

SUNY PLATTSBURGH CAMPUS HANDBOOK

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PLATTSBURGH STATE ART MUSEUM

SUNY Plattsburgh's galleries, art collections, and permanent art installations form a "museum without walls" concept for the entire campus. The main exhibition facilities are the Burke Gallery, the Rockwell Kent Gallery, Winkel Sculpture Court, Myers Lobby Gallery and Slatkin Study Room.

The Burke Gallery is located on the 2nd floor of the Myers Fine Arts Building. A yearly programmatic balance of historical and contemporary art exhibitions are presented throughout the year.

The Myers Lobby also serves as a rotating gallery for student art exhibitions.

The Rockwell Kent Gallery, located in Feinberg Library, houses an extensive collection of paintings, drawings and prints of the late American artist Rockwell Kent, painter, printmaker, author, adventurer, and one of the foremost illustrators of his day. In addition, the Slatkin Room in the Myers Fine Arts Building displays some of the permanent collections of the college, including fine works by Picasso, Rouault, Cezanne, Durer, Ansel Adams, and a large collection of non-western art.

The Winkel Sculpture Court is an enclosed two-story atrium, also in the Myers Fine Arts Building, devoted primarily to the sculptor, Nina Winkel. In addition to these facilities, art works are on display in various buildings throughout the college campus including an extensive monumental sculpture park on the campus grounds.

MUSEUM HOURS

12 Noon to 4:00 PM daily (including Saturday and Sunday);
EXCEPT legal holidays and December 24 - January 1

COLLEGE STORE

The College Store is located in Saranac Hall and is operated by the College Auxiliary Services, Inc. to provide books, insignia items, services and supplies for the faculty, staff, students of the college and the community. College Store hours of operation are Monday through Friday from 8:30 a.m. until 5:00 p.m. Saturday hours (school year) are from 12 noon to 4:00 p.m. The College store also provides commencement regalia and supplies.

To assure that books arrive in a timely manner for the beginning of each semester, faculty members are required to submit their requests for books and supplies prior to March 15 (summer semester), April 15 (fall semester) and October 15 (spring semester).

Campus Express

Campus Express provides many convenience items such as health and beauty aids, food items, beverages, magazines and newspapers. Campus Express is located in the Angell College Center and is open the following times during the school year: Monday through Thursday - 7:30 a.m. until Midnight, Friday - 7:30 a.m. until 9:00 p.m. and Saturday and Sunday - Noon until Midnight. Summer hours are Monday through Friday from 7:30 a.m. until 4 p.m.

VALCOUR EDUCATIONAL CONFERENCE CENTER

Owned and operated by College Auxiliary Services, Valcour Educational Conference Center is a nine acre estate located on the shores of Lake Champlain in Peru, New York approximately 8 miles south of SUNY Plattsburgh's campus. Valcour consists of two buildings, the Main House (with nine guest bedrooms) and the Boathouse. Valcour is available to SUNY Plattsburgh affiliated individuals and groups for meetings, classes, trainings, workshops and retreats, as well as social events such as; weddings, parties, family reunions, etc.

For further information please contact College Auxiliary Services or online at www.plattsburghcas.com

TWIN VALLEYS OUTDOOR EDUCATION CENTER

Twin Valleys Outdoor Education Center is a 662 acre outdoor education and recreation center located in the Adirondacks in Lewis, New York, approximately 40 miles south of SUNY Plattsburgh's campus. Since 1945 Twin Valleys has served as a field campus for college instructional programs, student organization activities and retreats. The property includes rustic accommodations; a main lodge with dormitories and bathrooms, 12 cabins, two classroom buildings, two acre pond, color-coded hiking trails, low ropes course and orienteering course. For further information please contact College Auxiliary Services or online at www.plattsburghcas.com

STUDENT PUBLICATIONS

Student publications include "Cardinal Points", the weekly campus newspaper; All Points North, the quarterly on-line magazine; Student Association Handbook and the literary journal "Z Platt Almanac."

