

## POLICIES AND PROCEDURES

### Basic Emergency Procedures for Safety and Medical Purposes

(For medical or other type of emergency)

1. **Call Security at 381-1308 or 1309, or pick up a red emergency phone. Tell Security:**
  - the nature of the emergency,
  - the location, and
  - whether or not Emergency Medical Services are needed.

(Someone should stay with the injured or ill person. Tell him/her that help is being called.)
2. **If Security can't be reached, call the Operator (dial "0").**
3. **If you can't reach Security or the College Operator and you need EMS, dial 911.**  
**(Note: To access an outside line from any campus telephone, you must first dial 9\* and listen for a dial tone. Then proceed with dialing 911.)** Say that you are calling from SCCC and describe the emergency and the exact location in the building. If possible, arrange to meet them at the building entrance and escort them to the scene of the emergency.

### Bias Crimes Prevention Statement

#### Hate Crimes and the Law

It is a Schenectady County Community College and Police mandate to protect all members of the Schenectady County Community College community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction.

Hate crimes, also called bias crimes or bias-related crimes, are criminal activity motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, religion, ethnicity, gender, sexual orientation, or student activities disability. Hate/bias crimes have received renewed attention in recent years, particularly since the passage of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Copies of the New York Law are available from the Student Services Office, located in Elston Hall, Room 222.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Perpetrators who are students will also be subject to campus disciplinary procedures where sanctions including dismissal are possible.

In addition to preventing and prosecuting hate/bias crimes, Schenectady County Community College's Student Services Office, Personnel/AAO Office and Security also assist in addressing bias-related activities that do not rise to the level of a crime. These activities, referred to as bias incidents and defined by the State University of New York as acts of bigotry, harassment, or intimidation directed at a member or group within the College community based on national origin, ethnicity, race, age, religion, gender, sexual orientation, student activities disability, veteran status, color, creed, or marital status, may be addressed through the College's Discrimination Complaint Procedure or the campus Code of Conduct. Bias incidents can be reported to Campus Security as well as to the Affirmative Action Office, which is located in Elston Hall, Room 121.

If you are a victim of, or witness to, a hate/bias crime on campus, report it to Campus Security, either in person or by dialing extension 1308 or 1309 on campus or using a Red Emergency Phone located throughout our campus. Security will investigate and follow the appropriate adjudication procedures. Victims of bias crime or bias incidents can avail themselves of counseling and support services from the campus through the Student Development Office, located in Elston Hall, Room 223. Counselors are available to assist.

For general information on Schenectady County Community College security procedures, or to obtain a copy of the College's *Responding to Campus Life and Safety Issues* or the *Handbook: Planner and Campus Resource Guide*, stop by the Student Services Office, located in Elston Hall, Room 222 or visit the College's Web site at [www.sunysccc.edu](http://www.sunysccc.edu).

More information about bias-related crimes, including up-to-date statistics on bias crimes is available. For more information contact the Associate Dean for Student Services, at (518) 381-1335.

## Campus Notification Procedures in the Event of Building Evacuation

1. The signal for evacuation will be the continuous sounding of the alarm system.
2. All faculty, staff and students are to evacuate the building. (Faculty and staff should inspect the area for which they have responsibility to insure that everyone has promptly evacuated the area.)
3. In the event of fire:
  - a. Activate the nearest emergency fire alarm box.
  - b. Do not attempt to extinguish the fire.
  - c. Do not use elevators. Use fire tower stairwells.
  - d. Individuals physically unable to use the stairway can remain in the corner of the fire tower.

Fire officials will aid in safely evacuating these individuals.

- e. If heavy smoke prevents you from reaching a fire exit:
  - go to the nearest classroom or office;
  - close the door and open the windows;
  - seal the cracks around the door to keep smoke out;
  - stay near the window until firefighters can reach you.

All information concerning the emergency should be directed to the College Security. Dial extension 1308 or 1309; or use the red emergency phones to report your location and/or any additional information.

## Campus Notification Procedures in the Event of Concern or Threat of Suicide

All suicide threats/attempts must be taken seriously. Warning signals include:

- recent dramatic personality change;
- psychosocial stressor (trouble with family, friends, or disciplinary crisis);
- writing, thinking, or talking about death or dying;
- altered mental status (agitation, hearing voices, delusions, violence, and intoxication).

### **These steps are to be followed should the individual make the threat in person:**

1. The individual is to be kept under observation during the time of the immediate threat and will be supervised at all times.
2. Security is to be contacted immediately (extension 1308 or 1309) and directed to either:
  - a. respond to the scene immediately so as to assist with supervision of the individual while police are called (911) OR
  - b. call the Schenectady Police (911) immediately and then respond to the scene to assist with supervision of the individual.
3. If the individual is a student, the student will be provided contact information of a College administrator or SCCC Counselor. The student will be encouraged to share this information with the paramedics/hospital if needed. The student also will be encouraged to contact this individual should s/he be out of classes for a period of time and upon his/her return to campus.
4. The situation will be turned over to the police, the paramedics, and or the hospital for the necessary medical attention.
5. A complete incident report is to be filed by all parties involved in addressing the situation. Incident reports will be collected by Security.
6. Should the individual return to campus, a longer term monitoring of the student by an SCCC Counselor may need to be arranged.
7. The Associate Dean for Student Services will work with the appropriate campus staff to determine if any additional notification or action is appropriate.

### **These steps are to be followed should the individual make the threat by phone:**

1. Keep the person on the telephone by encouraging the person to talk while simultaneously gathering as much information as possible.
2. While the person is on the telephone try to enlist help, if possible, from someone else (written notes). Have person contact police (911) if the situation is extremely critical (examples: person has a weapon, person has taken pills).
3. If not possible to keep the person on the phone, and/or no one else is available to assist, make contact with the police (911).
4. The Associate Dean for Student Services will work with the appropriate campus staff to determine if any additional notification or action is appropriate.

