



<b>Policy Title</b>	<b>Bylaws of Suffolk County Community College</b>
<b>Policy Number</b>	1000
<b>Category</b>	Board & Organizational Governance
<b>Applicability</b>	College-wide
<b>Responsible Office</b>	Office of Legal Affairs
<b>Effective Date</b>	April 18, 2024

**Article I**

**Name of the College**

The official name of the college shall be as follows:

SUFFOLK COUNTY COMMUNITY COLLEGE

**Article II**

**Purpose of the College**

A. General

1. To offer programs and services that fulfill the educational needs of the residents of Suffolk County.
2. To provide access without regard to race, color, creed, sex, age or disability, and to encourage those students who might otherwise be unable to pursue a college education.
3. To assure financial access to the residents of Suffolk County through reasonable tuition charges and through institutionally sponsored fundraising efforts in support of both merit and need-based scholarships.
4. To provide appropriate learning resource instructional programs and resources designed to support the curricula and to encourage student research projects and personal interests.
5. To provide comprehensive student services designed to enhance the college's cultural, social and aesthetic environment in ways that support the growth and development of all its members.
6. To maintain a program of professional development for administrators, faculty and staff.
7. To encourage applied research that identifies ways to enhance and enrich the teaching-learning environment.
8. To offer programs and services that respond to the ever-changing needs of business, government and community organizations and to support economic development activities in Suffolk County.

9. To provide educational experiences in physical settings and with state-of-the-art equipment that is conducive to student achievement, and to assure full compliance with the Americans with Disabilities Act (ADA).

#### B. Degree/Certificate Programs

1. To structure the curricula of the college so that each program includes courses which
  - o develop oral and written communication skills;
  - o encourage thinking skills and creativity;
  - o foster appreciation for scientific methodology;
  - o promote an understanding of self, nature and society and its historical context, and a heightened awareness of personal, social and aesthetic values;
  - o enhance occupational skills; and
  - o encourage physical fitness.
2. To provide associate degree programs designed to serve students who wish to transfer to a four-year college or university.
3. To offer occupational and/or vocational associate degree programs that prepare students for immediate employment.
4. To offer certificate programs designed to serve students who wish to learn new skills or upgrade current skills.
5. To offer developmental and basic skills programs which enable students to achieve the proficiency required to succeed in a collegiate environment.
6. To provide a range of academic experiences to challenge students at various stages of intellectual development.

#### C. Community Service/Continuing Education

1. To provide lifelong educational experiences for county residents related to their job development, leisure activities, civic responsibilities and physical well-being.
2. To provide public service activities including workshops, community forums and cultural enrichment programs.
3. To cooperate with other community/governmental agencies to enhance the quality of life in Suffolk County.
4. To serve as a social, intellectual and recreational resource to the residents of Suffolk County.

### **Article III**

#### **Powers and Duties of the Board of Trustees**

The college shall be administered by the Board of Trustees, appointed in conformance with Article 126, Section 6306, of the N.Y.S. Education Law. It shall be the responsibility of the Board appoint a president and to establish the strategic plan, budget and policies governing the operation and management of the college.

In accordance with the N.Y.S. Education Law, and the Rules and Regulations adopted by the State University of New York Trustees in furtherance thereof, the powers of this Board are as follows:

Under the time-honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college, and delegating responsibility for the administration and execution of those policies to their employed professional administrators. The college trustees, subject to the approval of the State University trustees, shall appoint a president, approve curricula, prepare, approve and implement budgets, establish tuition and fees (within legal limits), approve sites and temporary and permanent facilities. The college trustees shall provide for the awarding of certificates and diplomas, and the conferring of appropriate degrees on the recommendation of the president and the faculty. In addition, the college trustees upon the recommendation of the president shall appoint personnel, determine and implement salary and employee benefits schedules and approve the organizational pattern of the college.

