ULSTER COUNTY COMMUNITY COLLEGE

POLICIES

of the

BOARD OF TRUSTEES

Revised, April 12, 2000
Revised, January 3, 2005
Revised September 2009
Revised July 2012
# TABLE OF CONTENTS

1. **BY-LAWS OF THE BOARD OF TRUSTEES OF ULSTER COUNTY COMMUNITY COLLEGE**  
   - 1.1 The By-laws

2. **VISION, VALUES, MISSION AND GOALS OF ULSTER COUNTY COMMUNITY COLLEGE**  
   - 2.1 Vision Statement  
   - 2.2 Mission Statement  
   - 2.3 Values Statement  
   - 2.4 Strategic Goals 2015-2019

3. **GENERAL POLICY MATTERS RELATING TO THE OVERALL OPERATION OF ULSTER COUNTY COMMUNITY COLLEGE**  
   - 3.1 Recommendation Regarding the American Flag and Anthem  
     - 3.1.1 Pow/Mia Flag  
   - 3.2 Collective Bargaining Matters  
     - 3.2.1 Continuation of Existing Terms and Conditions of Employment  
   - 3.3 Ulster Community College Association, Inc.  
     - 3.3.1 Guidelines for the Association  
     - 3.3.2 New Constitution and By-laws of the Association  
     - 3.3.3 Bookstore Reserve and Future Bookstore Operations  
   - 3.4 Record Retention and Disposition  
   - 3.5 Freedom of Information Guidelines  
   - 3.6 Ethics and Conflict of Interest  
   - 3.7 Policy on AIDS  
   - 3.8 No Smoking Policy  
   - 3.9 Alcohol and Drug-Free Workplace Policy  
   - 3.10 Bloodborne Pathogens Exposure Control Plan  
   - 3.11 General Policy on Campus Crime and Security  
     - 3.11.1 Ulster County Work Place Security Policies and Procedures Manual  
     - 3.11.2 Campus Safety Act  
     - 3.11.3 Designation of Peace Officer(s)  
     - 3.11.4 Security Measures (Peace Officer Firearm Designation)  
     - 3.11.5 Computer And Network Security And Acceptable Use Policy
3. GENERAL POLICY MATTERS RELATING TO THE OVERALL OPERATION OF ULSTER COUNTY COMMUNITY COLLEGE (continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.12</td>
<td>Business Resource Center</td>
</tr>
<tr>
<td>3.12.1</td>
<td>The Governing Policy of the Ulster County Community College Business Incubator</td>
</tr>
<tr>
<td>3.12.2</td>
<td>Incubator Rental Fees</td>
</tr>
<tr>
<td>3.13</td>
<td>Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 as Applied to Policies at Ulster County Community College</td>
</tr>
<tr>
<td>3.14</td>
<td>Limited Public Forum</td>
</tr>
<tr>
<td>3.15</td>
<td>Alcohol Beverage and Drug Policy (DFSCA)</td>
</tr>
<tr>
<td>3.16</td>
<td>Directory Information (Update of Board Policy Manual)</td>
</tr>
<tr>
<td>3.17</td>
<td>Children at the Workplace and Children in Class</td>
</tr>
<tr>
<td>3.18</td>
<td>Ulster County Community College Workplace Violence Prevention Policy &amp; Incident Reporting</td>
</tr>
<tr>
<td>3.19</td>
<td>Mandatory Reporting and Prevention of Child Sexual Abuse</td>
</tr>
<tr>
<td>3.20</td>
<td>Anti-Bullying Policy</td>
</tr>
<tr>
<td>3.21</td>
<td>Pregnancy Discrimination Act Policy</td>
</tr>
<tr>
<td>3.22</td>
<td>Child Protection Policy</td>
</tr>
</tbody>
</table>

4. PERSONNEL POLICIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Appointment of Teaching and Non-Teaching Staff</td>
</tr>
<tr>
<td>4.1.1</td>
<td>Method of Appointment</td>
</tr>
<tr>
<td>4.1.2</td>
<td>Appointment Year and Salary Periods</td>
</tr>
<tr>
<td>4.1.3</td>
<td>Types of Appointment</td>
</tr>
<tr>
<td>4.1.4</td>
<td>Special Requirements for Nursing Faculty</td>
</tr>
<tr>
<td>4.1.5</td>
<td>Approval of Appointments</td>
</tr>
<tr>
<td>4.1.6</td>
<td>Overload and Part-time Appointments</td>
</tr>
<tr>
<td>4.1.7</td>
<td>Employment of Immediate Family Members</td>
</tr>
<tr>
<td>4.1.8</td>
<td>Exempt Class Positions</td>
</tr>
<tr>
<td>4.1.9</td>
<td>Policy on Appointment of Hourly Professional Staff</td>
</tr>
<tr>
<td>4.2</td>
<td>Termination</td>
</tr>
<tr>
<td>4.3</td>
<td>Promotion</td>
</tr>
<tr>
<td>4.3.1</td>
<td>Qualities</td>
</tr>
<tr>
<td>4.3.2</td>
<td>Criteria</td>
</tr>
<tr>
<td>4.4</td>
<td>Leaves and Tuition Waivers</td>
</tr>
<tr>
<td>4.4.1</td>
<td>Leave for Medical Reasons</td>
</tr>
<tr>
<td>4.4.2</td>
<td>Leaves Without Pay</td>
</tr>
<tr>
<td>4.4.3</td>
<td>Sabbatical Leave – Full-Time Teaching Faculty</td>
</tr>
<tr>
<td>4.4.4</td>
<td>Tuition Waivers for College Staff</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

