



2.14 College Administration Policy

Category: Administration

Name of Responsible Office: President's Office

Title of Responsible Executive: President

Date Established: January 26, 1978

Date Last Approved: November 23, 2020

Summary

Monroe Community College's administrative leadership is headed by the President as CEO and includes six College Officers overseeing academics, finance, diversity and belonging, workforce development, institutional advancement, and presidential operations. The Board may create or maintain additional administrative roles upon the President's recommendation.

~~Monroe Community College has designated administrative leadership for the College to consist of the President, who serves as Chief Executive Officer, five College Officers: Provost and Vice President for Academic and Student Affairs, Chief Financial Officer and Vice President for Administrative Services, Vice President for Diversity, Equity and Belonging and Executive Director, MCC Downtown Campus, Vice President for Economic and Workforce Development and Career Technical Education, and Vice President for Institutional Advancement and Executive Director for MCC Foundation. The Board may also establish or continue other administrative positions upon receiving the recommendation of the President.~~

Policy

Policy Statement

Monroe Community College has designated administrative leadership for the College to consist of the President, who serves as Chief Executive Officer, and ~~five~~six College Officers: Provost and Vice President for Academic and Student Affairs, Chief Financial Officer and Vice President for Administrative Services, Vice President for Diversity, Equity and Belonging and Executive Director, MCC Downtown Campus, Vice President for Economic and Workforce Development and Career Technical Education, ~~and~~ Vice President for Institutional Advancement and Executive Director for MCC Foundation, and Chief of Staff. The Board may also establish or continue other administrative positions upon the recommendation of the President.

President

• Appointment

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

• Responsibilities

- 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.

- 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.
- Presents recommendations to the Board on curriculum and the granting of degrees and certificates.
- Responsible for supervising and coordinating the activities of College officers and other key administrators.
- Advises the Board of fiscal needs of the College, prepares and submits to the Board an annual budget for approval.
- 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.
- Approves and recommends the appointment, promotion, tenure, retention, and retrenchment of College personnel to the Board.
- Recommends actions on the planning and management of College facilities.
- Works proactively with political, educational, and business constituencies at the local, state, and national level.
- Provides institutional leadership in garnering public-private sector resources for the College.
- Provides administration, direction, and support in maintaining the integrity and efficiency of the academic governance and collective bargaining processes.
- Assures compliance with College policies, state and federal regulations and requirements of accreditation agencies.
- Convenes meetings of the entire College faculty and staff, or any unit thereof, and presides at such meetings.
- 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.
- 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.
- Assures the preparation of a faculty handbook and the documents needed for orientation and guidance of students at the College.
- Designates person(s) to act in the President's absence or in the absence of any College officer.
- In the event that a College Officer is temporarily or permanently unable to perform the essential functions of their job, the President will establish and communicate a plan for ensuring that the absent College Officer's essential duties and functional responsibilities are covered during the absence to preserve continuity of College operations and services. Appointment of a temporary or interim replacement shall be at the discretion of the College President and, in some instances, depending on the operational needs of the College, the President may temporarily reassign the absent College Officer's essential duties and functional responsibilities to other College Officer(s) and/or a Non-Contract Administrator.
- In the event a College Officer is temporarily or permanently unable to perform essential job functions, the President is responsible for establishing and communicating a plan to cover those duties and ensure continuity of College operations and services. The appointment of a temporary or interim replacement is at the President's discretion, who may also choose to temporarily reassign the absent

officer's essential duties and responsibilities to other College Officers or a Non-Contract Administrator, depending on operational needs.

- Other duties as directed.

Officers

• 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~~President.

• Titles (alphabetical by division)

- Chief Financial Officer and Vice President for Administrative Services
- Chief of Staff
- Provost and Vice President for Academic and Student Affairs
- Vice President for Diversity, Equity & Belonging and Executive Director, MCC Downtown Campus
- Vice President for Economic and Workforce Development and Career Technical Education
- Vice President for Institutional Advancement and Executive Director, MCC Foundation

• Responsibilities

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

Other Administrators

• 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.

• Titles

- These positions may include, but are not limited to Controller, Assistant Controller, Deans, Deputy Chief Information Officer, Directors, Executive Directors, Associate Vice Presidents, Assistants to the Vice President, and Institutional Compliance Officer and Internal Auditor. Such appointees shall serve at the pleasure of the Board of Trustees.

• 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 College President. MCC's administrative leadership structure offers flexibility to ~~assure~~ensure the institution-it is appropriately resourced to and supports thefor its size and operational complexity to carry out its mission, of the College, and MCC's overall organizational structure shall likewise be should be reviewed periodically for ongoing fiscal sustainability and 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 [College 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

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 Affiliations*, \(2015\).](#)
- [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 Affiliations, (2015).~~