External Relations

INSTITUTIONAL ADVANCEMENT –
GRANTS DEVELOPMENT AND MANAGEMENT

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Director of Institutional Advancement

1. Mission and Scope of the Office of Institutional Advancement.

The Office of Institutional Advancement supports the College's mission through resource development. The office is staffed by a Director and Assistant Director. Modest consulting support is available to assist in the development of major institutional applications.

Institutional Advancement partners with all offices of the college to facilitate applications for external funding from state, federal, corporate, and foundation sources (grants development) and assists in the process of assuring that the resources received adhere to funder's guidelines. Institutional Advancement supports both grants development and grants management functions. All project directors seeking outside funding must assume responsibility for both development and implementation of the funding sought and awarded.

A primary function of the office is to assure that all projects align with the college's strategic plan, accreditation priorities (Middle States), college policies and procedures, and meet funders' requirements. Additionally, we look to resource development to build the institution's capacity to fulfill its mission, improve outcomes for students, and support sustainable designs that increase revenue or efficiency of the college in delivering services.

Each division that secures a grant must assign a project director to serve as the administrator for the grant. The project director is responsible for the day-to-day administration of the grant, is responsible for implementing the grant according to institutional and funders' policies and procedures. Most federal grants require that the project director report directly to a Vice President or President. The Office of Institutional Advancement must have access to the Vice President of the division developing the grant and overseeing its implementation, and the Vice President of the Division in which the grant resides assumes responsibility for the development and implementation of the grant project within that division.

A. Grants Development Process

1. **Pre-Development.** The Office of Institutional Advancement assists in researching prospective funding sources and works with the Project Director and their Supervisor to develop the proposal concept and budget and identify internal and external partners. A brief project description is circulated along with initial assessments related to hiring, budget, and the institutional areas impacted. Approval from the supervising Dean and Vice President is sought. In the case of a proposal with broad institutional impact, the President, Budget Office and Human Resources are notified that a project is under development and the grant deadline so they can appropriate resources as needed to the project. A decision is made to proceed or suspend the application process. If approved, grant requirements, tasks, and timelines are outlined and responsibilities for grant production identified.

2. **Development.** The Office of Institutional Advancement meets regularly (usually weekly) with the Project Director to facilitate grant planning and preparation tasks. Internal and external partners are engaged, and support is secured as needed and appropriate for the project to insure timely completion of milestones. The project management plan is determined, identifying the supervision structure/management plan for the grant should funding be received. Periodic updates (through meetings, emails and drafts) are provided to supervising Deans, VPs, and the President to keep them informed about progress and to guide key decisions that have institutional impact. Human Resources is consulted on personnel matters related to job descriptions, classifications within the college's personnel system, and scheduling. The Budget Office is consulted on all budget matters, including salaries and the review of expenditures. If information technology or facilities changes are proposed, the IT and Facilities departments are consulted. The grant proposal and budget are drafted and revised multiple times until a final draft and budget are completed.

3. **Grant Submission.** The final draft and budget are completed and circulated to supervising Deans, Vice Presidents, Human Resources, Budget Office, the President and other relevant staff (as appropriate, such as Information Technology and/or Facilities to the extent they are involved). Feedback and changes are incorporated or otherwise addressed at that time, and written approval is secured. The grant is submitted and file copies are circulated to relevant offices.

B. Grants Management Process

1. **Grant Award Notification.** The Office of Institutional Advancement and/or Project Director are provided a Grant Notification Award (GAN) and sent a contract along with any modifications required by the funder. The Office of Institutional Advancement facilitates the contract review and circulates the document for signature. The Budget Office is notified that an award has been received and a college budget number is assigned. The Office of Institutional Advancement meets with the Project Director and supervising Dean and Vice President to review: the project proposal, budget and timeline; the grant award and funder's regulations; and reporting requirements.

2. **Project Implementation and Management.** The Project Director now assumes primary responsibility for project implementation, management, and reporting, including budget, hiring and carrying out of major grant tasks and meeting all grant and funders requirements and regulations. The supervising Dean and Vice President identified in the grant management plan now assume primary responsibility for providing project oversight from both an institutional and funders' perspective. The Office of Institutional Advancement continues to meet on a quarterly basis with any <u>new</u> project directors, <u>any grants whose overall direction or stewardship falls under the Office of Institutional Advancement</u> (such as Perkins or Con Edison-funded projects), and <u>any project that requests special support.</u> The Office of Institutional Advancement is copied on budget and program modifications. The Project Director is responsible for working with the Budget Office, Human Resources, Information Technology and Facilities, as appropriate, in support of project implementation.

