To: SUNY Chancellor

From: Nicholas F. Laino, Interim President

Re: Herkimer County Community College Campus Plan for Designation of Tax-Free Area(s) ("Campus Plan")

Date: August 27, 2014

---FOR SUNY SYSTEM ADMINISTRATION USE ONLY---

For SUNY’s START-UP NY Proposal Review Team Co-Chair: It is recommended by the SUNY START-UP NY Proposal Review Team that SUNY [approve/reject] the attached Campus Plan:

Proposal Review Team Co-Chair

__________________________

Date

Print Name

For SUNY Office of the Chancellor:
The attached Campus Plan is hereby [approved/rejected] for campus submission to the NYS Commissioner of Economic Development.

__________________________

Signature of the Chancellor or designee

Date

Print Name
To: Mr. Kenneth Adams, NYS Commissioner of Economic Development  
From: Interim President Nicholas F. Laino of Herkimer County Community College  
Re: Herkimer County Community College’s Campus Plan for Designation of Tax-Free Area(s)  
Date: August 27, 2014

I, Interim President Nicholas F. Laino of Herkimer County Community College hereby certify the following:

a.) we have provided a copy of the enclosed Campus Plan for Designation of Tax-Free NY Area, to the municipality or municipalities in which the proposed Tax-Free NY Area is located, local economic development entities, the applicable faculty senate, union representatives, and student government at least 30 days prior to submitting the plan to you and attached evidence of submission herewith; and

b.) we comply with Public Officers Law Section 74; State University of New York’s Policy on Conflict of Interest and; and attached copies of the polices and/or guidelines herewith; and

c.) we comply with the Commissioner’s rules and guidelines on anticompetitive behavior (NY EDL, art. 21, sect. 440); and

d.) we are aware of the non-governmental use limitations associated with state issued tax exempt bonds and if our proposed Tax-Free NY Area was financed with tax exempt bonds, we will: 1.) make potential businesses aware of these limitations when marketing property; and 2.) take appropriate steps to ensure that non-governmental use of property funded with tax-exempt bonds will not jeopardize the tax exempt status of state issued bonds; and

e.) we consulted with the municipality or municipalities in which such land or space is located prior to including such space or land in the proposed Tax-Free NY Area and we have given preference to underutilized properties; and

f.) we have not relocated or eliminated any academic programs, any administrative programs, offices, housing facilities, dining facilities, athletic facilities, parking, or any other facility, space or program that actively serves students, faculty or staff in order to created vacant land or space to be designated as a Tax-Free NY Area; and

g.) the information contained in the enclosed application is accurate and complete.

[Signature]

PRESIDENT’S SIGNATURE  

[Signature]

DATE

Attachments/Enclosures:
1.) Tax-Free Area Plan with Polygon shapefile of campus area (if available) and/or point data of vacant space (if available), OR outline and shaded delineation of proposed tax-free area on a campus aerial photo and/or campus map shaded to indicate land or building containing proposed tax-free space, and floor plans of building space with designated space clearly labeled and shaded.

2.) Excel spreadsheet of property to be designated

3.) Applicable conflict of interest policies

4.) Evidence of submission of Tax-Free Area Plan to interested parties
START-UP NY CAMPUS PLAN FOR DESIGNATION OF TAX-FREE AREA(S)

Campus Name: Herkimer County Community College
Campus Contact Name: Daniel Sargent
Campus Contact Title: Assistant to the President
Campus Contact E-mail: sargentda@herkimer.edu
Campus Contact Phone: (315) 866-0300 ext. 8525

THE TAX-FREE NY AREA PLAN SHALL BE DEVELOPED BY THE CAMPUS TEAM AND PROVIDE THE FOLLOWING REQUIRED INFORMATION:

1) Specification or identification of space or land proposed for designation as a Tax-Free NY Area identifying the following:

   i. Provide the name and address of the SUNY, CUNY or community college seeking approval as a Sponsor, the address of the space or land proposed for designation as a Tax-Free NY Area, and a written description of the physical characteristics of the area for designation.

