

# Hagerstown Community College



## Board of Trustees Policy Manual

October 2012



**HAGERSTOWN COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

**JULY 1, 2012**

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TRUSTEES POLICY MANUAL  
TABLE OF CONTENTS

	<u>Section</u>
<b>Series 1000 - Legislation</b>	
Laws, Statutes, and Constitutional Provisions Affecting Community Colleges in Maryland	
Scope and Definitions.....	1010
General Regulations and Policies for Community Colleges.....	1020
Community College Finance.....	1030
Construction Procedures.....	1040
Space Allocation Guidelines.....	1050
Trustees County Residency Requirement (HB 1026).....	1060
<b>Series 2000 - Board of Trustees</b>	
Bylaws .....	2010
Vision, Mission, and Goals .....	2020
Code of Trust .....	2030
Policy Creation .....	2040
Trustees Reimbursement for College-related Expenses .....	2050
<b>Series 3000 – Admissions, Tuition / Fees Assessment</b>	
Admissions Policy .....	3005
Entry Assessment and Course Placement .....	3006
Credit Tuition.....	3010
Student and Community Fee Schedule.....	3020
Make-up Exam Fee .....	3021
Student Residency Tuition Policy .....	3040
In-County Resident Status for Students Displaced by Natural Disasters .	3041
ESSENCE Program Tuition Discount .....	3060
ESSENCE II Program Tuition Discount.....	3061
Maryland National Guard Tuition Discount .....	3070
<b>Series 4000 – Instruction and Student Services</b>	
Minimum Number of Credits Required for Graduation.....	4005
General Education Policy .....	4010
Involuntary Student Course Withdrawal .....	4011
Pass or Satisfactory Grade Transfer Credits .....	4012
Repeating a Course .....	4013

Discontinued Credit Programs .....	4014
Multiple HCC Credit Credentials .....	4015
Workplace Learning.....	4016
Credit for Life Experience .....	4017
Independent Study.....	4018
Acceptance of International Baccalaureate (IB) Credits.....	4019
Student GPA Calculation .....	4020
Dean’s List Eligibility .....	4021
Online Degree, Certificate, and Letter of Recognition Programs .....	4022
Student Success and Integrity of Web-based Courses & Programs .....	4023
Job Training Institute .....	4030
Intercollegiate Athletic Programs .....	4035
Student Activities Policy.....	4036
Code of Student Conduct .....	4040
Student Drug and Alcohol Abuse Policy .....	4041
Free Speech and Anti-Discrimination Policy.....	4042
Student Honor Code.....	4050
General Grievance Policy for Students .....	4060
Student Government Association Constitution .....	4070

**Series 5000 – Employees**

General Human Resources Policy Statement.....	5001
Recruitment, Selection, and Hiring Employees.....	5002
Equal Employment Opportunity .....	5003
Employee Guidance and Progressive Discipline.....	5004
Employee Performance Evaluations .....	5005
Dismissal of Employees .....	5006
Employee Grievance .....	5007
Temporary Employees .....	5008
Independent Contractors .....	5009
Compensation Policy.....	5010
Retiree Health Benefits .....	5019
Employee Benefits Policy.....	5020
Employee Sick Leave Bank Policy .....	5021
Voluntary Long Term Care Insurance Benefit .....	5028
Voluntary Vision Insurance Benefit.....	5029
Additional AFLAC Voluntary Benefits .....	5030
Employment, Responsibilities, and Professional Conduct.....	5031
Discrimination and Harassment.....	5032
Sexual Harassment.....	5033
Conflict of Interest Policy .....	5035
Administrative Staff Sabbatical Leave .....	5040
Employee Leave .....	5041
Family and Medical Leave.....	5042
Military Leave – Reserve Training and Active Duty.....	5043
Carry Over Vacation .....	5044

Full-time Faculty Load, Promotion, and Tenure Policy .....	5050
Contact Hour to Academic Credit Policy .....	5052
Team Teaching Contact Hours .....	5053
Flexible Scheduling for Full-Time Faculty .....	5055
Probationary Period for Incoming Faculty .....	5060
Comprehensive Emeritus Policy .....	5070
Extension of the Social Security Act to Employees of the College .....	5080
Alternate Contributory Pension Selection Plan (ACPSP).....	5081
Professional Membership .....	5090
Professional Development, Tuition Assistance, and Tuition Waiver .....	5091
Drug/Alcohol Free Environment .....	5092
Acceptable Computer Usage.....	5093

**Series 6000 – Business Office**

Opportunity Fund .....	6010
Purchasing Policies .....	6020
Audit Committee Charter.....	6025
Appointment of External Auditors .....	6030
Cash Receipts Policy .....	6035
Debt Policy.....	6037
Asset Capitalization and Inventory Control.....	6039
Investment Policy.....	6040
GASB 45 .....	6045
Financial Exigency.....	6050
Identity Theft Prevention Program.....	6060

**Series 7000 – Continuing Education and Community Services**

Continuing Education Tuition and Fees .....	7010
Library Use by Non-HCC Users.....	7050
Facilities Usage by Outside Agencies .....	7060
GED Tuition Discount .....	7070

**Series 8000 – General College Policies**

Governing Authority for Campus Police Force .....	8005
Criminal Background Checks.....	8006
Shared Governance Model.....	8010
Alcohol at Special Campus Events .....	8020
Smoking.....	8030
Bloodborne Pathogens Exposure Control.....	8040
Communicable Disease .....	8041
Parking and Traffic Policy .....	8050
College Vehicle Use.....	8055
Naming Facilities.....	8060
College Center Name Change .....	8061
Classroom Building Name Change .....	8062

Arboretum and Campus Gardens .....	8065
Arboretum and Garden Gifts Rate Schedule .....	8066
Free Speech and Peaceful Demonstrations Policy.....	8068
Solicitation Policy.....	8069
Campus and Workplace Violence .....	8070
Sexual Assault.....	8071
Information Technology Hardware and Software Standards .....	8075
Library Development Policy .....	8076
Volunteer Corps .....	8080
Cultural Diversity Plan .....	8090

## **Appendix of Board Information Items**

- Appendix A - Maryland State Regulatory Agencies  
(Maryland Higher Education Commission and Others)
- Appendix B - Middle States Commission on Higher Education
- Appendix C - Maryland Association of Community Colleges
- Appendix D - Association of Community College Trustees
- Appendix E - Hagerstown Community College History
- Appendix F - Master List of HCC Trustees – 1946 to Present

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# **Title 13B MARYLAND HIGHER EDUCATION COMMISSION**

## **Subtitle 07 COMMUNITY COLLEGES**

### **Chapter 01 Scope and Definitions**

**Authority: Education Article, §11-105, and Title 16, Annotated Code of Maryland**

13B.07.01.01

**.01 Scope.**

A. Except as otherwise provided, all regulations and policies of the Commission apply to both credit courses and programs and continuing education noncredit courses.

B. This subtitle applies to the Baltimore City Community College except for the following:

- (1) COMAR 13B.07.02.02B;
- (2) COMAR 13B.07.02.03B(1) and (2);
- (3) COMAR 13B.07.02.03C(1), D, E, and F;
- (4) COMAR 13B.07.02.04C;
- (5) COMAR 13B.07.02.06;
- (6) COMAR 13B.07.03; and
- (7) COMAR 13B.07.04.01, .03, .04, .05, and .06.



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## **.02 Definitions.**

A. In this subtitle, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Board of trustees of a college" means the governing board of a college or system.

(2) College.

(a) "College" means a public community college or regional community college authorized to operate in Maryland.

(b) "College" includes Baltimore City Community College, except as provided in Regulation .01B of this chapter.

(3) "Commission" means the Maryland Higher Education Commission.

(4) "Continuing education course" means a course for which academic credit is not awarded.

(5) "Contract amount" means the total amount received by a college from a local, State, or federal contract, plus any other federal or State revenue related to the contract, excluding full-time equivalent student (FTE) State support.

(6) "County" means:

(a) A political subdivision of the State that supports a community college under Education Article, §16-201, Annotated Code of Maryland; and

(b) The total of all counties that support a regional community college under Education Article, §16-302, Annotated Code of Maryland.

(7) "County resident" means a student who has maintained a domicile in the county or region served by the college for at least 3 months before the date of enrollment at a college.

(8) Direct Costs.

(a) "Direct costs" means expenditures that are clearly incurred by the college in the fulfillment of a federal, State, or local contract or grant, and are explicitly related to the performance or fulfillment of the contract or grant.

(b) "Direct costs" includes salaries, wages, benefits, services, materials, and equipment.

(9) "Domicile" means:

(a) A student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely; or

(b) The permanent place of abode of any person or persons contributing more than 1/2 of the student's financial support during the most recently completed year.

(10) "Dual enrollment student" means a secondary student who is enrolled in college courses and receives both high school and college credit for the courses completed.

(11) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

(12) "Electronic signature" means an electronic sound, symbol, or process that is a protected entity, attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

(13) "Eligible employee" means a full-time, nontemporary employee of the college who is entitled to receive full employment benefits at the college.

(14) "Equated credit" means contact hours divided by 15.

(15) "Full-time day equivalent (FTDE)" means the total number of credit hours taught on campus between 8 a.m. and 5 p.m., divided by 15 credit hours.

(16) "Full-time equivalent faculty (FTEF)" means the number of full-time faculty plus the number of course credit hours eligible for State aid and taught by part-time faculty during a given fiscal year, divided by 30.

(17) "Full-time equivalent student" means the quotient of the number of student credit hours produced in the fiscal year which is 2 years before the fiscal year for which the State share is calculated, divided by 30.

(18) "Gifted and talented" means an elementary or secondary school student who is identified by professionally qualified individuals as having outstanding abilities in one or more of the following areas:

- (a) General intellectual capabilities;
- (b) Specific academic aptitudes; or
- (c) Creative, visual, or performing arts.

(19) "Indirect costs" means the number of full-time equivalent (FTE) students taught under a training contract multiplied by the budgeted current year net cost per FTE for that college per the Annual Budget Report (form MHEC-CC-5), multiplied by the percentage of the adjusted current unrestricted expenditures in all functions other than instruction as reported in the current Annual Budget Report (form MHEC-CC-5) for that college.

(20) "Maryland resident" means a student who has maintained a domicile in Maryland for at least 3 months before the date of enrollment at a college.

(21) "Protected entity" means a process for verifying that an electronic signature is that of a specific person to whom the electronic signature is being attributed.

(22) "Record" means information that is inscribed on a tangible medium or that is stored in an electronic or other medium retrievable in a perceivable form.

(23) "Secretary" means the Secretary of Higher Education.

(24) Standardized Test.

(a) "Standardized test" means a test distributed by external agencies for determining academic equivalence of knowledge or skills, or both.

(b) "Standardized test" does not include departmental or other examinations developed and administered by the college.

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#### **Administrative History**

**Effective date: January 26, 1998 (25:2 Md. R. 77)**

**Regulation .02B amended effective September 17, 2001 (28:18 Md. R. 1622); June 23, 2003 (30:12 Md. R. 791)**

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# **Title 13B MARYLAND HIGHER EDUCATION COMMISSION**

## **Subtitle 07 COMMUNITY COLLEGES**

### **Chapter 02 General Regulations and Policies for Community Colleges**

**Authority: Education Article, Titles 11, 15 and 16, Annotated Code of Maryland**

13B.07.02.01

**.01 Admission and Transfer of Students.**

A. A college shall adhere to the:

- (1) Admissions requirements set forth in COMAR 13B.02.02; and
- (2) Transfer requirements set forth in COMAR 13B.06.01.

B. Gifted and Talented Students.

- (1) A college may admit gifted and talented students.
- (2) A gifted and talented student may enroll in programs or other college-level credit or noncredit courses, as determined by the appropriate college and school officials.

C. Dual Enrollment Students.

- (1) A college may admit dual enrollment students.
- (2) A college may waive tuition and fees for dual enrollment students.
- (3) A dual enrollment student may enroll in programs or other college-level credit or noncredit courses, as determined individually by the appropriate college and school officials.

## **.15 Admission.**

### **A. Admissions Policy.**

- (1) An institution's admissions policy shall be related to the objectives and resources of the institution, and clearly stated.
- (2) An institution that maintains an open-door policy shall make adequate provision for placement testing, counseling, and compensatory services. Similarly, an institution that has a very selective admission policy shall ensure sufficient challenge and stimulus for its students.
- (3) There shall be a demonstrable correlation between admissions policies and educational practices.
- (4) Because the admissions policy affects all aspects of institutional planning, funding, and staffing, an institution shall carefully plan the admissions policy to determine whether it is serving the needs and interests of its students, or how it could be doing so more effectively.
- (5) The admissions policy shall be nondiscriminatory, and in compliance with all State and federal laws with regard to nondiscrimination.

### **B. Individuals To Be Admitted.**

- (1) A student admitted to a degree-granting institution shall:
  - (a) Be a graduate of a high school accredited either by its own state department of education or by a regional accrediting association recognized by the United States Department of Education; or
  - (b) Have received a high school equivalency certificate or a high school equivalency diploma.
- (2) Notwithstanding §B(1) of this regulation, an institution may admit to college level courses and programs individuals who present evidence, through testing or other means, of the ability to profit from the instruction. In making decisions about the potential of these individuals to complete a course or courses, or programs, the institution may consider previous formal education, equivalency of other learning by examination, and competencies gained through practical experience, maturity, or other appropriate criteria.

C. In those instances when a student has been admitted under exceptions to existing institutional policies, the institution shall retain an explanation of those exceptions.

D. The receiving institution shall limit the credit earned in or transferred from an associate degree-granting institution to approximately 1/2 the baccalaureate degree program requirement, not to exceed 70 credits. The receiving institution shall limit these transferred credits to the first 2 years of the undergraduate educational experience.

## **.02-1 Admission of Transfer Students to Public Institutions.**

### **A. Admission to Institutions.**

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more semester hours of credit, may not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in §A(4) of this regulation.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 semester hours of credit, is eligible to transfer to a public institution regardless of the number of credit hours earned if the student:

- (a) Satisfied the admission criteria of the receiving public institution as a high school senior; and
- (b) Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

- (a) Based on criteria developed and published by the receiving public institution; and
- (b) Made to provide fair and equal treatment for native and transfer students.

### **B. Admission to Programs.**

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

- (a) Are developed and published by the receiving public institution; and
- (b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

- (a) Based on criteria developed and published by the receiving public institution; and
- (b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

### **C. Receiving Institution Program Responsibility.**

(1) The faculty of a receiving public institution is responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.



## **.02 Continuing Education.**

A. A college may not identify a continuing education course or a series of continuing education courses as credit programs.

B. Procedures and Requirements for State Funding (Not Applicable to Baltimore City Community College).

(1) A college shall submit to the Commission enrollment information for all State-approved noncredit continuing education courses offered during a fiscal year.

(2) A college may not receive State funding for continuing education courses until the Commission approves the courses.

(3) A college shall conduct and advertise continuing education courses in accordance with the approved description, objectives, and title.

(4) A college shall teach continuing education courses for a minimum of 5 contact hours, unless a lesser number of hours is specifically approved by the Commission for purposes of certification or contracted training.

(5) The Commission may not approve recreational courses for State funding.

(6) A continuing education course shall be approved for a period of not less than 2 fiscal years unless the college has been otherwise notified in writing by the Commission.

(7) The Commission may not retroactively apply new submission and evaluation criteria to continuing education courses approved for State funding.

(8) A college shall maintain an open file of general course descriptions and course objectives for each continuing education course offered.

(9) A college shall retain original enrollment records for continuing education courses certifying student eligibility for State aid for at least 5 years.

(10) When two or more colleges jointly sponsor a noncredit continuing education course, participating students shall be enrolled, recorded, and registered by the college that will ultimately submit the request for State funding for the course.

(11) A student enrolled in continuing education courses for which State funding is requested shall pay tuition or fees, or both, unless otherwise permitted by State law.

(12) A college may not receive State funding for students younger than 16 years old enrolled in continuing education courses, unless otherwise permitted by State law.

(13) A high school student concurrently enrolled in continuing education courses that are part of the student's high school curriculum may not be submitted for State funding.

(14) An employee of the college who is enrolled in continuing education courses without payment of tuition, either through tuition waiver, tuition payment-reimbursement, or by direct finance of the course work by individual college departments, may not be submitted for State funding.

(15) Instruction in continuing education courses shall involve either direct or delayed faculty and student interaction which may include interactive video, live and video teleconferencing, and computer conferencing.

(16) A continuing education course that is approved for State funding shall be open to the public, except when the course is being offered under contract to meet employee training needs.

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### **.03 Student Residency Policy.**

#### A. College Policies.

(1) A college board of trustees shall adopt and publish in the college catalog or other public document a policy governing classification of students by domicile for tuition purposes.

(2) The classification of students by domicile shall be in accordance with this chapter.

(3) An individual's immigration status may not preclude award of Maryland residency under this policy if the individual has the legal capacity to establish domicile in Maryland.

(4) A college shall provide in its policy an opportunity for a student to request a change in residency classification or to appeal a current classification.

#### B. The policy in §A of this regulation shall distinguish at least the following categories of students:

(1) Residents of the county or counties that support the colleges (not applicable to Baltimore City Community College);

(2) Maryland residents from outside the county or counties that support the college (not applicable to Baltimore City Community College); and

(3) Out-of-State residents.

#### C. Tuition Requirements.

(1) Out-of-State students shall pay tuition in accordance with Education Article, §16-310(a), Annotated Code of Maryland (not applicable to Baltimore City Community College).

(2) Out-of-county or out-of-region students shall pay tuition in accordance with Education Article, §16-310(b), Annotated Code of Maryland.

(3) A student enrolled in a program designed as health manpower shortage, Statewide or regional by the Commission shall be considered a resident for tuition purposes.

#### D. Contract Authorization (not applicable to Baltimore City Community College).

(1) A college may adopt a policy allowing it to enter into a contract to provide education or training for public or private sector employees or members with a public or private sector employer or nonprofit organization that maintains facilities, operates, or does business in the State. The contract may provide for a set contractual fee in place of payment of tuition under the following conditions:

(a) The employee or member is enrolled in credit or noncredit courses that will benefit the employer or nonprofit organization;

(b) The employer or nonprofit organization pays the fee charged by the college; and

(c) The fee reasonably reflects the usual costs charged to students in the same or similar courses.

(2) Contractual arrangements under this program may include customized training as well as employer-paid or organization-paid tuition and tuition reimbursement plans.

(3) The employees or members enrolled under this program are eligible to be considered Maryland residents for

purposes of State aid.

E. A student enrolling in a credit course or a noncredit continuing education course at a college shall indicate by electronic signature or in writing, on a form prescribed by the board of trustees of the college, whether the student is a resident of the State and the county or region (not applicable to Baltimore City Community College).

F. The following students shall be considered to be Maryland residents (not applicable to Baltimore City Community College):

(1) Military personnel and their dependents who have a domicile in Maryland at the time of entrance into the armed forces and who are stationed outside the State;

(2) Military personnel stationed in Maryland and on active duty who did not have a domicile in Maryland at the time of entrance into the armed forces, and their dependents;

(3) A student enrolled in a program designated by the Commission as a health manpower shortage program; and

(4) A student from outside the State who enrolls as part of a reciprocity agreement negotiated between Maryland and another state.

G. Nursing Students.

(1) A student from outside the State who is formally admitted and enrolled in an education program leading to licensure in nursing is considered a resident for tuition and State aid purposes if the student:

(a) Furnishes a surety bond or guaranteed promissory note to the Commission through the college, with security satisfactory to the Commission, that on completion of the nursing education program the student will work full-time in Maryland for at least 2 years in a hospital or related institution, as defined in Health-General Article, §19-301, Annotated Code of Maryland;

(b) Provides the surety bond or promissory note at the time of registration; and

(c) Reports the student's current address and employment status to the Commission each year after the student's graduation until the student's work obligation has been completed.

(2) Each college shall report by December 15 of each year to the Commission the total number of students participating in this program and the total dollar amount for the previous academic year.

H. An individual who the college determines to be a Maryland resident in accordance with this regulation is considered a Maryland resident for purposes of State aid.

13B.07.02.04

**.04 Tuition Waiver for Faculty, Staff, and Dependents.**

A. If permitted by policy of the board of trustees, a faculty or staff member, or dependents of the faculty or staff member, may enroll in a class on a space-available basis without payment of tuition.

B. A board of trustees may limit the conditions under which individuals may enroll without payment of tuition or the total number of classes in which they may enroll during a term.

C. An individual who enrolls without payment of tuition because of status as an employee or dependent of an employee is not counted in the computation of full-time equivalent students for purposes of State funding (not applicable to Baltimore City Community College).

D. Instead of a direct tuition waiver, a college may accomplish the purposes of this regulation by tuition deferment or tuition reimbursement if an individual so treated is not included within the computation of full-time equivalent students for purposes of State funding.

## **.05 Foundations.**

A. A college may participate in the establishment of a foundation or foundations associated with it for the purpose of assisting the college to perform its mission.

B. If one or more foundations associated with a college are established, the provisions in C-----N of this regulation govern the college's activities in relation to the foundation or foundations.

C. A college shall require as a condition of acceptance of funds from an affiliated foundation that an annual audit of the foundation's fiscal affairs is conducted by an independent certified public accountant, with sufficient detail to allow the college and boards of trustees to ascertain the purposes of expenditures, including the assurance that funds are accounted for and used in accordance with donor instructions. In addition, the audit report shall contain a management letter which specifically addresses the operating procedures of the foundation and recommends any corrective actions necessary to ensure fiscal propriety and efficiency.

D. A college shall require as a condition of acceptance of funds from an affiliated foundation that the foundation provide the college with a detailed annual report of expenditures made to or on behalf of the college's employees which has been verified by the foundation's independent audit.

E. A college may not accept funds from an affiliated foundation unless the foundation uses generally accepted accounting principles and practices. These need not be the same as those employed by the college.

F. A college shall require that an annual report stating major activities, officers, and employees of the foundation is on file with the college and is available to the general public and other interested parties upon request.

G. Since the basic purpose of a foundation is the enhancement of the college, a foundation may engage in any activity considered legitimate to a private corporation which does not conflict with law, its articles of incorporation, any applicable donor instructions, or the mission of the college. The board of trustees and the college shall monitor their relationship with an affiliated foundation to ensure compliance with the limitations in this section.

H. The board of trustees shall develop and adopt specific regulations which deal with the relationship between the board, the college, and the foundation. In addition, these regulations shall be further supported by written agreements which are necessary to clearly delineate the structure of the relationship as well as stress the separate identities of college and foundation. These regulations and agreements shall deal with procedures for acceptance of contributions from the foundation, the use and reimbursement by the foundation of the college's facilities, resources and personnel, and the dual or supplemental employment of the college's employees by the foundation.

I. The board of trustees shall ensure that all additional costs incurred by a college as a result of providing a service, resources, or a facility to the foundation are properly reimbursed by the foundation.

J. To avoid possible confusion or misrepresentation to the general public, the board of trustees and the college shall ensure that all correspondence, solicitations, activities, and advertisements concerning the foundation are readily identified as being from the foundation.

K. The board of trustees shall ensure that the college does not use foundation funds for the purpose of circumventing State policies or regulations by engaging in activities or making expenditures which have been denied the college for other than purely financial reasons.

L. In addition to the provisions of C-----K of this regulation, the board of trustees and the college may adopt any other regulations, policies, or guidelines necessary to guarantee the foundation's responsiveness to the college's mission and needs.

M. A copy of the regulations adopted by each board of trustees, any changes to the regulations, and a listing of all associated foundations shall be supplied to the Commission upon request.

**.06 Optional Retirement Program.**

A. There is an Optional Retirement Program established for the colleges.

B. The Commission staff shall determine the eligibility of a college employee following the filing of a certification of professional position signed by the college president.

C. A certification of professional position shall attest that the position:

- (1) Requires, and the incumbent possesses, an earned baccalaureate or higher degree;
- (2) Requires service of not less than half the working hours required of similar positions at the college, that is, the position is at least half-time;
- (3) Requires use of skills which are predominantly mental or intellectual, rather than physical or manual;
- (4) Is not considered by the college to be a clerical position; and
- (5) Is not funded by federal or special funds, or from auxiliary enterprise operations.

D. A college president or any employee may request an exception to the above eligibility criteria and shall provide relevant information necessary to determine whether the exception shall be granted in the particular case.

E. Decisions on eligibility made by the Commission staff in accordance with this policy may be appealed to the Commission.

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**Administrative History**

**Effective date: January 26, 1998 (25:2 Md. R. 77)**

**Regulation .03C amended effective April 15, 2002 (29:7 Md. R. 621)**

**Regulation .03E amended effective June 23, 2003 (30:12 Md. R. 791)**

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**Title 13B MARYLAND HIGHER EDUCATION  
COMMISSION**

**Subtitle 07 COMMUNITY COLLEGES**

**Chapter 03 Community College Finance**

**Authority: Education Article, §11-105, and Titles and 16, Annotated Code of Maryland**



13B.07.03.01

**.01 Community College Finance (Not Applicable to Baltimore City Community College).**

A. A college shall annually prepare an operating budget and a capital budget request in accordance with applicable State law and procedures prescribed by the Commission in its Financial Guidelines and Procedures Manual and the Community College Facilities Manual, respectively. A copy of the approved operating budget shall be submitted to the Commission by July 1.

B. A college shall use the budget functions established by the Commission, and each county governing body supporting a college shall make appropriations by these major functions.

**.02 Auditing Guidelines (Not Applicable to Baltimore City Community College).**

A. A college shall submit annually a signed financial and enrollment audit in accordance with this chapter.

B. Performance of the Audit.

(1) The audit is to be conducted by an independent certified public accountant, and the cost of the audit shall be the responsibility of each college.

(2) An annual audit performed by an official auditor of a county shall satisfy the annual audit requirement if it otherwise meets the requirements of the statutes and this chapter and if the official auditor is approved by the Commission with the concurrence of the Legislative Auditor.

(3) The Legislative Auditor may perform the required annual audits. However, the Legislative Auditor shall give notice of the Auditor's intent to perform the annual audit of a college before the start of the fiscal year to be audited. The cost of this audit is the responsibility of each college.

(4) The Legislative Auditor may be directed to undertake special audits of a college by the Joint Budget and Audit Committee of the General Assembly. These audits are conducted at State expense.

C. Selection of the Independent Certified Public Accountant.

(1) The selection of the independent certified public accountant who will conduct the audit is the responsibility of the local board of trustees for each college.

(2) The arrangements made with the independent certified public accountant shall:

(a) Be in writing;

(b) Specify that these regulations are being followed; and

(c) Be approved in advance by the college's board of trustees.

(3) The independent certified public accountant shall determine the nature and extent of the review required to render an opinion.

D. Audit Requirements.

(1) An audit of a college shall be conducted in accordance with the American Institute of Certified Public Accountants Industry Audit Guide: Audits of Colleges and Universities, and in compliance with generally accepted auditing standards.

(2) If the auditor is unable to express an unqualified opinion on financial statements, a separate letter shall be submitted to the Commission by the college which indicates in detail management's plan to correct the problem so that the auditor can issue an unqualified opinion in the future. These letters shall accompany the financial statements when they are submitted to the Commission.

(3) Management Letter.

(a) A college shall require the independent certified public accountant to issue a management letter to the college which shall contain a listing of all material weaknesses in the college's system of internal controls. A copy of the auditor's management letter and the college's response to each item in the management letter shall be filed with the Commission.

(b) The auditor shall follow up on previous material weaknesses, the college's response, and the action taken by the

Commission in ensuing years to ensure that controls have been implemented. Noncompliance with the auditor's recommendations shall be noted in future management letters.

(4) Each board of trustees shall engage the independent certified public accountant to perform an audit on the Annual Financial Report to the Commission (form MHEC-CC-4) which is a special purpose report required by the Commission. The independent certified public accountant shall render a report on the scope of the accountant's examination of the Annual Financial Report (form MHEC-CC-4) and express the accountant's opinion as to the fairness of the Summary Statement of Revenues and Expenditures and the enrollment data. Explicit references are required with regard to enrollment data and whether the principles and procedures governing the interrelationship between the current unrestricted general fund and the auxiliary enterprise fund result in a fair presentation of the current unrestricted general fund revenues and expenditures. The independent certified public accountant also shall prepare a reconciliation of any differences in total current general unrestricted revenues and expenditures as shown in the Annual Financial Report (form MHEC-CC-4) and those same revenues and expenditures as reflected in the audited financial statements. For purposes of expressing an opinion on the Annual Financial Report (MHEC-CC-4), the independent certified public accountant shall comply with §D(5)----(15) of this regulation.

(5) Full-time equivalent student enrollment shall be audited with the same diligence as applied to the financial statements, that is, the general standards and standards of field work apply to the enrollment audit. The specific tests of the enrollment records and the auditing procedures to be applied to the enrollment records are the responsibility of the independent certified public accountant.

(6) Full-time equivalent students equal total student credit or equated credit hours generated in a fiscal year divided by 30.

(7) Full-time equivalent enrollment:

(a) Is measured as of the end of the third week of classes each semester and after 20 percent of the time has lapsed for shorter sessions; and

(b) In credit or equated credit courses which continue for a period of time which is more or less than a semester, is measured at a point in time which is 20 percent of the total course time.

(8) Except as provided in COMAR 13B.07.02.03F and G, students shall be classified by their geographic area of residence to ensure that out-of-State students do not enter into the computation of full-time equivalent students for State aid purposes.

(9) A faculty or staff member, or dependents of the faculty or staff member of the college enrolled without tuition charge, may not be included in the computation of full-time equivalent students for the purposes of State aid.

(10) A college may not enter into a contractual agreement with an organization or institution which offers instruction resulting in credit or equated credit submitted for State aid to the college without the prior approval of the Commission.

(11) A college may not submit for State aid credits awarded to students for:

(a) Satisfactory completion of standardized tests of college-level performance, competency, or aptitude; or

(b) Work experience or life experience which does not require direct college instruction or supervision.

(12) Unless otherwise approved by the Commission, full-time equivalent enrollment is to be reported to the Commission within the fiscal year in which the courses are taught. Full-time equivalent enrollment in credit or equated credit courses that are conducted over the fiscal year end shall be reported in the fiscal year in which the courses are predominantly taught.

(13) An auditor shall direct particular attention to sections of the Commission general policies regarding contractual agreements with organizations offering instruction, State or federally funded contracts, and maintenance of effort by local subdivisions.

(14) When local, State, or federally funded contracts or grants, or both, pay for program or course costs, or both, State

aid is not paid for that proportion of full-time equivalent students whose total costs are funded by the grant or contract.

(15) There is a clear distinction between the State's participation in support of current expenses and in support of construction projects, and this distinction shall be maintained in the college's accounts and reports.

(16) Transfer expenditures are included in adjusted current unrestricted operating expenditures only if the nature of the transfer coincides with the definition of an expenditure defined as a current general unrestricted fund expenditure.

(17) Encumbrances outstanding at year end shall be substantiated by written and approved purchase orders or contracts for the future delivery of goods or services not received as of June 30. In the preparation of financial statements, open encumbrances are to be reported under generally accepted accounting principles as a reservation of fund balance, since the commitments will be honored through subsequent year's expenditures. Open encumbrances outstanding at year end do not constitute expenditures or liabilities in the financial statements or in the Annual Financial Report (MHEC-CC-4).

#### E. Filing Requirements.

(1) Three copies of the formal audit report, the financial statements, the management letter, recommendations, and the college's response to the management letter shall be filed with the Commission within 90 days of the close of each fiscal year.

(2) Three copies of the Annual Financial Report (form MHEC-CC-4) shall be filed with the Commission within 90 days of the close of each fiscal year. The copies shall be accompanied by a transmittal letter signed by the president of the college which indicates that the president is aware of the contents of the report.

(3) The Commission shall forward copies of the required reports to the Legislative Auditor to fulfill the requirements of the statutes.

#### (4) Extensions.

(a) A written request for an extension of time to file the required reports and the management letter shall be received by the staff of the Commission before the original due date.

(b) An extension of time is not normally granted for the Annual Financial Report (form MHEC-CC-4).

(c) A request for an extension of time for the Annual Financial Report may be considered if:

(i) Detailed reasons are stated that indicate why the reporting deadline cannot be met;

(ii) The request indicates the estimated date the audit will be completed and the report filed; and

(iii) The request is signed by the president of the college.

**.03 Withholding State Aid (Not Applicable to Baltimore City Community College).**

A. If the Commission determines that satisfactory progress has not been made toward correcting material weaknesses or implementing any other audit recommendations that the Commission considers appropriate, the Commission shall declare that the college is subject to withholding of State aid if the problem is not corrected within a reasonable time specified by the Commission. The local government shall be notified about the potential for the withholding of State aid if corrective actions are not undertaken.

B. When the Commission formally notifies the college in accordance with §A of this regulation, the Commission shall advise the college of the maximum amount of aid that is at risk. In arriving at this amount, the Commission shall consider the number and degree of materiality of the uncorrected management letter recommendation or recommendations. The amount withheld shall be not less than 10 percent of the estimated aid payment for the fiscal year in which aid is withheld. Aid withheld may not be subsequently reimbursed to the college.

C. The Commission may require a college to consider an alternative response or require that the college provide a report about the progress made in correcting problems cited in the management letter, or both.

D. In accordance with Education Article, §16-315(c), Annotated Code of Maryland, the Commission shall find that satisfactory progress has not been made toward correcting material weaknesses when a college management letter repeats a prior year recommendation that the college indicated it would correct, or that the Commission determined that the college should have corrected but did not. Upon making this finding, the Commission shall, after providing the college with an opportunity for a hearing on the matter, direct the State Comptroller to withhold State aid in the amount described in §B of this regulation. If a management letter recommendation is repeated but the Commission determines corrective actions are progressing on an acceptable timetable, then the Commission shall consider that satisfactory progress towards correction has been made and aid payments may not be withheld.

13B.07.03.04

**.04 Federal, State, or Local Contracts or Grants (Not Applicable to Baltimore City Community College).**

A. This regulation applies to the submission of full-time equivalent students submitted for State aid.

B. Funding Adjustment.

(1) If a federal, State, or local contract or grant is used to pay for a credit or a noncredit training program course cost, a college shall reduce the number of full-time equivalent students submitted to the State for funding by an appropriate amount as determined by the Commission, in order that the course costs are not reimbursed twice.

(2) The Commission may grant specific exceptions to the requirements in this section.

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**Title 13B MARYLAND HIGHER EDUCATION  
COMMISSION**

**Subtitle 07 COMMUNITY COLLEGES**

**Chapter 04 Construction Procedures**

**Authority: Education Article, §11-105, and Title 16, Annotated Code of Maryland**

**.01 College Facilities.**

A. A college shall:

(1) Submit to the Commission for review and comment a proposal for any capital construction project, regardless of the source of the funds, in accordance with guidelines and procedures required by the Commission in the Maryland Community College Facilities Manual;

(2) In submitting a proposal for a project for which the college is not eligible or does not seek State participation, indicate:

(a) Why additional space beyond current guidelines is necessary, if applicable,

(b) How the space will be used, and

(c) The estimated life cycle impact of the proposed facility on the operating costs of the college;

(3) Before submitting educational specifications for new capital projects, submit to the Commission a letter of intent and program proposal, in accordance with COMAR 13B.02.02, for any new instructional program to be housed in the proposed facility.

B. The Commission shall establish annually:

(1) A revised capital construction project priority list for purposes of State participation; and

(2) Enrollment projections to be used by the college to prepare capital construction projects.

C. For purposes of determining the statutory limit on State financial participation in the college capital construction projects, the proposed capacity of the college in number of students shall be the approved projected 10-year full-time equivalent enrollment as adopted by the Commission.

D. A college may not enter into an agreement to sell, lease, transfer, or otherwise dispose of real property in which the State has participated without the prior approval of the Commission and the subsequent approval of the Board of Public Works.



**.02 Facilities Master Plan (Includes Baltimore City Community College).**

A. Each college shall develop and submit by February 1 of each year a facilities master plan or addendum which supports the college's role and mission. The plan shall cover a period of not less than 10 years. Colleges should consider developing 20-year land use plans.

B. A college should regularly review the college's facilities master plan. The plan shall be updated every 5 years or whenever major changes occur in the role and mission statements or in other plan components which have significant facilities implications.

