HAGERSTOWN COMMUNITY COLLEGE

ANNUAL GOVERNANCE REPORT

July 2007 – June 2008
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INTRODUCTION

Since Fall 2004, the College has had a shared governance model that promotes a participatory and collaborative culture where employees are well informed and involved in policy development and decisions that match their areas of expertise. The HCC governance system emphasizes support of mission-based institutional interests over that of individuals or sub-groups with the identified outcomes of better informed decision-making and improved campus communications in a collegial setting. Open and frank communication within the College community encourages forums for considering ideas, issues, and concerns.

HCC’s shared governance model consists of cross-constituent groups. Governance groups that deal primarily with faculty issues have a majority of faculty members, but with representation by administration and staff. Administration and staff committees are comprised primarily of administrators and staff, with faculty representation. The Governance Council, which consists of representatives from all constituent groups, acts as a “ways and means committee” to monitor the health of the governance system.

This annual governance report highlights HCC’s decision-making and governance system accomplishments and challenges during 2007 – 2008, including updates and issues addressed by the standing governance and ad hoc committees, as well as strengths and areas of recommended improvements identified by committee co-chairs. As HCC’s decision-making and governance system has evolved, adjustments and revisions to assignments and roles have occurred as necessary.

GOVERNANCE COUNCIL

The Governance Council (GC), chaired by the President, is the clearinghouse for shared governance concerns and issues on campus. The Council consists of representation of all College constituencies (See Appendix A for 2007-08 membership). It ensures that the decision-making structure is working at HCC, addressing concerns while making sure that committees are adequately staffed to study issues and make appropriate recommendations. With its focus on process, the Council assigns issues to the appropriate governance body or administrative unit if an issue is operational, as well as approves changes to the governance structure, such as naming sub-committees to work within a standing committee.
At least annually, there is a joint meeting between the Governance Council and committee co-chairs and this year’s meeting was held in April 2008. Primarily the joint meeting is a progress update, but it is also very helpful in facilitating communication and in clarifying assignments. The co-chairs offer constructive suggestions, which are presented in this report, for improving the governance system.

RECENT SUCCESSES OF THE HCC GOVERNANCE SYSTEM

- Committees are taking more time to research topics/assignments, often collaborating with other governance groups or seeking information from other Maryland community colleges. Though this may lengthen the time it takes to bring an assignment to completion, ultimately, a more thorough review of the topic and subsequent recommendations result.

- Two policies (Credit for Life Experience, College Vehicle Use) were developed and approved by the Board from July 2007 through June 2008. Additionally, two current policies were reviewed. The campus parking policy was updated. After extensive review and discussion, the policy and process for administrative withdrawal of students was not changed. [See page 11 for summary]

- Ad hoc committees continue to make important contributions to the governance system and College. The Ad Hoc Salary and Benefits Research Committee, working with a consultant, reviewed the results of a salary market study and made recommendations to the President. The Ad Hoc Retention Committee conducted internal and external research to define the scope of the College’s retention challenge. The final report was submitted to the President in early October.

- The Governance Council more clearly delineated the intent of assignments, particularly if a committee also was asked to recommend procedures/guidelines to implement a proposed policy. This has resulted in more efficient committee work and outcomes.

- Joint meetings between the Governance Council and co-chairs have been helpful in facilitating communication and in clarifying assignments.

- Committee minutes were posted to the Intranet upon receipt in the Office of Planning and Institutional Effectiveness.
• The College conducted an institutional climate survey using a normed instrument by NILIE. Results were shared with the College community via Intranet.

**CHALLENGES/PLANNED IMPROVEMENTS**

• Though the Board minutes, which document approval of policies, are posted on the College’s web site, additional internal communication is desired regarding the disposition of policies after they have moved forward from a committee to the President. A more consistent feedback process for informing the College community of Board approved policies is desired and needs to be followed uniformly.
  
  o *Strategy for Improvement:* The executive officer/administrative co-chair of a committee is responsible for reporting on the progress of recommended policies once they are presented to the Board. For consistency, it is suggested that the Board Action Form, which contains the committee’s policy recommendation, be forwarded to the College community within 24 hours of Board approval. In addition, the approved policy will be posted on the shared governance website on the Intranet.