4. PERSONNEL POLICIES (continued)
   4.4.5 Requesting and Recording Time Off
   4.4.6 Tuition Waivers for Field Work, Internship, or Preceptorship Supervisors
   4.4.7 Policy on Family and Medical Leave
   4.4.8 Voluntary Leave of Absence Program
   4.4.9 Tuition for County Employees
   4.5 Complaint Procedure
   4.6 Retirement
      4.6.1 Participation in SUNY Optional Retirement Program
      4.6.2 Authorization for TIAA/CREF Election Options
      4.6.3 Approval of TIAA/CREF Retirement Transition Benefit
      4.6.4 Accumulation and Compensation Upon Termination and/or Retirement for
           Accrued Annual Leave
      4.6.5 Post-Retirement Employment
      4.6.6 Retirement Compensation Non-Classified Employees Policy
      4.6.7 Retirement Compensation Classified Employees Policy
   4.7 Emeritus Status
   4.8 Distinguished Staff Member Designation
   4.9 Personnel Policies for Management and/or Confidential Employees
      4.9.1 Staff Health Insurance
      4.9.2 Term Life Insurance & Long Term Disability
      4.9.3 Retirement
      4.9.4 Annual leave
      4.9.5 Personal Leave
      4.9.6 Long-term Disability Insurance (see section 4.9.2)
      4.9.7 Travel Policy
      4.9.8 Sick Leave
      4.9.9 Sick Leave Upon Retirement (see section 4.9.8)
      4.9.10 Professional Development Leave
      4.9.11 Parental Leave
      4.9.12 Continuation of Employment
      4.9.13 Accumulation and Compensation Upon Termination and/or Retirement for
           Accrued Annual Leave (see section 4.9.4)
      4.9.14 Sick Leave Conversion to Annuity
      4.9.15 Maternity Leave
      4.9.16 Holidays
4. **PERSONNEL POLICIES (continued)**
   4.10 Equal Employment Opportunity
   4.11 Grievance Procedure
   4.12 Harassment and Assault Policy
   4.13 Sexual Harassment Policy & Procedures
   4.14 Essential Personnel Policy
   4.15 Standard Work Day Policy
   4.16 Pandemic Influenza Social Distancing Policy
   4.17 Evaluation of Prospective Employees with Criminal History Backgrounds
   4.18 Sexual Misconduct Policy
   4.19 Policy on Sexual Violence Prevention and Response

5. **ACADEMIC PROGRAM**
   5.1 Adoption of Curricula
   5.2 Right to Cancel Classes Reserved to the College
   5.3 Academic Support
      5.3.1 Use of Library by Other SUNY Students, Faculty and Staff
   5.4 Advisory Councils
      5.4.1 (Reserved for Resolution on Advisory Councils)
      5.4.2 Revised Procedures for Adding and Deleting Names to Advisory Councils
      5.4.3 Identification of Positions for Advisory Councils
   5.5 Amendment to Resolution #02-8-211 Change in General Education Policy – A.A. and A.S. Degrees

6. **STUDENT AND STUDENT AFFAIRS**
   6.1 Admission
      6.1.1 Full Opportunity Policy
      6.1.2 Equal Access for Admission
      6.1.3 Financial Aid
      6.1.4 Tuition Budget Plan Via Automatic Payment
      6.1.5 Special Admissions Review Policy
      6.1.6 Approval of Admission Changes for Nursing Program
      6.1.7 Approval of Admission Changes for Veterinary Technology Program
      6.1.8 Department of Defense Recruitment Inducement Ban Policy
   6.2 Registration and Fees
      6.2.1 Testing for Degree Program Registration
6. STUDENT AND STUDENT AFFAIRS (continued)
   6.2.2 Course Auditing Policy
   6.2.3 Student Activity Fees
   6.2.4 Student Insurance Fee
   6.2.5 Payment, Collection and Disbursement of Student Fees
   6.2.6 Part-time Student Accident Insurance
6.3 Student Affairs
   6.3.1 Student Academic Integrity
   6.3.2 Student Conduct
   6.3.3 Student Participation in Pre-Election Activities
   6.3.4 Statement on Drugs
   6.3.5 Revision of Alcoholic And Drug-Free Workplace Policy
   6.3.6 Revision of Policy on Maintenance of Order
   6.3.7 Maintenance of Order (Inclusion of Hazing)
   6.3.8 Student Records Policies and Procedures
   6.3.9 Policy on Fraud
   6.3.10 Code of Conduct Due Process Hearing and Appeals Procedures for Students
   6.3.11 Prohibition on Marketing of Credit Cards
   6.3.12 Student Athlete Conduct Policy
6.4 Alumni Association
6.5 Recognition of Academic Senate