C. The facilities master plan shall include:

- (1) An executive summary;
- (2) A statement of the college's role and mission as described in §D of this regulation;
- (3) Assessment and analysis of existing land and facilities and planning assumptions as described in §E of this regulation;
- (4) Specific plans to meet identified needs, including:
  - (a) Land use, acquisitions, and divestiture plans,
  - (b) Building use,
  - (c) Restoration of facilities to satisfactory physical condition, including infrastructure,
  - (d) Need for renovations to meet programmatic standards, to provide more appropriate support for proposed uses, or to provide access for persons with disabilities,
  - (e) Vehicular and pedestrian circulation,
  - (f) Utilities extensions and improvements,
  - (g) Long-range telecommunications plan needs which address the future requirements of the college for voice, data, video, and radio,
  - (h) New construction,
  - (i) A site development plan, and
  - (j) An approach for updating the plan; and
- (5) An implementation strategy, including:
  - (a) A summary of individual projects with title, brief description, and projected cost in constant dollars,
  - (b) Recommended sequencing of projects including relative urgency of need and constraints which require that certain projects precede certain other projects, and
  - (c) The impact of implementation and consequences of non-implementation on educational programs, enrollments, and operating costs.

## 13B.07.04.02

### D. Statement of the College's Role and Mission.

(1) This statement shall describe the most significant characteristics of the college which impact upon the college's facilities requirements, and shall be consistent with the college's approved role and mission statement. The statement shall, at a minimum, address the characteristics in §D(2) and (3) of this regulation.

(2) Enrollment information shall include:

(a) Overall size and composition of the student population;

(b) Enrollment by level and division and other significant characteristics, such as part-time population; and

(c) Enrollment projections, which shall be for the life of the plan, based upon the enrollment projections approved by the Commission.

(3) Characteristics to be addressed also include:

(a) Number of faculty and staff supporting implementation of the college role and mission;

(b) Student/faculty ratios and class sizes;

(c) Array of approved academic programs existing and projected during the life of the plan;

(d) Unique institutional characteristics; and

(e) Significant new initiatives planned which have facilities implications.

### E. Assessment and Analysis of Existing Land and Facilities and Planning Assumptions.

(1) All proposed new campuses or new site development shall be assessed and analyzed. The college shall use the Maryland Higher Education Commission site analysis and scorecard when evaluating sites for a new campus. This document is available from the Commission. The physical characteristics of the campus shall be described as well as the changes which are required to meet the objectives in the college's stated role and mission.

(2) At a minimum, the assessment and analysis required by this section shall include the following elements:

(a) A description of existing facilities and acreage;

(b) An assessment of the physical condition of buildings or an independent verification of condition assessments;

(c) An assessment of the functional adequacy of buildings, including discussion of the adequacy and appropriateness of space to support the activities of the faculty, students, and staff using the facilities;

(d) Utilization of existing facilities;

(e) Assessment of the physical condition and functional adequacy of the infrastructure;

(f) Adequacy of existing land;

(g) Capacity for future development;

(h) Assessment of environmental compliance;

(i) Space guideline calculations to provide one estimate of the space needed by type; and

13B.07.04.02

- (j) Identification of specific activities which need to be accommodated on the campus over at least the next 10 years.

F. Review Process for Facilities Master Plans.

(1) A board of trustees approved new or updated facilities master plan shall be submitted concurrently to the Commission, the Department of Budget and Management, the Department of General Services, and the Maryland Office of Planning.

- (2) The Commission shall review the plan with specific attention to:

- (a) An assessment of how the plan supports the role and mission of the college;

- (b) The current and projected enrollment and staff (full-time day equivalent students, full-time equivalent students, weekly student contact hours, full-time equivalent faculty, full-time equivalent staff) in relation to consistency with the approved role and mission statements and consistency with the approved Commission enrollment projects;

- (c) The array of academic programs on which the plan is based for consistency with the approved role and mission statement;

- (d) Space guideline calculations and proposed deviations from the guidelines;

- (e) Library construction with regard to:

- (i) New technologies in the areas of electronic information management, storage, and retrieval,

- (ii) Library automation, and

- (iii) New forms of book storage such as compact shelving;

- (f) The adequacy of facilities contained in the plan to accommodate the existing and proposed academic and support requirements at the college, including appropriate planning for telecommunications infrastructure and libraries; and

- (g) Consistency with the Statewide Capital Improvements Plan.

(3) The comments of the Department of Budget and Management shall focus primarily on the review of space guidelines analysis, physical planning considerations, and cost/benefit considerations, and may not duplicate the Commission's analysis of enrollment and staffing projections and academic proposals.

(4) The Department of General Services and the Maryland Office of Planning shall concurrently submit questions and concerns to the Commission and the Department of Budget and Management. The Commission shall forward its questions and concerns to the Department of Budget and Management to facilitate a consolidated response to the college from the Commission and the Department of Budget and Management. The college shall provide a response addressing the questions and concerns and may choose to modify its plan as a result of the issues raised. If appropriate, a meeting including the review agencies and the college may be held to assure a coordinated approach to completing the review process.

- (5) Final action shall consist of one of the following decisions:

- (a) Unconditional endorsement of the plan as the basis for further development of the college involved;

- (b) Conditional endorsement of the plan as the basis for further development of the college, with the conditions explicitly stated; or

- (c) Return of the plan, with a request for resubmission with changes.

### **.03 Five-Year Capital Improvements Program/Annual Capital Budget Request Submission.**

A. The purpose of the Five-Year Capital Improvements Program and Annual Capital Budget Request process is to identify the capital improvement needs by project and by year for the 5-year period, to develop a Statewide plan of action for college capital improvements, and to establish priorities for the implementation of the plan.

B. A college shall submit, by June 1 of each year, a 5-year capital improvements program. The first year of the program shall constitute the college's annual capital budget request.

C. Projects identified in the program shall be consistent with the approved facilities master plan. The program shall be updated annually to reflect actual capital appropriations and any changes affecting project priorities within the program, as well as to add an additional year.

D. Each year, the Commission shall establish a set of priority categories to guide colleges in the development of the 5-year capital improvements program and the annual capital budget request. The Commission shall assess requested projects using these priority categories.

E. Components of the 5-year capital improvements program of a college shall include:

- (1) Updated space guideline calculation tables;
- (2) A 5-year summary of projects;
- (3) Projects included in the annual budget request;
- (4) Projects planned for the subsequent 4 years; and
- (5) A brief description and justification of each project.

F. Review Process for Five-year Capital Improvements Program.

(1) A facility program statement is required for each project to be included in the 5-year capital improvements program. The program statement consists of Part I/project justification and Part II/technical specifications. A college shall submit a Part I/project justification by May 1 of the year in which the project is to be included in the 5-year capital improvement program for the first time. The Part I/project justification shall be submitted to the Commission.

(2) The Commission review of the Part I/project justification shall focus on:

- (a) Project consistency with college facilities master plans;
- (b) Project justification with regard to the goals of the Statewide Plan, consistency with the college's role and mission, the programmatic needs of the college, the overall space needs of the college, and the adequacy and physical condition of existing facilities; and
- (c) Prioritization of the project within the Commission's Statewide Five-Year Capital Improvements Program.

(3) The Part II/technical specifications shall be submitted by May 1 of the year in which the design funds are requested. The Part II/technical specifications review shall be conducted by the Department of Budget and Management, the Department of General Services, and the Maryland Office of Planning.

(4) If the timing of the project is such that design funds are being requested in the same year in which the project will first appear in the 5-year capital improvement program, then the Part I/project justification and the Part II/technical

13B.07.04.03

specifications shall be submitted simultaneously on May 1 of the year in which the request for design funds is submitted.

(5) As indicated in §B of this regulation, the first year of the 5-year capital improvements program constitutes a college's annual capital budget request. The Commission shall rank all projects, compile a system-wide request, and recommend an integrated annual capital budget to the Governor and the Legislature.

#### **.04 Site Selection.**

A. The general location for each proposed college or addition to a college shall be selected by the board of trustees for the college concerned, and submitted for the approval of the Commission and the Board of Public Works through the Department of General Services, which shall seek comments and recommendations from the Maryland Office of Planning.

B. The comments and recommendations shall be attached to and made a part of the document submitted to the Board of Public Works. Selection and purchase of a specific site shall be in accordance with this chapter.

C. Specific Site Selection Procedure.

(1) The board of trustees of the college shall study the available sites and have prepared a report that ranks the available sites in order of preference. Technical data, including a site check list, shall support this ranking.

(2) The board of trustees of the college may, at its discretion, authorize obtaining the following on any of the available sites as the board of trustees considers appropriate:

- (a) Surveys;
- (b) Appraisals;
- (c) Test borings; and
- (d) Title searches.

(3) State participation in these technical studies shall be limited to the study of one site.

(4) The college shall identify the specific tentative site selected and advise the Secretary of its selection.

(5) Material supporting the selection of the specific site in §C(4) of this regulation, including an analysis of alternative sites which were considered, shall be submitted to the Secretary. The Secretary shall submit these documents to the Department of General Services and the Maryland Office of Planning for their confidential review and findings.

(6) The board of trustees of the college, when it considers it desirable, upon written petition from the citizenry, or upon request by the county government, may conduct a public hearing. If a public hearing is held, formal minutes shall be taken and copies of these minutes shall be included as part of a formal submission to the Commission.

(7) The approval of a specific site shall be made in accordance with applicable local and State statutes.

(8) The Secretary shall notify the college of the responses of the Department of General Services and the Maryland Office of Planning.

(9) After the notification in §C(8) of this regulation, the board of trustees of the college shall authorize negotiations with the owner or owners and the obtaining of an option or options for a particular site purchase, contingent upon the approval of the Board of Public Works.

(10) The college shall request that the Secretary obtain the approval of the Commission to purchase the specific site. The Commission shall forward its recommendation together with the option or options, and two independent appraisals for each parcel, to the Board of Public Works through the Department of General Services for its final approval of the specific site.

(11) When it is not possible to obtain an option on a specific site or portion of a site, the board of trustees shall request the Secretary to inform the Board of Public Works that an option is not obtainable but that the board of trustees plans to proceed to acquire the specific site or portion of the site through other means. If condemnation is subsequently necessary, the

board of trustees shall authorize that action and inform the Secretary.

(12) The Board of Public Works is not bound to approve State participation in any judgment rendered by a jury or court in condemnation proceedings.

13B.07.04.05

**.05 Obtaining Conditional Allocation for State Funds (Not Applicable to Baltimore City Community College).**

A. When a county desires State financial assistance for capital projects, the board of trustees for the college concerned shall, by resolution of the governing body of the county, request the filing of the necessary petition with the Commission.

B. When the governing body of the county approves the request of the board of trustees for the college and wishes to apply for a grant under the applicable construction loan act, the governing body shall file with the Commission a petition including the detailed description of the proposed project.



**.06 Project Administration (Not Applicable to Baltimore City Community College).**

A. The Department of General Services and the Department of Budget and Management are responsible for certain aspects of monitoring and administering capital projects. A college shall comply with the specific requirements of these agencies.

B. Architect Selection and Design Stage.

(1) The Secretary shall identify the source or sources of State funds and recommend the allocation for design. Before the Secretary's recommendation, the college shall submit a resolution and petition to the Secretary to request funds.

(2) During the design stages of a project, the college shall furnish net assignable space tabulation sheets to the Commission. After the space has been initially approved, justification for a subsequent increase of 10 percent or more shall also be provided.

C. Procurement.

(1) The Secretary shall identify the source or sources of State funds and recommend the construction allocation before the Board of Public Works approval of the contract award. The Secretary's recommendation shall be based on the availability of bond funds. The Secretary's determination shall be transmitted to the Department of Budget and Management and the Department of General Services.

(2) Upon award of a construction contract and on a quarterly basis after that, the college board of trustees shall provide to the commission cash flow projections. The cash flow projections shall be adjusted as the project progresses and as significant changes are made. These projections form the basis of the Commission's request for the issuance of bonds to support the payment of the State's share.

D. Project Management.

(1) The disbursement of State matching funds by the Department of General Services shall be made in accordance with applicable State policies. The local share of a project shall be expended before any expenditure of the State share.

(2) During the construction period, the Commission and the Department of General Services shall jointly maintain records on project status, cash flow projections, and bond funds.

E. Detailed agency functions and responsibilities are outlined in the current edition of the Commission's Facility Manual for Community Colleges.

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#### **Administrative History**

**Effective date: January 26, 1998 (25:2 Md. R. 77)**

**Regulation .02A amended effective July 23, 2001 (28:14 Md. R. 1323)**

**Regulation .03F amended effective July 23, 2001 (28:14 Md. R. 1323)**

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# **Title 13B MARYLAND HIGHER EDUCATION COMMISSION**

## **Subtitle 07 COMMUNITY COLLEGES**

### **Chapter 05 Space Allocation Guidelines**

**Authority: Education Article, Title 11 and Title 16, Annotated Code of Maryland**

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13B.07.05.01

### **.01 General Principles.**

A. This chapter provides guidelines for determining space needs that are eligible for capital funding by the State. The space allocation guidelines delineated in this chapter are to be used to compute suggested maximum allowances for a campus for each type of space in the National Higher Education General Information Survey (HEGIS) Space Classification System. These guidelines may not be used to design a specific space or facility. Any space architecturally designed, however, shall fall within the computed needs developed in Regulation .03 of this chapter.

B. These regulations are not fixed standards and may be subject to modifications when justified as reflected in the Maryland Higher Education Commission's Community College Facilities Manual. The regulations shall be used by the Department of Budget and Management, the Department of General Services, the Maryland Higher Education Commission, and the Board of Public Works in evaluating both long-range planning and individual construction projects.

C. Normally, projects shall be planned using a 10-year enrollment projection certified by the Secretary of Higher Education.

D. On-campus full-time day (8 a.m. to 5 p.m.) students and part-time day students shall be equated to full-time day equivalent (FTDE) students. This count, used in conjunction with space factors, shall be the major basis for determining space needs. Only students attending the campus for which space needs are being computed shall be counted.

E. The FTDE count for each college shall be certified by the Secretary.

F. On-campus daytime weekly student contact hours (WSCH) shall be used to compute classroom and laboratory space needs. The WSCH shall be certified by the Secretary of Higher Education. Except for remedial or other prerequisite courses, noncredit contact hours are not included in computing space, and only "on campus" hours shall be included.

G. Enrollment projections to be used by a college in applying these regulations should be consistent with the approved role and mission statement for that college. The enrollment projection should be that which is contained in the facilities master plan most recently endorsed by the Commission.

H. Office space is based on the count of full-time equivalent faculty, full-time administrators, full-time librarians, full-time staff, and student officers as certified to by the Secretary.

I. The space inventory to be used by a college in applying these regulations to determine eligibility for State funding is the total amount of on-campus space minus space contained in temporary structures. Temporary structures are those with an anticipated useful life of less than 15 years or those that were not intended to occupy space on campus for more than 15 years from original construction.

J. The space inventory is recorded in terms of net assignable square feet (NASF). The space allowances computed under these guidelines are also recorded as NASF.

**.02 Capital Guidelines.**

Space allocation guidelines for college campuses are as follows:

Room Use Category HEGIS Code	Space	Space Factor by Size of FTDE		
		Base	3000 & Under	3001 & Up
100	Classroom Facilities	WSCH1	1.50	1.11
110	Classroom			
200	Laboratory Facilities	WSCH2	7.00	5.83
210	Class Laboratory			
220	Open Laboratory	FTDE	4.20	4.20
300	Office	FTEF3 FT Staff Student Offices <sup>4</sup>	166.00	166.00
320	Testing & Tutoring Centers	FTDE <sup>5</sup>	Core of 1,500 NASF and 0.5 NASF/FTDE in excess of 1,500 FTDE.	
400	Library			
410	Study/Seating	FTDE	6.25	6.25
420	Stack	BVE6	.10-	.10+
400— 455	Processing	Percent of 420 with minimum of 1,200 NASF <sup>7</sup>	.40	.40
500	Special Use			
520	Physical Education— Pool, Gym, and Fitness/Wellness Center	FTDE <sup>8</sup>	Core of 28,000 NASF (consisting of 14,000 for a gym, 8,000 for a pool, and 6,000 for a fitness center) and 10 NASF/FTDE in excess of 1,500 FTDE and 6,000 NASF of service space (consisting of 3,500 for lockers and 2,500 for storage).	
530	Audiovisual, Radio, TV	FTDE	Core of 1,600 NASF and 0.8 NASF/FTDE in excess of 1,500 FTDE up to 3,000 FTDE and 2 NASF/FTDE in excess of 3,000 FTDE.	
580	Greenhouse	Campus	Core of 1,000 NASF	
600	General Use			
610	Assembly	FTDE	Core of 12,000 NASF and 2 NASF/FTDE in excess of 1,500 FTDE.	
620	Exhibition	FTDE	Core of 1,500 NASF and 0.5 NASF/FTDE in excess of 1,500 FTDE.	
630	Food Facilities	PHC9	10.2	8.4
650	Lounge Facilities	PHC10	3.0	3.0
660	Merchandising	FTDE	Core of 1,600 NASF and 0.5 NASF/FTDE in excess of 1,500 FTDE.	
680	Meeting Space	FTDE	Core of 6,000 NASF	Core of 8,000 NASF

700	Support			
710	Data Processing, Telecomm	FTDE11	Core of 2,500 NASF for the first 4,000 FTDE and 0.75 NASF/FTDE beyond 4,000 FTDE.	
		Total Campus		
720—	Shops, Storage, Vehicle	Allowance	0.04	0.04
745	Storage, and Repair	minus this category <sup>12</sup>		
750	Central Service	FTDE	Core of 4,000 NASF for the first 4,000 FTDE and 1 NASF/FTDE beyond 4,000 FTDE.	
760	Hazardous Materials	Total Storage	2% of existing inventory in Room Use Categories 720—745.	
800	Health Care	FTDE	Core of 500 NASF and 0.2 NASF/FTDE in excess of 1,500 FTDE.	

<sup>1</sup>WSCH-Lecture. Weekly student contact hours for on-campus day students in credit courses and eligible noncredit courses where instruction is lecture.

<sup>2</sup>WSHC-Lab. Weekly student contact hours for on-campus day students in credit courses and eligible noncredit courses where instruction is lab.

<sup>3</sup>FTEF—Full-time equivalent faculty, including librarians, plus 25% of all part-time faculty.

<sup>4</sup>1,120 square feet maximum for student offices.

<sup>5</sup>FTDE—Full-time day equivalent is total credit hours taught on campus between 8 a.m. and 5 p.m. divided by 15 credit hours.

<sup>6</sup>BVE—Bound volume equivalent which is 20,000 BVE for the first 1,000 FTE and 1,000 BVE for every 100 FTE above 1,000.

<sup>7</sup>A minimum allowance is needed for cataloging, binding, and maintenance regardless of collection size.

<sup>8</sup>Minimum size of gym is 14,000 NASF for activity space, 8,000 NASF for pool, 6,000 NASF for fitness space, 3,500 NASF for lockers, and 2,500 NASF for storage.

<sup>9</sup>PHC—Planning headcount is 50% of FTDE for on-campus credit and eligible noncredit courses plus FTEF and FT Staff and includes space for seating, preparation, and storage.

<sup>10</sup>Allowance includes quiet, study, and building lounges.

<sup>11</sup>FTDE for on-campus credit courses and eligible noncredit courses.

<sup>12</sup>Allowance related to required service space on campus total square footage.

13B.07.05.03

13B.07.05.03

### **.03 Capital Guidelines Factor Development.**

A. The elements for computing the space factor used for determining space needs for classrooms and laboratories are the net assignable square feet per student station (NASF/SS), the number of hours in a 45-hour week the space shall be used (hours/week), and the percent of student occupancy of the room when space is in use. These elements are expressed in the formula:

Space Factor = NASF/SS divided by (hours/week X percent of occupancy)

B. 100—Classroom.

(1) For the smaller colleges, the guideline was computed on the basis of the following formula:

- (a) Assume 18 NASF—average station size;
- (b) Assume 20 hours per week—target room utilization rate;
- (c) Assume 60 percent—expected seat occupancy rate;
- (d) 18 divided by (20 X 0.60) yields 1.5.

(2) For the large colleges, the following formula was used:

- (a) Assume 20 NASF—average station size;
- (b) Assume 27 hours per week—target room utilization rate;
- (c) Assume 66.7 percent—expected seat occupancy rate; and
- (d) 20 divided by (27 X .667) yields 1.11.

C. 200—Laboratory.

(1) For the smaller colleges, the guideline was computed on the basis of the following formula:

- (a) Assume 50 NASF—average station size for natural and social science labs;
- (b) Assume 115 NASF—average station size for technical and career labs;
- (c) Assume 80 percent of lab contact hours are generated in natural and social sciences labs, and 20 percent in technical and career labs;
- (d) Assume 15 hours per week—target room utilization rate;
- (e) Assume 60 percent—expected seat occupancy rate;
- (f) For natural and social sciences labs, 50 times 0.80 divided by (15 X 0.60) yields 4.45;
- (g) For technical and career labs, 115 times 0.20 divided by (15 X 0.60) yields 2.55; and
- (h) The sum of 4.45 and 2.55 is 7.0.

(2) For the larger colleges, the guideline was computed in the same manner except that the target room utilization rate

### 13B.07.05.03

was raised to 18 hours per week.

#### D. 300—Office.

(1) The allowance of 166.0 NASF per individual requiring office space is adopted to cover all space required for faculty offices, administrative offices, clerical offices, student offices (1,120 square feet maximum), library offices, file rooms, mimeograph rooms, vaults, conference room, waiting rooms, interview rooms, closets, private toilets, record rooms, and office supply rooms. Centralized duplicating or print shops are not included.

(2) 320—A core space of 1,500 NASF and .05 NASF/FTDE in excess of 1,500 FTDE.

#### E. 400—Study.

(1) This category includes library and learning resource centers. Seating station size is 25 NASH which, when multiplied by seating for 25 percent of the FTDE, produces a seating factor of 6.25 (25 X 0.25).

(2) The size of the stack space is determined by allowing 0.1 NASF per bound volume equivalent (BVE) with a library of 20,000 BVE recommended for the first 1,000 FTE and 1,000 BVE per 100 FTE after that, although no ceiling on volume count is mandatory.

(3) The processing and service spaces are determined as a group by taking 40 percent of the stack space. A minimum of 1,200 NASF is needed for service regardless of collection size.

(4) The total space for the library is found by adding the space computed for seating, stack, and service.

#### F. 500—Special Use.

(1) 520—Physical Education. A core of 28,000 NASF (consisting of 14,000 for a gym, 8,000 for a pool, and 6,000 for a fitness center) and 10 NASF/FTDE in excess of 1,500 FTDE and 6,000 NASF of service space (consisting of 3,500 for lockers and 2,500 for storage).

(2) 530—Audiovisual, Radio, TV. A core allowance of 1,600 NASF assumes that each campus will have space for audio/TV electronic distribution equipment racks and panels (600 NASF), equipment and materials storage and circulation area (600 NASF), and a maintenance workshop and technician area (400 NASF). The additional 0.8 NASF/FTDE in excess of 1,500 recognizes that larger campuses may require more space for specialized productions.

(3) 580—Greenhouse. Assumes that greenhouses supporting the instructional program in biology require a minimum amount of space regardless of the size of the college.

#### G. 600—General Use.

(1) 610—Assembly. A core of 12,000 NASF and 2 NASF/FTDE in excess of 1,500 FTDE.

(2) 620—Exhibition. A core space of 1,200 NASF is provided for the first 1,500 FTDE. Regardless of campus size, a minimum amount of space is provided for exhibition of materials, works or art, artifacts, etc. Additional space is provided for campuses larger than 1,500 FTDE in recognition of specialized program offerings and increased demand.

(3) 630—Food Facilities. This factor is based upon the potential number of users to be served, type of service to be used, number of turnovers, preparation methods, commuter implications, and storage. Space is to be provided for 50 percent of the FTDE students, FTE faculty, and FT staff. Allowance is for 15 NASF per seat for dining, 3 NASF per seat for serving, a turnover of 3:1 per meal, 70 percent of dining and serving allowance for campuses 3,000 FTDE and under, and 40 percent of dining and serving allowance for campuses 3,001 FTDE and over.

(4) 650—Lounge Facilities. This factor is based upon the potential numbers of users. Included are primary areas in any student center (game lounge, quiet lounge, study lounge as well as building lounges).



### 13B.07.05.03

(5) 660—Merchandising. A core allowance is provided for basis space for storage display of textbooks and academic supplies and materials as well as sales space for a variety of student convenience and interest items. Space beyond 1,500 FTDE allows for increases in the size of student body growth. Storage and backspace requirements grow at a disproportionate rate because increases in the size of the college produce variety in program and instructional offerings that produce a variety in book titles required to support curricula.

(6) 680—Meeting Space. A core of 6,000 NASF for FTDE of 3,000 or less and a core of 8,000 NASF for FTDE 3,001 and above.

#### H. 700—Support.

(1) 710—Data Processing. Allows for average requirements for computer centers and necessary peripherals and processing space. Excluded from this space are instructional computing spaces which are within the HEGIS 200 category. Also, central control monitoring systems are excluded.

(2) 720—745 Shops, Storage, Vehicle Storage and Repair. Assumption is that the amount of building space on campus and the number of vehicles to be stored/maintained has a direct relationship to the amount of required service space.

(3) 760—Hazardous Materials. An allowance of 2 percent of the existing inventory in room use categories 720—745 is used to determine storage space requirement.

I. 800—Health Facilities. The factor provides a minimum space allocation as well as the opportunity for expansion at larger colleges. Space for infirmaries and health clinics only for students is included in this factor.

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#### **.04 Outdoor Facilities.**

A. Regular Parking. The allowance is 300 square feet per car and the number of spaces is based upon the following:

- (1) 75 percent—full-time faculty;
- (2) 75 percent—staff;
- (3) 75 percent—full-time day equivalent for on-campus credit and eligible noncredit courses; and
- (4) 2 percent—visitors (2 percent of total authorized spaces).

B. Handicapped Parking. The parking stall shall be 9 feet wide with a 4-foot wide pedestrian space between each other stall reserved for the handicapped. These spaces shall be in addition to those identified as regular parking. Total reserved spaces shall conform to the following:

<i>Total Parking Spaces on Lot</i>	<i>Required Minimum Number of Handicapped Accessible Spaces</i>
Up to 25	1
26—50	2
51—75	3
76—100	4
101—150	5
151—200	6
201—300	7
301—400	8
401—500	9
501—1,000	2 percent of total
over 1,000	20 + 1 for each 100 over 1,000

C. Outdoor Physical Education and Recreational Facilities. Outdoor physical education and recreational facilities shall be based upon 100 square feet per headcount day student and justified by program requirements with a minimum of the following, if justified:

- (1) Six tennis courts;
- (2) Two fields, with a total of 300,000 square feet, one of which may have a track consisting of six lanes with an eight-lane straight-away.

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#### **Administrative History**

**Effective date: January 26, 1998 (25:2 Md. R. 77)**

**Regulation .01 amended effective April 15, 2002 (29:7 Md. R. 621)**

**Regulation .02 repealed and new Regulation .02 adopted effective April 15, 2002 (29:7 Md. R. 621)**

**Regulation .03 amended effective April 15, 2002 (29:7 Md. R. 621)**

**Regulation .04 amended effective April 15, 2002 (29:7 Md. R. 621)**

*Md. EDUCATION Code Ann. § 16-419*

Annotated Code of Maryland  
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\*\*\* Current through chapters of the 2011 Regular Session of the General  
Assembly  
that took effect through July 1, 2011 \*\*\*

EDUCATION  
DIVISION III. HIGHER EDUCATION  
TITLE 16. COMMUNITY COLLEGES  
SUBTITLE 4. COUNTY PROVISIONS

Md. EDUCATION Code Ann. § 16-419 (2011)

§ 16-419. Washington County Board of Trustees

(a) Composition. -- The Board of Community College Trustees for Washington County consists of seven members appointed by the Governor with the advice and consent of the Senate.

(b) Residency. -- Each of the members:

(1) Shall be residents of Washington County at the time of appointment;  
and

(2) Shall maintain residency in Washington County throughout the term of appointment.

**HISTORY:** 2003, ch. 191.

*Policy No.: 2010*  
*Board Approved: October 7, 1971*  
*Amended: March 24, 1983*  
*Amended: September 27, 1994*  
*Amended: September 17, 2002*  
*Amended September 21, 2010*

**Hagerstown Community College**  
**Hagerstown, Maryland**

**BOARD OF TRUSTEES**

**BY-LAWS**

**I. IDENTIFICATION**

- A. The name of the College shall be *Hagerstown Community College*.
- B. The Board of Trustees hereafter is referred to as the *Board*, and Hagerstown Community College as the *College*.
- C. The State of Maryland hereafter is referred to as the *State*, and Washington County as the *County*.

**II. AUTHORITY**

- A. The Board derives its authority from Education Article, Division III- HIGHER EDUCATION, Title 16- COMMUNITY COLLEGES, Subtitle 1- Organization and Government, and the Annotated Code of the Public General Laws of Maryland as amended.
- B. The Board is responsible to the people of Washington County and to the people of the State of Maryland for developing the policies governing the general conduct of the affairs of the College in accordance with Education Article, Title 16, which provides the legal basis for the control and administration of Maryland's community/junior colleges.
- C. Service on the Board is a public trust of the highest order. Responsibility for the extension, improvement, and lasting success of democracy rests heavily on public education and, consequently, on the stewardship of the Board members. The educational welfare of the youth and adults of this County shall be the primary objective underlying all decisions of the Board of Trustees.
- D. The Board, as the final institutional authority, has the responsibility to guarantee the integrity of the College, to develop and periodically to evaluate policies and procedures for the College, and to entrust the administration of those policies to the President

- E. The control over the College by the Board of Trustees is not by individual members, but through majority vote whereby rules, regulations and policies are adopted. The members of the Board have legal authority only when the Board is in formal session and when a quorum is present.

### **III. MEMBERSHIP**

#### **A. Trustees**

The Trustees of the College shall be those individuals appointed by the Governor according to section 16-101 under subtitle 1 of Title 16, Division III .HIGHER EDUCATION of the COMMUNITY COLLEGES: Article of the Annotated Code of Maryland.

1. Except as provided in Subtitle 4 of Title 16, each board is comprised of seven (7) members appointed by the Governor, with the advice and consent of the Senate.
2. Except as provided in Subtitle 4 of Title 16, each member serves for a term of six (6) years from July 1 of the year the appointment is made and until a successor is appointed and qualifies. The terms are staggered.
3. A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term and until a successor is appointed and qualifies.
4. A member may be reappointed.
5. A member is expected to attend at least 50% of the regularly scheduled meetings of the Board.

#### **B. Non-Voting Representatives.**

1. The chairperson of the faculty will be invited to attend regular meetings of the Board of Trustees as a non-voting member. This representative, elected by the faculty, will be given the opportunity to report on faculty matters.
2. The president of the Student Government Association or an alternate representative appointed by that organization will be invited to attend the regular meetings of the Board as a non-voting member. This individual will be given the opportunity to report on student activities.

### **IV. OFFICERS OF THE BOARD**

- A. At the first regular meeting of the Board in each fiscal year, the President of the College, serving as the secretary to the Board, will conduct an election of Board members for the office of chairperson.
- B. At the same meeting, the newly elected Chairperson will conduct an election of Board members for the office of Vice-Chairperson.

- C. The president of the College shall be secretary-treasurer of the Board, as provided in section 16- 102 under subtitle 1 of Title 16 Community Colleges; Division III . HIGHER EDUCATION of the Education Article of the Annotated Code of Maryland.

## **V. DUTIES OF THE BOARD OFFICERS**

### **A. The Chairperson of the Board of Trustees shall:**

1. preside at all meetings of the Board;
2. appoint all standing and special committees of the Board;
3. decide all questions of order subject to an appeal to the Board;
4. sign and execute all the necessary legal instruments approved by the Board, or delegate such authority to the President;
5. sign all reports required to be filed by law
6. call special meetings of the Board; and
7. perform other duties common to this office, or as may be assigned to him/her from time to time by the Board of Trustees.

### **B. The Vice-Chairperson of the Board shall:**

1. in the absence of the Chairperson, have all executive powers of the Chairperson;
2. shall execute such powers as may be delegated to him/her or the Chairperson of the Board of Trustees.

### **C. The Secretary-Treasurer of the Board shall:**

1. prepare the agenda for meetings of the Board;
2. send out notices and correspondence of the Board;
3. be responsible for maintaining an accurate record of the minutes of the Board, which shall be available to the public;
4. sign the checks according to the policy established by the Board;
5. prepare any reports required by the Board, and perform such other duties as may be assigned by the Board.

## **VI. MEETINGS OF THE BOARD**

- A. The Board shall meet at least six times a year. In addition, the Chairperson shall call special meetings at the request of three or more members of the Board, or whenever it is deemed necessary.
- B. A simple majority of members shall constitute a quorum for any meeting and for conducting business. A simple majority of the members voting on any motion shall determine the outcome thereof.
- C. At least three members must be physically present, with one or more members connected by telephone or other electronic means deemed appropriate, to constitute a quorum.

- D. All meetings shall be open to the public, except when the Board is in executive session. All formal and final actions of the Board shall be taken during an open meeting.
- E. An executive session may be called by the Board Chairperson at the request of any member or the President of the College. The purpose of an executive session is to discuss confidential items related to matters such as personnel and property. Executive sessions are attended only by the Trustees, the Secretary-Treasurer, and other persons invited to attend.
- F. Meetings of the Board shall be conducted in accordance with the parliamentary procedure prescribed in the latest edition of Robert's Rules of Order. The Chairperson shall have a vote in all matters of the Board.
- G. Individuals or groups wishing to present any matter of concern pertaining to the College shall make written requests to the Chairperson of the Board through the President of the College at least ten days prior to a regularly scheduled meeting, in order that the matter may be considered as an agenda item for the meeting, and said individuals or groups shall provide a copy of their testimony, evidence, or resolutions at least ten days in advance, so that it may be duly considered.
- H. All meetings of the Board shall be attended by the President of the College, except those involving his/her personal position as president, as provided in section 16-104 under subtitle 1 of Title 16- Community Colleges; Division III, Higher Education of the Education Article of the Annotated Code of Maryland.

## **VII. POWERS AND RESPONSIBILITIES OF THE BOARD**

### **A. General**

1. The Board shall exercise general control over the College, keep separate records and minutes, establish policy governing the College and adopt reasonable rules, regulations or by-laws to carry out the provisions of the State law.
2. The Board shall review the philosophy, mission, and objectives of the College at appropriate intervals and assist the staff in making desirable changes.
3. The Board may adopt a corporate seal, if desired, and be charged with its keeping.
4. The Board shall approve the awarding of certificates and degrees to all candidates who have met all the requirements as established by the College and have been recommended by the President.

### **B. Entrance Requirements Curriculum**

Subject to the minimum standards of the Maryland Higher Education Commission, the Board may determine entrance requirements and approve



offerings that consist of:

1. Transfer programs offering the equivalent of the first two (2) years of a bachelor's degree program;
2. Career programs offering technical, vocational, and semiprofessional education; and
3. Continuing education programs.

**C. Fiscal Matters**

1. Each year, the Board and the President of the College shall prepare and submit to the County Commissioners the following Board approved requests:
  - a. an operating budget
  - b. a capital budget; and
  - c. a long-term capital improvement program.
2. The Board may enter into contracts and agreements with the State or any of its political subdivisions; the federal government; any public body, department or agency in the State or the United States; or an individual firm or corporation when such agreements are deemed by the Board to be necessary or advisable to the maintenance and operation of the College.
3. The Board may receive and expend local, State, and federal funds to operate the College programs and may accept and disburse conditional and unconditional gifts from private individuals and may determine the depository of such funds.
4. The Board may establish and charge reasonable tuition and fees to students with a view to making college education available to all qualified individuals at low cost. A schedule of such tuition and fees should be published annually.
5. The Board shall approve the transfer of funds between and among major function areas of the operating budget.
6. The Board shall determine that all funds are managed under an adequate accounting system. A certified public accounting firm licensed in Maryland shall be recommended by the Audit Committee and approved by the Board of conduct an audit of all college accounts after the close of the fiscal year.

**D. Property**

1. The Board may purchase, lease, condemn or otherwise acquire any

property it considers necessary for the operation of the College.