<table>
<thead>
<tr>
<th>Name: Herkimer County Community College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Address: 100 Reservoir Rd., Herkimer, NY 13350</td>
</tr>
<tr>
<td>Address(es) of Proposed Tax-Free NY Area(s): 160 Homyk Rd., Herkimer, NY 13350</td>
</tr>
<tr>
<td>Description of Physical Characteristics of Proposed Tax-Free NY Area(s): This is an undeveloped parcel of 19 acres located on the College’s campus along its western boundary. Although it is part of the College’s campus, the parcel is located approximately a quarter of a mile to the west of the buildings that comprise the main area of campus. The parcel is located roughly 100 yards to the west of the College’s athletic fields. The parcel consists of mostly open meadow with roughly 3 acres of woodland along its southern edge. It is bisected by a dirt/gravel access road (Homyk Road) and there is a power line strung on utility poles that runs through the meadow in the northern portion of the parcel.</td>
</tr>
</tbody>
</table>

   ii. Complete the Excel spreadsheet template provided with this document, noting the instructions on page 2. Include the official SUNY Physical Space Inventory (PSI) building number and a clear description of the spaces in the building or floor (when the entire floor is under consideration), or floor/wing (with outer rooms defining the space specifically listed). Include only properties sought to be designated now and exclude potential sites that may be considered in the future (see 2a below). Attach the completed spreadsheet to this plan.

   iii. Provide also a representation of each proposed site drawn in AutoCAD on a scaled campus map with boundaries drawn clearly. Two versions should be created; one including an imbedded layer from Google Earth or other aerial photograph of the property.
The second version should exclude the photographic imagery. Each parcel under consideration must have a unique alpha numeric identifier, clearly labeled on each plan which ties to identifiers in the Excel spreadsheet. If digital files containing Polygon shapefile that delineates area for designation are available, provide these as well. Attach these materials to this plan.

iv. Provide a campus map with each proposed building shaded. Label each building with the official building number as listed in the SUNY Physical Space Inventory (PSI) along with the building name. For each building shaded and labeled, include floor plans of all areas under consideration with the specific spaces clearly shaded and labeled with official PSI room numbers. If digital files containing Point shapefiles that provide locations of area for designation are available, provide these as well. Attach these materials to this plan.

2) The total square footage of the space and/or acreage of land proposed for designation as a Tax-Free NY Area is:

SU-314-1-L-00001-000-A is a 19-acre parcel.

2a) If applicable: You may include here a description of any potential space or acreage of land that you may seek to designate as a Tax-Free NY Area under the START-UP NY Program in the future. This may include campus property that may become vacant, or other properties in your community that are not currently part of your campus but may be desirable for a company partner and with which you may consider an affiliation if an appropriate partner is identified. Do not include these properties in the Excel spreadsheet.

Herkimer College is looking into the possibility of including other properties, both undeveloped land and vacant building space, in future amended versions of our campus plan:

- There is a section of cleared land in the Town of Frankfort along State Route 5S that has been designated by the Herkimer County IDA as a site for the development of a business park. It currently has some infrastructure in place (e.g. an access road), but no buildings. The College is in discussion with the Herkimer County IDA in regard to inclusion of a parcel of this property in the College’s campus plan. One of the advantages of this site is the low cost of electrical power. This property is located farther than a mile from the College’s campus.

- The Herkimer County College Foundation owns a parcel of undeveloped land that is being considered for inclusion in the campus plan. It is contiguous with the college campus and is adjacent to the parcel of land being designated in this plan and is accessible by the same road. The property includes several buildings that were part of an old family dairy farm that is no longer operational. They include a farm house and two barns.

- The Herkimer Area Resource Center (HARC) owns a former factory building on German Street in the village of Herkimer that has vacant office space. The College is currently in discussions with HARC regarding what
areas of their building they might be interested in eventually having included in this campus plan.

2b) **If applicable:** The total square footage of the space or acreage of land that you may propose to designate as a Tax-Free Area as identified in 2a, if known.

This information is not available at this time.

3) Provide a description of the type of business or businesses that may locate in the area identified in #1.

Herkimer College is interested in partnering with businesses that will complement our academic programs and mission, and will help promote our students' academic and professional success through internships and/or research opportunities. Herkimer College will look to partner with businesses involved in the following areas: cybersecurity; computer information systems; crime and intelligence analysis; manufacturing; science; agribusiness; and communication and media arts. Businesses that can bring added value to our academic programs in small business management and quality assurance for business will also be regarded with interest.

