SECTION II
ADMINISTRATIVE AND GOVERNANCE STRUCTURE

This section of the handbook discusses the structure of governance including the administration, all the major campus committees and organizations, and the College Senate. This section of the handbook is maintained by the Office of the Provost.

II.A – THE COLLEGE COUNCIL

Section 356 of Article 8 of the Education Law defines the duties and powers of the College Council as follows:

Subject to the general management, supervision and control of, and in accordance with, rules established by the State University Trustees, the operations and affairs of each State-operated institution of the State University shall be supervised locally by a Council consisting of nine members appointed by the Governor and one member elected by and from the members of the student body. Within this framework, the College Council possesses the following powers:

   a. Recommends to the Board of Trustees of the State University of New York candidates for head of the College.
   b. Reviews plans of the administrative head and makes recommendations as it deems appropriate.
   c. Makes regulations covering care, custody and improvement of lands, grounds, buildings and equipment.
   d. Reviews proposed budgets as prepared by administrative head.
   e. Develops and appoints Advisory Committees.
   f. Names buildings and grounds.
   g. Makes regulations covering conduct of students.
   h. Supervises student housing and safety.
   i. Makes an annual report to the Board of Trustees of the State University of New York and any other necessary reports.
   j. Performs such other duties as may be authorized by the Board of Trustees of the State University of New York.
   k. Makes regulations for the College consistent with the Policies of the Board of Trustees of the State University of New York to carry out the foregoing powers and duties.

For the current membership, see [http://morrisville.edu/college_council](http://morrisville.edu/college_council)

II.B – ADMINISTRATIVE ORGANIZATIONAL CHART
II.C – ADMINISTRATIVE OFFICERS

Interim President – William Murabito

Assistant to the President – Jo Ann Godfrey
Chief of University Police – Enrico D’Alessandro
Assistant Vice President for Institutional Advancement and Executive Director of the Morrisville College Foundation – Sara Way
Assistant Vice President for Enrollment Management – Leslie Crosley
Director of Human Resources/Affirmative Action and Title IX Coordinator – Sarah Steele

Provost and Chief Information Officer – Dave Rogers

Vice President for Syracuse Educational Opportunity Center – Timothy Penix
Dean, School of Agriculture, Sustainability, Business, and Entrepreneurship – Christopher Nyberg
Dean, School of Liberal Arts and Associate Provost – Paul Griffin
Dean, School of Science, Technology, and Health Studies – Joseph Bulzarik
Associate Dean of Nursing – Kim Smith
Dean, School of General Studies – Jeannette Evans
Dean of Students – Geoffrey Isabelle
Executive Director, Norwich Campus – Jason Zbock
Director of Institutional Research and Effectiveness – Marian Whitney
Director of Athletics – Gregory Carroll
Director of Libraries – Christine Rudecoff
Network and Systems Manager – Matt Barber
Assistant Director of Technology Services – Jeffrey Gay

Vice President for Administrative Services and General Manager of the Morrisville Auxiliary Corporation – Glenn Gaslin

Assistant Vice-President for Business Affairs – Mary Ellen Burdick
Director of Physical Plant – Mark Grisi

See the Morrisville State College Organization Chart for additional clarification of the campus administrative reporting structure.

II.D. DEPARTMENT CHAIRS

II.D.1. Current Departments

School of Agriculture, Sustainability, Business, and Entrepreneurship

Agricultural Engineering Technology
Agricultural Science, Dairy Science, Agricultural Business
Business and Entrepreneurship
Environmental Science
Equine Science
Hospitality
Plant Sciences
II.D.2. Appointment Procedures for Department Chairs

1. The Provost and the School Dean together will meet with all faculty members in the Department. The purpose of the meeting will be to consult with the faculty members regarding the Department Chair position.
2. Faculty members interested in being considered for the position will be asked to submit to the Dean a letter expressing his/her interest.
3. Candidates may also be solicited by the Dean.
4. Faculty members in the Department will have an opportunity to express their support in written form for the candidates. (This is understood not to be an election.)
5. Each candidate will be interviewed by the Dean and the Provost.
6. After the interview and consultation process is completed, the Provost and the Dean will review the materials on each candidate and the Dean will make his/her recommendation to the Provost.
7. The Provost will make his/her recommendation to the President for appointment. An annual performance evaluation of the Department Chair will be made by the Dean with input from the department faculty. Just prior to the completion of each term appointment, the incumbent will be contacted to determine his/her interest in continuing as Department Chair. If the Dean has been satisfied with the performance and the incumbent wishes to continue, the faculty in the department will have an opportunity for input regarding the performance and reappointment of an individual. If the incumbent chooses not to seek reappointment, procedures 1-7 will be followed.