## **Campus Notification Procedures in the Event of a Disruption on Campus**

1. Security is to be notified immediately.
2. Security will respond to the scene and will relocate the individual(s) involved.
3. The Security Desk Guard will contact the appropriate offices and/or the Schenectady Police depending on the severity of the disruption and individuals involved (e.g. student, non-student, employee).
4. The College administrator will establish contact with the appropriate staff to address the issue and restore campus order.
5. Security and the College administrator will collect statements from all parties involved (to include any witnesses). An Incident Report will be initiated by and filed with Security.
6. Recognizing that each situation is unique, potential actions could include (but are not limited to):
  - Situation is resolved at the scene.
  - Associate Dean meets with individual and all parties involved. Possible actions include (but not limited to): behavioral contract, reprimand with warning, mediation or counseling, disciplinary action, referral to an outside agency.
  - Individual (particularly if not a student) is escorted off campus by College Security.
  - Depending on the severity of the disruption, Schenectady City Police are called to take appropriate action based on the information collected/witnessed by Security or College staff.
  - Student is excluded and summarily suspended from campus (as per The College's Student Code of Conduct).
  - Student is referred to the Student Affairs Committee on Discipline and a hearing is scheduled.
7. Following the situation, the appropriate Divisional Dean/Associate Dean will work with the staff involved and with Security to evaluate the response to the situation, to review the actions taken, and, where appropriate, make recommendations for responding to future situations.

## **Child Safety Procedures**

For the safety of children and to maintain an academic environment, children are not permitted in any instructional areas, to include classrooms, laboratories and library, and children are not to be left unattended in any area of the College.

Parents will be asked to accompany their children off campus under these circumstances.

Photographing children while in the Child Care Center or while on campus is permitted only with consent by the Child Care Center and the parents of the child(ren).

Information regarding child care may be obtained from the campus Child Care Center, 381-1375.

## **Commitment to Cultural Diversity**

Schenectady County Community College seeks to achieve a culturally diverse environment where the contributions of all individuals are recognized and valued. It is our goal to work toward achieving an appreciation for cultures and contemporary issues related to the inclusion of multicultural experiences. The College continues to strengthen avenues for better understanding and appreciation of individual differences. Schenectady County Community College affirms that

bias-related incidents related to race, creed, gender, national origin, age, student activities disability, sexual orientation, veteran status, or marital status will not be tolerated on campus.

Every effort is made to provide opportunities for prevention and awareness programs to the College community that foster a climate inclusive of all people and to minimize bias-related incidents. The College Affirmative Action Officer can answer questions or concerns related to cultural diversity and affirmative action.

## Computer Use Policy

Registered students are encouraged to apply for a campus E-mail account by contacting the Academic Computing Office, Elston Hall, Room 530. Users of College computer accounts and systems are required to abide by the SCCC Computer Policies and Procedures, copies of which are available in the Academic Computing Lab, Begley Library and on the SCCC Web site. This policy outlines both appropriate and unacceptable uses of the College’s E-mail system, responsibilities of users and privacy policies relating to SCCC’s Web site. E-mail accounts remain valid during the period of enrollment at SCCC.

**For complete Computer Use Policies and Procedures, visit the College Web site, [www.sunysccc.edu/academic/acns/polproc.html](http://www.sunysccc.edu/academic/acns/polproc.html).**

## Crime Statistics Availability Statement

### (Clery Statement)

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1998)*, Schenectady County Community College annually provides information relating to campus crime statistics and security measures to the U.S. Department of Education. A copy of Schenectady County Community College’s statistics, as reported annually to the U.S. Department of Education, will be provided upon request by the Office of Planning and Development, Elston Hall, Room 120, and can be obtained electronically from the U. S. Department of Education Web site at <http://ope.ed.gov/security/>.

**Approved by the Board of Trustees - Resolution #08-78, July 21, 2008**

## Emergency Closing Procedures

In the event that it is necessary to cancel or delay classes due to weather or other conditions concerning safety, the College notifies the School Closing Network. The decision to cancel DAYTIME classes is made by 6 a.m. The decision to cancel EVENING classes is made by 2 p.m. However, if the weather worsens between 2 and 4 p.m. the College will reassess conditions and cancel EVENING classes by 4 p.m.

AM	FM	TELEVISION
WROW-AM 590	WFLY-FM 92.3	WRGB-TV Channel 6
WGY-AM 810	WYJB-FM 95.5	CAPITAL NEWS 9-TV Channel 9
WOFX-AM 980	JAMZ-FM 96.3	WTEN-TV Channel 10
	WTRY-FM 98.3	WNYT-TV Channel 13
	WRVE-FM 99.5	WXXA-TV FOX 23
	MAGIC-FM 100.9	
	WKKS-FM 102.3	
	WHRL-FM 103.1	
	WPYX-FM 106.5	
	WGNA-FM 107.7	

The stations are asked to read the following: “Classes at Schenectady County Community College are cancelled/delayed. The College is open for the conduct of other business.”

If classes are delayed a specific start time will be announced. An announcement regarding class cancellation and delays is also provided on the College phone system, (518) 381-1200 and the College Web site: [www.sunysccc.edu](http://www.sunysccc.edu).

SCCC utilizes NYAlert for notification of emergency situations to include class cancellations due to inclement weather.

## Equity in Athletics Disclosure Act

The Equity in Athletics Disclosure Act requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the U.S. Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams. The Department will use this information in preparing its required report to the Congress on gender equity in intercollegiate athletics.

Schenectady County Community College is in compliance with the Equity in Athletics Disclosure Act. Annually the College reports information about all our intercollegiate athletic programs. Equity in athletics data is now available on the Web at: <http://ope.ed.gov/athletics>. This also site provides data from thousands of colleges and universities in a convenient searchable format so as to provide for comparisons to be made.