• When given an assignment or charge, it would be helpful to be given background/history related to the assignment.
  
  o *Strategy for Improvement:* A context for the assignment will help shape the committee’s work. Better understanding about the reason an assignment is given, will result in a more effective process.

• The review process for recommended policy often takes what is deemed as too much time.
  
  o *Strategy for Improvement:* The co-chairs request that when a policy recommendation moves out of committee and goes to the President, concerned constituent groups receive it to review at the same time. It is hoped that this will expedite the review process and move it to the Board level more quickly. Committees have been frustrated by “lag” time and having to “revisit” their work.

• A continuing issue remains the “blurry lines” between policy and process/procedures.
  
  o *Strategy for Improvement:* The GC continues to work on giving/clarifying assignments, as well as helping the Board to understand the role of the governance committees is to propose policy, with limited involvement in the development of procedures and processes.
Due to schedules, it is difficult to have active, consistent student involvement on committees.

- **Strategy for Improvement**: The extent possible, the College continues to seek student membership on the Student Affairs Committee and the Governance Council.

### INSTITUTIONAL CLIMATE

The College contracted with the National Initiative for Leadership and Institutional Effectiveness (NILIE) in February – March 2008 to help HCC obtain the perceptions of faculty and staff concerning the college climate. The instrument, entitled Personal Assessment of the College Environment (PACE), provided data to assist in promoting more open and constructive communication among all employees. The data will also be useful in assessing progress toward meeting the college’s strategic planning goals and accreditation requirements.

In order to ensure confidentiality, the surveys are not individually identified and all data analysis was conducted online by NILIE at North Carolina State University. HCC's results were posted as an executive summary, as well as in their entirety, on the College's Intranet at the Office of Planning and Institutional Effectiveness’s site. Additionally, hard copies were available in each Governance Council member’s office.

The PACE instrument administered at HCC included 46 total items. Respondents were asked to rate items on a five-point satisfaction scale from a low of “1” to a high of “5.” Of the 46 items, none fell within the least favorable category identified as the Coercive range (rated between 1 and 2). At HCC, the overall results from the PACE instrument indicate a healthy campus climate, yielding an overall 3.51 mean score or mid-range Consultative system. The Student Focus category received the highest mean score (3.87), whereas the Institutional Structure category received the lowest mean score (3.04).

Respondents were also given an opportunity to provide comments about what they perceive to be the most favorable aspects and the least favorable aspects of HCC. NILIE analysts used the responses to provide insight and anecdotal evidence that supported the survey questions. In analyzing the written data there is a degree of researcher interpretation in categorizing individual comments, which were classified into the most appropriate PACE climate factors. This approach illustrates how each factor contributes to the satisfaction or dissatisfaction of the...
respondents. Sample comments and the actual number of responses at Hagerstown Community College were included in the NILIE report. The Governance Council encouraged feedback about the survey results through a Survey Monkey site link or to share comments with any member of the Council.

The Governance Council was satisfied with the report and the NILIE analysis. Overall, the Council felt that the report accurately reflected the campus climate and there were no “surprise” results. The response rate of 46% was lower than previous climate surveys (50%). The primary reason cited by several GC members based upon feedback they received was that there was concern that responses could be traced back to them. Members of the GC tried to reassure them and encourage participation. The Council agreed that it will select the traditional “paper and pencil” format when another survey is conducted in two years (2010).

GOVERNANCE COMMITTEES

STANDING COMMITTEES

Standing committees are created for a specific purpose or to study a particular issue. These committees provide a forum for the development of broad consensus and recommendations on college-wide matters. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Faculty members on committees are appointed by the Faculty Assembly and non-faculty are appointed by the President.

Teaching and Learning Committee

The Teaching and Learning Committee considers and makes policy recommendations regarding the College’s environment in support of excellence in teaching and learning, particularly in academic support services such as learning technologies, distance learning, tutoring services, workplace learning, and career development services. The Teaching and Learning Committee, which reports to the Vice President of Academic Affairs, is co-chaired by the Director of Instruction and a faculty member.

