



**HAGERSTOWN COMMUNITY COLLEGE**

**2019 – 2020  
ANNUAL GOVERNANCE REPORT**

**June 2020**

## INTRODUCTION

The College has a shared governance model that promotes a participatory and collaborative culture where employees are well informed and involved in policy development that match their areas of expertise. HCC's shared governance model consists of cross-constituent groups. Governance groups that deal primarily with faculty issues have a majority of faculty members with representation by administration and staff. Administration and staff committees are comprised primarily of administrators and staff, with faculty representation.

### GOVERNANCE COUNCIL

The Governance Council (GC), chaired by the President, is the clearinghouse for shared governance concerns and issues on campus. The Council, which consists of representatives from all constituent groups, acts as a "ways and means committee" to monitor the health of the governance system (See Appendix A for current membership). It helps ensure that concerns are addressed while making sure that committees are adequately staffed to study issues and make recommendations. With its focus on process, the GC assigns issues to the appropriate governance body or administrative unit if an issue is operational, as well as approves changes to the governance structure.

### GOVERNANCE COMMITTEES

#### *Standing Committees*

Standing committees provide a forum for the development of broad consensus and recommendations on college-wide matters. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Faculty members on committees are appointed by the Faculty Assembly and non-faculty are appointed by the President.

#### **Academic Standards, Assessment and Faculty Affairs Committee**

The Academic Standards, Assessment and Faculty Affairs Committee (ASOAFAs) considers and makes recommendations on policies that support and maintain high academic standards, assessment methodologies and systems with emphasis on student learning outcomes, and faculty affairs, though it does not address faculty personnel decisions. This committee is co-chaired by the Director of Instructional Support Services and a faculty member.

#### **Curriculum Development and Review Committee**

The primary task of the Curriculum Development and Review Committee (CDRC) is to review and recommend approval of new courses and programs of study at the College. It does not oversee matters relating to the rigor of courses or programs, which is the responsibility of appropriate faculty and academic officers. The CDRC is co-chaired by the Vice President of Academic Affairs and a faculty member.

Curriculum review assures that new programs and courses meet and incorporate college and state standards, such as general education requirements, student learning outcomes assessment and compliance with the official course syllabi format. This task is very time intensive and requires most of the meeting time.

### **Teaching and Learning Committee**

The Teaching and Learning Committee considers and makes policy recommendations regarding the College's environment in support of excellence in teaching and learning, particularly in academic support services such as learning technologies, distance learning, tutoring services, workplace learning, and career development services. The Teaching and Learning Committee is co-chaired by the Dean, Academic Services and Online Education and a faculty member.

### **Administrative and Information Technology Services Committee**

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the quality of services and facilities for students and staff. It facilitates coordination of activities related to health and safety issues, facilities, and auxiliary services, as well as institutional issues related to IT applications, computer networks and telecommunications. The committee, co-chaired by the Vice President of Administration and Finance and a faculty member, reports to and makes recommendations to the President.

### **Human Resources Committee**

The Human Resources Committee (HRC) considers and makes recommendations on personnel policies, including conditions of employment, staff and faculty diversity, human resources procedures, and professional development. The committee does not address matters of employee evaluation, tenure, promotion, dismissal, or salary and benefits administration. The HRC, which is co-chaired by the Director of Human Resources and a faculty member, reports to and makes recommendations to the President.

### **Student Affairs Committee**

The Student Affairs Committee (SAC) considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the learning process and student achievement. The SAC is co-chaired by the Dean of Student Affairs and a faculty member, and makes recommendations to the President.

## HCC GOVERNANCE SYSTEM IN FY 16

### *Structural Changes to Governance Committees*

Changes were made to augment committee structure/functions and to help enhance communication and reporting in fall 2015. Changes include:

#### Governance Council Membership

- The position of Dean of Academic Services and Online Education was added.
- The senior support staff person is responsible for working with the Director of Human Resources to plan support staff meetings, presentations, etc.
- Broader participation on the Governance Council will enhance the functioning of the governance system. Therefore, to foster communication and understanding of HCC's governance system, all shared governance committee co-chairs will be members of the Governance Council. This added eight persons (two administrators and six faculty), for a total of 20 members who comprise the Council.

#### Teaching and Learning

- The administrative co-chair changed from Director of Instruction to Dean of Academic Services and Online Education

#### Academic Standards, Outcomes Assessment and Faculty Affairs Committee

- The administrative co-chair changed from Vice-President of Academic Affairs to Director of Instructional Support Services.
- A position for a division chair/director was added.

