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A. COLLEGE FACILITIES AND SERVICES

1. ATHLETIC FACILITIES

a. Maxcy Hall

Maxcy Hall, the College's sports complex, contains a field house with a 1/10 mile indoor track, an ice arena, a 25-yard swimming pool, six racquetball and three squash courts, three basketball courts, a large exercise/weight training room, a free exercise room, a wrestling room, a dance studio, a study lounge, three classrooms, and a therapy/training room, as well as locker and shower rooms. Surrounding Maxcy Hall are 50 acres of playing fields, tennis courts, and a 1/4 mile track.

b. Use Of Facilities

- I. Privileges Faculty and staff members have the same privileges in the building as do students. Added to that, faculty and staff have the privilege of reserving racquetball courts by telephone (students must appear in person) and have exclusive use of the courts during the weekday noon hour.

Children of faculty, staff or students, fourteen years of age or older, have the same privileges in the building as do students (except they cannot participate in intramurals or informal hockey). Children, ages thirteen and under, can only use the facilities when they are directly supervised by their parent(s).

- II. Lockers in either faculty locker rooms are only available when someone vacates their current locker. Children of faculty are not privileged to use the faculty locker room. Lockers are available in the main locker rooms and may be obtained from the Programs and Operations Office.
- III. Building Access to the facilities is via the doors on the front (west side) of Maxcy Hall. All other doors serve as emergency exits or service entrances.
- IV. Everyone using the facility must have a college identification card to participate. Each individual must have his/her own card. Cards may be obtained by contacting Human Resources. Children, 13 and under, will be admitted only when accompanied by their parent(s).
- V. Building Hours Regular activity hours within the building are 8 a.m. to 10 p.m. weekdays and noon to 6 p.m. weekends. Naturally some areas periodically will be unavailable for general use because classes or games are scheduled and/or special repair or maintenance projects occur.

Hours for the activity areas (exercise/fitness center, racquetball, free swim, open skating, field house track, gymnasium) are posted throughout the building.

2. AUDIO-VISUAL EQUIPMENT

Audio-visual equipment is normally available in each College building through the Office of the Building Administrator.

3. CAMPUS MAP

Campus maps are available from the University Police or [online](#).

4. CHECK CASHING SERVICES (www.potsdam.edu/offices/paces)

All SUNY Potsdam faculty, staff and students are offered check cashing services at The College Store, located in the Barrington Student Union, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday during the academic year when classes are in session. In addition, an automated teller machine (ATM) supplied by (HSBC) is located in the lobby of the Student Union. Please contact the bank directly with any questions.

There is a check cashing limit on personal checks of \$50.00 per person, per day. Guaranteed fund instruments such as payroll checks, cashier's checks, money orders and travelers checks are cashed subject to the availability of funds. There is a service charge of 25 cents per check.

5. COLLEGE FOUNDATION

The Potsdam College Foundation, a non-profit (501(c)(3)corporation, was formed to solicit, receive, and distribute funds from private sources in support of the College's mission. Governed by an independent Board of Trustees, the Foundation is responsible for all external fundraising activities associated with SUNY Potsdam.

Income from the Foundation's endowment and the proceeds of its fund raising activities have been used to support student aid, for purchase of equipment, for support of Admission's activities and in support of Alumni activities.

6. CUSTODIAL SERVICES

Special custodial services should be requested through the Department Chair, Director or Building Administrator as appropriate using the Physical Plant web-based Work Order System, QueCentre at www4.quecentre.com/sunypotsdam.

7. DESK AND DOOR SIGNS

Small engraved signs for desks and doors may be ordered from the Office of Physical Plant using a Work Order Request Form. Departments ordering signs will be recharged for materials.

8. CENTRAL PRINT SERVICES

SUNY Potsdam provides centralized printing/copying services. Departments are asked to allow sufficient time to have jobs completed. Central Print Service personnel offers guidance in preparing jobs by calling the Print Shop. A Duplicating Job Request form is required for each job.

9. EMPLOYEE ASSISTANCE PROGRAM (EAP)

- a. Purpose The Employee Assistance Program (EAP) is a confidential referral program which offers assistance to employees, retirees, and their family members to cope with personal problems which negatively affect their lives and which might intrude upon their jobs.

