

BOARD OF TRUSTEES
HAGERSTOWN COMMUNITY COLLEGE
Hagerstown, Maryland

Work Session
September 15, 2026

(12:00 pm – 1:00 pm)

AGENDA

- I. Call to Order
- II. Policy Review (*Attachments*)
 - 1. Policy 5022 – Maryland Paid Sick and Safe Leave (Deletion)
 - 2. Policy 5055 – Flexible Scheduling for Full-Time Faculty (Deletion)
 - 3. Policy 5091 – Professional Development and Employee Education Assistance
 - 4. Policy 8067 – Political Activity
 - 5. Policy 8100 – Immigration Enforcement
- III. Meeting Logistics
- IV. Adjourn Work Session by 1:00 PM

Maryland Paid Sick and Safe Leave (Maryland Healthy Working Families Act)

In accordance with HB1 – Maryland Healthy Working Families Act, effective February 11, 2018, Hagerstown Community College will provide paid “earned sick and safe” (ESS) leave for part time employees 18 and older who regularly work at least 12 hours per week. This includes; hourly part-time, credit adjunct faculty, non-credit adjunct faculty, coaches, student workers, temporary and seasonal employees if they meet the hourly requirements.

Use of Sick and Safe Leave

An employee is required to make a request to the supervisor to take earned sick and safe leave as soon as it is practical after the employee is aware of the necessity for the leave and should include the expected duration of the leave.

For purposes of sick and safe leave usage, family member is defined as; biological, adopted, foster or step children, parents, grandparents, grandchildren, and siblings; a child for whom the employee has legal or physical custody or guardianship; a child for whom the employee stands in loco parentis regardless of the child’s age; the legal guardianship of the employee; an individual who acted as a parent or stood in loco parentis to the employee or the employee’s spouse when the employee or the employee’s spouse was a minor; and the spouse of the employee.

Payment of Sick and Safe Leave

Sick and safe leave will be paid to employee at the same wage rate as the employee normally earns.

Policy History:
Adopted: March 20, 2018

Flexible Scheduling for Full-Time Faculty

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.

Professional Development and ~~Employee Education~~ Tuition Assistance

I. Policy Statement

Hagerstown Community College supports employees in their pursuit of academic degrees, professional certifications, and additional course work to benefit their career in higher education.

II. Scope

The College allows professional development program participation directly related to the employee's career. Professional development opportunities are offered to employees through their supervisor, the Vice President of Finance and Administration, and the Executive Director of Human Resources **and Professional Development**.

III. Guiding Criteria

Tuition assistance for employees seeking advanced degrees, **professional certifications, and additional course work** is also offered.

Tuition waivers or discounts are offered to employees and their dependents for HCC's credit and non-credit educational programs.

Terms and conditions for use under this policy are set forth in the Hagerstown Community College Employee Handbook **and the Collective Bargaining Agreement**. The President shall have the authority to set procedures for implementation of this policy.

~~*This policy was also revised on September 21, 2004.*~~

Policy History:

Adopted: July 1993

Revised: September 21, 2004, March 17, 2020

Political Activity on Campus

I. Policy Statement

The College is committed to providing an environment in which the free exchange and expression of ideas, including political views, is respected. Balanced with that is an understanding that the College must take intentional measures to protect its status as a [non-profit 501\(c\) \(3\) organization](#).

As a public, tax-exempt organization, Hagerstown Community College is subject to certain restrictions concerning political activities. The College may not “participate” or “intervene” in any political campaign in support of, or in opposition to, any candidate for public office or political party. **This restriction applies to all campaigns, inclusive of federal, state and local.**

As stated above, the College values the importance of open discussion on important issues and supports the free exchange of varying political viewpoints. As such, the College will provide opportunities to educate its students, faculty, staff, and community through candidate lectures, debates, and other activities, as long as all legally qualified candidates for public office have been given equal access and opportunity to speak and participate and **activities are in accordance with the provisions outlined below and aligned with preserving the College’s non-profit status.**

II. Definitions

Political Activity means supporting or opposing a political candidate, party, or ballot initiative.

Campaign Activity means activities intended to influence an election outcome.

College Resources means using facilities, email systems, logos, equipment, working hours, and funds.

III. Criteria and Expectations

A. Elected Official

Currently elected officials are welcomed and encouraged to visit campus, as it relates to official (non-campaign) business of the offices they hold. These officials are ~~asked~~ **expected** to secure permission from college administrators before coming to campus.

B. Neutrality

It is important for the College to disassociate itself from showing support or opposition to any particular candidate or party. As such, the following disclaimer ~~should~~**will** be used for campus events involving political candidates:

This event is sponsored by_____. The use of HCC's facilities for this event does not constitute an endorsement by the College. Hagerstown Community College does not endorse these candidates or organizations or any other candidates or organizations in connection with this or any other political campaign or election.

C. Employees

College employees are permitted and encouraged to participate freely, during non-work hours, in the political process. They are prohibited from using College resources, including email, computers, phones, photocopiers, etc., to endorse or oppose any candidate or political party. When working or speaking in support of, or in opposition to, a candidate or political party, employees must do so as private citizens and not, at any time or place, in their individual capacities as college employees. **While participating in such activities, employees are not acting at the direction of the College and are expected to clearly indicate that they are acting in their personal capacity.**

Employees are prohibited from wearing articles of clothing, hats, or masks supporting any individual associated with a committee, party, or association recognized under Internal Revenue Code Sec. 527(e)(1) while on campus.

D. Students

Student clubs and organizations are encouraged to participate in the political process. Activities, including voter registration, compilation of voter records, circulation of questionnaires, hosted lectures and debates, and public opinion polls may be conducted. However, in order to maintain its tax status, the College may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political candidate.