### *Memberships*

A term of service on a standing governance committee is typically two years. Participation of new members is encouraged to broaden overall involvement in the shared governance process. Of 80 committee participants in FY 16, 20 two-year terms ended in June 2015, along with the one-year term of the two SGA representatives. Of those, 11 were faculty, eight of whom elected to participate for another term, and nine were non-faculty, eight of whom were new appointees. The two student members are appointed annually as determined by the annual SGA election.

### *Communication*

The College community receives feedback regarding the status of recommended policies via e-mail by the administrative co-chair. In addition to the e-mail notification, an approved policy is posted on the shared governance website, along with committee minutes. The annual meeting between the Governance Council and co-chairs also helps facilitate communication and clarifies assignments.

## SUMMARY OF POLICY WORK IN FY16

Much policy work occurred that was administrative in nature as follow-up to the College's re-accreditation. Additionally, with the hiring of new administrators and subsequently heavy workloads, non-academic committees did not meet regularly during the year. Policies approved by the Board in 2015 – 2016 include:

- Student Organization Policy (April 2016)
- Commercial Solicitation Policy (April 2016)
- Expressive Activity Policy (April 2016)
- Revisions:
  - Revision to Policy 3060 ESSENCE Early College Program (June 2016)

A summary, by committee, of policies reviewed and/or updated through the shared governance model and approved by the Board of Trustees from July 1, 2004 – June 30, 2016 is found as Appendix B.

## AD HOC COMMITTEE WORK IN FY16

***Ad Hoc Athletic Operational Guidelines, Procedures, and Policy Study Group:*** This study group was charged with reviewing and proposing written athletic operational guidelines and procedures to address the administrative functions that guide activities associated with athletic teams, coaches, and scholar athletes. The major outcome of the study was the development of the draft of the HCC Athletics Policy, Guidelines, and Procedures Manual that was recommended to the college president for consideration.

***Multicultural Committee:*** This committee is charged with creating a learning environment that is respectful of multicultural values and that promotes an understanding and appreciation for multiculturalism, including differences and similarities. A primary committee activity is planning and providing leadership for the annual Martin Luther King/Diversity Celebration, which was held on January 18, 2016.

## LOOKING AHEAD

A summary of committee assignments for 2016 – 2017 follows.

### **Administrative and IT Services Committee**

1. Develop a policy and guidelines for fund raising by campus groups, including online fundraising sites, 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.)
2. Develop a policy for athletic travel and expenditures, including meal reimbursements.
3. Develop a policy for accepting physical donations of items such as vehicles, etc.
4. Develop a policy for employee use of institutionally supported electronic devices.

### **Academic Standards, Outcomes Assessment and Faculty Affairs**

1. Review official college grading and attendance recording systems
2. Review and update, as appropriate, HCC transfer policies to align high standards while lowering possible barriers for students.
3. Update the evaluation procedures of faculty by supervisors
4. Review policy and provisions/procedures for award of emeritus status

### **Curriculum Development and Review Committee**

1. Continue to review all College credit curricula.

### **Human Resources Committee**

1. Develop a policy, consistent with IRS codes and other laws, for pay types (wages, stipend, honorarium, etc.), as well as employee and contractor determinations.

### **Student Affairs Committee**

1. Develop policy for the academic eligibility (minimum GPA) for SGA leadership and organizations positions and membership.

### **Teaching and Learning Committee**

1. Develop a policy and procedures for orientation for online students.
2. Update the Board Policy 4016: Workplace Learning Policy
3. Update/revise current policy related to Library fines or other registration holds for borrowed devices
4. Study the feasibility of requiring students to purchase portable devices (e.g. iPads) for instructional and learning purposes. Which electronic devices will HCC support/use for instructional purposes?

### ***Ad Hoc Salary and Benefits Review Committee***

In addition to the standing committees, the Ad Hoc Salary and Benefits Review Committee (SABRC) will meet in the fall 2016 through early spring 2017 and will be a representative employee group. The SABRC is tasked to review and assess current full-time employee compensation levels and make recommendations regarding adjustments to the president. Data and information from comparable community colleges, as well as public and private employers in the Washington County region, will be gathered and assessed by the committee.

