

ASSIGNMENTS FOR ADMINISTRATIVE AND IT SERVICES COMMITTEE
2012 – 2013
Updated 09.18.12

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