## Food and Beverage Policy

One of the issues of primary concern at Schenectady County Community College has been the attractiveness and cleanliness of campus facilities. This issue is also one which has been identified in the College Directions with a goal as follows: "To provide a quality educational environment including well-maintained facilities of sufficient capacity to support the teaching/learning/service offerings; an atmosphere of safety, security and cleanliness; and a campus which generates a pride of association among students employees, and the community."

In an effort to maintain facilities, reduce maintenance costs and provide an attractive environment which is conducive to the educational purposes of the College, the following policy has been adopted by the Board of Trustees:

Consumption of food and/or beverages will not be permitted in the following areas of the College campus:

- Classrooms/Lecture Halls
- Carl B. Taylor Community Auditorium
- Laboratories

Individuals are encouraged to use the Commons area located in Elston Hall which provides facilities for dining. Should there be a need to transport food/beverages from that area, containers must be properly covered.

Exceptions to this policy may be granted by the College President or his/her designee for programs, events or activities sponsored by the College (or one of its units), or per the Policy on Use of Facilities by Outside Groups.

**Approved by the Board of Trustees - Resolution #92-22, August 16, 2004**

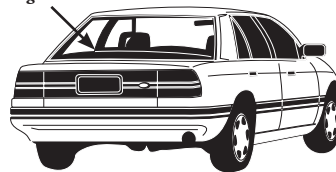
## Immunization Procedure

New York State Public Health Law requires that all students, whose birth date is on or after January 1, 1957, MUST provide official documentation of immunizations prior to the first day of classes. A student NOT in compliance with the law within 30 days of the beginning of the semester WILL be withdrawn from the College with loss of the semester's course credit and no tuition refund, and will not be permitted to register for an ensuing semester until proof of immunity is provided. For the College's Procedures for Implementation of NYS Public Health Laws on Immunizations and Meningococcal Meningitis, visit [www.sunysccc.edu/student/imreg.htm](http://www.sunysccc.edu/student/imreg.htm) or contact the Student Services Office, Elston Hall, Room 222.

Phone: (518) 381-1344, OR Fax: (518) 381-1477.

**NOTE:** To assist with your needs, Schenectady County Public Health Services offers immunization clinics for Schenectady County residents. Call 346-2187 to schedule an appointment.

*Parking Sticker*



## Parking Regulations

Campus Security will enforce these regulations. Violators of these regulations will be subject to disciplinary action.

1. All motor vehicles parked on campus by students, faculty or staff (full- and part-time, day or evening students) must be registered with campus security and the appropriate decal mounted on the driver's side of the rear window. Motorcycle decals should be mounted on the front left fork. Failure to register your vehicle and properly affix your College decal will result in the ticketing and/or towing of your vehicle (at owner's expense).

2. Unregistered vehicles driven on a temporary basis must be registered upon arrival with security. Security will issue the appropriate decal and/or a temporary pass to park in the proper area. Students, faculty, and staff driving an unregistered vehicle may not park in the visitor's spaces.
3. The campus speed limit is 15 mph. Speeding, reckless driving or other moving violations are grounds for disciplinary action.
4. Students, faculty, and staff will be ticketed, and/or towed (at owner's expense) if they park in the following areas:
  - Fire and emergency lanes
  - Loading zones and service entrances
  - Visitor parking area
  - In roadways
  - In two or more parking places
  - On campus lawns
  - Disabled parking spaces (unless the vehicle is properly labeled with an SCCC "Special" decal. A New York State Disabled Parking Permit must be accompanied by an SCCC "Special" decal.)
5. Failure to obey verbal parking instructions from College security or administrators will result in the issuing of a parking violation. First violation: \$10; second violation: \$20; unauthorized disabled parking: \$50.
6. Failure to pay parking fines will result in the student's name being placed on the College obligation list, which will prevent the issuing of grades and transcripts to that student as well as prohibiting him/her from registering for additional classes.
7. Individuals who accumulate three or more unpaid parking violations will be advised, by certified letter, to pay those outstanding violations within ten (10) class days. Individuals whose parking violations remain unpaid after those ten days have elapsed will have their parking permit revoked; a vehicle with a revoked parking permit will be subject to towing (at owner's expense) from the campus.
8. Tickets are issued to students in violation of parking regulations. Students who have questions regarding a ticket should contact Campus Security. An appeal of a parking ticket must be forwarded in writing to the Office of the Dean of Administration within five (5) class days of when the ticket was issued; the appeal should enclose a copy of the ticket and the reasons the student believes the ticket is invalid. The student will receive a written response regarding the disposition of the appeal within five (5) class days of when the appeal was received.

## Poster Policy

- All posters, to include information for posting on the computer, must be approved by the Office of Student Activities. The poster will be stamped and initialed by Student Activities only if approved for posting.
- All publicity must bear the name of the sponsoring group. Please have the sponsoring group name stand out on each poster.
- The sponsoring group must be affiliated with SCCC.
- Posters are to be placed on designated bulletin boards only — not on windows, doors, walls or pillars.
- Publicity must be removed by the sponsoring group within 24 hours after the conclusion of the advertised event. Failure to do so can result in a fine of \$1 per sign left posted.
- The neatness of material and the maintenance thereof are the responsibility of the sponsoring group. Posters must be no larger than 8 1/2" x 11", unless approved otherwise by Student Activities.

## Procedures for Resolving Complaints of Sexual Harassment

### Introduction

In order to comply with federal and state requirements proscribing sexual harassment, the following policy is to provide for the processing of claims alleging sexual harassment.

## Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or enrollment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment;
4. Expressed or implied requests or demands are made in exchange for keeping or advancing in a job or receiving a higher grade.

## Hostile Environment

It is recognized that supervisors and faculty members, by the nature of their positions, necessarily embody unequal power relationships with their subordinates and students respectively. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions of activities outside those appropriate to the professional relationship. In light of this, all members of the College community are urged to be conscientious in evaluating their own behavior. A hostile environment may include, but is not limited to, such actions as:

1. Sex-oriented humor or abuse that includes derogatory or dehumanizing gender reference;
2. Physical contacts such as patting, pinching or frequently and intentionally brushing against another's body;
3. Subtle or overt pressure for sexual activity.

