), uncollected funds or stop payments, Student Accounts will debit your account and then send you the NG check and an explanation. You are responsible for collecting these funds from your customer. You can charge an NG fee of up to \$30 for each NG check.

If you have any errors in your deposit, Student Accounts will return your deposit to you for correction.

If you are handling cash, you can't also be the person maintaining accounting records. The individual reconciling cash receipts to the deposit account must use account balance reports from the SUNY Network (SMRT), and can't be the person who is handling cash.

## **OFFICE OF MARKETING & PRODUCTION**

The Office of Public Relations is responsible for the preparation and dissemination of news releases and feature stories concerning the College and its people, policies and programs to local, regional, state and national news outlets. Faculty and students are encouraged to submit or refer items of interest about themselves and college activities. Please include the contact's name, telephone number and address.

Information may be submitted either directly or through the appropriate dean/directors offices to the Public Relations Office, 113 Hawkins Hall. Items may also be forwarded by Email to: [news@plattsburgh.edu](mailto:news@plattsburgh.edu)

## **ATHLETICS**

### Intercollegiate Athletics

The intercollegiate athletics program provides opportunities for both men and women to participate in a variety of sports in accordance with the National Collegiate Athletic Association (NCAA) Division III Philosophy Statement. The administrators, coaches, staff, and student-athletes who have the privilege of participating in the intercollegiate athletics programs at Plattsburgh State hold the highest regard for physical, intellectual, social, and cultural development. It is paramount that the quality of the athletic experience at Plattsburgh State be rewarding for the student-athletes, and that with proud memories they will leave the college as graduates who make up the fine history of the college.

## **RECREATIONAL SPORTS**

To meet the recreational needs of students at Plattsburgh, our recreational program includes:

Opportunities for organized recreation - 15 intramural tournaments.

Opportunities for special interest groups to organize and compete under proper supervision and guidelines to maintain the safety of students participating - Sports Clubs.

Provide for special requests for facilities and equipment by campus groups who want to organize their own events.

Provide for informal - Open Recreation - time which would allow for a variety of free facility time for the drop-in "do my own thing sports individual".

America Red Cross CPR and First Aid training classes.

Saturday morning youth Learn to Swim program.

Non-credit Life guarding classes.

## **Field House**

The Field House complex is a multi-purpose facility housing the 3,500 seat Ronald B. Stafford

Ice Arena which is used for ice hockey, figure and recreational skating. A separate arena is available for basketball, indoor track, softball, baseball, and soccer. The Field House also houses a fully equipped athletic training room, numerous locker rooms, and administrative offices. Softball, baseball, lacrosse, soccer and practice fields, along with six regulation tennis courts, an outdoor track and cross country track course are adjacent to this facility.

## **Fitness Center**

The Fitness Center is a comprehensive fitness and exercise facility that combines cardiovascular, resistive weight and free weight equipment with a multifaceted group exercise program. Located in Memorial Hall, the Center provides individual and group orientation for members and is a student, faculty, and staff membership club.

## **CAREER DEVELOPMENT CENTER**

The center offers services to all students and alumni to assist them in the exploration of skills, interests, and priorities essential to the career life planning and preparation process. Students are encouraged to contact the staff early in their Plattsburgh experience (Kehoe 202; telephone, 518-564-2071). The following are services offered by the Career Development Center:

Career Counseling helps in choosing or changing majors, setting career goals, and/or planning to obtain internship or work experience while in school. Individuals can receive assistance writing a resume, planning a job search, applying to graduate school, or making a career change. Counselors can help to assess skills, interests, values, and priorities as well as administer and interpret assessment instruments when appropriate.

Educational/Occupational Information is provided in a comprehensive career resource area where electronic and printer reference materials including books, periodicals, videotapes, college catalogs, and graduate school information are maintained. The center also hosts a website that provides further information on its services as well as links to a variety of online career-related resources at [www.plattsburgh.edu/careerservices/](http://www.plattsburgh.edu/careerservices/)

Student Employment Services help individuals locate part-time employment on and off campus during the academic year and summer in the local area, New York State, and beyond. Students are not required to demonstrate financial need in order to be eligible for these services.

Job Search Assistance includes a credential file service, a job search workshop series each semester, and on-campus recruitment opportunities. A career information and recruitment fair is held annually and hosts employers from various sectors including business and industrial corporations, federal and state government agencies, social service organizations, school districts, and health care organizations.

## **COMMUNITY SERVICE PROGRAMS**

There are many opportunities for students to become involved with service in the local and broader communities. Project HELP connects students with Clinton County not-for-profit agencies that are in need of volunteers. Past experiences have included working with children or the elderly, in a local soup kitchen, with Habitat for Humanity, or other issues. The Alternative Breaks Program gives students a chance to engage in an extended volunteer experience during winter or spring break. Small groups travel by van with professional staff or graduate student site leaders to a wide range of projects across the eastern United States. These trips offer a reflective component that helps students tie their service into broader issues about society, community, and their own development. The Plattsburgh Student Service Corps engage students in 300 hours of service in exchange for some benefits to assist them with college expenses. Stop by the Plattsburgh Student Service Corps in the Angell College Center to learn more about these service opportunities.

## **LEADERSHIP PROGRAMS**

There are many issues and challenges facing the young people of today, tomorrow's leaders. The Leadership Development programs at Plattsburgh State encourage involvement as ethical, productive members and leaders in college, work, and community settings. The programs provide students opportunities for self-exploration, individual and group skill development, awareness and understanding of leadership theories and models, and adventure based experiences. Leadership programs include weekend retreats, seminars, and for-credit classes. For more information, stop by the Center for Leadership Development, Angell College Center 202.

