

COLLEGE HANDBOOK REVISIONS
June/July 2013
V.B. Levine

- 130.08 —Standing Committees to the President: IX—Information Resources Advisory Committee--B. Membership: Delete : Director of Center for Advancement of Technology in Education; Add Coordinator of Computer Applications Program
- 180.02—Updated SGA Constitution (sent previously)
- 210.09—Personnel Promotions Timeline revised and updated (Approved by President’s Cabinet on 9/03/13)
- 440.20—Late Night Event Policy (updated 1/23/13) (included already?)
- Health Immunization Policy updates (4/13 and 6/13—were these included in the handbook? I can’t find them.
- 736 and 737—Updates to ACE and Liberty Partnership programs
- Office Name Change—from Institutional Research and Assessment to Institutional Research and Analysis (Approved by President’s Cabinet 6/25/13)

Faculty Senate Packet (sent previously)

- 415.06—Revised/updated Course Retake Policy
 - 130.10—Updated Diversity Statement (replace)
 - 220.05—Appointment of Faculty—revisions
 - 220.06—College Policies and Procedures...Renewal of term appointment, continuing appointment, etc.—revisions
 - 230—Criteria for Promotion of Academic Faculty—revisions
 - 260.02—Sections I and III-- Revisions (CTE)
 - 640.03—Advisement Philosophy and Guidelines--revisions
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- Addition: per Joy Hendrick, Faculty Senate Suggestions: After section 130.01 which describes the College Council, add a section which includes their by-laws.

COLLEGE COUNCIL
(Approved 5/01/06)

BYLAWS

ARTICLE I. Name

The name of the organization is the College Council of the State University of New York College at Cortland.

ARTICLE II. Purposes

1. The purposes for which the Council is formed are those set forth in the Education Law s356(b), as from time to time may be amended, and generally, to promote the welfare of SUNY Cortland, and its students.
2. The purposes of the Council are promoted through public meetings and attendance at College related functions directed toward students, faculty, and the community; are developed through conferences, committees, projects, and programs; and are governed and qualified by the basic policies set forth in the Education Law s350, as amended.

ARTICLE III. Basic Policies

1. The Council shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the Council.
3. The Council shall cooperate with the Cortland College Administration to support the improvement of education in ways that will assist and enhance the administration of the College.
4. The Council may cooperate with other organizations and agencies concerned with public higher education. Persons representing the Council in such matters shall represent only those policies on which the Council has taken a position of record, and shall bring to Council for action any proposals for policies or courses of action.

ARTICLE IV. Membership

1. Only members in good standing of the Council shall be eligible to participate in its business meetings, or to serve in any of its elective or appointive positions. To be in good standing, a member shall make every effort to be present at each meeting of the College Council. Excused absences of College Council members shall be noted in the minutes of the meetings of said Council.

ARTICLE V. Officers and their Election

1. Officers

(a) The officers of the Council shall consist of a Chair, a Vice Chair, and a Secretary. The Chair shall be appointed by the Governor of the State of New York pursuant to the provisions of the Education law.

(b) The Vice Chair and Secretary shall be elected by ballot annually in the month of September.

(c) Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

(d) Elected officers shall assume their official duties following the close of the annual meeting in the month of September and shall serve for a term of one year and until the election and qualification of their successors.

(e) Elected officers shall serve no more than two (2) consecutive terms in the same office.

2. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Council, notice of such election having been given.

ARTICLE VI. Duties of Officers

1. The Chair shall preside at meetings of the Council (at which he or she is present), appoint standing and special committees and their chairs, and shall perform such other duties as may be prescribed in these Bylaws or assigned to him or her by the Education Law or by the Rules and Regulations established by the Trustees of the State University of New York.

2. The Vice Chair shall act as aide to the Chair and shall perform the duties of the Chair in the event of the absence or the inability of that officer to act.

3. The Secretary shall ensure that the minutes of all meetings of the Council are recorded and shall perform such other duties as may be delegated to him or her.

5. All officers shall:

(a) Perform the duties prescribed in the parliamentary authority in addition to those outlined by these Bylaws and those assigned from time to time.

(b) Deliver to their successors all official material not later than thirty (30) days following the election of their successors.

ARTICLE VII. College Council Members

1. The duties of the College Council members shall be (a) to transact necessary business at all meetings and in the intervals between meetings of the Council and such other business as deemed necessary by the Council and consistent with the Education Law; (b) to create standing and special committees; (c) to approve the plans of work of the standing committees; (d) to meet all obligations established by the Education Law s356 as amended.