Emotional stress, family disintegration, financial and legal difficulties, alcoholism, drug abuse and marital disruption impair not only an employee's personal life, but workplace productivity. EAP was formed with the knowledge that such problems can be addressed and treated with appropriate help.

- b. Service Provided EAP is a confidential information, support and referral service. It is not a counseling service and it does not provide treatment. Using the

referral services of EAP is not a condition of employment. Depending upon the nature of the problem, individuals seeking assistance are referred to a program, service or agency within the community for appropriate counseling or assistance.

Involvement in this program is entirely voluntary and services of EAP are free of charge. Employee benefits may cover the expenses of other referral agencies.

Employees calling EAP are not restricted to Potsdam coordinators. Any EAP coordinator from any state agency can be contacted.

- c. Eligibility And Referral EAP is open to all College employees, retirees and their families. An employee may enter EAP through self- referral, supervisor referral, or a third party (family member, union representative, friend, co-worker, clergy, etc.)

It is important to remember that the final decision to contact the Employee Assistance Program lies with the employee. EAP is a voluntary option.

10. [SUNY CARD](#)

All employees are expected to have a SUNYCard, the official college photo id card. The SUNYCard is a multi-purpose identification and on-campus transaction card. Faculty, staff and students have the option of purchasing a Bear Express Account. This convenient, discretionary spending account lets you enjoy purchasing power without cash at The College Store, The Union Market, laundry machines, Vending Services and Dining Services. Prior to the beginning of your employment, you should obtain your SUNYCard. In addition to providing identification for security of buildings and facilities, the SUNYCard provides access to Maxcy Hall athletic complex, College Libraries book services, residence halls and selected classrooms and labs.

Faculty and staff who participate in a meal plan will receive a 20% discount on the entry price to Lehman and save 7% (NYS sales tax, paid for by PACES) on all food purchases. Faculty and staff participating in the plan will be eligible for additional flex discounts and promotions throughout the year.

The SUNYCard Office, located in Merritt Hall, is open Monday - Friday from 8:00 a.m. - 4:00 p.m. There is no cost for the initial SUNYCard, however, if the card is lost, a \$10 fee will be charged for the replacement card.

11. MAIL

The College's central mail room is located in the Carson Hall. The following procedures are followed in the operation of the College's mail service:

- a. All mailboxes are assigned by the Office of Physical Plant.
- b. All outgoing, 1st class mail requires an account number on it to accurately account for postage used. Mail stamps with account numbers will be provided by the above office.
- c. Official college mail on which the College pays the postage should be left unsealed to facilitate the use of the mailing machine. All other mail must have the proper postage affixed and sealed.
- d. All requests for use of a mail IFR account are to be submitted to the above office. An account number and mail stamp will be assigned, as required. Complete billing information must be provided by the user department.
- e. All outgoing mail deposited after 3:00 p.m. will be processed for next day delivery to the Post Office.
- f. All mail with like account number shall be rubber banded together.
- g. All on campus mail for faculty and staff shall be sorted and rubber banded together by department. Student mail for on campus shall be sorted by dormitory and rubber banded together.
- h. Standard mailings must comply with USPS regulations which are available from the mail personnel.
- i. Faculty and staff are encouraged to make use of messenger envelopes for on-campus mail. These envelopes receive special handling and are not mixed with U.S. mail and they are afforded faster handling. They provide for multiple re-use and are therefore very economical.

12. NOTARY PUBLIC

The services of a Notary Public free of charge to all faculty, staff, and students may be obtained from a number of employees at various locations on campus. The Office of Human Resources has a list.

13. POTSDAM AUXILIARY AND COLLEGE EDUCATIONAL SERVICES, INC. (PACES)

- a. General Information
PACES is a Type B, Not-For-Profit Corporation organized under the laws of the State of New York; this means that there are no stockholders and that income cannot accrue to the benefit of any member of the corporation, but must be used to benefit the College directly. In the event of dissolution of

PACES, its assets must be transferred to the State University of New York for the benefit of the State University of New York College at Potsdam.