2. The Board may sell, lease or otherwise dispose of College assets or property. The President of the College and the Chairperson of the Board may execute a conveyance or other legal document under an appropriate resolution of the Board.
3. With the approval of the Maryland Higher Education Commission, permission for the County Board of Education to use the lands, buildings, or other facilities of the College may be granted.
4. With the approval of the County Board of Education, any land, buildings, assets, or other facilities of the County Board of Education may be used by the College.

**E. Legal Concerns**

1. The Board may carry comprehensive liability insurance to protect the Board, its agents and employees. The purchase of the insurance is for an educational purpose and is a valid educational expense. The Maryland Higher Education Commission has adopted standards for such a policy, including a minimum liability coverage which may not be less than \$100,000 per occurrence.
2. The Board shall appoint a practicing attorney admitted to the Maryland Bar, to furnish professional legal advice and services for it and the College President. Requests for legal services are channeled through the President of the College.
3. The Board may sue or be sued.

**F. Presidential Appointment**

1. The President of the College is appointed by the Board and is the executive officer through whom the Board carries out its programs and exercises its policies. He/she is responsible not only for the conduct and operation of the College, but also for the administration and supervision of all its departments.
2. The President shall be the official channel of communication between the College staff and the Trustees.
3. The President shall report directly to the Board and recommend the appointment of qualified faculty and other personnel necessary for the efficient administration of the College.
4. The President's term of appointment will be determined by a contract between the Board of Trustees and the President. The President shall be evaluated annually by the Board.

## G. Personnel

1. The Board will fix the annual salary of the President and approve the salary schedules, fringe benefits, and standards for promotion for all members of the staff.
2. The Board will determine the renewal of the President's contract and approve the tenure for members of the faculty as recommended by the President.
3. The Board will dismiss, or consider any recommendation by the President for dismissal of any member of the staff who fails to fulfill contract requirements or to comply with the personnel policies formulated and adopted by the College, provided those with tenure shall receive reasonable notice of the grounds for their dismissal and be given an opportunity to be heard.
4. The Board will approve exceptions to College policies on sick leave, military leave, sabbatical leave, etc.

## H. Other

Among its other responsibilities, the Board will consider and approve the following:

1. The Hagerstown Community College Staff Manual
2. The College Calendar
3. The appointment of members to the major institutional advisory committees of the College, excepting academic program committee appointments, which shall be conducted at the discretion of the College President.

## VIII. RELATIONSHIPS

- ### A. Relationship of the Board of Trustees to the Maryland Higher Education Commission.

This relationship is delineated in *Education Article, Division III - HIGHER EDUCATION - Title 11, (Maryland Higher Education Commission) and Title 16 (Community Colleges) of the Annotated Code of Maryland* which contain the Minimum Requirements for Degree-Granting Two Year Colleges.

1. Proposals for capital projects shall be submitted to the Maryland Higher Education Commission.
2. The budget of each community college, as approved by the County governing body shall be submitted to the Maryland Higher Education

Commission for informational purposes.

3. Boards of Trustees shall forward copies of all approved Board minutes to the Maryland Higher Education Commission.

## **IX. AMENDMENT(S)**

These By-Laws may be amended by a majority vote of the Board. The proposed amendment should be submitted in writing at least two weeks in advance of the date of the meeting during which they will be considered.

*Approved by the Board of Trustees 9-21-10*

## Mission, Vision, and Strategic Goals

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### *Mission Statement:*

HCC is a state and county supported comprehensive community college. **Its central purpose is to offer a diverse array of courses and programs designed to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, general and continuing education, as well as student and community service.** It is part of the College's mission to promote and deliver educational excellence within a learning community environment and to foster regional economic and cultural development through community service and collaboration. The College is charged to provide high quality education at a reasonable cost to meet the post-secondary educational needs of the citizens of Washington County and the surrounding region. The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life and also seeks to cultivate in its students critical and independent thought, openness to new ideas, a sense of self-direction, moral sensitivity, and the value of continuing education.

### *Vision Statement:*

**HCC will be a learner-centered, accessible, life-long learning institution dedicated to student and community success.** We will maintain a wide spectrum of college programs and services, with a special emphasis on teaching excellence as measured by verifiable student academic achievement. We are committed to staff success through planning and learning, shared campus governance, the promotion of internal and external partnerships, and making the necessary strategic changes that will assure we successfully address our mission – the purpose, functions, and values of the College.

### *Strategic Goals:*

1. Adopt Strategic Change and Continuous Quality Improvement Systems
  - Embrace mission-based planning, budgeting, and outcomes assessment
  - Maintain high morale through effective communication and involvement
  - Support shared campus governance and timely decision making
  - Apply self-studies, both with or without certification or accreditation linkages (Middle States and others), to bring about needed changes.

2. Promote Teaching Excellence and Maintain a Responsive and Dynamic Curricula
  - Expect and maintain student-centered teaching excellence
  - As needed, improve current curricula and instructional delivery
  - Develop new curricula and phase out outdated or under subscribed courses, services, and programs based on community and student needs
  - Develop / maintain student and faculty support services that contribute the most to faculty and student success
  - Develop and maintain co-curricular and extra-curricular activities that enhance student development.
3. Continue Proactive Enrollment Management and Marketing Activities
  - Develop / maintain strategies for the growth in student numbers and the diversity of student populations served
  - Increase the retention of students who have not completed their educational goals
  - Market to capture and maintain preferred student markets
  - Serve more students in all our mission based areas (Especially reaching out and serving local underserved populations).
4. Align Facilities Development and Management with Mission Based Priorities
  - Plan space improvements to promote student, faculty, and student success
  - Align facility planning and management to directly support strategic directions, especially instructional and enrollment develop plans
  - Study and maintain a master campus plan that addresses both short term and long term college facility needs and the related funding.
5. Increase Technology Applications in a Cost-Effective Manner
  - Expansion of the College's Internet capabilities and Web presence
  - Enhance technology infrastructure in support of future growth
  - Equip instructional spaces and offices with the necessary technology to assure faculty, student, and staff success.
6. Improve Human Resources Development Systems
  - Improve recruitment, selection, and orientation processes
  - Initiate and / or improve development and evaluation systems for all employee groups, making them well aligned with strategic directions
  - Establish and maintain externally competitive salary and benefit packages for all employee groups
  - Support change by providing the training needed by people to do things differently and to feel competent in the new environment.
7. Enhance Resource Development, Allocation, and Reallocation Strategies
  - Make better use of available funds and resources
  - Make resource reallocations as needed
  - Establish strategies and plans to enhance revenues from both traditional (state and county aid, tuition and fees, Foundation and Alumni Association contributions, grants, et cetera.) and non-traditional sources

(consider innovative revenue enhancement strategies, including developing revenue centers and establishing revenue enhancement partnerships).

8. Expand Community Services and Strategic Partnerships and Alliances

- Collaborate with business and community leaders and organizations in shaping the College's future
- Establish strategic partnerships and alliances in fulfilling the mission
- Cooperate with other community organizations in seeking educational solutions to local economic and social problems.
- Maintain the College's role as the hub of intellectual, social, and cultural development in its service area.

## **CODE OF TRUST**

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- 1. I will work with other members of the college community openly and in good faith.** I will treat other members of the college community with respect, good will, and candor. I will share information in helping others and I will cooperatively participate in making decisions. I will view myself and others as capable of constructive change and will remain open to new ideas and different viewpoints. I will not be deceitful. When I possess relevant information, I will not withhold it unless I have received the information in confidence. In such circumstances, I will urge others with relevant information to share it openly for the good of the college.
- 2. I will respectfully and supportively work with others in doing college business to the best of my ability.** For example, I will do everything possible to attend all meetings of committees and other groups on which I serve. I will prepare for meetings and, where possible, I will help others prepare as needed. I will do my fair share of work for the campus groups to which I have been assigned. I will accept responsibilities which challenge me, while contributing to strengthen the college's culture as one that is collaborative and respectful.
- 3. Whenever I serve as a representative, I will work with those I represent to identify their concerns.** I will actively seek out the opinion of others when I serve as a member of a small group charged with making a decision on a matter that has a large "community of interest." I will listen from the speakers' viewpoints and then I will articulate their concerns, when appropriate, and encourage them to become active in the decision-making process.
- 4. I will consistently act in ways that make cooperative decision making possible.** I will avoid behavior which activates an adversarial relationship. For example, I will not withdraw, or threaten to withdraw, my active cooperation in college activities in order to force another party to my way of thinking. Nor will I use college meetings to gripe, air personal grievances, or gain personal ends. I will remain open to influence and change.
- 5. I will not seek retribution against anyone for being candid, expressing unpopular viewpoints, or participating in shared governance activities.** For example, when I learn that someone has expressed a viewpoint for which I strongly disagree, I will respect their right to freely express their opinion and will not deny them the opportunity to persuade others. I will view differences of opinion as constructive rather than negative, and I will always respect the individual, regardless of rank or position in the college.



6. **I will act with discretion and assume others to be trustworthy.** For example, I will freely share information I learn from meetings or other sources in helping others succeed in meeting their job responsibilities, and I will not spread information or data I know are not correct. I will strive to freely offer my expertise and knowledge in helping others at the College solve problems or address institutional challenges. I will assume others will behave in a respectful manner and will question them directly if I sense they have not honored this code of trust.

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Signature

Date

## **Policy Creation**

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It is the policy of Hagerstown Community College that the Board of Trustees appoints the President who shall be responsible to oversee the development of policy recommendations, for the implementation and administration of all Board approved policies, and for the administrative operation of the College and supervision of all its units consistent with the policies approved by the Board of Trustees.

The President shall present written proposed policies with justification to the Board of Trustees after securing the appropriate support from affected segments of the college community at the President's discretion. The Board after review of proposed policies shall take one of the following actions:

- Approve the proposed policy and establish the effective date of implementation,
- Refer the proposed policy for suggested changes, or
- Disapprove the proposed policy.

## **Trustees Travel Expense Reimbursement**

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Reasonable expenses incurred by a trustee while participating in college-related business and/or travel shall be reimbursed by the College upon trustee request. Reimbursable expenses include conference-related costs (registration fees), transportation (air fare at coach rates) and related travel expenses (taxis, shuttles, parking, tolls), lodging, and meals. If driving in a non-college vehicle, mileage will be reimbursed at the College's current rate of reimbursement that applies to faculty and staff. Alcoholic beverages, room service, hotel mini-bar contents, and any other non-business related expense is not eligible for reimbursement. All applicable receipts must be forwarded to the president's office within thirty days of return for proper processing.

## **Admissions Policy**

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The academic mission of Hagerstown Community College is to offer a diverse array of courses and programs to address the curricular functions of university transfer, career entry or advancement, adult basic skills enhancement, and general and continuing education. In support of the mission, HCC has established an inclusive open door admissions policy for those who have the requisite skills to benefit from the educational programs offered by the college.

The College President oversees the impact of the admissions policy and student enrollment patterns on institutional planning, funding, and staffing.

Students are admitted without regard to race, gender, ethnicity, religion, sexual orientation, national origin or disability.

***The specific admissions provisions relating to credit, non-credit, and oversubscribed programs at the College are as follows:***

### Admission to Credit Degree Programs

Entering students receive assistance in selecting courses based on placement test results and academic advising. All students seeking a degree must complete a basic skills assessment, unless exempted. New students are required to consult with an academic advisor individually, in a group, and/or on-line to select courses based on their educational goals and academic skill level. Supportive services are available to help students succeed academically.

Students who are 16 years or older and can benefit from the learning experience at the college as well as students under the age of 16 with exceptional academic ability are admitted to **credit programs**. Those individuals who meet any of the following criteria and are pursuing a degree qualify for admission to developmental or college-level coursework and programs at HCC:

- a) High school diploma
- b) GED or EDP certificate
- c) Ability to benefit criteria on COMPASS scores established by the federal Department of Education
- d) ESSENCE or early entry criteria
- e) Home school criteria
- f) Gifted and talented criteria

### Admission to Credit Certificate and Letter of Recognition Programs

Students who are pursuing a certificate or letter of recognition program must meet specific program prerequisites and demonstrate requisite ability.

Individuals who are not pursuing a degree, certificate, or letter of recognition program may take developmental or college-level coursework as long as they meet course prerequisites.

#### Admission to Non-Credit Programs

Students are free to take non-credit courses and programs as long as they are able to profit from the educational experience and meet specific course prerequisites. There are no academic criteria established for admission.

The non-credit Adult Education and Literacy Services Program is available for students who need to develop basic academic skills or earn a high school diploma. If they have earned a high school diploma, they are not eligible for the program with the exception of the ESL sessions. In addition, students who would like to pursue a certificate or letter of recognition may be referred to the Adult Education Program to meet specific program prerequisites if they have not previously received a high school diploma.

#### Admission to Oversubscribed Programs

Oversubscribed programs have more eligible applicants than available capacity. The policy for admission to these programs is based on a uniformly designed point system. Eligibility requirements for these programs must be met before applications can be submitted for consideration. Each of the following criteria will have the same approximate weight in every oversubscribed program admission point system:

- a) Grade point average (15-25%)
- b) Residency (5-10%)
- c) Course or Skill Requirements (65-80%)

The program chair/director and the Director of Admissions, Records, and Registration determine admissions procedures based on these guidelines in order to maximize student success.

#### Appeal Process

A student may appeal an admissions decision by submitting a written rationale to the Director of Admissions, Records, and Registration within fifteen work days after receiving notification of non-acceptance. Within ten work days, the Director will render a decision.

A student may submit an additional written appeal to the Dean of Student Affairs within five work days. The Dean shall render a decision within five work days after the appeal is submitted. The decision of the Dean shall be final.

## **College Entry Assessment and Course Placement Policy**

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Hagerstown Community College is committed to providing access to postsecondary education through an open door admission policy while maintaining high academic standards. Initial basic skills assessment and appropriate course placement are critical factors in student success.

### **First-Time College Students**

First-time HCC applicants for admission into degree programs are required by this policy to be assessed for reading, writing, computer literacy, and mathematics proficiency prior to initial registration. Students will take the appropriate placement and assessment test as determined by the faculty and academic officers. Based on assessment scores, students will be placed in the appropriate level of developmental or college-level mathematics and English courses(s). See Table A for exemptions.

### **Transfer Students**

Transfer students with no current placement test scores or official transcripts will take the standard entry assessments test(s).  
See Table A for exemptions.

### **Readmit Students**

Readmit students and students who change from certificate to degree programs with no current placement test scores will take the standard entry assessment test(s). See Table A for exemptions.

#### **Table A**

**ACT or SAT Test Results**  
**HCC will maintain and list in the College Catalog or on its web site equivalent ACT and SAT test scores needed to be exempt from taking HCC entry assessment tests.**

### **Waivers from the Entry Assessment Requirement**

#### **1. Students Who Have Already Earned a College Degree**

Students who have already earned a college degree from a regionally accredited higher education institution are exempt; however students enrolling in programs with specific requirements may be required to take the mathematics assessment.

#### **2. Students Enrolled at Another College or University who have written approval from their home institution to take a course at HCC may be exempt. Some prerequisites may apply**

3. **Students not pursuing a degree**, taking courses without pre-requisites, are exempt.
  
4. **Students with special circumstances may petition for approval by faculty and division chairs and directors.**

*Policy No.: 3010*  
*Board Approved: April 20, 2004*  
*Revised: Annually*

## **Credit Tuition Rates**

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Annually, the Board of Trustees approves credit tuition rates that are competitive and reasonable, based on funding from other sources, enrollment projections, and anticipated funding needs of the College. Credit tuition rates are in adherence with required minimum rates set forth by COMAR Title 16, Subtitle 3, Section 310.

Current credit tuition rates are published in the HCC catalog and on the HCC Web site.



*Policy No.: 3020*  
*Board Approved: February 17, 2004*  
*Revised: Annually*

## **Student and Community Fee Schedule**

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The College performs an annual review of student and community fees and recommends changes based on program expenditures, required specialized equipment and software, College and outside agency surveys and the financial conditions of the College.

The current Student and Community Fee Schedule is posted on the HCC Web site.

*Policy No.: 3021*  
*Board Approved: May 30, 2006*  
*Revised:*

## **Make Up Exam Fees**

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No fees will be charged to students for makeup examinations.

## **Student Residency Tuition Policy**

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This policy governs the classification of students enrolling in credit courses by domicile for tuition purposes in accordance with the requirements of the Code of Maryland. The following are the three residency categories of students:

1) Residents of Washington County

An in-county resident is defined as a student who has maintained a domicile in Washington County for at least three months before the starting date of the term.

The following may be considered in-county residents under certain conditions:

- a. Students enrolled in health manpower, statewide or regional programs
- b. Military personnel and dependents that are stationed in the county or have a domicile in the county
- c. Nursing students who reside outside of Maryland and agree to work full-time in the state for at least two years in a hospital or related institution
- d. Employees of a public or private sector employer that maintains facilities, operates, or does business in the county and has contracted to pay or reimburse the cost of tuition

2) Maryland residents from outside Washington County

An out-of-county resident is defined as a student who has maintained a domicile in the state of Maryland but outside Washington County for at least three months before the term begins.

The following may be considered out-of-county residents under certain conditions:

- a. Military personnel and dependents that are stationed in Maryland but outside the county or have a domicile in Maryland but outside the county
- b. Employees of a public or private sector employer that maintains facilities, operates, or does business in Maryland but outside of the county and has contracted to pay or reimburse the cost of tuition

3) Out-of-state residents

Tuition rates are based on residency classifications. Out-of-state and out-of-county students shall pay tuition in accordance with Education Article, 16-310(a&b), Annotated Code of Maryland. The College may enter into a contract to provide education or training for public or private sector employees for a set fee in place of tuition.

Legal domicile is defined as a student's permanent place of abode, where physical presence and possessions are maintained with the intention of remaining indefinitely *or*

the permanent place of abode of any person or persons contributing more than half of the student's financial support during the most recently completed year.

The College administration has the responsibility for determining residency through the use of published procedures. Students have a right to request a change in residency classification through the Office of Admissions, Records, and Registration and/or to appeal their residency classification to the Dean of Student Affairs.

## **In-County Resident Status for Students Displaced by Natural Disasters**

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In compliance with the Code of Maryland Regulations (COMAR), the Board of Trustees may designate students displaced as a result of natural disasters as in-county residents for the purpose of tuition. This in-county designation would apply only for specific evacuation situations resulting from a United States Presidential Major Disaster Declaration (the process of which is regulated by the U. S. Department of Homeland Security's Federal Emergency Management Agency [FEMA]). Such designations must be recommended by the College president and approved by the Board on a case-by-case basis. All actions would be limited to the academic years specified. All normal course fees would apply. Requests for financial assistance would be examined on an individual student basis and Opportunity Scholarships may be awarded if deemed appropriate by the administration based upon individual student financial need.

### **BACKGROUND STATEMENT:**

Maryland state law requires that out-of-state and out-of-county students pay an additional fee and that a community college board of trustees may waive this additional fee only in specific circumstances delineated in statute (Education Article, §16-310, Annotated Code of Maryland). In addition, the Code of Maryland Regulations (COMAR) states that the boards of trustees of community colleges have the authority to adopt policies governing the classification of students by domicile for tuition purposes (§13B.07.02.03). Therefore, the boards of trustees of community colleges are authorized to consider students who are displaced from a region because of a natural disaster as eligible for in-county resident tuition status. The boards of trustees however, cannot simply provide tuition waivers to these students, but must first declare these students as in-county residents. Once the board of trustees designates these students as in-county residents, the community colleges may include these students as in-state residents for the purpose of computing State aid under the John A. Cade State Aid to Community Colleges funding formula. It is important to note that none of this prohibits institutions from giving scholarships to student evacuees.

On September 20, 2005, the Board of Trustees approved Policy 3041, which granted in-county resident status to students displaced by Hurricane Katrina effective for academic years 2006 and 2007.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

*Policy No.: 3060  
Board Approved: February 18, 2003  
Revised: April 15, 2003*

## **ESSENCE Program Tuition Discount**

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Board of Trustees approves 50% reduction in tuition, up to 12 credits per academic year to include all those eligible high school level students who reside in Washington County, whether they attend public or private schools or are home schooled. Eligibility is defined as students who have the academic and social readiness for college level work.

*Note: The ESSENCE Program in its entirety is available on the Intranet, Office of the President.*

*Policy No.: 3061  
Board Approved: April 19, 2005  
Revised:*

## **ESSENCE II Program Tuition Discount**

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The ESSENCE II Program is designed for high academic achievers who are currently in high school or home school, are 16 years of age or older and are out-of-county or out-of-state residents. Through the program, students have the opportunity to earn up to 12 credits of college-level coursework at a 25 percent reduction in the regular tuition rate they would be charged based on residency. Admissions requirements and operational procedures are the same as those listed in the ESSENCE Program.

*Note: The ESSENCE Program in its entirety is available on the Intranet, Office of the President.*

*Policy No.: 3070*  
*Board Approved: October 15, 2002*  
*Revised: April 19, 2005*  
*Revised: April 18, 2006*  
*Revised: September 20, 2011*

## **Maryland National Guard Tuition Discount**

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Maryland National Guard members receive 50% tuition waiver for credit courses. All applicable registration and course fees will be charged. Continuing Education courses are excluded from this tuition discount. This discount will be extended to each fiscal year unless otherwise specified by the Board of Trustees.



*Policy No.: 4005*  
*Board Approved: April 17, 2012*  
*Revised:*

## **The Minimum Number of Credits Required for Graduation**

The minimum number of credits required for graduation in the appropriate associate degree programs adjusted from 64 to 60, as allowed under COMAR, effective September 2012, with the first graduation class eligible in December 2012.

## **General Education**

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### **Philosophy**

General education at Hagerstown Community College is the foundation of the higher education curriculum which provides a coherent intellectual experience for all students. General education encourages the pursuit of lifelong learning and fosters the development of educated members of the community and the world. General education is also designed to introduce students to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines.

### **Definition**

The college defines general education as a prescribed college curriculum that provides a broad introduction to the basic areas of academic study. The general education requirements are designed to provide degree students with certain skills and knowledge that include critical thinking, communication, inquiry, and an understanding of aesthetic form, living systems, the physical universe, values, cultural heritage, behavior of individuals and groups, mathematics, and information literacy.

General education requirements at Hagerstown Community College leading to an Associate of Arts (A.A.) degree, Associate of Science (A.S.) degree, or Associate of Arts in Teaching degree must include not less than 30 and not more than 36 credit hours of designated courses. General education requirements leading to the Associate of Applied Science (A.A.S.) degree must include at least 20 credit hours of designated courses. The following six areas of general education coursework must be included in the credit-hour requirements for the A.A., A.S., A.A.T., and A.A.S. degrees:

1. Arts and Humanities - The ability to evaluate diverse ideas, cultural values, and artistic expression
2. Behavioral and Social Sciences - The ability to participate fully in a diverse, democratic society and global community
3. Biological and Physical Sciences - The ability to access, process, analyze, and synthesize scientific information.
4. English - The ability to express ideas orally and in writing
5. Mathematics - The ability to use numerical data and apply mathematical concepts appropriately
6. Globalization and Diversity – The ability to interact effectively and appropriately in a variety of cultural contexts.

### **Transition for Current Students**

Students who enrolled in a program prior to spring 2013 may continue using the requirements of the program in which they enrolled, as long as the program is active. If they change to a different program, they will have to fulfill the requirements in effect at the time that they enroll

in the new program. Students in discontinued programs will be given three years to complete the program or change to a new program.

### **Policy Outcomes**

Graduates of Hagerstown Community College's associate degree programs will possess the skills and knowledge they need to pursue their chosen careers or educational studies and to be responsible citizens of their communities. Through a general education that includes communication and intellectual inquiry skills, as well as a knowledge of and appreciation for scientific, cultural, and artistic learnings, degree graduates will be able to enhance their lifelong success.

## **Involuntary Student Course Withdrawal Policy**

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Students can be involuntarily withdrawn from their courses by the administration:

- To protect the safety of the student and/or others or to protect the integrity of the College's learning environment when the student is not able or willing to withdraw from courses.
- Under extraordinary and/or unforeseen circumstances.
- After academic or disciplinary action that has a specified return date and the student has not returned by the specified time.

Students can appeal the Involuntary Withdrawal through the Student Code of Conduct due process procedures within ten work days after the withdrawal was completed.

The President will designate in administrative job descriptions those positions with the authority to administratively withdraw students from their courses, including both the chief student services and academic officers of the College.

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### **BACKGROUND:**

This policy gives the administration the authority to withdraw students from their classes as a last resort action to protect the safety of the student and/or others and the integrity of the College's learning environment. In creating this policy, particular attention was paid to like policies at other community colleges. The Student Affairs Council, President's Cabinet, Behavioral Intervention Team, Faculty Assembly, Student Government Association, and Academic Council reviewed the policy.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

## **Acceptance of Pass or Satisfactory Grade Transfer Credits**

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A Pass or Satisfactory grade is awarded when students select the pass/fail or satisfactory/unsatisfactory option instead of receiving a typical letter grade.

Hagerstown Community College will accept transfer credits for those students who complete courses at another institution and receive a Pass or Satisfactory grade under the following conditions:

- If the sending institution or HCC designates the course as general education, the course and credits will transfer.
- If the sending institution or HCC designates the course as non-general education, elective, or a program of study requirement, the Pass or Satisfactory grade will transfer providing the block of courses being transferred has a minimum GPA of 2.0
- For HCC programs that have courses that require a grade of C for successful completion, the pass/fail or satisfactory/unsatisfactory policy of the sending institution must be evaluated by the Office of Admissions, Records and Registration. If such policy allows students to earn a D grade, but still receive a Pass or Satisfactory, course(s) will not be accepted for transfer.

*Policy No.: 4013*  
*Board Approved: June 19, 2007*  
*Revised:*

## **Repeating a Course**

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Students may repeat a credit or developmental course two times. Under special circumstances they may seek approval from the Vice President of Academic Affairs to re-take a course more than two times.

*Policy No.: 4014  
Board Approved: February 17, 2009  
Revised: April 17, 2012*

## **Discontinued Credit Programs**

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When a program of study is discontinued, students will be afforded time to complete the program requirements. Academic Chairs and Directors are responsible for approving a student's plan to complete his/her coursework. This plan may include a combination of waivers and substitutions for program requirements, not to exceed 9 combined credits. Under no circumstances can an alternative completion plan result in students graduating with fewer than 60 credits. The length of time for services and benefits to be extended is determined by the number of credits the student needs to complete the program with a maximum of two years after the discontinuance of the program. Requests for further extension must be submitted in writing to the Vice President of Academic Affairs.

## **Multiple HCC Credit Credentials**

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The awarding of multiple credit bearing degrees, certificates, and letters of recognition must follow criteria as specified below:

- **Letters of Recognition (LOR)** – There must be at least *three* additional earned credits from different course work, not used in a previously earned HCC credential, for each additional LOR awarded.
- **Certificates** – There must be at least *six* additional earned credits from different course work, not used in a previously earned HCC credential, for each additional certificate awarded.
- **Degrees** – There must be at least *twelve* additional earned credits from different course work, not used in a previously earned HCC credential, for each additional degree awarded.

For students seeking to earn multiple credentials as listed above, if their new program does not have enough new credits listed as requirements, then the student must take additional course work to meet the minimum new course work provision as stated above. In such cases a faculty advisor will approve the appropriate course(s) to meet the requirement.

In cases where students' completed course work does not qualify them to receive a new credential (LOR, Certificate, Degree) they may be entitled to a *double major* designation. This would mean that they have combined the requirements of two credentials, without meeting the minimum requirements for receiving multiple credentials as specified above.

Although it is unlikely that a student would attempt to receive a certificate or letter of recognition after receiving a degree, (s)he would not be permitted to do so. The idea of a credential ladder is to encourage students to complete one program which would position them for the next step constituting a longer and more challenging program and so forth.



## **Workplace Learning**

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**Definition of Workplace Learning Experiences:** For student workplace learning that is not governed by external accrediting bodies, the term ***Internships*** is used to designate supervised work experience or field placement directly related to a student's program of study.

**Credit-to-Contact Hour Standards for Internships:** For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded.

**Eligibility Requirements for Internships:** Minimum eligibility requirements for participation in an internship include:

- Submission of an application for internship to the HCC Career Center at least one month prior to registering for the internship;
- Acceptable faculty recommendation;
- Minimum overall GPA of 2.0; and
- Completion of at least 50% of the specialty program requirements in a student's field of study.

*Policy No.: 4017*  
*Board Approved: June 17, 2008*  
*Revised: February 21, 2012*

### **Credit for Life Experience (Prior Learning)**

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Hagerstown Community College recognizes that students come to the College with competencies obtained from prior learning experiences such as work experience, previous training or education, and various forms of self learning. To receive credit, a prior learning experience must be verified in relation to current HCC student learning outcomes for a specific course. Methods of verifying prior learning are to be determined and applied consistently at the department or division level. If such learning is documented and evaluated to be equivalent the student will receive the transfer credit in accordance with criteria approved by the President and Board of Trustees.

## **Credit for Life Experience Policy Criteria**

1. Definition of “credit for prior learning” (also called “credit for life experience”) is taken from COMAR 13B.02.02.03: "Credit for prior learning means credit granted toward the award of a certificate, diploma, or degree for experiential learning that can be shown through various means of assessment to be the equivalent of learning gained through formal collegiate instruction.”
2. To receive credit, a prior learning experience must be verified by one or more of the following methods: credit by examination, portfolio evaluation, or other College approved technique for evaluating educational experiences that meets state or national criteria. Credit will be granted following a prescribed college-wide procedure as determined by the Vice President of Academic Affairs and faculty and endorsed by the College President.
3. Credit for prior learning will be evaluated and posted on the student's transcript only after the student has earned three or more credit hours at HCC.
4. Students may be awarded the maximum number of credits for prior learning in accordance with COMAR 13B.02.02.16.
5. Credit earned from prior learning will not apply toward satisfying the minimum credits in residence required for graduation.
6. Fees for methods of evaluation of prior learning may be established by the recommendation of the President and approval of the Board of Trustees.

*Note: These revised policy criteria were submitted along with the Credit for Life Experience Policy for Board approval on February 21, 2012.*

*Policy No.: 4018*  
*Board Approved: February 17, 2009*  
*Revised:*

## **Independent Study Credit Courses**

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Hagerstown Community College provides the opportunity for qualified students to pursue topics of special interest for credit through the process of independent study. The College permits the qualified student, with faculty and academic officer approval, to receive a course of study contract ranging from one to three credit hours. Students seeking more than three credits for one independent study project must present written justification to the division providing the instruction. Students may earn a maximum of 6 credits of independent study while at HCC. These credits may be used to replace discipline-related open electives or restricted electives only, and are not to replace program requirements or required specialty courses. Qualified students are those who have successfully completed six credit hours in the subject matter field and have achieved at least a 3.0 GPA. Interested students must obtain the approval of the appropriate division chair or director.

*Policy No.: 4019*

*Board Approved: March 15, 2011*

*Revised:*

## **Acceptance of International Baccalaureate (IB) Credits**

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HCC will award incoming students, who have scores consistent with the list of cut-off scores that the faculty and academic officers deem appropriate, college course credits for higher level International Baccalaureate (IB) examinations in the subject areas offered at Hagerstown Community College. Annually, the faculty and academic officers will review the list of cut-off scores and modify them if needed.

*Policy No.: 4020*  
*Board Approved: May 25, 2004*  
*Revised:*

## **Student Grade Point Average Calculation Policy**

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Developmental courses are not considered college level courses and cannot satisfy graduation requirements. Developmental courses are only counted in the total cumulative quality point average to determine academic probation and dismissal.

*Policy No.: 4021*  
*Board Approved: February 20, 2007*  
*Revised:*

## **Dean's List Eligibility**

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To qualify for the Dean's List, students must earn a minimum quality-point average of 3.50 for the most recent semester. Students completing 12 semester hours or more of college-level courses are considered for the Dean's List. Students will not be considered for Dean's List eligibility in a given semester until all incomplete ("I") grades received for classes in that semester have been resolved to final grades.

*Policy No.: 4022*

*Board Approved: December 21, 2010*

*Revised:*

## **Online Degree, Certificate, and Letters of Recognition Programs**

To satisfy student demand for flexibility, the Administration can offer degree, certificate, and letters of recognition programs of study completely online.



## **Student Success and the Integrity of Web-based Courses and Programs**

Hagerstown Community College offers a variety of structured, web-based (online) courses and programs that allow students flexibility in course scheduling and program completion. Web-based courses and programs deliver the same content and have the same learning objectives as traditional classes.

Students enrolling in web-based classes will need particular skills in order to succeed in these classes. Hagerstown Community College will offer self-assessment guidelines designed to help students determine if they possess these skills. It is the student's responsibility to use the guidelines provided by HCC to self-assess their own readiness before enrolling in web-based classes. In cases where students have difficulty self-assessing their skills, it is college policy to make available faculty and advisors to provide assistance; however, the final determination of readiness for web-based classes lies with the student. Required skills include, but are not limited to:

- computer and information literacy skills, particularly the ability to access and evaluate web-based sources of information,
- an ability to learn and work independently and meet deadlines,
- an awareness of and compliance with the HCC academic honor code is especially important in web-based classes

HCC recognizes that web-based courses are best suited for students who possess the necessary skills and have demonstrated their ability to successfully complete college-level classes. It shall be the responsibility of the college administration to implement academic guidelines and procedures, such as the use of proctored testing and other protocols, to ensure that the highest level of integrity is met in awarding credits for online courses and programs.

*Policy No.: 4030  
Board Approved: November 19, 2002  
Revised:*

## **Job Training Institute**

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The Board of Trustees approves creation of the Job Training Institute, which assists unemployed/underemployed “at risk” persons, effective July 2003.

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*(The Job Training Institute Concept Paper is available in its entirety on the Intranet, Office of the President.)*

*Policy No.: 4035*

*Board Approved: March 20, 2012*

*Revised:*

## **Intercollegiate Athletic Program**

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The intercollegiate athletic program is maintained as a vital component of the HCC academic program, and student athletes shall be an integral part of the student body. The admission, academic standing and academic progress of student athletes shall be consistent with the standards adopted by the College for the student body in general and with NJCAA (National Junior College Athletic Association) standards. Each student athlete shall be viewed first as a student, and each coach shall be viewed as an educator. All student athletes must be enrolled in a minimum of a 12 credit hour load during the entire length of their athletic season. The college administration is to annually provide a report to the Board that summarizes student athlete academic performance and eligibility status for the prior academic year and the ongoing work that is being done to review and enforce eligibility rules and enhance the success of student athletes.

## **Student Activities Policy**

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It is policy of HCC that the administration organize and support a varied and robust student activities program that addresses the needs and interests of all the major sectors of the student population. The program must meet the opportunities and responsibilities as stated below:

### **OPPORTUNITIES**

Students will be provided a variety of opportunities for involvement with other students such as:

- Clubs and organizations that offer co-curricular and extracurricular experiences
- Intercollegiate athletics that offer organized sports programs
- Student Government Association (SGA) under the guidance of the Coordinator of Student Activities and the Dean of Student Affairs. SGA is the official student voice on campus and is an important part of the College's shared governance system. The SGA implements activities that are planned by its program board to serve all major segments of the student body
- Partnerships with community groups and organizations that support and connect with the academic and/or personal development of students.

### **RESPONSIBILITIES**

Student clubs or groups must meet the following responsibilities:

- All student clubs are expected to abide by the Code of Student Conduct and members of these groups are subject to the same sanctions and penalties as individual students who violate the code
- Student clubs must follow the provisions of all College policies, guidelines, and procedures that apply to campus operations, solicitation and sales, purchasing, use of facilities and equipment, safety, and security
- All student clubs must be officially recognized through established administrative procedures, including the requirement to have a staff or faculty advisor to provide guidance.

## **Code of Student Conduct**

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All HCC students in every academic program fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements.

### **1. Basic Principles**

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, at other College sites, and in the community. The student rights of free inquiry and free expression are indispensable to the learning experience and to participation in an academic community. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. Students are expected to produce work that is the product of their own learning and academic effort and will sign a pledge to that effect. Grades and degrees must represent honest work and accomplishments. If a student chooses not to abide by these rules and expectations, s/he may lose the privilege of attending Hagerstown Community College.

By the same token, students are also subject to all laws of the community, which are implemented by law enforcement officers. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law.