Retaliation is any adverse action taken to try to threaten or penalize someone for reporting or opposing a claimed discriminatory act or practice or to prevent the complainant from participating in a discrimination proceeding. Retaliation against anyone who has filed a sexual harassment complaint whether the complaint is found to be valid or invalid is prohibited under this Policy and will be processed as a separate, independent complaint whether the retaliation is initiated by the harasser or anyone participating in or involved in the discrimination or the investigation of the discrimination complaint.

Encouraging or promoting retaliation against a complainant also violates this Policy. Examples of retaliation include, but are not limited to, unfair grading, unfair performance evaluations, unfair assignments, the withholding of or delay in providing necessary information, ridicule, oral or written threats, bribes, the unfair increase or decrease of work loads, the arbitrary denial of leave, or the cancellation of classes.

In addition to the protections against retaliation identified herein, the Americans with Disabilities Act (ADA) also protects individuals from coercion, intimidation, threats, harassment, or interference in the exercise of rights granted to him/her by the ADA.

Anyone intentionally filing a complaint in retaliation or bad faith to penalize or threaten a student, employee, contractor or intern or who encourages another to file such a complaint will be subject to formal action under this Policy and/or the SCCC Student Code of Conduct

## Procedures for Resolving Complaints of Sexual Harassment

1. Any student or employee at Schenectady County Community College who alleges that an act of discrimination based upon sex has been committed shall notify the Affirmative Action Officer and complete the complaint forms provided by the College within ten (10) business days after the alleged event occurred. Forms are available in the Personnel/Affirmative Action Office, which is located in Elston Hall, Room 126. The complainant will be provided with information regarding alternate dispute resolution procedures.
2. Within 20 days after receipt of the complaint, the Affirmative Action Officer will investigate the reported complaint of sexual harassment. The goal of this informal phase is to resolve the issues to the satisfaction of all concerned. Every effort will be made to resolve complaints on an informal basis among the parties involved. Only those individuals with a need to know will be made aware of the complaint.
3. The Affirmative Action Officer will render a written decision and forward the decision to the President. The complainant will be notified in writing of the Affirmative Action Officer's decision.

**Appeal Process:**

1. Appeals shall be initiated in writing by the complainant and must be submitted to the President or designee within five (5) business days of receipt of the decision.
  - a. The President of the College will review the file of the complaint and render a decision in writing within ten (10) business days.
  - b. The complainant will be notified in writing and provided a copy of the President's decision.
2. Contractual obligations will be complied with throughout these procedures.

**Approved by the Schenectady County Community College Board of Trustees, Resolution #91-62, June 17, 1991**

**Amended by the Schenectady County Community College Board of Trustees Resolution 08-59, June 16, 2008 and Resolution #09-25, March 16, 2009.**

**Procedures for Resolving Complaints of Sexual Harassment**

The following is a list of agencies with which students and employees may file complaints alleging discrimination based on disability and gender. Each agency has specific rules and deadlines for filing complaints. It is recommended that the particular agency be contacted for additional information regarding agency procedures.

**Section 504/Title IX****Procedures for Resolving Complaints of Disability and Gender Discrimination****Commitment to Cultural Diversity**

Schenectady County Community College seeks to achieve a culturally diverse environment where the contributions of all individuals are recognized and valued. It is our goal to work toward achieving an appreciation for cultures and contemporary issues related to the inclusion of multicultural experiences. The College continues to strengthen avenues for better understanding and appreciation of individual differences. Schenectady County Community College affirms that bias-related incidents related to race, creed, gender, national origin, age, disability, sexual orientation, veteran status, or marital status will not be tolerated on campus.

Every effort is made to provide opportunities for prevention and awareness programs to the College community that foster a climate inclusive of all people and to minimize bias-related incidents. The College Affirmative Action Officer can answer questions or concerns related to cultural diversity and affirmative action.

Retaliation is any adverse action taken to try to threaten or penalize someone for reporting or opposing a claimed discriminatory act or practice or to prevent the complainant from participating in a discrimination proceeding.

Retaliation against anyone who has filed a sexual harassment complaint whether the complaint is found to be valid or invalid is prohibited under this Policy and will be processed as a separate, independent complaint whether the retaliation is initiated by the harasser or anyone participating in or involved in the discrimination or the investigation of the discrimination complaint.

Encouraging or promoting retaliation against a complainant also violates this Policy. Examples of retaliation include, but are not limited to, unfair grading, unfair performance evaluations, unfair assignments, the withholding of or delay in providing necessary information, ridicule, oral or written threats, bribes, the unfair increase or decrease of work loads, the arbitrary denial of leave, or the cancellation of classes.

In addition to the protections against retaliation identified herein, the Americans with Disabilities Act (ADA) also protects individuals from coercion, intimidation, threats, harassment, or interference in the exercise of rights granted to him/her by the ADA.

Anyone intentionally filing a complaint in retaliation or bad faith to penalize or threaten a student, employee, contractor or intern or who encourages another to file such a complaint will be subject to formal action under this Policy and/or the SCCC Student Code of Conduct



## Procedures for Resolving Complaints of Disability and Gender Discrimination (Section 504/Title IX)

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of physical or mental disability in every federally-assisted program or activity. Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Qualified persons with a disability are also protected under the Americans With Disabilities Act (ADA).

