

BOARD OF TRUSTEES  
HAGERSTOWN COMMUNITY COLLEGE  
Hagerstown, Maryland

**Special Single Topic Meeting**  
**September 21, 2004, 12:00 PM**  
**Administration and Student Affairs (ASA) Building, Board Room**

**AGENDA**

**Luncheon (12:00 – 1:00 PM)**

- I. Call to Order
- II. Review of legal consultation with Ms. Jamie Cannon (*Attachment*)
- III. Distribution of Final Printed Copy of Strategic Plan 2012
- IV. Review New Board Policy Manual in Preparation for Middle States Team Visit

**Special Meeting Topic (1:00 – 3:30)**

- V. New or Modified Policy Approval for Employee Handbook (**ACTION**)
  - A. Proposed New Policies (*Attachments – Blue*)
    1. Acceptable Computer Usage
    2. Campus and Workplace Violence
    3. Discrimination and Harassment
    4. Employee Guidance and Progressive Discipline
    5. Employment, Responsibilities, and Professional Conduct – All Employees
    6. General Human Resources Policy Statement
    7. Independent Contractors
    8. Military Leave – Reserve Training and Active Duty
  - B. Proposed Revised Policies (*Attachments – Salmon*)
    1. Dismissal of Employees
    2. Drug/Alcohol Free Environment
    3. Employee Grievance
    4. Employee Leave
    5. Employee Performance Evaluations
    6. Equal Employment Opportunity
    7. Family and Medical Leave
    8. Policy Creation
    9. Professional Development, Tuition Assistance, and Tuition Waiver
    10. Recruitment, Selection, and Hiring Employees
    11. Sexual Assault
    12. Sexual Harassment
    13. Temporary Employees
  - C. Proposed Deletion/Approval Policies (*Attachment – Green*)
    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)
- VI. Citizen Participation
- VII. Remarks from Trustees
- VIII. Adjournment of Special Single Topic Meeting