### **2. Student Bill of Rights**

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of Maryland apply to all students.
- B. Students have a right to pursue appropriate opportunities for learning in the classroom, on the campus, and in the community that are provided by the College. They should expect faculty to evaluate their performance objectively based on academic criteria, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct.
- C. Students have the right to learn in an environment in which academic integrity is valued and practiced.
- D. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.
- E. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College staff.
- F. Students shall have access to their educational records and the College will protect student educational records from dissemination or transferability without a student's

consent. In this regard, it is College policy to comply fully with the provision and regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974.

G. Students have the right to an impartial hearing and the right of appeal.

### 3. Prohibited Conduct

Academic integrity violations include but are not limited to the following types of conduct:

- A. Cheating on placement tests, exams, tests, and quizzes. Examples of cheating include but are not limited to: 1) giving or accepting unauthorized exam material or using illegitimate sources of information, 2) dishonestly obtaining copies of an exam or providing or receiving information about an exam, 3) exchanging information during an exam or copying from another's paper, 4) using "crib sheets" or any other unauthorized aids including all electronic retrieval devices or materials during an exam, and 5) taking an exam in the name of someone else
- B. Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include 1) submitting material created by another as one's own work or including passages of another author without giving due credit and 2) submitting purchased material, in any form of communication, as one's own work.
- C. Computers should be used for academic purposes only. Examples of misuse of computers include:
  - 1) illegal copying of commercial software or data protected by copyright or special license,
  - 2) unauthorized access to computer files, 3) copying/pasting, in any form, another student's exam or homework files and submitting as one's own, 4) planting viruses on local or network drives, and
  - 3) sharing one's own or using the account number of another to access the system.
- D. Unauthorized collaboration with other individuals in the completion of course assignments.
- E. Using fraudulent methods in laboratory, studio, special projects, or field work.
- F. Intentionally or knowingly helping or attempting to help another student violate any provision relating to academic integrity.

Behavioral violations on College premises or at College-sponsored or College-supervised functions include but are not limited to the following types of conduct:

- A. Failure to comply with directions of College staff acting in performance of their duties. Showing disrespect toward any faculty or staff member, through actions, comments, obscene or excessively loud language.

- B. Theft, misuse, or damage to College property (including equipment, the computer network, phones, mail, and transportation), property of a member of the College community or a campus visitor.
- C. Unauthorized entry onto the property of the College or into faculty/staff offices or facilities which have been placed off limits; unauthorized presence in a College facility after closing hours.
- D. Unauthorized use of skateboards, roller blades, and scooters.
- E. Illegal possession, use, sale or distribution of alcohol, any controlled substance, street drugs, or drug paraphernalia. The use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- F. Disorderly, lewd or indecent behavior; or distribution of obscene or libelous written material.
- G. Mental or physical abuse, including verbal or physical actions which threaten or harm individuals or which promote hatred or prejudice.
- H. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which creates an intimidating, hostile, or offensive environment and interferes with another student's or employee's rights or performance.
- I. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.
- J. Children under the age of 12 who are not registered credit or noncredit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.
- K. Only properly registered students should attend scheduled classes. However, individuals including students' children, relatives or friends may accompany them to a class session with the instructor's permission as long as there is no potential danger for children.
- L. Use of cellular phones or pagers during class. Students must disengage or place devices on inaudible signal so as not to disturb or interfere with classroom activities.
- M. Occupation or seizure of College property or facilities, or participation in informal or formal assembly that threatens or causes injury to person or property. This includes activities that interfere with access to College facilities, as well as remaining at the scene of such an assembly after being asked to leave by College staff.
- N. Possession, use, and/or threat of use of firearms, weapons, incendiary devices, explosives, or the unauthorized use of any agent capable of inflicting serious bodily injury to any person on College property or at College-sponsored activity sites.
- O. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.

- P. Smoking and/or the use of other forms of tobacco products in campus buildings.
- Q. Operation and parking of motor vehicles on HCC property in violation of College regulations.
- R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- S. Gambling except for approved charitable fund-raising activities.
- T. Fiscal irresponsibility such as failure to pay College-levied fees and fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
- U. The intentional provision of false information to College officials.

#### 4. Sanctions

The following are sanctions which may be invoked by the College for individual students, groups of students, or student organizations in cases where there has been a violation of the Code of Student Conduct. The listing is not inclusive of all options which the College may choose to exercise. The Dean of Student Affairs will maintain a record of imposed sanction(s) for behavioral violations and the Vice President of Academic Affairs will keep a record of imposed sanction(s) for academic integrity violations.

##### ***Student Sanctions:***

- A. *Grade of F:* A failing grade for an assignment or for a course grade may be assigned by a faculty member for academic integrity violations.
- B. *Reprimand:* A reprimand gives official written notice to the student that any subsequent offense against the Code of Student Conduct will carry heavier penalties because of a prior infraction.
- C. *General Probation:* A student may be placed on General Probation when involved in a minor disciplinary offense. Under General Probation, the student is given a chance to show capability and willingness to observe the Code of Student Conduct without further penalty. If the student errs again, further action will be taken.
- D. *Restrictive Probation:* Restrictive Probation results in loss of good standing, which may limit activity in the College community. Generally, the student will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.
- E. *Suspension:* Suspension results in the exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time as determined by the Dean of Students or designee. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must request and obtain specific written permission from the Dean of Students or designee before returning to campus.
- F. *Expulsion:* When expelled, a student is dismissed from campus for an indefinite period of



time and loses student status. The student may be readmitted to the College only with the approval of the President.

- G *Restitution:* Students will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.
- H. *Loss of Academic Credit or Grade:* Loss of academic credit or a grade can be imposed as a result of academic dishonesty.
- I . *Withholding transcript, diploma, or right to register or participate in graduation ceremonies:* These sanctions can be imposed when financial obligations are not met. The student will not be allowed to register or to participate in commencement until all financial obligations are met.

***Organizations/Group Sanctions:***

- J. *Group Probation:* Group probation is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K *Group Restriction:* College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- L. *Group Charter Revocation:* College recognition is removed for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.
- M. *Group Restitution:* Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

## **STUDENT DRUG AND ALCOHOL ABUSE POLICY**

### **I. Statement of The College:**

The College, recognizing that drug and alcohol abuse present serious threats to individual health and community safety, strives to maintain a campus free from the illegal use and abuse of alcohol, and from the use, possession or distribution of illegal drugs. Drugs and Alcohol will not be allowed to interfere with student learning or extra curricular activities

The College strictly enforces state and federal laws that prohibit illegal drug and alcohol use, such as the Federal-Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Community Act Amendments of 1989, and the drug and alcohol abuse policies of the Maryland Higher Education Commission.

All HCC students are covered by this Drug and Alcohol Abuse Policy. Some College programs or activities, such as nursing or intercollegiate athletics, may have additional “drug free” requirements externally and/or internally imposed on students.

### **II. Definitions:**

**A. Alcohol** means alcohol, brandy, whiskey, rum, gin, cordial, beer, ale, porter, stout, wine, cider, and any other spirituous, vinous malt or fermented liquor, liquid, or compound, by whatever name called, containing one half of one percent or more by alcohol by volume, which may be ingested.

#### **B. Drug means:**

1. Substances recognized in the official United States Pharmacopoeia, official homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; and
2. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
3. Substances (other than food) intended to affect the structure of any function of the body of man or other animals; and
4. Substances intended for use as a component of any article specified in clause 1, 2, or 3 of this paragraph; but does not include devices or their components, parts, or accessories.

**C. Drug includes:**

1. A controlled dangerous substance that is regulated under the Maryland Controlled Dangerous Substances Act;
2. A prescription medication used or dispensed improperly or in contradiction to the prescription; or
3. A chemical substance when used for unintended and harmful purposes.

**III. Notification:**

Students will receive a copy of the HCC Alcohol and Drug Policy annually. In addition, the College conducts a biennial review to determine the effectiveness and consistent enforcement of the policy.

**IV. Health Risks/Referral Services:**

Alcohol and illicit drug use poses many health risks. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information, psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. Information about health risks associated with alcohol and drugs may be found in the Student Activities Office.

Students may receive therapeutic intervention through referral of the Dean of Student Affairs or designee. In addition, Washington County Hospital Behavioral Services, the Washington County Health Department, and Brook Lane Health Services are community resources that provide treatment for alcohol and other drug related issues. These resources also maintain current lists of area programs such as Alcoholics Anonymous, Al-Anon, Narcotics Anonymous and Marijuana Anonymous.

**V Alcohol/Drug Policy – Student Violations:**

This policy prohibits students from participating in the unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance. Also, all students are expected to honor the College's policy of prohibiting the provision of alcoholic beverages at student events and activities held on campus. The definition of campus includes all locations where HCC classes are offered.

**VI Exceptions:**

For special campus events that are designed for an audience other than students, the President is authorized to determine if alcohol may be served. Also, students of legal drinking age who participate in College sponsored activities off-campus may be permitted to drink alcohol; however, college funds will not be used to purchase alcoholic beverages. At these types of events, strict controls will be enforced in order to prevent student underage drinking and irresponsible use of alcohol by students who are of legal drinking age.

**VII Federal, State and College Imposed Penalties:**

Students who violate this policy shall be disciplined through the Code of Student Conduct process. Possible sanctions include disciplinary probation, suspension, or expulsion from the institution. The College may also refer student violations to appropriate law enforcement authorities for criminal prosecution as it pertains to violation of State and Federal law.

## **Free Speech and Anti-Discrimination Policy**

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Hagerstown Community College is committed to maintaining an atmosphere in which all members of the College community are free to take part in an open dialogue that furthers understanding of diverse philosophies, cultural perspectives and respect for individuals. The College values the ideal of cultural diversity and has included it in its mission statement as follows: “The College believes in and teaches the ideals and values of cultural diversity and a democratic way of life.”

To achieve its mission, the College will not tolerate any language, action or behavior that is hostile to others. All Hagerstown Community College students have the right to be free from unlawful intimidation or coercion, negative stereotyping and racial, gender or cultural slurs. This includes harassment distributed via any verbal, visual, and electronic means including distance education and social networking. Incidents and exchanges that negate the expressed intentions and policy of Hagerstown Community College beyond the bounds of protected free speech, as defined by Maryland Criminal Law, will be dealt with as a violation of the student code of conduct.

\* It is recommended that this statement be used as an introductory notice to all online courses to establish course standards at the beginning of each term.

## **Student Honor Code**

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### ***Definition - Academic Integrity***

The core of the community college's integrity is its scholastic honesty. Academic dishonesty impairs the college's educational role and defrauds all who comprise its community. Student enrollment is a voluntary entrance into the academic environment. By entrance to the College, the student voluntarily assumes obligations of performance which are imposed by the academic community relevant to its missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law, and the College reserves the right to discipline students to insure compliance with these higher obligations.

Since the principle behind an honor system is honesty, an effective system can exist only when each student has a sense of community responsibility and personal integrity. The College community is only as strong as its individual members.

### ***Responsibility and Scope***

Faculty members are responsible to clarify for their classes those standards of honesty for classes or activities where such standards may be unclear or when such standards vary from the accepted norm. Faculty may use a variety of measures, such as alternate seating, multiple forms of examinations, etc., to deter dishonesty. However, the use of such measures is the prerogative of the individual faculty member and is not a requirement of faculty in general. The responsibility for the maintenance of honesty rests upon the student. The responsibility accepted by the student determines the success of the honor system. Students assume responsibility not only for themselves but also for every other student. Failure to report a violation of the honor code constitutes a dishonest act and is punishable under the honor code. Personal loyalties are indeed a virtue, but if personal loyalty threatens the rights and privileges of others, the result is a weak and ineffective system. It is the student's responsibility to know the community college's policy on academic honesty and to uphold standards of academic honesty at all times in all situations.

## **General Grievance Policy for Students**

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The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards.

Student concerns appropriate to this policy include, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current College policies by College employees, and perceived violations by College employees of accepted rights of students in institutions of higher learning such as the right to free expression and the right to assemble.

*Policy No.: 4070*  
*Board Approved: September 26, 1995*  
*Revised: June 15, 2004*

## **Constitution of the Student Government Association of Hagerstown Community College**

(Revised June 2004)

### ***Preamble***

In order that we may better achieve our goals through education and participation in campus life, we, the Student Government Association (SGA) at Hagerstown Community College, do hereby adopt this Constitution and By-Laws under the approval and support of the students of Hagerstown Community College.

Be it known to the Hagerstown Community College Board of Trustees, Administration, Faculty, Administrative Faculty, Professional-Technical Staff that the following are the primary objectives of the SGA.

### ***Mission Statement***

To serve the college community by creating an environment in which relationships and unity are cultivated; resulting in a strong sense of pride while accurately identifying the perspectives and needs of students.

### ***Objectives***

1. To represent to the College Administration the interests of the students attending Hagerstown Community College
2. To maintain a positive system of communication and understanding between all members of the College community
3. To ensure all rights granted to student involvement in all phases of college life
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students
6. To fund activities for the student population such as social, public, and cultural events, leadership training, publications, clubs and organizations, athletics, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system and abide by the Hagerstown Community College Code of Trust.

### ***Article I: Name***

#### **Section I**

The name of this organization shall be the SGA of Hagerstown Community College.

### ***Article II: Source of Power***

All power of the SGA is derived from the President and the Board of Trustees of Hagerstown Community College.



### ***Article III: Membership***

#### **Section I: SGA**

Voting membership shall be granted to any student, full and part-time, who is elected by the student body to an office and maintains a 2.5 cumulative grade point average. The elected offices of the SGA shall be the President, Vice President, Secretary, Treasurer, and four (4) Senators, at least two (2) of which must have accumulated at least twelve (12) credits.

#### **Section 2: Clubs and Organizations**

Each officially recognized club/organization, in good standing, not on probation, shall be granted one voting seat, chosen by the respective club/organization. (An individual may not vote for more than one club.)

### ***Article IV: Executive Committee***

#### **Section 1**

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Parliamentarian of the SGA. In the event that no person is interested in the position of Parliamentarian, duties of the Parliamentarian shall be assigned by the President to another officer and this position shall remain vacant.

#### **Section 2**

In addition to the elected officers and the Parliamentarian, four (4) Senator positions shall also be filled by the officers. Applications for these positions shall be obtained from the SGA Office. There must be a minimum of two (2) Senators who have accumulated at least twelve (12) credits by the fall semester of the term of office.

### ***Article V: Elections***

#### **Section 1**

A student wishing to run for office shall file notice with the Nominations and Elections Committee by the date specified by the Nominations and Elections Committee which shall be formed by the SGA Officers.

#### **Section 2**

The Nominations and Elections Committee shall supervise the entire election process and shall be chaired by the SGA Vice President.

#### **Section 3**

The general election shall be completed during the Spring semester, and before Spring Graduation.

#### **Section 4**

Each SGA member shall hold office for a term of one year unless the term shall terminate sooner by reason of resignation, disqualification, or removal from office. Each officer shall take office on the day following graduation.

## ***Article VI: Qualifications***

### **Section 1**

To be eligible to run for office, a person must be registered as a student in the Hagerstown Community College Credit Division. Only students in good academic standing, with a cumulative grade point average of 2.5, shall be eligible for voting membership in the Student Government Association.

### **Section 2**

A student must be able to fulfill requirements of the office as stated in the By-Laws.

### **Section 3**

To run for and to hold the office of President, Vice President, Secretary, and Treasurer, a student must have accumulated twelve (12) or more credit hours from an accredited institution, by the fall semester of the beginning of the term of office.

## ***Article VII: Quorum***

### **Section 1**

A quorum to vote and conduct official business in an Executive Committee meeting shall consist of a 50% plus 1 person majority of the executive committee membership.

### **Section 2**

A quorum to vote and conduct official business in a general SGA meeting shall consist of a 50% plus 1 person majority of the active membership.

## ***Article VIII: Resignation***

### **Section 1**

All resignations of the SGA officers shall be in writing and addressed to the SGA President. Resignations shall be dated and signed. A two week notice of resignation is expected. The SGA Secretary shall notify the campus of any resignations within a week of the resignation being tendered.

## ***Article IX: Vacancy and Change in Office***

### **Section 1**

If for any reason the President cannot complete his/her term of office, the Vice-President shall assume the office of President and complete the term.

### **Section 2**

In the event that a vacancy occurs in any other executive committee office (Vice President, Secretary, Treasurer, Senators), the SGA will announce and publicize the openings at least two (2) weeks prior to selection of a replacement. The SGA President shall appoint a replacement, pending confirmation by the Executive Committee. Candidates for a vacancy shall possess the qualifications as required by the SGA Constitution.

### **Section 3**

In the event that the President resigns, he/she shall give his/her notice of resignation to the Vice President. A copy of this resignation, or the resignation of any other officer, shall be given to the SGA Advisor as well.

### ***Article X: Removal and Censure of Members***

#### **Section 1**

An SGA member shall be censured upon completion of the following actions:

- A) Not attending two (2) of the regularly scheduled meetings or being derelict in their duties.
- B) A petition of 10% of the signatures of the voting membership of the SGA.
- C) A three-fourths ( $\frac{3}{4}$ ) majority vote of the SGA voting membership.

#### **Section 2**

An Executive Committee member shall be removed from his/her position upon the completion of the following actions:

- A) Having been previously censured.
- B) Not attending a regularly scheduled meeting after the censure or being derelict in their duties.
- C) A petition of 25% of the signatures of the voting membership of the SGA.
- D) A three-fourths ( $\frac{3}{4}$ ) majority of the voting membership of the SGA.

#### **Section 3**

The Vice President shall prosecute all cases of censure or removal of an Executive Committee member. In the case of the censure or removal of the Vice President, the President shall prosecute.

#### **Section 4**

Being derelict in one's duties shall be defined as a faultier to complete or abide by section or sub-sections as outlined by the SGA Bylaws.

#### **Section 5**

If an SGA officer fails to maintain a 2.5 cumulative GPA, he/she shall be immediately removed from his/her office.

### ***Article XI: Amendments***

#### **Section 1**

Any voting member of the Student Government Association may propose an amendment to the Constitution by presenting the proposed amendment in writing to the SGA during a regular meeting. Any member of the student body at large may present to the SGA at a regular meeting a petition of signatures of 10 percent of the student body for the purpose of amending the Constitution.

## **Section 2**

Proposed amendments when presented to the SGA shall be allowed to rest for no longer than two weeks during which time the proposed amendment shall be posted for campus notice. During the next regular meeting of the SGA, voting action shall be decided by voting members.

## **Section 3**

Amendments proposed by the petition to the text of these Articles shall take effect upon the affirmative vote of two-thirds of the student body. Amendments proposed by a voting member of the SGA must be voted on by three-fourths of the members eligible to vote, and be passed by a two-thirds majority of those present to be ratified.

## **Section 4**

Passed amendments shall immediately be entered into the text of this document and shall not affect the validity of the entire document aside from the specific Article or Section amended.

## ***Article XII: Ratification of Constitution***

### **Section 1**

This Constitution was voted and approved by the Student Government Association on May 24, 1999. It shall become effective immediately upon the approval of the President and the Board of Trustees of Hagerstown Community College. This renders all previous Constitutions and Amendments null and void.

**By-Laws of the  
Student Government Association of Hagerstown Community College**

***Article I: Members Duties and Responsibilities***

**Section 1: Student Government Association  
Office of President**

1. Duties of SGA President

The President of the Student Government Association shall:

- a) Call regularly scheduled SGA meetings.
- b) Preside at all regular and special meetings of the Association and its Executive Committee.
- c) Conduct the Student Government Association on the premises of Robert's Rules of Order, Revised.
- d) Have the power to call special meetings when necessary.
- e) Have the power to appoint members to standing committees and create special committees and appoint members thereof.
- f) Be prepared to present status reports of the Student Government Association to the Faculty Senate, College Council, and/or Board of Trustees.
- g) Delegate to the Vice-President of the Student Government Association and work with and consult him/her frequently.
- h) See that the duties of Student Government Association and its members are performed as described in the SGA Constitution and By-Laws.
- i) Be a member of major boards and committees.
- j) Represent students at all important college functions.
- k) Should have a working knowledge of parliamentary procedure and the Student Government Constitution.
- l) Organize, delegate, and supervise without interfering. The president is always impartial.
- m) To prepare an agenda for each meeting, with the advice of the Executive Committee.
- n) Follow the college's policies and regulations and see that they are followed at all meetings and activities.
- o) Serve as Vice-Chair of the Student Activities Finance Board.
- p) Serve on the Governance Council.

**Section 2: Student Government Association  
Office of Vice-President**

1. Duties of SGA Vice-President

The Vice-President of the Student Government Association shall:

- a) Assume all powers and responsibilities of the President of the Association in his/her absence.
- b) Be overseer of all Student Government Association Committees.
- c) Be responsible for recruiting and appointing students to serve on college committees as requested.
- d) Serve as an active member of the Elections and Nominations Committee.
- e) Serve as a member of the Executive Committee.
- f) Be responsible for posting—for campus notice—a list of standing and special committees of the Student Government Association.
- g) Serve on the Student Affairs Standing Committee.
- h) Serve as Vice-Chair of the Student Activities Program Board.

**Section 3: Student Government Association  
Office of Secretary**

1. Duties of SGA Secretary

The Secretary of the Student Government Association shall:

- a) Maintain the official minutes of the Student Government Association's regular, special, and Executive Committee meetings.
- b) Maintain all correspondence of the Student Government Association.
- c) Post the agenda for the next meeting of the Student Government Association at least two (2) working days before the next general meeting.
- d) Distribute copies of the minutes of the Student Government Association to all college offices, organizations, and committees.
- e) Maintain a current and accurate record of all motions, minutes, attendance, application for charter, and amendments to the constitution, etc.

**Section 4: Student Government Association  
Office of Treasurer**

1. Duties of SGA Treasurer

The Treasurer of the Student Government Association shall:

- a) Prepare all financial records for audit upon the demand of the Executive Committee, the various other committees within the Association, or the Student Government itself.

- b) Prepare and submit a statement at each regular meeting of the Student Government Association. This report shall include:
  - 1) Expenditures
  - 2) Income
- c) Serve as a member of the Executive Alumni Board.
- d) Serve as Vice-Chair of the Student Activities Finance Board.

### **Section 5: Senator and Club Representative**

#### **1. Duties of SGA Senators and Club Representative**

An elected representative of the Student Government Association shall:

- a) Keep in constant contact and consultation with the student body at large.
- b) Serve as a member of the Program Committee.

### ***Article II: The Student Activities Finance Board***

#### **Section 1: Membership**

The Student Activities Finance Board is an arm of the SGA; it is comprised of the Student Activities Coordinator (Chair), the SGA President and Treasurer act as Co-Vice Chairs. There are two Student appointees, appointed by the SGA, and two Faculty or Administrative members appointed by the President of the College. The Chair votes only in the event of a tie.

#### **Section 2: Meetings**

The Student Activities Finance Board will meet during the Spring to evaluate and allocate the following fiscal years funds. They will also meet as needed throughout the fiscal year to evaluate and allocate supplemental budget requests. Meetings will be called by the Board Chairman.

#### **Section 3: Operating Policies**

1. All requests for funds must be typed for submission to the Board.
2. All allocations run from July 1 to June 30.
3. All clubs and organizations funded through Student Activities funds must be open to all students at all times. Meetings are to be publicized and open to all students at all times.
4. Monies will not be allocated for equipment, supplies, or programs whose primary use is for classroom or instructional use.
5. Transfer of funds from one account or organization to another must be approved by the Student Activities Finance Board.
6. When a budget appeal or special allocation is presented to the Student Activities Finance Board, a club or organization representative may be present.

- 7.The Student Activities Finance Board will render a decision within thirty (30) working days from the day a special request is presented.
- 8.All requests must be submitted to the Student Activities Finance Board Chair for distribution to the Board members.
- 9.No club or organization shall be permitted a budget allocation of more that \$1,000.00 of activities fee revenue for conference travel or any related travel expenses.
- 10.The Student Activities Finance Board shall consider funding for refreshments or banquets a low priority item and will allot funds only for specially designated programs.
- 11.Advisors, coaches, or full-time employees of the college will not be paid from Student Activity funds for contracted services rendered to student clubs or organizations. A club or organization may use earned income for this purpose.
- 12.Allocated funds may not be used to fund the purchase of self promotional items (T-shirts, mugs, pens, etc.). Only earned income may be used for this purpose.
- 13.All event advertising, if allocated funds are used, must include the following phrase: Partially funded by Student Activity Fees.
- 14.Primary budget allocations for the current fiscal year will be based upon commitments to present on-going programs. The extent to which a club or organization will positively impact community is the major consideration in funding its activities.

***Article III: Student Activities  
Program Committee***

**Section 1: Membership**

The Student Activities Coordinator shall act as Chair of the Student Activities Program Committee. The SGA Vice-President will act as Vice-Chair. Other membership is open to any and all interested students currently taking credit classes.

**Section 2: Meetings**

Meetings of the Student Activities Program Committee will be held before the Fall Semester and as needed throughout the academic year to plan and implement programming on campus. Clubs and organizations are encouraged to co-produce events with the Board.

***Article IV: Meetings/Attendance***

**Section 1: SGA Meetings**

The Student Government Association will have 8 meetings each academic year. The dates, times, and locations for these meetings will be determined by a majority vote of those in attendance at the Spring Leadership retreat.

The Student Government will also host 2 evening meetings, one a semester. The attendance at these meetings by clubs is not mandatory.



## **Section 2: Clubs and Organizations**

Clubs whose representatives are not present at Student Government Association meetings will follow this schedule (on a yearly basis):

- 1           Absence       Each club is allowed one excused absence. This absence may be replaced by attending an evening meeting or by submitting a written report to the SGA to be read in the club's absence.
- 2           Absences       Formal reprimand sent to club advisor.
- 3           Absences       5% of club's original allocated funds for the following fiscal year transferred to SGA General Fund.
- 4           Absences       10% of club's remaining allocated funds for the following fiscal year transferred to SGA General Fund.
- 5           Absences       Club will lose all allocated funds for the following fiscal year and the club charter will be revoked for the remainder of the current fiscal year.

Those clubs who do not receive allocated funds will follow the same schedule receiving reprimands for absences 2 - 4. After the fifth absence the club's charter will be revoked and they must recharter after July 1 of the next fiscal year.

All correspondence regarding the above policy must be completed within one week from the date of the absence. Failure to do so will result in the absence being nullified.

## **Section 2: SGA Officers**

SGA Officers, including senators, and members of the Executive Committee follow this absence schedule (on a yearly basis):

- 1 Unexcused absence—  
Written warning
- 2 Unexcused absences—  
Written reprimand
- 3 Unexcused absences—  
Impeachment process begins

The SGA Advisor will determine the validity of excused absences. Questionable absences will be reviewed by the Executive Committee.

## ***Article V: Election Rules and Regulations***

### **Section 1: Membership**

The Nominations and Elections Committee shall handle all election procedures as are stated within the constitution and by-laws. The SGA Vice President will serve as Chair, unless he/she is a returning student. The President of the SGA will appoint two non-returning students to this committee. The Committee will work closely with the SGA Advisor.

Changes to the committee guidelines must be approved by a majority vote of the Student Government Association.

## **Section 2: Meetings**

The Nominations and Elections Committee will meet during the Spring semester.

## **Section 3: Election Guidelines**

The following rules have been set down by the Committee to govern the SGA elections.

### **Application**

1. All students wishing to run for office must complete an APPLICATION FOR OFFICE. Applications will be available in the SGA Office.
2. This form must be completed and returned to the Nominations and Elections Committee before campaigning may begin.
3. After the specified deadline no additions will be made to the ballot. No write-in votes will be allowed.

### **Campaigning**

All campaigning of candidates is subject to approval by the Nominations and Elections Committee. The following guidelines must be followed. Candidates are responsible for funding their campaign. Donations/sponsorship will not be allowed.

1. Posters and flyers may be displayed and distributed throughout the campus.
2. All printed materials must be approved by the Nominations and Elections Committee prior to posting.
3. Printed items are approved for posting on bulletin boards or for personal distribution.
4. No disfigurement of campus buildings and properties will be permitted.
5. Printed materials may not be affixed to any vehicles.
6. A candidate and their campaign team are responsible for making and posting all printed material. This material is to be removed within 2 days after the election.

### **Election Day(s)**

1. NO CAMPAIGNING IS ALLOWED WITHIN 25 FEET OF THE POLLS.
2. Printed campaign material is not allowed within 25 feet of the polling area.
3. Candidates or members of their campaign teams are not allowed to work at the polling place.
4. Election results will be made available expeditiously following the polling. Tallies will not be taken prior to this time.

Any refusal to abide by these guidelines could result in disqualification.

## ***Article VI: Adoption of By-Laws***

### **Section 1**

These By-Laws were approved and adopted by the Student Government Association on May 25, 1999. They shall become effective immediately. This renders all previous By-laws and Amendments null and void.

## **General Human Resources Policy Statement**

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The policies that are contained in the Employee Handbook are a general statement of policy and shall in no way limit the authority of the Board of Trustees with respect to any matter contained herein. Notwithstanding anything contained in these policies, the Board of Trustees as the final institutional authority has the responsibility to develop and evaluate policy for the College, which may include modifying, deleting, suspending or discontinuing these policies in whole or in part as business necessity, employment legislation, and economic conditions dictate, and to conduct otherwise the affairs of the College, within the scope of authority granted by applicable federal, state, and local laws. The Board of Trustees entrusts the administration of Board of Trustees' approved policies to the President of the College.

The Board of Trustees as a legally constituted body has authority both in law and in its Bylaws to institute human resources policies for the College and entrusts the development and implementation of such procedures to the President of the College.

For all policies of the College, the Board of Trustees shall be the final authority in both interpretation and implementation.

Any action taken by the Board of Trustees shall apply to all existing as well as to future employees.

No statement or promise by a supervisor, manager, department head, Dean, or Vice President past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

The most current version of the Employee Handbook supersedes any previous Staff Manual, Faculty Handbook, or Employee Handbook; any recognized out-of-date policies whether written or oral. These policies contained in the current Employee Handbook do not constitute an actual or perceived contract of employment.

*Policy No.: 5002  
Board Approved: July 1993  
Revised: September 21, 2004*

## **Recruitment, Selection, and Hiring Employees**

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Hagerstown Community College will hire the best qualified candidate for each position. To support this philosophy, the Human Resource Department will insure a process is provided to allow for an appropriate internal and/or external search for qualified candidates to hire into budgeted new and/or vacant College positions. Qualified internal candidates are encouraged to apply for positions and will be afforded due consideration if they meet the minimum requirements of the position. All recruitment, selection and hiring are conducted in accordance with applicable federal, state and local regulations that govern equal employment opportunities.

## **Equal Employment Opportunity**

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Hagerstown Community College is committed to recruiting, employing, training and promoting the best qualified applicants and employees in all job classifications and academic rank without regard to race, color, religion, age, gender (except where gender is a bona fide occupational qualification), national origin, sexual orientation, disability or covered veteran's status, and to creating a workforce that is diverse and reflective of the ability and talent available in the field of higher education.

The maintenance of equal employment opportunity at the College is the responsibility of the President through the Office of Human Resources in developing and initiating procedures to ensure the fulfillment of the policy.

The President of the College is responsible for the implementation of this policy including establishment of procedures to investigate and make final determination of complaints on alleged violations of this policy.

In addition, the College will go beyond avoiding overt discrimination and will, through educational programs, help faculty and staff become aware of and to recognize more covert and subtle forms of discrimination and then remove those institutional barriers to equality.

## **Employee Guidance and Progressive Discipline**

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Hagerstown Community College will address issues relating to unsatisfactory work performance and inappropriate behavior through corrective guidance and if necessary disciplinary action. The objective of this policy is to create and maintain a productive and responsive workforce, and to assist in the success of the employee on the job.

Disciplinary actions, when they occur, should focus on affirmative efforts at rehabilitating employees by discouraging them from continuing unsatisfactory job performance or repeating past inappropriate behavior. Therefore, managers and supervisors should provide information and feedback to employees concerning their performance/behavior and alert them to areas of concern or issues that require improvement.

The College reserves the right to immediately dismiss an employee in cases the College deems to be extreme misconduct.

## **Employee Performance Evaluations**

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Performance evaluations are to be conducted on an annual basis at HCC. A performance evaluation system is a comprehensive approach for managers/supervisors to work in partnership with each employee toward accomplishing the overall mission, vision and goals of the College and any additional objectives established by the leadership of the units. The performance evaluation system is designed to facilitate dialogue and communication between managers or supervisors and employees in order to receive objective feedback on performance, and to discuss performance objectives and expectations where applicable.

*Policy No.: 5006*  
*Board Approved: July 1993*  
*Revised: September 21, 2004*

## **Dismissal of Employees**

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It is the policy of Hagerstown Community College that employment may be terminable by either the employee or the College. Terminations by the College can include, but are not limited to, the following general categories: (1) for unsatisfactory job performance, (2) for unacceptable behavior or misconduct, or (3) as a result of reduction in force. All terminations require review by the Director of Human Resources and/or the President of the College.



*Policy No.: 5007  
Board Approved: July 1993  
Revised: September 21, 2004*

## **Employee Grievance**

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Hagerstown Community College recognizes the importance of providing employees with a prompt disposition of grievances that may arise out of the interpretation, application, or alleged breach of any provision of the Employee Handbook, and are therein afforded the right to invoke the grievance process.

*Policy No.: 5008*  
*Board Approved: July 1993*  
*Revised: September 21, 2004*

## **Temporary Employees**

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Hagerstown Community College may hire, train, and pay temporary employees to work on a task/assignment basis for a defined period of time. Temporary employees are not eligible to receive benefits or paid time off except as required by law. Temporary employees primarily work on a part-time, as need basis and allocations for temporary staff is reviewed annually.

*Policy No.: 5009*

*Board Approved: September 21, 2004*

*Revised:*

## **Independent Contractors**

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Hagerstown Community College may hire persons as independent contractors as deemed necessary who possess specialized skills and/or knowledge to complete specific assignments within an identified duration. Independent Contractors have complete control over how the work is to be performed, in accordance with identified expected results and are compensated according to an agreed upon amount without benefits. The hiring and use of independent contractors is in accordance with the guidelines of the Internal Revenue Service and are responsible for all applicable federal and state regulations relating to income tax, social security, worker's compensation and unemployment insurance.

## **Compensation Policy**

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Hagerstown Community College will maintain a competitive compensation program consistent with available fiscal resources and consistent with federal and state laws and regulations pertaining to wage and hour practices. The College Board of Trustees reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

The College recognizes that experienced and highly qualified teaching faculty and staff are essential for the success of Hagerstown Community College. Therefore, the College Administration is charged by the Board to establish and maintain fair and consistent compensation procedures to include:

- Definition of work week
- Adjustment to regular work schedules
- Weekly hours of work and core work hours
- Initial salary placement
- Overtime
- Compensatory time
- Demotion, promotion and lateral transfer
- Classification and reclassification standards
- Annual salary review and increases

All compensation policies and procedures are to be provided to all employees in written form. Updates to employee handbooks that contain these policies and procedures are to be provided to the Board members prior to their publication and circulation to employee groups.

## **Retiree Health Benefits**

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The following retiree health benefits are effective July 1, 2006:

- (1) The minimum number of years of service to the College to be eligible to receive retirement benefits is 10 years
- (2) mandatory use of the mail order prescription drug plan for maintenance drugs, and
- (3) raising the co-pays for generic, formulary, and non-formulary prescription drugs to \$10, \$20, and \$34, respectively.

Persons who retired prior to July 1, 2006 are grandfathered under the previous plan, but are subject to premium and co-pay increases, as well as the mandatory mail order prescription requirement. All current employees are subject to these revised criteria.

*Policy No.: 5020*  
*Board Approved: April 15, 2003*  
*Revised:*

## **Employee Benefits Policy**

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Hagerstown Community College will offer its regular full-time employees a quality and competitive cafeteria style benefits program that is part of a total compensation package. The benefits program is aimed at enhancing employee morale and productivity, and to attract and retain quality personnel. It will be designed and regularly reviewed to be comparable to other secondary and post-secondary institutions in the tri-state region of Western Maryland. The Board of Trustees directs the College Administration to annually review the total benefits program and to continue to develop strategies and options to contain or reduce cost for the College, while enhancing benefit options to employees and retirees.

