

## **Responsibilities of the Board of Trustees of Herkimer County Community College**

### **Introduction**

Community college boards in New York State are public entities with powers mandated by the State's Legislature. According to Chapter V, Subchapter D of the State Education Law (Section 604.2), college trustees are to concentrate on establishing policies governing the college, and delegate responsibility for the administration and execution of those policies to their employed professional administrators.

The board of trustees is legally required to appoint a president for the college, subject to the approval of the state university trustees, and appoint or delegate to the president the appointment of other members of the staff. In addition, community college trustees have other powers and perform other duties as may be provided by law or prescribed by the state university trustees.

### **Policy Making:**

The policy-making responsibilities of the Herkimer County Community College Board of Trustees are described as follows:

- Adopt and provide for the enforcement of all necessary policies for the management and governance of the College
- Ensure that College policies are consistent with the provisions of section 604.2 of the State Education Law and regulations of the State University of New York
- Periodically review policies and objectives to: 1) determine their consistency with the education-related policies and goals of other local, state and federal institutions and agencies; and 2) ensure their applicability to local educational needs

College Relations:

- Ensure that the sponsor is provided with information regarding College programs, research, and other activities
- Ensure that specific opportunities are provided for individuals and groups within the area to assist the College in the furtherance of its programs
- Advocate to the sponsor the College's interest in areas such as budget, capital facilities, and contract negotiations
- Approve resolutions that will be presented to the County for approval
- Foster relationships with various state and local agencies (i.e. economic development) that are consistent with the College's mission
- Establish policies that ensure proper release of information to the media and a positive public image of the College
- Establish policies regarding term of office and responsibilities of the Trustees

Human Resources and Organizational Administration:

- Appoint the President (permanent or interim) and delegate to the President the appointment of all other staff members
- Establish and approve the President's compensation package
- Approve all bargaining unit contracts (excluding CSEA) (including memoranda of understanding) and the grade level compensation/benefits package, both effective September 1.
- Establish policy regarding compensation, performance appraisals, promotions, leaves of absence, sabbatical leaves, administrative selective leave, and terms and conditions of employment for College personnel (in accordance with the provisions specified in bargaining unit agreements)
- Approve the administrative organization of the College
- Approve new and revised position titles
- Approve merit, tenure, promotions, and Emeritus status
- Approve the Faculty-Staff Handbook which contains many of the College's policies
- Approve sabbatical and administrative selective leaves

Financial Administration:

- Approve and amend operating budget and capital plans for submission to and approval by the local sponsor and the State University trustees prior to the beginning of the fiscal year
- Monitor operating budget and ensure that appropriate procedures are initiated to correct budget variances
- Provide for an annual external audit of the College financial operation
- Provide support for ensuring that the revenue necessary to maintain and operate the College is available
- Ensure that the College is able to support participation in federal, state, and local financial aid programs
- Establish tuition and fees within legal limits
- Adopt policies regarding payments, refunds and official records

Program and Curriculum Administration:

- Authorize the establishment of new programs of instruction and community service designed to meet institutional goals and objectives
- Authorize the deactivation and/or discontinuance of academic programs
- Ensure that institutional goals and objectives are consistent with local needs and with goals and objectives established by the State University of New York

Facilities:

- Approve all projects requiring capital funding
- Establish policies and approve the fee structure for the use of College facilities by outside organizations
- Approve property acquisitions and rentals of facilities other than the main campus
- Accept gifts and bequests to the College
- Establish policies that ensure safety and accessibility of facilities
- Establish policies related to the naming of College buildings and facilities

Student Affairs:

- Adopt policies for the admission and enrollment of students
- Establish regulations governing the behavior and conduct of students and guiding the co-curricular program of the College
- Establish policies regarding student well-being and confidentiality issues