- A. The college trustees shall formulate and record the policies and procedures of appointment and conditions of employment of the president and other professional administrative personnel.
- B. The college trustees shall establish policies and delegate to the president or designee responsibility for implementation of the following:
  1. personnel policies, including the following:
    - a. appointments, promotions, tenure and dismissals of faculty and staff members;
    - b. conditions of employment, leaves of absence and sabbatical leave;
    - c. statements regarding academic freedom; and
    - d. subject to the local and State civil service regulations, the working conditions for nonacademic personnel and fixed rates of compensation;
  2. creations of divisions, departments, and appropriate administrative positions and definition of duties to carry out the objectives of the college;
  3. regulations governing the behavior and conduct of students and guiding the cocurricular program of the college;
  4. authorization and supervision of travel for the purposes of the college;
  5. care, custody, control and management of land, grounds, buildings, equipment and supplies used for the purposes of the college for carrying out its objectives;
  6. use of college facilities for outside organizations;
  7. admission of students;
  8. preparation of a budget for operation of the college for submission to and approval by the local sponsor and the State University trustees;

9. preparation of capital equipment and capital construction budgets;
10. use of college facilities for research, consultation or other contractual services pursuant to the educational purposes of the college, in accordance with regulations of the college trustees and upon reimbursement to the college on a fair and equitable basis for the use of facilities or equipment;
11. make available for inspection all college policies and procedures at the college for the convenience and information of members of the college constituency; and
12. such other powers and perform such other duties as may be provided by law or prescribed by the State University trustees together with such other powers as may be prescribed by the N.Y.S. Education Law.

#### **Article IV**

##### **Delegation of Authority to the President**

- A. The president is hereby directed to act upon the following personnel and financial matters and is delegated the authority to commit the college as if done by the Board:
  1. Appointing professional staff in the bargaining units to approved positions;
  2. Re-appointing professional staff in the bargaining units;
  3. Appointing academic chairs and assistant academic chairs;
  4. Awarding continuing appointment;
  5. Designating professors emeriti;
  6. Approving promotions in rank;
  7. Accepting resignations, retirements and declinations of appointment;
  8. Approving leaves of absence, sabbaticals and reductions in load;
  9. Terminating administrative responsibilities;
  10. Appointing classified and unclassified staff to approved positions;
  11. Certifying payroll and supplemental payroll reports;
  12. Approving the transfer of funds within and among capital accounts, not to exceed \$50,000, and between phases of capital projects, subject to County and State approvals; and
  13. Approving the appointment, re-appointment, termination, separation, transfer, promotion, salary modification and leave for any managerial-confidential employee following notification to the chairperson of the Board.
  
- B. At each meeting of the Board the president shall submit an information report on actions taken, if any, in accordance herewith since the prior list was submitted and such list shall be accompanied by a statement of the credentials of each professional staff member hired.

## Article V

### Officers and Committees of the Board

#### A. OFFICERS

The Officers of the Board shall be a Chairperson, two Vice-Chairpersons, and a Secretary.

#### B. TERM OF OFFICE

The officers shall be elected each year and shall take office as of July 1. They shall hold office until their elected successors take office. A majority vote of the members of the Board shall be necessary for election. Vacancies in offices shall be filled by the Board except that in the event of a vacancy in the office of chairperson, the more senior vice-chairperson, based on length of service on the Board, shall automatically assume the position of chairperson.

#### C. DUTIES OF THE CHAIRPERSON

1. The chairperson shall preside at all meetings of the Board.
2. The chairperson shall appoint all *ad hoc* committees and shall designate the chairperson of all standing and *ad hoc* committees.

#### D. DUTIES OF THE VICE-CHAIRPERSONS

The vice-chairpersons shall perform the duties of the chairperson in his/her absence and such other duties as the chairperson may delegate to him/her from time to time. The powers and duties of the vice-chairperson in the chairperson's absence shall devolve upon the more senior vice-chairperson, based on length of service on the board, and in that vice-chairperson's absence, the less senior vice-chairperson.

#### E. DUTIES OF THE SECRETARY

The secretary shall be responsible for the minutes of such meetings and shall cause them to be prepared and submitted to each member of the Board. The secretary shall have charge, under the direction of the Board, of all official records and papers belonging to the Board. The secretary shall also perform such duties as may be assigned from time to time by the Board. The foregoing responsibilities may be delegated to a member of the college staff who shall perform same under the supervision of the secretary.

