

BOARD OF TRUSTEES  
HAGERSTOWN COMMUNITY COLLEGE  
Hagerstown, Maryland

**Luncheon and Business Meeting**  
**August 31, 2004, 12:00 PM**  
**Administration and Student Affairs (ASA) Building, Board Room**

**AGENDA**

**(Note: 11:40 AM – Board Individual and Group Photos in ASA Lobby)**

**Luncheon (12:00 – 1:30 PM)**

- I. Call to Order
- II. Plans for Dedication of Renovated Administration and Student Affairs Building (following October 19, 2004 Board Meeting) (*Attachment*) (**Tab 1**)
- III. Board Meeting Schedule and Agenda Topics FY05 (*Attachment*) (**Tab1**)

**Business Topics (1:30 – 3:30)**

- IV. Approval of Minutes
  - A. June 15, 2004 Regular Meeting Minutes (*Attachment*) (**ACTION**) (**Tab 2**)
- V. Reports from Campus Groups
  - A. HCC Faculty Assembly
  - B. Student Government Association
- VI. President's Report
  - A. Middle States Update/Team Visit October 31-November 3, 2004 (*Attachments*)(**Tab 3**)
  - B. College Activities Schedule 2004-05 (*Attachment*) (**Tab 3**)
  - C. Introduction of new Director of Plant Operations and Maintenance
- VII. Monthly and Special Reports
  - A. Personnel (*Attachment*) (**ACTION**) (**Tab 4**)
  - B. Financial (*Attachment*) (**ACTION**) (**Tab 5**)
  - C. Special Reports
    - 1. Preliminary Fall Enrollment Report (*Attachment*) (**Tab 6**)
- VIII. Old Business
  - A. Review Shared Governance Guide (*Attachment*) (**Tab 7**)
  - B. Review 2012 (*Separate document previously mailed*)
  - C. Review Middle States Self-Study (*Separate document previously mailed*)
- IX. New Business
  - A. Proposed Fund Balance Designation for ASA Renovations (*Attachment*) (**ACTION**) (**Tab 8**)
  - B. Approval of August Candidates for College Certificates and Degrees (*Attachment*) (**ACTION**) (**Tab 9**)
  - C. Preliminary Review of Board Policy Manual (*Separate notebook available at meeting*)
  - D. New or Modified Policy Approval for Employee Handbook (*Attachment*) (**ACTION**) (**Tab 10**)
    - 1. Acceptable Computer Usage
    - 2. Affirmative Action
    - 3. Campus and Workplace Violence

4. Dismissal of Employees
  5. Drug and Alcohol Abuse Policy
  6. Equal Employment Opportunity
  7. Employee Grievance
  8. Employee Guidance and Progressive Discipline
  9. Employee Leave
  10. Employee Performance Evaluation
  11. Employment, Responsibilities, and Professional Conduct – All Employees
  12. Family and Medical Leave
  13. General Human Resources Policy Statement
  14. Harassment
  15. Independent Contractors
  16. Military Leave – Reserve Training and Active Duty
  17. Policy Creation
  18. Professional Development, Tuition Assistance, and Tuition Waiver
  19. Recruitment, Selection, and Hiring Employees
  20. Sexual Assault
  21. Sexual Harassment
  22. Temporary Employees
- E. Delete/Approve
1. Wine Appreciation, Serving, and Mixology Instruction (Delete)
  2. Beer and Wine Use at Special Events on Campus (Delete)
  3. Alcohol at Special Campus Events (Approve)
- X. Citizen Participation
- XI. Remarks from Trustees
- XII. Adjournment of Monthly Meeting