2. Regular meetings of the Council shall be held at least four times annually, the times to be fixed by the Council at its first meeting of the year. A majority of the Council shall constitute a quorum. Special meetings

of the Council may be called by the Chair or by a majority of the members of the Council.

ARTICLE VIII. Standing and Special Committees

1. The Council may create such standing committees as it may deem necessary to promote the purposes and carry on the work of the Council.
2. The chair of each standing committee shall present a plan of work to the Council for approval. Committees shall recommend action or policies to the Council and shall have no independent authority to act except as specifically authorized by the Council.
3. The Chair shall be a member ex-officio of all committees.

ARTICLE IX Roberts Rules

Roberts Rules of Order, latest edition, shall be the authority on all questions of parliamentary procedure in which they are applicable and in which they are not inconsistent with New York State law or these Bylaws.

ARTICLE X Amendments

These Bylaws may be amended, repealed, or altered in whole or in part by a majority vote at any regular or special meeting of the Council.

130.08—Presidential Standing Committees

- I think we resolved the WAT issue, but could you confirm?
- Study Abroad Committee—I am checking with Mary Schlarb re: revised committee structure (now reports to the Provost instead of the President)—130.08—DELETE Study Abroad Committee
- VIII—Committee on the Status and Education of Women: Add to A. Function: #4. To monitor gender climate on campus through the administration and analysis of periodic gender climate surveys and reports
- Addition: Since the College Assessment Committee appears to be a standing committee, include its function and membership in section 130.08.

- Charge/Function for the College Assessment Committee

“to provide support for assessment activities on campus. Support areas in the past have included providing financial support (through various incentive and travel grants) and by acting as a resource (to provide support, ideas, assistance and feedback) in the development of and in the review of assessment plans.” (Approved by President’s Cabinet, Fall 2006)

Composition of All-College Assessment Committee (Approved by President’s Cabinet, 04/17/06)

Faculty representative from School of Professional Studies

Faculty representative from School of Education

Faculty representative from School of Arts and Sciences

Faculty representatives from General Education Committee

Faculty representative at-large

Professional representative from Student Affairs

Professional representative from Institutional Advancement

Professional representative from Finance and Management

Professional representative from Academic Affairs

Professional representative at-large

Provost (ex officio)

Dean of Education (ex officio)

Dean of Arts and Sciences (ex officio)

Dean of Professional Studies (ex officio)

Director of Institutional Research and Assessment (ex officio)

Executive Assistant to the President (ex officio)

Terms are for 3 years (except for ex officio members)

From: Virginia Levine

Sent: Friday, April 19, 2013 4:30 PM

To: Virginia Levine

Subject: FW: Change to handbook 130.08 IX

From: Erik Bitterbaum

Sent: Wednesday, August 15, 2012 11:42 AM

To: Amy Berg; Virginia Levine

Cc: Mark Prus; Laurie Barton

Subject: RE: Change to handbook 130.08 IX

I agree with your idea.

From: Amy Berg

Sent: Wednesday, August 15, 2012 9:44 AM

To: Virginia Levine

Cc: Mark Prus; Erik Bitterbaum

Subject: Change to handbook 130.08 IX

Ginny,

Yesterday, Mark and I talked about a change to the College Handbook 130.08 IX. This is the section about the Information Resources Advisory Committee. CATE was dissolved two years ago. Mark is going to speak to Erik, but our **suggestion is that the Coordinator of CAP be inserted as a member in place of the Director of CATE.**

130.08 STANDING COMMITTEES ADVISORY TO THE PRESIDENT

IX. Information Resources Advisory Committee

A. Function: To make recommendations to the president, through the associate provost for information resources, on matters of equipment acquisition, location, future planning, budget priorities, and related issues in the areas of information resources.

B. Membership

1. Associate provost for information resources.
2. ***Director of the Center for Advancement of Technology in Education.
(Replace with Coordinator of Computer Applications Program.)
(approved by President Bitterbaum 8/15/12)**
3. One representative from student affairs.
4. One representative from finance and management.
5. Two faculty from professional studies.
6. Two faculty from arts and sciences.
7. Two faculty from education
8. One student.

Organizational Chart

- Organizational Chart—President’s Office: Change Special Events Manager to Special Events COORDINATOR (more overall changes to come from other areas)

Student Affairs: Organizational Chart— Student Conduct should be moved to report to the AVP, effective with the new director, the College Physician is now the Medical Director, and Counseling should be listed among the areas under the Director of Counseling and Student Development.

- Academic Affairs—See chart.
- Finance & Management—no changes
- Institutional Advancement—no changes received to date

7/12/13

Rev-additions 9/05/13