*Policy No.: 5021*  
*Board Approved: October 18, 2005*  
*Revised: May 30, 2006*  
*Revised: December 20, 2011*

## **The Employee Sick Leave Bank**

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Hagerstown Community College offers an employee Sick Leave Bank to serve as a depository into which participating employees may donate accrued sick leave time for allocation to other participating employees in order to support them when they face a major health crisis. The purpose is to create a caring environment and to alleviate the economic hardship caused when a major health condition or injury occurs.

A serious health condition is defined as a condition of the employee that renders the employee unable to perform his or her job functions. The serious health condition must be certified by a “health care provider.” A health care provider, for purposes of this policy, is any professional that is recognized by any of the College’s group health plan(s) performing within the scope of their practice as defined under state regulations issued by the U.S. Department of Labor.

The following criterion applies for employee participation in the sick leave bank:

- Employees voluntarily participate through an annual enrollment into the program during the College’s open enrollment period.
- Employees must exhaust all accrued and unaccrued vacation and sick leave prior to requesting additional leave from the sick leave bank.
- Days drawn from the sick leave bank in addition to the vacation and sick leave days taken shall not exceed 60 consecutive calendar days. Employees may be eligible for long term disability after 90 consecutive calendar days if all conditions are met in accordance with the long term disability policy.
- A thirty (30) working day waiting period is required before any Sick Leave Bank benefits may begin.

## **Voluntary Personal Long-Term Care Benefit**

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A Long-term Care Insurance Plan through AFLAC will be offered to eligible employees who voluntarily choose to participate, effective January 1, 2007.

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### *Background Statement:*

The average daily rate for a private room in a nursing home is \$192. The average nursing home cost is approximately \$70,080 per year. The average daily charge for assisted living is about \$66 (or \$24,000 per year), and home care costs for the chronically disabled are about \$12,000 per year. Doctors and hospitals are under tremendous pressure to get patients out of the hospital as quickly as possible. Patients often go to nursing home facilities to continue the recovery period.

An estimated 10 million Americans need assistance from others to carry out everyday activities. More important, long-term care isn't just for the elderly and the retired; injuries can incapacitate the young as well as the aged – sometimes with longer-lasting implications.

For the past two years, many of the College's long-term employees have requested the College to offer a long-term care insurance plan. Therefore, long-term care insurance would greatly enhance the College's menu of voluntary benefits. The College wishes to offer AFLAC's Personal Long-Term Care Insurance Plan. The specifics of the plan are below:

- **First-Occurrence Benefit** – Covers a person when first diagnosed as chronically ill. It assists with the expenses associated with qualified long-term care services.
- **Nursing Home Daily Benefit** – AFLAC will pay for each day a person is confined and requires qualified long-term care services in a nursing home facility or in an adult foster-care facility, including state licensed Alzheimer's facilities. After 60 days of confinement monthly premiums are waived by AFLAC.
- **Assisted-Living Benefit** – Charges incurred for each day of confinement where long-term care services are required. The benefit includes licensed hospice facilities.
- **Home Care Benefit** – The plan pays for charges incurred for each visit during which qualified long-term care services are received by the covered member. This includes home care and care at an adult day-care facility.

Three insurance plans offer options for the Nursing Home and Assisted-Living Daily Benefit. Up to a five year plan of coverage may be purchased. Also, up to six benefit options concerning what the plan will pay on a daily basis are offered. The benefits are very generous and individual cost is based on the person's age.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*



*Policy No.: 5029  
Board Approved: October 18, 2005  
Revised:*

## **Voluntary Vision Insurance Benefit**

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A voluntary employee vision insurance called *Vision Now* will be offered through AFLAC. The benefit will be offered during the fall 2005 open enrollment season and will become effective January 1, 2006 for employee usage.

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### *Background Statement:*

The College benefit plan has never offered employees a vision insurance option that pays for eye glasses, contact lenses, eye exams, eye disorders and surgeries. For the past three years, College employees have asked for a comprehensive vision plan that would contribute toward eye/vision care.

Recently, AFLAC introduced *Vision Now* vision insurance. The insurance plan offers:

- Eye Examination Benefit – annually with up to \$35.00 of coverage.
- Vision Correction Benefit – three options to choose from based on personal need with up to \$210 of coverage.
- Specific Eye Disease/Disorders Benefit with up to \$1,000 of coverage.
- Eye Surgery Benefit with up to \$1,500 of coverage.
- Permanent Visual Impairment Benefit with up to \$10,000 of coverage.

The *Vision Now* premium rates are based on person's age coverage level (Individual, Employee/Dependent, Employee/Spouse, Family) and are reasonable in relation to the benefit that is received. There is no additional cost to the College.

*The background statement was presented to the Board along with the recommended policy at the October 18, 2005 meeting.*

## Additional AFLAC Voluntary Benefits

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The College offers the additional voluntary benefits to HCC's employees through AFLAC, effective January 1, 2004 at no additional cost to the College. The additional voluntary benefits are:

- **Personal Cancer Protection Plan**
- **Personal Recovery Plus**

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### ***Background Statement:***

During the Fall of 2002, the employee benefits survey indicated that 10% of the employees expressed interest in specific voluntary insurance plans, such as cancer insurance. The following is a description of AFLAC's **Personal Cancer Protection Plan** and what it covers:

<ul style="list-style-type: none"><li>• First Occurrence</li><li>• Hospital Confinement</li><li>• Radiation and Chemotherapy</li><li>• Cancer Screening Wellness</li></ul>	<ul style="list-style-type: none"><li>• Surgery/Anesthesia</li><li>• NCI Evaluation and Consultation</li><li>• Home Health Care</li><li>• 22 other specified diseases</li></ul>
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The AFLAC insurance plan does not coordinate with HCC's Employee Benefit Plan. However, the AFLAC insurance plan will pay a specific amount toward each benefit listed in the table above, even if the HCC's Employee Benefit Plan pays all or part of the medical treatment related to cancer or other specified diseases. The AFLAC insurance plan coverage will assist the participant in any deductibles, cost-sharing, out-of-pocket and non-medical expenses. The AFLAC voluntary health insurance coverage makes the HCC Employee Benefit Plan more "complete" by paying the benefits directly to the participant.

In light of HCC's aging workforce and the stresses in peoples' daily lives, certain coronary conditions may occur more readily than usual, or the need for an organ transplant. It is believed that the Personal Recovery Plus insurance plan would be advantageous to the College's workforce. The following is a description of AFLAC's **Personal Recovery Plus** and what it pays.

Pays a First-Occurrence Benefit as well as Hospital Confinement and Continuing Care Benefits for:

<ul style="list-style-type: none"><li>• Heart attack &amp; Coronary artery bypass surgery</li><li>• Stroke</li><li>• End-stage renal failure</li><li>• Major human organ transplant</li></ul>	<ul style="list-style-type: none"><li>• Major third-degree burns</li><li>• Coma</li><li>• Paralysis</li></ul>
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As above, this insurance functions independent of the HCC's Employee Benefit Plan, but make it more "complete" by paying the benefits directly to the participant.

*Presented to the Board of Trustees with recommended policy November 18, 2003.*

## **Employment, Responsibilities, and Professional Conduct – All Employees**

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It is the expectation of all Hagerstown Community College employees to:

- (1) comply with all College policies, procedures and codes,
- (2) serve in an initial probationary period,
- (3) satisfactorily fulfill the duties and responsibilities as stated in their job description,
- (4) satisfactorily fulfill teaching responsibilities where applicable,
- (5) receive an annual performance evaluation,
- (6) develop a professional development plan,
- (7) aspire to promotional opportunities if qualified,
- (8) aspire to receive tenure, where applicable,
- (9) report to work and work their daily schedule unless on approved leave,
- (10) accurately complete a timesheet in accordance to their classification,
- (11) satisfactorily fulfill reasonable requests and accept assignments designated by the President and/or their supervisor relative to their competencies,
- (12) conduct themselves appropriately and to adhere to high standards of ethics, which included but not limited to honesty, integrity, mutual respect, trust, acceptance, and support of a diversity and varied points of view,
- (13) regard employment with the College as their primary work obligation (full-time employees only),
- (14) maintain a safe work and academic environment for all employees, students, and visitors free from any form of violence, threats of violence, harassment, intimidation of others, or attempts to instill fear in others, including the possession of weapons of any kind in the workplace, on campus, or at off-campus events, and
- (15) provide appropriate notification in event of resignation or retirement from their position based on their classification and position within the College.

Note: All employees are classified in accordance with the Fair Labor Standards Act (FLSA), compensated in accordance with applicable federal, state, and local regulations, and receive a College-approved title.

## **Discrimination and Harassment**

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Hagerstown Community College is committed to providing all students and employees with a safe and supportive environment. Employees are expected to treat each other with mutual respect and to accept the rich diversity that makes up the community.

The College prohibits discrimination based on race, religion, color, age, gender, national origin, sexual orientation, disability or covered veteran's status, and is committed to maintaining an environment that is free from such conduct.

The College will act to promptly investigate all complaints and take appropriate action to protect individuals from further discrimination. If it is determined that unlawful discrimination occurred, prompt and appropriate action will result.

## **Sexual Harassment**

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The College prohibits discrimination on the basis of sex in its educational program, activities, or employment as required by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964 and recognizes sexual harassment as a form of sexual discrimination.

Hagerstown Community College concurs in the action of the Maryland Higher Education Commission in recognizing that sexual harassment may seriously damage the integrity of the educational institution, destroy the institution's positive work and educational atmosphere, and cause psychological and physiological damage to the victim. The college condemns such illegal activity and is strongly committed to promoting an educational and work environment free from sexual harassment of any form. For the purpose of these guidelines, the college adopts the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission.

It is a violation of this policy for any college employee to harass a student, another employee, customer/client or vendor through conduct or communications of a sexual nature as defined below.

### **Definitions**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by an employee to a student or another employee occur when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the person rejecting or submitting to the conduct;
3. such conduct has the purpose or effect of substantially and unreasonably interfering with a person's academic, professional or employment performance or creating an intimidating, hostile or offensive academic or employment environment, or offensive work environment; or in third party situations, one or more individuals are reasonably offended by the sexual interaction, conduct, or communication between others;
4. the conduct has the effect of creating actual, perceived, or potential conflicts of interest, favoritism, disruption, lack of objectivity, poor employee morale, or employee complaints arising from such conduct.

Sexual harassment, as defined above, may include but is not limited to the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;

3. repeated communications, both verbal and written (including email) to a person, with sexual or demeaning implications;
4. unwelcome touching; or
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, job, etc.

The President of the College will implement this policy and will ensure procedures are established to handle complaints made under the provisions of this policy. The procedures will provide: (1) that the right to confidentiality, both of the complainant and the accused, will be respected consistent with the College's legal obligations, and with the necessity to investigate allegations of misconduct and take strict corrective actions up to and including immediate dismissal from the College, when this conduct has occurred; (2) that persons filing complaints of sexual harassment will be protected against reprisals, but that the deliberate filing of false accusations of sexual harassment will be condemned and may lead to possible disciplinary actions.

A supported finding against an employee of the College will subject that employee to disciplinary action, which may include immediate dismissal from the College. A supported finding against a student of the College will subject that student to disciplinary action as found in the student handbook.

## **Conflict of Interest Policy**

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### **General Provision:**

It is the expectation that employees avoid conflicts of interest, or appearances of conflict, between their own personal or professional interests and the interests of the College.

### **Conflicts:**

A conflict of interest may occur if an employee:

- (1) has an existing or potential interest, financial or non-financial, which may impair or which may appear to impair the individual's independent judgment when performing College responsibilities.
- (2) receives or may receive a material, financial, or other benefit from knowledge of confidential or proprietary College information.

A conflict may occur if either of these situations exists involving a member of the immediate family or household of an employee, or an organization with which the employee or family member has significant management, ownership, or material association.

The above-noted conflict of interest provisions are not intended to be a complete list of prohibited conduct or activity by employees. Employees should be continually aware of any situations which may create actual or perceived conflicts of interest.

### **Reporting Requirements:**

If an employee believes that he or she is involved in a matter or is engaged in an activity in which a conflict of interest may exist, the individual must promptly and fully disclose the conflict to the President, Vice President, or Dean of their area, refrain from further participation in the matter until the question is resolved, and follow any directions given by the College concerning the matter.

### **Consequences:**

Violations of this policy may result in discipline up to and including termination of employment.

## **Administrative Staff Sabbatical Leave**

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### ***I Purpose***

The primary purpose of a long-range program of staff sabbatical leaves is to increase the value of the administrative staff to the College which may be accomplished by further study, research, or other experience leading to professional growth or personal worth to the College.

### ***II. Duration***

The normal administrative staff sabbatical leave will be for a period of two months. A period longer than two months is possible in those cases where graduate coursework is involved.

### ***III. Selection***

All benefits, privileges and opportunities of a person on sabbatical leave will be continued in the same manner as though the individual were on active duty.

The number of individuals on leave at any one time will be determined by the President of the College.

The application for sabbatical leave will be accompanied by a written request in which the applicant outlines the complete activity and the means by which he expects to increase his personal worth to the College.

The President's Cabinet will review the applications and determine a plan of operation to recommend to the President every January 1 and July 1 of each year.

After reviewing, the President will submit the request to the Board of Trustees at the next Board meeting.

Upon the final recommendation of the President, the Board may grant sabbatical leave to any administrative staff member if, in the best interests of the College, such action is judged desirable.

### ***IV. General Provisions***

#### **A. Pay**

(1) The recipient of a sabbatical leave will receive his regular salary and employee benefits.

(2) Pay for a substitute, if such is needed during the period of leave, will not be deducted from the sabbatical stipend

#### **B, Eligibility**

(1) Initial Eligibility: An employee who has been in one or more administrative staff positions for at least five years is eligible to apply for sabbatical leave.



(2) Subsequent Eligibility: An employee is again eligible to apply for subsequent sabbatical leave upon serving three additional years in an administrative faculty position following the completion of his last sabbatical leave,

#### C. Responsibilities

The recipient of a sabbatical leave must agree to return to the service of the College immediately following the completion of his leave, or at a time otherwise acceptable to the College. The recipient must also agree to serve for at least two years in full-time professional capacity or reimburse the College the gross salary paid him during the time of leave.

## **Employee Leave**

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It is the policy of Hagerstown Community College to grant approved paid leave to all regular employees to include: (1) annual leave, (2) sick leave, (3) holiday leave, (4) bereavement leave, (5) personal leave, (6) jury/court duty leave, (7) sabbatical leave. In other circumstances, leave without pay or a mutual consent leave may be approved when paid leave is not applicable.

*Policy No.: 5042*  
*Board Approved: July 1993*  
*Revised: September 21, 2004*

## **Family and Medical Leave**

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Hagerstown Community College will, in accordance with the federal Family and Medical Leave Act (FMLA) of 1993, provide a leave of absence from work for a qualified family and medical purposes to eligible employees. This is an unpaid leave from work unless the employee has paid leave that may be used, in accordance with the provisions of FMLA and the procedures set forth in the College's policies.

*Policy No.: 5043*  
*Board Approved: September 21, 2004*  
*Revised:*

## **Military Leave – Reserve Training and Active Duty**

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Hagerstown Community College (1) will provide to eligible employees military leave for reserve training with any branch of the U.S. Armed Forces and (2) provide military leave for active military duty to eligible employees in accordance with The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, federal statute, which clarifies uniformed service military leave rights for full-time and part-time regular employees.

*Policy No.: 5044*  
*Board Approved: May 26, 2009*  
*Revised:*

## **Carry Over Vacation Plan**

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Hagerstown Community College acknowledges that annual leave is important to staff employees' health and work performance. Employees earn annual leave days in accordance to their employment classification each fiscal year and are encouraged to use it in the fiscal year that it is earned. Effective July 1, 2009, carry-over of up to, but no more than five annual leave days, based upon a standard work week for the employee, is permitted. Employees who work a non-traditional work week will need to work with their immediate supervisor in conjunction with Human Resources to determine carry over annual leave processes. The immediate supervisor is responsible for providing written approval of the number of days to be carried into the next fiscal year for payroll purposes. Carry-over days must be used in the new fiscal year prior to taking new annual leave. All requests for carry over leave must be submitted to payroll by June 30 of the current fiscal year.

## FULL-TIME FACULTY LOAD, EVALUATION, PROMOTION, AND TENURE POLICY

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### FACULTY WORK LOAD

All full-time faculty at HCC are expected to allocate their work hours in the following manner:

75% Teaching and Learning ..... 30 hours a week

- Learner support activity (office hrs.)
- Class preparation
- Student contact hours (15-21 hrs.)

15% College and Community Service ..... 6 hours a week

- Serving on committees
- Recruiting students
- Presentations to faculty

10% Professional Development ..... 4 hours a week

Total ..... 40 hours a week

These hours represent a minimum workload and many faculty members will work more than 40 hours in an average week to meet their responsibilities.

### *FACULTY DUTIES AND RESPONSIBILITIES*

#### **1. Teaching**

Each academic year a full-time faculty member is responsible for scheduling and teaching a full load within the college's defined range and parameters. The oversight for the full teaching load is accomplished by the Division Chair/ Director and the Dean of Academic Affairs.

Individual faculty members must adhere to academic standards that are collectively set by the faculty at the college, department, and discipline levels. The teaching quality must be high and effectively measured.

Enthusiastic teaching and a love for student learning is expected.

#### **2. Assessment**

Faculty teaching and student learning must be measured or assessed. Assessment monitors the educational utility of the college. Without it the college would lack educational direction, insight, and accountability.

Faculty must assess learning outcomes at the course, discipline, department, program, and college levels.

Results from learning outcomes assessment should be used to improve teaching and learning at all levels of academic instruction at the college.

**3. Student Advisement**

Upon completion of an appropriate training program all faculty are expected to advise students on courses and curriculum.

Students should be advised during faculty office hours and other times mutually determined.

Student Services should assist faculty advisement and complement, enhance, and supplement this advisement with other data, information, and resources such as career exploration.

**4. Student Advocate**

All faculty should be student and learning centered. Student success is a reflection of faculty accomplishment and teaching competence.

Being totally committed to student learning and success requires faculty to be student advocates.

**5. Curriculum Development**

Curriculum development is a duty and responsibility of all instructional faculty. Faculty members must maintain their teaching content and materials and continue to be current and up-to-date or contemporary in their field.

Current issues, transfer content, and technological enhancement must be interwoven within college course group, degree programs, and certificates. This is best accomplished by faculty committed to excellent program and course content and delivery.

Continuous curriculum revisions, enhancements, and deletions are necessary functions of all teaching faculty.

**6. Recruitment and Marketing**

College faculty are expected to be college ambassadors and, as such, have special obligations to their profession and their institution.

One of these special obligations is to represent the college in a professional manner and also market and promote their discipline or program. Coinciding with marketing is recruitment. Student recruitment, especially for new programs, is required.

The recruitment and marketing may be done in conjunction with other college personnel and be a coordinated effort.

**7. Shared Governance**

All faculty have a responsibility to participate in shared governance at all levels. Faculty must be willing to participate and effectively “share” their role with non-faculty as the opposite would occur with staff and administration.

**8. Professional Development**

A faculty member’s professional development plan must coincide and match or enhance the college's strategic goals. A faculty member’s professional developmental plan must be shared with peers and approved by Division Chairs/Directors and the Dean of Academic Affairs.

## 9. College Service

The extent and depth of college service by faculty should factor in the promotion system and align with the college's strategic goals. Areas may include departmental responsibilities, community outreach, and student-oriented activities.

## 10. Community Service

Since HCC is a community college, local community service should be a generic responsibility of all staff, faculty, and administrators. Community service should not interfere or conflict with the college's strategic goals or the faculty member's other duties.

## Teaching Load

The base faculty teaching load shall be 15 credit-hour equivalents. For most faculty this would mean 15 hours and 15 credits of base load, since lecture or didactic hours are treated 1 for 1 in student contact hour to credit equivalency. Laboratory instruction is equivalent to clinical instruction for determination of load. In general, credit hours assigned to laboratory or clinical sections is a ratio of one to three (1:3). Therefore, one credit hour for three hours of instruction would be assigned. For clinical instruction of six hours, the credit hours that could be assigned are variable (i.e., 1.0, 1.5, 2.0). As an example, in NUR 101 the clinical portion of the course meets for 12 hours/week (2x6) and equates to three credits of instruction (e.g., 1.5:6 or 1:4).

The College will use a load multiplier of .75 in equating labs and clinical assignments in calculating a base load of 15 credits. These courses or sections have more clock hours of instruction than credit hours assigned (i.e., one credit: three hours of instruction).

Since the full-time faculty teaching load would be 15 credit-hour equivalents per semester, teaching overload credit would begin at 16 credit hours, and fractions of a credit hour from 15 to 16 will not be compensated (e.g., 15.75). Credit hours or credit-hour equivalents between 14 and 15 will not be construed as an underload (e.g., 14.5).

## Professional Development and Alternative Assignments

Professional development for community college teachers means developing continuously as a faculty member. One who is professional and scholarly, improving in instructional techniques and design, learning new topics and concepts, and remaining technologically competent. He or she will professionally develop by various means, including, but not limited to the following:

1. graduate and undergraduate studies
2. business and industrial training (which may include externships)
3. scholarly work and presentations (e.g., AFACCT)
4. other endeavors

Professional development may occur in various ways such as mentioned above (1-4). Extensive curriculum development may be considered as professional development and



result in a new course or program. Alternative assignments may be assigned to assist with this development (e. g., distance education).

Alternative assignments are to be considered for faculty who are assigned to develop and teach substantially new curricula, who are assigned administrative responsibilities or other special assignments where the Dean of Academic Affairs, subject to the approval of the President, feels a teaching load reduction is warranted. The formula, for determining the minimum number of work hours for a given alternative assignment is determined as follows: for three credit-hour equivalent of release time, a faculty member would receive the total hours for the semester as  $7.5 \text{ hours} (3 \text{ hours} * 2.5) * \text{the number of weeks in the semester} (15)$ . Consequently a faculty member would be expected to devote 112.5 hours/15 weeks/semester to the alternative assignment for a three credit teaching reduction.

## **Professional Development Plan**

A yearly or multi-year professional development plan must be approved by the Division Chair/Director and the Dean of Academic Affairs for each full-time faculty member. This plan should be periodically evaluated for substance and outcomes attained following the procedure listed below.

Each full-time faculty member will annually construct (or update in the case of multi-year plans) a Professional Development Plan in consultation with their division chair or director. This entails the faculty member creating goals and determine the relationship of the goals and expected outcomes) to the ten Faculty Duties and Responsibilities listed in this policy. The annual time frame for the development of these plans would be as follows:

- *Start-Up*: Time will be specified during the annual year-end workshop (usually in May) where faculty will be expected to create their Development Plan. A plan approved by the department chair must be achieved by each full-time faculty member during this time period.
- *Approval*: The plan also will be reviewed and approved by the Dean of Academic Affairs and the President. Requested revisions will be sent to the faculty member in writing no later than the subsequent August workshop.
- *Review of plan*: Mid-year verbal progress review of plan is required by December each year. Unsatisfactory progress review requires documentation.
- *Annual Plan Evaluation and Update*: Previous year's annual plan is evaluated and updated as needed during the annual May workshop.

## **FACULTY RANK AND PROMOTION**

### **Criteria for Initial Placement in Rank**

For initial placement in rank, each applicant's previous experiences will be considered in relation to the position for which he/she is being considered. Experience will be determined by the Dean of Academic Affairs, subject to the approval of the President, according to the following guidelines.

One year of experience is given for each year of prior college experience that is directly related to the assignment.

Credit may be given for prior non-college educational experience, which may include teaching area related business, industrial or other activities.

A maximum of five years of credit will be recognized for each year of related prior experience as a graduate teaching assistant or an adjunct instructor. This cannot exceed five years. Fifteen teaching credit hours will be equal to one-half year of credit and thirty teaching credit hours will equal the maximum of one year of experience.

Recommended rank placement and starting salary are to be part of a position offer and will appear in the formal letter of appointment.

## **Performance Review and Tenure Eligibility**

### **Initial Faculty Probationary Period**

All new faculty members will serve an initial probationary period of two years. During this initial probation period the faculty member will be evaluated each semester. Evaluation criteria during this probationary period may include student evaluations, classroom visitations, peer review, college and community service recognition, and an annual review by academic supervisors including Division Chairs/Directors and the Dean of Academic Affairs.

This initial probationary period may be extended for one year at the discretion of the Dean of Academic Affairs due to unsatisfactory performance. At the conclusion of the extended evaluation period a decision will be made by the Division Chair/Director and the Dean of Academic Affairs to retain the faculty member, with concurrence of the College President and a Board personnel action. If the faculty member is retained, he/she will be placed into the tenured track probation period.

### **Tenure Track Probationary Period**

Faculty members successfully completing their initial probationary period will serve a tenured track probationary period prior to becoming eligible for tenure (4 years for Instructor/Assistant Professor; 2 years for Associate Professor). During the tenure track probationary period, a faculty member will participate with the Division Chair/Director in a series of annual reviews of faculty performance in the areas of (1) teaching competence, (2) professional growth, and (3) participation in college/division service. These reviews will be completed after the required classroom evaluation, but prior to March 15 of each academic year.

During these meetings the Division Chair/Director will review with the faculty member the accomplishments in the three areas identified above. The faculty member must also complete a self-evaluation and portfolio in which accomplishments are noted and goals stated for the next academic year. In the Division Chair/Director's evaluation, problems

in any of the three areas will be described and corrective measures will be identified. The Dean of Academic Affairs will conduct a performance review with the faculty member and Division Chair/Director. At the end of the performance review, one of the following three recommendations will be made:

1. If performance is found to be acceptable by the Division Chair/Director, the Chair/Director will recommend to the Dean of Academic Affairs that the faculty member's contract be renewed for the next academic year. If the Dean of Academic Affairs agrees with the recommendation, the Dean will forward the recommendation to the President. If the President concurs, he/she will notify the faculty member of contract renewal for the next academic year, pending a Board personnel action in support of the President's recommendation.
2. If performance is found to be generally acceptable, but with certain problem areas identified, the Division Chair/Director will recommend that the faculty member be offered a provisional contract for the next academic year. Included with the provisional contract will be a statement of concern regarding the problem areas and elaboration of the steps which the faculty member should take to correct them. The faculty member must agree in writing to these corrective steps. The faculty member may appeal the offer of a provisional contract to the President. If the appeal is denied, the faculty must accept the corrective steps or a contract will not be issued.

The maximum number of times a faculty member may be awarded a provisional contract is two. These may or may not be consecutive years.

3. If performance is considered to be unacceptable, the Division Chair/Director will recommend to the Dean of Academic Affairs that the faculty member's contract not be renewed. If this recommendation is supported by the Dean of Academic Affairs, the recommendation for nonrenewal of a contract will be made to the President. The Dean of Academic Affairs has the prerogative to disagree with the recommendation of the Division Chair/Director and reverse the recommendation pro or con. The reasons for this reversal must be in writing. The faculty member may appeal the nonrenewal of a contract or a recommended denial of tenure to the President.
4. **Accelerated Tenure Track**  
A tenured faculty member leaving an accredited institution, recognized by the United States Department of Education, in good standing, who is hired at HCC, may be eligible for an accelerated tenure track. This previously tenured faculty member should have been at the full professor rank and have at least 10 years of full-time teaching experience. The accelerated tenure track will consist of a two-year probationary period and a two-year tenure track period.

At the end of the appropriate successful probationary period, the faculty member will submit a letter requesting tenure to the Division Chair/Director who will forward it to the Dean of Academic Affairs. The Dean will provide a recommendation to the College President.

In all cases of contract renewal or denial, granting of tenure, or promotion in rank, final actions rest with the Board, acting to approve or not approve a recommendation from the president.

Administrators are not eligible for tenure. Part-time or adjunct faculty members are hired on a semester basis as needed and are not eligible for tenure or promotion.

## TENURE AND PROMOTION CRITERIA

In order for a faculty member to become eligible for tenure consideration, they must complete a probationary period and must serve a minimum number of years at the college. If a person is hired as instructor, the person is placed on a two-year probationary period. The person will work a minimum of one additional year in the Instructor rank (after the probationary period), three years minimum at Assistant rank, five years minimum at the Associate rank to reach the Professor rank. System: 3-3-5, a total of eleven years as the minimum to go from instructor to full professor. Most faculty will need more than eleven years (the minimum) to move through the ranks of instructor to full professor.

*Minimum length of the probationary period:*

- Faculty at the rank of Instructor, Assistant, or Associate must successfully complete a two-year probationary period.
- Faculty at the rank of Professor must successfully complete a one-year probationary period.

### TENURE AND PROMOTION CRITERIA CHART

<i>Faculty Ranks</i>	<i>Promotion Criteria*</i>	<i>Tenure</i>
Instructor	3 years (2 probation +1 additional)	2 years probation + 4 tenure track**
Assistant	3 years at Assistant Rank	2 years probation + 3 tenure track
Associate	5 years at Associate Rank	2 years probation + 2 tenure track
Professor	NA	1 year probation + 1 tenure track

\* Minimum years in current position to be promoted to higher rank.

\*\*After successfully completing a probationary period, faculty members are offered a tenure track contract.

## Promotion Criteria By Rank

### *Assistant Professor:*

Degrees	Initial placement: Master's degree, its equivalent, or 30 graduate credit equivalents for technology fields with specialization in teaching field.
Experience	One year at Instructor rank, plus two years probationary period at HCC.
Teaching	Demonstrated teaching excellence based on College evaluation system. <u>Minimum</u> 75% positive rating or better.
Professional Development Plan	An approved professional development plan.

### *Associate Professor*

Degrees	Master's degree, its equivalent*, plus 30 additional graduate semester hours or their equivalent; in the technologies, 60 graduate credit equivalents will be accepted.
Experience	Three years at the Assistant rank
Teaching	Demonstrated teaching excellence based on College evaluation system. <u>Minimum</u> 75% positive rating or better.
Professional Development Plan	An approved professional development plan.

### *Professor*

Degrees	Master's degree, its equivalent*, plus 30 additional graduate semester hours or their equivalent; in the technologies, 60 graduate credit equivalents will be accepted.
Experience	Five years at the Associate rank
Teaching	Demonstrated teaching excellence based on College evaluation system. <u>Minimum</u> 75% positive rating or better.
Professional Development Plan	An approved professional development plan

\*Nationally recognized technology certifications where clock hours can be converted to credit hour equivalents, Certified Public Accountant, Juris Doctorate, and Professional Engineer may be used for promotion.

## FACULTY EVALUATION

Evaluation is the primary tool for assessing teaching effectiveness. The student evaluations of faculty are especially valuable. That process is to be structured to provide useful information for faculty, not only including their own evaluations, but also grouped and anonymous comparative data on evaluation results for other faculty within a department, a division, and college-wide. Faculty evaluations by students must in a clear and detailed manner be connected to promotion and tenure decisions. Through the use of high quality evaluation instruments faculty members will obtain a better sense of their effectiveness and quality instruction will remain the central focus of what faculty are expected to do.

The main features of the student faculty evaluation process are listed below:

1. The student evaluation instrument currently in use in standard lecture courses shall be retained and used on a trial basis for one year as its effectiveness is studied. The recommended level of minimum acceptable performance should be 60 out of 80, or a ratio of 75%. Improvements to this evaluation instrument, either through updates or the development or selection of a new instrument) are to occur through majority faculty support and concurrence by the college administration.
2. The laboratory evaluation instrument currently used in science courses be retained and used on a trial basis for one year as its effectiveness is studied. Improvements to this evaluation instrument, or the development or selection of a new instrument, are to occur through majority faculty support from those who regularly teach lab courses and concurrence by the college administration.
3. The current clinical evaluation instrument used in the health sciences courses be retained and used on a trial basis for one year as its effectiveness is studied. Improvements to this evaluation instrument, or the development or selection of a new instrument, are to occur through majority support from those faculty who regularly teach clinical courses and concurrence by the college administration.
4. A unique evaluation instrument for distance education classes is to be developed or selected through majority support from all faculty and implemented within two years of the approval of this policy.
5. All classes, including labs and clinicals, are to be evaluated using the appropriate instrument, every semester. This would include part-time as well as full-time instructors. On all the instruments the minimum acceptable level of performance should be 75%.
6. Faculty members receiving less than acceptable student evaluations will be counseled and given advice by their Division Chairs/Directors to improve their evaluation scores.

7. Division Chairs / Directors should perform a formal supervisory evaluation of their faculty members on an annual basis. This may be reduced if the faculty member is tenured and receives consistently high student evaluations.
8. A system be developed and implemented within two years of the approval of this policy where all faculty members can compare their student evaluation scores to those teaching in the same discipline, department, division, and throughout the college.
9. The evaluation process should be expanded, within two years of the approval of this policy, to include the faculty members evaluating their Division Chair / Director, and the Academic Affairs staff.
10. Future evaluation instruments should provide students the opportunity to evaluate campus services such as facilities, student services, library services, and financial services.
11. Future evaluation instruments should provide students the opportunity to also evaluate the course, separate from the instructor, addressing matters such as course content and rigor.

## **Contact Hour to Academic Credit Policy**

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It is in the interest of students that the relationship between contact hours and academic credit be managed judiciously to conform to standards generally in place at most colleges and universities, and provide internal guidance for future curriculum development at HCC, therefore:

- 1) The ratio of contact hours to academic credit will, at a minimum, comply with standards prescribed by the Code of Maryland.
- 2) Definitions of instructional methods with contact hour to credit ratios will be maintained by HCC's academic administration with oversight by the Vice President of Academic Affairs.
- 3) In the process of determining contact hour to academic credit ratios, criteria such as the following will be taken into consideration:
  - a) contact hour to credit ratios generally applied per instructional method by community colleges throughout Maryland in accordance with standards of the Middle States Commission on Higher Education.
  - b) cost both to students and to the institution to deliver a program and/or course
- 4) Contact hours and credits for all courses will be published as part of official HCC course descriptions.



*Policy No.: 5053*

*Board Approved: September 18, 2012*

*Revised:*

## **Team Teaching Contact Hours**

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Team teaching is defined as a learning situation involving multiple instructors who plan, conduct, and evaluate course work for the same group of students. Contact hours will be divided between the instructors with respect to credit load as mutually agreed upon by the instructors in consultation with the Division Chair or Director and with approval of the Vice President of Academic Affairs before the start of the semester, as long as the total contact hours do not exceed the normal contact hour expectations of the class and the percent contribution does not exceed 100%.

*Policy No.: 5055  
Board Approved: June 19, 2007  
Revised:*

## **Flexible Scheduling for Full-Time Faculty**

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Flexible scheduling may be initiated at the request of either the division chair/director to ensure course coverage throughout the year or the faculty member experiencing extraordinary circumstances. Flexible schedule at a faculty member's request requires completion of a request form and approval by the division chair/director and the Vice President of Academic Affairs. Priority will be given to requests which support the mission, institutional priorities and learning outcomes of the College and the goals of the academic division.

This policy does not include requests for sabbatical or leave of absence.

## **Probationary Period for Incoming Faculty**

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All new full time faculty must serve a probationary period of two years. In extraordinary cases, this probationary period may be extended for up to one year. Evaluation criteria during this probationary period may include student evaluations, classroom visitations, peer review, college and community service recognition, and an annual review by academic supervisors including division director/chairs and the Dean of Academic Affairs. The progression of full time faculty status will go through three stages: (1) probationary (first two years), (2) non-tenured, and (3) tenured (eligible after 6 years of full time service).

*Policy No.: 5070*  
*Board Approved: September 26, 1995*  
*Revised: October 17, 2006*  
*Revised: November 17, 2006*

## **AWARD OF EMERITUS**

The title of emeritus is bestowed by the Board of Trustees upon recommendation of the President as a special high honor recognition to retired faculty or administrators who have provided extraordinary service to Hagerstown Community College. In addition, the Board of Trustees may make honorary emeritus trustee or president emeritus designations to those who they feel have provided extraordinary service to the College in these leadership roles. Listed below are the criteria and selection processes for each emeritus designation.

### **I. Emeritus Faculty**

The title of *Emeritus Faculty* is awarded to selected retired full-time faculty in recognition of their meritorious service to Hagerstown Community College. The College bestows this honor in recognition of excellence in teaching and service to the College community.

#### ***Eligibility Criteria***

A candidate for the faculty emeritus title must meet the following three qualifications:

1. Retirement or has left full-time employment with Hagerstown Community College. Under special circumstances, emeritus status may be established posthumously.
2. Completion of a minimum of 15 years of teaching and / or administrative service at Hagerstown Community College
3. Minimum of 5 years at the rank of Associate Professor and / or Professor at Hagerstown Community College.

