



Committee Meeting: Policy & Governance Committee	Date: March 8, 2019
Committee Chair: Kathleen Masiello	
New or Edited: Edited VII-B-1 ECC Hiring Policy and VII-B-2 Personnel Appointments when Board of Trustees Does not Meet in Consecutive Months	

POLICY NAME: Hiring Policy

POLICY TYPE: Board

SUBMITTED BY: Tracey Cleveland, VP of HR, Equity and Inclusion

ISSUE OR STATEMENT OF PURPOSE: This policy defines when the Board of Trustees must approve new titles or hires.

SUNY Erie Community College (SUNY Erie) strives to hire qualified individuals who are committed to serving students and the community. SUNY Erie is committed to equal opportunity in educational programs, admissions, and employment. It is the policy of SUNY Erie to provide equal opportunity for all qualified applicants, students, and employees and to prohibit discrimination per Title VII of the Civil Rights Acts of 1964. SUNY Erie does not discriminate on the basis of race, color, religion, national origin, age, sex (including pregnancy), disability, sexual orientation, marital status, military status, domestic violence victim status, predisposing genetic characteristics, veteran status or any other protected class as defined by New York State or Federal Laws. This policy covers all aspects of SUNY Erie’s business, including the student admission process. With the exception of hiring the President, members of the Board of Trustees are not engaged in hiring personnel. Any candidate recommended by a member of the BOT for a position at SUNY Erie will complete the standard hiring process set forth in the policy.

NEW OR EDITED POLICY: Edited VII-B-1 ECC Hiring Policy and VII-B-2 Personnel Appointments when Board of Trustees Does not Meet in Consecutive Months

It is the responsibility of all employees involved in selecting new hires to make decisions on employment matters in accordance with the policies, procedures, contractual requirements, and accepted affirmative action practices established by the College as well as state and federal laws. All hires are subject to accountability to the President through the line management channels. It shall be the responsibility of the President or his/her designee to effectuate this policy.

The Role of the Board of Trustees:

The Board of Trustees will approve the following:

- The creation of new titles (AAECC, FFECC, and SES positions), after reviewed by the appropriate Committee of the Board and upon receipt of the New Title Justification form.
- Leaves of absence without pay for Faculty and Administrators per AAECC and FFECC contracts.

The Board of Trustees will accept the following:

- The reclassification of a position when it requires creation of a new professional title.



POLICY NAME: Hiring Policy - **Continued**

The Board of Trustees will review and accept or approve as appropriate the recommendation offered by the appropriate Committee at each business meeting of the Board of Trustees.

CORRECTIVE ACTION PLAN RECOMMENDATION (if any): N/A

NEW OR EDITED POLICY: Edited

DOES IT SUPERCEDE A POLICY/WHICH ONE:

ECC Hiring Policy VII-B-1 and Personnel Appointments when Board of Trustees Does not Meet in Consecutive Months VII-B-2.

POLICY & GOVERNANCE COMMITTEE RECOMMENDED ACTION: Approve the revised policy. Policy & Governance Committee recommends the Board of Trustees approve the Board policy under the Committee Briefings, Policy & Governance Committee. This policy supersedes all prior policies/procedures and practices related to the Hiring Policy.

POLICY & GOVERNANCE COMMITTEE MEMBERS PRESENT:

Trustee Kathleen Masiello, Provost and Executive Vice President Douglas Scheidt, Executive Vice President for Administration and Finance Penelope Howard, VP Human Resources, Equity and Inclusion Tracey Cleveland (by phone), Vice President of Enrollment Management Steven Smith, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith, Professor and College Senate Representative Michael Delaney, Dean of Students Jason Perri

DATE OF BOARD APPROVAL: March 28, 2019

POLICY & GOVERNANCE COMMITTEE TEAM FOLLOW-UP: Following Trustee Approval, this policy will be included in the Board of Trustees Policy Manual.

INFORMATION/INPUT CONSIDERED DURING POLICY & GOVERNANCE COMMITTEE DELIBERATIONS:

This is an update to a policy that was last updated September 2003; policy was revised to reflect current practices. In addition, the following policies were reviewed: SUNY Erie Community College Board of Trustees – Bylaws (amended and restated by the resolution of the Board of Trustees on June 28, 2018); Middle States Commission on Higher Education (Standard VII – Governance, Leadership, and Administration); New York State Community College Regulations (sec 600).

The Policy has been reviewed and discussed at the Policy & Governance Committee meeting of November 16, 2018, December 14, 2018, February 8, 2019 and March 8, 2019.