The appointments (one, two or three years) will run from July 1 to June 30.

II.D.3. Responsibilities

1. In consultation with the faculty, prepares and recommends departmental goals to the Dean.
2. Assists the Dean in recruiting, interviewing and recommending personnel for appointment.
3. Conducts regularly scheduled department meetings and insures that minutes are taken and maintained.
4. In consultation with the Department faculty, prepares the annual budget request for submission to the Dean.

Last Update: December 2014
5. Supervises the use, care and control of equipment assigned to the department as well as suggests enhancements.
6. Coordinates advisory committee activities (if applicable).
7. Coordinates with the Dean teaching schedules and workloads for faculty and staff members, including recommendations for continuing education courses.
8. Responsible for monitoring and maintaining class and laboratory size (i.e., student numbers).
9. Coordinates and monitors the department budget.
10. Provides input to the Dean for promotion, reappointment and continuing appointment.
11. Identifies professional achievement of faculty and brings to the attention of the Dean.
12. Provides input to the Dean on the evaluation of departmental personnel.
13. Assists the Dean in establishing student recruitment procedures and plans for and participates in visitation and orientation days.
14. Coordinates the development and evaluation of instructional programs, courses and curricular matters.
15. Coordinates academic advisement within the department.
16. Establishes and maintains a good working relationship with the College community, the general public and business and industry.
17. Other duties as assigned by the Dean.

The Department Chair will be reviewed annually.

II.E. THE FACULTY

The term ‘faculty’ refers to the academic employees of the College as defined in Article II of the Policies of the Board of Trustees of SUNY. The faculty includes any employee holding an academic or qualified academic rank (i.e. those ranks containing the terms professor, instructor, lecturer, or librarian).

II.E.1. Organization

The Morrisville State College faculty is organized by school. Each school is composed of departments and each department has a chair.

The dean of each school is ultimately responsible for the affairs of the school and is assisted by department chairpersons as necessary. Faculty members work closely with department chairpersons and deans in all matters involving the school. Faculty members should work with the dean on matters needing consultation, but may consult the Provost or the President at any time without first consulting anyone else. It is suggested that the normal chain of command be followed whenever possible.

II.E.2. Faculty duties and responsibilities

The faculty of the college have the obligation to participate significantly in the initiation, development and implementation of the educational program.

Specific responsibilities include:

- Teaching and adequate preparation for assigned classes.
- Student advisement.
- Maintaining regularly scheduled office hours.
- Professional growth.
- Promoting the college with various external contacts.

Last Update: December 2014
• Additional duties as may be assigned or undertaken on a voluntary basis.

II.F. THE PROFESSIONAL STAFF

The professional staff (usually referred to as the ‘staff’ in this handbook) are the professional employees of the College as defined in Article II of the Policies of the Board of Trustees of SUNY. The staff includes any employee who is a part of the Professional Services Negotiating Unit who does not hold an academic or qualified academic rank.

II.G. THE COLLEGE SENATE AND SHARED GOVERNANCE

Morrisville State College embraces and strongly promotes the concept of shared governance. Faculty and professional staff are represented by the College Senate and its officers. See the College Senate webpage for further information at: http://morrisville.edu/collegesenate

II.H. SHARED GOVERNANCE AND POLICY REVIEW AND CONSULTATION PROCESS

The college has specific procedures for the review and approval of academic policies. See the webpage for the College Senate Academic Issues Committee for the review flowchart. http://morrisville.edu/collegesenate

II.I. MORRISVILLE ALUMNI BOARD

In 1912, an Alumni Board of Directors was founded to engage alumni, friends and the university in mutual service and communication to help ensure continued excellence in the life of Morrisville State College. Any graduate, present or retired faculty member of the college is considered a member of the Morrisville State College alumni family. As of 2008, Morrisville State College is represented by approximately 45,000 alumni – from towns and cities throughout the United States and in a number of countries throughout the world.