#### ***Selection Criteria***

In addition to the eligibility requirements listed above, those selected for the faculty emeritus title must have a history of accomplishments in three areas:

1. Outstanding service to the College
2. Evidence of superior teaching including student evaluations and superior performance reviews
3. A record of leadership among peers in areas such as instruction, professional development, college committee participation, and service to students and the broader college community. In short, the candidate is a role model in the profession and epitomizes the characteristics of an outstanding professor

### ***Selection Process***

Eligible candidates must be formally approved for nomination by a simple majority of the full-time faculty in a teaching division in which the candidate has taught on a full time basis. The approved nomination must be noted in division meeting minutes. A nomination letter must contain information and data substantiating the candidate's excellent teaching /service to the College, consistent with the criteria stated above. The letter will be forwarded to the Faculty Assembly and approved by a simple majority of the Faculty Assembly for the nomination to go forward. The recommendation(s) of the Faculty Assembly will be forwarded to the Vice President of Academic Affairs and the President. Upon approval by the President, the recommendation(s) will be forwarded to the Board of Trustees. With the approval of the Board of Trustees, the title and related benefits and privileges of Emeritus will be conferred.

### ***Benefits/Privileges***

1. Listing in catalog as an Emeritus holder
2. Free admission to selected College events (nominal fees where appropriate)
3. Use of recreational facilities (nominal fees where appropriate)
4. Main campus parking permit
5. Emeritus business cards, prepared at the College's expense
6. Eligibility for procession in commencement exercises
7. Free use of standard library services
8. Use of limited copying services
9. Waiver of tuition for HCC classes (however, fees apply)
10. Receipt of selected College publications
11. Name entered into Emeritus Employee Wall of Recognition (to be developed)
12. Other benefits as deemed appropriate by the Board of Trustees

## **II. Emeritus Administrators**

The title of *Emeritus Administrator* is awarded to selected retired full-time administrators who have held the tile of vice president, dean, or director in recognition of their meritorious service to Hagerstown Community College. The College bestows this honor in recognition of excellence in administrative work and service to the College and community.

### ***Eligibility Criteria***

A candidate for the administrator emeritus title must meet the following three qualifications:

1. Retirement or has left full-time employment from Hagerstown Community College. Under special circumstances, administrator emeritus status may be established posthumously.
2. Completion of a minimum of 15 years of teaching and / or administrative service at Hagerstown Community College
3. Minimum of 5 years at the administrative rank of director and / or dean , and / or vice president at Hagerstown Community College

### ***Selection Criteria***

In addition to the eligibility requirements listed above, those selected for the administrator emeritus title must have a history of accomplishments in three areas:

1. Outstanding and well documented service to the College and community
2. Evidence of superior administrative work, including outstanding supervisor evaluations as well as positive upward evaluations from their direct reports.
3. A record of leadership among peers in areas such as administration, professional development, shared governance and other committee work, and service to faculty and students and the broader community. In short, the candidate has a demonstrated record of professional service that epitomizes the characteristics of an outstanding administrator.

### ***Selection Process***

Eligible candidates must be formally approved for nomination by a simple majority of the President's Cabinet. The approved nomination must be noted in cabinet minutes. A nomination letter must contain information and data substantiating the candidate's excellent service to the College according to the criteria stated above. With approval by the President and the Board of Trustees, the title and related benefits and privileges of Emeritus will be conferred.

### ***Benefits/Privileges***

1. Listing in catalog as an Emeritus holder
2. Free admission to selected College events (nominal fees where appropriate)
3. Use of recreational facilities (nominal fees where appropriate)
4. Main campus parking permit
5. Emeritus business cards, prepared at the College's expense
6. Eligibility for procession in commencement exercises
7. Free use of standard library services
8. Use of limited copying services
9. Waiver of tuition for HCC classes (however, fees apply)

10. Receipt of selected College publications
11. Name entered into Emeritus Employee Wall of Recognition (to be developed)
12. Other benefits as deemed appropriate by the Board of Trustees

### **III. Emeritus Trustees and President Emeritus**

The title of *Emeritus* is awarded to past trustees or presidents who have provided extraordinary service to Hagerstown Community College. The Board of Trustees bestows this honor in recognition of excellence in leadership and service to the selected past presidents and trustees..

#### ***Eligibility Criteria***

A candidate for the trustee or president emeritus must meet the following three qualifications:

1. Has left employment with the College (presidents) or left active service as a Board member (trustees). Under special circumstances, trustee emeritus status may be established posthumously.
2. Completion of a minimum of 8 years of service at Hagerstown Community College
3. Minimum of 6 years as College President or 3 years service as Chair and / or Vice Chair of the Board of Trustees. Past trustees who have not served a term as chair or vice chair, but have served a total of 18 years or more, would also be eligible.

#### ***Selection Criteria***

In addition to the eligibility requirements listed above, those selected for either president or trustee emeritus status must have a history of accomplishments in the following three areas:

1. Extraordinary service to the College and communities it serves
2. Superior leadership contributions as a president or trustee
3. A record of substantial involvement in major College initiatives that epitomize the characteristics of an outstanding member of the College's governing body.

#### ***Selection Process***

Candidates who meet the above eligibility criteria must be formally approved for nomination by the Board's executive committee (chair, vice-chair, and immediate past chair) of the Board of Trustees. The approved nomination must be noted in formal executive committee minutes. A nomination letter must contain information and data substantiating the candidate's excellent service to the College according to the criteria

stated above. With the approval of four or more current trustees, the title and related benefits and privileges of emeritus will be conferred upon the former president or trustee.

***Benefits/Privileges***

1. Listing in catalog as an Emeritus holder
2. Free admission to selected College events (nominal fees where appropriate)
3. Use of recreational facilities (nominal fees where appropriate)
4. Main campus parking permit
5. Emeritus business cards, prepared at the College's expense
6. Eligibility for procession in commencement exercises
7. Free use of standard library services
8. Use of limited copying services
9. Waiver of tuition for HCC classes (however, fees apply)
10. Receipt of selected College publications
11. Name entered into Emeritus Trustee Wall of Recognition (to be developed)
12. Other benefits as deemed appropriate by the Board of Trustees



## **EXTENSION OF THE SOCIAL SECURITY ACT TO EMPLOYEES OF THE COLLEGE**

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WHEREAS, The employees of the College were formerly covered by Title II of the Social Security Act (as amended) while the College was part of the Washington County Board of Education, and

WHEREAS, It is desirable that the benefit of the coverage of the Social Security Act be extended to the employees of the College now that the College is no longer a part of the Board of Education, and

WHEREAS, The Employees' Retirement System Division of Social Security was requested to have the insurance system established by Title II of the Social Security Act (as amended) extended to services performed by individuals as employees of Hagerstown Community College except services expressly excluded there from, and

WHEREAS, The Employees' Retirement System, Division of Social Security has submitted a Plan of Agreement to accomplish said purpose, a copy of which is attached, and

WHEREAS, The Attorney to the Board of Trustees affirms that the Board of Trustees is empowered to enter into the said Plan of Agreement; now therefore be it

RESOLVED That the terms, provisions and conditions of said Plan of Agreement are hereby approved and the Board of Trustees of Hagerstown Community College is hereby authorized to enter into said Plan of Agreement, the President of the College being hereby expressly authorized and directed to execute such Plan of Agreement on behalf of said Hagerstown Community College and to take and do all steps or actions which may to him seem necessary or desirable to carry this Resolution and said Plan of Agreement into effect.

*Policy No.: 5081*

*Board Approved: June 20, 2006*

*Revised:*

### **Alternate Contributory Pension Selection Plan (ACPSP)**

Hagerstown Community College elects to participate in the Alternate Contributory Pension Selection Plan as an enhancement to the state pension system for eligible employees.

*Policy No.: 5090*  
*Board Approved: September 13, 1973*  
*Revised:*

## **Professional Membership**

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Membership in professional organizations or a particular association relevant to the individual's discipline or area of interest and responsibility is encouraged. Staff members are also encouraged to assume leadership roles such as holding office, working on a committee, presenting a paper, or participating in conferences or meetings of these associations. Such involvement should be approved in advance when possible by the principal administrative officer to whom the individual is responsible.

*Policy No.: 5091*  
*Board Approved: July 1993*  
*Revised: September 21, 2004*  
*Revised: September 26, 2006*

## **HCC Employee and Retiree Credit Tuition Waiver Policy**

### Credit Classes:

Hagerstown Community College offers a tuition waiver for credit classes to individuals in the following categories according to the specified conditions for each category. It should be noted that any tuition benefits afforded under this policy are subject to change. Students receiving tuition benefits at the time a policy change occurs may continue to receive the benefits through the end of the semester in which the policy change occurred and changes to the available tuition benefits shall become effective the next semester. Within the discretion of the President or the VP of Academic Affairs, certain programs of study or courses may be exempted from this policy. Spouses and dependent children receiving the tuition waiver benefit are responsible for all fees, cost of books, and other coursework material. Employees and retirees receiving the tuition waiver benefit are responsible for course specific fees, cost of books, and other coursework material.

1. All regular full-time employees and regular part-time employees (minimum 15 hours/week with at least two years of service applies to part-time employees only).
2. Spouses and dependent children of full-time employees.
3. Retirees, as defined by the Maryland State Retirement Association (MSRA) Handbook, who have served the College a minimum of 10 years as a regular full-time and/or regular part-time (minimum 15 hours per week) employee.
4. Spouses and dependent children of any retirees that qualify under #3.

Anyone seeking to receive the tuition waiver benefit must complete a request form and attach all required supporting documentation and forward to the Human Resources department. All requests must be processed through the Human Resources department. Human Resources will forward approved requests to the Registration department. Any student meeting requirements for tuition waiver at the beginning of the registration period for a given semester will maintain that status until the completion of that semester. A separate tuition waiver request form must be completed and forwarded to the Human Resources department for each semester.

Any student receiving a tuition waiver under this policy that does not achieve a grade of C or better will reimburse the college for the full in-county tuition rate for those classes where a waiver was applied. Students receiving a grade of W will lose their registration and other fees but will not be required to reimburse the college the waived tuition.

The maximum number of credits eligible for the tuition waiver under this policy is 70 per eligible student.

For purposes of this policy, the following definitions apply:

1. The term spouse refers to a partner by virtue of a legal marriage.
2. The term child shall include a son, daughter, stepson, stepdaughter, legally adopted son, and legally adopted daughter.
3. A dependent child is a child who meets the criteria of being financially dependent under regulations of the Internal Revenue Service.
4. College refers to Hagerstown Community College.

*Policy No.: 5092  
Board Approved: July 1993  
Revised: September 21, 2004*

## **Drug/Alcohol Free Environment**

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Hagerstown Community College will maintain a safe, healthy, and productive environment free of alcohol and drugs for all employees and students. The College endorses the provisions of the Drug Free Workplace Act of 1988 and any applicable regulations by government agencies with respect to drug abuse and thereby establishes a drug-free and alcohol-free work place and learning environment.

It shall be unlawful and prohibited for an employee to manufacture, distribute, dispense, possess or use controlled substance or illegal drugs on College property, in a College vehicle, or while engaged in the discharge of College duties of College premises.

Compliance with the standards set forth in this policy is mandatory. The College will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender up to and including dismissal. The College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation.

## **Acceptable Computer Usage**

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Hagerstown Community College will ensure that computer and network systems are used appropriately in the conduct of College business. Security controls must be sufficient to uniquely identify and authenticate each user to the College computer network and computer systems in order to protect valuable information assets. Employees who are identified by the area Administrator and/or the President of the College who have rights and access privileges to restricted student and employee records will adhere to a strict code of confidentiality

Computer and network access are provided by HCC to users to assist them in the performance of tasks associated with their positions and assignments. The computer equipment is the property of the College. Use is restricted to appropriate academic, research, and employment-related activities and is governed by all federal, state, and local laws and policies. The College encourages users to utilize available technologies to explore educational topics, conduct research, and contact others in the context of their professional duties.

Files and e-mail messages created or stored on equipment or media covered under this policy are the property of the College. Users are cautioned that they should not expect files or e-mail messages stored on College equipment to be private. The College may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that employees are using the system in accordance with College policies and applicable federal and state laws.

## Opportunity Fund Policy

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A college-sponsored Opportunity Fund, not to exceed 1% of the projected credit tuition revenue, shall be allocated for scholarships each fiscal year. Funding for these scholarships, not to exceed more than \$800 per student per fiscal year, will be allocated from the general operating funds.

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### ***Background Statement:***

#### **PURPOSE / OVERVIEW:**

The purpose of the Opportunity Fund is to provide financial assistance to potential students who normally would not qualify for funding based on financial need guidelines determined by governmental bodies and private foundations. Institutional “opportunity scholarships” would provide HCC the flexibility to offer assistance to motivated degree and certificate seeking students who need funds to attend college, usually on a full-time basis. The fund would help more students enroll at HCC for more credits by providing timely and adequate financial assistance for tuition, books, and fees.

Private and public four-year liberal arts institutions, as well as many community colleges, have a long history of awarding institutional scholarships on an individual basis, spanning both need and merit. HCC recruitment staff could be even more successful if they had available this kind of recruitment tool to address individual financial challenges, especially among a large group of “middle class” students who frequently have few options in securing the financial assistance they need to be a full-time student at HCC. Many of these students must work full time to secure enough money to only attend class on a part-time basis.

Here are some examples of students who would be targeted to receive Opportunity Funds:

- *Traditional aged degree-seeking students who would like to attend on a full-time basis but can only afford part-time enrollment. For example, in the fall 2003 semester, 255 degree-seeking students aged 18 to 20 enrolled on a part-time basis at HCC. It is a safe assumption that many of these students would have preferred to attend on a full-time basis if financial assistance was available.*
- *Out-of-state students who cannot afford to attend even though they qualify for a Pell grant. In fall 2003, 90 out-of-state students with significant need applied but did not enroll at HCC. Some would have enrolled with additional assistance.*
- *“At-risk” students who attended high school in Washington Count, but do not qualify for “normal” financial assistance.*
- *Students with special talents or experience that would add significantly to the HCC population of students, i.e., leadership or student government positions in high school, student-athletes, journalism majors, student ambassadors, academic successes in high school.*



- Students with interest and academic competence in *program majors identified by the Enrollment Management Committee* for promotion, i.e. electrical engineering technology students.
- Students pursuing *nontraditional majors* such as women in engineering and men in nursing.

*Presented to the Board along with the policy recommendation  
March 16, 2004*

## **Purchasing Policies**

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### Responsibility

The Business and Procurement Services Office is responsible for procuring all moveable furniture, equipment, supplies, and certain services used by Hagerstown Community College, except some furniture, equipment, supplies, and services allied to construction requirements. This office also handles the disposal of all surplus, obsolete, or scrap material. Fixed equipment requirements, including original acquisitions, replacements not covered by contractor's guarantees, or modifications of fixed equipment, in connection with a new facility, may be procured by the Director of Facilities Management and Planning. (Examples of fixed equipment are: built-in cabinets, counters, sinks, cafeteria ranges, walk-in refrigerators.)

### Competitive Bidding

Competitive bidding is maintained at the College through the use of oral, written, faxed, and / or advertised quotes and competitive sealed bids. Bids are solicited from sources able to offer the best prices consistent with quality, delivery, and service. The Director of Business and Procurement Services will attempt to stimulate competitive bidding from Washington County-based firms, and to purchase from these firms whenever prices are equal to or lower than sources outside Washington County without sacrificing quality, acceptable delivery or service.

### Central Stores

The College maintains an on-hand inventory of standard, low-dollar, fast moving office supplies. A complete list of items stocked is available upon request from the Business and Procurement Services Office. The items on this list must be ordered from Central Stores using the "Request for Central Stores Storeroom Supplies and Materials" form.

### Surplus Property Other Than Real Estate

It is the policy of the Board of Trustees to obtain maximum utilization from all of its property.

The Business and Procurement Services Office shall be responsible for maintaining an up-to-date inventory of all identifiable items of surplus property owned by the Board of Trustees.

### Gifts

Gifts are voluntary conveyances of money and property, or the furnishing of services, made gratuitously and not upon any consideration.

Gifts may be accepted by the College for programs or activities approved either generally or specifically by the Board of Trustees. Gifts to the College shall be considered as property of the Board of Trustees of Hagerstown Community College when the Board has authorized the receipt and disposition under the authority of the College, of such gifts through the President, except gifts of land and buildings, which should be received by formal action of the Board and should be properly deeded to the Board of Trustees of Hagerstown Community College.

## **Audit Committee Charter**

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### **ROLE**

The Audit Committee assists the Board of Trustees in fulfilling its responsibility for oversight of the quality and integrity of the accounting and budgeting policies, auditing, reporting practices and internal control of the College, and other duties as directed by the Board of Trustees. The Committee's role includes a focus on the qualitative aspects of the financial reporting to stakeholders and on the College's processes to manage business and financial risk.

### **MEMBERSHIP**

The Audit Committee is comprised of three trustees. Consistent with the Board of Trustees by-laws, the chairperson of the Board of Trustees shall appoint the chair and members of the Audit Committee. This recommendation is subject to Board approval. Each member shall be free of any relationship that, in the judgment of the Board, would interfere with his/her individual exercise of independent judgment. The President of the College will serve as a non-voting, ex-officio member.

### **MEETINGS**

The audit committee will meet as needed to address matters on its agenda, but not less frequently than twice each year. The audit committee may ask members of management or others to attend the meeting and provide pertinent information as necessary. All members are expected to attend in person, via telephone or videoconference.

Meeting agenda will be prepared in advance and provided to members along with the appropriate briefing materials. Meeting minutes will be prepared and distributed to committee members as soon as possible but no later than before the next meeting.

### **INDEPENDENT AUDITORS**

Any public accounting firm employed by the Committee shall report directly to the Committee. The Committee will maintain free and open communication with the public accounting firm and the management of the College. The Audit Committee is directly responsible for the appointment, compensation and oversight of any public accounting firm engaged to prepare or issue an audit report on the financial statements of Hagerstown Community College. Solicitation for independent auditors will follow the College's purchasing policies and procedures. The Audit Committee will meet with the independent auditing firm at least twice per year and include a planning session to review and discuss the scope and plan for conducting the audit. A post audit session will also be held. The Committee Chairperson will report on audit, compliance and management's discussion and analysis to the full Board of Trustees.

Non-audit services will be approved by the Audit Committee before services are rendered.

## **RESPONSIBILITIES**

The Committee's specific responsibilities in carrying out its oversight role are delineated below. This will be updated annually to reflect changes in regulatory requirements, authoritative guidance and evolving practices.

The Committee relies on the expertise and knowledge of management and any public accounting firm they employ in carrying out its oversight responsibilities. Management is responsible for 1) the preparation, presentation and integrity of the College's financial statements; 2) accounting and financial reporting principles; 3) the College's internal controls and procedures designed to promote compliance with accounting standards and applicable laws and regulations. The College's independent auditing firm is responsible for performing an independent audit of the consolidated financial statements in accordance with generally accepted auditing standards.

### **Specific Responsibilities**

The Audit Committee:

- Reviews and updates this charter annually or as deemed necessary.
- In recognition of the Sarbanes-Oxley Act, annually reviews the Sarbanes-Oxley matrix and summary of internal controls.
- Recommends the appointment, retention or replacement, compensation and work of the independent auditor. The independent auditor reports directly to the Audit Committee.
- Requires the lead audit partner and the reviewing audit partner of the public accounting firm to be rotated off the audit every six years with a two-year "time-out" period.
- Requires the independent auditors to submit a management letter to the Audit Committee, with a copy provided to College administration.
- Prohibits the engagement of an audit firm, which employed the President, Vice-President of Administration and Finance or the Director of Finance during the one-year period preceding the audit.
- Obtain and review annually a report by the independent auditor describing the firm's internal control procedures.
- Review and discuss the written statement from the independent auditor concerning any relationship between the auditor and the college, or any other relationships that may adversely affect the independence of the auditor, and, based on such review, assess the independence of the auditor.
- Prohibit the independent public accountants to be engaged in non-audit services. When extenuating circumstances exist, the Audit Committee may approve such non-audit services in advance.
- Review annual financial statements, including any adjustments to those statements recommended by the independent public accountants, and any significant issues that arise in connection with the preparation of those financial statements.
- Review, as appropriate and in consultation with the independent public accountants, accounting policies, internal controls and procedures applicable to the College, as well as any management responses to comments relating to those policies and procedures.
- Investigate potential and/or actual improprieties in the College's operations, in consultation and coordination with the appropriate legal and other authorities.

- Meet at least annually with the President and Vice-President of Administration and Finance to discuss any issues arising from the Committee's responsibilities.
- Meet at least annually with the independent public accountants, or more frequently as circumstances require, to discuss the following:
  - Significant findings during the year, including the status of prior year management recommendations.
  - Any difficulties encountered in the course of performing audit work including any restrictions on the scope of activities or access to required information.
  - Significant revisions or adjustments to the auditor's work plan as initially approved by the Committee.
  - Inquire as to the auditors' independent qualitative judgments about the appropriateness, not just the acceptability, of the accounting principles and the clarity of the financial disclosure practices used or proposed to be adopted by the College.
  - Other matters related to the conduct of the audit, which are to be communicated under U.S. Generally Accepted Auditing Standards.
- Meet at least annually with the President and Vice-President of Administration and Finance (outside the presence of the independent public accountants) to discuss management's evaluation of the work performed by the independent public accountants.
- Obtain from the President and Vice-President of Administration and Finance and external advisors reports relating to accounting, tax, regulatory, governance, investment and other business matters.
- Obtain the advice of outside consultants and professionals as necessary (including but not limited to retention of special legal counsel) to advise the Committee on matters within the scope of the Charter.
- Prohibit personal loans to senior management officials, unless part of a pre-arranged compensation package, to avoid a conflict of interest, or the appearance of a conflict of interest.

## **Appointment of External Auditors**

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The following policy is adopted to guide the selection and requirements of external auditors:

1. The College will solicit requests for proposals for auditing services following established purchasing policies and procedures. The solicitation will specify that the audit be performed in accordance with the generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA), the Standards for Financial and Compliance Audits contained in Government Auditing Standards, and auditing specifications contained in the Maryland Higher Education Commission document entitled Audit Guidelines for the Conduct of Audits of Public Community Colleges in Maryland, and the requirements stated in OMB Circular A-133 Audits of Institutions of Higher Education and Other Non-Profit Institutions, as well as any other federal, state, or local law or regulations that may apply. The audit shall include tests of the accounting records and such other auditing procedures, as the auditor considers necessary under the circumstances in order to allow for an expression of an opinion. The Audit Committee may reject any and all bids.
2. The Audit Committee will recommend selection of the auditors to the full Board of Trustees based on, but not limited to, the following criteria:
  - Firm's experience providing audit services for other colleges, educational institution, and/or local government agencies of similar size and complexity as found at HCC.
  - Firm's recent and current experience in performing federal single audits and producing reports that were accepted in the first submittal.
  - Firm's experience in working with integrated accounting data systems.
  - Firm's and individual staff member qualifications and experience.
  - Responsiveness to the Request For Proposal and understanding of the scope of work as evidenced by the proposals, estimate of staff hours required, references, and interviews (if deemed appropriate).
  - References
  - Costs
3. Contract performance will be for three years with the option to renew the agreement for three one-year extensions upon mutual agreement by both parties. In the subsequent three fiscal years, the College, with support from the Audit Committee, reserves the option to reappoint the auditor or request new proposals from auditing firms.

4. The College's recommendation for the Audit Committee to act on an initial contract award will be submitted by February; the recommendation for an extension to a previously awarded contract will be submitted by December.
5. The contract for the audit may be declared null and void at the option of the Audit Committee in the event the Legislative Auditor submits notification of an intent to conduct the required annual audit of the College.
6. The auditing contract will make allowance for the completion of field work and the preparation of required reports in sufficient time for the College to meet dates specified in the request for proposal.
7. Pre-audit and post-audit conferences with the auditors will be arranged to discuss areas of mutual concern.
8. The lead audit partner and the reviewing audit partner of the public accounting firm to be rotated off the audit every six years with a two-year "time-out" period.
9. The engagement of an audit firm, which employed the President, Vice-President of Administration and Finance or the Director of Finance during the one-year period preceding the audit is prohibited.
10. Unless approved in advance by the Audit Committee, the independent public accountants are prohibited from engaging in non-audit services extending beyond what is specifically outlined within the contract. This does not include providing basic advice on accounting matters.



## **Cash Receipts Policy**

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The purpose of this policy is to standardize and control the receipt, deposit, and recording of cash receipts. All cash received by employees of Hagerstown Community College or affiliated groups shall be deposited in an appropriate account administered by the College's Finance Office. Deposits should not be sent through the mail, but should be personally delivered to the Finance Office. Cash is to be deposited intact in a timely manner. "Intact" means that all cash collected must be deposited and that no disbursement can be made from these undeposited receipts. All cash kept overnight in the department are to be safeguarded from fire and theft.

College personnel are not permitted to draw from cash receipts to pay for expenses. All expense reimbursements must be by requisition or petty cash requests with appropriate receipts provided.

Checks are to be made payable to "Hagerstown Community College" or "HCC". Checks may not be made payable to a department or special program. Checks are to be restrictively endorsed for deposit only to the credit of the College immediately upon receipt.

Cash will be reconciled with cash register tapes, pre-numbered receipts, ticket sales, goods sold, etc. and a reconciliation will be included with the deposit. The supporting records in a given area are to be appropriate for the type of activities in which the area is engaged.

To minimize the potential for mistakes or misappropriation, duties are to be separated to the extent possible in any area handling cash. In addition, each college area that handles cash must have a secure location and appropriate written procedures. Each college division or department that handles cash must have an approved system of checks and balances in which tasks are performed by different individuals for adequate control. All department cash handling systems must be reduced in writing and sent to the Vice President of Administration and Finance or his/her designee for approval. For all areas that handle cash an approved system must be on file in the Office of the Vice President of Administration and Finance.

*Note: For the purpose of this policy, the term "cash" is deemed to include currency, coins, personal checks, bank drafts, money order, traveler's checks, cashier's checks and credit card transactions.*

## **Debt Policy**

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The College will avoid the use of debt except when necessitated by cash flow or other emergency situations or for capital leasing or financing of personal property including equipment, machinery, and fixtures for the operation of the College on terms and conditions that the Board of Trustees considers proper. Capital leasing or financing will not be for a term more than the useful life of the items leased or financed. In the event Hagerstown Community College does issue debt, it will not use variable rate debt instruments, interest rate exchange agreements or swaps, and other derivatives including futures and options.

The College President will make a recommendation to the Board of Trustees for approval by a majority of its members. Prior to the issuance of debt, the Board of Trustees and the Washington County Commissioners shall each adopt a resolution as described in Title 16 of the Education Article of the Annotated Code of Maryland authorizing this action.

The College will continue to maintain regular communications with the Washington County Commissioners about its financial condition and will follow its historical practice of full and open disclosure on financial reports.

## **Background**

The Board of Trustees of Hagerstown Community College is required, pursuant to Article 95, Section 22F(d) of the Annotated Code of Maryland to adopt a debt policy that is consistent with the Maryland Constitution, Articles 23A, 24 and 31 of the Annotated Code of Maryland and all other applicable statutes, charters and local laws. Borrowing authority is limited by the applicable provisions of Title 16 of the Education Article of the Annotated Code of Maryland. The debt policy is intended to promote continued sound financial management and meet the needs of Hagerstown Community College.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

## **Asset Capitalization and Inventory Control**

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To ensure compliance with generally accepted accounting principles and fiscal accountability, Hagerstown Community College has established policies and procedures pertaining to asset capitalization and inventory control. The policy outlines capital thresholds, valuation and depreciation methods.

Investment in land, building, equipment and vehicles comprises a substantial portion of the College's total assets. For the purpose of capitalization and inventory control, capital assets will be valued at cost including ancillary charges necessary to place the asset in its intended location and condition for use. Trade-in allowances will be included as part of the assets cost. Assets with a cost of \$5,000 or more will be capitalized and depreciated over its useful life using the straight line method of depreciation.

Assets with values below the capital threshold will not be capitalized but information will be maintained in the inventory control system. An asset valued at less than the capitalization threshold is not depreciated. These items are expensed at the time of acquisition.

A physical inventory of capitalized and non-capitalized assets will be conducted every three years.

Minimally, individual asset records will include the following:

- Fixed Asset Identification
- Complete item description (Manufacturer, Model and Serial Number)
- Asset Type and Category
- Location (Building and Room)
- Acquisition Method
- Acquisition Date
- Acquisition Cost
- Useful Life
- Depreciation Method
- Purchasing Information such as voucher or purchase order number

*Policy No.: 6040  
Board Approved: October 24, 1995  
Revised: January 23, 1996  
Revised: September 26, 2006*

## **HAGERSTOWN COMMUNITY COLLEGE INVESTMENT POLICY**

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### **1.0 Policy Statement**

The purpose of the investment policy is to establish guidelines that will govern Hagerstown Community College when investing public funds. All funds will be invested in a manner which will yield the greatest return with maximum security while meeting the daily cash flow needs of the College. This policy will conform to all State and local statutes governing the investment of public funds. In accordance with Senate Bill 86, Hagerstown Community College will not borrow funds for the express purpose of investing those funds.

### **2.0 Scope and Strategy**

This investment policy applies to all financial assets of Hagerstown Community College. These funds are accounted for in the College's Comprehensive Annual Financial Statements and include:

- Current Unrestricted Funds
- Current Restricted Funds
- Agency Funds
- Plant Funds
- Auxiliary Services Funds
- Independent Operations Funds

### **3.0 Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by the investment officials shall be the "Prudent Person Rule" and shall be applied in the context of managing the overall portfolio.

Investment officials acting in accordance with written procedures and the investment policy shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and action is taken to control possible adverse developments.

#### **4.0 Objectives**

The primary objective of Hagerstown Community College's investment policy, in order of priority, are safety, liquidity, and return on investments.

#### **4.1 Safety**

Safety of principal is the foremost objective of this investment program. Investments of the College shall be undertaken in a manner that seeks to preserve the capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not jeopardize the remainder of the portfolio.

#### **4.2 Liquidity**

The College's investment portfolio will remain sufficiently liquid in order to meet all operating requirements which might be reasonably expected.

#### **4.3 Return on Investments**

The College's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the College's investment risk constraints and the cash flow characteristics of the portfolio. Whenever practical, the College will obtain competitive quotes for investments, given the resources available.

#### **5.0 Delegation of Authority**

Authority to manage the College's investment program is derived from the Board of Trustees and is in accordance with Article 95, Title 6 of the State Finance and Procurement Article of the Annotated Code of Maryland. Management responsibility for the investment program is delegated to the Vice President of Administration and Finance and the Director of Finance, who shall establish written procedures for the operation of the investment program consistent with this investment policy.

Procedures should include a reference to safekeeping, repurchase agreements, wire transfer agreements, banking services contracts and collateral/depository arrangements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The Vice President of Administration and Finance and the Director of Finance shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

## **6.0 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the President of the College any material financial interests in financial institutions that conduct business with the College, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the College, particularly with regard to the time of purchase and sales.

## **7.0 Authorized Financial Dealers and Institutions**

The Finance office will maintain a list of financial institutions authorized to provide investment services to the College. No public deposit shall be made except in a qualified public depository as established by State law. All financial institutions who desire to become qualified bidders for investment transactions must provide the Finance office with an audited financial statement or annual report, a completed broker/dealer questionnaire, and a certification of having read the College's investment policy.

## **8.0 Authorized and Suitable Investments**

The College is authorized to invest in instruments as outlined in the Maryland annotated code article 95 and Maryland state finance and procurement article 6-222.

## **9.0 Collateralization**

Collateralization will be required on certificate of deposits, repurchase agreements and the Investment Pool unless the financial instrument invests 100% in obligations of the United States Government. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest.

Collateral will always be held by an independent third party. A clearly marked evidence of ownership must be supplied to the College.

All investments must be fully insured by the FDIC or collateralized by United States government securities unless the financial instrument invests 100% in obligations of the United States Government.

## **10.0 Safekeeping and Custody**

All security transactions entered into by the College shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Director of Finance and evidenced by safekeeping receipts.

## **11.0 Diversification**

The purpose of diversification is to reduce the overall portfolio risks while attaining market average rates of return. The College will diversify its investments by security type and institution.

<u>Limitations by Type of Security</u>	<u>Maximum % of Portfolio</u>
US Government Securities	100%
Certificates of Deposit	20%
Repurchase Agreement/Investment Sweep	100%
Local Government Investment Pool	100%

## **12.0 Maximum Maturities**

To the extent possible, the College will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the College will not directly invest in securities maturing more than one (1) year from the date of purchase.

## **13.0 Internal Control**

The Director of Finance will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

## **14.0 Performance Standards**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow requirements. The College's investment strategy is passive. Given this strategy, the basis used to determine whether market yields are being achieved shall be the three-month US Treasury Bill rate.

## **15.0 Reporting**

The Vice President of Administration and Finance and Director of Finance are charged with the responsibility of including a report on investment activity and returns in the College's Annual Financial Report. The College will comply with reporting requirements of the State of Maryland. Such reports will be reviewed by the President of the College and forwarded to the Maryland State Office of the Treasurer if required.

## **16.0 Investment Policy Adoption**

This policy shall be reviewed annually by the Administration and any modifications made thereto must be approved by the Board of Trustees.



*Policy No.: 6045  
Board Approved: March 17, 2009  
Revised:*

## **GASB No. 45**

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The Board of Trustees approved funding the annual required contribution (ARC) under GASB No. 45. Actuarial studies will be conducted every two years and the ARC adjusted accordingly.

*The following background information was submitted to the Board of Trustees along with the proposed policy.*

The Governmental Accounting Standards Board issued Statement 45 which requires the College use an accrual based standard for Other Post Employment Benefits. This includes health care benefits including the retiree portion of plans that cover both active employees and retirees.

*Policy No.: 6050*  
*Board Approved: September 10, 1979*  
*Revised: October 17, 1991*  
*Revised: March 24, 1992*

## **Financial Exigency**

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The Board of Trustees and the staff of Hagerstown Community College are committed to the delivery of quality programming in higher education. whenever the College faces a reduction in services due to financial constraints placed upon it by conditions beyond its control, careful planning and decision making must accompany any action. Hagerstown Community College defines financial exigency as conditions which would necessitate a reduced level of function by the institution. In the event of impending financial exigency, the president will appoint a Cost Containment Committee.

*Policy No.: 6060*  
*Board Approved: June 23, 2009*  
*Revised:*

## **Identity Theft Prevention Program**

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The Federal Trade Commission and the federal financial institution regulatory agencies published the final rules on identity theft “red flags” and address discrepancies, implementing sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. These final “red flag” rules require each financial institution and creditor that holds any consumer account, or other account for which there is a reasonably foreseeable risk of identity theft, to develop and implement an Identity Theft Prevention Program for combating identity theft in connection with new and existing accounts.

In response to this requirement, the HCC Identity Theft Prevention Program was drafted in accordance with the size and complexity of the College’s operations and the nature and scope of the College’s activities.

The Plan in its entirety may be accessed on the HCC Web site, About HCC, Annual Security Report.

*Policy No.: 7010*  
*Board Approved: April 20, 2004*  
*Revised: Annually*

## **Continuing Education Tuition & Fees**

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In order to provide cost effective courses insuring the financial success of Continuing Education programs, HCC desires to maintain a systematic approach to the calculation of Continuing Education tuition and fees. Affordability to the College's Continuing Education students is also considered in the development of the tuition and fee structure.

## **Library Use by Non-HCC Users**

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1. HCC students, faculty, and staff members are the primary audience for services from the Brish Library. This group is to receive priority over all other users of the library.
2. Maryland residents are to receive off-campus borrower status upon request. Off-campus borrower status may be granted to members of the public who are not Maryland residents. Members of the public who are teaching at other colleges in the region are requested to rely on those institutions for library and instructional support.
3. A non-refundable annual fee will be charged to out-of-state residents to obtain borrowing privileges. This fee will be approved annually by the Board of Trustees as part of the Student and Community Fee Schedule.\*
4. HCC alumni living outside Maryland will receive a library card good for one year following their graduation. Thereafter, a reduced fee will be applied upon renewal. This fee will be approved annually by the Board of Trustees as part of the Student and Community Fee Schedule.\*\* Alumni enrolled in other educational institutions are encouraged to rely primarily upon those institutions' libraries to meet their educational needs.