# **APPENDICES**

**APPENDIX A**  
**GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY16**

*Terms of office run July 1, 2014 - June 30, 2016 (FY 16) or July 1, 2015 - June 30, 2017 (FY 17). Term expiration date is found in parentheses after each committee member's name.*

*\*\* Denotes co-chair*

**GOVERNANCE COUNCIL**

1. Guy Altieri, President \*\*
2. Jane Duff, Administrative Office Associate II, Athletics and ARCC (FY17)
3. Joe Heavner, SGA President (FY16)
4. Julie Horton, Dean, Academic Services and Online Education
5. David Karn, Assistant Professor, Accounting (FY16)
6. Christina Kilduff, Vice-President, Administration & Finance
7. Christopher Lewis, Associate Professor, Mathematics (FY17)
8. Alyssa Little, Instructor, Dance (FY 17)
9. Barbara Macht, Dean, Planning & Institutional Effectiveness
10. Daniel J. Madron, Faculty Assembly Chair; Assistant Professor, Sociology (FY16)
11. Michael Martin, Interim Dean, Student Affairs
12. Bernard Murphy, Associate Professor, Biology and Chemistry (FY17)
13. Jim Pierne, Instructor, Business Management (FY16)
14. Dawn Reed, Research Associate (FY17)
15. Carol Rothstein, Director of Instructional Support Services
16. Daniel Ryan, Assistant Professor, Sociology (FY17)
17. Theresa Shank, Dean, Continuing Education and Business Services
18. C. David Warner, Vice-President, Academic Affairs
19. Daniel Webber, Assistant Professor, Art, Music and Humanities (FY17)
20. Patricia Williams, Assistant Professor, Practical Nursing (FY17)

**ACADEMIC STANDARDS, OUTCOMES ASSESSMENT**  
**AND FACULTY AFFAIRS**

1. Vicki Bullett, Instructor, Physical Education (FY17)
2. Robin Becker-Cornblatt, Director of ARR (FY16)
3. Thomas Crawford, Associate Professor, Mathematics and Business (FY16)
4. Alicia Drumgoole, Instructor, English Composition (FY17)
5. Rebecca Kendrick, Instructor, Developmental Mathematics (FY17)
6. Sonja Kirchner, Assistant Professor, Nursing (FY17)
7. Sean Maher, Instructor, Web Design and Multimedia Technology (FY17)
8. Michelle McDaniel, Instructor/Coordinator, Medical Imaging (FY16)
9. Carol Rothstein, Director of Instructional Support Services\*\*
10. Daniel Ryan, Assistant Professor, Sociology (FY17) \*\*
11. Ashley Whaley, Lead Advisor, JTSR (FY16)
12. Dawn Schoenenberger, Director, DEALS (FY17)



## **CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE**

1. Rebecca Beecroft, Instructor of Life Science/Biotechnology [serves in spring/summer semesters] (FY18)
2. Adam Bridendolph, Instructor, Mechanical Engineering (FY16)
3. Thomas Burge, Instructor, Physical Education and Fitness Center Coordinator (FY16)
4. Donna Carroll, Assistant Professor, Medical Imaging Programs (FY17)
5. Linda Cornwell, Coordinator, Fletcher Faculty Professional Development Center (FY17)
6. Vennece Fowlkes [for Rebecca Beecroft in fall semester 2015] (FY16)
7. Mary Hendrickson, Director, BSSB (FY16)
8. Beth Lopez, Coordinator, Curriculum and Academic Systems
9. Lori Manilla, Assistant Professor, Nursing (FY17)
10. Jim Niessner, Assistant Professor, Developmental Composition (FY16)
11. Eric Schwartz, Instructor, Political Science and International Relations (FY16)
12. Dan Vogel, Director, TCS Division (FY17)
13. C. David Warner, Vice-President, Academic Affairs \*\*
14. Daniel Webber, Assistant Professor, Art, Music and Humanities (FY17) \*\*
15. Chris Baer, Interim Academic Advising Director (FY18)

## **TEACHING AND LEARNING COMMITTEE**

1. Sonjurae Cross, Assistant Professor, Developmental English (FY17)
2. Jack Drooger, Program Manager, Information Technology Training (FY18)
3. Mary Hendrickson, Director, BSS/B Division (FY18)
4. Julie Horton, Dean, Academic Services and Online Education \*\*
5. Melinda Howell, Instructor, Psychology (FY18)
6. Kristen Lennon, Instructor, Biology (FY17)
7. Christopher Lewis, Associate Professor, Mathematics (FY16) \*\*
8. Nancy Thorpe, Associate Professor, Chemistry (FY17)
9. Gina Yurek, Instructor, Nursing (FY17)

