Memorandum to Presidents

State University of New York

Date: November 13, 1978

From: Office of the Associate Chancellor for Community Colleges

Subject: Community College Service Area Policy

In 1974 the State University Board of Trustees approved a service area policy which authorized community colleges, subject to State University approval, to offer educational services beyond their existing sponsorship areas. This policy, which helps to bring the benefits of a public two-year college education within commuting distance of more New York State residents, was described in Memorandum to Presidents 74-15, dated March 29, 1974. This Memorandum supersedes 74-15 and clarifies or revises certain procedures for implementing the policy.

The service area policy is embodied in Section 601.5 of the Code of Standards and Procedures for the Administration and Operation of Community Colleges under the Program of State University of New York and is in accordance with subdivision 1 of Section 6302 and subdivision 2 of Section 6305 of the Education Law. It authorizes community colleges to conduct operations outside of their sponsorship areas, 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, except where cooperative and joint agreements have been developed. Within this limitation, any county or any city, intermediate school district, or school district in such a county can, as a "qualified local sponsor," enter into an agreement with the board of trustees of a community college, pursuant to authorization of the governing body of both 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 an agreement with one or more community colleges.

2. All such agreements are subject to approval by the State University Trustees, the Chancellor, or the Associate Chancellor for Community Colleges, 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 Associate Chancellor for Community Colleges a request to proceed with negotiations concerning the proposed service area. Such request should 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 regarding the proposed service;

c. an indication that the intent to offer proposed services has been shared with all SUNY campuses in the coordinating area in which the services will be offered, and that they have had an opportunity to make written comments to the proposer and SUNY Central Staff.

Upon receipt of such request, the Associate Chancellor for Community Colleges will solicit the following offices to review and comment on the request: the Office of the Provost, the Office of Capital Facilities, and the Office of the University Counsel.

The Associate Chancellor for Community Colleges will consider the comments and recommendations from each of these offices before preliminarily authorizing the requesting community college to enter into final negotiations with the qualified local sponsor in the proposed service area. The preliminary authorization letter will indicate that any agreement is subject to review and approval in accordance with the regulations of the State University Board of Trustees.

Once such agreement is negotiated and duly authorized by the qualified local sponsor, the board of trustees of the community college and the local sponsor of the community college, it is to be forwarded to the Office of the Associate Chancellor for Community Colleges for final review and approval, after review by the Office of the University Counsel.

Community 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.
The Office of Institutional Research and Analytical Studies will collect service area policy data as part of its normal enrollment collection procedure.

This memorandum addressed to:

Presidents, Community Colleges

Copies for information only sent to:

Presidents, State-operated Campuses
Deans, Statutory Colleges
President Rose
Vice President Cook