7. BUDGET REVIEW AND APPROVAL
   7.1 Revenues
      7.1.1 Capital Chargebacks
      7.1.2 Operating Chargebacks
   7.2 Expenditures
      7.2.2 Meals & Refreshment Expense Policy

8. FINANCIAL MANAGEMENT
   8.1 Fiscal Administration Under Plan C
   8.2 Authorized Signatures
# TABLE OF CONTENTS

8. FINANCIAL MANAGEMENT (continued)
   8.2.1. Signature on Operating Checks Policy
   8.3 Purchasing
      8.3.1 Use of Ulster County Purchasing Procedures
      8.3.2 Procedure When Low Bid is Questioned
      8.3.3 Contract Awards as Per New York State Office of General Services
      8.3.4 Penalty Clauses in Lease and Installment Agreements
      8.3.6 Authorization to Enter into a Cooperative Bidding Program with NYS CC Purchasing Consortia
     8.3.7 Purchasing Policies & Procedures
     8.3.8 Authority to Commit Money
   8.4 Travel
      8.4.1 President Authorized to Travel for the College
      8.4.2 Local Travel for Full and Part-time Faculty
      8.4.3 Travel Policy (Travel Beyond 300 Mile Radius)
      8.4.4 Travel Policy
   8.5 Royalties
   8.6 Complaint Protection and Procedure (Accounting and Internal Controls)
   8.7 Miscellaneous Payroll Certification
   8.8 Red Flags Rules Policy
   8.9 Capital Assets Policy and Procedures

9. TREASURY MANAGEMENT
   9.1 Petty Cash (Increase to Petty Cash Bank)
      9.1.1 Petty Cash Policy
   9.2 Signature on Operating Checks
   9.3 Refunds and Collections
      9.3.1 New Student Refund Policy
      9.3.2 Insufficient Funds Policy
      9.3.3 Approval to Pursue Litigation on NDSL Loans in Default
      9.3.4 Bad Debts Policy
      9.3.5 Collections Policy
      9.3.6 Allowance for Doubtful Accounts
   9.4 Credit Card Policy
   9.5 Banking
TABLE OF CONTENTS

9. TREASURY MANAGEMENT (continued)
   9.5.1 Depository and Payment of Federal Funds
   9.5.2 Security Requirements from Banks
   9.5.3 Bank Reconciliation & Stale Check Policy
   9.6 Insurance
      9.6.1 Recognition of Trustee Coverage by Workers Compensation
      9.6.2 Change In Workmen’s Compensation Group
   9.7 Payroll Deductions
      9.7.1 Voluntary Deductions for Ulster County Community Chest
      9.7.2 Deductions for TIAA/CREF in First Year
      9.7.3 Voluntary Deductions for TIAA/CREF Tax Deferred Annuities
      9.7.4 Voluntary Deductions for Alternate Aetna Tax Sheltered Annuity Program
      9.7.5 Voluntary Deductions for Equitable Life Insurance as an Additional Tax Sheltered Annuity Program
   9.8 College Trust and Foundation
      9.8.1 Guidelines
      9.8.2 Indenture and Trust Approval
      9.8.3 Naming Opportunities - Policy

10. BUILDINGS AND GROUNDS
    10.1 Facilities
        10.1.1 President's House
        10.1.2 Facilities Use Fee Schedule (2013-2014)
        10.1.3 Non-for-Profit Facilities Use at the Business Resource Center
APPENDICES*

1. Copy of Ulster County Concurrence with Plan C Fiscal Administration of the College. Resolution 118, 9/12/63

2. Table of Approved Curricula as Listed in New York State Education Department Inventory of Registered Programs, following Board action and SUNY approval.


6. Designation of General Education Courses satisfying learning outcomes and competencies as determined by the SUNY Board of Trustees Resolution #98-241.

A copy of the Policies of the State University of New York indicating those that apply to community colleges is available in the President's Office, along with new policies in the form of Memoranda to Presidents.