
COLLEGE ADMINISTRATION POLICY

Category: Administration
Responsible Office: President's Office
Responsible Executive: President

Date Established: January 26, 1978
Date Last Revised:

Summary

Monroe Community College has designated administrative leadership for the College to consist of the President, who serves as Chief Executive Officer, and four College Officers: Provost and Vice President for Academic Services, Chief Financial Officer and Vice President for Administrative Services, Vice President for Economic Development and Innovative Workforce Services, and Vice President for Student Services. The Board may also establish or continue other administrative positions upon receiving the recommendation of the President.

Policy

POLICY STATEMENT

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President

1. Appointment

The Board of Trustees shall appoint a President who shall serve at its pleasure. Prior to such appointment, the Board of Trustees shall consult with any duly authorized constituencies, including students, staff, teaching and non-teaching faculty. Such appointment shall be subject to approval by the State University of New York.

2. Responsibilities

- a. Serves as the Chief Executive Officer with full authority to administer the affairs of the College in accordance with the bylaws, resolutions, and policies of the Board.
- b. Responsible for developing, implementing and assessing the College's strategic plan, including long-range goals and short-term objectives in support of the College's mission.
- c. Presents recommendations to the Board on curriculum and the granting of degrees and certificates.
- d. Responsible for supervising and coordinating the activities of College officers and other key administrators.
- e. Advises the Board of fiscal needs of the College, prepares and submits to the Board an annual budget for approval.
- f. Attends meetings of the Board, and provides advice on all significant matters relating to the College; periodically submits reports on the State of the College as may be requested or deemed appropriate. Between Board meetings, the President

is authorized to make such administrative arrangements and appointments as cannot await the action of the Board or its appropriate committees and shall report such action to the Board at its next regular meeting.

- g. Approves and recommends the appointment, promotion, tenure, retention, and retrenchment of College personnel to the Board.
- h. Recommends actions on the planning and management of College facilities.
- i. Works proactively with political, educational and business constituencies at the local, state and national level.
- j. Provides institutional leadership in garnering public-private sector resources for the College.
- k. Provides administration, direction, and support in maintaining the integrity and efficiency of the academic governance and collective bargaining processes.
- l. Assures compliance with College policies, state and federal regulations and requirements of accreditation agencies.
- m. Convenes meetings of the entire College faculty and staff, or any unit thereof, and presides at such meetings.
- n. Responsible for the preparation and publication of a compilation of College policies to be made accessible to all members of the professional staff of the College and to the public.
- o. Assures the annual preparation of an organization chart of the College and periodic review of the accompanying descriptions of the duties and responsibilities of the positions therein.
- p. Assures the preparation of a faculty handbook and the documents needed to orientation and guidance of students of the College.
- q. Designates person(s) to act in the President's absence or in the absence of any College officer.
- r. Other duties as directed.

Officers

1. Appointment

Appointments of College officers shall be made by the Board of Trustees upon recommendation of the President. Such appointees shall serve at the pleasure of the Board of Trustees.

2. Titles (alphabetical by division)

- a. Provost and Vice President for Academic Services
- b. Chief Financial Officer and Vice President for Administrative Services
- c. Vice President for Economic Development and Innovative Workforce Services
- d. Vice President for Student Services

3. Responsibilities

The College officers shall have such duties and responsibilities as may be assigned by the President.

Other Administrators

1. Appointment

There may be other College administrators as may be determined by the Board of Trustees. Appointments of College administrators shall be made by the Board of Trustees upon recommendation of the President.

2. Titles

These positions may include Controller, Deans, Associate Deans, Assistant Deans, Directors, Executive Assistants to the President, Executive Director, Assistants to the

President, General Counsel, Associate Vice Presidents, Assistant Vice Presidents, and Assistants to the Vice President.

Such appointees shall serve at the pleasure of the Board of Trustees.

3. Responsibilities

The College administrators shall have such duties and responsibilities as may be assigned by the President.

BACKGROUND

In keeping with Middle States Commission on Higher Education standards related to institutional governance and administration, MCC has established an administrative structure to support the College's mission, goals, and objectives and to assure that it can operate with appropriate autonomy. The Board of Trustees respects its role in policy and governance, assigning operational responsibility to this leadership, with its primary delegate being the College's Chief Executive Officer, the President. MCC's administrative leadership offers flexibility to assure it is appropriate to and supports the size and complexity of the College, and MCC's organizational structure should be reviewed periodically within a framework of institutional effectiveness and efficiency. The College's Administration is a recognized constituent within the Shared Governance Policy; its liaison in that policy is identified as the President.

APPLICABILITY

This policy is applicable to administrative leadership of MCC, as defined within this document.

RESPONSIBILITY

President, Monroe Community College

Contact Information

Office of the President

Related Information

College Documents:

Shared Governance Policy

SUNY Documents:

[SUNY Board of Trustees: Administration of the College](#)

[SUNY Governance](#) Campus Administration

[SUNY Guidelines for Presidential Searches at Community Colleges](#)

Other Documents:

New York State Codes, Rules and Regulations: [8 NYCRR-NY 604.3](#)

Middle States Commission on Higher Education, *Characteristics of Excellence in Higher Education: Eligibility Requirements and Standards for Accreditation*, (2006, as updated 2008).

Middle States Commission on Higher Education, [Standards for Accreditation and Requirements of Affiliation](#), (2015).