The Alumni Board of Directors is a 16-member advisory organization that works with the Alumni/Development office to fulfill the following objectives:

• Communication – Providing consistent communications between Morrisville State College and Alumni
• Fundraising – The Alumni Board helps to identify sources of private funding for their Alma Mater as well as contribute themselves
• Heritage – Maintaining the legacy of Morrisville State College and Alumni
• Relationship Building – Enhancing the involvement of Alumni with Morrisville State College, encouraging financial contributions to support the college’s mission
• Service to the Campus Community – Demonstrating and enhancing Alumni service to the campus community
• Visibility – Promoting awareness of Morrisville State College and other Alumni

Alumni/Development accomplishes its objectives through the following programs:

• Alumni Communications – the bi-annual “Alumni News” and online community inform and involve alumni both in print and electronic form
• Alumni Programming – Mustang Weekend and regional events provide opportunities for alumni to meet in person

Last Update: December 2014
- Revenue Development – the annual Phonathon helps generate funds for the Morrisville College Foundation; involvement with a variety of affinity programs provides benefits to alumni and generates revenue for alumni programs
- Career and Mentoring Network – this informal network provides alumni the opportunity to engage themselves with the campus and academic curriculum

II.J. MORRISVILLE AUXILIARY CORPORATION (MAC)

The Morrisville Auxiliary Corporation of the State University of New York College of Agriculture and Technology at Morrisville, Inc. (MAC) is a not-for-profit corporation which operates a wide range of services for the benefit of the college community.

At Morrisville State College, MAC operates the following facilities:

<table>
<thead>
<tr>
<th>Dining Services</th>
<th>Cable Television</th>
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<tbody>
<tr>
<td>Seneca Dining Center</td>
<td>Vending</td>
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<tr>
<td>Mustang Alley</td>
<td>Trash and Cleaning</td>
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<tr>
<td>Smooth Jazzy Joz</td>
<td>Residential Washers &amp; Dryers</td>
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<tr>
<td>Stix – IcePlex Snack Bar</td>
<td>Technology Center &amp; ThinkPad Program</td>
</tr>
<tr>
<td>The Pit Stop</td>
<td>Agri-Business Center</td>
</tr>
<tr>
<td>Conference and Catering Services</td>
<td>ID Cards</td>
</tr>
<tr>
<td>Campus Store</td>
<td>Copper Turret Restaurant</td>
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<tr>
<td>Norwich Campus Store</td>
<td>Morrisville Commons I</td>
</tr>
<tr>
<td>Nelson Farms &amp; Nelson Farms Training Institute</td>
<td>Morrisville Commons II</td>
</tr>
<tr>
<td>Nelson Farms Country Store</td>
<td>MAX Shuttle Service</td>
</tr>
<tr>
<td>Morrisville State College IcePlex</td>
<td>Honors House</td>
</tr>
<tr>
<td>IcePlex Pro Shop</td>
<td>Shop24</td>
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</table>

MAC is one of the largest employers in the Morrisville-Eaton community. MAC provides gainful employment, excellent benefits, and support to the community by employing a high number of local community members. MAC also equips and maintains all its facilities on the campus.

The auxiliary service corporation operates under the control of a board of directors. The trustees’ guidelines indicate that this board shall consist of college faculty, students and administration members. No single constituency shall have more than 50% of the board membership nor shall the student constituency have less than one-third membership of the board. The Morrisville State College MAC by-laws call for a nine member board consisting of three administrators appointed by the President, three faculty members elected by the faculty congress, and three students elected by the student body.

The board of directors employs a General Manager, who is Chief Operating Officer of the corporation. This individual acts as the specific designee in all operational activities. This structure has been successful over the years in maintaining the goals of providing the highest level of service for the lowest cost to the student and college community. The Corporation is fiscally sound and has received unqualified annual audits from a private CPA firm. The corporation is subject to a periodic audit by the State Division of Audit and Control.

II.K. MORRISVILLE COLLEGE FOUNDATION, INC.