RADIO STATION

The Student Association owns and operates an FM radio station on campus. WQKE provides student volunteers with experience in areas such as management, programming, writing and reporting news, announcing, and radio engineering.

DRAMATICS

Students interested in dramatic literature and production are encouraged to join the College Theatre Association, an effort supported jointly by the Student Association and the Theatre Department.

FORENSIC UNION

Students interested in debate and individual speaking competition are encouraged to join the Forensic Union. This organization has won many honors for the college and has achieved national recognition and ranking for excellence in forensic competition in the past several years.

MUSIC ORGANIZATIONS

In addition to classroom courses, the Music Department offers several opportunities for performance. Students may elect to join one or more of our many ensembles, may audition for private music lessons, or may participate in a musical-theatre production. Interested students should come to the Music and Theatre Office (Room 220 Myers Fine Arts Building) for further information or call 564-2180, Room 220 Myers Fine Arts Building for further information. College credit is given for all ensembles and lessons. Heisler Music Scholarships are available regardless of financial need.

Music groups include the College Chorale, Cardinal Singers, Sinfonia Chamber String Ensemble, Symphonic Band Jazz Ensemble and Contemporary Combo. A variety of smaller chamber groups include jazz, flute, brass, percussion, guitar, saxophone, and clarinet ensembles. The Chorale (open to all) performs contemporary and classical works, frequently with instrumental accompaniment. The Cardinal Singers (an auditioned group)

performs in many different sites both on-and off-campus. The Jazz Ensemble is a big band specializing in the best of blues, jazz, and Latin Jazz, performs at a variety of on-and off-campus events.

Each year the Music Department hosts choral and jazz festivals, a guest artist series, and the Fall "PRISM" concert, which features all the ensembles of the department in a non-stop program. The Music Council is a student organization that hosts field trips, sponsors student master classes, and assists in Music Department events. From time to time, the Music and Theatre departments collaborate to present musical theater productions. The most recent shows were "Chicago", "Into the Woods", "Anything Goes", "City of Angels", and "Urinetown".

SCHEDULE OF ACTIVITIES

The weekly schedule is published during the academic year in the college publication, FOCUS, and in the student newspaper, Cardinal Points. Notices for calendar must be in the Office of the Program Coordinator in the Campus Life Office, College Center, by 4:00 p.m. Thursday of the week prior to presentation.

CARDINAL CARD

Cardinal Card is the universal campus identification card that provides a myriad of services on and off campus including but not limited to your photo identification, library card, meal plan, Cardinal Cash, Fitness Center, and off campus stores. Your Cardinal Card can be obtained at the College Auxiliary Services (CAS) Office in Clinton Dining Hall from 8 a.m. to 4:30 p.m. Monday through Friday. If you lose your ID please call, 564-3083 or go to www.cardinalcard.com and select "Lost/Stolen Card".

CHECK CASHING SERVICE

A check cashing service is operated by the College Auxiliary Services, Inc. at Campus Express in the Angell College Center for the convenience of our college students, faculty, and staff. Personal checks will be cashed for amounts up to \$50.00 for any student, faculty or staff member with a valid Plattsburgh State ID Card (Cardinal Card). Payroll checks may also be cashed at face value. A service fee of \$.75 per check is assessed at the time of cashing. Money orders are also available at the College Store (fee is \$1.00). Weekday hours of service: 9 a.m. to 5 p.m. during the academic year. Contact the store at 564-2082 for summer hours.

SALARY CHECK DIRECT DEPOSITING SERVICE

Direct deposit (electronic transfer) of payroll checks is available to all salaried faculty and staff. Direct Deposit can be authorized at any time by submitting the appropriate authorization form with the Payroll Office. All banks and credit unions can facilitate this convenient service.

NOTARY PUBLIC SERVICE

Notary service is provided without charge to faculty, staff, and students. Please check the Campus Directory for locations.