PACES is authorized to function on the College campus by virtue of a contractual agreement with the State

University of New York. This contract mandates conformance with broad guidelines which have been prepared for all campuses of State University. Within the framework of such broad guidelines, policy decisions and budgetary decisions are the responsibility of the Board of Directors of PACES. It should be noted, however, that the budget recommended by the Board of Directors must receive final approval from the President of the College. The fiscal year runs from June 1 to May 31.

b. Purpose

PACES was incorporated in 1950 for the following purposes:

- To operate a college dining program.
- To operate a college store.
- To operate a college loan fund.
- To provide banking services for student activity accounts and other accounts not included in the regular College budget.
- To generate income for the purpose of improving the total program of the College.

c. The College Store Complex

The College Store Complex is SUNY Potsdam's bookstore and convenience store, The College Store and The Union Market. Both are located in the Barrington Student Union and they provide the campus community with a large variety of merchandise.

The College Store's prime function is to provide the student with the textbooks and supplies required for the pursuit of their academic goals. The Store also stocks computers (hardware, software and accessories), magazines, greeting cards, giftware, clothing and SUNY Potsdam memorabilia.

The Union Market, SUNY Potsdam's convenience store, carries a wide selection of personal care items, snack items and beverages. The Union market is ready to serve all your convenience needs.

d. Dining Services

Dining Services locations include the Student Union Dining Court, Lehman Dining Center, Dexter's Cafe, Minerva's Cafe, Bowman Nite Owl, The Greenery Snack Bar in Carson Hall, and Crane Snack Bar. It also provides catering services for both on-campus and off-campus groups. Meal plans and Bear Express Accounts are available for faculty and staff members.

e. Administrative and Vending Services

PACES provide accounting and banking services for College groups and organizations. All on-campus organizations are entitled to maintain their accounts with PACES. PACES also manage all vending on campus, including washers, dryers and food vending machines.

f. Loan Fund

PACES operate a modest loan fund for full-time students during the regular academic year. These loans are for emergency purposes and are usually for a short time. Information is available in the Office of Financial Aid.

g. Miscellaneous

PACES not only provides service to the academic community, but it also serves as an employer to more than 100 full-time employees and approximately 400 students. The majority of these staff members work in Dining Services.

14. POTSDAM REPORTER

THE REPORTER, a weekly online publication of the Office of Public Affairs, serves as a campus newsletter. College policy, faculty governance issues, vacancies, the calendar of events and workshops, and research opportunities are included to help inform the campus community of accurate, timely information. Articles and announcements for publication in The Reporter should be submitted by e-mail to Katherine Kelley in the Office of Public Affairs at kelleykm@potsgdam.edu by Tuesday at 4 p.m. Submitting items by e-mail is an efficient way of ensuring that your information will be accurately placed in The Reporter.

15. UNIVERSITY POLICE

The University Police Dept. at SUNY Potsdam consists of a team of people working with the campus community to create a safe environment in which to live, work, and learn. The department is oriented toward community policing, which is created to meet the specialized needs of a College campus. The work of the department includes crime

prevention and control, criminal investigations, traffic and parking supervision, physical plant security, emergency first aid treatment, the maintenance of public order, provide a variety of programs to students, faculty, and staff as needed, and other related activities.

The officers of the department are responsible for the enforcement of all state and local laws as well as rules and regulations of the College. The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to any situation that could occur involving a student, faculty, or staff person that would be of concern to the college community.

University Police officers are designated in Section 1.20 sub 34(s) of the Criminal Procedure Law. This section basically gives University Police Officers the authority to make arrests, conduct criminal investigations, issue Uniform Traffic Tickets, execute warrants and issue tickets for parking, as well as enforce any general, special or local law or charter, rule, regulation, judgment, order, or village ordinance.

As Police Officers, the University Police Officers receive 16 weeks of training at the David Sullivan St. Lawrence County Law Enforcement Academy in Canton. This training is mandated by the Bureau for Municipal Police and is in compliance with that established by the Municipal Police Training Council for the State of New York.

Some of the services provided by the University Police to the College community are:

- render emergency first aid when necessary
- assist motorists with minor problems or call for service if necessary
- open doors in emergency situations and within College policy guidelines
- conduct fire drills and safety inspections
- make notifications of emergencies (death, serious illness)
- lecture on various law enforcement and safety topics
- conduct rape prevention programs
- conduct operation I.D. program
- patrol dorms on foot
- provide a jump pack to start your vehicle
- assist you with a lock-out
- will provide an escort when requested

The University Police Department is located in VanHousen Ext. Officers are on duty 24 hours a day, seven days a week. For assistance on campus, dial 267-2222. For more information, go to <http://www.potsdam.edu/studentlife/safety/index.cfm>.