4) Provide a description of the campus academic mission, and explain how the businesses identified in #3 will align or further the academic mission of the university or college.

The academic mission of Herkimer College can best be captured by presenting the institutional mission and vision statements and the core values the College has adopted as its guiding principles:

**The mission of Herkimer College** is to serve our learners by providing high quality, accessible educational opportunities and services in response to the needs of the local and regional communities.

**Vision Statement:** Herkimer College will continue to be a highly respected teaching and learning institution whose academic excellence will be complemented by a rich offering of co-curricular programming, quality student services and distinction in athletics. The College will continue to serve the post-secondary education needs of the community and be a key driver in regional economics, capitalizing on the potential of its partnerships and programs in current and emerging fields. Herkimer College students will exceed expectations in programmatic outcomes, education core competencies, and critical thinking skills in order to become productive citizens engaged in a global society.
Core Values:

Community: To foster a collaborative campus environment that promotes civility, creativity, diversity, open communication, social responsibility, and mutual respect among students, faculty, staff, and the public.

Excellence: To encourage all constituencies of the college community to pursue the highest standards of performance in their academic and professional work.

Integrity: To embrace the values of honesty, respect, consistency, diversity and responsibility, in order to provide fair and equal treatment for all.

Opportunity: To provide access to quality, affordable lifelong learning opportunities and to maintain an environment that fosters individual growth and development for all.

Within the context of our institutional mission, vision and core values, we have identified academic programs to align with this campus plan:

- Cyber Security
- Computer Network Technician
- Crime and Intelligence Analysis
- Small Business Management
- Quality Assurance (business and manufacturing tracks)
- Science
- Communication Arts

The businesses described in #3 above align directly with the academic focus and targeted learning outcomes of these programs and have the potential to contribute significantly to our students’ success in these and other programs, while also supporting and furthering the mission, goals and values of the College overall:

- By providing opportunities for formal internships and other types of experiential learning that will place our students in a professional environment and allow them to benefit from the practical experience of working directly with experts in their fields of study.
- By sharing resources, such as facilities space, laboratory, manufacturing, or other types equipment, thereby expanding the College’s ability to offer students this level of instructional/learning environment beyond its present capacity;
- By collaborating with faculty and staff of the College to offer workshops, trainings, facility tours/field trips, research opportunities, presentations on cutting edge developments in these fields, and/or other special projects that align with the coursework and learning outcomes of our programs;
- By partnering with the College on the development of new academic courses and programs, including the identification of new targeted learning outcomes at all levels (course, program and institutional);
- By providing our students with the opportunities to gain professional references and connections that will help them secure employment in their chosen fields upon graduation, or by providing those employment opportunities themselves.
5) Provide a description of how participation by these types of businesses in the START-UP NY Program will generate positive community and economic benefits, including but not limited to:

- Increased employment opportunities;
- Increased opportunities for internships, vocational training and experiential learning for undergraduate and graduate study;
- Diversification of the local economy;
- Environmental sustainability;
- Increased entrepreneurship opportunities;
- Positive, non-competitive and/or synergistic links to existing businesses;
- Effect on the local economy; and
- Opportunities as a magnet for economic and social growth.

In the spring of 2010 Herkimer College was the subject of an economic impact study that showed that the College brings an estimated $75 million in additional income annually to the county, primarily through higher incomes earned by students who complete degree programs at the College and remain in the local region, and through the resulting increased output of regional businesses. At the same time, Herkimer College is located in one of the most economically challenged counties in the state. The Start-Up NY program presents an excellent opportunity for growth in this particularly high-needs region by allowing Herkimer College to both expand the already significant positive economic impact it has in the county, and to also act as a generator for economic development beyond the boundaries of our campus.

Having new businesses locating on or near our campus and partnering with the College in various capacities will invigorate the learning environment our students can benefit from. The new internships and other experiential learning opportunities that we will establish with these businesses that will align with our academic programs will greatly enhance our students' preparedness for either securing employment, or for continuing their studies at the bachelor and graduate levels following completion of their degrees at Herkimer.