## **FRATERNITY/SORORITY LIFE**

The Center for Fraternity/Sorority Life provides values-based educational programming to assist members in creating a positive fraternal experience encompassing the core principles of Friendship, Scholarship, Service and Leadership while learning to work through collaboration and inter-fraternalism within fraternity/sorority leaders. For more information, stop by the Center for Fraternity/Sorority Life, Angell College Center 204.

## **DEAN OF STUDENTS OFFICE**

The Office of the Dean of Students is responsible for the campus Judicial System and the New Student Orientation Programs.

### **Judicial System**

The administration of student conduct regulations and the College Judicial System is delegated by the President of the college to the Vice President for Student Affairs, and is specifically the responsibility of the Dean of students. Additional information is contained in the Student Conduct Manual, available in the Dean of Students Office.

### **New Student Orientation**

All new undergraduate students, both freshmen and transfers, and their parents/families, are invited to participate in a summer orientation program. This program is designed to welcome new students and their families, introduce them to the various aspects of campus life and our community, and to register students for Fall Semester classes. Student Affairs

staff, Faculty, administrators, and students implement the program. All new freshmen students are invited to take part in the Odyssey Program. Not a replacement for the traditional Orientation program, but an augmentation, this program is an outdoor-based, student-led, experiential learning opportunity aimed at making the transition to College easier.

### **EDUCATIONAL OPPORTUNITY PROGRAM (EOP)**

The Educational Opportunity Program (EOP) is a state funded program providing access to the university, academic advisement, personal and career counseling, tutoring, financial aid, and other support services to students who, upon first admission to post-secondary education, were identified as academically under prepared and financially disadvantaged. Students are admitted to the program based on their potential to successfully complete a higher education degree program. Program enrollment at SUNY Plattsburgh averages 200 students each year from all regions of the state. The EOP office is located in Angel College Center.

### **STUDENT SUPPORT SERVICES (SSS)**

Funded by the U.S. Department of Education, Student Support Services is an academic support program which offers a variety of services including basic skills classes and individual assistance in reading, mathematics, writing, study skills, peer tutoring, personal, academic and career counseling, and services for students with disabling conditions. A student who needs help is eligible for project services if he/she is a U.S. citizen or has proof of permanent residency, and (1) is from a family who meets Federal financial guidelines, (2) is from a family where neither parent has a four-year college degree, or (3) has a disabling condition. Student Support Services is located in the Angell College Center, Room 110. Services are provided at no cost to the participating student.

Related Academic Support Services:

For a complete list of academic support services contact 564-2810.

Services for Students with Learning Disabilities or Physically Challenging Conditions:

Students who have specific needs because of a learning disability or physically challenging condition may receive assistance in arranging to meet those needs at the Student Support Services Office, Angell Center, Room 110.

Among the services offered are:

Counseling and academic advising.

Advocacy.

Arrangements for auxiliary aids (sign interpreters, phonic ears, 4-track players, etc.).

Arrangements for accommodative testing services and other accommodative services.

Liaison with faculty and staff on campus as well as outside offices who serve students with disabling condition. For more information contact 564-2810.

## **SUMMER ORIENTATION**

All new undergraduate students, both freshmen and transfers, and their parents, are invited to participate in a summer orientation program. This program is designed to welcome new students and their families and introduce them to the various aspects of campus life and to register students for Fall Semester classes. Faculty, administrators, Student Affairs staff, and students implement the program

## **UPWARD BOUND**

Upward Bound is a federally funded program for college-bound high school students from Clinton, Essex, and Franklin Counties. Upward Bound provides a comprehensive academic enrichment program throughout the year. Participants receive career, academic, and personal counseling as well as subject-specific tutoring. The program also offers an extensive array of college and career fieldtrips along with community outreach and cultural experiences during the school year and in the residential summer program. Upward Bound is located in Hawkins Hall.

## **LIBRARY**

The Benjamin Feinberg Library offers a rich and diverse collection of resources, programs, and services that directly supports the teaching and research mission of the college. Please consult the Library's web page, <http://www.plattsburgh.edu/library/> for access to and information about the library's collections, both print and digital, document delivery, electronic reserves, instruction, reference services, hours of operation, library liaison program, borrowing information, requesting materials, special events, among other topics.

## **COMPUTING & MEDIA SERVICES**

Computing and Media Services (CMS) enables and supports the use of computing and media technology to serve the needs of the Plattsburgh State campus and community. CMS offers direction, consultation, and assistance in the selection, installation, use, management, and maintenance of desktop computers, satellite and cable communication systems, server systems, audio visual equipment, Internet presence services, media distribution systems and materials, residential networking services and multimedia/media equipped or computer-based labs, classrooms, and facilities. CMS strives to offer quality services that directly and positively contribute to the success of the campus community.

## **COMPUTING & MEDIA SERVICES FACILITIES**

### What We Do

Computing & Media Services (CMS) provide design, installation, management, and support services for multimedia/media-equipped or computer labs, classrooms, and facilities.

### Resources and Services

Our main lab located on the first floor of Feinberg Library contains 94 computers, we also have an Extended Lab with 28 computers and a Groupwork Area, available on a first-come, first-serve basis. We also maintain and provide assistance with over 50 classrooms, smart

carts, and other instructional facilities.