\* For FY07, a fee of \$10 is recommended. In subsequent years, the fee would be included in the Student and Community Fee Schedule.

\*\* For FY07, a fee of \$5 is recommended. In subsequent years, the fee would be included in the Student and Community Fee Schedule.

## **Facilities Usage by Outside Agencies**

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The first priority for use of campus facilities is programs and activities intended for students, faculty, and other members of the campus community. Use of College facilities will only be granted after it has been determined that the requested space is not needed for instructional purposes, required for any organized campus event or student club, or needed for general student and staff use. The physical facilities of Hagerstown Community College may be used by outside agencies if proper approval is obtained and safeguards are provided to assure the safe and orderly use of facilities. Persons and/or outside agencies who want to use a facility must apply to the appropriate office that is responsible for the given facility.

Board approved fees will be charged to cover costs, unless waived by the President of the College. These fees include, but are not limited to, rent, equipment use, food service, security, technical support and custodial service. All invoicing for facilities usage will be processed through the Finance Office.

Requests for use of campus facilities may be denied if, in the judgment of the College, the use fails to meet the criteria listed above. The right is reserved to revoke or annul any approved application for noncompliance with procedures. The College also reserves the right to waive any or all conditions of the policy and to stipulate additional conditions if, in its judgment, such action is in the best interest of the College.

Permission to use the facility does not imply endorsement by Hagerstown Community College of the views, opinions, or programs of the user.

## **GED Tuition Fee/Tuition Waived for Washington County Residents**

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The tuition for one year of participation in the GED program for Washington County residents who are not registered in a county public or private school will be waived. Eligibility is defined as students who have academic and social readiness for GED level work. This discount excludes the cost of textbooks and other materials students are required to purchase. The policy becomes effective for all GED courses beginning January 26, 2010. EDP charges would continue to be set in place at the maximum dollar amount allowed as stated in the Annual Student and Community Fee Schedule.

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### **BACKGROUND:**

Since 2004 Hagerstown Community College has provided an array of adult learning services including ABE, GED, EDP, and ESL classes to the local community and surrounding area. In order to make GED classes more financially accessible, in 2009 the Board of Trustees approved a 50% reduction in tuition for one year participation in the GED program for Washington County residents not registered in a county public or private school.

The Washington County Consortium also provides GED instruction, but does so with no cost to the student. In addition, the consortium offers books, small rewards, pays the official testing fees, and includes scholarship monies for students pursuing an education at HCC. Given the fact that many GED students tend to be economically challenged and may very well be unemployed, especially under current economic conditions, waiving the fee for the GED classes at HCC would make GED preparation classes much more accessible to local residents in need of a high school diploma. This would also align the College's costs with the Consortium's program.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

## **Governing Authority for Hagerstown Community College (HCC) Police Department**

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### **POLICY:**

All policies and guidelines pertaining to the HCC Police Department will align with existing College policies, the Law Enforcement Officer's Bill of Rights, and the requirements set forth by the Maryland Police Training Commission.

#### *Purpose of the HCC Police Department*

The purpose of the Hagerstown Community College's Police Department is to protect and serve the College Community; enforce the College policies, traffic and parking rules, enforce state and local laws, safeguard life and property, detect and prevent crime, preserve the peace and protect the rights of all citizens, especially the College Community. The Police Department will also support student services and human resources functions of the College on occasions when unruly employee or student behavior must be addressed.

#### *Chain of Command*

Members of the Campus Police/ Security and Safety Office and members of the Student Patrol are under the direct supervision of the Chief of Police, who reports to the Vice President of Administration and Finance.

#### *Employment and Training Standards*

It is the policy of Hagerstown Community College's Police Department that to be considered for employment as a member of its Police Department, applicants must complete a personal history statement, pass mental and physical examinations, provide the College with a list of personal and work-related references and otherwise meet the Maryland Police Training Commission's requirements for certification. Hagerstown Community College subscribes to the medical and psychological standards set forth and published by the Maryland Chiefs of Police Association. All active officers of the Hagerstown Community College's Police Department will be required to pass periodic medical, physical and psychological examinations or when deemed necessary by the administration.

Applicants selected for employment as a sworn member of HCC's Police Department must meet or exceed these minimum qualifications:

1. Applicants must be a United States Citizen at the time of appointment.
2. Applicants must have received a high school diploma or the equivalent.
3. Applicants must have reached their 21st birthday upon completion of academy training.
- 4 Applicants must be subjected to an initial physical examination by a licensed physician to determine if the applicant is physically fit and able to perform the daily duties of a police officer.
5. Applicants must be certified by a licensed mental health care professional to be emotionally



and mentally fit for the duties of a police officer.

6. Applicants must have a valid driving license for the state of their residency prior to the beginning of recruit training.

7. The applicant's criminal record and drug-use experience may be disqualifying, even if circumstances appear to be very minor, as will any experience which may jeopardize an officer's credibility to enforce the law, testify under oath, in court, and related enforcement practices.

8. Applicants must submit to a polygraph or other truth verification examination.

It is the policy of Hagerstown Community College's Police Department to abide by the provisions of the *American with Disabilities Act*, and all other federal statutes and regulations governing employment standards.

All members of the Hagerstown Community College's Police Department will be competently trained in the required knowledge, skills and abilities associated with the daily circumstances of police work before they are actively used in enforcement activities or are able to make arrests. Generally, initial training will take place in an academy or classroom setting and will meet the standards of the Maryland Police Training Commission. The College will provide training opportunities for its Police Officers to the extent needed to meet Maryland police standards and to effectively enforce the law.

Proficiency in the use of firearms for all members of the Police Department will be determined by periodic qualification. At a minimum, the requirements for qualification will meet the standards established by the Maryland Police Training Commission.

### *Use of Force*

It is the policy of the Hagerstown Community College that members of the Police Department use the least amount of force that is reasonably necessary to control an incident, to affect an arrest, or to protect themselves or others from personal harm or death. The degree of force used by the officer should be progressive along a continuum. The use of firearms to fire warning shots is prohibited. Hagerstown Community College will provide training and qualify sworn personnel in the use of any firearm and other tools approved by Hagerstown Community College used to apply force.

The use of deadly force is authorized only under the following circumstances:

1. In defense of self or another when the officer has reasonable cause to perceive an immediate threat of death or serious physical injury.
2. To prevent the escape of a suspect of a violent felony whom the officer has probable cause to believe will pose a significant threat of death or serious physical harm to other officers or the public.

To ensure all members of the department apply only the appropriate level of force, it is the policy of Hagerstown Community College that its Police Department must report all use of force incidents to the President's Office. At the President's discretion, an independent review conducted by persons outside the Police Department chain of command may be conducted. Incidents of on-duty officers discharging a firearm away from a firing range will also be reported to the President's Office and could also be subject to independent review.

## *Sexual Assault Investigations*

The health and safety of a sexual assault victim is of paramount importance. The victim's physical condition and mental state should be immediately assessed and appropriate medical attention provided, if required. The first officer to respond to a sexual assault has three primary responsibilities:

1. Physically protect and emotionally support the victim.
2. Identify, isolate and protect the crime scene.
3. Conduct a quality preliminary investigation.

The investigating officer shall candidly inform the victim what will be expected of him/her in the ensuing criminal investigation and any possible court appearances. HCC's Police Department will respect and protect the identity and confidentiality of the sexual assault victim. Victims will be dealt with in a considerate and empathetic manner and the investigation will be conducted objectively and professionally, without any preconceived or biased judgments relating to the victim's background, personal circumstances or perceived motivation.

## *Investigation of Misconduct*

All misconduct complaints regarding officers will be received courteously, recorded on a standard form, and investigated seriously and professionally. All members of the Department are authorized to receive complaints in writing, by telephone, and through personal communication. This information will then be recorded and forwarded to the appropriate supervisor designated to investigate such complaints. The degree of seriousness of the allegation or complaint will determine the course of the investigation.

Members of the Department who have witnessed a serious violation of departmental regulations by Police Department personnel, by an act of commission or omission, shall report this violation up through the HCC administrative chain of command. Additionally, all members of the Department are required to report as soon as possible to their immediate supervisor all criminal and hazardous traffic violations for which they are themselves charged.

A progressive continuum of disciplinary actions will be established to be used when instances of misconduct are identified. This continuum will range from verbal and written reprimands to suspensions or termination of employment. Disciplinary procedures and actions will be applied to all officers in accordance with all state requirements and other HCC personnel and human resources policies.

## *Release of Information*

Release of information, and in particular, the release of information to representatives of the media will follow HCC policy and procedures. The release of information is expected to enhance the relationship between the police agency and the community which it serves, and to gain support in the crime control effort. The release of information will adhere to all state and federal regulations including, but not limited to the Family Education Right to Privacy Act (FERPA).

Information will be released in a timely and accurate fashion by assigning the duty of controlling and disseminating public information to the Public Information Office for Hagerstown Community College in accordance with procedures set by the College. In the absence of personnel from the College's Public Information Office, the Vice President of Administration and Finance, or the President of the College will determine who will disseminate information to the public.

The following information is NOT to be publicly released:

1. The identity of victims of sex-related crimes.
2. The identity of a suspect for whom a warrant or summons has not been issued or indictment returned.
3. The existence or contents of any confession, admission, or statement of the accused.
4. The identity, comments, expected testimony or credibility of any witness.
5. Any statements regarding the innocence or guilt of the accused, the merits of the case, the possibility of a plea, or the value of evidence when these statements are based upon an officer's own opinion.
6. The identity of a juvenile arrestee who has not been waived by the Court as an adult.
7. The identity of a deceased person before next-of-kin has been notified.
8. Information regarding special enforcement tactics that have been planned in advance (e.g., raids, stake-outs, or special assignments, etc.) except where it may be beneficial to release such information in advance (e.g., DWI, seatbelt, and out-of-state license plate checkpoints).
9. Any information which could impede the enforcement of the law or an on-going investigation.
10. Any information which is legally privileged.
11. Any information which violates or jeopardizes the constitutional rights of an accused person.
12. Any information that could jeopardize the safety of an officer, victim, witness or informant.
13. Any information that could cause embarrassment or harm to a victim or witness (e.g., name or address of a suspected abuser living in the same residence as the victim).

The following information MAY be released:

1. The type of event or crime and where it occurred.
2. Identity of victim (unless the crime was a sexual assault, the victim has requested to remain unidentified, or in the case of death, the victim's next-of-kin have not been notified).
3. The name, age, city of residence, and other background information of a charged suspect.
4. The charge upon which an arrest has been made.
5. Circumstances of the arrest.
6. Custody status.
7. Dates of hearings.
8. Identifying photographs, only if they are available and do not contain police identification data.

### *Reporting Requirements*

Officers will complete an incident report, at least by the completion of their current shift, when incidents such as the following have occurred:

1. All calls for service regarding a felony crime even if the call is classified as "Unfounded" or handled by another agency.
2. A citizen has reported a complaint against an officer.
3. An officer has responded to a criminal case by initiating an investigation.

4. An officer has responded to a motor vehicle accident involving death, serious personal injury, or property damage, even if handled by another jurisdiction.
5. An officer has responded to an incident which could be considered a racial, religious, or ethnic hate crime, even if handled by another agency.
6. An officer has responded to an incident involving the death of a person, regardless of cause of death.
7. An officer has applied the use of force or when a suspect or arrestee has complained of an injury sustained during an arrest
8. An on-duty officer has discharged a firearm in a circumstance other than during training.
9. An officer has been involved in a high speed pursuit.
10. An officer has initiated an arrest or another agency has made an arrest on campus or one of the satellite locations.
11. All calls of sick or injured student, faculty, staff, or visitor.
12. All calls of a criminal nature and verified as "Not Unfounded".

### *Ethics in Law Enforcement*

Officers of the Hagerstown Community College's Police Department will perform their professional duties competently and conscientiously in full accordance with the law as well as College rules and regulations. While on-duty, officers will uniformly treat private citizens in a civil and equitable manner, regardless of the circumstances. Members of the Department will conduct their off-duty personal lives in a mature, law-abiding and exemplary manner. All members will be guided by the provisions of the International Association of Chiefs of Police law enforcement ethics statements.

### *The National Incident Management System (NIMS) and Incident Command System (ICS)*

The Police Department will cooperate fully with NIMS and ICS doctrine and procedures that are compliant with law and agency procedures. Officers will participate in the recommended ICS training programs developed and coordinated by the Federal Emergency Management Agency (FEMA) and will cooperate fully with designated public safety emergency responders in all strategic and tactical operations, including training.

The Board of Trustees will empower the President and the administration to develop and modify as required standard operating procedures/guidelines to address the following areas:

- Approved Firearms and Other Tools
- Emergency Vehicle Pursuit Operation
- Evidence
- Inter-Agency Notification and Cooperation
- Documentation for Calls for Service
- Investigative and Enforcement Traffic Stops
- Interviews and Interrogations
- Eyewitness Identification
- Domestic Violence by an HCC Police Officer
- Code of Conduct in accordance with other HCC policies and procedures.
- Operational and Report Writing Manual
- Transport of Prisoners

All other College policies will apply to the Hagerstown Community College Police Force including, but not limited to, those related to:

- Employment with the College
  - Employee Relations
  - Salary Administration
  - Employee Benefits
  - Discrimination and Sexual Harassment
  - Computer Use, Protection and Security
  - Establishment of sanctions and fines
  - Release of Public Information
- 

## **BACKGROUND:**

In accordance with Chapter 0389, House Bill 361, signed into law May 7, 2009, which recognizes the establishment of the Hagerstown Community College's Police Force, the Board of Trustees for Hagerstown Community College must adopt certain standards and regulations regarding the operation of the police force. Procedures must be submitted to the Maryland Police Training Commission.

Rules and regulations are intended for the guidance of the members of the HCC Police Department and do not apply to staff or faculty members of Hagerstown Community College. They cannot cover every specific act of commission or omission, nor can they cover every specific situation or problem which may, from time to time, confront members of the Department. Therefore, a great deal must necessarily be left to the intelligence and discretion of the individual. The exercise of good judgment, and the application of common sense, together with the highest degree of cooperation by those entrusted with law enforcement, is essential to effective and successful operation of this department.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

*Policy No.: 8006*  
*Board Approved: May 26, 2009*  
*Revised:*

## **Policy on the Use of Criminal Background Checks**

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The College is committed to protecting the privacy rights of students and employees as well as to providing a safe work and academic environment. Criminal background checks are a required part of specific academic or employment processes, which are published and uniformly implemented. For example, all students enrolled in academic programs that have a required medical clinical component must undergo criminal background checks as part of their academic program requirements. Also, all applicants for staff positions in the Children's Learning Center are required to pass criminal background checks to be hired.

In addition, when the administration (president or his or her designee) suspects that a student's behavior or prior behavior before being admitted to the College may constitute a threat to the safety of the campus, he or she may require criminal background checks. Written permission from the student or student applicant normally will be sought before conducting a criminal background check for these reasons except in highly unusual circumstances, which directly relates to health and human safety.

*Policy No.: 8010  
Board Approved: December 16, 2003  
Revised:*

## **Shared Governance Model**

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The Board of Trustees receives and endorses the shared governance model. This structure will be implemented during the Spring 2004 semester. In January 2005, the president and the Governance Council within the new governance structure will provide the Board and the college community an evaluation of the model's first year of implementation, including any suggested improvements.

*Note: The Shared Governance Model in its entirety is available for viewing on the Intranet, Office of the President.*

## **Alcohol at Special Campus Events**

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The students, employees, and visitors of Hagerstown Community College are expected to observe all federal, state, and local regulations governing the use and possession of alcoholic beverages while on College property, and at College sponsored events while any minor is present. All students, employees, and visitors are specifically forbidden to use or possess alcoholic beverages or to be under the influence of same while on College property. All violations of this policy, except as expressly permitted by law, may result in disciplinary and/or legal action.

The policy concerning the use or possession of alcoholic beverages may be waived under certain conditions. Specifically, it can be waived when the College sponsors or agrees to host a banquet, sit-down dinner, reception, buffet, or similar dining function at which time the use of alcoholic beverages might be permissible. Under such circumstances, the internal or external group must have written approval by the College President.



*Policy No.: 8030*  
*Board Approved: June 18, 1987*  
*Revised:*

## **Smoking Policy**

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Hagerstown Community College recognizes the rights of both smokers and non smokers, and thus, has adopted the following policy:

Smoking shall be permitted only in those areas specifically designated as such by the display of a sign so indicating.

## **Bloodborne Pathogens Exposure Control Plan**

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### POLICY

The Board of Trustees of Hagerstown Community College is committed to providing a safe and healthy working environment for all College employees. To this end and in accordance with OSHA 29 CFR Part 1910.1030 “Occupational Exposure to Bloodborne Pathogens” these guidelines are being issued to serve as reference to all College employees in the unlikely event that they are exposed to bloodborne pathogens in the work place.

These guidelines shall outline the steps that the College is taking to provide exposure controls, protective equipment and training for employees that will enable them to isolate and/or remove bloodborne pathogens and/or potentially infectious materials from the work place.

### PURPOSE

The purpose of these guidelines is to minimize employee exposure to health risks associated with bloodborne pathogens and other infectious materials. All College employees will receive:

1. A copy of this Exposure Plan
2. Annual training in controlling and/or minimizing exposure to bloodborne pathogens

In addition, employees in classifications in which it is determined have a high risk of exposure to bloodborne pathogens will be provided with:

1. Access to protective equipment
2. Elective vaccinations

These safeguards will be provided by the College at no cost to the employees.

*Policy No.: 8041  
Board Approved: April 14, 2009  
Revised:*

## **Communicable Disease Policy for HCC Students and Employees**

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Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. It is the policy of Hagerstown Community College not to discriminate against any student or employee who has or is suspected of having a communicable disease. As long as the student's or employee's condition is not a threat to the health or safety of the individual, other students or employees or the campus community as a whole, he or she may continue employment or attend classes and use college services and facilities.

Health care providers are required to report specific diseases to the Health Department, but colleges are not. If a student or employee is diagnosed by a physician in Washington County to have a reportable communicable disease, the Health Department will alert the College administration about the student or employee and the diagnosis and offer recommendations for actions to be taken on campus, if any. There is no requirement that would mandate county health departments in Pennsylvania or West Virginia Counties to contact the College. However, it shall be HCC policy to notify in writing the county health departments in West Virginia and Pennsylvania, which are physically adjacent to Washington County, asking that they notify HCC if they learn of an HCC student or employee that has a communicable disease and offer appropriate recommendations. The College reserves the right to impose a stricter standard than that recommended by the reporting health department by prohibiting attendance if, in its determination, such a step is necessary for the safety of its employees and students.

Students or employees who know or believe that they are infected are expected to seek medical advice and treatment and are obligated to conduct themselves responsibly for the protection of others. Since HIPAA (Health Insurance Portability and Accountability Act of 1996) protects the privacy of students' or employees' physical or mental health information, faculty and staff of the College should not ask students or employees to disclose information about their health conditions. However, if students or employees choose to disclose such information, faculty or staff should inform the President or his designee.

The President or his designee will review the status of students or employees with communicable diseases or suspected communicable diseases on an individual basis taking into consideration all available information on the specific case at hand. Strict confidentiality will be maintained regarding the identity of infected students or employees, and information will be disclosed to involved College staff on a limited, need-to-know basis. It may be determined that the student or employee should not be allowed to attend class or continue employment or to be on campus on a temporary basis until the contagious stage of the disease has passed. The student or employee may appeal the decision following established due process procedures.

A summary of this policy will be placed in the student and staff handbooks and on HCC's Web site.

## **Parking & Traffic Policy – HCC Main Campus and Extension Sites**

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All campus buildings, roadways, walkways and parking areas are the property of Hagerstown Community College. All persons and motor vehicles entering the Hagerstown Community College Campus are bound by Maryland state traffic laws and College parking and traffic policy and procedures.

Students, faculty, staff and authorized visitors are permitted the privilege of operating a motor vehicle on the Hagerstown Community College campus as long as campus parking and traffic procedures and applicable city and state traffic laws are adhered to. The intent of this policy and other related regulations and procedures is to establish traffic, parking and pedestrian rules for the protection of students, faculty, staff and visitors.

It shall be the policy of Hagerstown Community College to issue parking permits, a fee may apply, as well as to provide for provisions for conditional overnight parking. Appropriate fines and penalties will be implemented by the administration for violation of parking and traffic laws and regulations set by the State of Maryland and Hagerstown Community College.

To the extent possible and where appropriate, these provisions will also apply to HCC provided parking at extension sites.

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### **BACKGROUND:**

With minor modifications the following statement formalizes current practice at Hagerstown Community College. Procedures including permits, traffic regulations, parking, overnight parking, vehicular assistance and fines and appeals have also been developed to support this policy statement.

*Note: This Background Statement was presented to the Board of Trustees along with the policy recommended for approval.*

*Policy No.: 8055*

*Board Approved: November 16, 2007*

*Revised:*

## **Use of College Vehicles Policy**

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Hagerstown Community College (HCC) maintains a limited number of vehicles for use by employees and/or students for College related activities only. Use of College vehicles for personal use is prohibited. In addition, some College employees may choose to use their personal vehicles for College business which also requires them to adhere to the guidelines set forth for the use of college vehicles.

## Use of College Vehicle Guidelines

### Driver Qualifications:

Employees and/or students using a College vehicle or choosing to use a personal vehicle for College business must notify the Vice President of Administration and Finance or his/her designee and complete a Driver Application verifying that they:

- Accept the obligations of driving on behalf of the College.
- Will disclose any convictions for moving violations or vehicle accidents during the last 2 years.
- Will notify the Vice President of Administration and Finance or his/her designee if convicted of drunk driving, driving under the influence or if a license is revoked or suspended at any time following submission of the Driver Application.
- Meet one or more criteria

#### Routine use:

Drives more than an average of twice per month.  
May transport others.  
May drive distances of 30 miles or more.

#### Periodic use:

Drives no more than twice per month,  
Generally drives for short errands (less than 30 miles).

A Schedule of Drivers will be maintained by Administration & Finance and updated no less than annually. Individuals using college vehicles must provide the Vice President of Administration and Finance or his/her designee with current information in order to obtain a Motor Vehicle Administration Driving Record. Driving records will be treated confidentially.

All drivers must meet the following requirements:

- Be at least 18 years of age
- Possess a valid drivers licenses for at least two years
- Maintain a good driving record as determined by the Vice President of Administration and Finance and the Chief of Campus Police.
- Confirm receipt and understanding of the College's Policy on the Use of Vehicles

Individuals routinely using their personal vehicle for College business/activities must:

- Provide the Vice President of Administration and Finance or his/her designee with proof of insurance for the vehicle being used. The individual is responsible for the cost of maintaining this coverage.
- Acknowledge that personal insurance will serve as primary in the event of an accident

### Restrictions:

- College vehicles will not be used for personal or non-College business/activities.

- Children are not allowed to ride in College vehicles except those that are enrolled as students of Hagerstown Community College or children enrolled in the Children's Learning Center.
- Family members and friends will not be transported in College vehicles, unless serving in official capacity for College.
- Use of a College vehicle may be denied in extreme weather conditions or when extreme weather is expected. Contact the Facilities Management/Maintenance Dept. for direction under these conditions.
- For 15-passenger vans mileage is limited to 400 miles round trip. Load, including equipment, is limited to the equivalent of 10 individuals according to National Highway Traffic Safety Administration recommendations. Training will be provided for drivers of the 15 passenger vans.
- For all other fleet vehicles, mileage is limited to 200 miles one way.
- Occupants should not exceed the number of available seatbelts.
- Under special circumstances, the above referenced restrictions may be waived with approval from the executive officer of the area. Waivers of these restrictions for executive officers must be approved by the President. Notification of any waiver will be provided to the Vice President of Administration and Finance or his/her designee and the Director, Facilities Management.

#### **Accidents:**

If an accident occurs, **REPORT IT IMMEDIATELY TO AUTHORITIES.**

**Then, as soon thereafter as feasible, contact the College. Contact information is located in each fleet vehicle.**

Failure to report an accident will result in a revocation of authorization to drive on behalf of the College. For College fleet vehicles:

- One accident or failure to comply with the College's policies and procedures will result in a written warning.
- A second accident or failure to comply with the College's policies and procedures may result in the loss of driving privileges.
- Accidents considered egregious by Hagerstown Community College will result in the immediate loss of driving privileges.

#### **Vehicle Requests:**

To ensure availability, it is advisable to request a vehicle at least two weeks prior to an activity or event.

Vehicles should be requested by completing the Vehicle Request Form. The form is available on the Intranet (College Operations → Maintenance → Vehicle Request Form). Immediate Supervisor approval is necessary for all trips (except for trips under 30 miles one way).

If transporting passengers requiring special accommodations contact the Coordinator of Disability Services.

**Driver's Responsibilities:**

- Drivers are responsible for the general cleanliness of the vehicle. All trash should be removed from the vehicle a properly disposed of at the conclusion of use.
- No smoking is allowed in College vehicles.
- Any traffic violations and/or tickets are the sole responsibility of the driver. The College does not reimburse for traffic fines of any type.
- Drivers are expected to follow posted speed limits and practice defensive driving.
- Drivers and passengers will wear seatbelts at all times.
- Drivers should not talk on cell phones while driving unless the vehicle is equipped with a College-approved hands-free speaking and listening device. If there is a need to make a phone call, the driver should find a proper parking space before making the call. Stopping on the side of the road is not acceptable except in genuine emergencies.
- In accordance with Maryland law, children younger than six years old, regardless of weight, or weighing 40 pounds or less, regardless of age, must be secured in a federally approved child safety seat according to the safety seat and vehicle manufacturers instructions.

*These guidelines were submitted to the Board as supplemental material along with the College Vehicle Use Policy on November 16, 2007.*



## **Naming College Facilities Policy**

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The following policy provisions are established to assure an appropriate reflection of the history of Hagerstown Community College as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of the College.

The naming for a specific individual, family or organization of College buildings, rooms, labs, offices and other major building areas as well as campus areas, such as athletic fields or tribute areas within the Waltersdorf Quad, shall be subject to the approval of the Board of Trustees at one of its regular meetings based upon a recommendation from the College President that specifically applies the following criteria:

1. contributed significantly to the founding or advancement of the College; or
2. contributed financially to the College; the type of space named commensurate with the gift; or
3. is part of an HCC facility fund raising campaign conducted by the HCC Foundation, Alumni Association or other recognized campus group that had previously shared and received endorsement from the President and Board of Trustees to include naming rights provisions in the campaign plan where contribution levels were determined and specified based on the size, location, and function of the structure. Specific contribution levels may be established as either fixed or minimum dollar amounts for each campaign.

Because naming forges a permanent link in the public mind between the College and the individual so honored, the Board shall determine in each case whether naming is appropriate and desirable, and this determination is a matter of discretion, based upon all of the facts and circumstances.

In the event the use of a room, facility, or building is temporarily changed, notification and explanation of the change will be communicated to the donor.

In the event the use of a room, facility, or building is changed, such that it must be demolished, substantially renovated, or rebuilt, the College may, but is not required to, retain the use of the name or name another comparable room, facility, or building.

The Board of Trustees reserves the right to withdraw the privilege of name association with Hagerstown Community College, if, in its opinion, particular acts and circumstances warrant. Any legal impropriety or other act which brings dishonor to the College on the part of the donor or a corporate donor, who is no longer in existence, shall make the gift and naming subject to reconsideration by Hagerstown Community College.

The College President is given authority by the Board of Trustees to make final naming decisions for other College assets of lesser value than buildings, rooms, labs, offices, and athletic fields as mentioned above, such as instructional equipment, programs of study, special HCC

funded scholarships and funds, endowed positions, gardens, parking areas and roadways or other such spaces or items. In such instances, the President is required to inform the Trustees of these decisions.

All decisions regarding public announcements, physical markers, and care and maintenance provision for named College spaces or other assets rests with the College President or his/her designees(s).

The College President and/or the board of Trustees reserve the right to withdraw the privilege of name association with HCC should future particular acts and circumstances warrant.

The guidelines set forth in this policy statement are not to be deemed all-inclusive. The Board of Trustees reserves the right to consider any and all factors regarding the privilege of name association with the physical aspect of Hagerstown Community College as particular acts and circumstances warrant. The College will issue a memorandum of understanding for all major naming right designations.

*Revised Policy approved by the Foundation Executive Committee on August 24, 2011*

*Policy No.: 8061*  
*Board Approved: December 16, 2008*  
*Revised:*

## **College Center Name Change**

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Effective July 1, 2009, the name of the College Center will be changed to the Student Center.

*Policy No.: 8062*  
*Board Approved: May 22, 2012*  
*Revised:*

## **Classroom Building Name Change**

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Effective July 1, 2012, the name of the Classroom Building will be changed to the Behavioral Sciences and Humanities Building (BSH).

*Policy No.: 8065*  
*Board Approved: September 18, 2007*  
*Revised:*

## **Arboretum and Garden Policy**

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The purpose of the Arboretum and Gardens Policy is to guide the development and management of the gardens and grounds at Hagerstown Community College. Plantings are used for beautification of the campus, as well as educational objectives.

As the campus evolves, the nature of garden requirements will evolve as well. Gardens and plantings will be placed as appropriate, understanding that as growth occurs, gardens may need to be moved or possibly eliminated. The College reserves the right to relocate a garden as campus requirements dictate.

Hagerstown Community College's gardens will reflect the diversity of plant material which can thrive in western Maryland, including both native and adapted plant material. Native plants are those considered to be native to the surrounding region. Adapted plants are defined as those able to grow under the natural conditions encountered in this part of Maryland (soils, precipitation, temperatures, wind, etc.) or requiring only minimum maintenance to do so. Preference will be given to plants which are relatively pest and disease-free and thus require little to no pesticides. The best and easiest to maintain plants will continue to be emphasized by repetitive use in the landscape. Care will be taken to avoid plants that can be considered invasive in the local environment.

# **Hagerstown Community College Arboretum and Garden Policy Background Information and Guidelines**

## **History**

The landscaping and gardens at Hagerstown Community College (HCC) are known regionally for their beauty. Although national records are not maintained on college campus gardens, HCC may have more formal gardens than any other community college in the country. When the Hagerstown Junior College moved to its present location on Robinwood Drive in 1966, a Campus Beautification Committee, headed by Dr. Mable Walter, was established. In 1970, that committee became the Arboretum Committee, and in 1972, at the suggestion of the Alumni Association, the Board of Trustees proclaimed the project the Mable R. Walter Arboretum, in tribute to Dr. Walter's leadership and dedication to the campus.

The landscaping at the College was planned to accommodate the natural wooded areas and rock formations that make up a large portion of the grounds. From a small beginning, the gardens on campus grew, through the generosity of the entire community, to what we see today. Many donations were made to develop picturesque, named garden tributes to the memory of family and friends.

## **Vision**

As the landscape at Hagerstown Community College changes with the addition of new buildings, new roads, and new parking areas, the natural outcome will be changes in the existing gardens, the addition of new gardens, and the continuing requirement for maintenance of the impressive campus grounds. To maintain the College gardens for future generations of students, employees, and citizens of the community, it is vital to consider the time, talent, and resources that must be put forth. The vision upon which this policy rests is not only to keep the campus as lovely as it is today, but to make it even more picturesque and enjoyable in future years.

## **Goals**

1. The Arboretum will serve as an area for enjoying the benefits of nature.
2. Future garden and landscape improvements will continue to reflect the high-quality design, materials, and implementation evident in the existing landscape.
3. The Friends of Hagerstown Community College Gardens will be encouraged to continue planning and implementing landscape improvement project as time and resources allow.

4. The landscape will continue to complement the rugged natural beauty of the area.
5. The landscape will continue to unify the campus' buildings and other site features.
6. Consistent and attractive signs will continue to be developed.

## **Arboretum Committee**

The College will maintain an Arboretum Committee to provide advice and guidance for campus arboretum and garden maintenance and development. Members of the committee are to be appointed by the HCC President. Normally, the HCC groundskeeper and director of facilities, and at least one HCC Garden Club representative, will be part of the committee. The committee is to be consulted and asked to approve all garden acquisitions. Acquisitions must meet all of the following criteria, unless an exception is approved by the HCC President:

## **Collections Criteria**

1. The acquisition can be properly cared for in terms of staff, facilities, space in the garden, and money for upkeep.
2. There is a need for the type of tree or plant material.
3. The plant has no known objectionable characteristics; it is disease and pest resistant.
4. Emphasis will be placed on low-maintenance plants that are adaptable to the region and available to the general public.
5. Plant material will not detract from the natural beauty of the surrounding landscape.
6. Functional plant groups to be considered for inclusion will include: evergreen trees, native and well-adapted shrubs for general landscape use as well as for wildlife habitat; under-utilized flowering perennials and other herbaceous ornamentals and drought tolerant shade and ornamental trees, among others.
7. Plants considered potentially invasive to area eco-systems will be avoided.

## **Maintenance Criteria**

1. High quality maintenance of the existing collections and other site features will be stressed.
2. The College will demonstrate inclusiveness of diverse cultural practices in its gardening decisions that may include aspects of planting, mulching, irrigation, pruning, and weed and pest control.
3. Emphasis will be placed on low-input maintenance techniques.
4. Turf maintenance practices that are compatible with tree, shrub, and other landscape plantings will be emphasized.

5. Integrated Pest Management practices will be incorporated into the maintenance routine.
6. Whenever possible, plantings will be maintained in natural form. Excessive pruning, topping, and shearing will be avoided.
7. Plants will continue to be mulched regularly and plant groups will be mulched en masse to reduce mowing and trimming needs.

## **Coordination, Fund Raising, and Volunteer Support**

Appropriate oversight of the grounds at Hagerstown Community College is to be maintained via a partnership between the College administration and Arboretum Committee to ensure long-term success.

- The Arboretum Committee, as noted above, will serve as the primary coordinating body for the gardens and Arboretum and is to meet with the HCC President at least once each year to discuss issues of mutual interest.
- Efforts to attract additional physical and financial support will be ongoing.
- The strong gardens volunteer program will continue.
- Donation solicitation for general development and maintenance of the gardens will occur as part of the College Foundation's ongoing fund raising responsibilities.
- Annual recognition of garden volunteers and financial donors will occur.

## **Gifts to the Arboretum**

Monetary donations for beautification of the campus are greatly appreciated. Gardens and plantings will be maintained by the College for as long as possible. However, development of the grounds and needs of the College will take priority.

Monetary donations for general Arboretum development and maintenance are strongly encouraged and greatly appreciated. Direct donations of plant material, however, are not encouraged and will not be accepted unless approved by the Arboretum Committee and only when maintenance resources allow.

Monetary donations made specifically for plant material acquisition will be accepted with the following conditions:

- Plant material will be chosen by the Arboretum Committee or selected by the donor from a list of desired plants that meet the criteria for acquisition.
- Donations of memorial trees for shade and evergreen trees, as well as for ornamental, under-story trees and shrubs can be made. For the cost of each of these plantings see the attached fee schedule. The price for each type of tree or shrub will be evaluated yearly to determine appropriate charges.



- Distribution of donated funds will include material, labeling costs, and help to cover the cost of long-term maintenance and/or replacement. The additional money collected will be placed in the Mabel R. Walter Arboretum maintenance fund.
- Any gift of \$25,000 or more will establish a garden for a minimum of 15 years. After 15 years, gardens will be reevaluated on a yearly basis. The care and maintenance of such gardens will depend on the needs and capabilities of the College. When establishing a garden approximately 40% of the gift will be used for the original planting. The remaining 60% will be used for maintenance of the garden. These percentages may vary depending on the maintenance demands of the specific garden.
- The College reserves the right to determine the garden size, location, and plantings.

Rejection of gifts is not intended to offend the donor, but to protect the campus grounds. Rejection of specific gifts will include an explanation by the Arboretum Committee as to why the plants are not appropriate. The committee may also provide a list of more acceptable plantings should the donor still desire to make the donation.

When possible, donors will be notified when a garden needs to be relocated, refurbished, or eliminated.

Donations of time and labor will also be accepted. Participation in the maintenance of a donated garden, in cooperation with the college's groundskeeper, will be encouraged.

## **Records**

An official campus gardens and Arboretum database will be maintained. The director of facilities, groundskeeper and the coordinator of volunteers will have access to the database to update and maintain records.