1. Any student or employee at Schenectady County Community College who wishes to file a complaint alleging discrimination based upon disability or gender shall notify the Affirmative Action Officer\* and complete the complaint form provided by the College within ten (10) business days after the alleged event occurred. The form is available in the Personnel/Affirmative Action Office which is located in Elston Hall, Room 126. The complainant will be provided with information regarding alternate dispute resolution agencies.
2. Within 20 business days after receipt of the complaint, the Affirmative Action Officer will investigate the reported complaint of disability or gender discrimination. The goal of this informal phase is to resolve the issues to the satisfaction of all concerned. Every effort will be made to resolve complaints on an informal basis among the parties involved. Only those individuals with a need to know will be made aware of the complaint.
3. The Affirmative Action Officer will render a written decision and forward the decision to the President. The complainant will be notified in writing of the Affirmative Action Officer's decision.

### Appeal Process:

1. Appeals shall be initiated in writing by the complainant and must be submitted to the President or designee within five (5) business days of receipt of the decision.
  - a. The President of the College will review the file of the complaint and render a decision in writing within ten (10) business days.
  - b. The complainant will be notified in writing and provided a copy of the President's decision.
2. Contractual obligations will be complied with throughout these procedures.

\*The College's Affirmative Action Officer also serves as the 504/ADA Compliance Officer.

### Approved by the Schenectady County Community College Board of Trustees - Resolution #92-135, November 16, 1992

### Amended by the Schenectady County Community College Board of Trustees B Resolution #08-59, June 16, 2008 and Resolution #09-25, March 16, 2009

## Procedures for Resolving Complaints of Disability or Gender Discrimination

The following is a list of agencies with which students and employees may file complaints alleging discrimination based on disability or gender. Each agency has specific rules and deadlines for filing complaints. It is recommended that the particular agency be contacted for additional information regarding agency procedures.

## Smoking Policy

The SCCC Smoking Policy, as per New York State Law, prohibits smoking inside all College buildings, as well as on College grounds, including entrances to buildings, the quad area and campus walkways. Smoking is only permitted within the two external smoking shelters located between Elston Hall and the Stockade Building, and near the Begley Building parking lot. Smokers are encouraged to be considerate and dispose of their cigarette butts properly and safely.

## Student Complaint Procedures for Academic and Administrative Matters

A student wishing to file a complaint regarding an academic matter should complete the following steps:

- Consult with the instructor of the course in question. If an understanding or resolution is not achieved, or if this step is not feasible, the student may then...
- consult with the appropriate department chairperson. The chairperson will consult with the involved faculty member and with the student and attempt to reach a mutually agreeable resolution. If an understanding or resolution is not achieved, the student may then...

- appeal in writing to the Dean of Academic Affairs. The written appeal, detailing both the complaint and the results of the consultations with the instructor and with the department chairperson, should be delivered to the Office of the Dean of Academic Affairs. An appointment for consultation with the Dean may be scheduled at that time. The faculty member involved will be notified that the student has appealed to the Dean of Academic Affairs, and be given a copy of the student's written appeal.

A student wishing to file a complaint regarding an administrative matter should complete the following steps:

- Consult with the staff member who has responsibility for the matter in question. If an understanding or resolution is not achieved, the student may then...
- consult with the supervisor of the office or unit for a resolution of the complaint. If a resolution is to be appealed, the student may then...
- appeal in writing to the Dean of the division which has administrative responsibility for that office or unit.

The written appeal, detailing both the complaint and the results of the consultations with the staff member and supervisor should be delivered to the Office of the Dean. An appointment for consultation with the Dean may be scheduled at that time.

**Determination and Disposition of a Complaint.** The Dean will respond to a written complaint within 30 days of receipt. The Dean will consult with and notify the President of determinations and dispositions. The student will be notified in writing of the decision.

**All Other Matters.** A student who wishes to file a complaint regarding a College matter but is uncertain where to begin the process should begin with the Office of the Dean of Student Affairs for referral to the appropriate office.

## Student Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Director of Academic Services a written request that identifies the record(s) that they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, the College official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee).

4. The right to file a complaint with the US Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

For more information about the “Release of Student Information” refer to the Schenectady County Community College Catalog.

## Utilization of Campus Space and Reservations

Here’s a guide to reserving an appropriate space on campus for your meeting or special event. All room usage must be approved and appropriate paper work filed to reserve the space.

- **Classrooms - Contact Cindy Zielaskowski, Associate for Academic Services, 381-1388 or 1348**
- **Library Conference Room (Begley 104) - Contact The Library Office, 381-1240**

The Library Conference Room is used for library instruction classes, Board of Trustee meetings, and faculty/staff committee meetings. The room will accommodate a group of 12-14 seated around a large conference table, or the seating may also be arranged in rows to accommodate an additional 18-25 people. Maximum capacity of the room is just under 40. The room is equipped with a computer and DVD/video projector, a PC, wireless connectivity and a touch screen Smart Board. When visitors are attending they must also fill out a facility request form (green sheet.) Please note that the conference room is only available when the library is open.

- **The Terrace, Conference Room, 222Q (Alumni Room) or Activity Forum, Elston Hall  
Contact Susan Bleser, 381-1335**

These rooms are reserved on a first-come, first-served basis. The Alumni Room has a long table, and seats 20. The Activity Forum seats about 80, and has a TV monitor, podium and two long tables. The Terrace has a very large table and seats 30.

- **Lally Mohawk and Van Curler Rooms, Elston Hall; Carl B. Taylor Community Auditorium,  
(Begley Building), Contact Michael D’Annibale, Assistant Dean for Administrative Services, 381-1211**

The Lally Mohawk Room accommodates up to 70 people and the Van Curler Room can accommodate up to 175, depending on how it is arranged. The Community Auditorium has 388 seats. Facility request sheets must be completed for each of these locations.

- **Lecture Halls, Rooms 101 and 102, Stockade Building  
Contact Michael D’Annibale, Assistant Dean for Administrative Services, 381-1211**

Stockade Building, Room 101 can accommodate up to 120 individuals and Room 102 can accommodate up to 80 people.

