ASSIGNMENTS FOR ADMINISTRATIVE AND IT SERVICES COMMITTEE
2011 - 2012
(Updated 10.13.11)

ASSIGNMENT	STATUS		DATE AND PROGRESS
	To be Studied	Assignment Completed (Date)	
1. Develop a policy and guidelines for fund raising by campus groups. New component added on 10/13 by GA: Address fund raising off-campus when an activity is not deemed appropriate as an on-campus event (e.g. student clubs holding events in which alcohol is served, yard sales, car washes, etc.)	2011-2012		Close to draft stage per Joe Marschner, 10/13/11
2. Develop a policy for accepting and processing contributions/donated services			Along with a policy, develop administrative review processes and involve the HCC Institutional Advancement Office.
3. Develop a posting policy for messages and notices, both electronic and hard copy.			Hold until need has been determined
4. Develop a policy for the College's use of social networking.	2011-2012		Will coordinate with Beth Stull and Donna Marriott