3. **Grant Reporting and Close Out.** The Office of Institutional Advancement may provide reminders of key reporting dates, but the primary responsibility rests with the Project Director for all interim and final project reports, working with the Budget Office to ensure Budget Reports are provided on time, and for any program or budget modifications according to grant and agency requirements. The Project Director is responsible for keeping copies of all grant correspondence, data collection, and reporting consistent with grant requirements and for providing copies to the Office for Institutional Advancement and Budget Office.

C. Grantee Responsibilities. This section summarizes federal requirements for all grantee organizations.

1. **Certifications**. Certifications are requirements of eligibility to apply for and receive federal financial assistance.

2. **Assurances** relate to complying with various grant requirements, including those protecting public welfare and prohibiting discrimination. In some grants that distribute grant funds to other entities or individuals (such as project partners or contractors), the college is required to get certain forms signed by those other entities or individuals.

3. **Regulations**. There are a number of regulations that apply to grants. There are Program Regulations that are listed in the Federal Notice and Grant Application under a particular program, and are reflected in the Congressional statute that authorized the grant. There are Administrative Regulations that apply to all federal programs under Uniform Guidance 2 CFR Part 200 and to all US Department of Education Grants under Title 34 of CFR (EDGAR).

4. **Performance Measures.** Substantial progress toward approved objectives is measured through performance measures that are submitted regularly. These include: a) grantee project goals and objectives; b) program specific measures required by the Government Performance and Results Act (GEPA); c) program specific measures - established by program officers for particular grant competitions; d) performance targets in an approved application and e) data or evaluations required by programs.

5. **Human Subjects Protection in Research**. Grantees must provide a) assurance of compliance with human subjects protection and b) Institutional Review Board (IRB) certification of its review and approval of covered research activities.

6. **Records**, GEPA, EDGAR and 2 CFR part 200 provide specific requirements for record retention. Records are needed to demonstrate to program monitors or auditors that all expenditures and activities conducted with the grant were allowable and accurately reported. Included:

   a) Keep records regarding the use of grant funds, compliance with program requirements, and the data used to demonstrate the project's effectiveness in meeting the project objectives.

   b) Keep copy of the approved application.

c) Keep financial records showing the amounts and sources of all funds spent on the grant, including any cost sharing or matching funds that were required or volunteered as part of the approved project. These records must also document how all federal and matching funds were used.

d) Keep records that document other types of information you provided the Department in your annual or final reports, such as records of program participants and the source data used to report on performance measures.

e) Maintain inventory records, if you purchase equipment with grant funds, until you dispose of the equipment or transfer it to another federal project for use.

f) Keep copies of all correspondence with the agency awarding the grant regarding the project.

g) Time and Effort Records. For grantees that must comply with OMB Circular A-87, all charges to payroll for grant-funded personnel must be based on one of the following: 1. Certification; 2. Time and Effort Records, or 3. A Substitute System

1. **Certification**. Employees who are 100% funded from the grant are not required to maintain time and effort records, but each employee or supervisor having knowledge of the employee's activities must certify at least semi-annually that he/she worked solely on that program or cost objective for the period covered by the certification, which must be signed by the employee or supervisor having firsthand knowledge of the work performed. Charges to the grant must be supported by these semi-annual certifications.

2. **Time and Effort Records.** Employees who work under multiple grant programs or multiple cost-objectives must prepare time and effort reports, at least monthly, to coincide with pay periods. Such reports must reflect an after-the-fact distribution of 100 percent of the employee's actual time and must be signed by the employee and their supervisor.

3. **Substitute System**. In lieu of time and effort records, grantees may choose to implement a substitute system, such as a random moment sampling that meets acceptable statistical sampling standards.

<u>MARKETING & COMMUNICATIONS – INTERNET AND SOCIAL MEDIA PRIVACY STATEMENT</u>

Westchester Community College respects the privacy of all visitors to our web site and does not provide any of our personal information to third parties without your permission, unless compelled by law or court order to do so, and does not sell any personal information to third parties for purposes of marketing, advertising, or promotion. However, the college reserves the right to share data with our marketing partners for marketing reporting purposes and for remarketing and retargeting college messages to individuals who visit our website or contact the college.