- **Saturday and evening events Contact Shirlee Dufort, Coordinator, Evening/Alternative Instruction,  
381-1313**

If your event is in the evening (after 4 p.m.) or on a Saturday, and you wish to reserve a classroom in the Begley, Stockade or CST buildings, please contact Shirley Dufort. Room reservations for days and evenings during the summer session can also be made through her.

## Workplace Violence Policy

In 2006, the New York State Legislature mandated that all public employers establish and implement programs to prevent violence in the workplace. In response to the mandate, the following workplace violence policy and procedure has been approved by the Schenectady County Community College Board of Trustees on March 16, 2009 (Resolution #09-26).

### Policy Statement

Schenectady County Community College prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior toward people or property will not be tolerated. This includes violent actions and harassment by College employees directed against supervisors, directed against other employees, by employees against

students or visitors, or by visitors directed against College employees or students.

The workplace violence policy pertains to all individuals employed by the College, and to all individuals who do business with the College or attend any function or participate in any activity sponsored or held on College property, including but not limited to, employees, visitors, students, and contractors.

Individuals violating this policy may be removed from College property and are subject to disciplinary action which may include termination, consistent with College policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

### Scope

The workplace violence policy applies to students employed by the College, as do the Schenectady County Community College Student Code of Conduct and Campus Safety policy/procedures. The Schenectady County Community College Student Code of Conduct and Campus Safety policy/procedures are applicable to all students and are available to students through the Student Affairs Office, Elston Hall, Room 222.

If you observe or experience violent, threatening, harassing, intimidating, or other disruptive behavior by anyone on SCCC premises, whether he or she is an SCCC employee or not, report it immediately to your supervisor, Personnel/AAO office, security guard or another manager or official. All reports will be taken seriously and will be dealt with appropriately.

If you have any questions about this policy, please contact Carolyn T. Pinn, Coordinator of Personnel Services/AAO, 381-1331 or [pinnct@sunyscc.edu](mailto:pinnct@sunyscc.edu).



## CAMPUS SAFETY

At Schenectady County Community College, the safety and well-being of our students, faculty, staff and visitors is a high priority. Historically, SCCC has been a safe campus with few major incidents; however, a safe and secure environment can only be maintained through the cooperation of all members of the campus community.

All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking common sense precautions. Providing this information is part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others.

### Access to Campus Facilities

Schenectady County Community College is a public institution with an “open access” campus. College buildings and grounds are open to the public for individual use during College business hours. Building entrance doors are opened on a varying schedule depending on the activities occurring on campus. At night and during the times that the campus is officially closed, College buildings are locked and only authorized faculty and staff are admitted.

### Awareness Programs

The College Safety Council meets regularly throughout the academic year to review safety and security concerns and issues. Recommendations to improve and strengthen the safety and security of the campus are submitted by the Committee to the President of the College. If you have any concerns or ideas regarding campus safety and security, please contact Martha Asselin, Committee Chairperson, Elston Hall, Room 222, telephone 381-1336.

The Division of Student Affairs presents several programs concerning sexual assault and information about campus safety during each academic year. All new students receive information about campus safety at orientation, and returning students obtain the information at registration and in the Office of Student Affairs during the year.

Safety programming for students includes presentations on crime prevention, personal safety and self-defense. These programs are designed to help develop assertiveness skills and to enhance logical thinking during emergencies. Look for notices of upcoming programs and workshops on campus.

### College Response Team (CRT)

The College Response Team (CRT) meets regularly to address situations in an organized, forthright and professional manner. Although it may be impossible to be prepared to address every situation which is unknown, it is prudent to develop a process and response strategy enabling the College’s leadership to take the necessary steps to deal with any unfamiliar, novel or emergency situation. On an annual basis, at least, the CRT guidelines are updated, revised and distributed. Additional copies of “Responding to Campus Life and Safety Issues” (the College’s guidelines for addressing various critical incidents) can be requested by contacting the Student Services Office, Elston Hall, Room 222.

### Description of Campus Security

SCCC maintains a contract with a private security firm to provide security services on a 24-hour basis. The security force consists of three part-time and five full-time security officers. The number of officers is adjusted periodically, depending on the numbers of persons on campus. There is one site supervisor working an 11 a.m. to 7 p.m. shift. The shift supervisor is required to be certified in CPR and community first aid. Security officers may be reached at 381-1308 or 381-1309, or beeper number 887-0594.

Security officers are the first responders to an emergency. Officers who are assigned to the College are empowered by the College to enforce the institution’s rules and regulations. One of their primary responsibilities is the prevention of all forms of loss. Security officers serve as escorts from campus buildings to the parking lots in the evening hours. Another primary responsibility of security officers is to serve as campus resource persons, providing information to the College community. Security officers are knowledgeable about the campus and are able to relay information in a courteous and professional manner.

The campus security force works closely with the College administration and local law enforcement agencies both in the investigation of crimes and in crime prevention. Campus security has the authority to take whatever steps are necessary to resolve situations and ensure the safety and security of all involved. Security officers may investigate incidents,

question victims and witnesses, ask persons for identification, ask persons to explain their actions, and acquire as much information as necessary to provide the College with a complete report of the situation.

A security officer has the authority to contact local law enforcement agencies, EMT services, or the fire department, if warranted. If an individual refuses to present identification, the security officer has the authority to ask that person to immediately leave the College campus.

Security officers are required to complete an incident report upon receiving a complaint or a report of a criminal act or emergency. All incident reports are delivered to the Office of the Dean of Administration for review, appropriate action, and compilation of statistical reports. According to the Student Code of Conduct, failure to respond to the directions of a security officer constitutes grounds for disciplinary action.

All security officers are certified in first response aid. During peak hours, SCCC provides one security officer trained as an emergency medical technician (EMT).

### **Description of the College**

Schenectady County Community College is a commuter campus offering comprehensive two-year degree and certificate programs under the auspices of the State University of New York and sponsored by the County of Schenectady. The Fall 2008 enrollment was 5,063 students.