Part of the economic and social challenges facing this region of the state is the need to attract young professionals to settle into careers and homes locally so, as a result, the economic and tax base of the region can be renewed and the region's downward demographic trend can be stemmed. In addition to providing enhanced practical learning opportunities, new businesses attracted to this region through the incentives offered through the Start-Up NY Program will generate new jobs that will offer young people from local communities better opportunities to remain here upon completion of their studies. Similarly, new job opportunities and related tax incentives will attract new, well-educated/trained people from outside our area to settle in Herkimer County, thereby further increasing the region's demographic and tax bases.

The long-term goal is for businesses that establish themselves here through the Start-Up NY Programs to act as a catalyst for attracting other businesses to develop here. The new businesses will not only further increase regional employment opportunities, thereby diversifying the regional employment base; they will also further diversify and strengthen the area's economy through their investments in the region and through the increased local spending of their employees. The climate of economic and social vitality that such a process would support could
lead to a fertile environment for both the growth of further entrepreneurial activity and investment, and to mutually beneficial links with existing area businesses.

Depending on the nature of the businesses that locate here, the potential also exists to achieve outcomes that promote environmental sustainability. Herkimer County encompasses a rural area in which agriculture is still one of the largest, if not the largest industry, so the establishment of new agribusinesses here that rely on and advocate for sustainable farming methods would be a good example of such an outcome. However, businesses that are involved in manufacturing and/or science could also contribute to environmental sustainability through the use of green technology and the implementation of environmentally conscious practices and policies.

6) Provide a description of the process the Sponsor (campus) will follow to select participating businesses. The description should identify the membership of any group or committee that may make recommendations, the final decision-maker, and the criteria that will be used to make decisions. This group or committee must include representation from faculty governance. The criteria may include some or all of the following:

A. Academic and Research Alignment
1. Is the business in an industry aligned with current and/or developing University research, scholarly, and creative activity?
2. Does the business provide experiential learning and workforce opportunities (e.g., internships, fellowships, full-time jobs) for students and graduates?
3. Does the business provide areas for partnership and advancement for faculty and students?
4. Will the business provide access to research instrumentation, tools, and/or equipment necessary to advance the academic and research mission?
5. Will the business fund scholarships, campus facilities or other academic services or amenities?
6. Will the business and/or its employees contribute to instruction or provide student mentoring?
7. Does the business offer the use of company resources, intellectual property or expertise to support the academic mission?

B. Economic Benefit
1. How many net new jobs will be created?
2. Is the business viable in both the short- and long-term?
3. Will the business attract private financial investment?
4. Does the business plan to make capital investments (e.g., renovation, new construction)?
5. Are the new jobs in critical areas of the economy?
6. How will the University financially benefit from the terms of the lease?

C. Community Benefits
1. Does the business have the support of one or more municipal or community entities?
2. Is the business recruiting employees from the local workforce?
3. Does the business invest in underserved, economically distressed regions?
4. Will the business rely on suppliers within the local and regional economy?
Herkimer College will implement the following process for vetting and selecting businesses that have submitted Start-Up NY applications for the property identified in our campus plan:

1. Applications will first be reviewed by the Assistant to the President (ATTP) to ensure they meet our stated criteria (see below). The ATTP may also consult with the Director of Continuing Education in carrying out first reviews.

2. Eligible applications that show promise will then be brought to a Selection Recommending Committee (SRC), which will consist of: the President of the College; the Vice President for Administration and Finance; the Dean of Academic Affairs; the ATTP; the Director of Continuing Education; and a representative of the College's Academic Senate. This group will review and either recommend or reject applications for selection.

3. Applications recommended by the SRC will then be brought to the Academic Senate by its representative on the SRC to be vetted by the Senate.

4. The President of the College will present the selected application to the County Administrator for vetting through the appropriate subcommittee(s) of the County Legislature.

5. The President of the College will also present the selected application to the College's Board of Trustees for vetting.

6. Based on the feedback received from these bodies (Senate, County, BOT), the President of the College will have final approval of the selected application.