<http://web.plattsburgh.edu/technology/facilities/index.php>

### **CARDINAL COMPUTER CARE SERVICES (CCCS)**

#### The Help You Need (Not Just the Parts)

CCCS makes service and support for your personal computer simple and efficient. For \$45 a semester, less than most service providers charge for an hour of service, you get:

Operating system reloads.

Hardware installation.

Network card installation.

Ongoing support for software misconfiguration and failures.

Unlimited phone support and troubleshooting.

CCCS is another way Computing & Media Services tries to make your life easier and ensure that you get the most out of your computing resources while at Plattsburgh State.

In too many cases, service ends when you buy your computer. CCCS ensures that service follows you to campus.

#### How Do You Sign Up?

Simply add this charge to your Student Accounts bill. There is a line item for this fee.

<http://web.plattsburgh.edu/technology/cms/ccs/index.php>

### **COMPUTER DISTRIBUTION PLAN**

Computing & Media Services (CMS) strives to provide each user with a computer and the software necessary to get his or her job done. In the current environment of desktop systems, this means most users' needs can be met with a basic system. However, CMS recognizes that some users require more or different features. CMS will work with such users to try to meet their needs within budgetary constraints. While CMS can define basic needs on a broad campus level, individual or particular needs are something to be determined (and perhaps funded) on a case-by-case basis, in conjunction with the appropriate chair or dean.

<http://web.plattsburgh.edu/technology/computers/compdisplan.php>

### **COMPUTER EQUIPMENT (SUPPORT & MAINTENANCE OF APPROVED)**

Computing and Media Services (CMS) provides support in the forms of installation, problem diagnosis, repair, and on-going assistance for computers and related-peripherals. This support is only available for such items that are purchased from approved manufacturers. The support and maintenance of equipment purchased from other than approved manufacturers rests solely with the department that purchased said equipment.

Currently, the list of approved manufacturers for computer desktops and notebooks include:

Dell

Gateway

<http://web.plattsburgh.edu/technology/computers/compsumaint.php>

## **COMPUTER PRIVACY FOR EMPLOYEE MACHINES**

This computer system is the property of a State University of New York, College at Plattsburgh business entity and is provided solely for use by their authorized employees in accordance with policies available for viewing on the campus website and in their Human Resources Services office.

**WARNING:** Criminal and civil penalties may be imposed for obtaining unauthorized access to this system or for causing intentional and unauthorized deletion, alteration, or insertion of data. Any information stored, processed, or transmitted by this computer may be monitored, used or disclosed by authorized personnel, including law enforcement.

<http://web.plattsburgh.edu/policies/technology/comprprivemp.php>

## **ELECTRONIC MAIL AS AN OFFICIAL MODE OF COMMUNICATION**

SUNY Plattsburgh considers both the United States Postal service and the college's e-mail system official modes of communication. Electronic mail accounts are assigned to all staff and students and have the following formats:

Faculty/Staff Addresses - [employeeusername@plattsburgh.edu](mailto:employeeusername@plattsburgh.edu)

Student Addresses - [studentusername@mail.plattsburgh.edu](mailto:studentusername@mail.plattsburgh.edu)

The college will consider employees and students to be duly informed and in receipt of notifications and correspondences sent by an any college administrator, staff, or faculty that are delivered to an employee's or a student's college e-mail account.

It is recommended that employees and students frequently access their college assigned e-mail account for official information. Individuals may choose to have their @plattsburgh.edu or their @mail.plattsburgh.edu e-mail accounts forwarded to an off-campus account. Such individuals however, are responsible for managing their disk quota such that there is room for new mail to arrive and for forwarding their Plattsburgh e-mail account to a functioning alternative e-mail address.

The college is not responsible for delivery problems to non-official e-mail accounts.

<http://www.plattsburgh.edu/policies/technology/email.php>

## **HELPDESK/RESNET SERVICES**

The name says it all - we are here to help! Our staff of talented professionals and student technicians are available to assist you with a variety of technical issues.

Triage. Sometimes knowing what is wrong is half the battle. Triage is what we do best - figuring out what the problem is, who should handle it, and when it will get fixed.

Configuration . We can tune your system and software so they work well together and allow you to work well with them.

Repairs - Our technicians are certified for most vendors on campus and for some that are not used on campus.

Special Programs - The Helpdesk is also the home of special services like Cardinal Computer Care Services and Residential Networking (ResNet).

And much more... They are probably some things we forgot to mention. In short, the Helpdesk is the place to call when you don't know who to call. If our technicians cannot offer service directly to meet your needs, they will do their best to refer you to someone who can.

The Helpdesk is centrally located on the first floor of the Feinberg Library or can be reached by phone at (518) 564-4433. Service is offered in person at the desk, over the phone, or at the deskside (by appointment). You can also submit queries via e-mail at [helpdesk@plattsburgh.edu](mailto:helpdesk@plattsburgh.edu)

You can also submit requests online, via our tracking database.  
<http://www.plattsburgh.edu/technology/helpdesk/index.php>

## **MEDIA SERVICES**

We offer a variety of services that allow you to make the most of your classroom, presentation, or special event activities. We also work behind the scenes to ensure a high degree of availability for key infrastructure elements such as cable and satellite communication systems.

### Facility Design and Maintenance

We support a variety of "smart", "media-equipped", or "media-enhanced" spaces on campus.

### Equipment Placements

If the equipment you need is not already in your classroom, we'll arrange delivery.

### Equipment Loans

Need a digital camera gather pictures for your web site or a projector to take to a conference? We can help.

