

Administrative and Information Technology Services Committee
Meeting Minutes

February 25, 2010

Present: Anna Barker, Joe Marschner, Craig Fentress, Anne Myers and Carolyn Hoover (Gloria Hughes and Karen Yates...Absent)

Guest: President Altieri

Topics for this meeting were:

- Sponsored Commercial Activity

Sponsored Commercial Activity Policy:

Dr. Altieri provided the committee with direction on the draft of this policy. The first issue is to separate internal versus external. Any unauthorized external solicitation is not acceptable.

The internal solicitation can be viewed as:

- Functionality (as the activity pertains to your area of responsibility)
- Increase of Resources (funding for campus related clubs, etc)
- Non-Profit Organization Support (employee support/promotion of non-profits)

Employees selling girl scout cookies or such items that support a non-profit organization should use discretion in using College resources to obtain support for such fund raising.

Co-Chair inquired about Student Activities inviting groups such as Sams Club, Banks, credit card companies, etc. on campus. With intention to support student awareness concerning financial affairs. President's reply was NO, not acceptable as a campus sponsored activity.

Also, a vendor that would obtain increased sales (profit) by receiving an invitation from an HCC employee to come on campus is not acceptable.

Co-Chair inquired about book reps that visit campus and have contact with faculty. President advised that this is in the realm of acceptable practice. The book reps would be considered part of the functionality of academic affairs/faculty.

Back to student activities.....not the function of this office to offer vendors opportunity to save students money.

How about Mary Kay sales? NO, but could possibly be structured through the Dean of Students office as a function of that office.....part of a workshop offered to students.....preparing for an interview.

This committee should consider the fund raising policy for consistency in handling similar situations. Also, compare with wording on solicitation in the facilities use agreement currently being used by the College.

Cannot use College property for personal gain.

President suggested that the committee provide a flowchart and some examples of activity that is acceptable vs. unacceptable.

Action Required: Update draft policy to include suggested changes. Each committee member should come up with 2 examples.

Miscellaneous:

Next Meeting: March 25, 2010 Location: CP 136