Please review the following Privacy Policy to understand what information is being collected and how it will be used.

Endorsements and Accuracy of Content

Westchester Community College provides access to distributed and local networked resources as a service to the campus community and the community at large. The availability of networked information via Westchester Community College's information services does not constitute endorsement of the content or accuracy of that information by Westchester Community College. Sections linked to this site are maintained by independent groups and individuals. The views expressed in these home pages are those of the page authors; comments regarding those pages should be directed to them.

Equal Opportunity Institution

Westchester Community College is an equal opportunity institution and adheres to the policy that no person on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, or genetic information is excluded from or is subject to discrimination in any program or activity.

Commitment to Privacy

At Westchester Community College, we are committed to protecting your privacy and making it easier for individuals and businesses to interact with Westchester Community College. We recognize that it is critical for individuals and businesses to be confident that their privacy is protected when they visit www.sunywcc.edu. You can travel through most of www.sunywcc.edu without giving us any information about yourself. Sometimes we do need information to provide services that you request, and this commitment of privacy explains our online information practices.

Voluntary Communication

Westchester Community College does not collect any personal information about you unless you provide that information voluntarily by sending an e-mail or by completing Westchester Community College online forms.

This policy is consistent with the provisions of the following:

- [Internet Security and Privacy Act](#)
- [Freedom of Information Law](#)
- [Personal Privacy Protection Law](#)

Collected Information

When visiting www.sunywcc.edu, Westchester Community College automatically collects and stores the following information about your visit:

- The Internet Protocol address of the computer that accessed our web site
- The type of browser, its version and the operating system on which that browser is running
- The web page from which the user accessed the current web page
- The date and time of the user's request

- The pages that were visited and the amount of time spent at each page

None of the above-mentioned information is deemed to constitute personal information by the Internet Privacy and Security Act. The information that is collected automatically is used to improve www.sunywcc.edu's content and to help Westchester Community College understand how users are interacting with its website. This information is collected for statistical analysis and to determine what information is of most and least interest to our users. The information is not collected for commercial marketing purposes and Westchester Community College is not authorized to sell or otherwise disclose the information collected from www.sunywcc.edu for commercial marketing purposes.

Information Collected When You E-mail or Complete a Transaction

During your visit to www.sunywcc.edu you may send an e-mail to the Westchester Community College. Your e-mail address and the contents of your message will be collected. The information collected is not limited to text characters and may include audio, video, and graphic information formats included in the message. Your e-mail address and the information included in your message will be used to respond to you, to address issues you identify, to improve this website, or to forward your message to another Westchester Community College campus for appropriate action. Your e-mail address is not collected for commercial purposes and Westchester Community College is not authorized to sell or otherwise disclose your e-mail address for commercial purposes.

During your visit to www.sunywcc.edu you may communicate with us online. The information collected by Westchester Community College, including personal information volunteered by you in completing the communication, is used by Westchester Community College and may be disclosed by Westchester Community College for those purposes that may be reasonably ascertained from the nature and terms of the transaction in which the information was submitted.

Aggregate Information

We may take your personal information and make it non-personally identifiable, either by combining it with information about other individuals (aggregating your information with information about other individuals), or by removing characteristics (such as your name) that make the information personally identifiable to you (i.e., de-personalizing your information). This can include usage information and/or information that is not connected to personal information. Given the nature of this information, no restrictions apply under this Privacy Policy on our right to aggregate or de-personalize your personal information, and we may use and share in any way with third parties the resulting non-personally identifiable information.

Information regarding minors (children under the age of 13)

Westchester Community College does not knowingly collect personal information from children under the age of 13 or create profiles of children under the age of 13. Users are cautioned, however, that the collection of personal information submitted in an e-mail will be treated as

though it was submitted by an adult, and may, unless exempted from access by federal or State law, be subject to public access.

Disclosure of Information Collected Through This Website

The collection of information through www.sunywcc.edu and the disclosure of that information are subject to the provisions of the Internet Security and Privacy Act. Westchester Community College will only collect personal information through www.sunywcc.edu or disclose personal information collected through www.sunywcc.edu if the user has consented to the collection or disclosure of such personal information. The voluntary disclosure of personal information to Westchester Community College by the user, constitutes consent to the collection and disclosure of the information by Westchester Community College for the purposes for which the user disclosed the information to Westchester Community College.