### Satellite Services

We can dish with the best of them. Our systems are available for downlinking teleconferences or special programming. If copyright permits, we can also record certain programming.

### Cable Systems

Whether it comes in via a dish, tape, or wire, it gets to your classroom or dorm room via the cable infrastructure we support and maintain.

### Special Events

We are the roadies for bi-annual commencement ceremonies and certain campus-wide conferences.

<http://web.plattsburgh.edu/technology/media/index.php>

## **DIGITAL MILLENIUM COPYRIGHT ACT INFORMATION**

"The Digital Millennium Copyright Act provides a new subsection 512(c) of the copyright law that affords limitations on service provider liability with respect to information residing, at direction of a user, on a system or network that the service provider controls or operates, if the service provider has designated an agent for notification of claimed infringement by providing contact information to the Copyright Office and through the service providers' publicly accessible website.

17 U.S.C. 512(c) "Contents of Copyright Infringement Notification Digital Millennium Copyright Act, Title II, Section 512(c)

To be effective under DMCA Section 512(c)(3)(A), a notification of claimed infringement must be a written communication provided to the registered agent that includes the following:

1. The copyrighted work that allegedly has been infringed. If multiple copyrighted works at a single online site are involved, please provide a list of the works on that site.
2. The material that is claimed to be infringing and provide sufficient information to permit SUNY Plattsburgh to locate that material.
3. Information reasonably sufficient to permit the service provider to contact you, such as an address, telephone number, and, if available, an electronic mail address.
4. A statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
5. A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
6. A physical or electronic signature of the copyright owner or person authorized to act on behalf of the owner.

### Notice and Takedown Procedure

It is expected that SUNY Plattsburgh faculty, staff, and students will comply with applicable copyright laws. It is the policy of SUNY Plattsburgh to process and investigate notices of alleged copyright infringement, and take appropriate actions under the Digital Millennium Copyright Act, Title 17, United States Code, Section 512. SUNY Plattsburgh will follow the procedures outlined in the Digital Millennium Copyright Act with regard to appropriate notifications to the user and the complaining party, acceptance of counter notifications, and, where indicated, put back of the alleged infringing material.

Refer to the United States Copyright Office for the provisions of the DMCA at

<http://www.loc.gov/copyright/legislation/dmca.pdf>

### Repeat Offenders

Repeat copyright infringement offenders will be escalated through the appropriate judicial channels at SUNY Plattsburgh.

<http://web.plattsburgh.edu/policies/technology/dmca.php>

## **COPYRIGHT AND FILE SHARING OF MUSIC, VIDEO, SOFTWARE AND GAMES: WHAT THE DMCA MEANS TO YOU**

In a few words SUNY Plattsburgh must abide by law as it is set down in the Digital Millennium Copyright Act. As such, PSU does not allow students to use its network resources for the illegal sharing of music, video, software, and game files.

The Perils of P2P (Peer-to-Peer file sharing)

In 2003, the Recording Industry Association of America (RIAA) has been targeting music traders, using the provisions of the Digital Millennium Copyright Act (DMCA) to force internet service providers to reveal identities of users, using search "bots" to ferret out file traders, and sending a whole lot of threatening letters to the traders and to the institutions and organizations that provide the traders with internet connectivity.

In April 2003, college students became particular targets as the RIAA began filing civil suits seeking compensation for damages of up to \$150,000 per offence; four broadly publicized cases wound up costing the students involved \$12,000-17,000 in damages. And in June 2003, the RIAA announced that it was planning to step up its efforts.

Students can't afford these sorts of damages, and colleges can't afford to have their networks compromised or threatened by legal actions. Illegal file-sharing activities put both the college and its students at risk.

<http://web.plattsburgh.edu/help/dmca/index.php>

## **EDUCATIONAL TECH FEE WAIVER POLICY**

### Requirements

Individuals seeking an Educational Technology Fee waiver need to submit a request in writing to the Dean of Library & Information Services. The individual will receive a written response to the request. If the fee is waived, the Dean's Office will inform the Student Accounts office.

### Your Educational Technology Fee At Work

Many students assume that the fee is tied exclusively to their use of computer labs on campus and library databases, while in reality, this fee funds a host of mission critical operations.

The Educational Technology Fee is used to fund a broad base of technology on campus including, but not limited to:

Classroom facilities including computer classrooms, "smart" classrooms, media enhanced classrooms, satellite capable rooms;

Student computer labs;

Disciplinary specific hardware and software;

Campus software licenses;

Network connectivity and infrastructure including wireless network communications, bandwidth expansion, campus backbone upgrades;

Library automation including access to online and full-text databases and library management systems;

Instructional technology development;

Support for online registration, grades, and course advising;

And support personnel.

Approved and Amended by the Educational Technology Fee Advisory Committee 27 October 2003.

<http://web.plattsburgh.edu/policies/technology/edtechwaive.php>

## **MASS E-MAILING POLICY**

Mass e-mail messages are a useful and convenient way of informing the campus community. However, their potential for unnecessarily consuming resources and cluttering

campus inboxes require that senders of such messages adhere to some guidelines. As such, mass e-mails must be approved and sent by authorized users only.

<http://www.plattsburgh.edu/policies/technology/massemail.php>

## **REPORTING CYBER SECURITY INCIDENTS**

Any "unusual or serious cyber security incident" will be reported immediately by an employee to their direct supervisor. If there is any ambiguity about whether an incident should or should not be reported, the employee should err on the side of reporting it; the supervisor, in consultation with the LIS Dean, will determine if it meets the reporting standard.