The following criteria will be used in the assessment of applications:

I. **Academic Alignment**

- How well does the applicant business align with the academic degree programs we have designated in our campus plan? Does the business reflect and support the learning outcomes identified by the College for these degree programs?
- What types of internships and other experiential learning opportunities will the applicant business offer, and what is their capacity for offering these types of practical experiences (i.e. how many such opportunities are they able to provide at any one time)?
- Does the application indicate that resources will be available that can be shared with the College and a willingness on the part of the applicant business to share those resources for the enhancement of the College’s instructional capacity and the advancement of the Colleges’ academic mission?
- Will the applicant business provide funding support for scholarships, facilities and/or program development, or other academic services or amenities?
- Does the application indicate opportunities for collaboration between the applicant business and the College’s faculty and staff on such initiatives as:
  - Academic program and/or curriculum development?
  - Designs for facilities upgrades or for new facilities?
The development of training programs, special presentations, or workshops on latest developments and trends, best practices, etc. in the given field of business?

II. **Economic Benefit**
- How many new jobs does the applicant business estimate it will create?
- Are the new jobs that will be created in critical areas of the economy?
- What is the short and long-term viability of the applicant business?
- How will the college benefit from the terms of the lease?
- Does the applicant business plan to make capital investments?
- What is the potential for the applicant business to attract private financial investment?

III. **Community Benefits**
- Will the applicant business be recruiting new employees from the local workforce?
- Does the business have the support of one or more municipal or community entities?
- Will the business rely on suppliers within the local and regional economy?

The final decision as to which businesses will be sponsored by Herkimer College in the Start-Up NY program will rest with the President of the College. Interested businesses should begin by contacting the Assistant to the President, Daniel Sargent, at sargentda@herkimer.edu.
PUBLIC OFFICERS LAW
§ 74. Code of ethics.

1. Definition. As used in this section: The term "state agency" shall mean any state department, or division, board, commission, or bureau of any state department or any public benefit corporation or public authority at least one of whose members is appointed by the governor or corporations closely affiliated with specific state agencies as defined by paragraph (d) of subdivision five of section fifty-three-a of the finance law or their successors.

The term "legislative employee" shall mean any officer or employee of the legislature but it shall not include members of the legislature.

2. Rule with respect to conflicts of interest. No officer or employee of a state agency, member of the legislature or legislative employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his duties in the public interest.

3. Standards.
   a. No officer or employee of a state agency, member of the legislature or legislative employee should accept other employment which will impair his independence of judgment in the exercise of his official duties.

   b. No officer or employee of a state agency, member of the legislature or legislative employee should accept employment or engage in any business or professional activity which will require him to disclose confidential information which he by reason of his official position or authority.

   c. No officer or employee of a state agency, member of the legislature or legislative employee should disclose confidential information acquired by him in the course of his official duties nor use such information to further his personal interests.

   d. No officer or employee of a state agency, member of the legislature or legislative employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the state or private business or other compensated non-governmental purposes.

   e. No officer or employee of a state agency, member of the legislature or legislative employee should engage in any transaction as representative or agent of the state with any business entity in which he has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his official duties.

   f. An officer or employee of a state agency, member of the legislature or legislative employee should not by his conduct give reasonable basis for the impression that any person can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is affected by the kinship, rank, position or influence of any party or person.
g. An officer or employee of a state agency should abstain from making personal investments in enterprises which he has reason to believe may be directly involved in decisions to be made by him or which will otherwise create substantial conflict between his duty in the public interest and his private interest.

h. An officer or employee of a state agency, member of the legislature or legislative employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he is likely to be engaged in acts that are in violation of his trust.

i. No officer or employee of a state agency employed on a full-time basis nor any firm or association of which such an officer or employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such officer or employee, should sell goods or services o any person, firm, corporation or association which is licensed or whose rates are fixed by the state agency in which such officer or employee serves or is employed.