F. EXECUTIVE COMMITTEE

The executive committee of the Board of Trustees shall consist of the chairperson, vice-chairpersons, and secretary. The executive committee shall act for the Board between meetings of the Board or when a quorum is not present at a regular meeting. Such acts of the executive committee shall not be binding upon the Board or be considered final acts until confirmed by the Board at a meeting with a quorum present.

G. COMMITTEES OF THE BOARD

General

Members of the Board may be on as many committees as they choose, provided, however, that the number of Board members on each committee does not exceed five. In addition, for each committee, the Chair of the Board shall designate one member of each committee as Chair for that committee.

Each committee shall keep regular minutes of their proceedings and make the same available to the Board upon request. Committee meetings do not require a quorum, but the minutes shall include a record of those present. All committee members must be provided with reasonable notice of each meeting. A meeting may take place through any form of communication approved by the members of the committee, including via videoconferencing.

No committee shall have the authority to act on behalf of the Board without specific authorization approved by the Board and, then, only for such matters which the Board is not required to act upon. It shall not be required that a matter come before a committee or be acted upon by a committee before being considered by the Board. No voting will occur. The work of the committee shall be summarized by its Chairperson to the Board at a meeting.

Ad hoc Committees

The Chair may, by resolution or resolutions of a majority of the Trustees of the Board, establish one or more *ad hoc* committees consisting of Board members and/or members of the administration. The Chair of the Board shall designate one member of each *ad hoc* committee as the Chair of that committee.

Standing committees

The following committees are hereby established as standing committees. Each such committee shall have at least two but no more than five Board members. The membership of committees shall include a minimum of one administrator appointed by the President. Each committee is hereby charged, in addition to the specific charge stated below, with advising the Board on policy issues and on the

preparation of the College's strategic plan, in relation to the purpose of the committee, and on assessing the accomplishment of the goals and objectives of the approved strategic plan.

1. **Budget and Finance:** Provide oversight to ensure that appropriate accounting and budgeting policies are established and followed, and that the college issues financial statements and reports in a timely manner in accordance with all regulatory obligations. This committee will also oversee any ethical issues involving the Board or the administration.
2. **Student Success:** Advise Board on program offerings, services and policies in both the academic and student affairs area.
3. **Facilities and Technology:** Advise Board on action necessary to provide a safe, secure and appropriate environment for learning, including arranging for the development of a master plan, advising on the implementation of approved capital programs, and reviewing plans for providing effective technology resources.
4. **Advocacy:** Advise Board on external communication with various constituencies, including the media, government, community groups, business organizations, educational institutions, prospective students and the general public.
5. **Personnel:** Advise Board on the organizational structure, human resource policies and labor relations, and the securing of an appropriate staff that can effectively carry out the mission. Included in this are the preparation of a proposed budget for personnel and the review of the evaluation of employees.
6. **Governance:** Provide oversight on the Board's and each individual member's role and responsibilities to enhance Board effectiveness and development, focusing on such areas as Board by-law and policy review and amendment; Board compliance with the provisions of the by-laws and recommendations for procedures designed to maintain compliance; proposals for modifications to the rules and procedures of the Board; Board education and training, including orientation of new members; periodic Board self-assessment, including evaluation of individual Board members' performance, skills, and attendance, and recommendations for improvement; and processes for nominating members for election as Board officers. The Governance Committee shall also provide oversight on issues involving conflicts of interest and ethics. Other than Board members could be invited as the Board deems necessary.

## Article VI

### Meetings of the Board

#### A. MEETINGS

1. The schedule of regular meetings shall be established for a calendar year period by concurrence of the Board at a meeting prior to January 1 of each year. Such schedule shall establish the time of the meeting and the location.
2. The election of officers of the Board of Trustees shall be held in June of each year.
3. Special meetings shall be held on the call of the chairperson, or on written notice of five members.