For more information, contact the Dean of LIS (Library Information Services) at 564-5180.

<http://web.plattsburgh.edu/policies/technology/cybersec.php>

## **RESPONSIBLE USE OF TECHNOLOGY RESOURCES**

Use of technology resources is a privilege granted by the College. Use of any information technology implicitly affirms that you will abide by all applicable federal, state, and College policies that govern technology and information resources. The information technology facilities of PSU (computer hardware, software, networks, data, video, and other information facilities) are shared resources that directly support and facilitate teaching, research, public service, and administrative functions of the College.

The College strives to provide the most current and useful information technology, resources, and networks to faculty, students, and staff. The excellence of our system is dependent on the integrity of our users. Individuals are accountable for their actions and all activity involving the accounts for which they have responsibility. Therefore, users are expected to:

Respect the rights of others; for example, users will comply with all College policies regarding sexual, racial, and other forms of harassment and disorderly conduct;

Respect the intended usage of resources; for example, users will use only the unique account assigned, users will not share their account with others, and users will abstain from any activity that abuses system resources such as chain letters, flooding/spamming, etc;

Respect the legal protection provided by copyright and licensing of programs and data; for example, users shall not make copies of a licensed software program or make multiple copies of information that is protected under copyright law;

Respect the integrity of system or network resources; for example, users will try not to breach system security through any means, including hacking, viruses, Trojan horses, password grabbing, and disk scavenging;

Respect the intended usage of computer systems and networks for electronic exchange (such as e-mail, Internet, World Wide Web, etc.); for example, users will not send forged or anonymous e-mail, read another person's electronic mail, send chain letters, conduct commercial activities, etc.

Network and system administrators will do their best to maintain a robust and responsive network and ensure privacy to all users. Please note, however, that privacy cannot be guaranteed. Network troubleshooting sometimes requires the capture and analysis of data packets, so no privacy should be assumed. Right to privacy is forfeited by engaging in any activity outlined above. The administrator of the system will employ any means necessary to prevent a breach of system security including disabling an account or collecting evidence by scanning the content of files. Violations to the responsible use guidelines will be pursued in accordance with established College practices, policies, and procedures. Such violation may result in loss of technology privileges and campus judicial charges.

Further information:

These guidelines and the College's Computer Use Guidelines are available on the Web:

<http://www.plattsburgh.edu/policies/>

Staff in the Computer Center is responsible for developing and maintaining administrative database systems on large central computing systems. They provide such related services as test scoring, assistance with hardware and software configurations to access central systems, and documentation of systems. Staff of Computer Support Center is active in the following areas of responsibility.

1. Development and planning. The staff provides advice and consultation to departments and individuals on hardware configurations, software solutions for computing problems, and data communications strategies. Communications advice includes how to use the campus PBX to contact other computers, configuration and use of local area networks and resource sharing devices, and how to use BITNET and the Internet to contact colleagues and resources at other institutions.

2. Management. The CSC manages several all-campus computing facilities, including the Microcomputer Lab in Feinberg Library, the Academic Computing Center in Hawkins Hall, and the Microcomputer Instruction Lab in Hawkins Hall. The Microcomputer Lab has Apple Macintosh Plus, IBM-PC, Zenith PC-compatible, and Apple IIe, microcomputers available for assigned and casual use by students. The Academic Computing Center has terminals to a DEC VAX 6000-420 (the primary timesharing computing system for academic purposes), three DECstation 3100 workstations, and a network of Macintosh SE systems.

3. Documentation. The OCS is a repository of manuals and reference materials for hardware and software available to the campus community. It maintains current and back issues of several trade journals and microcomputer magazines, with indexing of hardware and software reviews in those periodicals. Use guides and procedures handouts on many aspects of computing services on the campus are available in the office or in the various facilities described above.

<http://web.plattsburgh.edu/policies/technology/responsibleuse.php>

## **SPECIAL COLLECTIONS**

Special Collections, located on the first floor of Feinberg Library, serves the research needs of students, faculty, and the public by providing unique and rare materials that document the history of the region as far back as the 18th century. Materials focus primarily on Clinton, Essex, and Franklin Counties and the Adirondack and Lake Champlain regions, but general information about New York State is also found in these collections.

Historical materials in all formats are collected - books, periodicals, pamphlets, sound and visual materials, photographs, maps, letters, diaries, scrapbooks, cemetery records, and much more. Information about Special Collections, including selected manuscript guides to the collections, is online at <http://www.plattsburgh.edu/library/specialcollections>

Special Collections also houses the SUNY Plattsburgh College Archives, which include many formats of materials and dates back to the late 19th century. The College Archives index is online at <http://www.plattsburgh.edu/library/specialcollections/archives.php>

In addition, Special Collections includes the Rockwell Kent collection of manuscript materials. Details about this collection are online at <http://www.plattsburgh.edu/library/specialcollections/kentcollection.php>

Contact Special Collections at 564-5206.

## **UNIVERSITY POLICE**

The University Police Department is the law enforcement agency for the campus. It consists of a staff of well-trained and highly motivated individuals who are committed to creating and sustaining a safe environment in which to live, work, and learn. The University Police Department is located in the Health Center Building. The office is responsible for general law enforcement activities, safety services, parking operations, and locksmith functions.