However, Westchester Community College may collect or disclose personal information without consent if the collection or disclosure is:

1. necessary to perform the statutory duties of Westchester Community College, or necessary for Westchester Community College to operate a program authorized by law, or authorized by state or federal statute or regulation;
2. made pursuant to a court order or by law;
3. for the purpose of validating the identity of the user; or
4. of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.

Further, the disclosure of information, including personal information, collected through www.sunywcc.edu, is subject to the provisions of the Freedom of Information Law and the Personal Privacy Protection Law.

Unauthorized Access (hacking)

Westchester Community College may disclose personal information to federal or state law enforcement authorities to enforce its rights against unauthorized access or attempted unauthorized access to Westchester Community College's information technology assets.

Retention of Information Collected Through This Web Site

The information collected through www.sunywcc.edu is retained by Westchester Community College in accordance with the records retention and disposition requirements of the New York State Arts & Cultural Affairs Law. In general, the Internet services logs of Westchester Community College, comprising electronic files or automated logs created to monitor access and use of Agency services provided through www.sunywcc.edu, are retained indefinitely. Information concerning these records retention and disposition schedules may be obtained through the Internet privacy policy contact listed in this policy.

Access to and Correction of Personal Information Collected

Any user may submit a request to Westchester Community College's privacy compliance officer to determine whether personal information pertaining to that user has been collected through www.sunywcc.edu. Any such request shall be made in writing and must be accompanied by reasonable proof of identity of the user. Reasonable proof of identity may include verification of a signature, inclusion of an identifier generally known only to the user, or similar appropriate identification. The address of the privacy compliance officer is:

Patrick Hennessey
Director, Marketing and Communications
Westchester Community College
75 Grasslands Road
Valhalla, New York 10595

The privacy compliance officer shall, within five (5) business days of the receipt of a proper request, provide access to the personal information; deny access in writing, explaining the reasons therefore; or acknowledge the receipt of the request in writing, stating the approximate date when the request will be granted or denied, which date shall not be more than thirty (30) days from the date of the acknowledgment.

In the event that Westchester Community College has collected personal information pertaining to a user through www.sunywcc.edu and that information is to be provided to the user pursuant to the user's request, the privacy compliance officer shall inform the user of his or her right to request that the personal information be amended or corrected under the procedures set forth in section 95 of the Public Officers Law.

Confidentiality and Integrity of Personal Information Collected

Westchester Community College is strongly committed to protecting personal information collected through www.sunywcc.edu against unauthorized access, use or disclosure. Consequently, Westchester Community College limits employee access to personal information collected through www.sunywcc.edu to only those employees who need access to the information in the performance of their official duties. Employees who have access to this information follow appropriate procedures in connection with any disclosures of personal information.

In addition, Westchester Community College has implemented procedures to safeguard the integrity of its information technology assets, including, but not limited to, authentication, authorization, monitoring, auditing, and encryption. These security procedures have been integrated into the design, implementation, and day-to-day operations of www.sunywcc.edu as part of our continuing commitment to the security of electronic content as well as the electronic transmission of information.

For web site security purposes and to maintain the availability of www.sunywcc.edu for all users, Westchester Community College employs software to monitor traffic to identify unauthorized attempts to upload or change information or otherwise damage www.sunywcc.edu.

Cookies

Cookies are small pieces of information that are stored by the user's browser on the hard drive of your computer. www.sunywcc.edu does not use cookies.

Use of E-Mail

In spite of the good intentions of the college to respect the privacy of individuals, it should be understood that it is impossible to assure the privacy of e-mail. Not only may email be sent to someone other than the intended recipient (either through mis-addressing or forwarding), but email sent as plain text may also be intercepted as it travels over the network

The use of College resources, including computing and networking equipment and services, purchased with College funds, are intended for college business. While it is not the intention of the College to actively monitor communications or files stored or transmitted on College systems or devices, individuals must understand that under certain circumstances they may not have a right to privacy to such information. Such circumstances include but are not limited to:

- compliance with legal requirements or process;

- as part of an investigation of a suspected violation of law

- regulation or College policy; to maintain the integrity of the College's computing systems.

Freedom of Information Requests

Under the "Freedom of Information Act (FOIA)", except as otherwise provided by federal law or state statute, all records maintained or kept on file are considered public records and are subject to inspection by members of the public. As a member of the College community, your email and any information collected in the course of visiting a web site are considered public records and may be subject to Freedom of Information disclosure. In some cases email messages about students may fall under the FERPA definition of 'education records' and therefore be subject to the provisions of FERPA regarding the release of the information and the student's right to inspect and review the information.