~~If any student club or organization activity may be perceived as partisan, the student club and organization must have its promotional materials for such activity first approved by the Dean of Students to ensure that any necessary disclaimers are included.~~

Student groups may advocate publicly for a candidate or position, but are expected to make it clear that they do not speak on behalf of the College. All posters and flyers for this purpose must be in accord with the college policy for posting notices on campus and approved by the Dean of Students to ensure disclaimers are included.

E. Polling Place Exception

When the College is designated by a governmental authority as an official polling place for early voting or Election Day, the following exceptions apply:

1. Members of the public shall be permitted access to the designated polling location for the purpose of voting during official polling hours.
2. Access routes, parking, and signage necessary for voter access will be made available as coordinated with local election officials and within defined proximity parameters of the polling location on campus.
3. During the period in which the polling site is open to the public, areas designated for voting operations, e.g., the polling room, check-in areas, and required ingress/egress paths, shall be under the control of election officials.
4. College restrictions on public access to those specific areas may be adjusted solely as necessary to facilitate the lawful administration of the election and to ensure safe ingress and egress for traffic.
5. All state and local laws regarding no electioneering zones or campaign-free zones (e.g., required distance from the entrance to the polling place) shall be strictly observed. Under Maryland law, this is a radius of approximately 100 feet around the entrance/exit of each polling place.
6. Campaigning, solicitation, distribution of partisan materials, or display of campaign signage is prohibited within the legally defined buffer zone and within college buildings unless otherwise permitted by law. This usually means the area around a polling place where election laws restrict political activity to prevent voter influence or voter intimidation.
7. Outside the legally defined buffer zone, any expressive activity must also comply with college time, place, and manner regulations. Restrictions may be imposed if they are content-neutral and justified by safety or operational concerns.
8. The polling place designation does not convert the entire campus into a public forum. Only areas necessary for voting are subject to the access provisions in this section.
9. Normal College operations and policies remain in effect in all other areas of campus.
10. The College will coordinate with local election officials to ensure security, accessibility, including ADA compliance, and continuity of operations.
11. Election officials' directions regarding voting operations shall be followed within the polling area.
12. College resources, such as equipment, staff time, institutional communications channels, may be used only to support the neutral administration of the polling place, not to promote or oppose any candidate or issue.

Policy History:

Adopted: October 16, 2012

Revised September 5, 2020

Political Activity on Campus

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Additional resources can be found at:
<http://www.irs.gov/pub/irs-drop/rr-07-41.pdf>

Immigration Enforcement at Sensitive Locations

The College is committed to maintaining a safe, respectful, and welcoming environment for all. Pursuant to the Maryland Values Act of 2025¹ institutions of higher education that operate at sensitive locations are required to implement procedures for responding to immigration enforcement activities in a manner consistent with guidance issued by the Maryland Attorney General and in adherence with federal law as it relates to immigration enforcement.

This policy establishes procedures as required by both state and federal law with the goal to protect the rights and privacy of individuals while ensuring compliance with those laws.

This policy applies to all employees' contractors, and volunteers² at a sensitive location as defined by the Maryland Values Act. The Act has defined public institutions of higher education as a sensitive location.

I. Definitions

Immigration Enforcement Agent- a federal officer conducting immigration-related actions.

Judicial Warrant - warrant signed by a judge authorizing specific enforcement actions.

Non-Public Areas on Campus - physical locations of campus property, inclusive of property leased or owned, that is restricted to college personnel, students and authorized guests which include: administrative offices, classrooms, labs, data centers, mechanical and electrical rooms, restrooms, meeting rooms/conference rooms when in use; performance and athletic spaces during performances or events; counseling offices; and locker rooms.

Public Areas on Campus - outdoor spaces, parking lots, common areas of open foot traffic or common gathering areas of individuals in campus buildings, eating spaces and athletic or theater areas when not in scheduled use by students, employees or the college.

II. Enforcement Expectations on Campus

1. Access Restrictions:

- a. No immigration enforcement agent may access nonpublic areas of the facility without presenting a valid judicial warrant or demonstrating exigent circumstances.

¹ Legal Reference: Annotated Code of Maryland, Criminal Procedure, § 2-104, General Provisions, §4-501, State Gov't, §6-111

² For ease of text throughout the policy, the term "employees" will be all encompassing.

- b. Employees must not grant federal immigration officials' permission to enter the non-public areas and are required to immediately notify the Director of Campus Police upon contact with any immigration enforcement agent.

2. Verification Procedures:

- a. The Director of Campus Police, or designees within the Campus Police department, are designated to serve as the primary point (s) of contact to interact with immigration enforcement agents, will maintain records of all immigration enforcement activity, and provide awareness of this Policy for employees.
- b. If approached, employees should treat federal immigration officials politely and state that per Board Policy they will contact Campus Police who will assist them.
- c. Employees are not to interfere with federal immigration officials, attempt to make them leave a public space, or conceal information about a person they are inquiring about.

3. Request for Records or Information:

The College protects the confidentiality of student and employee information in accordance with applicable federal and Maryland law, including but not limited to the Family Educational Rights Privacy Act, General Provisions Article of Maryland Annotated Code, §4-320.1, Policy 8098 Information Security Program, and Policy 8099 Protection of Personally Identifiable Information. Requests for records should be referred to Director of Campus Police, who will confer with Chief Counsel **to ensure compliance with judicial warrant requirements or allowable exceptions.**

4. Awareness:

All employees shall receive notification of this policy annually.

5. Reporting and Accountability:

- a. Any incident involving immigration enforcement must be documented and reported to the Office of the Attorney General.
- b. The College shall submit its privacy protection procedures to the General Assembly by July 1, 2026 as directed.

Policy History:

Adopted: December 16, 2025