## **WEAPONS ON CAMPUS**

All personnel are reminded of the following from the Penal Law of the State of New York:

A person (other than a police officer or authorized peace officer) is guilty of criminal possession of a weapon when: . . . he knowingly has in his possession a rifle, shotgun, or firearm in or upon a building or grounds used for educational purposes, of any school, college or university. . . without the written authorization of such educational institution . . . Criminal possession of a weapon is a Class A misdemeanor punishable by not in excess of one (1) year imprisonment.

Rifles, shotguns and ammunition authorized to be kept on campus must be stored under lock and key by the University Police Department.

On-campus residents (students, faculty and staff) bringing rifles, shotguns and ammunition to campus for sporting purposes must go directly with them to the Department of University Police, Health Services Building. This office is open 24 hours a day 7 days a week. At that time, rifles, shotguns, and ammunition will be secured in the University Police Department and a written request processed immediately for authorization.

## **THEFT - STATE PROPERTY**

Whenever State property is missing or believed to have been stolen, the University Police Department will be notified immediately.

The University Police Department will initiate an immediate investigation and prepare an appropriate investigative report. University Police Department will forward a report of

missing/stolen property to the Property Control Officer, Facilities Planning on a quarterly basis. Should the State property be recovered, the University Police Department will advise the Property Control Officer.

## **USE OF FACILITIES**

### Purpose

It is the policy of the State University of New York, in order to further its commitment to education, research and public service, to support the use of University-controlled facilities by non-commercial organizations where the purposes of such use are not provided by the University or the campus and are consistent with or in furtherance of University purposes and where such use does not infringe upon, delay or conflict with the normal operation of the University's.

In making its facilities available to non-commercial organizations, it is the intent of the University not to compete with private business enterprises having similar facilities of adequate capacity to accommodate the needs of the organizations. Information concerning the availability of campus facilities shall be provided through appropriate channels. Public advertisements for non-commercial organization activities shall be approved by the campus president or his designee.

Campus support systems, such as telephone, duplicating and printing, and mail and messenger may be provided to non-commercial organizations authorized to use University facilities under this policy where authorized by the campus president or his designee, if the campus is reimbursed for such services. Computer services may also be provided to non-commercial organizations subject to the provisions of the University policy on computer services.

Auxiliary services, such as food, legal beverages, vending machines and bookstore, shall not be provided to non-commercial organizations either directly by the campus or through the auxiliary services corporation except as may be incidentally related to other uses of facilities approved under this policy.

Non-commercial organizations, whose purposes are to provide charitable or public benefit services, may charge an admission fee or accept donations subject to pertinent state and local laws and approval of the campus president. Where admission fees are charged or donations are accepted, the organization shall make it known in all publicity that the proceeds are for the benefit of the organization and not the University.

### Revocable Permit Issuance

A revocable permit to each non-commercial organization authorized to use campus facilities in accordance with this policy and the campus policies and procedures. The campus must ensure that the space provided is suitable for the proposed use and that the use conforms to building and fire codes.

Each revocable permit issued in the name of the University on behalf of the campus and the non-commercial organization shall require that the organization:

- a. observe established University and campus regulations and policies;
- b. indemnify the University from any liability arising out of the actions of the non-commercial organization or its agents incidental to the use of the facilities by the organization;
- c. reimburse the University for any damage (beyond normal wear and tear) to the facilities

resulting from their use;

- d. compensate the University for the use of the facilities;
- e. provide evidence of appropriate insurance protection or, subject to campus determination; reimburse the campus for the prorated share of insurance purchased on behalf of non-commercial organizations covering property damage, personal injury or death arising out of the use of University facilities. New York State agencies are exempt from this requirement inasmuch as the State of New York is a self-insurer, and
- f. ensure its use is in compliance with building and fire codes.

### **STUDENT HEALTH & PSYCHOLOGICAL SERVICE, CENTER**

The principal function of the Student Health Center is to provide outpatient health services for students who are required to pay a mandatory health fee. Faculty and staff are assumed to have a personal or family physician. The Health Center will be glad to advise members of the faculty and staff as to sources of appropriate care.

The Student Health Center is located behind the College Store in a building shared with the University Police Department.

### **FOOD SERVICE**

College Dining Services are supervised by College Auxiliary Services, Inc., through a contract with approved vendor. Faculty, staff and their guests are welcome to dine in all campus dining facilities using cash or the campus debit card program, Cardinal Cash. Faculty and staff may also participate in commuter meal plans. The resident dining halls, Algonquin and Clinton, offer full meals daily, with Clinton open continuously from 7 a.m. to 9 p.m.

Monday through Friday as well as for brunch and dinner on weekends. Algonquin is open weekdays for lunch, dinner and late night. Cash prices are reasonable and both facilities are "all you can eat" programs. In addition, the retail operations welcome faculty and staff on a daily basis. Vending machines, also under the supervision of College Auxiliary Services, Inc., are located throughout the campus. These machines accept cash as well as Cardinal Cash.

A full service Catering Program is provided under exclusive contract with approved vendor for all events at which food is served on the campus or at the Valcour Educational Conference Center. Information may be obtained and arrangements can be made through the dining services office in Clinton Hall or at:  
[www.plattsburghcas.com](http://www.plattsburghcas.com)

### **JANITORIAL SERVICE**

Janitorial services are performed, to the extent possible, when spaces are unoccupied in order to minimize interference with academic and residential activities. The AM shift is 7:00am to 3:30pm Monday through Friday. An evening shift in academic building is 5:00pm to 1:30am.

Special event coverage is scheduled on an "as needed" basis.