Disclaimer

The Westchester Community College web site has many links to other web sites. When you link to another site, you are no longer on the Westchester Community College web site and this privacy policy will not apply. When you link to another web site, you are subject to the privacy policy of that new site.

Neither Westchester Community College, nor any agency, officer, or employee of Westchester Community College warrants the accuracy, reliability or timeliness of any information published by this system, nor endorses any content, viewpoints, products, or services linked from this

system, and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. Portions of such information may be incorrect or not current. Any person or entity that relies on any information obtained from this system does so at their own risk.

Westchester Community College reserves the right to revise and update this privacy policy at any time by posting such revised privacy policy on the Westchester Community College home page.

Internal, college-wide emails are to be concerned with college business. We do not condone the dissemination of political or personal messages through such college-wide emails unless specifically approved by the Office of Marketing and Communications. In certain cases, if the messages are deemed to be connected to specific college events, clubs, or college-sponsored enterprises, such messages will be approved. All such messages must be approved in advance by the Office of Marketing and Communications.

Wireless Statement

One of the college's goals is to transition to a completely wireless main campus in Valhalla. We have begun this effort, but be aware that on most areas of the campus you will be accessing a network which has been secured with firewall protection. Since such protection does not guarantee the security of your personal information, use your own discretion.

Definitions

The following definitions apply to, and appear in italics, in this policy:

Personal information: For purposes of this policy, "personal information" means any information concerning a natural person which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person.

User: shall have the meaning set forth in subdivision 8 of section 202 of the State Technology Law.

Blog policy

Westchester Community College blogs have been created for use by members of the greater community, including but not restricted to prospective and current students blogging from any location, Westchester County residents, college alumni, faculty, staff, and administrators. The purpose of the blogs is to facilitate communication to and from the college and its greater "community," which includes all of the above. Commentary and opinion are most welcome.

We will only post comments from bloggers 13 years or older that relate to topics concerning the college and its community. We understand there will be exceptions regarding subject matter , but the following will be removed by Westchester Community College blog authors and editors, and repeat offenders will be banned for:

- Potentially libelous comments.
- Vulgar, racist, sexist comments.

- Personal attacks.
- Plagiarized material.
- Private information published without consent.
- Material related to gambling.
- Items that could damage other computers.
- Commercials, soliciting for personal gain, or spam.
- Profanity or objectionable images.

The college reserves the right not to post comments or images. Please remember that the views and opinions expressed by bloggers are strictly those of the authors . Also understand that the contents of blog entries may create lasting consequences, so be respectful and professional in your postings. By participating in any college blogs, you are responsible for your comments and you agree not to represent yourself as another individual.

Social Networking Policy

Westchester Community College's social networking site pages have been created for use by members of the greater community, including but not restricted to prospective and current students blogging from any location, Westchester County residents, college alumni, faculty, staff, and administrators. The purpose of the sites is to facilitate communication to and from the college and its greater "community," which includes all of the above. Commentary and opinion are most welcome.

We encourage comments from bloggers 13 years or older relating to topics concerning the college and its community. We understand there will be exceptions regarding subject matter, but the following will be removed by Westchester Community College's social networking site administrators, and repeat offenders will be banned for:

- Potentially libelous comments.
- Vulgar, racist, sexist, or comments pertaining to violence.
- Personal attacks.
- Plagiarized material.
- Private information published without consent.
- Profanity.
- Material related to gambling.
- Items that could damage other computers.
- Commercials, soliciting for personal gain, or spam.

The college reserves the right to delete comments. Please remember that the views and opinions expressed by fans/friends are strictly those of the authors. Also understand that the contents of your postings may create lasting consequences, so be respectful and professional. By participating, you are responsible for your comments and you agree not to represent yourself as another individual.

If you are a student at the college, please understand that you assume an obligation to conduct yourself in a manner compatible with the institution's academic standards, general policies, and

the Student Code of Conduct. This includes comments made on social media. Behavior which adversely affects a student's responsible membership in the academic community shall result in appropriate disciplinary action. Also, please note that this is not the forum to discuss opinions on individual students, faculty or staff. Remember, when using social media, do not share personal information which you do not want to be made public. Please email us at info@sunywcc.edu if you want to communicate with the college administration in a private manner.