4. Violations. In addition to any penalty contained in any other provision of law any such officer, member or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law. Any such individual who knowingly and intentionally violates the provisions of paragraph b, c, d or i of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed ten thousand dollars and the value of any gift, compensation or benefit received as a result of such violation. Any such individual who knowingly and intentionally violates the provisions of paragraph a, e or g of subdivision three of this section shall be subject to a civil penalty in an amount not to exceed the value of any gift, compensation or benefit received as a result of such violation.
Faculty and staff of the State University of New York (University) are encouraged to foster an atmosphere of academic freedom by promoting the open and timely exchange of scholarly knowledge independent of personal interests and are required to avoid conflicts of interest. Where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by University policy. This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.

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

In instances where potential or actual conflicts exist, faculty and staff are expected to consult with appropriate University officers and abide by this University policy. It is the responsibility of campus officials charged with implementing this policy to identify potential or actual conflicts of interest and take appropriate steps to manage, reduce, or eliminate them.

This policy represents a restatement of existing University policy and pertinent state and federal law and regulations.
1. University faculty and staff may not engage in other employment which interferes with the performance of their professional obligation.
2. University faculty and staff are expected to comply with the New York State Public Officers Law provisions on conflict of interest and ethical conduct.
3. University faculty and staff, to the extent required by law or regulation, shall disclose at minimum whether they (and their spouses and dependent children) have employment or financial interests or hold significant offices, in external organizations that may affect, or appear to affect, the discharge of professional obligations to the University.
4. University campuses shall ensure that all faculty and staff subject to pertinent laws and regulations disclose financial interests in accordance with procedures to be established by the Chancellor or designee. Campuses shall retain the reported information as required, identify actual or apparent conflicts of interest and seek resolution of such conflicts.
5. Each campus president shall submit to the chancellor’s designee the name and title of the person or persons designated as financial disclosure designee(s) and shall further notify the chancellor’s designee when a change in that assignment occurs. The chancellor’s designee shall also be notified of any reports regarding conflict of interest that are forwarded to state or federal agencies.

Definitions
Conflict of interest — any interest, financial or otherwise, direct or indirect; participation in any business, transaction or professional activity; or incurring of any obligation of any nature, which is or appears to be in substantial conflict with the proper discharge of an employee's duties in the 'public interest. A conflict of interest is also any financial interest that will, or may be reasonably expected to, bias the design, conduct or reporting of sponsored research.

Other Related Information
Outside Activities of University Policy Makers
Ethics in State Government - A Guide for New York State Employees
National Science Foundation, Grant Policy Manual

Procedures
There are no procedures relevant to this policy.

Forms
There are no forms relevant to this policy.

Authority
42 CFR 50, Subpart F

The following link to FindLaw's New York State Laws is provided for users' convenience; it is not the official site for the State of New York laws.

NYS Public Officers Law, Section 73-a, and 73 and 74

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of New York State Consolidated.

Board of Trustees Policies - Appointment of Employees (8 NYCRR Part 335)
State University of New York Board of Trustees Resolution adopted June 27, 1995

History
Memorandum to presidents from the office of the University provost, dated June 30, 1995 regarding revision to University conflict of interest policy to bring it in conformity with federal guidelines issued by the National Science Foundation and the Public Health Service.

Appendices
There are no appendices relevant to this policy.
ITEMS TO INSERT:

1.) DEPARTMENT OF ECONOMIC DEVELOPMENT
EXCEL SPREADSHEET TEMPLATE LISTING ALL
DESIGNATED PROPERTIES

2.) COPY OF ANY OTHER APPLICABLE CONFLICT OF
INTEREST POLICIES OR GUIDELINES

3.) EVIDENCE OF SUBMISSION OF TAX-FREE AREA
PLAN TO INTERESTED PARTIES, I.E., COPIES OF
CORRESPONDENCE SENT AND RECEIVED

Note that program regulations require 30-day notice to potential stakeholders, including the chief executive officers of the municipality or municipalities in which the subject properties are located, a local economic development entity, faculty senate, campus student government, and union representatives, and require “evidence” of the campus' communications to these local stakeholders. Please note that you MUST include copies of all correspondence in your formal submissions to SUNY and ESDC. It is important that the plan be mailed via first class mail to each of the unions representing state employees, including the local (or statewide if no local exists) leadership for UUP, CSEA, PEF, PBA, GSEU and NYSCOPBA. Community colleges must also notify the unions representing their employees. If you are unsure whom to contact, please let us know and we can assist you in making this notification.