The Teaching and Learning Committee spent much of the year researching and developing a policy for awarding credit for life experiences, which was approved by the Board of Trustees in June. The committee also worked on a policy for library acquisitions, which will be
presented to the Board in Fall 2008. A priority for the committee in the current academic year is the development of a policy for contact hour standards for lecture, lab, clinical, independent study, and experiential courses. See Appendix B for a listing of assignments for the Teaching and Learning Committee for 2008 – 2009.

**Academic Standards, Assessment and Faculty Affairs Committee**

The Academic Standards, Assessment and Faculty Affairs Committee (ASOFA) considers and makes recommendations on policies that support and maintain high academic standards, assessment methodologies and systems with emphasis on student learning outcomes, and faculty affairs, though it does not address faculty personnel decisions. The committee, co-chaired by the Vice President of Academic Affairs and a faculty member, reports to the President.

The charge to this committee, by its nature, is the heart of the College’s mission. Therefore, the committee received a large number of new assignments in 2007, which carried into 2008. The committee researched, reviewed and drafted policies for academic skills assessment and placement; a time limit for completion of a discontinued program; and the evaluation of letters of recognition and certificate. The drafts will be shared with the Faculty Assembly in Fall 2008, with subsequent presentation to the President and Board. A primary assignment for this year is the development of a policy that requires students to take the Measure of Academic Proficiency and Progress (MAPP) the test prior to their graduation.

See Appendix C for the complete list of 2008 - 2009 assignments for the Academic Standards, Outcomes Assessment and Faculty Affairs Committee.

**Curriculum Development and Review Committee**

The primary task of the Curriculum Development and Review Committee (CDRC) is to review and recommend approval of new courses and programs of study at the College. It does not oversee matters relating to the rigor of courses or programs, which is the responsibility of appropriate faculty and academic officers. The CDRC is co-chaired by the Vice President of Academic Affairs and a faculty member and reports to the President.
Curriculum review assures that new programs and courses meet college and state standards, such as general education requirements, compliance with the official college course syllabi format, or disputes of discipline coding of courses. This task is very time-consuming and requires most of the group’s meeting time. The CDRC reviewed and recommended for approval courses and new programs for inclusion in the 2007-2008 catalog. A priority for FY 09 is the development of a policy for accepting credit for advanced high school work. See Appendix D for details of the committee’s assignments for 2008 - 2009.

**Student Affairs Committee**

The Student Affairs Committee (SAC) considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the learning process and student achievement. The Student Affairs Committee, which reports to the President, is co-chaired by the Dean of Student Affairs and a faculty member.

Much of the committee’s meeting time in FY 08 was spent examining the feasibility of an administrative withdrawal system. After much research and discussion, the SAC determined that the current procedures are adequate and recommended to the Governance Council that no additional policy recommendations were necessary and that changes be made at this time. That recommendation was accepted. In FY 09, the SAC will work on developing a policy that addresses communicable diseases, as well as a non-discrimination policy for students. See Appendix E for a full listing of the Student Affairs Committee’s 2008 - 2009 assignments.

**Administrative and Information Technology Services Committee**

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the quality of services and facilities for students and staff. It facilitates coordination of activities related to health and safety issues, facilities, and auxiliary services, as well as institutional issues related to IT applications, computer networks and telecommunications. The committee, co-chaired by the Vice President of Administration and Finance and a faculty member, reports to and makes recommendations to the President.
Due to the nature of this committee, it continues to work on a backlog of assignments, many of which reflected historical matters, which included developing a policy for college vehicle use (approved by the Board in Fall 2007); updating the current campus parking policy; and researching and developing a draft of policies for free speech and demonstrations, commercial solicitation and proselytizing on campus. Due to the expansive nature of this assignment, the committee, with Governance Council approval at its April 2008 meeting, broke the assignment into three distinct areas: (1) free speech and demonstrations; (2) commercial solicitation, and (3) proselytizing on campus. See Appendix F for the Administrative and Information Technology Services Committee assignments for 2008 - 2009.

**Human Resources Committee**

The Human Resources Committee (HRC) considers and makes recommendations on personnel policies, including conditions of employment, staff and faculty diversity, human resources procedures, health insurance, benefits, leave and retirement, and professional development. The committee does not address matters of employee evaluation, tenure, promotion, dismissal, or salary and benefits administration. The Human Resources Committee, co-chaired by the Director of Human Resources and a faculty member, reports to and makes recommendations to the President.