The College maintains a workforce of 188 full-time and 250 part-time employees. The College physical plant consists of five buildings situated on approximately 50 acres of land. Four buildings—Elston Hall, the Stockade Building, the Begley Library/Multi-Purpose Building, and the Gateway Building—are located on the main campus at 78 Washington Avenue. The Center for Science and Technology is located just north of the main campus across Route 5 (State Street) at 60 Washington Avenue. There are athletic fields located behind Begley Library and a large parking area adjacent to Elston Hall and Begley Library. The College maintains buildings and grounds with a concern for safety and security. The Maintenance Department inspects campus facilities and makes repairs on safety and security hazards such as broken windows and locks. Any safety or security hazard can be reported to the Office of the Dean of Administration, 381-1209 or 381-1210.

### **How to Access the Campus Escort Service**

If you need an escort to your vehicle, please contact the security desk, located at the ground floor main entrance to Elston Hall, or call 381-1308 or 381-1309, or beeper number 887-0594.

#### **How to Report a Criminal Incident**

Emergency calls to report a crime or an unusual incident can be made to the security office by calling 381-1308 or 381-1309 or beeper 887-0594. If you are unable to contact the security office, dial “0” for the College telephone operator, who will contact security. Reports of campus crime incidents can be made in person at the security desk at the ground floor main entrance of Elston Hall. The red emergency phones located throughout the campus are linked to the campus communications area, and may also be used.

### **How to Report an Emergency Concerning Suspicious Activity or Threat to Personal Safety**

Students, faculty, and staff should report any suspicious persons or unusual incidents that are observed to College security. Also, if you feel that your or another person’s personal safety is threatened, call security at 381-1308 or 381-1309, or beeper number 887-0594, or access the campus communication center by using the red emergency phones. If you are unable to contact the security office, dial “0” for the College telephone operator, who will contact security. Advise security or the College operator of the nature of the emergency and the location of the problem. Security will investigate the situation, make appropriate contacts, file an incident report and follow up as warranted.

### **How to Report a Fire or Other Facility Emergency**

The signal for evacuation will be the continuous sounding of the alarm system (horns and strobe lights). In case of a power failure or a failure of the main system, an auxiliary system will be activated automatically. Maps showing the location of fire towers and exits are posted prominently on each floor of every campus building. Please read these maps and learn the location of the nearest exit.

The Security Desk is the designated control point during an evacuation. All information concerning the emergency should be directed to the switchboard.

In the event of fire, the individual detecting the fire will immediately activate the nearest emergency fire alarm box, thus notifying the fire department and activating the alarm system. Under no circumstances should an attempt be made to extinguish the fire; firefighting will be left to trained personnel.

All faculty, staff and students are to evacuate the building. Elevators are NOT to be used. Everyone will use the fire towers for evacuation. Faculty and staff should inspect the area for which they have responsibility to ensure that everyone has promptly evacuated the area. Staff in the administrative offices should lock office doors prior to evacuating the building.

If heavy smoke prevents you from reaching a fire exit:

1. Do not panic.
2. Return to your classroom or office.
3. Close the door and open the windows.
4. If possible, seal the cracks around the door to keep the smoke out.
5. Stay near the window and wait for firefighters to reach you.

It is the responsibility of each instructor to make arrangements for the evacuation of disabled students. The assignment of this responsibility should be made at the first session of the class. Instructors will remain with the disabled students in the corner of the fire tower until fire officials arrive. Fire officials will be notified upon their arrival of the evacuation location for disabled students; this information will be obtained at the beginning of each semester by the Coordinator of ADA Transition Services, and be available to fire officials upon their arrival on campus. Individuals may return to the building upon notification by a College official.

### How to Report a Medical Emergency

The following procedure is to be used when an individual is injured or ill and emergency medical service (EMS) is required: Contact security via telephone 381-1308 or 381-1309, or beeper number 887-0594. If you are unable to contact the security office, dial "0" for the College telephone operator, who will contact security. Reports of medical emergencies can also be made in person at the security desk at the main entrance of Elston Hall. You may also use the red emergency phones located throughout the campus, which are linked directly to the campus communications area. Advise security or the College operator of the nature of the emergency, the location, and whether or not EMS is required.

Security will:

1. Contact EMT or request that a paramedic unit (EMS) be sent immediately to the College. An ambulance, as necessary, will be dispatched by the EMS.
2. Advise the Office of Student Affairs so that a staff member may proceed to the location of the emergency.

The staff member will remain with the injured or ill person.

The College operator (if security cannot be contacted initially) will:

1. Contact the College EMT or request that a paramedic unit (EMS) be sent immediately to the College. An ambulance, as necessary, will be dispatched by the EMS.
2. Advise the Office of Student Development Services so that a staff member may proceed to the location of the emergency.
3. Arrange for a staff member to meet the EMS and accompany them to the scene of the emergency. The College operator will notify security or the Dean of Administration of the emergency as soon as possible, and of the action that has been taken.

In the event that neither security nor the College operator can be contacted during an emergency, contact EMS directly (telephone 911); give your name, indicate you are calling from Schenectady County Community College and advise them of the nature and location of the emergency. Arrange for the EMS to be met upon their arrival at the campus and escorted to the scene of the emergency. Advise the Dean of Administration or security of the emergency as soon as possible and inform them of the action that has been taken. Note: To access an outside line from any campus telephone, you must first dial 9\* and listen for a dial tone. Then proceed with dialing 911.

The staff or faculty member involved will file an incident report with security within one work day of the incident.

## Response to an Emergency, Criminal or Threatening Incident

Upon receipt of a call, security officers are dispatched to the location of incident. Simultaneously, the appropriate College officials are directed to the scene. If the incident involves a student, the security officer will contact Student Affairs, who will take appropriate action.