Records for each garden and specimen tree will be kept. Photographs of plants, trees, and gardens will be added to the database on an ongoing basis.

Gardens and/or trees that are removed from the grounds will not be removed from the database. Notation will be made regarding the removal and disposition of any plants, trees, or gardens.

A map of gardens and trees will be maintained using GPS co-ordinates.

## **Student, Employee and Public Awareness**

The public will be invited to take part in garden work days, such as fall and spring clean-up days.

A brochure of the gardens and walking tour of the campus will be maintained.

Community groups, Boy Scouts, Girl Scouts, 4-H, and Boys and Girls Clubs will be encouraged to take part. Boy Scout Eagle projects will be encouraged.

Garden Pride Day will continue to coincide with Earth Week.

The Garden Club will have a presence at the Alumni Flower and Garden Show in March each year.

*Note: Background Information and Guidelines was submitted to the Board of Trustees along with the Arboretum and Garden Policy on September 18, 2007.*

*Policy No.: 8066  
Board Approved: September 18, 2007  
Revised:*

**Price Schedule for Arboretum and Garden Gifts**

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Shade and Evergreen Trees	\$500
Ornamental and Under-story Trees	\$400
Shrubbery	\$200

The price of each of the above includes initial planting, labeling, and long term maintenance as described in the Arboretum and Garden Policy. These rates will be periodically updated as needed and submitted to the Board for approval.

## **Free Speech & Peaceful Demonstrations**

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Hagerstown Community College facilities are to be used in keeping with its educational purpose, which includes encouraging the exchange of ideas by students, faculty and staff in a community forum. The College recognizes and supports the rights of free expression and speech. This policy and supporting procedures informs members of the College community of the manner in which they may engage in constitutionally protected speech and expression at Hagerstown Community College. It is intended to ensure the primary educational purpose of the College while promoting debate and the sharing of information.

Every member of the College has an obligation to permit free expression. Members of the College community should respect the expression of others, even when they disagree with its content or when they find it offensive. The right to dissent is the complement of the right to speak. A speaker is entitled to communicate her or his message to the audience during her or his allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

In promoting an environment where freedom of expression and open vigorous debate can occur, the Board of Trustees reaffirms its commitment to preserving College property as a nonpublic forum. Speakers invited to campus by students, faculty or staff, and for whom official arrangements to speak have been made with the College will be permitted to use the designated free speech and demonstration areas. Persons who wish to use the property or facilities of the College for speech or demonstration activities must comply with the College's Free Speech and Peaceful Demonstration policy and procedures. The College expresses no opinion whatsoever about the content of speech expressed by persons, except as allowed by law. Consequently, the procedures supporting this policy shall apply in a content neutral fashion, except in cases where public speech is likely to incite or produce imminent lawless action or that is, under the then current legal standards libelous, obscene, or discriminatory. Such speech is prohibited under this policy.

Any acts that are disruptive to the normal operations of the College including, but not limited to classes, vehicular and pedestrian traffic and College business or that invade the rights of others will not be tolerated. This policy does not limit authorized use of College facilities by the College community or the rental of College facilities by third parties.

## **Solicitation Policy**

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Hagerstown Community College, as noted in its official vision statement, “is a learner-centered, accessible, life-long learning institution dedicated to student and community success.” The College has the responsibility to provide and maintain a safe and healthy work and learning environment conducive to its mission based programs and services. Accordingly, the College has developed a solicitation policy for the purposes of: 1) preserving the College’s right to permit or prohibit sales and solicitation activities on College property, and 2) to protect the campus community from sales and solicitation activities that are intrusive, unrelated to the educational purpose, or incompatible with normal operations. The general requirements, the sales and solicitation by college and non-college organizations, as well as the responsibilities of the sponsoring units and the vendors are detailed below. Solicitation is prohibited on campus unless it meets the general requirements as defined by the College. The Dean of Student Affairs and the Vice President of Administration and Finance are responsible for administering this policy.

This policy applies to solicitation activities conducted on the grounds or within buildings under the control of Hagerstown Community College, including solicitation using the electronic mail network (e-mail). Approved solicitation activities must be substantially and directly related to the College's mission and vision.

The term “solicitation” as used here means the sale, lease, rental or offer for sale, of any property, product, merchandise, publication, or service, whether for immediate or future delivery; the distribution or display of printed material, merchandise, or products that are designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; or the oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization. Solicitation further means the activity or process of seeking to obtain the support of an individual for a cause, movement, doctrine, or commercial product through persuasion or formal application.

Since this policy does not specifically address fund raising activities by HCC groups, a separate companion policy ( (Fund Raising by HCC Groups) exists that provides provisions to guide members of the HCC community that are conducting fund raisers that benefit, students , directly or indirectly, and related specifically to one or more of the HCC official mission based functions.

### **1. General Requirements**

Approval for solicitation and sales activity will only be considered for those vendors whose products or services meet the following applicable criteria:

- a) Provide a general positive value to the quality of student life and the College mission –or provides support that will benefit an active non-profit organization in the community.
- b) Are not in competition with vendors holding current College-wide contracts.
- c) Are not duplicative of goods and/or services currently available through established on-campus sources.

- d) Do not contradict HCC's Free Speech & Peaceful Demonstration policy.
- e) Provides goods and services purchased via the College procurement process.
- f) Must align with institutional initiatives and goals.
- g) Do not undermine the academic integrity of the College.
- h) Are not counterfeits of brand name goods.
- i) Are not in violation of Hagerstown Community College / State procurement policies.
- j) Do not pose a threat to the individual making the purchase or to their surrounding environment.

## **2. Sales and Solicitation by Non-College Organizations**

There shall be no solicitation conducted on general College property except by vendors with whom the college has contracted for the sale, lease, rental, or offer of said goods and services. Vendors must coordinate solicitation with the individual or unit responsible for such activity.

## **3. Sales and Solicitation by Official College Organizations (including student organizations)**

Solicitation for the sale, lease, rental, or offer of goods, services, and/or products on College property shall only be conducted by student organizations, faculty, or staff officially recognized and authorized by Hagerstown Community College or by legally authorized representatives of companies with whom the College conducts business.

### **A. Solicitation by employees**

Solicitation by employees for purposes other than direct college related business during regularly scheduled work hours is prohibited. Solicitation during non-work hours (lunch or other break times) by employees is subject to other applicable sections of this policy. Employee fund raisers are only permitted as provided for in the policy on Fund Raising by HCC Groups.

Use of the college resources for solicitation or sales is limited to those activities meeting the general requirements outlined above.

### **B. Solicitation by students**

Solicitation and/or sales by students or student organizations on College property are prohibited without the express written consent of the Dean of Student Affairs or designee. Student fund raisers are only permitted as provided for in the policy on Fund Raising by HCC Groups.

## **4. Responsibilities of Sponsoring Units or Recognized Student Organizations**

- a) Ensure the presence of responsible member(s) of the sponsoring unit throughout the duration of the activity to include set-up and take-down.
- b) Ensure that College policies, guidelines, and regulations are adhered to at all times.
- c) Notify the Office of Campus Police & Safety of the approved activity.

## **5. Responsibilities of Vendors**

- a) The vendor must be in possession of all permits and licenses required by federal, state, and local law or ordinance, and in compliance with any applicable federal, state, and local laws or ordinances. Obtaining required permits and licenses and knowledge of the applicable laws are the responsibility of the vendors. Failure to be in possession of any required permit or license or to comply with any applicable law or ordinance shall be grounds for denial.
- b) All off-campus vendors and commercial entities must have departmental/student organization sponsorship.
- c) Merchandise of all off-campus vendors and commercial entities shall be confined within the vendor's designated space, and the appearance of the booth shall be in a manner in keeping with the campus environment.
- d) All off-campus vendors and commercial entities that request use of space on the HCC campus need to be aware that depending upon the type of event and the size of the event, fees may apply. (Refer to the "Use of Facilities by Outside Agencies" policy.)
- e) Vendor must leave its area in the condition in which it was found. Vendor is responsible for all clean-up and for any repair costs.

## **6. Insurance**

Hagerstown Community College requires proof of automobile, general liability and worker's compensation insurance and to be named as an additional insured. Proof of insurance must be provided once commercial activity is approved and scheduled, but must be provided in advance of the event to the Office of the Vice President for Administration and Finance. Failure to do so may result in the College unilaterally cancelling the activity.

The user agrees to obtain, at its own expense, liability insurance for Bodily Injury and Property, as well as, Automobile for any vehicles brought onto HCC premises. Minimum coverage for automobile liability and bodily injury and property general liability shall be \$1,000,000.00.

The user must also obtain, at its own expense, statutory worker's compensation insurance on any of its employees who will be on HCC premises on the day(s) of the event. Minimum coverage shall be \$500,000.00.

## **7. Fund Raising on HCC Property**

Any outside group which has rented space from HCC or has been granted a rental space waiver by the Office of the President is not permitted to fund raise or solicit outside of the specific HCC space they have been approved to use. Such groups must also follow all applicable provisions as stated in this policy.

*Policy No.: 8070*  
*Board Approved: September 21, 2004*  
*Revised:*

## **Campus and Workplace Violence**

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It is the policy of Hagerstown Community College that employees, students and visitors have a safe work and academic environment. The College prohibits any form of violence, threats of violence, intimidation of others, attempts to instill fear in co-workers, possession of weapons of any kind on campus or in the workplace, menacing behavior, and stalking. Violations of this policy may lead to disciplinary action up to and including immediate dismissal of College employees or expulsion of students, and the involvement of the appropriate law enforcement authorities as needed.



## **Sexual Assault**

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Hagerstown Community College complies with Section 485(F) of the Higher Education Act of 1965 as amended by Section 486(C)(2) of the Higher Education Amendments of 1992, Subtitle 7, Sexual Assault Policy, and is committed to taking necessary measures in an effort to prevent incidents of sexual assault on campus and to taking action to support victims, involve police and take appropriate disciplinary action should an incident occur. Sexual assault is being coerced to engage in a sexual act by force, threat of force, against one's will and without consent as defined in the Maryland Annotated Code, Criminal Offenses.

Hagerstown Community College will not tolerate sexual assault in any form, including date or acquaintance rape. Making reports and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on College property or facilities or at College-sponsored functions.

## **Information Technology Hardware and Software Standards**

Hagerstown Community College will establish and update as needed campus-wide hardware standards for desktop computers, laptops and printers. Other peripherals will be assessed on a case-by-case basis. When determining hardware standards, the College will consider product availability, estimated lifecycle, configuration and components stability and service agreements/warranties. All IT hardware procurement will adhere to the established standards unless discipline/function-specific requirements demand deviation. In such cases, approval will be obtained from appropriate college administrator.

Additionally, the College will establish software standards for faculty and staff use. Software Standards will include the following:

- Operating Systems
- Office Suite
- Web browser
- Virus Protection
- Administrative Software
- Network Client
- Anti-Spyware
- E-mail
- Time Management

This policy does not cover instructional discipline-specific software applications, which will be determined by faculty and/or academic officers.

User support of hardware and software that deviates from the standards will be the primary responsibility of the specific unit.

IT standards will be set on an annual basis by the Information Technology Department in collaboration with College executive staff, the Administrative and IT Services Committee, the Teaching and Learning Committee and the Technology Planning Council. Input will be sought from other campus groups/departments as appropriate.

*Policy No.: 8076*  
*Board Approved: April 14, 2009*  
*Revised:*

## **Hagerstown Community College Library Development Policy**

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To support Hagerstown Community College's academic programs and curricula and to promote students' opportunities for academic success, it is the policy of Hagerstown Community College to provide, through the HCC Library, access within budgetary limitations to information in a wide variety of subject areas. This policy requires that information in print, non-print, and electronic formats be made available to students, faculty, and staff; be appropriate in terms of coverage and depth; be timely, factual and relevant; and when applicable, offer clear and contrasting viewpoints on controversial issues.

Maintaining access to current information requires the selection and acquisition of new and current information sources and materials, as well as the identification and discarding of out-dated and inappropriate materials and information sources; therefore, the William M. Brish Library is required by this policy to conduct an annual culling process. Faculty participation in the development processes is expected. Annually the Library is required to prepare a summary report for the college community on its collection development activities.

*Policy No.: 8080*

*Board Approved: September 20, 2005*

*Revised: October 18, 2005*

## **Volunteer Corps**

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The College shall recruit, maintain, develop, and recognize / reward a diverse corps of volunteers whose purpose would be to promote and serve the College and its students. The program is not to supplant, but rather supplement, the College's work force in a variety of capacities, such as helping faculty and staff provide student assistance in a variety of areas, working to maintain campus facilities, grounds, and gardens, assisting the HCC Foundation to raise funds, as well as working in special service centers on campus such as the library, Children's Learning Center, and the ARCC (Athletic and Recreation Community Center).

Volunteers must be at least 18 years of age and willing to serve the College without financial compensation. Persons less than 18 years of age may be approved as a "junior volunteer" with specific written authorization by the President and/or his/her designee. In such cases, the junior volunteer must have parental permission and participate under the guidance of a senior volunteer. A member of the volunteer corps may work on a regular weekly or monthly basis or may choose to provide assistance for specific projects or events.

Volunteers are officially appointed by the Board of Trustees, at the recommendation of the President, each semester either as a new volunteer or continuing in an established capacity.

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### *Background Statement:*

The Volunteer Policy approved by the Board at the September 20, 2005 meeting set the minimum age at 21 years.

## **Cultural Diversity Plan**

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The Cultural Diversity Plan (CDP) defines diversity as the recognition, appreciation and understanding of individual, group, and cultural similarities and differences that include, but are not limited to age, abilities and disabilities, ethnicity, language, gender, race, nationality, religion, socio-economic status, veteran status, and sexual orientation.

The Cultural Diversity Plan represents the good faith efforts and commitment of the President, the Board of Trustees, staff and faculty to provide an atmosphere of acceptance and respect for cultural diversity and equal opportunities for education, training and employment.

The Plan in its entirety may be accessed on the HCC Web site, Human Resources.

# APPENDIX

## Maryland State Regulatory Agencies

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### *State Board for Community Colleges*

The State Board for Community Colleges was created in 1968 to coordinate the community colleges in the state (Chapter 454, Acts of 1968). The board consisted of eight members, seven appointed by the governor with the advice and consent of the senate to six-year terms, and one student recommended by the community college presidents to serve a one-year term. The state board initially served as an advisory board to the state Board of Education before assuming its statutory duties in July 1969.

Responsibility for community colleges was transferred from local boards of education to local boards of community college trustees, established by the 1968 state law. In 1976, the governor established local boards of trustees for future community colleges (Chapter 538, Acts of 1976), with members appointed by the governor. The state board established general policies for community colleges; gave professional advice; reviewed and advised on curriculum; and coordinated relationships among community colleges, state and local public school systems, and private high schools promoting cooperation in guidance and admission of students to community colleges. It also provided grants-in-aid to plan for new colleges and for new programs in existing colleges, aided colleges in securing and administering federal funds, and established guidelines used by colleges in financial record-keeping and preparation of annual audit reports. The State Board for Community Colleges was abolished in 1991 and its duties were transferred to the Maryland Higher Education Commission (Senate Bill 211, Acts of 1991).

### *Maryland Higher Education Commission (MHEC)*

The Maryland Higher Education Commission was created by the Maryland General Assembly in 1988 and given responsibility for planning and coordination of higher education in Maryland. The Commission has a number of important responsibilities:

Approving campus mission statements -- every college and university has a mission statement. It describes who the institution teaches, what area it serves, its admission standards, and the academic areas where the campus specializes. Mission statements are an important consideration in approving budgets.

Approving the operation of new colleges and universities -- there are strict academic and financial standards for anyone who wants to start a new college or university in Maryland. These are on-going standards, which means that existing campuses must continue to comply.

Approving new academic programs -- institutions must demonstrate that there is a need for a new program. When the Commission considers the application, it looks closely at whether the program is in keeping with the institution's educational mission and whether other colleges or universities already offer the program.

## **Accreditation through Middle States Commission on Higher Education**

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The Middle States Association is an independent membership organization. It admits institutions of higher education to membership through a process of evaluation and accreditation which has a double purpose. One is to serve the educational world and the public by establishing standards of quality and identifying institutions which achieve them. The other, equally important, is to stimulate and help institutions reach their maximum effectiveness. Member institutions are evaluated periodically for reaffirmation of their accreditation, normally every ten years.

Non-profit institutions of higher education are eligible to apply for evaluation and accreditation if they offer two or more years of undergraduate or one year of graduate work leading to degrees or certificates issued under appropriate legal authority, and their principal programs rest upon a base of liberal studies required of all or most students.

Accreditation is an expression of confidence in an institution's actual present performance and in its long range ability to maintain and improve that performance. The Commission on Institutions of Higher Education, through which the Association conducts all its work with institutions above the secondary level, publishes descriptions of good practice from time to time but prescribes no quantitative standards. It does not classify its members into categories. It evaluates each applicant for membership in qualitative terms in light of that institution's own reasons for existence. Accreditation indicates that in the Commission's judgment an institution has clearly defined appropriate objectives, has established conditions under which it can reasonably be expected to attain them, appears in fact to be attaining them in substantial measure, and should be able to continue to do so.



## Maryland Association of Community Colleges (MACC)

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The Maryland Association of Community Colleges (MACC) was established in 1992 as an advocacy organization for Maryland's public community colleges. All 16 of Maryland's public community colleges are members of MACC and support the Association through an annual institutional dues assessment.

The mission of the Association is to develop and to execute a strategic direction for Maryland's community colleges. MACC is a service-oriented organization providing leadership on behalf of the community college segment. Advocacy extends to several areas, including:

- **Liaison** with the Maryland Higher Education Commission (MHEC) and other State and Federal organizations which relate either directly or indirectly to the activities of the community colleges.
- **Governmental Relations:** Maintaining relationships with legislators, legislative groups, the Office of the Governor, and other State departments and groups involved in the legislative process; initiating and monitoring legislation which benefits community colleges and the citizens served by community colleges, and when appropriate testifying and providing information on such legislation.
- **Community College Financing:** Working with the General Assembly, Office of the Governor, the Maryland Higher Education Commission, and other state groups to obtain adequate appropriations for community college operations and capital projects.
- **Public relations:** Projecting a positive image of community colleges through publications, press releases, media relations and other information services.
- **Economic Development and Job Training:** Facilitating and promoting the role of community colleges as a primary delivery system for job training in support of economic development in Maryland.
- **Membership Services:** Providing services which assist member colleges in achieving their objectives.
- **Research:** Conduct research and data gathering projects, producing reports and statistical summaries as needed.
- **Education:** Conduct in-service programs which enhance the professional skills of trustees and administrators.

## **Association of Community College Trustees (ACCT)**

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Mission:

Promoting effective board governance through advocacy and education.

Board Ends Policies:

- Enhance knowledge and skills to master role as board members.
- Develop and affect public policy for the achievement of the mission and goals of our institutions.
- Exemplify a standard of leadership behavior that is ethical and embraces diversity.
- Ensure that all persons have the opportunity to succeed through access to quality education and services.
- Provide policy leadership in support of community economic development.

## **Hagerstown Community College History**

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From the founding date of the College in 1946 to July 1, 1971, authority for governing the College was vested in the Board of Education of Washington County, who also served as the Board of Trustees. In March, 1971, the Board of Education passed a resolution requesting the appointment of a separate local board of community college trustees. The Governor, with the advice and consent of the Senate, appointed this new, separate seven-member Board of Trustees, effective July 1, 1971.

**HAGERSTOWN COMMUNITY COLLEGE**  
**Hagerstown, Maryland**

**BOARD OF TRUSTEES MEMBERSHIP**  
**1946-2012**

1946-47

Philip A. Rauth, President  
Jack H. Beachley, M.D.  
Mary R. Garrott  
Alfred C. Huffer  
Walter H. Shealy, M.D.  
Charles I. Wolfinger  
Benjamin C. Willis, Secretary-Treasurer  
Superintendent

1950-51

Philip A. Rauth, President  
Mary R. Garrott, Vice President  
Jack H. Beachley, M.D.  
Harry H. Shank  
Elmer A Stone  
John D. Zentmyer  
William M. Brish, Secretary-Treasurer  
Superintendent

1947-48

Philip A. Rauth, President  
Jack H. Beachley, M.D.  
Mary R. Garrott  
Alfred C. Huffer  
Walter H. Shealy, M.D.  
Charles I. Wolfinger  
William M. Brish, Secretary-Treasurer  
Superintendent

1951-52

John D. Zentmyer, President  
Mary R. Garrott, Vice President  
Jack H. Beachley, M.D.  
David R. Brewer, M.D.  
Harry H. Shank  
Elmer A Stone  
William M. Brish, Secretary-Treasurer  
Superintendent

1948-1949

Philip A. Rauth, President  
Jack H. Beachley, M.D.  
Mary R. Garrott  
Alfred C. Huffer  
Walter H. Shealy, M.D.  
Charles I. Wolfinger  
William M. Brish, Secretary-Treasurer  
Superintendent

1952-53

John D. Zentmyer, President  
Harry H. Shank, Vice President  
John M. Baer  
David R. Brewer, M.D.  
Mary R. Poser  
Elmer A Stone  
William M. Brish, Secretary-Treasurer  
Superintendent

1949-50

Philip A. Rauth, President  
Mary R. Garrott – Vice President  
Jack H. Beachley, M.D.  
Alfred C. Huffer  
Harry H. Shank  
John D. Zentmyer  
William M. Brish, Secretary-Treasurer  
Superintendent

1953-54

John D. Zentmyer, President  
John M. Baer, Vice-President  
David R. Brewer, M.D.  
Harriette B. Lindsey  
Harry H. Shank  
Elmer A Stone  
William M. Brish, Secretary-Treasurer  
Superintendent

1954-55

John M. Baer, President  
David R. Brewer, M.D., Vice President  
Phil I. Harr  
Harriette B. Lindsey  
Harry H. Shank  
Elmer A Stone  
William M. Brish, Secretary-Treasurer  
Superintendent

1955-56

John M. Baer, President  
David R. Brewer, M.D., Vice President  
Phil I. Harr  
Harriette B. Lindsey  
Herman Stockslager  
Elmer A Stone  
William M. Brish, Secretary-Treasurer  
Superintendent

1956-57

John M. Baer, President  
David R. Brewer, M.D., Vice President  
Phil I. Harr  
Harriette B. Lindsey  
Herman Stockslager  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1957-58

John M. Baer, President  
David R. Brewer, M.D., Vice President  
Phil I. Harr  
Harriette B. Lindsey  
Herman Stockslager  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1958-59

David R. Brewer, M.D., President  
Phil I. Harr, Vice-President  
Harriette B. Lindsey  
Franklin R. Miller  
Herman Stockslager  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1959-60

David R. Brewer, M.D., President  
Phil I. Harr, Vice-President  
Franklin R. Miller  
Margaret M. Rohrer  
Herman Stockslager  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1960-61

David R. Brewer, M.D., President  
Franklin R. Miller, Vice-President  
Louise F. Beachley  
Margaret M. Rohrer  
Herman Stockslager  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1961-62

David R. Brewer, M.D., President  
Franklin R. Miller, Vice-President  
Louise F. Beachley  
Claude O. Merkle  
Margaret M. Rohrer  
Clyde B. Thomas  
William M. Brish, Secretary-Treasurer  
Superintendent

1962-63

Franklin R. Miller, President  
Claude O. Merckle, Vice-President  
Louise F. Beachley  
David R. Brewer, M.D.  
Margaret M. Rohrer  
Joseph L. Ross  
William M. Brish, Secretary-Treasurer  
Superintendent

1963-64

Franklin R. Miller, President  
Claude O. Merckle, Vice-President  
Louise F. Beachley  
Jack M. Ebersole  
Margaret M. Rohrer  
Joseph L. Ross  
William M. Brish, Secretary-Treasurer  
Superintendent

1964-65

Franklin R. Miller, President  
Claude O. Merckle, Vice-President  
Louise F. Beachley  
Jack M. Ebersole  
Margaret M. Rohrer  
Joseph L. Ross  
William M. Brish, Secretary-Treasurer  
Superintendent

1965-66

Claude O. Merckle, President  
Joseph L. Ross, Vice-President  
Louise F. Beachley  
Jack M. Ebersole  
Joseph P. Fiery, Jr.  
Franklin R. Miller  
William M. Brish, Secretary-Treasurer  
Superintendent

1966-67

Claude O. Merckle, President  
Joseph L. Ross, Vice-President  
Jack M. Ebersole  
Joseph P. Fiery, Jr.  
Franklin R. Miller  
Odell H. Rosen  
William M. Brish, Secretary-Treasurer  
Superintendent

1967-68

Odell H. Rosen, President  
Joseph L. Ross, Vice-President  
Jack M. Ebersole  
Joseph P. Fiery, Jr.  
Claude O. Merckle  
Franklin R. Miller  
William M. Brish, Secretary-Treasurer  
Superintendent

1968-69

Odell H. Rosen, President  
Joseph P. Fiery, Jr., Vice-President  
Warren H. Bitner  
Jack M. Ebersole  
Claude O. Merckle  
Franklin R. Miller  
William M. Brish, Secretary-Treasurer  
Superintendent

1969-70

Odell H. Rosen, President  
Joseph P. Fiery, Jr., Vice-President  
Warren H. Bitner  
Claude O. Merckle  
Franklin R. Miller  
Joseph L. Ross  
William M. Brish, Secretary-Treasurer  
Superintendent

1970-71

Joseph P. Fiery, Jr., President  
Joseph L. Ross, Vice President  
Warren H. Bitner  
B. Marie Byers  
Milton P. McKann  
Odell H. Rosen  
William M. Brish, Secretary-Treasurer  
Superintendent

1971-72

Odell H. Rosen, Chair  
William E. King, Jr., Vice-Chair  
Evan M. Crossley  
Helen R. Fisher  
Joseph P. Fiery, Jr.  
Ronald L. Miller  
E. Leister Mobley, Jr.  
David K. Poole, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1972-73

Evan M. Crossley, Chair  
Helen R. Fisher, Vice-Chair  
William E. King, Jr.  
Ronald L. Miller  
E. Leister Mobley, Jr.  
David K. Poole, Jr.  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1973-74

Evan M. Crossley, Chair  
Ronald L. Miller, Vice-Chair  
Helen R. Fisher,  
William E. King, Jr.  
E. Leister Mobley, Jr.  
David K. Poole, Jr.  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1974-75

Evan M. Crossley, Chair  
Ronald L. Miller, Vice-Chair  
Helen R. Fisher  
William E. King, Jr.  
E. Leister Mobley, Jr.  
David K. Poole, Jr.  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1975-76

Evan M. Crossley, Chair  
Helen R. Fisher, Vice-Chair  
William E. King, Jr.  
E. Leister Mobley, Jr.  
Constantine P. Nakopoulos  
David K. Poole, Jr.  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1976-77

David K. Poole, Jr., Chair  
Helen R. Fisher, Vice-Chair  
Evan M. Crossley  
William E. King, Jr.  
E. Leister Mobley, Jr.  
Constantine P. Nakopoulos  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1977-78

Helen R. Fisher, Chair  
E. Leister Mobley, Jr., Vice-Chair  
William L. Clowser  
Gary V. Fearnow  
William E. King, Jr.  
Constantine P. Nakopoulos  
Howard N. Weeks, M.D.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1978-79

E. Leister Mobley, Jr., Chair  
William E. King, Jr., Vice-Chair  
William L. Clowser  
Gary V. Fearnow  
Helen R. Fisher  
Constantine P. Nakopoulos  
David K. Poole, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1979-80

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
William L. Clowser  
Helen R. Fisher  
William E. King, Jr.  
Constantine P. Nakopoulos  
David K. Poole, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1980-81

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
William L. Clowser  
Helen R. Fisher  
William E. King, Jr.  
Constantine P. Nakopoulos  
David K. Poole, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1981-82

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
William L. Clowser  
Helen R. Fisher  
Mary Ann Jenneke  
William E. King, Jr.  
David K. Poole, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1982-83

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
John M. Baer (Serving remainder of David K. Poole term)  
William L. Clowser  
Helen R. Fisher  
Mary Ann Jenneke  
William E. King, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1983-84

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
John M. Baer  
William L. Clowser  
Helen R. Fisher  
Mary Ann Jenneke  
William E. King, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1984-85

E. Leister Mobley, Jr., Chair  
Gary V. Fearnow., Vice-Chair  
John M. Baer  
William L. Clowser  
Helen R. Fisher  
Mary Ann Jenneke  
William E. King, Jr.  
Dr. Atlee C. Kepler, Secretary-Treasurer

1985-86

William L. Clowser, Chair  
Mary Ann Jenneke, Vice-Chair  
John M. Baer  
Roger L. Fiery, Jr.  
William E. King, Jr.  
E. Leister Mobley, Jr.  
Florence M. Murdock  
Dr. Atlee C. Kepler, Secretary-Treasurer



1986-87

William L. Clowser, Chair  
Roger L. Fiery, Jr., Vice-Chair  
John M. Baer  
Merle S. Elliott  
Mary Ann Jenneke,  
William E. King, Jr.  
Florence M. Murdock  
Dr. Norman P. Shea, Secretary-Treasurer

1987-88

William L. Clowser, Chair  
Roger L. Fiery, Jr., Vice-Chair  
John M. Baer  
Merle S. Elliott  
William E. King, Jr.  
Charlotte B. Lubbert  
Florence M. Murdock  
Dr. Norman P. Shea, Secretary-Treasurer

1988-89

Roger L. Fiery, Jr., Chair  
Florence M. Murdock, Vice-Chair  
John M. Baer  
William L. Clowser  
Merle S. Elliott  
Edward N. Henson, Jr.  
Charlotte C. Lubbert  
Dr. Norman P. Shea, Secretary-Treasurer

1989-90

Roger L. Fiery, Jr., Chair  
Florence M. Murdock, Vice-Chair  
John M. Baer  
William L. Clowser  
Merle S. Elliott  
Edward N. Henson, Jr.  
Charlotte C. Lubbert  
Dr. Norman P. Shea, Secretary-Treasurer

1990-91

Roger L. Fiery, Jr., Chair  
Florence M. Murdock, Vice-Chair  
William L. Clowser  
Merle S. Elliott  
Donald R. Harsh, Jr.  
Edward N. Henson, Jr.  
Charlotte C. Lubbert  
Dr. Norman P. Shea, Secretary-Treasurer

1991-92

Roger L. Fiery, Jr., Chair  
Florence M. Murdock, Vice-Chair  
William L. Clowser  
Merle S. Elliott  
Donald R. Harsh, Jr.  
Edward N. Henson, Jr.  
Charlotte C. Lubbert  
Dr. Norman P. Shea, Secretary-Treasurer

1992-93

Florence M. Murdock, Chair  
Merle S. Elliott, Vice-Chair  
William L. Clowser (*Resigned 9/23/92*)  
Roger L. Fiery, Jr.  
Donald R. Harsh, Jr.  
Edward N. Henson, Jr.  
Charlotte C. Lubbert  
Dr. Norman P. Shea, Secretary-Treasurer

1993-94

Florence M. Murdock, Chair  
Merle S. Elliott, Vice-Chair  
Wayne E. Alter  
Carolyn W. Brooks  
Roger L. Fiery, Jr.  
Donald R. Harsh, Jr.  
Edward N. Henson, Jr.  
Dr. Norman P. Shea, Secretary-Treasurer

1994-1995

Merle S. Elliott, Chair  
Edward N. Henson, Vice-Chair  
Wayne E. Alter  
Carolyn W. Brooks  
Roger L. Fiery, Jr.  
Donald R. Harsh, Jr.  
Florence M. Murdock  
Norman P. Shea, Secretary-Treasurer

1995-1996

Merle S. Elliott, Chair  
Wayne E. Alter  
Carolyn W. Brooks  
Roger L. Fiery, Jr.  
Donald R. Harsh, Jr. (*Resigned 9/96*)  
Florence M. Murdock  
William J. Reuter  
Norman P. Shea, Secretary-Treasurer

1996-1997

Merle S. Elliott, Chair  
Wayne E. Alter, Jr., Vice-Chair  
Carolyn W. Brooks  
Roger L. Fiery, Jr.  
James D. Latimer  
Florence M. Murdock  
William J. Reuter  
Norman P. Shea, Secretary-Treasurer

1997-1998

Wayne E. Alter, Chair  
Carolyn W. Brooks, Vice-Chair  
Merle S. Elliott  
Roger L. Fiery, Jr.  
James D. Latimer  
Florence M. Murdock  
William J. Reuter  
Normal P. Shea, Secretary-Treasurer

1998-1999

Wayne E. Alter, Chair  
Carolyn W. Brooks, Vice-Chair  
Merle S. Elliott  
Roger L. Fiery, Jr.  
James D. Latimer  
Florence M. Murdock  
William J. Reuter  
Norman P. Shea, Secretary-Treasurer

1999-2000

William J. Reuter, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Merle S. Elliott  
Roger L. Fiery, Jr.  
James D. Latimer  
Florence M. Murdock  
Norman P. Shea, Secretary-Treasurer

2000-2001

William J. Reuter, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Merle S. Elliott  
Roger L. Fiery, Jr.  
James D. Latimer  
Florence M. Murdock  
Norman P. Shea, Secretary-Treasurer

2001-2002

William J. Reuter, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Merle S. Elliott  
Margaret E. Hetzer  
James D. Latimer  
Florence M. Murdock  
Norman P. Shea, Secretary-Treasurer

2002-2003

Merle S. Elliott, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Anton T. Dahbura  
Margaret E. Hetzer  
Florence M. Murdock  
William J. Reuter  
Guy Altieri, Secretary-Treasurer

2003-2004

Merle S. Elliott, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Patricia K. Cushwa  
Anton T. Dahbura  
Margaret E. Hetzer  
William J. Reuter  
Guy Altieri, Secretary-Treasurer

2004-2005

Merle S. Elliott, Chair  
Anton T. Dahbura, Vice-Chair  
Carolyn W. Brooks  
Wayne E. Alter, Jr.  
Patricia K. Cushwa (*Resigned 1/05*)  
Margaret E. Hetzer  
William J. Reuter  
Guy Altieri, Secretary-Treasurer

2005-2006

Merle S. Elliott, Chair  
Anton T. Dahbura, Vice-Chair  
Wayne E. Alter, Jr.  
Carolyn W. Brooks  
Pamela Christoffel  
Margaret E. Hetzer  
William J. Reuter  
Guy Altieri, Secretary-Treasurer

2006-2007

Anton T. Dahbura, Chair  
Carolyn W. Brooks, Vice-Chair  
Wayne E. Alter, Jr.  
Pamela Christoffel  
Merle S. Elliott

Margaret E. Hetzer  
Richard W. Phoebus, Sr.  
Guy Altieri, Secretary-Treasurer

2007-2008

Anton T. Dahbura, Chair  
Carolyn W. Brooks, Vice-Chair  
Pamela Christoffel  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus, Sr.  
Gregory I. Snook  
Guy Altieri, Secretary-Treasurer

2008-2009

Austin S. Abraham  
Carolyn W. Brooks, Chair  
Patricia K. Cushwa  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus, Sr., Vice-Chair  
Gregory I. Snook  
Guy Altieri, Secretary-Treasurer

2009-2010

Austin S. Abraham  
Carolyn W. Brooks, Chair  
Patricia K. Cushwa  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus, Sr., Vice-Chair  
Gregory I. Snook  
Guy Altieri, Secretary-Treasurer

2010-2011

Austin S. Abraham  
Carolyn W. Brooks  
Patricia K. Cushwa  
Merle S. Elliott  
Margaret E. Hetzer  
Richard W. Phoebus, Sr., Chair  
Gregory I. Snook, Vice-Chair  
Guy Altieri, Secretary-Treasurer

2011-2012

Austin S. Abraham

Carolyn W. Brooks, Chair

Patricia K. Cushwa

Merle S. Elliott

Margaret E. Hetzer (*resigned 2/12*)

Richard W. Phoebus, Sr. (*resigned 11/11*)

L. William Proctor, Jr.

Gregory I. Snook, Vice-Chair

John D. Williamson

Guy Altieri, Secretary-Treasurer

2012-2013

Austin S. Abraham

Carolyn W. Brooks

Patricia K. Cushwa, Vice-Chair

Merle S. Elliott

L. William Proctor, Jr.

Gregory I. Snook, Chair

John D. Williamson

Guy Altieri, Secretary-Treasurer