ADMINISTRATIVE AND IT SERVICES COMMITTEE
ASSIGNMENTS FOR 2009 - 2010
(Updated October 22, 2009)

ASSIGNMENT	STATUS		DATE AND PROGRESS
	To be Studied	Assignment Completed (Date)	
1. Develop a policy on free speech and demonstrations.	Fall 2009		The draft of the Free Speech and Peaceful Demonstrations policy has been completed. To date it has been reviewed by the President, Executive Officers, and the Coordinator of Student Activities. It has been presented to the President, Board of Trustees and Faculty Assembly for comment. Since substantial changes have been made it will again be shared with Faculty Assembly and the President. A final review will be conducted by legal counsel before the policy is presented to the Board of Trustees for approval.
2. Develop a policy on commercial solicitation and proselytization on campus.	Fall 2009 – Spring 2010		A draft policy has been developed but will require additional work. A preliminary review was conducted with the Coordinator of Student Activities. Much valuable input was provided and the committee will continue to develop this policy. A joint meeting with the Student Affairs Council may be held to ensure that the student perspective is considered.
3. Develop a campus parking policy to include overnight parking, towing, etc.	Fall 2009		A draft policy has been developed and reviewed with the Chief of Campus Police and Safety and the President. Final modifications are being made.
4. Develop a policy and guidelines for fund raising by campus groups.	Fall 2009 - Spring 2010		
5. Develop a policy for accepting and processing contributions/donated services	Spring 2010		Along with a policy, develop administrative review processes and involve the HCC Institutional Advancement Office.