## **ADMINISTRATIVE AND IT SERVICES COMMITTEE**

1. Craig Fentress, Director, Information Technology (FY17)
2. Brenda Huffman, Coordinator, Distance Education Services (FY 16)
3. Christina Kilduff, Vice-President, Administration and Finance \*\*
4. Alyssa Little, Instructor, Dance (FY 17) \*\*
5. Stacey Lowman, Executive Director, College Advancement (FY 16)
6. Jackie Taylor, Administrative Office Associate, BSSB (FY16)
7. Ed Sigler, Instructor, Engineering (FY 17)

## **HUMAN RESOURCES COMMITTEE**

1. Michele Blash, Assistant Professor, Nursing (FY17)
2. Shannon Cameron, Instructor, Physical Education and Athletic Trainer (FY17)
3. Linda Cornwell, Coordinator, Fletcher Faculty Professional Development Center (FY16)
4. Cindy Eyler, Administrative Office Associate, College Advancement (FY16)
5. David Karn, Assistant Professor, Accounting (FY16) \*\*
6. Jennifer Knight, Director, Human Resources \*\*
7. Gerard Rath, Assistant Director, Facilities Management and Construction Manager (FY17)
8. Meredith Sumner, Executive Assistant (FY17)

## **STUDENT AFFAIRS COMMITTEE**

1. Jaime Bachtell, Coordinator, Disability Support Services (FY17)
2. Robin Hollin, Program Manager, Allied Health (FY17)
3. Tim Jenness, Instructor, U.S. and World History (FY16)
4. Michael Martin, Interim Dean, Student Affairs\*\*
5. Sandra Moorman, Instructor, Nursing (FY16)
6. Amanda McPherson, SGA Secretary (FY16)
7. Deedra Thomas, Office Associate I, Police Academy (FY17)
8. Patricia Williams, Assistant Professor, Practical Nursing (FY17) \*\*

**APPENDIX B**  
**SUMMARY OF POLICIES DEVELOPED THROUGH**  
**STANDING GOVERNANCE COMMITTEES**  
**FROM FY 04 – FY 16**

COMMITTEE	POLICY	ACTION
<b>Academic Standards, Outcomes Assessment &amp; Faculty Affairs</b>	Academic Integrity	Approved, 11/19/13
	Revision to Credit for Life Experiences Policy	Approved by Board, 02/21/12. Original policy approved in 2008
	Minimum Number of Credits Required for Degree Completion	Approved by Board, 04/17/12
	Acceptance of International Baccalaureate (IB) Degree Policy	Approved 03/15/11
	Course Entry Assessment and Course Placement Policy	Approved by Board, 02/16/10
	Independent Study Policy	Approved, 05/26/09
	Discontinued Programs Policy	Approved, 02/17/09
	Course Repeats Policy	Approved, 06/19/07
	Incomplete Grade and Dean's List Eligibility Policy	Approved, 02/20/07
	Transfer of P/S Grades as Transfer Credits From Other Institutions Policy	Approved, 05/30/06
	Make-up Exam Fees Policy	Approved, 05/30/06
	Awarding multiple HCC Credentials Policy	Approved, 05/05
	Eligibility requirements for internships Policy	Approved, 05/05
	Developmental GPA Policy	Approved, 05/04

COMMITTEE	POLICY	ACTION
<b>Teaching and Learning Committee</b>	Addendum to Workplace Learning Policy	Approved by Board, 10/16/2012
	Team Teaching Contact Hours	Approved by Board, 9/18/2012
	Student Success and Integrity of Web-based Courses and Programs	Approved by Board, 9/18/2012
	Contact Hours and Academic Credit Policy	Approved, 11/12/10
	Library Development Policy	Approved, 04/14/09
	Credit for Life Experience Policy	Approved, 06/17/08
	Flexible Scheduling for Full-time Faculty Policy	Approved, 06/19/07
	Library Use for Non-HCC Users	Approved, 06/20/06
	Academic Integrity Policies	Approved, 10/05
<b>Curriculum Development and Review Committee</b>	Organization of HCC Curriculum	Approved by Board, 11/15/16
	Credit-to-contact Hour Standards for Internships Policy	Approved, 05/05
	Workplace Learning Policy	Approved 05/05
<b>Human Resources Committee</b>	Vacation Carry-over	Approved, 02/17/09
	Employee and Retiree Tuition Waiver Policy	Approved, 09/26/07
	Employee Conflict of Interest	Approved, 04/18/06
	Catastrophic Sick Leave Bank Policy	Approved, 10/18/05