Contact Information

For questions regarding this Internet privacy policy, please contact our privacy officer via e-mail at info@sunywcc.edu or by regular mail at:

Patrick Hennessey
Director, Marketing and Communications
Westchester Community College
75 Grasslands Road
Valhalla, New York 10595

<u>MARKETING & COMMUNICATIONS – WEATHER ANNOUNCEMENTS</u>

Weather Watch

You can visit our website at any time to check if the college has been closed for any reason, weather or otherwise. We now also post delay/closing updates on Facebook and Twitter. Also, you can call our information line at 914-606-6900. No mention of any delay or closure means that all classes will meet as scheduled. If the weather gets worse as the day progresses the decision to cancel evening classes will be made at approximately 3:00 pm.

You also have the option of tuning into certain radio or TV stations for information on college weather closings. Information about college closings will be given on Cablevision's News Channel 12, WCBS (880 AM) and WHUD (100.7 FM). However, these television and radio updates, which are at the discretion of the media outlets, are merely secondary means of communicating closings. The media outlets don't always run the information in a timely fashion, so please check the college website first for the most up to date, accurate information.

Text Messages

If you have your mobile phone information in MyWCC, you will get a text. If you wish to add or update your cell phone number with the college, please click here for a PDF document of directions on how to update your phone information or opt out of receiving text messages. Please note, by removing yourself from receiving text messages, you will not receive security alerts or announcements of college delays or closing in the form of text messages.

Please remember, the college website is the primary means of notification.

On a case-by-case basis, the college will host two "staging areas" for students and staff who are waiting out a storm or awaiting rides. In addition to the Student Center Lounge and/or Cafeteria, which normally serve as a holding area for students in these instances, we will occasionally also open up the Gateway Center atrium.

Delay Information

Regarding delays, if the college has a delayed opening, you may still have class. It depends on the timing of your class. For instance, if the college has a delayed opening at 11:00 a.m., and your class normally runs from 8:00 to 10:00 a.m., your class will not meet. However, for instance, if you have a class that normally runs from 10:00 until 11:30 a.m., your class would meet for a half hour from 11:00 to 11:30 a.m.

MARKETING & COMMUNICATIONS – DIGITAL SIGN POLICY

Purpose

We seek to establish guidelines for our internal and external digital signs which are used to inform the college community, and visitors to the institution, of news and events. Digital signs allow various campus organizations to publicize events and information of interest including academic programs, meetings, student activities, emergency messages, and student services. , . It is not to be used for advertising non-college events or news unless specifically approved by the Marketing and Communications Office.

Scope

The policy is for use by members of the campus community, and in select instances, partners of the college who are at the campus for approved events.

Definition

Digital signs are run through the Appspace system on the main campus and at extension centers.

Content

The Office of Marketing and Communication reviews all digital signs and makes the ultimate decision on what to display. The consideration of signs relates to various technical, legal and aesthetic factors including but not limited to adherence to brand standards, copyright laws, effective and concise messaging, and compatibility with the Appspace system. The bulk of the messages are designed by the Office; certain areas such as Cultural Arts may submit their own designs which may be placed by the Office if approved.

Policy

The main priority of the digital signs is to promote classes, semester dates, and academic program offerings. The college does not generally use the digital signs for directions unless there is secondary parking information included in a sign; they are not to be used as directional or parking resources for secondary (small) events. Extension locations are generally allowed to design their own "complementary" signage. We require a two-week notice prior to proposed display dates for new signs. When available, we include Cultural Arts signage which is designed by that office – these are considered secondary, optional signs and will be "bumped" if there are too many other messages. The Office of Marketing and Communication is the sole office which decides signage display priority. The college is not responsible for the accuracy of the information which is presented to us for signage nor can we guarantee the timely posting of signage due to unforeseen technical issues.

MARKETING & COMMUNICATIONS – WEBSITE ACCESSIBILITY

Website Accessibility Policy

Westchester Community College is committed to ensuring accessibility of its website to people with disabilities. The college seeks to make sure the website conforms to the Americans with Disabilities Act, Sections 504 of the Rehabilitation Act, and New York State Technology Policy 99-3. New and updated web content on http://www.sunywcc.edu follows the W3C WAI's Web Content Accessibility Guidelines 2.0, Level AA. Any issues should be reported to patrick.dannenhoffer@sunywcc.edu