## **MOVING REQUESTS**

In the event that faculty or staff members have special requests which require assistance from Maintenance and Operations, including major moving of equipment and furniture, they should be approved and coordinated through the appropriate Dean or administrator, who in turn routes the written request to the Maintenance and Operations Office. All special requests should be given as much advance notice as possible. A supply of moving request forms is available in the office of each Dean or major supporting activity.

## **MAINTENANCE SERVICE**

The Maintenance and Operations Control Center (MOC Center) is located in the Service Building and is available to address maintenance issues concerning academic and residential facilities or grounds at the University. The MOC Center is open from 8:00am to 4:30pm Monday through Friday. You may contact the MOC Center by calling extension 5044 (MOC receptionist) or 5010 (electronic directory). Emergency maintenance services are available 24 hours per day, 7 days per week. If you require immediate assistance with a maintenance issue during non business hours you may contact the Heating Plant at extension 5030 for personal assistance.

## **PRINTING AND DUPLICATING CENTER**

The Printing and Duplicating Center (P&D Center) located in the Service Building, is equipped to do single and two color offset printing (more than two color can be done by request). Flyers, posters, newsletters, invitations, envelopes and a wide array of offset printing requests can be handled by the shop. Paper sizes range from 3" x 5" up to 11" x 17". A wide variety of papers are available. The P&D Center is also equipped to fold, punch, collate, staple, saddle stitch, spiral bind and pad or glue your finished product. In addition to our printing department is our quick copy and duplicating center.

The P&D Center is now open the noon hour so you can drop off your request on the way to lunch. (P&D is helping solve the parking problem.) We offer walk in service for those rush jobs. We will make every effort to do your request while you wait. Offices that are networked can send their originals directly to the P&D's printer, saving time and in many cases improving hard copy quality.

The P&D Center now provides letterhead, business card and envelope typesetting. Other minor typesetting can be done on request.

A completed Request for Printing and Duplicating form must accompany all printing and duplicating jobs. Forms are available from the P & D Center. "Personal" jobs cannot be accepted.

Most duplicating jobs are processed the same day, while printing work may require up to two weeks lead-time, depending on workload in the P&D Center.

Printing and duplicating job cost estimates may be obtained from the Purchasing Office.

## **DINING FACILITIES**

Clinton and Algonquin Dining Halls, situated adjacent to the college's two major residential complexes, have seating capacities for 500 and 340 students respectively. The Angell College Center is home for retail dining operations Sundowner Cafe, Subway, Green Gardener, and Tim Horton's (a coffee shop). Cash/debit operations are also available at Hawkins Hall (cafe) and Sibley Hall (cart service).

## **MINER CENTER**

This is a fully equipped satellite campus, located 15 miles north of Plattsburgh on the estate of the William H. Miner Agricultural Research Institute. It contains classrooms, laboratories, a library, and residential and dining facilities for 30 students and staff and over 8,000 acres of forested and agricultural ecosystems for field experience in Environmental Science. It is the site for the college's innovative residential semester program in Applied Environmental Science. A number of laboratory instrumentation courses and field courses are taught at the Miner facilities. These programs emphasize hands-on experiences and are developed cooperatively by the college's Center for Earth and Environmental Sciences and the William H. Miner Institute for Agricultural Research Institute.

## **SPEECH AND HEARING CENTER**

Located in Sibley Hall, the Speech and Hearing Center provides assessment and rehabilitation services to clients from a large area surrounding Plattsburgh. People who have speech, voice, language and/or hearing problems may be self-referred, or referred by agencies, or community professionals such as physicians, social workers, and teachers.

Services are provided by graduate student clinicians under the supervision of licensed and nationally certified faculty. Services are free to college faculty and students. Others may use medical plans accepted by the Center. No one is denied service due to an inability to pay.

## **MAIL**

### Interoffice

It is important that the name, department, and building be indicated on all interoffice mail. Mail indicating only an individual's name can be delayed until the department is determined and entered on the envelope. All interoffice mail must be in the 11 x 4" interoffice envelopes or have XXXs in the upper right hand corner.

### Outgoing Mail

1. Clearly mark all mail requiring special handling, such as Airmail, Registered, Certified, Insured, Special Delivery, Express Mail etc.
2. All mail must be sorted into two (2) trays - on campus mail and off campus mail. Large mailings should be separated into the following two groups:

- a. United States
- b. Foreign Mail

When large mailings are anticipated, please call with the college Mail Center.

3. All mail that is to be sealed by machine should be placed in the outgoing basket with all envelopes facing the same way and with the flaps up. The originating department should be clearly indicated on all mail. Pink accounts cards are available for all departments and/or accounts.

4. Any packages weighing over 25 pounds should have a moving request filled out. Mail arriving in the Mailroom after 3:30 p.m. will be delivered to the Post Office the following morning.

#### Envelope and Post Card Printing

If there is a question regarding the printing of envelopes or post cards, please consult the Mail Center or Printing and Duplicating. Printing must meet Post Office specifications. The maximum size for a post card is 4.25" x 6".

#### Change of Address

1. Individuals terminating their employment at the college should leave a forwarding address with Human Resources Office and department secretaries. The Mail Center forwards First Class mail up to six months.

Change of home address cards should be completed and given to the local Post Office.

2. The Mail Center should be advised of all changes in department deliveries. Standard Bulk Mail - It is advantageous to use Standard Mail when:

- 1. 200 or more identical pieces are being mailed at the same time, and
- 2. All pieces are the same weight and size.
- 3. Zip Code order.

