The Board of Trustees of the State University of New York has approved a new service area policy for community colleges. This policy, embodied in an additional section to the Regulations for Community Colleges, authorizes existing community colleges, subject to State University approval, to offer educational services beyond their existing sponsorship areas. Such policy has the potential of bringing the benefits of public two-year college education within commuting distance of every resident in New York State.

The new service area policy authorizes community college operations conducted outside of the community college sponsorship area, subject to the following conditions:

1. Such authorization is to be limited to counties which neither sponsor a community college nor have located within their boundaries an Agricultural and Technical College. Within this limitation, any county or any city, intermediate school district, or school district in such a county as a "qualified local sponsor" can enter into an agreement with the board of trustees of a community college, pursuant to authorization of the governing body of the qualified local sponsor and the local sponsor of the college. Thus, it might be possible for two or more cities or school districts within a county to enter into agreement with one or more community colleges.

2. All such agreements are subject to approval by the State University Trustees, or the Chancellor, depending upon the extent and nature of the educational service to be provided for the new service area and whether an amendment to the State University Master Plan is appropriate.

3. Prior to submitting an agreement for formal approval, the participating college should submit to the Office of the Vice Chancellor for Academic Programs a request to proceed with negotiations concerning the proposed new service area. Such request shall contain:
a. a detailed description of the proposed service area to be served and a description of the services to be offered;

b. a synopsis of the discussions which have taken place to date regarding the proposed service;

c. a letter from the chairman of the Presidents' Coordinating Council of the coordinating area in which the new service will be offered which would provide both an estimate of the proposal's impact on other public colleges within the coordinating area and a recommendation regarding the proposed service agreement.

Upon receipt of such request, the Vice Chancellor for Academic Programs will request the following offices to review and comment on the request: the Office of the Deputy to the Chancellor for Community Colleges, the Office of the Deputy to the Chancellor for Campus Liaison, the Office of the University Counsel, the Office of the Associate Chancellor for Policy and Planning, and the Office of Campus Development.

The Vice Chancellor for Academic Programs will consider the comments and recommendations from each of these offices before preliminarily authorizing the requesting community college to enter into negotiations with the qualified local sponsor in the proposed new service area.

The preliminary authorization letter will indicate that any agreement is subject to review and approval in accordance with the regulations of the Board of Trustees of the State University of New York.

Once such agreement is negotiated and duly authorized by the qualified local sponsor and the local sponsor of the community college, it is to be forwarded to the State University Counsel for review in accordance with the preliminary authorization extended by the Vice Chancellor for Academic Programs before formal transmittal to the State University Trustees or the Chancellor.

Colleges are encouraged to develop cooperative efforts, and nothing in this policy is intended to restrict community colleges from mutually developing such efforts within existing sponsorship areas.
Memorandum to Presidents
March 29, 1974

Since the policy requires that all community college programs conducted outside of the sponsorship areas be formally approved, a report will be required from each community college by May 1, 1974, providing a description of all such programs currently being conducted. This report should include a description of the program or service; its location; if under contract, its sponsoring agency; the number of P.T.E. students and head-count students enrolled; the number of credit hours or equivalent credit hours being generated; and a statement of intent if any of these programs are expected to be continued beyond August 31, 1974. This report, including statements that no such programs are being maintained, is to be sent directly to the Vice Chancellor for Academic Programs.

Ernest L. Boyer

This memorandum addressed to:
Presidents, Community Colleges

Copies for information only sent to:
Presidents, State-operated Campuses
Deans, Statutory Colleges
Chancellor Kibbee
Dean McGrath
Vice Provost Risley
President Miles
Memorandum No. 74-15

Prepared by Office for Community Colleges - Michael J. Reynolds

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