COMMITTEE	POLICY	ACTION
<b>Student Affairs Committee</b>	Revision of Policy # 8071, Sexual Assault Policy	Approved, 10/21/14
	Student Drug and Alcohol Abuse Policy Revision	Approved, 06/24/14
	Code of Student Conduct Policy Revision	Approved, 06/24/14
	Academic Eligibility to Participate in Intercollegiate Athletics Policy	Approved by Board, 03/20/12
	Student Activities Policy	Approved by Board, 06/26/12
	Anti-Discrimination Policy	Approved by Board, 10/22/09
	Involuntary Student Course Withdrawal Policy	Approved by Board, 03/16/10
	Communicable Disease Policy	Approved, 04/14/09
	Administrative withdrawal of students	No Board action necessary – Recommendation made to Governance Council that current policy not change
	Student Residency Tuition Policy Revisions	Approved, 09/26/07
	Student Drug and Alcohol Abuse Policy	Approved, 03/20/07
	Code of Student Conduct	Approved, 05/30/06
	Admissions policies	Approved, 03/05

COMMITTEE	POLICY	ACTION
<b>Administration and IT Services Committee</b>	Use of Computing, Networking and Communications Resources	Approved, 04/22/14 (Expanded from Acceptable Computer Usage Policy)
	Social Media Policy	Approved, 12/17/13
	Solicitation Policy	Approved 04/26/11
	Parking and Traffic Policy	Approved by Board, 04/27/10
	Free Speech and Demonstrations Policy	Approved by Board, 06/22/10
	Free Speech Policy	Approved, 04/14/09
	College Vehicle Use Policy	Approved, 11/16/07
	Handling of Cash on Campus Policy	Approved, 03/21/06
	Facilities Use by Outside Agencies Policy	Approved, 05/05
	Information Technology Standards Policy	Approved, 05/05

<b>ADMINISTRATIVE POLICIES</b>		
<b>SPONSOR</b>	<b>POLICY</b>	<b>ACTION</b>
Vice-President, Academic Affairs	Revision to Policy 3060 ESSENCE Early College Program	Approved by Board, 06/21/16
Vice-President, Academic Affairs	Revision to Policy 5050, Full-time Faculty Load, Evaluation, Promotion and Tenure	Approved by Board, 03/17/15
Vice-President, Academic Affairs	Revision to Policy 5070, Award of Emeritus	Approved by Board, 03/17/15
Vice-President, Academic Affairs	Revision to Policy 4017, Credit for Life Experience	Approved by Board, 04/28/15
Vice-President, Academic Affairs	Academic Program Review Policy	Approved by Board, 01/20/15
Vice-President, Academic Affairs	Alternative Methods for Earning College Credit Policy	Approved by Board, 01/20/15
Associate Dean, Online Education & Instructional Support Services	Use of Smart Devices in Instructional Spaces Policy	Approved by Board, 01/20/15
Associate Dean, Online Education & Instructional Support Services	IT Security Policy	Approved, 12/16/14
Vice-President, Academic Affairs	Institutional Student Learning Outcomes	Approved by Board, 10/21/14
Vice-President, Academic Affairs	Copyright Infringement Policy	Approved by Board, 10/21/14
Vice-President, Academic Affairs	Revision to Policy 5040, Sabbatical Leave	Approved by Board, 10/21/14
President	Student Organization Policy	Approved by Board, 04/26/16
President	Commercial Solicitation Policy	Approved by Board, 04/26/16
President	Expressive Activity Policy	Approved by Board, 04/26/16
President	Revision, Social Media Policy	Approved by Board, 12/16/14
President	Campus Sponsorship Opportunities Policy	Approved by Board, 03/18/14
President	Smoking Policy Revision	Approved by Board, 03/18/14
President	Board of Trustees Conflict of Interest	Approved by Board, 12/17/13

<b>ADMINISTRATIVE POLICIES</b>		
<b>SPONSOR</b>	<b>POLICY</b>	<b>ACTION</b>
President and Director, Public Information and Government Relations	Political Activity on Campus Policy	Approved by Board, 10/16/12
Vice-President, Academic Affairs	Revision to Policy # 4017, Credit for Life Experience	Approved by Board, 02/21/12 (Original policy approved in 2008)
President	Naming Policy	Approved by Board, 10/19/11
Vice-President of Finance and Administration	Debt Policy	Approved by Board, 12/15/09
President	In-County Resident Status for Students Displaced by Natural Disasters (revision)	Approved by Board, 11/13/09
Vice- President, Administration and Finance and Director of Finance	Investment Policy Revisions	Approved by Board, 09/26/07
President's Office (Volunteer Coordinator)	Volunteer Policy	Approved by Board, 09/20/05