Standard (bulk) Mail requires a little more work on the part of the departments; however, great savings in postage costs can be realized. Contact the college Mail Center for information regarding your bulk mailing requirements.

#### United Parcel Service

All UPS shipments for the college are processed through the college Mailroom. UPS is extremely cost effective to ship packages.

#### Student Mail

The Mail Center handles only registered, insured, and certified student mail. Any mail not properly addressed and/or without a stamp will be returned to the sender. Delivery service to dorms is available through inter campus mail.

#### Express Service

All next day delivery service is to be processed through the Mail Center along with a completed overnight mail service request form. Vendors available are USPS, UPS, FedEx, and DHL. The Mail Center can help select the appropriate source to provide the service required at the lowest cost.

## **KEYS**

The following is the Key Room Policy regarding key requests. Please note that the Key Room is located in Macomb 003. Questions concerning any key policy should be referred to Frank Bretthauer, Locksmith at 4024.

### Faculty/Staff

1. When requesting keys you must first have a key request form approved by the appropriate Department Chair or Dean.
2. Keys can be picked up at the Key Room in Macomb 003 during normal business hours or from the Front Desk at University Police (usually within 48 hours) after the Key Room has received your approved key request. Walk in requests should be brought to Macomb 003. If keys are not picked up within seven days, a reminder call will be made by the Key Room and a person will have a seven day extension to pick up their keys.
3. If keys have not been picked up within this two-week period, a new approved key request form will need to be resubmitted.
4. If you no longer need an assigned key, the key must be turned in to the Key Room. Reassignment of keys can only be made by the Locksmith.
5. All individuals issued keys are required to turn the keys in to the Key Room should they separate from campus for any reason (i.e. retirement, transfer, etc.), prior to their departure from campus.

### Graduate Students

1. Graduate students must fill out a key request form and have it approved by the appropriate Department Chair or Dean.
2. Graduate students must bring the key request form to the Key Room in Macomb 003 to be filled.

### Students

1. Students must fill out a student key request form and have it approved by the appropriate Department Chair or Dean.
2. Students must bring their student key request form to the Student Account's Office and pay a \$5.00 deposit for each key on the form.
3. Students must bring the key request form to the Key Room in Macomb 003 to be filled. Any key from received without the proper approval or without a paid deposit will not be filled.

## **LOST AND FOUND ARTICLES**

Articles found on campus with a value of \$20.00 or more should be brought to the University Police Department. There, articles will be recorded and checked against articles previously reported as lost.

When items are lost (including keys) the University Police Department should be notified promptly.

Since lost keys pose a potential threat to the security of this college, it is important that lost keys be reported promptly. As soon as such a key has been reported and an investigation has been completed, the loser may request a replacement for this key. In some instances re-keying of an area(s) may be required. When this occurs the Department involved may be charged for the expenses incurred.

## **GRAPHIC SERVICES**

The Director of Graphic Services in the Office of Public Relations produces publications for the Office of Institutional Advancement and offers technical support to the college community in the preparation of collateral material, on a time available basis. Publications generated by the Office of Institutional Advancement include Plattsburgh Magazine, Focus, College

Catalog, advancement collateral material invitations and brochures. The Director of Graphic Services ensures all campus communications comply with the published Graphic Standards Guidelines. The Director provides support and answers questions as they relate to the published Graphic Standards. Those standards may be viewed online at <http://www.plattsburgh.edu/intranet/webresources/graphicstandardguidelines.php>

In the event that a department needs assistance with publications, the Public Relations department will provide a list of area designers familiar with our graphic standards.

## **RECRUITMENT MARKETING**

The Director of Marketing develops, executes, and assesses plans to enhance recruitment.

The Director supervises the Web marketing team, which also has membership on campus committees overseeing policy development and technical support for web development.

Recruitment marketing plans articulate strategies and tactics, state target audiences and key geographic regions, discuss relevant issues and integrate with the work of Admissions and align closely with campus enrollment-management activities.

In addition to its web development work and in contrast with Public Relations activities, the Marketing operation is mainly concerned with the use of paid media channels to help the college achieve its goals. A chief strategy of the operation is to create and strengthen relationships between Plattsburgh State and its recruitment audiences and their key influencers.

## **RECORDS MANAGEMENT**

The Records Management office is located on the 7<sup>th</sup> floor of Kehoe building in room 708 and open M-F 8:00am – 4:30pm.

The Records Manager oversees the campus department's records retention program and inactive records inventory. Specific records, that are considered legal documents, are kept available until a specific time and then are recycled or destroyed.

The SUNY Records Retention policy is utilized by all campus departments, and the Records Manager assists with periodic group and one-on-one training sessions about this key document for the management of a variety of records.

This office also oversees the storage and destruction of inactive records in three campus locations. If your department has records to keep and a storage area is needed, contact this office at (518) 564-5011

## **TELECOMMUNICATIONS OFFICE**

The Telecommunications office is located on the lower level of Saranac Hall, underneath the College Bookstore.

Office hours are Monday - Friday: 8:00 a.m. to 4:30 p.m. Closed on weekends.

Contact information:

Lower Saranac Hall, 101 Broad Street, Plattsburgh , NY 12901

Phone: (518) 564-7975

Fax: (518) 564-7986

E-mail: [Telecommunications@Plattsburgh.edu](mailto:Telecommunications@Plattsburgh.edu)

Or visit: <http://www.plattsburgh.edu/offices/support/telecommunications/>