#### B. NOTICE OF TIME AND PLACE OF MEETINGS

1. A notice of the date, time and place of every regular meeting, along with an agenda, shall be mailed to every Board member by the secretary of the Board at least four business days prior to such meeting. Such notice may be delivered by alternate means, including facsimile or electronic mail, to any Board member who consents to such delivery.
2. Whenever a special meeting is called, notice of such meeting shall be given to each member of the Board.

#### C. QUORUM OF THE BOARD

In accordance with the Public Officers Law, a quorum for the transaction of business shall be six (6) members.

#### D. PRESIDING OFFICER

1. The chairperson, or in his/her absence, the more senior vice-chairperson, based on length of service on the Board, shall preside at all meetings of the Board. In case the chairperson and the more senior vice-chairperson shall not attend at the time appointed for any meeting of the Board, the less senior vice-chairperson shall preside. In case the chairperson and both vice-chairpersons shall not attend at the time appointed for any meeting of the board, the secretary shall call the roll and, on the appearance of a quorum, shall act as chairperson, call the Board to order, and conduct the meeting.
2. The presiding officer shall decide all questions of order, subject to appeal to the members present.
3. The presiding officer shall designate an acting secretary in the event of the absence of the secretary.



E. AGENDA AND ORDER OF BUSINESS

Prior to each regular meeting, the chairperson shall prepare an agenda for the meeting which shall include resolutions proposed by the president or any Board member. All requests for resolutions shall be accompanied by appropriate documentation relevant to making a determination. Such agenda shall include the order of business. No matter shall be considered for formal action at a regular meeting unless it shall have appeared on the agenda. Exceptions to the agenda items will be entertained at the discretion of the majority of the Board; however, the vote on such an item shall be deferred for thirty minutes following its introduction.

F. PARLIAMENTARY PROCEDURE

The Board shall be governed in its procedures by parliamentary rules and usage as set forth in Robert's Rules of Order.

G. PUBLIC PARTICIPATION

Participation at Board meetings is limited to members of the Board, the president and, as necessary, members of the administration. Other persons wishing to address the Board may do so by utilizing the following procedures:

1. A period of time not to exceed 20 minutes will be set aside during the first part of a Board meeting during which members of the public may comment on agenda items.
2. A second period of time not to exceed 20 minutes will be set aside at the end of each Board meeting for public comment on matters pertaining to the College but not on the meeting agenda.
3. Comments will be accepted on a first-come, first-served basis, provided the individual(s) commenting must register on a form prescribed by the Office of Legal Affairs, which shall contain the name of the individual desiring to comment, any constituency the individual represents, and the topic of the intended comments. Individuals requesting follow up will be asked to provide their contact information. Groups or organizations will be asked to identify a single spokesperson. Individuals must register their intent to comment with the Office of Legal Affairs at least 48 hours prior to the start of the meeting. Once the meeting has begun, any individual requesting to address the Board during the time allotted for public comment will be permitted to do so by majority vote of the Board, provided the individual completes the form referenced above and the intended topic of the comments relates to matters pertaining to the College.
4. During these times set aside for public comment, individuals will have up to three minutes to address the Board. Individuals may not yield unused time to other speakers. The Board Chairperson may limit the number of

repetitive comments to keep within the time limit allotted for public comment.

5. All speakers are expected to conduct themselves in a civil manner. Speakers may not engage in behavior that disrupts the meeting.
6. Public comments are not a forum for debate, and individuals addressing the Board should not expect to engage in a discussion with the Board or to receive an immediate response from the Board to comments.
7. Public comments regarding individual college personnel or students are not appropriate for public session and are not permitted. Individuals wishing to discuss matters involving individual college personnel or students should contact the college administration.
8. Individuals who are unwilling or unable to speak during public comment periods may submit written comment to the Board.