Leadership by the HR Director is critical to the success of the HRC and the credibility of the HR function in general. Both the committee and the function underwent transition in 2007-08 as one director resigned, the Dean of Planning and Institutional Effectiveness served in an interim capacity, and the current director was hired in January 2008. Even in transition, the committee remained dedicated and continued to meet. Primarily, the HRC refined the draft of the Vacation Carryover policy, which had been assigned by the Governance Council in 2006. It is anticipated that it will be presented to the Board in Fall 2008. In FY 09, the HRC will focus on developing a policy for utilization of sick leave for faculty and non-faculty, as well as a policy statement for professional development and tuition reimbursement.

See Appendix G for the 2008 - 2009 assignments for the Human Resources Committee.
SUMMARY OF POLICIES DEVELOPED THROUGH STANDING GOVERNANCE COMMITTEES IN 2007-2008

The following list is a summary, by committee, of policies established, reviewed and/or updated through the shared governance model from July 2007 – June 2008.

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>POLICY</th>
<th>BOARD ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration and IT Services Committee</td>
<td>College Vehicle Use Policy</td>
<td>Approved by the Board on November 16, 2007</td>
</tr>
<tr>
<td>Administration and IT Services Committee</td>
<td>Revised/updated campus parking policy</td>
<td>No Board action necessary - Policy updated, no major changes</td>
</tr>
<tr>
<td>Teaching and Learning Committee</td>
<td>Credit for Life Experience Policy</td>
<td>Approved by the Board on June 17, 2008</td>
</tr>
<tr>
<td>Student Affairs Committee</td>
<td>Administrative withdrawal of students</td>
<td>No Board action necessary – Recommendation made to Governance Council that current policy not change</td>
</tr>
</tbody>
</table>

AD HOC COMMITTEES

Ad hoc committees are created by the Governance Council and/or the President for a specific purpose or to study a particular issue. Such committees typically are dissolved after recommendations have been made to the body or individual assigned within the charge statement. The President gives each ad hoc committee its charge or mission in writing, including expected outcomes and a timeline for completion of the study. The chart on the next page highlights topics assigned to ad hoc committees in 2007 – 2008.
<table>
<thead>
<tr>
<th>COMMITTEE NAME</th>
<th>COMMITTEE CHARGE</th>
<th>STATUS OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Salary and Benefits Research Committee</td>
<td>Charged with reviewing and assessing current full-time employee salaries and making recommendations to the President</td>
<td>Recommendations accepted by the Board of Trustees in March 2008</td>
</tr>
<tr>
<td>Ad Hoc Multicultural Committee</td>
<td>Charged with promoting educational, cultural, and professional development programs to infuse diversity into the curriculum as well as promote student learning and appreciation of our differences and similarities</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Ad Hoc Pride and Recognition Committee</td>
<td>Charged with initiating a pilot employee relations program designed to improve and maintain high employee morale</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Ad Hoc Student Retention Committee</td>
<td>Charged with conducting internal and external research to define the scope of the College’s retention challenge and to offer recommendations on best practices</td>
<td>Report sent to the President on October 1, 2008. A follow-up meeting has been scheduled.</td>
</tr>
</tbody>
</table>
APPENDICES
APPENDIX A

2007 - 2008 Governance Committee Memberships

Terms of office run July 1 - June 30, 2008 or July 1 - June 30, 2009. Term expiration date is found in parentheses after committee member’s name.

** Denotes co-chair

GOVERNANCE COUNCIL

1. Guy Altieri, President **
2. Anna Barker, Vice-President of Administration and Finance
3. Terri Bidle, Professor of Biological Sciences (2009)
5. Thomas Clemens, Professor of History and Political Science (2008)
6. Barbara Macht, Dean of Planning and Institutional Effectiveness
7. Judith Oleks, Vice-President of Academic Affairs
8. Donna Rudy, Dean of Student Affairs
10. Tammy Strite, Administrative Office Associate II (2009)
11. Spring Ward, Faculty Assembly Chair (2008)