PERSONAL PROPERTY

Students, staff and faculty are cautioned that the State is in no way responsible for personal property brought on campus. Individuals should assure themselves that their insurance covers their personal property while on campus.

CREDIT UNION

UFirst Federal Credit Union is a community credit union serving all those who live, work, worship, or attend school, have businesses or other legal entities in Clinton County, New York. Members of the immediate families of Credit Union members may join.

For further information and complete details, contact the Credit Union Office located at 274 Rugar Street (corner of Rugar & Ampersand) or call us at (518)324-5700. Visit our website at www.ufirstfcu.net

Our campus location is at the College Bookstore in Saranac Hall. After entering the College Bookstore, take a sharp left and the credit union will be on your left hand side of the store. Hours of operation are Monday, Wednesday, and Friday from 10:00 a.m. - 2:00 p.m.

ALUMNI ASSOCIATION

Established in 1891, the Plattsburgh Alumni Association offers lifetime membership in a nationwide network of alumni. The purpose of the Alumni Association is to work actively and effectively to advance the interests and welfare of the College and its faculty, students and alumni.

The Association is supported by its membership through student and alumni dues and affinity partnership programs. The Alumni Association is governed by a volunteer Board of Directors, which represents a cross section of academic majors, careers, geographic locations and class years. The Board meets twice a year to conduct official business. The day-to-day activities are conducted by an executive director.

The Alumni Office is located in Hawkins Hall (Room 111 & 113). To contact the Alumni Office please call 564-2090, Fax 546-2094 or Email alumni@plattsburgh.edu.

CAMPUS NEWSLETTER

FOCUS on Plattsburgh, is the College's newsletter. It is published by the Office of Institutional Advancement (OIA) on a biweekly basis during the fall and spring semesters and monthly during the summer. FOCUS contains campus news, announcements and upcoming events and activities. The newsletter is distributed by campus mail to all faculty and staff and is available to members of the campus community at convenient locations on campus. It is also sent to various members of the community, Plattsburgh College Foundation and others. Items of interest for FOCUS should be submitted to the Office of Public Relations, 113 Hawkins Hall, Fax 564-2094 or email: news@plattsburgh.edu

ALUMNI MAGAZINE

Published by the Office of Institutional Advancement three times each year, Plattsburgh Magazine is the College's alumni magazine. Each issue of the magazine features articles highlighting the close interactive educational experience faculty, staff and students engage in at the College. It also underscores the importance alumni and friends of the College play in the educational experience through gifts, support, internships and other opportunities for students. The magazine is mailed to alumni, Foundation, and College Council members, friends, parents, business community members, governmental agencies and others. The magazine is distributed by campus mail to all faculty and staff and is also available to members of the campus community at convenient locations on campus.

Articles and ideas for future articles can be submitted to the Office of Public Relations, 113 Hawkins Hall, Fax 564-2094 or email: Plattsburghmagazine@plattsburgh.edu.

PLATTSBURGH COLLEGE FOUNDATION, INC.

The Plattsburgh College Foundation, Inc., is a not-for-profit corporation established in 1963 to receive and manage private gifts for the benefit of SUNY Plattsburgh.

Membership in the corporation includes residents of the community-at-large, business leaders, members of the College Council, alumni, current or retired members of the College faculty and staff and student body who serve on a volunteer basis.

The Foundation is managed by a volunteer Board of Directors consisting of members of the community, alumni, faculty and students. The President of the Foundation chairs the Board, and its day-to-day operations are conducted by an Executive Director - a member of the College administrative staff appointed each year on the recommendation of the College President.