## H. RECORDINGS AND MINUTES OF MEETINGS

Videoconferencing technology, accessible to individuals with disabilities, will be used whenever feasible to facilitate public access to public sessions of meetings of the Board. Consistent with the Open Meetings Law and [Board policy](#), each meeting of the Board conducted using videoconferencing will be recorded, and the recording will be posted or linked on the public website of the Board. Written summary minutes will be taken at all public sessions of meetings of the Board and will consist of, at minimum, a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. These summary minutes will constitute the official record of the Board for purposes of the Open Meetings Law and will be prepared for the Board's review. Members of the Board shall state any corrections to the summary minutes at the subsequent meeting of the Board, and such correction shall be made upon approval of the Board. Summary minutes will be made available to the public in accordance with the provisions of the Open Meetings Law. Unabridged video or audio recordings, or unabridged written transcripts, if generated and maintained, can be used as minutes and made available to the public as such in the absence of approved summary minutes.

## I. ATTENDANCE

1. Members who are not in attendance for any part of a meeting shall be considered absent unless such member is engaged at such time in the conduct of college business.
2. When any member of the board, holding office by appointment of the governor, fails to attend three consecutive regular meetings of the board, unless such absences are for good cause and excused by the chairperson of the board on the record in the open portion of a meeting, or, in the case of absences by such chairperson, by the

- governor, in writing, the office shall be deemed vacant for purposes of the nomination and appointment of a successor.
3. Any member of the board appointed by the Suffolk County Legislature who shall be absent from four consecutive regular meetings of such board, unless such absences are excused by resolution of the board, shall be deemed to have vacated his/her office. Each such absence and the reason therefor shall be acknowledged by the chairperson of the board on the record in the open portion of a meeting. Vacancies occurring in such office, otherwise than by the expiration of the term, shall be filled for the unexpired balance of the term.

J. PARTICIPATION IN BOARD MEETINGS BY VIDEOCONFERENCE UNDER EXTRAORDINARY CIRCUMSTANCES

Provided that a quorum of the Board is physically present at an on-campus location, a Board member who is unable to attend a Board meeting in-person due to extraordinary circumstances, may participate in a Board meeting by videoconference. All requirements and procedures set forth in the College Policy entitled "[The Use of Videoconferencing to Conduct Meetings of the Board of Trustees](#)" must be followed in order for a Board member to participate in Board meetings remotely due to "extraordinary circumstances", as defined in that Policy.

K. EXECUTIVE SESSIONS

The Board shall go into executive session upon the majority vote of its members upon matters permitted by law. Board members are obligated to maintain the confidentiality of matters discussed during executive session and of any confidential or privileged documents

**Article VII**

**Amendments and Suspension of By-Laws**

A. AMENDMENTS OF THE BY-LAWS

An amendment to the By-Laws may be adopted at any regular or special meeting of the Board provided it was included in the agenda.

B. SUSPENSION OF THE BY-LAWS

The By-Laws may be suspended at any meeting of the Board, for some purpose, by the affirmative vote of a majority of the Board.

## Article VIII

### Miscellaneous

- A. Inquiries from the media should, whenever possible, be referred to the president or chairperson for an official response. Individual Board members are not authorized to speak on behalf of the Board or the college unless specifically directed by Board action.
- B. Board members who are seeking data, records or other material or information or information from the college administration are to do so by preparing the appropriate form and submitting it to the chairperson.
- C. Inquiries received by Board members from college employees, college students or members of the public should be referred to the president.
- D. Board members should abstain from voting and not take part in any discussion on matters on which they have a personal connection or conflict of interest. Disclosure should be made of areas of potential conflict of interest.
- E. All communications between and among Board members should comply with the New York State Open Meetings Law (Public Officers Law, Article 7), the purpose of which is to facilitate public access to official decision-making. In furtherance thereof, neither the Board of Trustees as a group, nor its individual members, may engage in electronic communications, which includes text messaging, email, and cell or telephone calls, for the purpose of making a decision or deliberating towards a decision which the Board, as a public body, is authorized to render. This would include sequential communications forwarded to or among Board members with respect to deliberations, opinions or matters which could result in a Board decision.

Approved by Board of Trustees: March 15, 2012

Amended: August 21, 2014; March 19, 2016; April 21, 2016; June 20, 2019;

June 16, 2022; April 18, 2024.