TEACHING AND LEARNING COMMITTEE

2. Peggy Hutson, Coordinator of Distance Education Technology (2008)
3. Tom Seward, Assistant Professor of Foreign Language (2009)
5. Suzannah Moran, Assistant Professor of Geography (2009)
6. Tom Crawford, Assistant Professor of Mathematics and Business (2009)
7. Gerald Haines, Director of Instruction**
8. Stephen Shank, Associate Professor of IST (2008) **
9. Rosemary Nickerson, Professor of Biology (2009)

Associate member: Terri-Lee Hall
CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE

1. Ann Clark, Assistant Professor of English (2009) **
2. Frances Cade, Assistant Professor of Human Services (2009)
4. Mike Martin, Academic Advising Coordinator (2009)
6. Judith Oleks, Vice-President of Academic Affairs **
7. Marlys Palmer, Professor of Health and Physical Education (2009)
8. Margaret Spivey, Director of Technology and Computer Studies (2008)
10. Sonja Barnes, Instructor of Nursing (2009)

Associate members:
LuAnn Fisher
Judy Gerhart

ACADEMIC STANDARDS, OUTCOMES ASSESSMENT AND FACULTY AFFAIRS

1. Jennifer Fisher, Director of Admissions, Records and Registration (2009) 
2. Trudy Gift, Professor of IST (2009) ** 
4. Melinda May, Assistant Professor of English and Humanities (2008) 
5. Judith Oleks, Vice-President of Academic Affairs ** 
7. Brad Shepard, Research and Assessment Coordinator (2009) 
9. Diane Weaver, Director of Organizational Development & Special Projects (2008) 

STUDENT AFFAIRS COMMITTEE

1. Joan Bontempo, Instructor of Art Appreciation/Art History (2008)**
2. Michael Parsons, Professor of Sociology (2008) 
4. Carolyn Cox, Director of Student Financial Aid (2009) 
5. Donna Rudy, Dean of Student Affairs ** 
6. Carol Rowland, Accounts Receivable Associate (2008 – one year appointment) 
7. Lindsey Hollingshead, SGA Vice-President (2008) 
ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Anna Barker, Vice-President of Administration and Finance **
2. Craig Fentress, Director of Information Technology
3. Carolyn Hoover, Administrative Office Associate II (2009)
4. Joe Marschner, Instructor of Music and Drama (2009) **
5. Robin Thomas, Administrative Office Associate (2009)
7. Anne Myers, Lifelong Learning Coordinator (2008)

HUMAN RESOURCES COMMITTEE

1. Tish Mehalow, Library Assistant (2008)
2. Robert Simmers, CVT Program Coordinator (2009)
3. Ted Guarriello, Instructor of Industrial Technology (2009)
4. Richard Gagliardi, Instructor of Accounting (2008)
5. Dawn Reed, Research Associate, (2009)
6. Donna Marriott, Director of Human Resources **

Updated 03/12/08
## APPENDIX B

### TEACHING AND LEARNING COMMITTEE
#### 2008-2009 ASSIGNMENTS
(Updated September 10, 2008)

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop/review library acquisition policy (books, periodicals, data bases).</td>
<td>To be Studied</td>
<td>Anticipated completion and presentation to the Board in Fall 2008.</td>
</tr>
<tr>
<td></td>
<td>Assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Date)</td>
<td></td>
</tr>
<tr>
<td>2. Establish written credit to contact hour standards, as it impacts students, for lecture, lab, clinical and other experiential courses, as well as independent study.</td>
<td>Fall 2008 – Spring 2009</td>
<td>Research and collect information from other MD community colleges regarding contact hours.</td>
</tr>
</tbody>
</table>
### ASSIGNMENT