All reported incidents are investigated by the College and appropriate action is initiated, which may include referral to local law enforcement agencies or implementation of the Student Code of Conduct. Further, the campus community is notified of situations that pose a threat to the safety and well-being of our community through special notices or meetings called by the College President.

## ALCOHOL AND DRUG: SUBSTANCE ABUSE

Substance abuse has a harmful and often devastating effect upon individuals, families and our communities. Consequently, Schenectady County Community College has developed a substance abuse program to assist our students. This section was developed to provide you with a greater awareness and understanding of the health risks and some of the legal sanctions under local, state and federal laws that are associated with substance abuse. In addition, information is provided to identify various local agencies where assistance services are available to those individuals with substance abuse concerns.

During the academic year many programs and activities will be presented to help you to learn more about and deal with substance abuse.

### College Drug and Alcohol Policy

- **ALCOHOLIC BEVERAGE.** Except for appropriate classroom activities or approved student activities, the possession and/or consumption of any alcoholic beverage is a violation of the Student Code of Conduct. Possession and/or consumption of alcoholic beverages by students participating in a college club or college sponsored trip or an off-campus activity is also prohibited.
- **DRUGS AND/OR DRUG PARAPHERNALIA.** Possession or use of any illegal controlled substance, drug, or drug paraphernalia is prohibited and will be reported to local and state authorities and will also be subject to disciplinary action by the College. The College will cooperate with local and state authorities on any cases of suspected illegal use, possession or distribution of state- controlled drugs.

### Overview of Local, State and Federal Alcohol and Drug Laws

Schenectady County Community College believes that it is important for you to know about the laws against illegal drugs and alcohol. Therefore, the following is a brief overview of local, state and federal laws governing the possession, use and distribution of alcohol and illegal drugs. It is not intended as a complete listing of every applicable drug and alcohol statute.

#### Alcohol Laws: Open Container Law

The City of Schenectady, like many other cities, towns and villages, has an ordinance prohibiting the consumption of or possession of an open container with the intent to consume an alcoholic beverage in any public place or in any vehicle. Violation of this law is punishable by a fine of up to \$250 or imprisonment up to 15 days. Second offenses warrant a fine of up to \$500 and up to 30 days of imprisonment.

#### New York Alcoholic Beverage Control Law

New York prohibits selling or giving any alcoholic beverage to a minor (anyone under 21) or to a person already intoxicated. A violation of this law can be punished by a fine of up to \$200, five days in jail, or both.

Any minor using false identification to purchase alcohol faces a maximum fine of \$100; or up to 30 hours of community service; or participation in an alcohol awareness program. If the I.D. used is a New York state driver's license, the minor faces a 90-day suspension.

#### New York Vehicle & Traffic Law

It is a misdemeanor punishable by a fine of at least \$350 and/or imprisonment for up to one year, plus suspension and/or revocation of your driver's license, to operate a motor vehicle with a blood alcohol content of 1/10 of one percent (0.1%). Multiple convictions result in more serious penalties.



## Drug Laws:

### New York Public Health Law

It is a violation of this law to:

- a. sell or possess a hypodermic needle without a doctor's written prescription;
- b. grow marijuana or allow it to be grown;
- c. manufacture or sell an imitation controlled substance;
- d. inhale any glue that produces vapors;
- e. sell glue for this purpose.

The above are Class A misdemeanors punishable by up to one year in a local penitentiary. Any private vehicle, boat or plane used to transport an illegal substance can be seized and forfeited under the law.

### New York Vehicle & Traffic Law

The rules and penalties for drinking and driving also apply to driving while impaired by the use of a drug.

### New York Penal Law

Most crimes involving the unlawful possession and distribution of drugs are defined under the New York state Penal Law. The Penal Law contains exhaustive lists of various controlled substances, specific types of offenses, and sanctions ranging from a fine of not more than \$100 to imprisonment for life. Examples of crimes under New York state law include loitering with the intent to use drugs, using or possessing drug paraphernalia, and selling or possessing actual controlled substances.

A person with no previous drug or marijuana convictions in three years who is found guilty of possessing less than 25 grams (about 9/10 of an ounce) of marijuana for private use may be fined up to a maximum of \$100, whereas conviction of possessing even one gram of a controlled narcotic substance can result in imprisonment for up to one year. The criminal sanctions become more serious depending on the amount possessed and whether or not it is possessed with the intent to distribute.

For example, possession of even one gram of a narcotic drug with the intent to sell it is a Class B felony punishable by up to 25 years in prison. A person who is convicted of the sale of more than two ounces of a controlled narcotic substance in New York state can be sentenced to a term of imprisonment for life. However, the Penal Law also provides for a variety of sanctions depending on the offense.



## ASSISTANCE SERVICES

### Counseling and Treatment Services

#### Self-Help Information

Alcoholics Anonymous  
Schenectady 463-0906

Alcoholism Treatment Center  
Saratoga Springs 587-8800

New Choice Recovery Center  
302 State Street  
Schenectady, NY 12305 346-4436

Carver Community Counseling Services  
846 State Street  
Schenectady, NY 12307 382-7838

#### Treatment Centers/Residential

Bridge Center  
72 Union Avenue  
Schenectady, NY 12308 346-1277

Conifer Park  
79 Glenridge Road  
Glenville, NY 12302 399-6446

Hope House Adult Residential Program  
261 North Pearl Street  
Albany, NY 12207 465-2441

### Comprehensive Alcoholism Services

#### Cocaine Helpline/Substance Abuse Treatment

The Cocaine Helpline is an around-the-clock information and referral service staffed by trained counselors who are also recovering cocaine abusers.

1-800-662-HELP  
1-800-662-4357

#### Schenectady County Community College Counseling Assistance

Counselors Robyn Posson and Stephen Fragale of the Office of Student Development Services, Elston Hall, Room 222, provide counseling assistance to individuals seeking help.  
381-1365

#### County of Schenectady Joint Labor-Management Employee Assistance Program

Jack Cadalso, Community Services  
356-4272