The Foundation offices are located at 107 Hawkins Hall. To contact the Foundation call 564-2090, Fax 564-2087 or Email giving@plattsburgh.edu. To make a gift on line go to www.plattsburgh.edu/makeagift

TRAFFIC AND PARKING REGULATIONS POLICY

Preamble

This part governs vehicular and pedestrian traffic and parking upon the highways, streets, roads, and sidewalks owned, controlled or maintained by the State University of New York College at Plattsburgh, New York, and shall apply to students, faculty, staff, and visitors and all other persons upon such premises. Faculty includes those persons listed or eligible for listing in the official faculty directory and visiting faculty as designated by the president of the college. Staff includes those persons listed or eligible for listing in the official staff directory. A visitor is other than faculty, staff, or student.

General

(a) The Vehicle and Traffic Law of the State of New York is applicable and enforceable on property maintained by the State University. All drivers are expected to know and observe

campus traffic and parking regulations and traffic ordinances of the City of Plattsburgh where they apply.

(b) A violation of any applicable section of the Vehicle and Traffic Law shall be a misdemeanor or traffic infraction as designated in such law, and shall be punishable as therein provided.

(c) Such laws adopted above shall be enforced in any court having jurisdiction.

(d) A complaint regarding any violation of the Vehicle and Traffic Law, or any traffic ordinance applicable on such premises, shall be processed in accordance with the requirements of applicable law.

(e) No person shall drive a vehicle on University streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of 30 miles per hour unless a different speed is authorized and indicated by the University.

(f) No person shall park a vehicle on the premises of the University in such manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

(g) Parking fees as approved by the chancellor, or designee, shall be charged for motor vehicles parked within designated lots, consistent with applicable collective bargaining agreements and in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the University.

(h) All regulations pertaining to motor vehicle registration and operation are enforceable 24 hours a day throughout the entire year, except as otherwise prescribed by the University Police Department.

(i) Until rescinded, any individual who is a member of the faculty, staff or student body is required to register motorized vehicles for use on campus.

(j) No parking is permitted in areas not paved, striped, and designated as parking (i.e. on the grass or along roadsides). Parking is prohibited in those areas designated as no parking by posted signs.

(k) The driving of a motor vehicle is permitted only on established campus roadways. Campus service vehicles are exempt from this regulation.

REGISTRATION

(a) All faculty, staff and students who drive on campus must register their vehicles at the University Police Department at a fee as approved by the Chancellor or designee. Official college parking permits will be issued there for the current academic year or summer session. The University Police Department is located in the Health Services Building, and is open 24 hours a day, seven days a week.

(b) Permits must be displayed no later than 48 hours after the first day of classes of that session. Persons joining the college after the opening of the session must display such a permit 48 hours after reporting to the college.

(c) One hang-tag parking permit will be issued to each campus registrant, to be used in any vehicle while parked on campus. A replacement permit will only be issued whereupon the original issued permit is reported as lost or stolen to University Police. Anytime the vehicle is parked on campus, the permit must be hung on the interior rear-view mirror, prominently displayed in view through the front windshield. Any parking violation charged to the permit number will be the responsibility of the campus registrant to whom the permit was issued, regardless of vehicle ownership. Note that New York State Vehicle and Traffic Law prohibits any object that obstructs the operators view when the vehicle is moving. Permits should be displayed only when parked on campus.

(d) Motorcycles and motor scooters parked on campus must be registered. Parking permit decals for motorcycles and motor scooters must be displayed on the left fork above or below the inspection sticker.

(e) Any change of vehicle license or registration shall be reported to the University Police Department within 48 hours.

(f) Faculty, staff and students who are forced to use a vehicle without a permit in an emergency must apply to the University Police Department for a temporary pass. Temporary use of a motor vehicle on campus requires that a temporary permit be issued by the University Police Department. Failure to display a pass could lead to a violation penalty as a unregistered vehicle.

PARKING AREAS

(a) Students, faculty, staff and visitors shall park only in areas authorized (see approved parking areas in subdivision [e] of this section). No deviation from this policy will be permitted unless approved by the Chief of University Police

(b) Vehicles must be parked between lines.

(c) Parking lights or flashers must be turned on when vehicles are loading or unloading materials. Loading or unloading is limited to 15 minutes in service areas only.