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review basic skills course placement/exit criteria and the College’s entry assessment criteria, with particular emphasis on who is assessed and who receives waivers and develop policy accordingly.</td>
<td>Expected to go to the Board in late Fall 2008.</td>
<td>Modifications have been made to the policy recommended by the committee and will be shared with the Faculty Assembly in early Fall 2008.</td>
</tr>
<tr>
<td>2. A policy regarding a time limit for completion of discontinued programs should be established.</td>
<td>Expected to go to the Board in late Fall 2008.</td>
<td>Modifications have been made to the policy recommended by the committee and will be shared with the Faculty Assembly in early Fall 2008.</td>
</tr>
<tr>
<td>3. Develop a policy for the evaluation of letters of recognition (LORS) and for short-term certificates.</td>
<td>Expected to go to the Board in late Fall 2008.</td>
<td>Modifications have been made to the policy recommended by the committee and will be shared with the Faculty Assembly in early Fall 2008.</td>
</tr>
<tr>
<td>4. Develop policy statements regarding eligibility for independent study.</td>
<td>Expected to go to the Board in late Fall 2008.</td>
<td>Modifications have been made to the policy recommended by the committee and will be shared with the Faculty Assembly in early Fall 2008.</td>
</tr>
<tr>
<td>5. Develop a policy that requires students to take the Measure of Academic Proficiency and Progress (MAPP) the test prior to their graduation.</td>
<td>Spring 2009</td>
<td>Anticipated to be completed this academic year for inclusion in the 2009-10 catalog.</td>
</tr>
</tbody>
</table>
### Assignments

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a policy regarding how HCC will accept credit from advanced</td>
<td>Assignment Completed</td>
<td>Along with collaboration with the WCPS and the Teaching and Learning Committee,</td>
</tr>
<tr>
<td>high school work [advanced placement, International Baccalaureate (IB),</td>
<td>(Date)</td>
<td>researching how other MD community colleges are handling this area is desired.</td>
</tr>
<tr>
<td>etc.].</td>
<td>Fall 2008 – Spring 2009</td>
<td></td>
</tr>
<tr>
<td>2. In anticipation of policy development, research and collect information</td>
<td>Assignment Completed</td>
<td></td>
</tr>
<tr>
<td>from other MD community colleges regarding course prerequisites and</td>
<td>(Date)</td>
<td></td>
</tr>
<tr>
<td>co-requisites.</td>
<td>Fall 2008 – Spring 2009</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX E

STUDENT AFFAIRS COMMITTEE
2008 - 2009 ASSIGNMENTS
(Updated 09/10/08)

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To be Studied</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assignment Completed (Date)</td>
<td></td>
</tr>
<tr>
<td>1. Develop a policy that addresses communicable diseases.</td>
<td>Fall 2008 – Spring 2009</td>
<td></td>
</tr>
<tr>
<td>2. Develop an equal opportunity policy (non-discrimination) for students.</td>
<td>Spring 2009</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F

ADMINISTRATIVE AND IT SERVICES COMMITTEE
ASSIGNMENTS FOR 2008 - 2009
(Updated September 10, 2008)

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a campus parking policy to include overnight parking, towing, etc.</td>
<td>To be Studied</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>2. Develop a policy on (1.) free speech and demonstrations; (2.) commercial solicitation, and (3.) proselytizing on campus.</td>
<td>Assignment Completed (Date)</td>
<td></td>
</tr>
<tr>
<td>3. Develop a policy and guidelines for fund raising by campus groups.</td>
<td>Fall 2008 - Spring 2009</td>
<td></td>
</tr>
<tr>
<td>4. Develop a policy for accepting and processing contributions/donated services</td>
<td>Spring 2009</td>
<td></td>
</tr>
</tbody>
</table>

Along with a policy, develop administrative review processes and involve the HCC Institutional Advancement Office.
# APPENDIX G

**HUMAN RESOURCES COMMITTEE**  
**2008-2009 ASSIGNMENTS**  
(Updated 09/10/08)

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>STATUS</th>
<th>DATE AND PROGRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop policy statements regarding the College’s support of professional development and tuition assistance.</td>
<td>Fall 2008</td>
<td>The committee requested that it modify the current policy. HR staff and executive officers will determine the processes and amounts of reimbursement. The Governance Council agreed at its April 25, 2008 meeting.</td>
</tr>
<tr>
<td>2. Revisit, and refine accordingly, the College’s floating holiday policy.</td>
<td>Fall 2008</td>
<td></td>
</tr>
<tr>
<td>3. Develop a policy for utilization of sick leave for faculty and non-faculty.</td>
<td>Spring 2009</td>
<td>Issues of equity in regard earning and using sick time resulted in the need for policy development.</td>
</tr>
</tbody>
</table>