The Morrisville College Foundation, Inc. is the recognized United States Internal Revenue Service 501-C-3 tax exempt, gift-receiving entity of the institution. This educational, not-for-profit corporation is registered with the New York State Secretary of State, with consent of the New York State Supreme
Court, and the Commissioner of Education. It is subject to the SUNY Chancellor’s guidelines. Incorporated in 1976, the autonomous Foundation encourages donations for use in meeting Morrisville State College’s important campus needs, where state assistance is either inadequate or non-existent. The basic support for the College comes from public funds; support for enrichment must come from private sources of funding in order to build and maintain a greater institution than the state alone will sustain.

The functions, powers and purposes of the Morrisville College Foundation, Inc. include the allocation of funds, acting under the recommendations of the College administration to:

1. provide endowment dollars for scholarships to promising students;
2. serve the faculty via grants for innovative projects to improve teaching and learning;
3. enhance the quality of campus life by supporting co-curricular activities, library acquisitions, cultural events, classroom/laboratory enrichment, purchase of supplies, assisting campus publications, and helping with other features that enhance a college experience;
4. beautify surroundings and help preserve the historic quality of the campus; and
5. maintain true quality in programs and facilities—through the purchase of equipment and supplies for which other funding is unavailable.

In order to maintain the margin that provides excellence in our educational pursuits, and true quality of campus life, private dollars are vital to offset the shrinking percentage of college revenues supplied by the State of New York. In the future that margin of excellence at Morrisville State College will be sustained only by voluntary gifts through the Morrisville College Foundation, Inc. from the following constituencies: alumni, faculty/staff, parents, students, corporate good neighbors, and foundations.

The Morrisville College Foundation’s Board of Directors operates under Bylaws that provide for six to twenty-five members including the current Speaker of the Faculty Congress, the Student Government President, President of the Alumni Board, and Sr. Business Officer of the College. Organization includes: the Executive Standing Committee composed of the four officers; the Investment Committee; the Development/Planning Committee; and the Constitution/Bylaws Committee.

II.L. UNITED UNIVERSITY PROFESSIONS, INC.

The State, pursuant to the certification of the Public Employment Relations Board, recognizes United University Professions (UUP) as the exclusive representative for collective negotiations with respect to salaries, wages, hours and other terms and conditions of employment of employees serving in positions in the State University Professional Services Negotiating Unit (Taylor Law, 1967). The unit is comprised of all faculty and professional staff.

Membership in the UUP is not mandatory. However, it is required that all employees in the Professional Services Negotiating Unit pay an agency fee (State Legislature, 1974). This fee is equal to the United University Professions member dues.

United University Professions (UUP) is also recognized as the bargaining agent for professional staff and faculty at all units of the State University of New York. UUP negotiates with the State of New York on all terms and conditions of employment and represents faculty and staff both with local and central administration.

Locally, UUP is represented on campus by the Morrisville Chapter officers who are elected according to the procedures of the Chapter constitution. UUP State officers and Executive Board members are elected by and from the UUP Delegate Assembly according to UUP constitutional procedures. The Delegate Assembly is the highest governing body of UUP and is responsible for establishing the UUP policies.
which are subsequently implemented by the UUP Executive Board. Members of the Delegate Assembly are duly elected by their respective chapters.

A chapter office is located on the Morrisville Campus in Brooks Hall, Room 112.

II.M. INSTITUTIONAL REVIEW BOARD

An Institutional Review Board (IRB) is a federal/state requirement whenever human subjects are used in a project destined for a final report, publication, presentation, or shared information. The goals are to provide the Principal Investigator (PI) with IRB support through the reviewing process and to protect the rights of the human subjects involved. These goals require the following:

1. Participants must have reached the age of consent – in NYS that is 18 years or older - or a signed Informed Consent form must be submitted by the parent/guardian.
2. Participation must be voluntary.
3. Written Informed Consent must be obtained from the participants and maintained by the campus Human Subjects Administrator for three years. Risks to participants must be made clear to them. (Note: Anonymity or coding instead of names greatly reduces risk.)
4. Participants need to represent random selection. That is, a target population cannot assume risks by being in a project that is designed to benefit a larger population.
5. Part-time faculty members and student investigators require a member of the full-time faculty to be their sponsor.
6. The IRB does not meet in the summer or during breaks and requires three weeks lead time to process an Application for Review.

For additional information on how to select the proper category for your Application – exempt, expedited, or full review- contact the Office of the Provost.