16. RESEARCH AND SPONSORED PROGRAMS (RSP)

RSP is that branch of the College which is responsible for all pre and post award activity involving grants and contracts from federal, state and private agencies. RSP is here to help faculty and staff in the preparation of proposals and must process all proposals committing institutional resources, i.e. faculty and/or facilities. The office also serves as the administrative "home" for the Institutional Review Board (IRB) and the Institutional Animal Care and Use Committee (IACUC).

Employees wishing assistance in the preparation of proposals should contact the RSP Office at least four weeks prior to the sponsor deadline. Initial drafts should be prepared by departmental personnel. RSP will review the proposal to insure compliance with sponsor and state guidelines and regulations and prepare it for institutional approval.

The RSP Office is available to assist you with the following:

- assistance in identifying potential sponsors using a variety of directories and the SPIN computer database;
- interpretation of guidelines, outlining proposals, budget advice and preparation, editing and critiquing of institutional and individual proposals;
- responsible for securing Provost and other institutional signatures as required;
- photocopying, packaging and mailing of final proposals

The Research and Sponsored Programs Office publishes a newsletter each semester. Issues include topics such as funding opportunities targeted for the arts, humanities, sciences, education and miscellaneous; institutional policies regarding the seeking of external funds; announcements of campus funding sources; proposal activity and funds awarded; and a listing of future deadlines.

17. SUPPLIES - OFFICE AND CLASSROOM

Basic office and classroom supplies; pencils, pens, writing paper, chalk, erasers, paper clips and other routine office supplies are ordered on-line, from approved vendors, or through Purchasing and Payables procedures. On-line orders are delivered directly to the requesting department.

18. TELEPHONE

It is the policy of the College to provide the most efficient and economical telecommunications system possible to support the operations of the College.

The College presently uses PaeTec Communications, Inc. as our local and long distance carrier. This carrier requires the use of a seven digit authorization code to complete long distance, international and information calls. Authorization codes for personal and business calls are available from the TelCom Office. All requests for authorization codes require a supervisor's approval. Business authorization codes are used to place calls that

pertain to your job. Personal authorization codes allow individuals to make personal calls from work and to be charged for them. A supervisor may, at his/her discretion, restrict an employee's telephone to campus and/or campus and local calls, only.

Our local calling area consists of the following exchanges: 212, 229, 244; 261; 262; 265; 267; 268; 276; 322; 323; 328; 353; 358, 379, 386, 590, 603, 621, 714, 742 and 869.

New employees receive an informational packet upon arriving on campus. This packet contains a business and personal authorization code, if requested by their department head, a telephone user's guide and voice mail instructions.

The telephone system is coordinated through the TelCom Office. Please direct any questions regarding telephone service to the TelCom Office at extension 3000 or telcom@potSDam.edu.

The following is a brief description of our most commonly used dialing patterns:

Local Calls: Dial 9, followed by the complete seven digits of the number you are dialing. Authorization codes are not required to place local calls from an administrative telephone.

On-Campus Calls: Dial the last four digits of the number, example 3000.

800 Calls: Dial 9, then 1-800 and the last seven digits of the toll free number you are dialing. Toll free calls from an administrative telephone line do not require the use of an authorization code.

Long Distance Calls: Dial 9, 1 the area code (only if outside 315) and then the seven digits of the number you are calling, followed by your seven digit authorization code.

Information Calls: Dial 9, 1 the area code-555-1212 and your seven digit authorization code.

International Calls: Dial 9, 011 the country code, city code, the number you are calling, wait for 3 beeps, then enter your seven digit authorization code.

Calling Card Calls: Dial 9, followed by the toll free access number your calling card company has provided you.

19. FACSIMILE MACHINE

Throughout the campus facsimile machines are located for use by other campus offices/ departments. The machine transmits and receives printed material via telephone lines within seconds. Facsimile can be an economical (and reliable) alternative to mail service.