

Part One: SUNY and University Governance

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110.01 STATE LAWS AND POLICIES

Laws enacted by the New York State Legislature and administrative regulations applicable to State University of New York may be found in *McKinney's Consolidated Laws of New York*. The [SUNY Board of Trustees](#) (<http://www.suny.edu/about/leadership/board-of-trustees/>), website contains *Policies of the Board of Trustees*. The code of ethics for state employees is outlined in [Public Officers Law § 74. Code of ethics](#). (<http://www.suny.edu/media/suny/content-assets/documents/boardoftrustees/BOT-Public-Officers-Law-74.pdf>).

110.02 BOARD OF TRUSTEES

The State University of New York and SUNY Cortland, as one of the University Colleges of SUNY, are governed by a board of trustees of 15 members appointed by the governor. All local campus governance policies and procedures must fall within the framework of the policies of the board of trustees.

110.03 ADMINISTRATION OF THE UNIVERSITY

Chief Executive Officer. The chancellor shall be the chief executive officer of the university. The chancellor shall execute and enforce these policies and shall perform such other duties as may be assigned by the board of trustees.

130.05 SUNY CORTLAND AUXILIARY SERVICES

SUNY Cortland Auxiliary Services (<http://www.cortlandasc.com/>), was established in 1952 under the name Faculty-Student Association with the chartered purposes "to promote and cultivate educational and social relations among the students and faculty of the College in every way possible in their study, work, living and extracurricular activities." Primarily it has operated food services and The Campus Store and provided accounting services to student organizations and other groups. The Cortland Auxiliary executive office is located in Winchell Hall and customer service is on the first floor of Neubig Hall.

130.06 CORTLAND COLLEGE FOUNDATION

The Cortland College Foundation (<http://cortland.edu/foundation/>), is incorporated as a nonprofit organization designed to receive and manage gifts in support of SUNY Cortland. A full description of the foundation and its activities is found in 775.06 (</offices/publications/handbook/part-seven/index.dot>).

130.07 SUNY CORTLAND ALUMNI ASSOCIATION

The SUNY Cortland Alumni Association, Inc. (<http://cortland.edu/alumni/default.asp>), is designed to foster a continuing relationship between the university and its more than 60,000 graduates through programs of mutual interest and benefit. An elected board of directors is responsible for managing the organization's business and activities. Alumni programming is founded on the basis of a university-alumni partnership working on behalf of individual graduates and the advancement of the institution. Alumni Engagement is the center for the maintenance of alumni records and provides administrative support for alumni operations. Among the many activities supported by the Alumni Association are student scholarship and award programs, class and regional reunions, the Student Alumni Association, Alumni Reunion Weekend, a newspaper, career networking with alumni for undergraduate students, and communications with alumni. Alumni also assist with the recruitment of new students.

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130.08 STANDING COMMITTEES ADVISORY TO THE PRESIDENT

I. Affirmative Action Committee

A. Function

1. To advise and support the affirmative action officer.
2. To review the Affirmative Action Program and its implementation and determine if there are areas of concern requiring appropriate follow up and action.
3. Recommend major policies to the president in the operation of the Affirmative Action Program in accordance with requirements of federal and state laws.

4. Serve as anti-discrimination advocates, and when violations are brought to the attention of committee members seek the advice and assistance of the affirmative action officer.
5. Work collaboratively with other committees and offices on campus such as the Multicultural Life and Diversity Office, Center for Gender and Intercultural Studies (CGIS), Committee on the Status of Women in Education (CSEW), Multicultural Council, and Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Committee to enhance the climate for protected classes covered under affirmative action and anti-discrimination laws.
 - a. Mutual collaboration and communication will be achieved, in part, through active participation and involvement with the other committees and offices. Committee members may be asked to serve on one of the aforementioned committees to represent affirmative action concerns. When the Affirmative Action Committee is not represented on a particular committee, committee membership will seek alternative means of communication to provide and get updates.
 - b. Work on issues of campus climate that affect recruitment and retention.
 - i. Sponsor and/or promote faculty and staff training and programs related to multiculturalism and diversity in cooperation with the Multicultural Life and Diversity Office and/or other groups on campus.
 - ii. Work proactively to identify opportunities to improve recruitment of underrepresented populations on campus.
 1. Coordinate with the affirmative action officer to identify ideas, evaluate their feasibility and, when appropriate, present the ideas to the president.
 - iii. Review exit interview and campus climate survey summary data to determine if there are any negative trends requiring attention. When negative trends are identified, work with appropriate groups on campus to address the problems.
6. Promote and foster support of underrepresented groups covered under affirmative action.
 - a. Attend at least one diversity or affirmative action event, sponsored or co-sponsored by the Affirmative Action Committee, each academic year.
 - b. Coordinate with the affirmative action officer to provide support, financial and otherwise, to sponsor affirmative action and/or diversity grants and programs. Grants may be related to programming, infusing diversity into the curriculum, and staff development. Programs may be a part of Black History Month, Women's History Month, Latino History Month, etc.
7. Vote on waiver of search requests. Notify the president of employees whose waivers extend beyond one year. Address violations of the waiver of search procedure with the president.
8. When asked by the affirmative action officer, serve on search committees where positions have been identified as underrepresented and placement goals are in effect.

(Approved by President's Cabinet June 29, 2009)

II. The Calendar Advisory Committee

A. Function

1. To develop a calendar for the years requested by the president
2. To use all campus resources such as open hearings, questionnaires, etc., to determine the acceptability of a university calendar format
3. To consider other factors as may be brought to the committee's attention by the president for inclusion in future calendars

III. Institutional Planning and Assessment Committee

A. Function

1. The Institutional Planning and Assessment Committee oversees strategic planning and assessment at the institutional level. In consultation with campus constituents, members identify outcomes and measures related to our four strategic priorities; set targets for those measures; and ensure on-going assessment. In addition, they convene discussions of assessment findings and make changes to plans informed by those findings.
2. In addition, the committee serves as the steering committee for the Middle States Periodic Review Report (PRR). This includes addressing recommendations from Middle States Self-Study and drafting and vetting the PRR to the campus.
3. Responsibilities of the committee include:
 - a. Review the working draft of the Strategic Plan Outcomes (PDF) (<https://www2.cortland.edu/about/strategic-plan/SUNY%20Cortland%20Strategic%20Priorities%20and%20Objectives%20Summary.pdf>) and share with campus for feedback.
 - b. Develop a plan and timeline for the Strategic Plan assessment.
 - c. Develop and implement strategy for response to recommendations for the PRR.

(Approved by President Bitterbaum and President's Cabinet March 28, 2016)

B. Membership

1. Faculty representative from the School of Professional Studies
2. Faculty representative from the School of Education
3. Faculty representative from the School of Arts and Sciences
4. Faculty representative from General Education Committee
5. Faculty representative at-large
6. Professional representative from Student Affairs
7. Professional representative from Institutional Advancement
8. Professional representative from Finance and Management
9. Professional representative from Academic Affairs
10. Professional representative at-large
11. Provost (ex officio)
12. Dean of Education (ex officio)
13. Dean of Arts and Sciences (ex officio)
14. Dean of Professional Studies (ex officio)
15. Director of Institutional Research and Analysis (ex officio)
16. Executive Assistant to the President (ex officio)

Terms are for three years, except for ex officio members.

IV. Committee on the Status and Education of Women/Gender Policies and Initiatives Council

A. Function