(d) Storage of vehicles (inoperative or unlicensed) in campus lots is prohibited unless permission is given by the University Police Department. Vehicles so stored will be towed away at the owner's expense.

(e) Areas designated in these regulations as parking areas shall be restricted to parking by college faculty, staff and students between the hours of 6 a.m. and 5 p.m., Monday through Friday, with the exception of parking Lot #27. The restricted hours for parking Lot #27 shall be between the hours of 8 a.m. and 5 p.m., Monday through Friday. During the hours when lots are not specifically restricted, they shall be used by people on college-related business. Emergencies, such as snow conditions, can result in the closing of any lot.

APPROVED PARKING AREAS

RESTRICTED TO FACULTY AND STAFF:

- 2 - Hawkins Hall Lot (section closest to Cornelia Street and west)
- * 4 - Redcay Hall Lot and 133 Court Street Lot
- * 5 - Hudson Hall Lot (south)
- * 6 - Hudson Hall/Broad Street Lot (west)
- * 7 - Beaumont Hall Lot (1/2 of Draper Avenue Lot)
- *11 - Kehoe/Myers Building Lot (1/2 of Lot closest to Kehoe)
- *15 - Memorial Hall Lot (rear lower level closest to Memorial)
- *16 - Saranac Hall and Health Center building Lots (upper & lower lots)
- *19 - Sibley Hall (back lot)
- 22 - Sibley Hall (side lot)
- 23 - Sibley Hall (front lot)
- 24 - Service Building (front lot)
- *25 - Algonquin Hall Lot
- *26 - Service Building (side lot)
- *28 - Maintenance Storage Building and CV Hall Lot
- 29 - Field House (back lot)

VISITORS LOT (CLOSED TO FACULTY, STAFF AND STUDENTS):

- * 9 - Yokum Hall
- *10 - Kehoe Building (front)

RESTRICTED TO ON-CAMPUS STUDENTS:

- 13 - Macdonough Hall Lot (front & east)
- 14 - Harrington Hall Lot
- 18 - Residence Hall Towers Way Lot
- 20 - Sibley Hall Lot (new lot, section closest to residence halls)

RESTRICTED TO OFF-CAMPUS STUDENTS

- 1 - 134 Court Street/President's House Lot
- 3 - Hawkins Hall Lot (north/Draper Ave. side)
- * 8 - Beaumont Hall (1/2 of Draper Ave. Lot)
- *12 - Kehoe/Myers Building Lot (1/2 of Lot closest to Rugar Street)
- 21 - Sibley Hall (new lot, section closest to George Angell Drive)
- 27 - Banks Hall Lot

(See campus Parking & Traffic Regulations for parking lot map.)

(f) * Lots designated as "no overnight parking" must be vacated between 12:00 midnight and 6:00 a.m.

(g) Only those persons who possess a valid New York State handicapped license plate or valid permit issued by a municipality in accordance with the Vehicle and Traffic Law, or a handicap permit issued by the University Police Parking Office, may park in spaces designated for handicapped parking. The University Police Parking Office shall only issue handicap permits upon receipt of a physician's statement.

(h) There are assigned parking spaces for service vehicles, Resident Directors, on-duty physicians, and special parking accommodations for disabled faculty, staff, and students.

ACCIDENTS

All motor vehicle accidents on campus which cause personal injury and/or property damage (regardless how slight) must be reported to the University Police Department for necessary action.

TOWING

(a) The college reserves the authority to remove from the campus by towing, at the owner's expense, any motor vehicle which is not registered as required or which is parked in violation of campus parking regulations.

(b) The accumulation of five (5) or more parking violations will result in a tow warning sticker. This shall subject the vehicle to towing whenever it is parked in violation of campus parking regulations, even if previous fines have been paid. The registrant will be charged for towing.

(c) Stored vehicles which are not registered, whether in operating condition or not, in parking or non-parking areas, will be towed at the owner's expense.

