

Administrative and Information Technology Services Committee  
Meeting Minutes  
February 28, 2008

Present: Anna Barker, Joe Marschner, Karen Yates, Craig Fentress, Carolyn Hoover, and Robin Thomas  
(Anne Myers –Absent)

Topics for this meeting were:

- Review Draft of Free Speech & Peaceful Demonstration Policy
- Commercial Solicitation
- Draft Policy for Proselytization

**Review Draft of Free Speech & Peaceful Demonstration Policy:**

Review of the language on the draft policy. A new registration form was also circulated for review. Committee commented that the new form needs to tie in to student services and student activities on the HCC website.

Discussion of various changes suggested include.....

-page 1, Item 1, reads .....exchange of ideas by students, staff and the community. Suggested change to remove community and *add “in a community forum”*.

-page 2, Item 9, Amplified sound is not permitted. *Add.....” unless provided by College”*.

-page 4/5, Item F. Insurance, add “responsible for own actions” to clarify.

-page 6, Items 3, 4, and 5 related to appeals. Review is occurring with same person that denied the request in the first place. Consider deleting these items and creating a condensed version for quick reference.

*Action Required:* Update the Draft Policy to reflect suggested changes.

**Commercial Solicitation:**

Sample policies for commercial solicitation were circulated for review. Consider policy from College of Charleston as template to create HCC policy. Committee members agree that it would be beneficial to have an office on campus that would track visitors. Sales reps would be required to stop in the specified office and log in and out as they visit the campus. We want to control vendor activity on campus, not stop it. An application may be created for vendors to complete. HCC would be interested in the activity purpose for the vendor visit. May give an example of what we are looking for. Be careful not to limit the description as this may affect how much information the vendor would provide.

*Action Required:*

Commercial solicitation - get additional sample policies & circulate for review

**Draft Policy for Proselytization:**

Co-Chair will create a draft policy for proselytization for committee to review at next meeting. Keep this policy brief and refer to the Free Speech & Peaceful Demonstration Policy for details.

*Action Required:* Create draft policy for proselytization

Next Meeting: March 27, 2008 Location: College Center Room #2