(d) Registered vehicles may only be stored in designated storage areas upon the permission of the University Police Department. During the school year, parking areas designated as "No Overnight Parking" will not be available for storage of vehicles. Vehicles stored without permission are subject to towing. The registrant will be charged for towing.

(e) Parking in areas that hamper the normal business flow of this campus or create a safety problem may lead to immediate towing.

(f) Parking is prohibited in areas that display tow away signs.

(g) SUNY Plattsburgh will assess a \$15.00 fee to all vehicles towed and the registrant will be charged for towing.

PENALTIES AND PROCEDURES; VIOLATIONS OF CAMPUS TRAFFIC AND PARKING REGULATIONS

(a) Fines.

(1) Failure to properly register a vehicle parking on campus or failure to properly display a decal or parking permit - \$25 each violation.

(2) Unauthorized use of a decal or parking permit - \$25 each violation.

(3) Parking in violation of defined parking lines that would render an adjoining parking space unusable or which would put a vehicle over onto a lawful roadway or safety zone - \$10 each violation.

(4) Parking in an unauthorized parking area or zone (wrong lot) - \$25 each violation.

(5) Parking in areas other than designated parking areas (lawns, roadsides, no parking zones, and driveways, etc.) - \$25 each violation.

(6) No overnight parking violation (midnight to 6 a.m.) - \$20 each violation.

(7) Unauthorized parking in a handicapped space - \$50.00.

(8) Tow away violation (in addition to specific violation fine and cost of private tow service) - \$15 each violation.

(9) Unattended vehicles parked in violation of campus parking regulations are the responsibility of the registrant, regardless of ownership. The person registering the car is responsible for the vehicle while it is on campus and must pay all fines for parking violations. All fines are payable at the Student's Account Office in the Kehoe Building.

(10) The prosecution and collection of fines involving visitors shall be in accordance with applicable law.

(11) Unpaid fines shall be deducted from the salary or wages of an offending officer or employee of the university. In the case of students, grades or transcripts will be withheld until all fines are paid.

(b) The President of the State University of New York, College at Plattsburgh, Plattsburgh, New York, designates three persons, plus three alternates, to serve on the traffic and parking appeals board. This board hears complaints for violation of these campus traffic and parking regulations enforceable on campus. In no way is this to be construed to take precedence over section 565.2 (e) of this Part. No member of the board will consider any appeal emanating from his immediate supervisor.

(c) A complaint regarding any violation of a campus rule shall be in writing, reciting the time and place of the violation and the title, number or substance of the applicable rule.

(1) The complaint must be subscribed by the officer witnessing the violation and attached to the vehicle involved.

(2) The complaint shall indicate the amount of the fine assessable for the violation, and advise that if the person charged does not dispute the violation, fines will be paid in the Bursar's Office within a 72-hour period (not to include Saturdays and Sundays).

(3) The complaint shall recite that a hearing may be requested by registering either orally or in writing within two weeks an intention to appeal, and within two weeks actually appealing either orally or in writing, to the chairman of the traffic and parking appeals board, and such an appeal will preclude the payment of fine within 72 hours. Failure to request a hearing within two weeks or failure to appear at the time fixed for the hearing mandates that the violation will stand. Forms for appealing complaint tickets may be picked up in the University Police Department in the Health Services Building or downloaded from the University Police website.

(4) The complaint shall recite that should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within two weeks of receipt of complaint, the complaint is proved and shall warrant such action as may then be appropriate.

(d) At the conclusion of the hearing or not later than five days thereafter, the traffic and parking appeals board shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:

- (1) the name and address of the alleged violator;
- (2) the time and place when the complaint was issued;
- (3) the campus rule violated;
- (4) a concise statement of the facts established on the hearing based upon the testimony or other evidence offered;
- (5) the time and place of the hearing;
- (6) the names of all witnesses;
- (7) each adjournment stating upon whose application and to what time and place it was made;
- (8) the decision (guilty or not guilty) of the hearing officer or board.